

# **Los Angeles County Sheriff's Department Family Emergency Plan**



**Emergency Operations Bureau  
Sheriff's Catastrophic Earthquake Team  
EOB/SCET**



If filled in by hand, it is suggested that one use a pencil for ease of making future corrections to information contained in the document.

### Update and review plan:

**Next update:**

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# Household Earthquake Procedures

## During The Event

### **AT HOME:**

Stay inside the house and find the nearest safe spot, usually away from glass or objects that can fall on you. Find a solid table and **"Drop, cover, and hold on to something."**

### **IN BED:**

Stay in bed and cover your head with a pillow and blankets.

### **OUTSIDE:**

Stay outside and go to an area away from objects that can fall on you.

### **AT WORK:**

**Drop, cover, and hold on. DO NOT RUN.**

### **IN A VEHICLE:**

Safely slow down and come to a stop (if possible). Do not park on or under bridges, power lines, or large trees.

## Immediately After The Event

- Check on family members/pets inside the house. Use shoes and a flashlight as glass may be scattered throughout the house.
- Conduct an inspection of the house. Walk the interior and perimeter. Evaluate if house appears to be safe to re-enter. If it appears structurally unsound, stay outside. Remember there will be aftershocks usually within an hour.
- Check utilities (see chart on page 16).
  - If you smell or hear gas, turn it off using attached wrench. If no sign of leakage, leave it alone.
  - If the electrical system is sparking or you smell electricity burning shut off the main circuit breaker.
  - If there are busted water lines, turn off the main valve. Wrench is located by gas line. Open the water cover and turn the knob so it is horizontal.
- Check and smell for fires. Fire extinguisher is located \_\_\_\_\_



- Check on family members outside the house if phone lines are working. Remember hard lines and texting will usually work best.
- Contact your out of state family/friend(s) and advise them of your status.
- Check on neighbor's welfare.
- Make sure there are no gas leaks or fire around the immediate area. Help extinguish fires if possible or turn off broken gas lines.

### **1-24 Hours After The Event**

- Prepare for numerous aftershocks.
- Prepare for the long haul. If no power, water, or electricity consider running a generator.
- Eat refrigerated items first as they will spoil, begin stock piling supplies and food.
- Consider sleeping in a tent in the backyard if the house is not in stable condition.
- Do not use candles for light as aftershocks can knock them down and create a fire or gas leaks may create a fire.

### **Communication Plan**

Communications will be necessary if the family is separated. If one type of communication system is down you may need to fall back to another system:

- ✓ Mobile phones
- ✓ Hard phone lines
- ✓ Email
- ✓ Text messaging (typically the most reliable in or after a disaster)
- ✓ Satellite phone
- ✓ Amateur radio

### **24 Hours-3 Days**

- Begin talking to neighbors to pull resources together. Create a list of needs and haves.
- Begin to ration food and water.
- Sanitation: Use plastic bags in toilet if no running water.

## **Neighborhood Plan- Map My Neighborhood**

- Make sure your house and your family members are ok before anything else.
- Tape a sign on your front door stating “Okay” or “Help.”
- Gather at the predetermined meet spot.
- Bring 2 fire extinguishers to the meet spot (gloves, lights, safety glasses).
- Establish a team leader (IC) and scribe for below plan.
- Make 4 strike teams for the following:

**Team 1:** Stay at the identified meet location and listen to radio for any news, information and/or to gain situational awareness.

**Team 2:** Check on neighbors who are elderly, people with AFN, and children who maybe home alone.

**Team 3:** Check on all neighbors’ houses for gas leaks. Shut off if necessary (**Only shut off valve if you smell or hear gas**).

**Team 4:** Go to houses around the neighborhood and check on houses with “Help” signs on front door or no card at all.

After the teams have finished their assignments, report back to the meet area to share what has been learned.

## **Long Term Shelter In Place (3 Or More Days)**

- Use a generator to plug appliances (refrigerator) into generator.
- If available, use RV for shelter, water, propane, cooking, etc. Park on street.
- Notify neighbors if you plan to evacuate and where you are evacuating to. Neighbor can look after your property.
- If your home is badly damaged, evacuate to relative or neighbor’s house.
- Evacuate to local shelter (**see phone # in contact list**):
  - Take as little as possible. Leave valuables in safe location. **NO FIREARMS.**
  - Take medications, identification cards, etc.
  - If taking pets, use pet carriers or leashes. Have dog tags on all pets and take photos of pets for positive identification. Take food and water.

