

# COPE



CITIZENS ORGANIZED TO  
PREPARE FOR EMERGENCIES



# About COPE

The mission of COPE is to help residents, families, and neighborhoods become better prepared to respond to and recover from emergency situations. This includes developing individual response plans, maintaining individual emergency supply kits, and developing relationships within neighborhoods to help each other during emergencies. To foster this effort, this guide provides:

- ✓ Guidelines to develop neighbor/neighborhood familiarity
- ✓ Guidelines for conducting neighborhood team meetings
- ✓ Guidelines for preparing yourself and your home for emergencies
- ✓ List of emergency supply kit items
- ✓ Guidelines for earthquake, wildfire preparedness
- ✓ Census forms for identifying your neighborhood team
- ✓ Sample Neighborhood Team Roster
- ✓ Sample Neighborhood Map
- ✓ Away-from-Home Notice to let your neighbors know when to keep an eye on your house
- ✓ Disaster/Emergency Official Information Channels

# Get to Know Your Neighbors and Your Neighborhood

Knowing your neighbors and your neighborhood is a great way to develop effective disaster preparedness and emergency response plans. The following are guidelines for you and your neighbors to consider when developing your disaster preparedness plan:

1. Define the scope of your neighborhood. Include ten to twenty homes. If there's a homeowner's association, segment into manageable groups. Combine homes in maintained and non-maintained areas, if appropriate.
2. Take a census of the residents in your neighborhood. Using the enclosed census form, document resident names, contact information, special skills, and critical needs (elderly, mobility limited, etc.)
3. Record information about each home: location of gas, water, and electric shutoffs. Understand manual operation of garage door. Note specific fire dangers, such as wooden shingle roofs and location of flammable vegetation. Note availability of special tools for use in emergencies: power tools, generators, etc.
4. Identify multiple evacuation routes (a minimum of two) from your neighborhood and become familiar with official shelter sites. Identify alternative escape routes for evacuation based on specific situations (fire, flood, earthquake damaged infrastructure).
5. Choose a central meeting site within your neighborhood (someone's house) to congregate when an emergency occurs. Designate an alternative meeting site outside the neighborhood in the event the neighborhood is evacuated. An official pre-designated shelter site is a good place.
6. Maintain your plans and emergency kits by periodically reviewing them and updating information, replacing items as needed and touching base with neighbors. A good time to do this is when we change our clocks (every six months).
7. If you decide to organize official COPE neighborhood teams with team leaders, the fire department can provide you with additional information and resources for accomplishing this. Update COPE team census form for new residents in your neighborhood or changes to needs and capabilities of residents. Review planned meeting site and escape routes. Inform residents of any changes.
8. Schedule and conduct a meeting of residents. Introduce COPE team leader and co-leaders. Review results of COPE team census form. Discuss neighborhood meeting site and evacuation routes, team actions in the event of an emergency, and monitoring disaster communications/information. Distribute copies from this guide to each residence.

# Conducting COPE Neighborhood Team Meetings

At the COPE Neighborhood Team meeting the COPE Team Leader will share all information in this guide, answer residents' questions, and determine whether the COPE Neighborhood Team should have a COPE Coordinator accompany the team on a walk-around of the neighborhood. The COPE Neighborhood Team Leader will also provide copies of the Emergency Supply Kit, Preparing Yourself at Home, Earthquake Awareness, Census Form, Team Roster, Neighborhood Map, and Away-From-Home Notice sheets for each residence.

## **COPE Neighborhood Team focus:**

1. Know the two best evacuation routes from your home and the neighborhood.
2. Know where your designated COPE Neighborhood Team meeting site is in your neighborhood and outside the neighborhood.
3. Know which fire station or COPE Center is closest to your location to obtain assistance and to provide updates on your neighborhood.
4. Know where your utility shutoffs (gas, electricity and water) are located and how to turn them off. Caution residents to NOT turnoff gas except in a real emergency when you smell natural gas or hear a gas leak. If it is turned off, the gas company will need to come out to turn the gas back on.
5. Know how to open your garage door if power is off. If you are unable to raise the door manually, please tell your COPE Neighborhood Team Leader so that assistance can be provided.
6. When an emergency occurs, go to the COPE Neighborhood Team meeting site for roll call. If residents are not present, a team of at least two COPE members will go check on them. Remember that your own safety comes first; never jeopardize your own safety.
7. During or after a major emergency, if safe, get cars out of the garage and park them on the street in the direction that has been determined the best evacuation route.
8. Have an emergency response plan and emergency preparedness kit.
9. Your COPE Team Leader will collect and summarize information from your neighborhood to relay to the COPE Community Coordinator, who alerts the COPE District Coordinator at the nearest fire station or COPE Center.
10. Review and update your census, contact information, individual plans, emergency supply kit, smoke detector, and battery-operated devices each spring and fall when you change your clock.

