



CITY OF SAN RAFAEL DISASTER PLAN WORKSHEET



City of San Rafael Numbers & Websites

EMERGENCY	9-1-1
Police Department	485-3000 www.srpd.org
Fire Department	485-3304 www.srfd.org
Fire Department Vegetation Mgmt	485-3488
Office of Emergency Services	485-3111 www.sroes.org
Public Works	485-3355
Community Development	485-3085
Community Services	485-3333
Volunteer Programs	485-3407 www.sanrafaelevc.org
Redevelopment Agency	485-3383

Other Important Phone Numbers

American Red Cross (Marin)	721-2365
CalTrans Highway Conditions	800-427-7623
San Rafael Chamber of Commerce	454-4163
FIRESafe Marin	446-4420
Marin County Fire Dept.	499-6717
Marin County Sheriff	479-2311
Marin County Office of Emergency Services	499-6584
Marin Humane Society	883-4621
Pacific Gas & Electric	800-743-5000
Poison Control	800-222-1222

Community Emergency Response Team (CERT) Training

The San Rafael Community Emergency Response Team (CERT) program is a 24 hour course which educates people about disaster preparedness. It trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following / during a disaster. For more information or to sign up for a class call, 458-5002 or email sanrafaelprepare@cityofsanrafael.org.

Get Ready Marin!

The City of San Rafael offers a free 2 hour disaster preparedness class to help you and your family prepare for any type of disaster. After a major disaster, emergency responders will be overwhelmed and it is likely that our City will be isolated from outside assistance. Therefore, residents must be prepared to care for themselves and their families for at least 5 to 7 days. For more information or to sign up for a class, please call 458-5002 or email sanrafaelprepare@cityofsanrafael.org.

Call 911 only in case of a life threatening emergency or fire. Do NOT call 911 for information.

For additional copies of this Disaster Plan Worksheet,
call the San Rafael Office of Emergency Services at (415) 485-3111
or email oes@cityofsanrafael.org.

Don't forget to sign up for our bi-monthly electronic emergency services newsletter at www.sroes.org.

Fire Preparation Checklist

Protecting lives from fire

- We have at least one fire extinguisher in our home (preferably 2-A; 10-B:C) and know how to use it.
- We change the batteries in our smoke detectors when we change our clocks.
- We are familiar with the evacuation routes in our neighborhood.
- We do not overload our electrical outlets.
- We store flammable liquids in air-tight containers away from ignition sources such as pilot lights.

Landscaping against fire

- We have cleared our property of excess and dead vegetation.
- We have trimmed low and overhanging tree branches.
- We keep the grass cut at least 100 feet from our home, as required by law.
- We will not plant highly flammable plants in our yard.
- We have garden hoses connected to all outside faucets.
- We do not store fire wood near the house.

Home maintenance

- Our house numbers are large, contrasting colors and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-retardant.
- We keep leaves & debris out of our rain gutters.
- If we remodel or build, we will incorporate fire-resistive building practices and materials including sprinklers.

Personal Disaster Plan Checklist

- We have conducted family fire and earthquake drills.
- We know two ways to evacuate our neighborhood by vehicle and on foot.
- Family members know where to meet for family reunification after a disaster.
- We have designated an out-of-area relative or friend as our emergency contact and have instructed family and friends to contact that person to inquire about our safety.
- We carry our contact's phone number in our wallets.
- We have inventoried our belongings and home furnishings.
- We have taken steps to protect our family's vital documents.
- We know our child's school emergency plan and hold/release policy.
- My child (if so instructed by the school) has a comfort kit in the school's emergency supply storage.

Earthquake Preparation Checklist

Surviving the Event

- My family and I have taken the Get Ready course and certified our family's preparedness.
- My family and I have taken the CERT course and certified our family's preparedness.

Home preparedness

- We have stored emergency food and water and other supplies.
- We keep mini-survival kits in our cars.
- We keep mini-survival kits at our workplaces. (The Get Ready manual (page 8) discusses car and work Mini-Survival kits.)
- We know the location of our utility valves and know how to shut them off. We have attached the necessary tools to the shut-off valves.
- We have done a home hazard hunt and corrected any hazards which we found.

Emergency Supply Checklist

We have stored the following emergency supplies:

- Food for family members and pets for 5-7 days. *Grocery stores may be closed for days while employees clean up aisles. Trucks may be unable to make deliveries to restock shelves. Existing stock will disappear quickly.*
- A minimum of 5 gallons of water per person (1 gallon per person per day for 5-7 days). *The more water you can store, the better off you will be.*

_____ people in household x 5 gals = ____ gals
(absolute minimum) needed.

- Cash and coins
- First aid items
- Flashlight, radio, tools, sanitation supplies
- Emergency shelter
- Camping gear; *Tent, lanterns, sleeping bags, stove can double as emergency equipment; if possible, store it with your other emergency supplies.*
- Car and workplace mini-survival kits
- Prescription medications
- Fire extinguisher
- Sanitary supplies
- Health and Safety supplies
- Cooking equipment and eating utensils

Evacuation Priority List

Before the need to evacuate arises, note the most important items to be taken with you. List only those that can be hand carried and easily gathered.

For example:

Family heirlooms, important documents and computer files, clothing, disaster supply kit.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Crime Prevention

The following tips will help reduce the risks for your household at any time:

- Report anything suspicious DAY OR NIGHT to the local police department.
- Keep all doors and windows locked.
- Do not leave valuables in your car and keep doors locked at all times.
- Activate your car and home alarms when unattended.
- When going out of town, notify your local police department for a vacation house watch (extra patrol) and stop mail and newspaper delivery.
- Have a secure mailbox or P.O. Box to receive important mail.
- Shred all personal information and important documents.
- Check your credit reports annually from all three credit bureaus.
- Make a copy of everything in your wallet, including account information in case your wallet is stolen.
- Keep itemized lists of personal property with serial numbers in case of loss.
- Do background checks on employees at your home & business.
- Trust your instincts.
- Contact your local police department for additional information.

If an Emergency Strikes...

For an Earthquake:

- Check for injuries.
- Check for damaged gas, electric and water lines.
- Shut off utilities only if damage is suspected.
- Check for structural damage.
- Display neighborhood signal flags: red for "Help" or white for "Okay".
- Check with neighborhood coordinator or listen to the local emergency broadcast radio station. (KCBS AM 740)
- Check on neighbors.
- Prepare for aftershocks.
- Keep street clear for emergency vehicles.
- Listen to radio and stay off the phone.
- Retrieve your emergency supplies and Emergency Preparedness Handbook for additional information.

For a Wildland Fire:

- Stay calm - keep family together.
- Alert your neighbors.
- Check with neighborhood coordinator or listen to the local radio emergency broadcast station. (KCBS AM 740)
- Keep flashlight and portable radio with you at all times.
- Dress in cotton or wool long pants, long sleeved shirt, gloves, hat, goggles, carry damp towel or bandana against smoke
- Confine pets.
- Follow evacuation instructions from public safety officials or emergency broadcast radio.
- Be ready to leave on foot or bicycle in order to keep roads clear for emergency vehicles.
- If time permits:
 - Close windows, blinds, doors.
 - Remove curtains and drapes.
 - Shut off gas.
 - Place a ladder against the house on the side away from the fire.
 - Attach garden hoses to spigots.

Schedule for Maintenance

	Dates to check
Every six months:	
Check and replace as needed: batteries for flashlights, smoke detectors, radios.	_____
Review family drills, including memorizing contact numbers.	_____
Every year:	
Rotate water supply	_____
Rotate canned goods	_____
Update parent release forms	_____
Meet with neighborhood disaster organization	_____
Review the Handbook	_____
Every two years:	
Replace emergency medications	_____
Replace water purification	_____
Update family immunizations	_____
Update personal property inventory	_____
Update insurance policies	_____
Every three years:	
Replace non-fat dry milk	_____
Replace freeze-dried foods	_____

Emergency Contacts

Local contact person: _____

Address _____

Phone (Home) _____

(Work) _____

**Out of area
contact person:** _____

Address _____

Phone (Home) _____

(Work) _____

Every family member should carry this information on a card with six quarters taped to the back. Notify your contact persons so that in the event of an emergency, they will be expecting your call.

School Authorization

I have authorized these people to pick up my child from school:

1. _____
2. _____
3. _____

The above people, as well as my spouse and children, know the family's secret password, which is: _____

My children have been told not to go anywhere with any person who does not know this password.

Neighborhood Disaster Organization

	Name	Address	Phone
Block Captain:	_____	_____	_____
Disaster Response Team Leaders:	_____	_____	_____
Homeowners Association:	_____	_____	_____
Neighborhood Disaster Coordinator:	_____	_____	_____
First Aid:	_____	_____	_____
Search & Rescue:	_____	_____	_____
Shelter:	_____	_____	_____
Childcare:	_____	_____	_____
Fire Suppression:	_____	_____	_____
Damage Assessment:	_____	_____	_____
Communication:	_____	_____	_____