



# **Disaster Preparedness Manual**

June 2011

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## Disaster Planning: Personal and Family Emergency Preparedness

### Introduction

Our goal is to help families become prepared prior to a disaster by helping them develop a plan for survival following the events of a disaster and to minister to others.

A **disaster** is defined as anything that disrupts the normal routines of daily life, often occurring suddenly and unexpectedly, causing great human suffering, hardship and loss. A disaster creates human needs that the survivor or their community cannot alleviate themselves.

Disasters can occur on many levels of human society, ranging from the individual to the world at large, and they can result from a range of causes, from natural to man-made. Natural disasters most often experienced are earthquakes, high winds, fires, tornadoes, hurricanes, flooding, and tsunamis. Man-made disasters include civil unrest, acts of terrorism, weapons of mass destruction, industrial accidents, chemical spills, nuclear contamination, improper toxic waste disposal, bio-hazards, explosions, and transportation accidents including railroad, vehicles, vessel and aircraft crashes, and acts of war. Epidemic and pandemic diseases, famine, drought, and pestilence are true disasters that occur over extended periods of time.

Today, more people live in disaster prone areas, more than in any time in history. Our populations are growing and people are living in closer proximity all the time. Even relatively small emergencies can become disastrous if you and your family are not prepared. This is the reason we are encouraging the community to prepare themselves and their family for an emergency or a disaster.

In the event of a major emergency or disaster, it may take a few hours or a few days for help to reach your family. Emergency services, fire, police, and City and County services will be impacted during a major emergency or disaster and will often not be available for routine emergency calls for several days. Emergency responders must prioritize their responses to those incidents that affect the greatest potential for life loss and property damage. Therefore, it is important for you to prepare your family to survive in the event that a disaster impacts your community. Families are encouraged to develop a plan and assemble a disaster kit to ensure survival until relief arrives.

The real disaster begins when an earthquake or the event that caused the disaster has ended. This is when you have to deal with the devastation and destruction that is left. Being prepared will help you get through the event and on the road to recovery faster and with less stress. Without a plan, you will be forced to make decisions and possibly expend financial resources without the advantage of being able to research them. It is not unusual for people to make bad decisions during times of heightened and/or prolonged periods of stress. Creating a plan for you and your family in advance can greatly reduce the amount of stress a person experiences during a disaster and minimize the potential for making bad decisions. Advanced preparation will allow you to be available to help others in greater need.

We know that the Great Commandment is not optional, but a *commandment*. We are commanded to **LOVE** each other. We also know that the Bible directs us to feed the poor and look after children and orphans. We need to be equipped to be available to God even during times of hardship. Disasters provide an opportunity to show the love of Christ and to help carry your neighbors' burdens.

**Matthew 22:37-39 The Great Commandment**

Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it. 'Love your neighbor as yourself.'"

**Romans 15:1**

We who are strong ought to bear with the failings of the weak and not to please ourselves.

**Galatians 6:2-5**

Carry each other's burdens, and in this way you will fulfill the law of Christ. If anyone thinks he is something when he is nothing, he deceives himself. Each one should test his own actions. Then he can take pride in himself, without comparing himself to somebody else, for each one should carry his own load.

**Galatians 6: 7-10**

Do not be deceived: God cannot be mocked. A man reaps what he sows. The one who sows to please his sinful nature, from that nature will reap destruction; the one who sows to please the Spirit, from the Spirit will reap eternal life. Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

**Ephesians 3:20**

Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us.

We know we are not immune from disasters; therefore, it is our responsibility to be prepared. The goal of this manual is to help you prepare for a disaster as simply as possible.



## **Out of Area Contact and Emergency Contacts**

Your family should identify an out-of-area or out-of-state contact person. A family member or friend identified as a contact person may become the one person who can provide information on the whereabouts and status of family members, especially if you become separated.

### How to Make Emergency Contact Cards

1. Purchase business card templates from an office supply store
  - Example: Avery Business Card Number 8859
2. On your computer open “Tools”, scroll down to “Letters and Mailings”, move to “Envelopes and Labels”, select “Options”, then select Business Card 8859 or the correct one for the template you purchased. Click OK and then select “New Document”. That will give you the template to write and print your own Emergency Contact and Emergency Preparedness Cards.
3. Make out the cards together
  - You can make cards specific for each family member
  - Be imaginative and include information you think is useful
    - All family member mobile phone numbers
    - Phone numbers of close friends, relatives and small group members
    - Out-of-area contacts
4. Print out a set of cards on regular paper and check it.
  - Do a little roll play with it, kind of a mini-emergency drill
  - Make sure this is the information you want – Be Accurate!
5. Save it and print your final product on the Business Card template
6. You can take the cards to an office supply store and have them laminated.
  - Consider what you want in your wallet
  - Have some laminated like luggage tags that can be zip tied to a back pack or your Emergency Car Kit
  - Two cards laminated back to back can give you more information
7. Make sure each family member has an Emergency Contact Card
  - In your wallet or purse, attached to your child’s school backpack
8. Keep the Emergency Contact Cards Current
  - Keep the information on your computer to make it easy to keep your contact cards and emergency plan current.

### NOTES:

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**Examples of Out of Area Contact and Emergency Contact Cards**

Avery Business Card templates can be downloaded at [www.avery.com/avery/en\\_us/Templates](http://www.avery.com/avery/en_us/Templates).

