



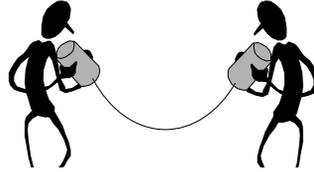
City of Saratoga



Community Awareness
Emergency Preparedness Information



Saratoga Emergency Preparedness Planning



Communication Plan

STEPS TO DEVELOP A FAMILY EMERGENCY COMMUNICATIONS PLAN

There is a high probability that phones, cell phones, and pagers will not work or have sporadic reception for approximately three days following a regional disaster. It is very important that families think through and develop a communication plan in the event family members are separated and cannot communicate with each other.

Items to consider in developing a family communication plan:

1. Use a phone for only emergency calls. Too many people trying to make calls may jam local phone lines
2. Be patient and wait for dial tone
3. Pay phones have priority over other types of phones. If you are having trouble making calls from a regular phone, try using a pay phone
4. Making an "out-of-state" call can be easier to complete than trying to complete a local call

A Family Emergency Communications Plan must have the following to be effective:

1. It is important to develop an "out of the area" contact for family members to call and coordinate messages from other family members. List a home and work number for the "out of area" contact
2. Identify (2) neighbors for the family to contact and agree to check each others home after the disaster
3. If you have children who attend a school, know what your school procedures are following a regional disaster. Give the school an "out of state" contact's phone number
4. Develop a list of each family member's key phone numbers that are frequented by the family member
5. Carry your emergency contact numbers with you at all times
6. Family members should know each other's disaster procedures for work, school or other places they spend time



Saratoga Emergency Preparedness Planning



Storm Season

Heavy rain and high winds can have devastating results if you do not take precautionary steps before storm season. In 1982, the Peninsula experienced a cataclysmic storm that claimed one life and caused millions of dollars in property damage. Over fifty homes flooded, and one home was demolished and contaminated water required lagoon residents to ration water for one week. Below are precautionary steps that you can take to minimize storm damage to your property and injury to your family.

PRE-STORM

- Remove trees with uplifted roots and cut back overhanging branches.
- Plant bare areas with ground cover. Mulch to protect ground from rain damage. Dig trenches to drain surface run off water.
- Identify evacuation routes in the event of road closures due to slides or washouts.
- Replace missing or loose shingles. Repair damaged tar and gravel roofs.
- Connect down spouts to drainage systems that direct water away from your house into established storm drain systems.
- Clear drainage systems, gutters, downspouts, area drains, v-ditches and natural drainage channels.
- Talk with your neighbors about common property water and storm situations to avoid problems later.
- Assure that you and your contractor follow construction winterization and site management guidelines.



Saratoga Emergency Preparedness Planning



Storm Season

POST STORM

- **AVOID ALL DOWNED UTILITY LINES.** It may be impossible to tell the difference between a cable line and a “live” electrical line that could result in death. To report a downed line, call 9-1-1.
- If you smell gas, turn off the gas at the meter. **DO NOT TURN THE GAS ON YOURSELF!** Call PG&E at 1-800-743-5000 so they can clear lines and light pilot lights prior to turning on your gas.
- Do not walk or drive through flooded areas.
- Check for property damage immediately after the storm.
- Re-check drains, down spouts and gutters for clogging due to leaves and other debris.
- Call 9-1-1 for life threatening emergencies.
- Tune to radio 1610 AM—Saratoga TIS (Travelers Information System) Radio.
- Monitor the weather on cable TV and Community Access Channel KSAR Channel 15.
- Call PG&E toll-free power outage hotline 1-800-PGE-5002



Saratoga Emergency Preparedness Planning



Fire Season

FIRE SEASON PREPAREDNESS ADVICE & CHECKLIST

Fire season is approaching and it is important to review the following Pre-Fire Season preparations to reduce the risk of fire damage to your property, home, and your family. Every year wild fires destroy thousand of acres of land and property. The 1991 Oakland Hills firestorm, the 1993 Malibu and Laguna Beach firestorms and the most recent 1995 Marin Mount Vision firestorm burned large amounts of land and structures very quickly.

PRE-FIRE SEASON

- Create a minimum fire safe defensible space around your home. Contact your local fire department for recommendation based on your property's location and slope. Remove accumulation of dead vegetation or other combustible debris
- Prune and clear trees of dead wood adjacent to, or overhanging a building or wooden deck. Remove portions of trees that extend within 10-feet of the outlet of the chimney. On any tree greater than 18-feet in height, cut all of the low branches 10-feet from the ground. Cut back tree branches that overhang roads and driveways providing 13-feet 6-inches of vertical clearance for emergency vehicles.
- Store all firewood away from the building structure.
- Clean all dead leaves and needles from roof and gutters.
- Check to make sure all flammable materials are stored safely.



Saratoga Emergency Preparedness Planning



Fire Season

PRE-FIRE SEASON

- Install smoke detectors; test them monthly and replace batteries every six months. Consult your fire department to determine the proper locations of smoke detector placement within your home.
- Keep appropriate fire extinguishers handy (fire departments recommend ABC) and know how to use them.
- Consider taking CERT (Community Emergency Response Training) class call (408) 777-3335
- Develop a family evacuation plan, including pet care, and a predetermined meeting place in case of a fire. If you live in a two-story house consider buying rope or a chain ladder for exiting the second building.
- Make copies of important documents, appraisals, etc. and store them in a bank safety deposit box.
- Take photos or a video of your home (interior and exterior) to document the condition of the home and your contents. Store it in a bank safety deposit box for future use.
- Check with your insurance center to make sure you have the appropriate fire coverage.



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Fire Season

DURING A FIRE

- If a wild fire is approaching your home, evacuate immediately. If forced to leave your home leave a message on your phone answering machine or door as to where you can be reached . This will assist family members to be reunited faster.
- If instructed to evacuate your home by authorities, make sure all interior doors, exterior doors and windows are closed.
- Hosing down a home will have a minimal effect. Extreme heat from the fire quickly evaporates any water applied. If you house catches fire while you are there, do not open doors that feel hot. Go to another exit. If the smoke is thick, stay close to the floor when exiting your home.
- Evacuate the building, and then call 9-1-1
- Never, Never, Never re-enter the building.

POST FIRE

- Don't enter restricted areas, or your home, until told to do so by authorities.
- Take photos or a video of your home (interior and exterior) to document the condition of the home and your contents.



Saratoga Emergency Preparedness Planning



Earthquakes

The Bay Area is a beautiful, but dangerous place to live. It is one of the most seismically active areas in the United States. It is not a matter of **IF** an earthquake will occur, but **WHEN** an earthquake will occur. If you choose to live in these areas, you must prepare your neighborhood and family for what someday will occur.

PRE-EARTHQUAKE

- Select an out-of-area telephone contact for family members to call and coordinate messages.
- Develop a family communication , evacuation and reunion plan. Know the school's earthquake plan.
- Locate all utility shutoff valves and know how to shut them off. Tie a shut off wrench to the main gas line.
- Double strap your water heater to wall studs (1/3 from the top and 1/3 from the bottom to prevent tipping).
- Learn basic first aid Call (408) 577-1000 (Santa Clara County Red Cross).
- Consider taking a CERT (Community Emergency Response Training) class. Call (408) 777-3335
- Call a licensed contractor to determine if your foundation is correctly bolted to the house.



Saratoga Emergency Preparedness Planning



Earthquakes

PRE-EARTHQUAKE

- Store heavy shoes and gloves (to protect your feet and hands from broken glass and other debris) under or near your bed.
- Prepare a 72-hour family emergency supply kit (food, water, supplies, first aid). Store plastic containers and tape shut with duct tape.
- Take photos or a video of your home (interior and exterior) to document its condition and contents. Store it in a bank safely deposit box for future use.
- Check with your insurance carrier to make sure you have the appropriate earthquake coverage.
- If you are indoors, stay clear of windows and fireplaces. **DUCK** or drop to the floor. Take **COVER** under a sturdy place furniture. **HOLD** on to a it and ride out.
- If you are outdoors, get into the open, away from power lines and buildings.
- If you are driving, pull over and stop. Turn off your engine. Do not stop under heavy objects or power lines.
- If you are in a crowded public place, do not rush for the exits. Try to stay calm.

POST EARTHQUAKE

- Never re-enter a damaged building unless authorities tell you it is safe to do so.
- Put out any fires that are manageable with an fire extinguisher. If not safe to do so call 9-1-1.



Saratoga Emergency Preparedness Planning



Earthquakes

POST EARTHQUAKE

- Check for injured family members and/or neighbors. Provide emergency first aid. Do not move severely injured people unless they are in imminent danger.
- If trapped, make noise so people can hear and find you.
- If you smell gas (“rotten eggs”), open windows to ventilate the area and turn the gas off at the meter. Do not turn on lights, electrical equipment, gas appliances, light matches, or use flashlights.
- If possible, report any unsafe conditions to authorities by calling 9-1-1. Only use your phone if it is urgent.
- If forced to leave your home, leave a message on your phone answering machine or directions on how to be reached. This will assist family members to be reunited faster.
- Take photos or a video of your home (interior and exterior) to document the condition of your home and its contents.



Saratoga Emergency Preparedness Planning



Back to School

BACK TO SCHOOL PREAREDNESS ADVICE AND CHECKLIST

Back to School is an exciting time of year for children and a hectic time for parents and others in our community. Roads become more congested with car pools, parents, buses, and children going to and from school. As a result it is important that our community become more aware of this Back to School period, the laws, and follow these safety tips.

Family Preparedness

1. Develop car pools to take children to and from schools or sign up your child(ren) to take the bus to ease road congestion.
2. Children ages 12 and under should never ride in the front passenger seat of a vehicle.
3. Select a safe route to and from school if your child(ren) rides a bike or walks. Spend the time with your child(ren) to review the route they will take to and from school and where they might have to use extra safety precautions.
4. Place contact number and phone numbers in your child(ren)'s backpack. Contacts should include home phone number, cell phone numbers and a neighbor's phone number.
5. Talk to your child(ren) about strangers who might try and talk with them while going to and from school.
6. Comply with and understand your school's emergency preparedness plan.
7. Remember it is against the law:
 - Ages 6 and younger or weigh less than 60 pounds to ride in a vehicle without car seats and booster seats (citation is \$270 per child)
 - Ages 6 and younger to be left unattended in a car (citation \$100)



Saratoga Emergency Preparedness Planning



Back to School

BACK TO SCHOOL PREAREDNESS ADVICE AND CHECKLIST (Continued)

Community Awareness

1. Watch out for children riding bikes, crossing streets, and walking to and from school
 2. Obey all Crossing Street Guards
 3. Obey all laws associated with school buses (Citation \$400)
- Motorists coming to a school bus from either direction must stop when the bus displays flashing red warning lights and extends the stop signal arm. These signals show that children are getting on or off the school bus. Vehicles may not pass until the flashing red lights and signals are turned off.
 - Drivers need not to stop for the school bus red lights if the motorists are driving on the opposite side of a divided or multiple lane highway.
 - Drivers traveling in the same direction as the bus are always required to stop
 - Never pass on the right side of the bus, where children enter or exit. This is illegal and can have tragic results.



Saratoga Emergency Preparedness Planning



Food & Water

STEPS TO DEVELOP AN ADEQUATE SUPPLY OF FOOD AND WATER:

Water supplies may be cut off or contaminated and local grocery stores may not have fresh or restocked food for days. Maintaining adequate supplies of food and water are important to sustain family members following regional disaster.

Items to consider when developing your food and water plan:

1. A person can survive weeks without food, but only a few days without water.
2. Enough food and water must be stored to last each family member and pets for three days.
3. It is better to rotate food and water rather than to store food for an extended period of time.
4. Purchase commercially bottled water because it is generally better sealed than home bottled water.
5. The power may be off for up to three days in some areas.

A family food and water plan must have the following at a minimum to be effective:

1. Store one gallon of water per person or pet per day. It is a good idea to maintain a seven day water supply due to potential contamination of the water supply. Do not drink water from swimming pools or waterbeds.
2. Select foods that have a shelf life of approximately (6) months and that the family normally eats. Rotate every four months to keep it fresh.
3. Properly packaged dried foods, including powder milk, will last for years when stored in your home freezer.
4. Keep at least one manual can opener with food supply.
5. If you have a gas grill or charcoal grill, keep extra propane or charcoal, and matches on hand. Just make sure grill is in open-air environment and the propane is properly stored.



Saratoga Emergency Preparedness Planning



Family Preparedness

HOW PREPARED IS YOUR FAMILY FOR WHEN A REGIONAL DISASTER OCCURS?

The following questions will help you determine how prepared is your family for managing through a natural disaster with minimal trauma and stress.

Have you taken a safety walk through your home to identify potential hazards and fixed them?

- Have you fixed your water heater?
- Have you identified top-heavy furniture and secured them?
- Have you identified heavy or breakable objects and secured or moved them?
- Do you know how to shut off gas and water?

Does your family have a three-day supply of food and water for each member of the family?

Does your family have a communication plan in place if family members are separated by a disaster?

- Do you have an “out of area contact”?

Does your family have a Reunion Plan if family members become separated by disaster?

- What if you house is uninhabitable?

Does your family have a First Aid kit?

- Are members of your family trained in First Aid?

Does your family know what to do during an earthquake?

- Do you have a home evacuation plan?
- Do you conduct practice home evacuations?



Saratoga Emergency Preparedness Planning



Family Preparedness

HOW PREPARED IS YOUR FAMILY FOR WHEN A REGIONAL DISASTER OCCURS? (CONTIUED)

Do you maintain a list of emergency telephone numbers?

Do you maintain a list of key people you may need to contact following a disaster?

Does your community have a neighborhood plan in place?

- Have any of your family members attended CERT?

Do you maintain an emergency family plan?

- Are your family plans stored in multiple locations?
- Do you regularly update your family plans and data?

If you answered NO to any of the above questions, your family needs to take steps to change that answer to YES.

If you answered YES to any of the questions, then you need to make sure you continue to update your family plan and have regular discussions with your family. You are on your way to minimizing the trauma and stress that follow a regional disaster.



Saratoga Emergency Preparedness Planning



Family Reunion Plan

STEPS TO DEVELOP A FAMILY REUNION PLAN:

There is a high probability that family members may become separated for a period of time as a result of a regional disaster. It is very important that families think through and develop a reunion plan in the event family members are separated and cannot communicate with each other.

Items to consider in developing a family reunion plan:

1. Phones and pagers may not be working immediately following a regional disaster.
2. Family members may be in multiple locations, separated by many miles and travel may be difficult due to rail, road, and bridge closures.
3. Two types of reunion plans should be developed. One plan is for “in and around home” and another plan for when the family members are not home.
4. If the family’s house is not habitable and not all family members are present, a location near the house should be identified as a place for family members to leave a note for other family members as to their whereabouts.

A Family Reunion Plan must have the following to be effective:

1. It is important to develop an “out of the area” contact for family members to call and coordinate messages from other family members. List a home and work number for the “out of area” contact.
2. Identify two (2) neighbors to act as a reunion point for the family and to act as a contact if the family’s house is not habitable. Make sure the neighbor’s phone numbers are included in the family’s communication plan.
3. The family must decide on a reunion point outside the house for the family members to congregate following an emergency evacuation from the house to make sure everyone is accounted for.



Saratoga Emergency Preparedness Planning



72-Hour Supply Kit Checklist

1. Water. 1 gallon per person per day for at least 3 days = minimum supply to be stored
2. Food. Enough to last a family at least 1 week, including pet provisions
3. Bleach (non scented) 1 gallon to purify domestic water
4. Sanitation and hygiene supplies
5. Flashlights with extra batteries and bulbs
6. Portable radio with extra batteries
7. First aid kit and manual
8. Latex gloves
9. Non-prescription drugs, with written RX's
10. Extra eyeglasses
11. Cash, banking records and copies of legal documents
12. Heavy clothes, boots, shoes, thermal underwear and rain gear
13. Helmet, gloves, eye protection, dust mask and knee pads
14. Aluminum space blanket
15. Transportation, portable generator and fuel
16. Utility shut off tools
17. Small hand tools, carpentry tools, prying and cutting tools, striking and bettering tools
18. Ladder, shovel, saw, rope, buckets
19. Camp stove, extra fuel, camping supplies, tent, sleeping bag, lantern, waterproof matches
20. Cooking and eating utensils, paper plates, cups and manual can opener
21. Plastic garbage bags, duct tape and masking tape
22. Aluminum foil, plastic wrap, and zip lock bags
23. Whistle

~ Perishable items should be replaced at least once a year ~

*Information courtesy of Southern Marin CERT Manual 2000