## Household Members

| Household Members | Relation/Birth Date | Social Security Number |
|-------------------|---------------------|------------------------|
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |
|                   |                     |                        |

| Pets | Pet License # | Vet name & number |
|------|---------------|-------------------|
|      |               |                   |
|      |               |                   |
|      |               |                   |
|      |               |                   |
|      |               |                   |
|      |               |                   |
|      |               |                   |

# Household Information

Home Address:

Phone 1:

Phone 2:

E-mail 1:

E-mail 2:

## Car Information

|              |        |       |           |
|--------------|--------|-------|-----------|
| Car 1: Make/ | Model/ | Year/ | License # |
| _____        | _____  | _____ | _____     |
| Car 2: Make/ | Model/ | Year/ | License # |
| _____        | _____  | _____ | _____     |
| Car 3: Make/ | Model/ | Year/ | License # |
| _____        | _____  | _____ | _____     |

## Emergency Numbers

**CALL 911 FOR EMERGENCY**

Doctor # 1 \_\_\_\_\_

Doctor # 2 \_\_\_\_\_

Doctor # 3 \_\_\_\_\_

Fire Number \_\_\_\_\_

Police Number \_\_\_\_\_

Ambulance Number \_\_\_\_\_

Poison Control Number \_\_\_\_\_

Hospital Emergency Room \_\_\_\_\_

American Red Cross \_\_\_\_\_

Evacuation Center \_\_\_\_\_

Name/Number \_\_\_\_\_

Name/Number \_\_\_\_\_

Name/Number \_\_\_\_\_

Name/Number \_\_\_\_\_

**Note: After a disaster, 911 may not be working. You may also call LA County Info, 211 or (800) 339-6993.**



## Utility and Service Contacts

|                                   |         |         |
|-----------------------------------|---------|---------|
| Organization Name<br>Water/Sewer  | Address | Contact |
|                                   | Note    | Phone   |
| Organization Name<br>Electric     | Address | Contact |
|                                   | Note    | Phone   |
| Organization Name<br>Gas          | Address | Contact |
|                                   | Note    | Phone   |
| Organization Name<br>Phone/cable  | Address | Contact |
|                                   | Note    | Phone   |
| Organization Name<br>Home Medical | Address | Contact |
|                                   | Note    | Phone   |

## Insurance/Other Information

| Name | Policy#/Other Information | Phone |
|------|---------------------------|-------|
|      |                           |       |
|      |                           |       |
|      |                           |       |
|      |                           |       |
|      |                           |       |

## Family/Friends/Neighbors

| Name | Address/Physical Location<br>To Home | Hm./Wk. Phone | E-mail Address | Cell phone Number |
|------|--------------------------------------|---------------|----------------|-------------------|
|      |                                      |               |                |                   |
|      |                                      |               |                |                   |
|      |                                      |               |                |                   |
|      |                                      |               |                |                   |
|      |                                      |               |                |                   |

*Note: Identify two neighbors. Agree to check on each other.*

## Out-of-Area Contact #1

|      |              |            |                   |
|------|--------------|------------|-------------------|
| Name | Home Address | Home Phone | E-mail Address    |
|      | Work Address | Work Phone | Cell Phone Number |

*Important: During disasters, use phone for emergencies only. Local phone lines may be tied up. Make one call out-of-area to report in. Let this person contact others.*

## Out-of-Area Contact #2

|      |              |            |                   |
|------|--------------|------------|-------------------|
| Name | Home Address | Home Phone | E-mail Address    |
|      | Work Address | Work Phone | Cell Phone Number |

## Work, School, and Other Contacts

|                       |                   |                      |
|-----------------------|-------------------|----------------------|
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |
| Household Member Name | Work/School/Other | Disaster Procedures* |
|                       | Address           |                      |
|                       | Phone             |                      |

*Note: \*Disaster Procedures: Household members should know each other's disaster procedures for work, school, or other places where they spend time during the week.*

## Reunion Procedures

|                              |  |
|------------------------------|--|
| In or Around House/Apartment | Inside House/Apartment   |
|                              | Outside House/Apartment  |
| When Family is Not Home      | Priority Location<br><br>(Leave note in a designated place where you will be: i.e., neighbor, relative, park, school, shelter, etc.) |

*Note: Identify and discuss with household members the reunion places if a disaster prevents anyone from entering the home. Also, reunion and evacuation procedures need to include children at school and house members with disabilities. Talk to school officials. Write down procedures.*

## Important Notes and Procedures

*Note: People with disabilities are advised to identify two or three people at work, school, neighborhood, etc. who will assist them in the event of a disaster.*