<p style="text-align: center;"><b>Jones Family Disaster Preparedness Out of Area Contact</b></p> <p>Name: Aunt Albee There Address: 65432 North Hampton Lane City, State, Zip: Safeplace, WA 77777 Home Phone: 1-544-555-9876 Work Phone: 1-544-555-7654 Cell Phone: 1-544-455-6789 Email: aunt@safeplace.org</p>	<p style="text-align: center;"><b>Jones Family Disaster Preparedness Emergency Contact Information</b></p> <p>Home Address: 12345 Main St. City, State, Zip: Our Town, CA 92345 Home: 1-949-555-1234 Father: Tom Jones Cell: 1-949-555-1235 Mother: Heather Jones Cell: 1-949-555-1236</p>
<p style="text-align: center;"><b>Jones Family Disaster Preparedness Emergency Meeting Locations</b></p> <p>In case of Fire: Meet in name of neighbors front yard In case of a Disaster: 1. Meet in front yard 2. Meet at (nearest large open area) 3. Meet at Aunt and Uncle Jones in Mission Viejo</p>	<p style="text-align: center;"><b>Jones Family Disaster Preparedness Small Group Emergency Contact Information</b></p> <p>Donny Jackson 1-949-555-1111 Mary Jackson 1-949-555-2222 Maggie Mae Moon 1-949 555-3333 Billy Joe Cyrus 1-949-555-4444 Who Ya Know 1-949-555-5555</p>
<p style="text-align: center;"><b>Jones Family Disaster Preparedness</b></p> <p>If a Emergency or Disaster Happens:</p> <ul style="list-style-type: none"> <li>• Remain calm and reassure others</li> <li>• Pray (you can pray while you work)</li> <li>• Assess your surroundings – Be and Stay SAFE</li> <li>• Check for injuries, give first aid, and search for injured or trapped people</li> <li>• Call of Assistance as needed</li> <li>• Check water, gas, electricity</li> <li>• Shut off at mains if damaged</li> <li>• Turn on radio or television for emergency information</li> <li>• Check for structural or related damage</li> <li>• Prepare for aftershocks</li> </ul>	<p style="text-align: center;"><b>Jones Family Disaster Preparedness</b></p> <ul style="list-style-type: none"> <li>• Stay Calm. Keep your family members calm</li> <li>• Pray for God’s discernment, wisdom and help</li> <li>• Think before you act</li> <li>• Institute the Family Disaster Plan</li> <li>• Check Emergency Kit</li> <li>• Review my OperationOCDisaster Preparedness Manual</li> <li>• Make necessary contacts</li> <li>• Check on your family</li> <li>• Check on Small Group, friends</li> <li>• Help Others</li> </ul>

Be creative and include names, addresses, phone numbers, email addresses, and information your family needs in a disaster.



## **Shelter for the Family**

Careful consideration must be given to sheltering the family during crisis. This decision will depend on the size and nature of the disaster. Is your home damaged? To what extent? Do you need to evacuate the neighborhood? Can you travel outside of the area? Do you have utilities? Can you remain in your home SAFELY?

Other options for your family are public shelters sponsored by the American Red Cross or your church. Be prepared to take clothes, medications, blankets, sleeping bags, and items to entertain family members.

Should you need to evacuate the area, use routes that have been identified in your Family Disaster Plan. Know the predetermined place to which your family should evacuate. Obtain several local maps and mark or highlight your predetermined meeting places and routes. Place a copy of this map in your Family Kit and in your Car Kit and review it on a regular basis.

If your family owns a camper or tent, you can use them to shelter your family until evacuation is possible or until outside help arrives. If necessary, your family can use a van or automobile for shelter until better accommodations are available. Do not run the engine with you or your family sitting inside the vehicle. The dangers of carbon monoxide poisoning are too great to allow the vehicle to run with your family inside.

Never run a generator indoors or where there is not sufficient ventilation. Always follow the manufacturer's instructions and recognized safety practices. Never use a non-vented heater, BBQ, or open-flame cooking stove inside. All open flame devices give off *deadly* carbon monoxide.

You do not have to move out of your home just because there is an earthquake. Moving out would only result from major damage to your home or if there is a threat and you are requested to evacuate. It is always a good idea to know how to make repairs on your home. Home Depot and Lowe's have home repair clinics. It is also a good idea to have home repair tools and spare parts available and accessible following an emergency. This may save you a lot of grief and make your time following a disaster a bit more comfortable. If you are able and are a little bit handy, it is recommended to have a ladder that you can reach your roof with, along with several thick plastic tarps (the blue tarps work well) to make temporary repairs to a damaged or leaking roof following a disaster, if a roof repair person is not available. If you have a tile- or concrete-shingle roof this may be too dangerous to make temporary repairs. You can use the plastic tarp inside your home to divert water leaks and cover furniture to prevent further damage.

## **Test Your Kit and Your Plan**

Training is an important part of your Family Disaster Plan. Invest time in practicing the Family Disaster Plan with each family member. Training gives family members confidence and experience. The stress of a disaster situation is not the time to try to figure out how to do something new or use a new piece of equipment from your Family Disaster Kit. The non-threatening atmosphere of pre-event training is a better time for familiarizing your family with your disaster plan and equipment.

### **Train with Your Family – Practice Your Family Disaster Plan**

*Remember: The way you train or practice is the way you will respond under stress during an emergency.*

A great way to enjoy family training is the indoor camping trip. Pick one evening before dinner to review your Family Disaster Plan and your Disaster Kit. Then, say, from 5:30 p.m. or so until the next morning be together with your family with NO POWER. You cannot use the lights, watch TV, use the stove or oven, and you cannot use water from the tap.

You can use your supplies or what you have available as long as you don't use your household utilities. Practice like it is a real disaster. Use your cell phone to make a call to your out-of-area contact, cook your meals or eat them from the package without the stove, oven or microwave. Have fun with this. If you cannot make it one night, what will happen during a real disaster?

Your Family Disaster Plan training should also include how to use the equipment in your Family Disaster Kit. How to place batteries in a radio or flashlight and how to light a lantern, candles, or camp stove safely are examples of what should be covered during a training time. Learn how to shut off utilities and when they need to be shut off. Make sure all responsible people in your household know how.