# Preparing Yourself at Home

- ✓ **Safety Survey Your Home:** Check each room with “earthquake eyes.” Sit in each room and ask yourself what would injure you (think of falling hazards) if a major earthquake hit at that moment. Fix any possible hazards.
- ✓ **Kitchen:** An unprepared kitchen can be the most hazardous room in the house. Shattered glass, spilled chemicals, gas-fed fires, and falling objects are potential hazards.
- ✓ **Bedroom:** Are there any objects that could fall and injure you in bed or block your escape route? Place sturdy shoes, flashlight, extra set of car keys, and phone numbers of contacts in a plastic bag under your bed.
- ✓ **Bathroom:** Broken glass is the greatest potential hazard. Wear heavy shoes when entering the bathroom after earthquake.
- ✓ **Living Areas:** Attach tall objects, such as bookshelves and dressers, to wall studs. Place heavy objects on floor or lower shelves. Store most-valuable breakable objects on lower shelves; consider earthquake wax to secure objects. Consider childproof locks on cabinets. Check smoke detectors every time you change your clocks.
- ✓ **Garage and Laundry Room:** Water heater should be strapped with lag bolts to studs in wall; one strap 1/3 distance from top and another 1/3 from bottom. Gas water heater and gas stove in kitchen should use flexible gas lines that will move in an earthquake. Place heavy objects on lower garage shelving, if around car. Store flammable material in well-marked, unbreakable containers. Properly dispose of any hazardous materials no longer needed. Know how to open electric garage door if power is off.
- ✓ **Automobile:** Always keep gas tank 1/4 to 1/2 full. Place emergency supplies in trunk of car. When you get new eye glasses, place old pair in glove compartment. Keep cell phone charger in car.

# Emergency Supply Kit

The following is a suggested list of supplies to be kept in a 72-hour Emergency Supply Kit in a metal or plastic garbage can or other sturdy container that is easily transportable. It can be stored in a garage, shed, or other out-of-the-way location.

**Water:** Have at least one gallon per person per day and replace every six months. Water can also be obtained from your water heater: be sure to double strap the water heater to keep it secure. Bleach and an eye dropper should be included: 8 drops of bleach per gallon of clear water or 16 drops for cloudy water will purify into drinking water; let stand 30 minutes before drinking.

**Food:** Pack non-perishable, high-protein items, including energy bars, ready-to-eat soup, peanut butter, canned foods, dried fruits, nuts, crackers, etc. Include a manual can opener, eating utensils, bowls, plates, and cups.

**First Aid Kit:** Pack a medical/First Aid reference guide. Include the following items if not already in your first aid kit: band-aids, gauze pads, adhesive tape, adhesive and elastic bandages, antibiotic cream, white sheet for bandages and splints, dust mask, latex gloves, sterile wipes or solution, Epsom salts, peroxide, pain reliever, tweezers, scissors, safety pins, alcohol wipes or ethyl alcohol, thermometer. Maintain a 14-day supply of prescription and non-prescription medication and refresh it periodically.

**Flashlight:** Include extra dated batteries; test and replace them annually. A better option is a hand-crank light. NEVER throw away old batteries in the trash. Recycle them.

**Battery-Operated Radio:** Include extra dated batteries to be replaced annually. A better option is a hand-crank radio.

**Tools and Equipment:** Include wrench to shut off gas when necessary, screw driver, hammer, pliers, knife, scissors, duct tape, waterproof matches, pen and paper, plastic sheeting, garbage bags, and ziploc bags.

**Clothing:** Provide a change of clothes for everyone, including sturdy shoes, warm jacket, hat, gloves, and a rain poncho.

**Blankets:** Include warm blankets or sleeping bag.

**Important Documents:** Retain copies of important papers, such as identification cards, insurance policies, birth certificates, passports, or other legal and financial information. Include photographs of household members.

**Contact Information:** Carry a current list of family phone numbers and e-mail addresses, including someone out of the area who may be easier to contact if local phone lines are out of service.

## Emergency Supply Kit (Cont'd)

**Sanitary Supplies:** Include toilet paper, towelettes, feminine supplies, soap, toothpaste and brush, trash bags, etc.

**Money:** Have at least \$20 per person including coins and a mixture of bills.

**Pet needs:** Include food, water, leash, litter box or plastic bags, tags, any medications, and vaccination information. Keep vaccination info current. Have your pet micro-chipped for easy identification.