## Medication List

|             |                 |                     |                      |
|-------------|-----------------|---------------------|----------------------|
| User's Name | Medication Name | Dosage/Frequency    | Reason for Taking    |
| Doctor      | Prescription #  | Date Started/Ending | Location of Medicine |
| User's Name | Medication Name | Dosage/Frequency    | Reason for Taking    |
| Doctor      | Prescription #  | Date Started/Ending | Location of Medicine |
| User's Name | Medication Name | Dosage/Frequency    | Reason for Taking    |
| Doctor      | Prescription #  | Date Started/Ending | Location of Medicine |
| User's Name | Medication Name | Dosage/Frequency    | Reason for Taking    |
| Doctor      | Prescription #  | Date Started/Ending | Location of Medicine |

*Note: Keep on hand at least seven days of vital medications and supplies. Talk to doctor before storing medication or if you use two or more medications.*

*Last update of this page:*

## Pharmacy/Doctors/Specialists

|                    |                 |               |
|--------------------|-----------------|---------------|
| Pharmacist Name(s) | Pharmacy Name   | Phone/Address |
|                    | Pharmacy Name   | Phone/Address |
| Specialist Name    | Area of Concern | Phone         |
|                    | Organization    | Address       |
| Specialist Name    | Area of Concern | Phone         |
|                    | Organization    | Address       |

|  |               |               |
|--|---------------|---------------|
| Allergies to Medications               | Person's Name | Person's Name |
|  | Medication    | Medication    |
| Health/Disability Information          |               |               |
|  |               |               |
| Special Needs, Equipment, and Supplies |               |               |
|  |               |               |

*Note: Fill this and all sections out in pencil. Update regularly. If additional information is needed, tape or staple another sheet of paper.*

*Last Update of the Page:*

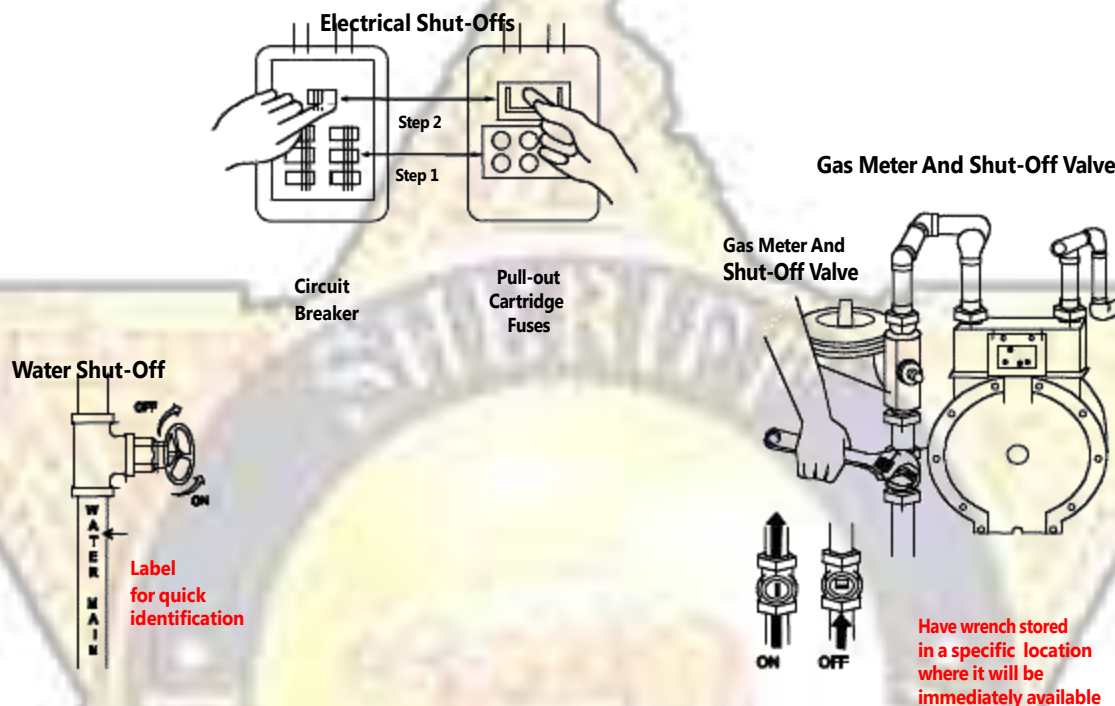
### ***Home Layout/Diagram***



*Draw a layout of your home. Make sure you include locations of utility shutoffs and safety equipment like fire extinguishers, disaster supplies, etc.*

## Utility Control

Locate each of these utility control points in your home.



### Electricity:

In the event that you need to turn off the electricity in your house, go to the breaker box and do the following:

1. Turn off smaller breakers one by one
2. Flip the “main” breaker last

To reenergize your home, reverse the steps above.

### Water:

In the event you need to shut water off inside your home, find the main water valve and turn it to your right. To open the flow of water back into the house, turn it to your left.

### Gas:

**IMPORTANT – Only turn off the gas at the meter if you smell gas!**

To turn off natural gas in your house, take a wrench and tighten it on to the quarter turn valve that is on the pipe that feeds into the gas meter. Turn it one-quarter turn to make the indicator parallel to the ground. In most locations, once you do this you cannot turn the gas back on to the house without the utility company.

**Propane:** If you live in an area that uses outdoor propane or LPG you will find this outside the home. Open the top of the tank and you will see either a regular turn knob or a quarter turn valve. Turn the knob to your right to shut off the flow of propane into your house. For quarter turn valve see above.





# Los Angeles County Sheriff's Department

## Sheriff's Catastrophic Earthquake Team



### Recommended Items to Include in a Basic Emergency Supply Kit:

☐

Water, one gallon of water per person per day for at least three days, for drinking and sanitation

☐

Food, at least a three-day supply of non-perishable food

☐

Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both

☐

Flashlight and extra batteries

☐

First aid kit

☐

Whistle to signal for help

☐

Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place

☐

Moist towelettes, garbage bags and plastic ties for personal sanitation

☐

Wrench or pliers to turn off utilities

☐

Can opener for food (if kit contains canned food)

☐

Local maps



# Los Angeles County Sheriff's Department

## Sheriff's Catastrophic Earthquake Team



### Additional Items to Consider Adding to an Emergency Supply Kit:

- ☐ Prescription medications and glasses
- ☐ Infant formula and diapers
- ☐ Pet food and extra water for your pet
- ☐ Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- ☐ Cash or traveler's checks and change
- ☐ Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- ☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ☐ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ☐ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe, or bleaches with added cleaners.
- ☐ Fire Extinguisher
- ☐ Matches in a waterproof container
- ☐ Feminine supplies and personal hygiene items
- ☐ Mess kits, paper cups, plates and plastic utensils, paper towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles or other activities for children



# Prepare For Emergencies Now:

## Information For Pet Owners

### 1. Get a Kit of pet emergency supplies.

Just as you do with your family's emergency supply kit, think first about the basics for survival, particularly food and water.

- ✓ **Food:** Keep at least three days of food in an airtight, waterproof container.
- ✓ **Water:** Store at least three days of water specifically for your pets, in addition to water you need for yourself and your family.
- ✓ **Medicines and medical records:** Keep an extra supply of medicines your pet takes on a regular basis in a waterproof container.
- ✓ **First aid kit:** Talk to your veterinarian about what is most appropriate for your pet's emergency medical needs. Most kits should include cotton bandage rolls, bandage tape and scissors; antibiotic ointment; flea and tick prevention; latex gloves, isopropyl alcohol and saline solution. Include a pet first aid reference book.
- ✓ **Collar with ID tag, harness or leash:** Your pet should wear a collar with its rabies tag and identification at all times. Include a backup leash, collar and ID tag in your pet's emergency supply kit.
- ✓ **Important documents:** Place copies of your pet's registration information, adoption papers, vaccination documents and medical records in a clean plastic bag or waterproof container and also add them to your kit.
- ✓ **Crate or other pet carrier:** If you need to evacuate in an emergency situation take your pets and animals with you, provided that it is practical to do so.
- ✓ **Sanitation:** Include pet litter and litter box if appropriate, newspapers, paper towels, plastic trash bags and household chlorine bleach to provide for your pet's sanitation needs. You can use bleach as a disinfectant (dilute nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 8 drops of regular household liquid bleach per gallon of water, stir well and let it stand for 30 minutes before use. Do not use scented or color safe bleaches or those with added cleaners.
- ✓ **A picture of you and your pet together:** If you become separated from your pet during an emergency, a picture of you and your pet together will help you document ownership and allow others to assist you in identifying your pet. Include detailed information about species, breed, age, sex, color and distinguishing characteristics.
- ✓ **Familiar items:** Put favorite toys, treats or bedding in your kit. Familiar items can help reduce stress for your pet.

**Consider two kits.** In one, put everything your pets will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you and your pets have to get away.