Planning for a rendezvous site for your family in the event of an emergency should also be part of your family's disaster plan. If your family had to evacuate your home during an emergency, where would you meet? Meeting in a neighbor's yard or on the street corner could save the lives of family members. You should also plan a place to meet if you are unable to return to your home following a disaster. A local store, church, or a relative's or friend's home could become a rendezvous site outside your neighborhood. Your family should know where to rendezvous outside your neighborhood.

This is a great time to teach your children and for your entire family to practice the DROP, COVER and HOLD ON procedure to protect yourself during an earthquake; as well as STOP – DROP and ROLL if your clothing catches on fire. While these are elementary, they do save lives.

Have fun with your family and have an indoor or backyard camping trip to practice your disaster preparedness plan.

## Safeguard Important Documents

After a damaging disaster or emergency you will need vital personal documents and information for insurance claims, disaster loans, and other matters. Keep the following items and documents in a safe fire/water proof box, safety deposit box or other safe place. Make a list of these items and their location, so you will know where they are in a time of stress. Take digital photos of your valuables and of each room in your home. This may prove very helpful in documenting a loss from a fire, earthquake, flood or even a break-in. You may want to make copies or scan these documents and keep them in a remote safe location and on a portable flash or hard drive. Remember: Back up your computer on a regular basis. Some of the items listed below you may not want to keep on the hard drive of your computer due to identify theft without adequate protection. If you need to evacuate, these items are important to take with you and keep secured.

- Social Security Cards
- Birth certificates
- Copies of Will or Trust
- Passports and Immunizations Records
- Marriage and death records
- Insurance Policies (House, Apartment, Vehicles, Life, Health, Dental)
- Income tax returns
- Mortgage Deed(s)
- Mortgage or Rental receipts
- Vehicle/Recreational Vehicle/Boat Registration and Certificate of Ownerships
- Receipts for major purchases and/or documentation of valuables
- Employee paycheck stubs
- Stocks, bonds, retirement account information
- Savings and checking account books
- Credit Cards
- Medical Information
- Photos of all family members (recent – for identification purposes)
- Photos of valuables
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## Inspect Your Home for Hazards

Your home inspection will assist you in removing those items that could cause a major emergency like a fire or contribute to damage and injures during an earthquake or other disaster. Your home inspection will also assist in helping to determine where your Family Disaster Kit should be kept. Use the home inspect as a learning opportunity for your entire family. Do it together and correct any hazards together, unless they require a professional. Make repairs before they become a problem. This exercise may save you time and money in determining needed repairs before they become too costly.

- Water heater earthquake straps on and secure.
- Water heater is properly vented.
- No flammable or combustible materials or liquids stored near your water heater.
- Inspect for fire hazards – See page 25, Fire Safety.
- Secure any items that may fall during an earthquake.
- Consider using Velcro earthquake holders on heavy appliances.
- Consider using child-proof latches on cupboards. This will prevent the doors from opening and items falling out and breaking during an earthquake.
- Secure heavy cabinets to the wall to prevent falling over.
- Maintain a brush clearance of 100' if living in a wildland interface area.
- Make sure your disaster supplies are accessible.

### Hazards That Need to be Corrected/Repaired

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## Family Disaster Plan Checklist

- Develop a list of the supplies your family will need in the event of a disaster
- Develop a list of training needed by your family (schedule the training and attend)
- Select your out-of-area contact person
- Practice your Family Disaster Plan
- Locate and know how to shut-off the utilities for your home. See “How to Shut off Electricity, Gas, and Water in an Emergency,” page 21.
  - Gas Meter Location: \_\_\_\_\_
  - Electric Panel Location: \_\_\_\_\_
  - Water Meter Location: \_\_\_\_\_
  - Water Valve at House Location: \_\_\_\_\_
- Assemble the family disaster kits.
  - Home
  - Car
  - Work/School
- Select a cool dry place to store the disaster kit.
- Identify the official community shelter nearest your family.
- Develop a list of telephone numbers you would need in a disaster.
- Establish out of state family/friend emergency contact.
- Identify the relatives, friends, and neighbors you should check on following a disaster.
- Identify emergency evacuation routes (at least two [2] should be planned).

***Make sure your entire family knows and has practiced your emergency plan and has access to all disaster supplies, phone numbers, and other important documents.***

## Seek Additional Emergency/Disaster Training

Seek opportunities to have your family trained in disaster relief. Many city, county, and state emergency management agencies provide training for disasters common to their area. Educating your family about emergency management services at all these levels will help them understand the role of the various agencies during times of disaster. For information regarding Southern California trainings, visit <http://www.operationoc.org/Training.aspx>.

## ***Family Emergency/Disaster Kits***

Maintain the home kit in a secure, easily accessible location for all family members. All family members and babysitters need to know your plan and where your kit is stored. Prepare Emergency/Disaster Kits that will fit your family's specific needs. It is easy to go out and buy a pre-made kit, but will it meet your family's needs in the time of a disaster and, more importantly, will you know what is in it and how to use it in the time of an emergency?

***A simple rule for basic emergency preparedness: You need to be prepared to be on your own for at least three to five days. So, if you have food, water, clothing, prescription medications, first aid supplies and provisions for going on a five (5) day wilderness camping trip with your family—you are basically prepared.***

## **Food and Water**

Stock up on food that you and your family will eat. During a disaster is no time to try unfamiliar foods (unless you must). Stock your pantry with easily stored foods that do not need refrigeration and do not require cooking. Remember to rotate your food supplies and water. Following a disaster where your electricity is out, eat the refrigerated food first and then the frozen food. Keep the refrigerator and freeze door closed to prevent the food from spoiling. Be cautious if the power is off too long for spoiled food; if in doubt, don't eat it!