**Map:** Mark an evacuation route from your local area plus an alternative route.

**Eyeglasses:** Keep your extra pair of prescription glasses or contact lenses and solution in the kit. Include a pair of sunglasses.

**Fire Extinguisher:** Check gauge for full charge and know how to use it.

**Keys:** Keep an extra set in your kit.

**Whistle:** Use to notify rescuers if you are trapped under debris.

Include any necessary items for infants, seniors, or people with disabilities in your kit.

Create and maintain a smaller version of the kit inside your vehicle in a backpack or duffel bag in case you become stranded, are away from home, or need to evacuate. Keep gas tank at least  $\frac{1}{4}$  to  $\frac{1}{2}$  full at all times.

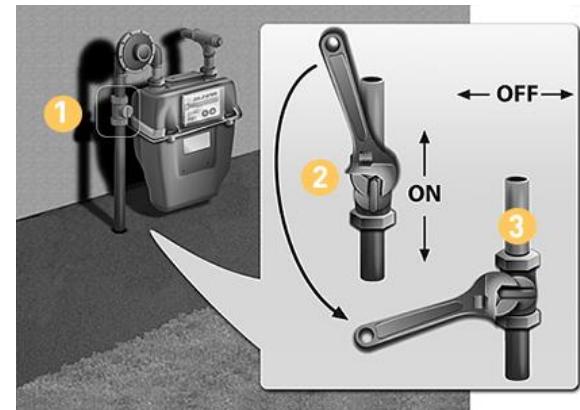
# Earthquake Preparedness



Downtown Santa Rosa after 1906 Earthquake (The Press Democrat)

## Before an Earthquake:

- ✓ Know your designated COPE meeting site and the location of your local fire station.
- ✓ Know critical needs of yourself and your family.
- ✓ Be aware of any unique hazards near your home such as power lines, trees, or hills.
- ✓ Know two evacuation routes from your home and the neighborhood.
- ✓ Know where the gas, electric, and water shutoffs are located and how to use them. Attach gas shutoff wrench to gas meter.
- ✓ Keep shoes, flashlight, and critical information (medical information, photo ID, keys, and contact telephone numbers, including an out-of-state contact for family members to contact and relay messages) under bed in plastic bag.
- ✓ Develop a plan and have an emergency kit.



# Earthquake Preparedness (Cont'd)

## During an Earthquake – Remain Calm:

### If Inside:

- ✓ Seek immediate shelter.
- ✓ *Drop, Cover, and Hold On* under something such as a sturdy table or desk that will protect you from falling debris. Hold on to it.

## WHEN THE EARTH SHAKES, KNOW WHAT TO DO:



- ✓ In a hallway, sit down against a wall and cover your head.
- ✓ Never run outside during the earthquake.

### If Outside:

- ✓ Move away from buildings, trees and powerlines, to an open area.
- ✓ Watch for fallen power lines, light poles, trees.

## After an Earthquake

- ✓ Check to see if phones were shaken off hooks. Only use phones for
  - emergency calls.
- ✓ Check the situation, call for backup if necessary, and care for victims without jeopardizing your safety.
- ✓ Put out small fires and clean up spills. If fire is larger than a trash can, leave room, and close door.
- ✓ If safe, take a walk around your home and carefully look for damage.
- ✓ Go to your prearranged COPE meeting site to report what you have seen.
- ✓ Get car out of garage and load it with supplies to prepare for evacuation, if necessary.
- ✓ Call your out-of-state contact to check on safety of family members and relay messages.

# Wildfire Preparedness: WUI (Wildland/Urban Interface)

## Before the Fire

- ✓ Have an emergency supply kit and important documents ready to travel.
- ✓ Create a Defensible Space of 100 feet around your home. It is required by law.
- ✓ Create a “LEAN, CLEAN and GREEN ZONE” by removing flammable vegetation within 30 feet of your home. Choose fire resistant plants for landscaping in this area.
- ✓ Remove dead leaves and needles from your roof and gutters
- ✓ Remove branches a minimum of 10 feet from roof/chimney
- ✓ Cover chimney outlet, stovepipe with a nonflammable screen of  $\frac{1}{2}$ ” or smaller mesh
- ✓ Stack woodpiles at least 30 feet from all structures, remove vegetation within 10 feet of pile.