### 2. Make a Plan for what you will do in an emergency.

Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and ensure your pet's safety during an emergency.

For more information, visit [ready.gov](https://ready.gov) or call 1-800-BE-READY





## Prepare For Emergencies Now: Information For Pet Owners

**Evacuate.** Plan how you will assemble your pets and anticipate where you will go. If you must evacuate, take your pets with you, if practical. If you go to a public shelter, keep in mind your pets may not be allowed inside. Secure appropriate lodging in advance depending on the number and type of animals in your care. Consider family or friends outside your immediate area who would be willing to take in you and your pets in an emergency. Other options may include: a hotel or motel that takes pets or some sort of boarding facility, such as a kennel or veterinary hospital that is near an evacuation facility or your family's meeting place. Find out before an emergency happens if any of these facilities in your area might be viable options for you and your pets.

**Develop a buddy system.** Plan with neighbors, friends or relatives to make sure that someone is available to care for or evacuate your pets if you are unable to do so. Talk with your pet care buddy about your evacuation plans and show them where you keep your pet's emergency supply kit. Also designate specific locations, one in your immediate neighborhood and other farther away, where you will meet in an emergency.

**Talk to your pet's veterinarian about emergency planning.** Discuss the types of things you should include in your pet's emergency first aid kit. Get the names of vets or veterinary hospitals in other cities where you might need to seek temporary shelter. Also talk with your veterinarian about microchipping. If you and your pet are separated, this permanent implant for your pet and corresponding enrollment in a recovery database can help a veterinarian or shelter identify your animal. If your pet is microchipped, keeping your emergency contact information up to date and listed with a reliable recovery database is essential to you and your pet being reunited.

**Gather contact information for emergency animal treatment.** Make a list of contact information and addresses of area animal control agencies including the Humane Society or ASPCA and emergency veterinary hospitals. Keep one copy of these phone numbers with you, and one in your pet's emergency supply kit. Obtain "Pets Inside" stickers and place them on your doors or windows, including information on the number and types of pets in your home to alert firefighters and rescue workers. Consider putting a phone number on the sticker where you could be reached in an emergency. And, if time permits, remember to write the words "Evacuated with Pets" across the stickers, should you evacuate your home with your pets.

### 3. Be Prepared for what might happen.

Some of the things you can do to prepare for the unexpected, such as assembling an emergency supply kit for yourself, your family and your pets, is the same regardless of the type of emergency. However, it's important to stay informed about what might happen and know what types of emergencies are likely to affect your region.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. With these simple preparations, you can be ready for the unexpected. Those who take the time to prepare themselves and their pets will likely encounter less difficulty, stress and worry. Take the time now to get yourself and your pet ready.

Developed in partnership with:



AMERICAN  
KENNEL CLUB™

THE HUMANE SOCIETY  
OF THE UNITED STATES

For more information, visit [ready.gov](http://ready.gov) or call 1-800-BE-READY



## GENERAL EMERGENCY SITUATION INFORMATION

### Warning:



### **Alert LA County**

Register your cell phone number, Voice over IP phone number, and e-mail address with the Alert LA County Emergency Mass Notification System (<http://alert.lacounty.gov> )

Listed and unlisted land line telephone numbers are already included in the database and do not need to be registered.

Los Angeles County has implemented an emergency mass notification system that will be used to contact County residents and businesses via recorded phone messages, text messages or e-mail messages in case of emergency. The system, called **Alert LA County**, will be used by the County's Emergency Operations Center to notify residents and businesses of emergencies or critical situations and provide information regarding necessary actions, such as evacuations. The system utilizes the telephone companies' 911 database and is able to contact land-line telephone numbers, whether listed or unlisted. If the call is picked up by an answering machine, the system will leave a recorded message. If the number called is busy or does not answer, the system will redial the number in an attempt to deliver the message. The system is also TTY/TDD compatible.

Because the **Alert LA County** system uses the 911 database, only land-line numbers are automatically included in the system. If you have a cellular or Voice over IP number and would like to be notified on that device, or if you would like an e-mail notification, you must register those telephone numbers and/or e-mail address by completing the registration form below.

Because the **Alert LA County** system uses geo-mapping, each telephone number and/or e-mail address can only be associated with one street address in the system.

In Los Angeles County, general public warning information can come from the following sources:

- Local broadcast media (*although not inclusive* – TV - Channels 2, 4, and 7; AM Radio – 980 and 1070)
- NOAA All Hazard Weather Radio

Identify **what** information you will need to make clear and appropriate decisions.