- Water (one gallon per person per day)
- Bleach for water purification [see page 24 on water purification]
- Non-perishable food you and your family will eat and enjoy
- Non-electric can opener and bottle opener
- Barbeque, camp stove. Never use indoors!
- Fuel for cooking
- Mess kit or plastic utensils, paper cups, plates, and towels
- Heavy duty aluminum foil and plastic wrap
- Zip-lock bags (various sizes)
- Large Trash Bag
- Foods for infants, elderly persons, or persons on special diets
- Pet food (if you own or are responsible for a pet or animal)

## **Communication and Lighting**

- Cell Phone with battery charger (12v car type and 110v house charger)
- Portable battery operated FRS/GMRS (Family Radio Service/General Mobile Radio Service) radios with a to 8 to 14 mile range and extra batteries one for every member of your family
- Portable battery operated AM/FM radio and extra batteries
- Portable battery operated lantern with extra batteries
- Flashlights and extra batteries and bulbs
- Light sticks
- Candles and matches or lanterns (use caution with open-flame devices)

## Sanitation Supplies

- Large plastic trash bags
- Toilet paper
- 5 gallon bucket
- Toilet Seat (camping type toilet seat on legs)
- Toiletries
- Feminine and infant supplies
- Pre-moistened towelettes
- Shovel
- Plastic tarps and rope to hang
- Solar Shower

Portable Toilet: Line a 5-gallon bucket with a large trash bag, place a camping type toilet seat over the bucket and you have a fine emergency toilet. You can use plastic tarps to make a privacy curtain.

## First Aid Kit

- Take a First Aid and Cardio-Pulmonary Resuscitation (CPR) course
- Current medication and prescriptions
- First aid manual
- CPR Barrier Protection Mask
- Sterile adhesive bandages (assorted)
- 2-inch sterile gauze pads
- 4-inch gauze pads
- Ace bandages (2)
- Hypoallergenic waterproof adhesive tape
- Triangular bandages
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Emergency Space Blankets
- Scissors
- Tweezers
- Mirror
- Pre-moistened towelettes or antibacterial gel
- Neosporin
- Thermometer
- Anti-bacterial soap
- Medical gloves
- Surgical/Dust Mask (N-95 preferred)
- Sunscreen
- Insect Repellent
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid

## Special Items

- Bible
- Cash (small bills) and credit cards
- Clothing – comfortable and appropriate for the weather
- Shoes – comfortable that provide support and safety
- Paper and pencil and/or pen
- Fire extinguishers
- Blankets and sleeping bags
- Extra prescription glasses, contact lenses, and solutions
- Good books, toys, and board games
- Important documents and numbers
- Hand tools
- Fasteners – nails and screws
- Duct tape
- Whistle
- Signaling device (flares, mirror)

## Items to Consider

- Gasoline-powered generator. NEVER use indoors or in a non-vented area.
- Spare Fuel – safely stored in proper approved containers in the garage near the garage vents. This fuel should be rotated, so use it with your lawn mower and remember to keep it full. Do NOT store flammable or combustible liquids near the water heater.
- Tools for demolition and repair. Do NOT buy tools you are not familiar with their operation. BE SAFE. These tools need to be stored for easy access.
- Work gloves
- Safety glasses or goggles for eye protection
- Dust Masks (N-95 Rated are recommended)

Remember To:

- Stay hydrated
- Be aware. Observe and Listen – Look UP, Look DOWN, Look AROUND
- Safety First – Think before you Act

## Storage of the Family Disaster Kit

Care should be taken to provide adequate and safe storage of the Family Disaster Kit. Keep your disaster kit in a dry, cool place. The kit should be covered to protect the supplies and food from being damaged. Food and water should be rotated at least every six (6) months. If you can, dedicate and label a cabinet in the garage to store your disaster kit. This will make it easy to check, re-stock, and rotate your water and food items. Be sure all family members are aware of the location of your kit.

Periodically inspect the items in your disaster kit for spoilage and expiration dates. One suggestion is to do this with the time change each spring and fall. Change the batteries in your smoke detector and replace food in your disaster kit as needed during this time.

## Emergency Car Kit

Because you never know when a disaster may strike, you need to be prepared while traveling. Keep supplies in your car for the unexpected.

Gasoline stations will probably not be operating or will be extremely crowded. Remember to keep your fuel tank full. Refuel when your car gets to a half tank. Another point: When parking, REMEMBER WHERE YOUR CAR IS PARKED. Make a mental or written note.

- Bible
- Out-of-area and emergency contact cards
- Comfortable clothes and shoes for each member of your family. (These can be clothes and shoes you no longer wear.)
- Personal hygiene items (toothbrush, toothpaste, soap, towels, etc.) for each member of your family
- Cell phone charger
- 12 volt (DC) to 110volt (AC) inverter
- Portable battery operated AM/FM radio and extra batteries
- Portable battery operated FRS/GMRS (Family Radio Service/General Mobile Radio Service) radios with an 8- to 14-mile range and extra batteries—one for every member of your family
- Portable battery operated lantern with extra batteries
- Flashlights and extra batteries and bulbs
- Blanket(s)
- First-aid kit (see First Aid Kit, page 13)
- Maps – Include your emergency evacuation routes
- Fire extinguisher (5 lb., A-B-C type). Know how to use your fire extinguisher.
- Bottled water (minimum of 2 quarts)
- Non-perishable high energy foods, such as granola bars, raisins, peanut butter
- Flares and/or light sticks
- Shovel
- Tire repair inflator/Sealant (Example: “Fix A Flat”)
- Booster cables
- Duct tape
- Tire chains, if you live or travel in areas prone to ice and snow. Tire chains are effective in mud for emergencies.
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## Work, School, Personal Travel Emergency Kit

Because you never know when a disaster may strike, you need to be prepared while at work, school, traveling, or wherever you are. Keep supplies in a backpack or gym bag for the unexpected emergency or disaster.

Like all of the other lists in this manual, you do not need to include all of the items in your Emergency Kits. The lists are to help you develop an Emergency Kit that will meet your specific needs and those of your family.

For this kit, keep it small and compact so you will have it ready when you are at work, school or travel.

- Bible, travel size
- Out-of-area and emergency contact cards
- Comfortable change of clothes and shoes
- Personal hygiene items (toothbrush, toothpaste, soap, towels, etc.)
- Prescription medications
- Spare set of prescription eyeglasses
- Cell phone and charger
- Small flashlight and extra batteries
- First-aid kit (see First Aid Kit, page 13, for ideas) Store in a zip lock bag
  - CPR barrier mask
  - Medical gloves
  - Band aids
  - Neosporin
  - Pain reliever
  - Aspirin (can be used for chest pain – take First Aid and CPR Class)
  - 4x4 sterile gauze pads
  - 3-inch sterile roller bandage
  - Medical tape
- Compass and/or Handheld GPS (Global Position Satellite) Navigation Receiver
- Multi-Tool (Leatherman or similar type tool/knife)
  - Obviously NOT for a Child’s School Kit
  - Remove prior to flying
- Water bottle (1 Liter)
- Non-perishable high energy foods, such as granola bars, raisins, peanut butter
- Trail Mix
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## ***When a Disaster Strikes***

- Stay calm. Keep your family members calm
- Pray for God's discernment, wisdom and help
- Institute your Family Disaster Plan
- For a fire: See Fire Safety, page 25

## **Helping Adults Cope**

Having just experienced the shock and pain of a disaster, you will be very busy for the next few days or weeks. Caring for your immediate needs, perhaps finding a new place to stay, planning for clean up and repairs, and filing claim forms may occupy the majority of your time. As the immediate shock wears off, you will start to rebuild and put your life back together. There are some normal reactions we may all experience as a result of a disaster. Generally, these feelings don't last long, but it is common to feel let down and resentful many months after the event. Some feelings or responses may not appear until weeks or even months after the disaster.

### **Some common responses after an earthquake include:**

- Irritability/Anger
- Sadness
- Fatigue
- Headaches or Nausea
- Loss of Appetite
- Hyperactivity
- Inability to Sleep
- Lack of Concentration
- Nightmares
- Increase in Alcohol or Drug Consumption

Many victims of disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better.

### **Other helpful things to do to cope after an earthquake include:**

- Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- Take time off from cares, worries, and home repairs. Take time for recreation, relaxation, or a favorite hobby. Getting away from home for a day or a few hours with close friends can help.
- Pay attention to your health, good diet, and adequate sleep. Relaxation exercises may help if you have difficulty sleeping. Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and to have fun.
- If stress, anxiety, depression, or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health center or professional counselor and/or your personal physician.
- Reread this periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of recovery and feeling normal again soon.

## Helping Children Cope

Children may be especially upset and exhibit exaggerated emotions following the disaster. These reactions are normal and usually will not last long.

### **Some problems that you may experience with your children after an earthquake:**

- Excessive fear of darkness, separation, or being alone
- Clinging to parents, fear of strangers
- Worry
- Increase in immature behaviors
- Not wanting to go to school
- Changes in eating/sleeping behaviors
- Increase in aggressive behavior or shyness
- Bed-wetting or thumb sucking
- Persistent nightmares
- Headaches or other physical complaints

### **Some things that will help your child feel better after an earthquake:**

- Talk with your child about his/her feelings about the disaster. Share your feelings.
- Talk about what happened; give your child information he/she can understand.
- Reassure your child that you are safe and together. You may need to repeat this reassurance often.
- Hold and touch your child often.
- Spend extra time with your child at bedtime.
- Allow your child to mourn or grieve over the lost toy, a lost blanket, or a lost home.
- If you feel your child is having problems at school, talk to his/her teacher so you can work together to help your child.
- Usually a child's emotional response to a disaster will not last long, but some problems may be present or recur many months afterward. If problems persist, contact mental health center which is staffed by counselors skilled in talking with people experiencing disaster-related problems, a professional counselor, and/or your child's pediatrician.

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## Earthquake

- Remember: The first earthquake may be a precursor to a larger quake and aftershocks may seem as violent as the main quake. THERE MAY BE MULTIPLE EARTHQUAKES, so remain aware and prepared.
- Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture, and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If in bed when the earthquake strikes, hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- If you are in the KITCHEN, move away from the refrigerator, stove, and overhead cupboards. (Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.)
- If you are in a HIGH-RISE BUILDING and not near a desk or table, move against an interior wall and protect your head with your arms. Stay indoors. Glass windows can dislodge during the quake and sail for hundreds of feet.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. DO NOT use the elevators.
- If you are in a CROWDED STORE OR OTHER PUBLIC PLACE, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you are in a WHEELCHAIR, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.
- If you are in a STADIUM OR THEATER, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over, and then leave in a calm, orderly manner. Avoid rushing toward exits.
- If you are OUTDOORS, move to a clear area away from trees, signs, buildings, electrical wires, and poles. Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.
- If you are on a SIDEWALK NEAR BUILDINGS, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you are DRIVING, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### **Following an Earthquake**

- Be prepared for aftershocks.
- Check on the welfare of your family.
- Help others in your neighborhood. Give first aid, as necessary, and provide emotional support and assistance where you can.
- Inspect your house. Turn off utilities that are damaged (see Shutting Off Utilities, page 21).
- Begin immediately to seek information. The local television and radio stations that are part of the emergency broadcast system will be back on the air as soon as possible.
- If you have a fireplace, inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Look for the local police, fire, and emergency management agencies to begin moving through the area to do damage assessment and respond to emergency calls. Provide information about your family and neighborhood to these local government officials. Share with them needs or concerns but be prepared for them to handle life-threatening emergencies first.
- Once you have determined that you and your family are safe, seek opportunities to help and minister to your neighbors. This may give you a great opportunity to share your faith with those around you. You can provide hope in the face of a disaster.

