

# Emergency Planning Guide

## Get Prepared Now!



Living in Southern California, disasters are a reality. Earthquakes, floods, urban fires, civil unrest, and terrorism can change the way families and communities function. Therefore, it's important for everyone to plan ahead for these types of incidents. The steps outlined in this booklet can help you and your loved ones be prepared.

Department of Health and Human Services  
Public Health Emergency Management Program  
(562) 570-4000

## Make A Plan

One of the most important steps you can take in preparing for emergencies is to develop a household disaster plan. A plan will help you think ahead about what steps you can take to keep you and your family members safe during an emergency.

**Plan how your household will stay in contact** if you were separated. Decide on two meeting places – one near your home (such as a tree or a street light), another away from your neighborhood in case you cannot return home.

**Post emergency telephone numbers** by telephones. Teach children how and when to call 9-1-1. Include post emergency numbers for police, fire, gas, water, and animal care services.

**Draw a floor plan of your home.** Mark two escape routes from each room and make sure everyone in the home knows these routes.

**Discuss** what your family would do if you needed to evacuate your home.

- *What important items would you need to take?*
- *What arrangements can you make for your pets? Besides service animals, pets are usually not allowed in public shelters.*

**Pick a friend or relative** who lives out of the area for you and household members to contact—perhaps an aunt who lives in Texas. Make sure everyone knows the phone number.

**Make sure everyone** in your household knows how and when to shut off water, gas, and electricity at the main switches. Contact your local utilities if you have questions.

**Take a first aid and CPR class** – local American Red Cross chapters can provide information. Official certification by the American Red Cross provides “Good Samaritan” law protection for those giving first aid.

**The Community Emergency Response Team (CERT) Program** helps individuals build skills & knowledge to assist neighbors, co-workers, and professional rescue personnel in an emergency. FREE training classes are available throughout the country, and locally through the Long Beach Fire Department ([www.longbeach.gov/fire/cert/default.asp](http://www.longbeach.gov/fire/cert/default.asp)).

**Register for SNAP**, the Special Needs Access Database, a voluntary program for those persons in Los Angeles County who may need specific disability-related assistance and/or accommodations in the event of a major disaster. While those who register on SNAP are not prioritized for response, emergency response agencies will use this information to best serve those with specific needs, both in the planning and preparation process, as well as in their response. Register or learn more at <http://snap.lacounty.gov>.

**Reduce the economic impact** of a disaster on your property and your household's financial health by reviewing insurance policies before disaster strikes (e.g. property, flood, life, health). Make sure policies are current and be certain they meet your needs (type of coverage, amount of coverage, and hazard covered - flood, earthquake, etc.).

**Take photos** and/or video of the inside and outside of your home including valuables (*such as jewelry, computers*) in case proof is needed of your belongings prior to an incident (*e.g. for insurance claims*). Keep electronic and printed copies of these photos, and keep back-ups at an alternate location (i.e., a relative's home).

**Save important electronic files** (*computer documents*) on more than one computer or on an external hard drive, if possible, in case of damage.

**Consider setting money aside** in an emergency savings account that could be used during a crisis. You may also want to keep a small amount of cash or traveler's checks at home in a safe place, as it may be difficult to get cash from banks or ATMs immediately after a major incident.

**Be sure to check on neighbors**

who may need special assistance, such as those who are elderly or disabled.



# Put Together A Disaster Kit

Immediately after an emergency, essential services may be cut off and local disaster relief and government responders may not be able to reach you right away. You may need to survive on your own for three days or more after a major emergency. This means having your own water, food, and emergency supplies available to take care of your household.

*"keep 1 gallon per person per day"*

**Water:** Your household will need water for drinking, sanitary purposes, and possibly for cooking. Keep water stored in clean plastic, fiberglass, or enamel-lined metal containers.

- Water for 3-10 days (1 gallon per person per day)

*"ask your doctor about storing extra medication"*

**First Aid Kit:** You can purchase a first-aid kit with the items you need, or assemble one yourself using items you may already have.

- Sterile adhesive bandages in assorted shapes and sizes
- Soap and antibiotic towelettes (to disinfect)
- Antibiotic ointment and burn ointment to prevent infection
- Eyewash solution to flush the eyes
- Thermometer
- Prescription medications and equipment: These may be difficult to get during a disaster - ask your doctor or pharmacist about storing prescription medications, making sure they are stored properly and switched out before their expiration date
- Non-prescription medications, including aspirin and non-aspirin pain reliever, anti-diarrhea medication, antacids (to treat an upset stomach), and syrup of ipecac (to induce vomiting if advised by the

**Poison Control Center: 1-800-222-1222)**

*"keep enough food for 3-10 days"*

**Food & Kitchen Items:** Store non-perishable food items that do not need refrigeration, preparation, or cooking, and little or no water. Keep enough food for 3-10 days. Remember to replace these items about every six months - before they go bad - and replace with fresh ones.

- Ready-to-eat canned meats, fruits, and vegetables
- Canned or boxed juices and soups
- High-energy foods like peanut butter, jelly, crackers, granola bars, and trail mix
- Food for infants, elderly persons, or persons on special diets
- Comfort/stress foods in small amounts such as cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags
- Non-perishable, pasteurized milk
- Infant formula
- Manual can opener
- Paper cups, plates, and plastic utensils
- All-purpose knife
- Resealable plastic bags
- Household bleach to treat drinking water
- Pet food

**Clothing and Bedding:** Remember to consider the needs of infants, elderly persons, and pets. Also include entertainment and comfort items for children. Have one complete change of clothing and footwear available for each household member.

- A jacket or coat
- Long pants
- A long-sleeved shirt
- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket
- Rain gear

*don't forget comfort items for kids!*

# Disaster Kit Checklist

Use large backpacks or duffel bags to keep the **supplies together** – that way, you can easily take supplies with you if you need to leave your home. Place smaller items in airtight plastic bags. Keep your kit in a **designated place** (someplace that is easy to get to) and make sure **everyone** in the household knows its location.

*"these tools will help you stay in your home for an extended period of time"*

**Tools & Supplies:** These items may be needed in the event of an evacuation. These supplies will also be useful if there is a need to shelter-in-place (stay in your home for an extended period of time) or if you lose power in your home.

- Portable, battery-powered radio or television, and extra batteries
- Flashlight and extra batteries
- Signal flare
- Matches in a waterproof container (or waterproof matches)
- Shut-off wrench, pliers, and screwdriver
- Small canister A-B-C-type fire extinguisher
- Compass
- Work gloves
- A whistle (to signal for help)
- Dust mask or cotton t-shirt (to help filter the air)
- Plastic sheeting and duct tape
- Scissors
- Tweezers
- Safety pins and sewing needles/thread
- Paper, pens, and pencils
- Battery-operated travel alarm clock

*"don't forget diapers and wipes for the little ones"*

## Sanitation & Hygiene Items

- Towelettes, soap, hand sanitizer, liquid detergent
- Toothpaste and toothbrushes
- Shampoo, deodorants, comb, and brush
- Lip balm, sunscreen, and insect repellent
- Feminine hygiene supplies
- Heavy-duty plastic garbage bags and ties for personal sanitation uses
- Diapers and wipes

## Other Items

- Toys, books, and family photos to help children feel safer and more comfortable
- Phone charger, car phone charger, and/or extra charged battery, and coins and/or a pre-paid phone card
- Extra pair of prescription glasses, or contact lenses and solution
- Pet supplies such as leashes, extra water and food, medications, and photos of your pets (in case they get lost)
- Sunglasses

**Household Documents & Contact Information:** Keep copies of documents in a waterproof container. Remember to update contact lists at least every six months or when changes occur.

- Personal identification
- Cash (including change) or traveler's checks and a credit card
- Copies of birth/marriage certificates, driver's licenses, social security cards, passports, wills, deeds, inventory of household goods, insurance papers, immunization records, bank and credit card account numbers, information on stocks and bonds
- Emergency contact list and phone numbers
- Map of the area and phone numbers of places you could go
- For pet owners, a list and contact information of motels that allow animals
- An extra set of car and house keys

*"photos of your pets will help you in case they get lost"*

# Don't Forget...

## A Car Kit

Keep an emergency supply kit in the trunk, including food and water. This kit can also include flares, jumper cables, and seasonal supplies (e.g. clothing for extreme cold).

## A Work Kit

Keep a disaster supply kit at work - a ready to "grab and go" container in case you have to evacuate the building. Stock your work kit with water and food, a comfortable pair of shoes, and other needs.

## Switch Out Items In Your Kits

You will need to change the stored water and food supplies in all your kits every six months, so be sure to note the storage date on all containers. You should also rethink your needs every year and update kits as your household changes.

## Stay Connected

When a disaster occurs, it's possible that communication systems (e.g. phone lines or internet) will be down for long periods of time. This may make it difficult to communicate with loved ones or to get useful information. However, there are several things you can do ahead of time to help your household to stay connected.

## Check Local Information Resources

### City Emergency Information Line (562) 570-5252

Recorded Long Beach-related information

### Long Beach Police Information Line (562) 570-5566

Provides recorded information on the latest terrorist threats

**LBTV** (*Charter Communications Channel 3 and Verizon FiOS Channel 21*) Source of information during a major emergency

### KKJZ (88.1 FM)

During an emergency, provides Long Beach-related information as it becomes available and verified

### KFWB (AM 980), KNX (AM 1070), & KFI (AM 640)

Will provide area-wide information during emergencies

### City of Long Beach Department of Health & Human Services

(562) 570-4499 When applicable, provides information on communicable disease activities and other public health emergencies

## Be Cell Phone Ready

### Have your cell phone ready for any emergency!

Program the telephone number of the Long Beach Police Department into your phone: **(562) 435-6711**

### Register your phone for reverse 9-1-1

All landlines (home/office telephones) in Long Beach are connected to the City's Reverse 9-1-1 System, whereby Long Beach residents and businesses will receive telephone emergency announcements. Reverse 9-1-1 announcements can also reach cell phones, TTY/TDD service or Internet phone service, but the numbers must first be registered. Visit <http://www.longbeach.gov/R911/> to register cell phone and other numbers

**Subscribe to Nixle alerts**, used by the Long Beach Police Department to send residents important information by text - register at [Nixle.com](http://Nixle.com) or text your zip code to 888777

**Program an ICE** (In Case of Emergency) **contact** into your phone's address book (and save the contact name as ICE)

**Also make sure** that other important numbers are programmed into your phone, such as co-workers and supervisors, childcare providers and schools, and neighbors

### Have a backup!

Make sure you have an alternate battery for your phone

**Teach family members** how to use text messaging – during an emergency, you are much more likely to get a text message through than a phone call

**Also, make sure your loved ones & co-workers are cell phone ready**