Refer to CALFIRE’s website for more detailed information:

<http://www.readyforwildfire.org/Evacuation-Steps/>

[http://calfire.ca.gov/communications/communications\\_firesafety\\_100feet](http://calfire.ca.gov/communications/communications_firesafety_100feet)

## During the Fire

- ✓ Park car in driveway or on the street facing the way out and load it with supplies to prepare for evacuation, if necessary.
- ✓ Prep pets for emergency evacuation.
- ✓ If told to evacuate by authorities, EVACUATE! Do not stay.
- ✓ **Treat Mandatory and Voluntary evacuation orders the same. Evacuate early.**

# COPE Team Neighborhood Census Form

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Single Family Detached \_\_\_\_\_ Multiplex \_\_\_\_\_ Swimming Pool/Pond \_\_\_\_\_

Are you capable of manually opening your garage door? Yes \_\_\_\_\_ No \_\_\_\_\_

## NAMES OF RESIDENTS / MOBILITY LIMITATIONS / CRITICAL NEEDS

---

---

---

PETS: \_\_\_\_\_

KNOWLEDGE AND SKILLS (Medical, communications, trades, etc.):  

---

---

SPECIAL EQUIPMENT (Generator, chain saw, pry bar, etc.):  

---

---

SHUTOFF LOCATION OF: ELECTRICITY \_\_\_\_\_ WATER \_\_\_\_\_ GAS \_\_\_\_\_

Is there a shutoff wrench at the gas meter? Yes \_\_\_\_\_ No \_\_\_\_\_

SPECIFIC FIRE DANGERS (Wood shingle roof, flammable vegetation, toxic or  
flammable substances stored in home or garage, etc.)  

---

---

Do you want to have someone contacted in an emergency if you cannot do so?

Yes \_\_\_\_\_ No \_\_\_\_\_

EMERGENCY CONTACTS (Name, relationship, and phone number):  

---

---

---

# Disaster/Emergency Official Information Channels

**Nixle:** <https://local.nixle.com/accounts/login/>

Santa Rosa Police Dept.  
Petaluma Police Dept.  
Sonoma County Sheriff's Office  
Windsor & Rincon Valley Fire Districts  
Rohnert Park Public Safety Dept.  
City of Healdsburg

Three levels of messaging: **ALERT**, **ADVISORY**, **COMMUNITY**

**SoCo Alert:** <http://sonomacounty.ca.gov/FES/Emergency-Management/SoCoAlert/>

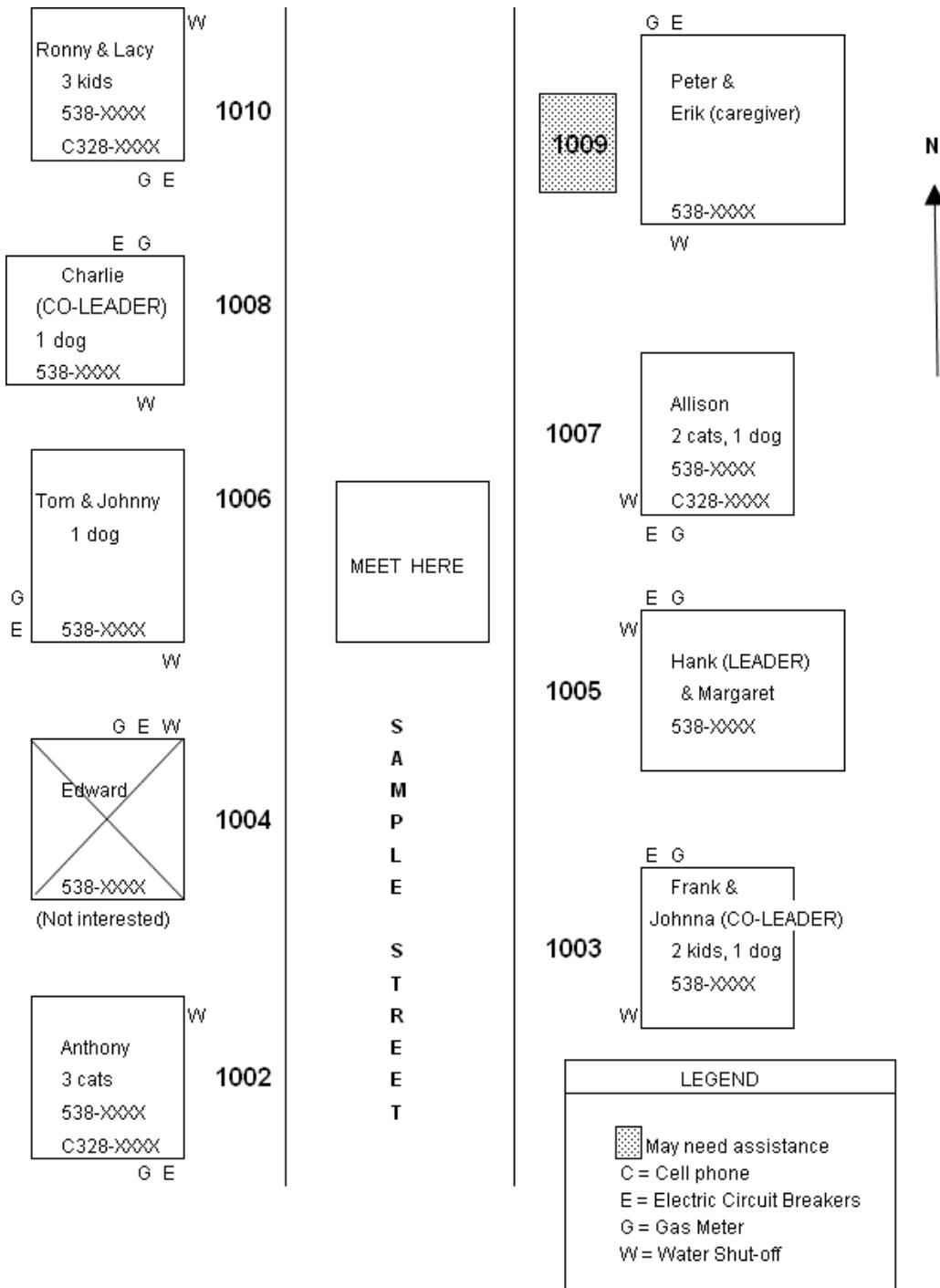
- ✓ Free emergency notification service
- ✓ Notification to: residents, businesses by land-line telephone, mobile, text message, email, social media.
- ✓ Time-sensitive, geographically specific emergency notifications
- ✓ Notifications include evacuation orders, shelter-in-place, boil water advisories, tsunami warnings, and flood warnings.