## Shutting Off Utilities

Inspect your house. Turn off utilities that are damaged and those you suspect are damaged. You will need to have the utility company turn these utilities back on once the service has been repaired.

Do NOT shut off utilities if there is no reason to do so.

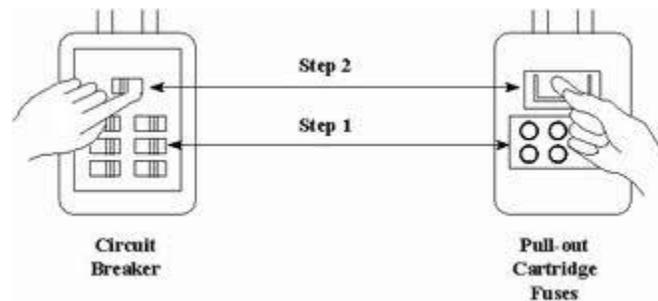
- If water is leaking or you hear water leaking shut off the water valve.
- If you smell gas or hear gas leaking, shut off the gas valve.
- If you have arcs and sparks or wiring is exposed, shut off your circuit breaker.
- Use caution, wear shoes, and do NOT stand in water when shutting off a circuit breaker. Shut off all circuit breakers individually before shutting off the main circuit breaker.
- Store a wrench pre-set or the correct size for your gas valve in a specific location available for immediate use.

## How to Shut Off Electricity, Gas, and Water in an Emergency

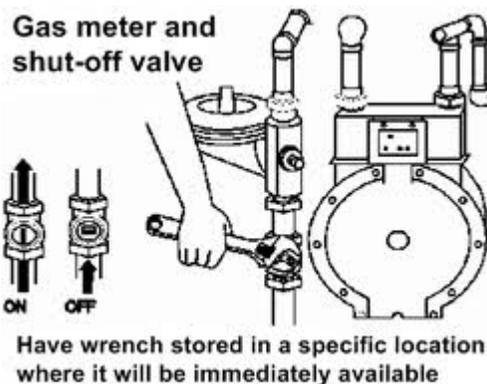
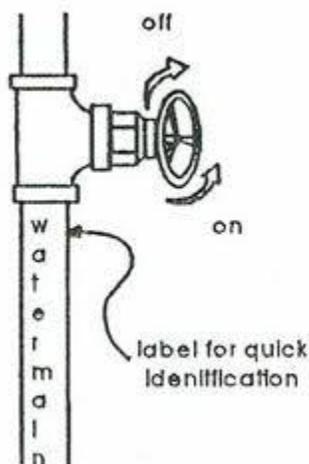
These illustrations are for example only. They are the most common type of shut off valves and switches—yours may be different.

- Automatic gas shut-off valves are available through many local utility companies or private plumbers

### Electrical Shut-Offs



### Water Shut-Off



### **Detailed Instructions to Shut Off Utilities**

Check gas, water, and electric lines. If damaged, shut off service. If gas is leaking, don't use matches, flashlights, appliances, or electric switches. Open windows, leave the building, and report to the Gas Company. TURN OFF YOUR GAS METER at the main/shut-off valve.

If your building has suffered extensive damage, such as large cracks in the walls or in the concrete slab floors, etc. AND you suspect the gas lines may have been damaged, and/or you smell gas, DO NOT turn on or off any switches. DO NOT use any open flame to check for leaks. DO NOT turn on any battery operated flashlights, unless they are safety rated waterproof lights. Chemical light sticks are a safe source of light in the event of a gas leak. It is very dangerous, and therefore not recommended, that you go searching for gas leaks inside any damaged building. After an earthquake, aftershocks will continue to occur, possibly causing additional damage (or even first damage) to your building(s). Do not turn the gas valve back on after an earthquake, unless a qualified person has checked extensively for gas leaks. A qualified person or gas company employee will have to relight all the pilot lights.

**GAS SHUT OFF:** Locate main gas shut-off (usually outside the house) at the gas meter. The valve is usually on a pipe coming out of the ground, going into the gas meter. Turn the valve crosswise to the pipe (see the example on **How to Shut Off Electricity, Gas, and Water in an Emergency** on page 21. All the pilot lights in and around your home (stove, furnace, clothes dryer, swimming pool/spa heater, water heater, etc.) will go out when you turn the valve off. You will need to have the gas company, or another qualified individual, relight every pilot when the gas is turned back on. Forgetting to relight all the pilot lights could result in a dangerous gas buildup in your home. If you are concerned about your ability to turn off the main gas shut-off valve or unsure if it is in proper working order (indication of rust, etc.), or do not know how to relight your pilot lights, contact your local gas company. They can send a service representative to your house to show you the proper procedure and check the valve and pilot lights to be sure they operate properly. Clear the area around the main gas shutoff valve for quick and easy access in case of an emergency. A gas shut-off wrench for turning off the gas should be attached to a pipe next to the shut-off valve or in another easily accessible location. Remember, if you don't smell gas or have severe damage to your home, you should not have to shut the gas off. It's your decision. Automatic gas shut-off valves are an excellent way to ensure that your gas is shut off in case of a major earthquake. With an automatic shut-off valve, your gas will be off even if you aren't home at the time.

**ELECTRICAL SHUT-OFF:** Locate the main electrical shut-off. Your house may be equipped with fuses or circuit breakers. If your house has fuses, you will find a knife switch handle or pullout fuse that should be marked "MAIN." If your house has circuit breakers, you may need to open the metal door of the breaker box to reveal the circuit breakers (never remove the metal cover). The main circuit breaker should be clearly marked showing on and off positions. Turn off all the small breakers first, and then turn off the "main". If you have any sub-panels adjacent to the main fuse or breaker panel or in other parts of the house, in an emergency be safe and shut them off, too. Shorts can sometimes develop and cause a circuit to bypass the breaker or fuse. Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.

**WATER SHUT OFF:** Locate the main water service pipe into your house (probably in the front where your garden hose is connected). You will see a gate valve or a quarter-turn valve on the pipe. If you know you have leaks after an earthquake, you can shut off all water in your house with this valve. You may wish to paint the valve so it is easy to find in an emergency. You can shut off all water to your property by finding the water meter box (usually at the street or sidewalk). Open the cover with a screw driver. If

this box is inaccessible or you cannot find it, call your local water department. Be sure to identify this box and the water valve inside before the need to use them arises. Inside the water meter box, you will see a valve that is similar to the valve on your gas meter. Turn it just the same as your gas valve. You can reach and turn the valve with a crescent wrench and screw drive to make a T-handle or purchase a wrench specific for this purpose. Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.

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## ***Fire Safety***

### **Prepare Before a Fire**

Prevent So You Don't Have One and Know What To Do If You Do Have One!

- Make sure every member of your household knows how and when to call 9-1-1.
- Program the Fire Department's ten digit emergency phone number (area code and seven digit phone number) in your cell phone. Some cell phone areas reach the California Highway Patrol when you call 9-1-1. This will extend the fire departments response time.
- Install smoke detectors. Clean and test smoke detectors every month. Do It!
- All homes come with smoke detectors, but you should install extra smoke detectors. This is inexpensive insurance that can save the life of you or your family. The building code requires a smoke detector on every level of your home; however, install a smoke detector in every room, in the hall ways, and especially at the top of your stairway. If you have a furnace in the attic, install a smoke detector near the attic access so you can hear it.
- Early detection saves lives! Don't regret not doing this later.
- Change smoke detector batteries every year. Recommendation: Change your smoke detector batteries at the same time each year. A good time would be at the same time you change your clock for spring or fall or on a holiday or birthday. You should also check and rotate your disaster supplies on the same date.
- Establish a Fire Escape Plan for your family and make sure everyone knows it!
- Plan two escapes routes out of your home and out of each room.
- Establish a meeting place outside your home in a safe location.
- Teach family members to stay low to the floor when escaping from a fire.
- Get Out Fast and Once Out – Stay Out.
- Sleep with bedroom door closed.
- Teach family members to never open doors that feel hot. In a fire, feel the bottom of the door with the palm of your hand and move up the door. If it is hot, do not open the door; use your alternate planned exit.
- Teach all family members to STOP – DROP and ROLL if your clothes catch on fire. Keep rolling until the fire is out. If you witness someone with their clothes on fire, tell them to STOP – DROP and ROLL. Douse the flames with water or use a blanket and smother the flames. NEVER run, this will fan the flames and make it worse.
- Keep a whistle in each bedroom to awaken household members in case of a fire.
- Develop a fire alarm that anyone in your family can sound in the event of a fire, so everyone can safely and quickly escape. Some examples are a loud whistle, portable air horns, or yelling fire.
- Teach your family when they hear this to not panic but to react as you taught them. Remember: The way you train is the way you will react under stress.
- Purchase and install a fire extinguisher in your home. Teach every member of your household how to use it. Have your fire extinguisher inspected and recharged annually.
- A good first aid fire extinguisher is your garden hose. Have it accessible so it can be easily turned on and pulled to its needed location without being kinked.
- Have a collapsible ladder on each upper floor of your house.
- Teach every member of your home to use this ladder safely.
- Make sure windows can be opened. If they have security devices make sure everyone in the house knows how to open them and can actually open the windows for escape.
- Consider installing home fire sprinklers.

### **Storage and Use of Flammable Items**

- Never use gasoline, naphtha, paint thinners, lacquers, or flammable liquids indoors without proper ventilation and all ignition sources eliminated. **IF IN DOUBT, DON'T DO IT!**
- Store gasoline and flammable liquids in approved closed containers in well-ventilated storage areas, never inside your home
- Never smoke when using flammable liquids or refueling lawn mowers or other gasoline operated equipment. Smoking is bad for you anyway.
- Discard rags that have been used with flammable or combustible liquids, stains, and paints and are subject to spontaneous heating in a closed metal can outside away from your house or other potential exposure.

### **Heating Sources**

- Be careful when using alternative or floor type heaters.
- Keep floor type heaters away from furniture and any other combustible.
- Check with your local Fire Department on the safety and legality of using kerosene heaters in your community. **NEVER** use an unvented kerosene heater inside. The exhaust produces deadly carbon monoxide. Always follow the manufacturer's instructions.
- Never use a BBQ inside.

### **Electrical and Electrical Wiring**

Have electrical hazards repaired or replaced by a qualified electrician.

- Check electrical outlets. Do not overload electrical outlets.
- Do not overload or overextend extension cords.
- Make sure all electrical outlets have cover plates.
- Check for exposed or bare wiring.
- Inspect extension cords for frayed or exposed wires or loose plugs. **REPLACE** them.
- Do not run electrical wiring under rugs, carpeting, over nails, or across high traffic areas.
- Consider using GFI (Ground Fault Interrupter) or surge protector electric strips in place of extension cords.
- Make sure that wires and plugs to electrical appliances are not pinched, crimped, or bent sharply as to cause heat through resistance. Do not run wires through doorways where the door can shut on the wires.

### **Children**

A fire escape plan and fire escape drill should be a wise mixture of seriousness and a game—never a scary experience. Children who have had fire drill practice at home will almost automatically do the right thing in a real emergency. Without such practice, they all too often will hide under a bed or in a closet which can mean disaster.

### **Babysitters**

- Make sure your babysitter knows your plan and what to do in an emergency.
- Make sure your babysitter knows how to call 9-1-1 and how to call you.

## **During a Fire**

- If a fire occurs, call 9-1-1 immediately, if you have a cell phone, call the pre-entered fire department 10-digit phone number (area code and phone number).
- If you are asleep when a fire starts and you are awakened, do NOT sit up. Roll out of bed and stay close to the floor. Sound an alarm so everyone in the house can safely and quickly escape and meet in your planned meeting spot.
- If, while you are trying to escape, you feel the door and it is hot, go to the second planned exit. Do not panic, stay low and keep doors closed between you and the fire.
- If you cannot escape, call 9-1-1 and tell the fire department where you are in the house.
- If your clothes catch on fire: STOP – DROP and ROLL. Keep rolling until the fire is out. If you witness someone with their clothes on fire, tell them to STOP – DROP and ROLL. Douse the flames with water or use a blanket and smother the flames.
- Once you are outside at your meeting spot, NEVER go back inside. STAY OUT.
- If the fire is small and you are confident you can extinguish the fire, use your fire extinguisher or garden hose and extinguish the fire – always call 9-1-1.
  - Always keep a clear open access to the outside between you and the fire.
  - If the smoke is heavy and banking down, GET OUT and STAY OUT.
  - Do NOT use water on a small stove top grease fire or on energized electrical equipment.
  - Never break windows or leave doors open as this will help spread the fire.

### **Fire: While Staying at a Hotel**

- Know how to call 9-1-1 and the front desk from your hotel room.
- Always know two ways to exit your hotel room.
- Know where the stairway is and DO NOT use the elevator during a fire.
- Before you open your hotel room door, feel the door for heat.
- Leave your room and use the nearest stairwell to exit. Do NOT pack. LEAVE the room. GET OUT and STAY OUT.
- If you cannot safely leave your room, call 9-1-1 and the front desk and tell them you are in your room and cannot leave.
- Use your cell phone to call 9-1-1.

## **How to Select the Proper Fire Extinguisher**

Class A Ordinary Materials: Wood, paper, plastic, normal household items, furniture

Class B Flammable Liquids: Flammable and combustible liquids (e.g., gasoline, paint thinner, diesel)

Class C Electrically Energized Equipment: Class A materials that are electrically energized. Class C extinguishers protect you from electrocution.

Class D Combustible Metals: These are specialty extinguishers used in commercial operations.

## **How to Properly Use a Fire Extinguisher**

- Call the Fire Department – Dial: 9-1-1
- Make sure everyone is out of the house or away from the fire
- Keep the door or exit accessible to you. Never let the fire between you and the exit
- Pull the Pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep the nozzle and the extinguishing agent toward the base of the fire
- Get out and close the door
- Never go back in!!!

## ***Chemical Emergencies – Shelter-in-Place***

What should I do if there is a Chemical Emergency?

### **Protect yourself by following Shelter-in-Place procedures**

**Shelter-in-Place:** While evacuating may seem like the best solution, it is not always the safest. Instead, prepare your home or workplace for Shelter-in-Place before disaster strikes. Select an area or a room that can house your family or co-workers comfortably, with access to a telephone, water and toilet facilities. **Always follow the direction of local authorities, fire, and police as they have the best and most up-to-date information.**

If directed to Shelter-In-Place:

- Go indoors immediately
- Close doors and windows
- Shut off heaters and air conditioning
- Close fireplace dampers
- Ensure all openings are sealed with duct tape or a wet towel
- Cover nose and mouth with wet cloth
- Turn on and listen to emergency broadcast on radio or television
- Wait for instructions that all is clear before going outside again
- Activate your Emergency/Disaster Plan

Make sure you have the following supplies stored in your shelter area:

- Two rolls of duct tape
- Scissors (sturdy type)
- Towels
- Drinking water (plenty of drinking water)
- Plastic Tarps (blue tarps with grommets)
- Rope to hang and secure tarps and for general purpose
- Toilet supplies and any necessary medications
- Portable, battery operated radio
- Flashlight and extra batteries
- Your Family, Car, Work, School, Personal Travel Emergency Kit

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## Conclusion

No one knows when a disaster will strike. But one thing we know for sure is that one will happen sooner or later. No one is immune from disaster or tragedy. We have all been taught from elementary school on to be prepared for a disaster, yet we know only a small percentage of people are actually prepared. Few actually have a written disaster plan or have even discussed disaster preparedness with their families. History has proven, and the Bible says, disasters are a part of life on earth.

**This is what the LORD Almighty says: "Look! Disaster is spreading from nation to nation; a mighty storm is rising from the ends of the earth."**

Jeremiah 25:32 (NIV)

**...Nation will rise against nation, and kingdom against kingdom. There will be famines and earthquakes in various places. All these are the beginning of birth pains.**

Matthew 24:8 (NIV)

This booklet has given you practical suggestions on preparing your family to survive in a disaster. However, it is no good unless you prepare ahead of time. Your family is too important to wait any longer. Be part of the solution and not part of the problem. Your being prepared will allow you to be used by God in the time of crisis to help and minister to others.

And the single most important thing we can do during a time of crisis is to seek God's direction and wisdom and pray.

**Get Ready, Prepare Now!!!**

For more information on disaster and emergency preparedness training or how to be involved with OperationOC's disaster response teams, contact:

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