Radio	Television
<ul style="list-style-type: none"><li>✓ KZST 100.1 FM</li><li>✓ KSRO AM 1350</li><li>✓ KCBS AM 740</li><li>✓ KBBF 89.1 FM (Spanish)</li></ul>	<ul style="list-style-type: none"><li>✓ KTVU Channel 2</li><li>✓ NBC11 Channel 3</li><li>✓ KRON Channel 4</li><li>✓ KPIX Channel 5</li><li>✓ KGO Channel 7</li></ul>

## Sample Neighborhood Info Roster

HOUSE NUMBER	STREET NAME	RESIDENTS NOTES	TELEPHONE NUMBER
1002	Sample Street	Anthony Lucas 3 - Cats	(707) 538-XXXX (707) 328-XXXX (C)
1003	Sample Street	Frank & Johanna (Co-Leader) 2 – Kids: Joan & Jeff, 1 dog: Spot	(707) 538-XXXX
1004	Sample Street	Edward Bricks (Not Interested in COPE)	(707) 546-XXXX
1005	Sample Street	Hank (Leader) & Margret Sampson	(707) 538-XXXX
1006	Sample Street	Tom Alexander & Jonny Barbera 1-Dog: Rufus	(707) 537-XXXX
1007	Sample Street	Allison Blossom 2-Cats, 1-Dog: Sibby	(707) 539-XXXX
1008	Sample Street	Charlie Wilder (Co-Leader) 1-Dog: Willy	(707) 538-XXXX
1009	Sample Street	Peter Dixon (May Need Assistance) Erik Neville (Caregiver)	(415) 978-XXXX
1010	Sample Street	Ronny & Lacy Christensen 3 Kids: Amanda, Tony, Theodore	(916) 695-XXXX (C)

# Sample Neighborhood Map



## Neighbor Away-From-Home Notice

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GONE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CONTACT AT: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELLULAR PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

YES

NO

LIGHTS ON IN HOUSE: \_\_\_\_\_

PAPER STOPPED: \_\_\_\_\_

MAIL HELD: \_\_\_\_\_

HOUSE SITTER/PET SITTER VISTING OR STAYING: \_\_\_\_\_

OTHER POSSIBLE VISTORS: \_\_\_\_\_

VISTORS NAMES: \_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To get involved with the COPE program to prepare your neighborhood, contact us:**

<p><b>Rancho Adobe Fire District</b> P.O. Box 1029 11000 Main Street Penngrove, CA 94951 (707)795-6011 <a href="mailto:BePrepared@rafd.org"><u>BePrepared@rafd.org</u></a></p>	<p><b>Petaluma Fire Department</b> 198 D St. Petaluma, CA 94952 (707) 778-4390 <a href="mailto:BePrepared@ci.petaluma.ca.us"><u>BePrepared@ci.petaluma.ca.us</u></a></p>
--	--

## NOTES: