

ATHERTON

Emergency Preparation Handbook | Spring 2020



*Your Neighborhood's Guide
for Emergency Preparation*

A.D.A.P.T. | 80 Fair Oaks Lane, Atherton CA 94027 | www.getreadyatherton.org



A.D.A.P.T.

ATHERTON DISASTER AND PREPAREDNESS TEAM

JOIN IN:

A.D.A.P.T. appreciates your participation. If you can volunteer any amount of time, we can use your help.

You can learn more about A.D.A.P.T emergency preparedness and response at www.getreadyatherton.org or reach us at 650-688-6500 or info@getreadyatherton.org

Updated editions Atherton Emergency Handbook can be downloaded at www.getreadyatherton.org

Atherton Guide to Disaster Preparedness

*MAKE A PLAN.
GET PREPARED.
STAY INFORMED.*

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A.D.A.P.T.

ATHERTON DISASTER AND PREPAREDNESS TEAM

Introduction to Atherton Disaster and Preparedness Team

First things first:

Find which area of Atherton you reside in and reach out to your Area Coordinator. All of this information can be found on www.getreadyatherton.org/home.

What is A.D.A.P.T.?

A.D.A.P.T. is an all-volunteer group of concerned Atherton residents formed to partner with Atherton Police Department, and collaborate with Atherton town officials, Menlo Park Fire, and other professional emergency responders to help educate, communicate with and aid fellow Athertonians in preparing for major emergencies and natural disasters.

A.D.A.P.T. is a 501(c)(3) Federal and California Registration public charitable organization #27-4995813.

There are three basic steps you and your family need to take to be ready:

- *Make A Plan*
- *Get Prepared*
- *Stay Informed*

The first to respond for help in the event of a major disaster, particularly in Atherton, will likely be a family member or a neighbor - not the police or fire department because they likely will not be able to get to our homes due to impassable roads.

Being prepared and informed is your best insurance policy protecting yourself and your family. A.D.A.P.T. can help!

Please reach out and get involved. A little participation and preparation will yield big results in keeping you and your family safe in a natural disaster.

We look forward to hearing from you.

Tom Owen, Sean Ballard, Judy Massey, Jon Mosby, Jerry Leugers

A.D.A.P.T. Board Members

How Is Atherton Organized for a Disaster?

In the event of a disaster (e.g., an earthquake), the Town of Atherton is strongly advising our approximately 7,200 residents to be prepared for at least 7 days. During this time, we are not likely to have much support from responders or access to emergency and hospital services, gas or electricity, fresh water or food, or passable roads (due to fallen trees).

In other words, we need to be ready to be fully self-sufficient for at least a week.

This guide produced by A.D.A.P.T. is intended to provide basic information to help your family get ready. In these pages, you will learn how to create a family emergency plan, which disaster supplies to purchase, and what to do when a disaster strikes.

*The **First** critical Step is to create your Family Emergency Plan (Page 8), and then purchase and store your family supplies (Pages 13 – 16).*

*The **Second** critical step is to plan with your neighbors how you will work together in an emergency. (Page 19-20). Atherton has been divided into 14 Areas (Page 7). In the event of a disaster, each block will work together to support the families living there. We are in the process of collecting contact information for all residents so that we will be able to account for as many residents as possible after a disaster.*

*The **Third** vital step is to know what to do when a disaster strikes (Page 21-22). In addition to preparing your family and planning with your neighbors, consider taking the CERT (Community Emergency Response Training) class.*

Some of us have completed Level One of the CERT program and we highly recommend your participation: <http://www.menlofirecert.com> The class is fun and informative.

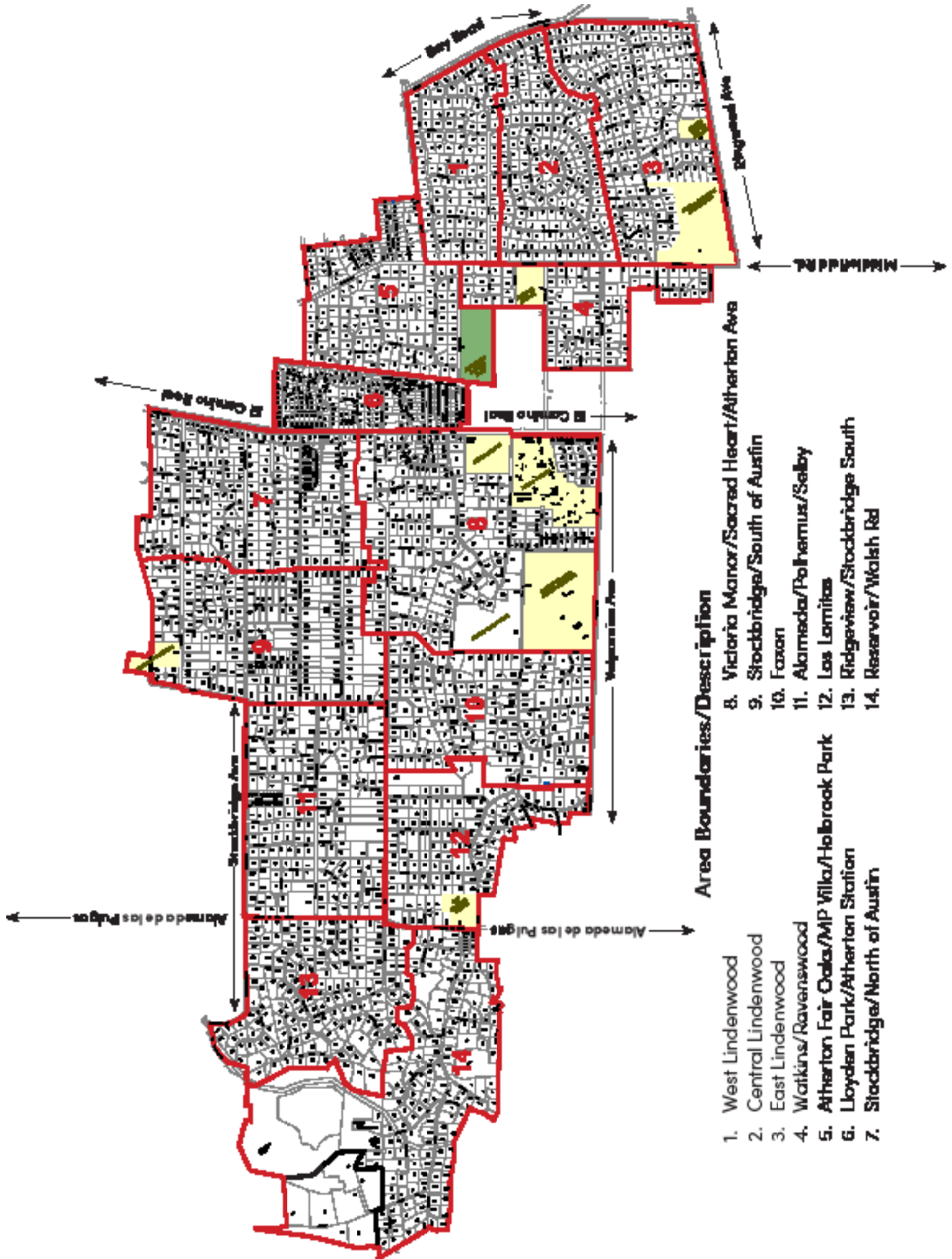
A.D.A.P.T. Area Coordinators

Area Coordinators are an important part of A.D.A.P.T. They connect the residents in their area to emergency planning and preparation information, and training opportunities.

To be kept informed reach out to your Area Coordinator with your contact information. We do not share your contact information with anyone, even your neighbors.

Send an email with your address to info@getreadyatherton.org and we will send you the most current area coordinator information.

Menlo Park Fire District Map of Atherton's 14 Areas



1. West Lindenwood
2. Central Lindenwood
3. East Lindenwood
4. Watkins/Ravenswood
5. Atherton Fair Oaks/MP Villa/Holbrook Park
6. Lloydan Park/Atherton Station
7. Stockbridge/North of Austin

Area Boundaries/Description

8. Victoria Manor/Sacred Heart/Atherton Ave
9. Stockbridge/South of Austin
10. Faxon
11. Alameda/Pothenus/Selby
12. Los Lomitas
13. Ridgeway/Stockbridge South
14. Reservoir/Walsh Rd

Create a Family Emergency Plan

The first critical step in Emergency Preparedness is to make a plan and then talk to your family about the plan so that each family member knows what to do in case of an emergency. Please use the questions below as a guide to create your own family plan.

Our Emergency Plan of Action: (To be discussed with the entire family)

1. The disasters most likely to affect our household are:
2. What are all the escape routes from our home? Which routes are primary, secondary?
3. Which rooms in our home are safest for us to shelter in?
4. Is there a portable/transistor radio or land-line telephone in this room?
5. If separated during an emergency, where shall we meet?
 - Our block-meeting place is
 - Our out-of-neighborhood meeting place is
6. If we can't return home or are asked to evacuate, what is our agreed-upon meeting place outside of our neighborhood? Meeting places might include:
 - A hotel/motel
 - The home of friends or relatives a safe distance away
 - An evacuation shelter
7. What is the route to get there, and what is an alternative if the first route is impassable?
8. What is our plan if we have a senior citizen or disabled person in our home at the time of the emergency? The following websites provide information:
<http://www.redcross.org/prepare/location/home-family/disabilities>
<http://www.redcross.org/prepare/location/home-family/seniors>
9. What about our pets? (Keep a phone list of pet-friendly hotels/motels and animal shelters that are along your evacuation routes). Remember, if it's not safe for you to stay home, it's not safe for your pets either.
<http://www.redcross.org/prepare/location/home-family/pets>

Create a Family Emergency Plan

10. *Where are the shut-off valves for our home's utilities? Does each family member know how to turn off the gas meter, water meter, and main electrical box?*
http://www.pge.com/en_US/safety/safety.page?
<https://www.calwater.com/help/customer-care-faqs>
<https://www.youtube.com/watch?v=gBUGCBLPERc>

11. *Where are our emergency "To Go" Bags located? Each person in the home should have an emergency "To Go" Bag with a list of emergency contact information, basic tools, gear and supplies inside – see page 13.*
<http://www.redcross.org/prepare/location/home-family/preparedness>

12. *Where are our family disaster supplies stored? To find out what items need to be purchased – see page 14.*

13. *What prescription and non-prescription medications should we keep on hand? Create a Family Medical Check List and store critical medications in the "To Go" Bags (insulin, heart medications, etc.)*

14. *What financial information do we need to collect and store? Refer to the following links:*
<http://www.redcross.org/find-help/disaster-recovery/recovering-financially>
<http://www.ready.gov/financial-preparedness>
<https://www.ready.gov>

15. *Who will serve as our family's Out-of-State Contact Person? This relative or friend outside of California will act as an emergency contact in the event family members are separated or unable to communicate with each other. Be sure to send your plan to the contact person every time you update it and make sure your family members know how to reach your Out-of-State Contact.*

Make a Family Emergency Contact List

After creating your family emergency plan, make an emergency contact list that can be used by your out-of-state contact person and your family members to locate and contact each other. This list should be placed in each "To Go" Bag as well as with your emergency supplies.

OUT-OF-STATE CONTACT PERSON'S INFORMATION:

Name: _____	Name: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Email: _____	Email: _____
Address: _____	Address: _____
_____	_____

LOCAL INFORMATION:

Fill out the following for each family member and anyone else who lives in your home and keep it up-to-date. Remember that this is information you will need when you are "on-the-go."

Name/Father: _____	Name/Child: _____
Date of Birth: _____	Date of Birth: _____
Social Security Number: _____	Social Security Number: _____
Important Medical Information: _____	Important Medical Information: _____
_____	_____

Name/Mother: _____	Name/Any other person living in the home: _____
Date of Birth: _____	_____
Social Security Number: _____	Date of Birth: _____
Important Medical Information: _____	Social Security Number: _____
_____	Important Medical Information: _____
_____	_____

Name/Child: _____
Date of Birth: _____
Social Security Number: _____
Important Medical Information: _____

Make a Family Emergency Contact List

Pets: _____

Name: _____

Type of Pet: _____

Registration Number: _____

Vet's Telephone Number: _____

Work Location One:

Name/Father: _____

Work Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Work Evacuation Location: _____

Work Location Two:

Name/Mother: _____

Work Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Work Evacuation Location: _____

Work Location Three:

Name/Other/Caregiver/Nanny: _____

Work Address: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Work Evacuation Location: _____

School Location One:

Name: _____

Address: _____

School Phone: _____

Child's Cell Phone: _____

Child's Email: _____

School Evacuation Location: _____

Evacuation Pick Up Details: _____

School Emergency Contact Info in Disasters: _____

School Location Two:

Name: _____

Address: _____

School Phone: _____

Child's Cell Phone: _____

Child's Email: _____

School Evacuation Location: _____

Evacuation Pick Up Details: _____

School Emergency Contact Info in Disasters: _____

School Location Three:

Name: _____

Address: _____

School Phone: _____

Child's Cell Phone: _____

Child's Email: _____

School Evacuation Location: _____

Evacuation Pick Up Details: _____

School Emergency Contact Info in Disasters: _____

Make a Family Emergency Contact List

Write down other places where your family spends their time. Social places you frequent, many of which have site-specific emergency plans that you and your family should know about.

Other Places You Frequent:

Who in your family frequents here: _____

Name of Place: _____

Address: _____

Phone: _____

Evacuation Location and Plan: _____

Other Places You Frequent:

Who in your family frequents here: _____

Name of Place: _____

Address: _____

Phone: _____

Evacuation Location and Plan: _____

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Who in your family frequents here: _____

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Address: _____

Phone: _____

Evacuation Location and Plan: _____

Other Places You Frequent:

Who in your family frequents here: _____

Name of Place: _____

Address: _____

Phone: _____

Evacuation Location and Plan: _____

Assemble a “To-Go” Bag for a Fast Departure

For more information on “To-Go” Bags, Travel Emergency Kits, and Home Disaster Essentials visit www.getreadyatherton.org/prepare

It is often a good idea to remain where you are after a disaster strikes. But this is not always possible. In the event that you need to evacuate your home quickly, take the time to assemble a “To Go” Bag, which is a collection of items you may need to take with you. Each household member should have his or her own “To Go” Bag, and the contents should be packed in a sturdy, easy-to-carry container such as a backpack or suitcase on wheels. Your “To Go” Bags should be easily accessible if you have to leave your home in a hurry.

Here are some items to consider including in your “To Go” Bag:

- *Copies of your important documents in a waterproof container. (These documents might include copies of health insurance cards, birth certificates, driver’s license or other photo identification, deeds to your house, etc.)*
- *An extra set of automobile and house keys.*
- *Credit Card numbers, ATM Card numbers and cash, especially in small denominations. (ATM’s might not be available. Plan to keep at least \$100 to \$500 on hand.)*
- *Bottled water and non-perishable food such as energy or granola bars.*
- *A flashlight, transistor AM/FM radio and extra batteries.*
- *Medication for at least one week and other essential personal items. (Be sure to replace medications before they expire.)*
- *A first-aid kit.*
- *A pair of sturdy, comfortable shoes, lightweight rain gear and a mylar, thermal blanket.*
- *Contact and meeting place information for your household.*
- *Child care contact information or other special care items.*
- *Sturdy clothing*
- *A USB stick with copies of valuable computer files (records, pictures, etc.)*

We recommend keeping small emergency kits in your car (water, energy bars, space blankets, first aid) with enough for family members.

FEMA, LA County Office of Emergency Management, and Be Prepared California list emergency checklists and information on their sites.

Purchase and Store Family Disaster Supplies

It cannot be stressed strongly enough that with the exception of neighbors, residents should not expect to receive any outside help – including from 911 emergency services – for at least a week after a major disaster.

Conceivably, electric power and drinkable water supplies could be cut off for weeks. We will likely not be able to rely on access to the Internet or telephones (cellular and landlines). Because of this, it is vital for each of us to have our own emergency provisions. We should not rely on others for food and water.

The following is a description of basic disaster supplies to purchase in the event you can stay in your home after a disaster or major emergency.

***Water** – for drinking, cooking, and flushing toilets. Plan to store at least one gallon of water per person per day, including all family members, for several weeks. Remember that pets need water, too! If you plan to use the water from your swimming pool, purchase plenty of chlorine or a filter to make the water potable. Water filters, as well as water purification tablets and 55-gallon storage tanks can be purchased locally at the Redwood Trading Post located at 1455 Veterans Blvd., Redwood City. If necessary, water heaters can be used as a source of drinking water. You might even be able to fill a bathtub in the first hours after a disaster. For information on the emergency disinfection of drinking water, see page 17.*

***Food** – Non-perishable, dried or canned foods are best. Rice, pasta, and canned soup, beans, meats, vegetables and fruit are examples of items to purchase. Consider also purchasing beef jerky, cereal, powdered milk, nuts and energy bars. Be sure to store a can opener, along with dishes and utensils with your emergency supplies. Dried emergency foods can be purchased in bulk at Costco and Walmart, as well as online. Most household freezers, if filled with food, will maintain cold temperatures for days after a power outage, as long as they are opened infrequently. Don't forget your pet's food!*

***First Aid** – Plan on storing a month's supply of prescription and non-prescription medications for all family members and pets as pharmacies may be closed or out of stock indefinitely. A fully-equipped first aid kit is a must and should include latex gloves, bandages, gauze, first-aid tape, ACE bandages, triple-antibiotic ointment such as Neosporin, antiseptic towelettes, povidone-iodine 10% solution, acetaminophen, Ibuprofen, aspirin, anti-diarrheal and laxative tablets, cough drops, sunscreen (SPF 30), tweezers, scissors, scalpel or single-edge razor blades, matches and bottle of rubbing alcohol (for sterilizing instruments), antibiotics (ask your doctor to help you stock up.) Also be sure to include duct tape, a first-aid handbook, quicklime (for human waste), and garbage bags. Good first aid kits can be purchased online and at stores that sell emergency supplies, such as the Redwood Trading Post.*

Purchase and Store Family Disaster Supplies

Cooking Supplies – A camp stove or barbecue with propane tanks can be used for heating water and food. Coleman makes a good camp stove. Be sure to pack a pot with a lid along with a large spoon and oven mitts with your emergency supplies. A small generator can be purchased to power small appliances such as a microwave or a small refrigerator; costs start at \$600 at Costco or can be purchased online. Fuel for the camp stove, barbecue or generator must also be purchased.

Money – Do not plan to use credit cards or to have access to an ATM machine. Keep an emergency supply of cash in small denominations on hand to pay for items you may need. Be prepared to encounter “supply and demand” pricing, so keep cash in a variety of denominations, such as \$5, \$10, and \$20 dollar bills.

Non-food items – Flashlights and lanterns with batteries, clothing and footwear (to be kept with your disaster supplies and in your “To Go Bag”, sleeping bags and blankets, backpacks, dishes and utensils, toiletries and cleaning supplies, toilet paper, a shovel, hammer, ax, utility knife, rope, pens, paper, fire extinguisher, work and rubber gloves, protective eye wear, dust masks. Most hardware stores carry these items.

Protection from Predators – Burglars are a major threat to the safety of you and your family. Desperate people who do not live in your neighborhood may target your home for invasion and burglary. An inexpensive item that can be used to discourage trespassers is a marine air horn.. Pepper spray or Mace are also options.

Radios – Following a disaster, a radio is essential for learning the extent of the disaster and whether you will need to move to a safer location. In addition to battery-powered radios, AM/FM hand-crank powered radios need no batteries and can be purchased online.

Purchase and Store Family Disaster Supplies

Shelter - Since you and your family could be forced to live outside your home, be sure to have thermal blankets, ponchos, a tent or tube tent, a canopy, and air-activated hand and foot warmers on hand.

Sanitation - Plumbing could be unavailable and you may be forced to live outdoors, away from your home or elsewhere. For your sanitation needs, the Redwood Trading Post has toilet options and chemicals.

Storage - Disaster supplies should be stored in a location outside the home that is not exposed to harsh sunlight and falling trees. Storage containers can range from plastic garbage cans (lockable to fend off animals) to tough sheds, all of which can be found easily and locally.

Kits can be purchased from the America Red Cross website, Walmart, Costco, and Dick's Sporting Goods.

In an emergency situation where regular water service has been interrupted – like a hurricane, flood, or water pipe breakage – local authorities may recommend using only bottled water, boiled water, or disinfected water until regular water service is restored. The instructions below show you how to boil and disinfect water to kill most disease-causing microorganisms that may be present in the water. However, boiling or disinfection will not destroy other contaminants, such as heavy metals, salts, and most other chemicals.

ONLY USE WATER THAT HAS BEEN PROPERLY DISINFECTED FOR DRINKING, COOKING, MAKING ANY PREPARED DRINK, WASHING DISHES, AND FOR BRUSHING TEETH.

- ❑ Use bottled water or water you have properly prepared and stored as an emergency water supply.

- ❑ Boil water, if you do not have bottled water. Boiling is sufficient to kill pathogenic bacteria, viruses and protozoa (WHO, 2015).

- If water is cloudy, let it settle and filter it through a clean cloth, paper towel, or coffee filter.
- Bring water to a rolling boil for at least one minute. At altitudes above 5,000 feet (1,000 meters), boil water for three minutes.
- Let water cool naturally and store it in clean containers with covers.
- To improve the flat taste of boiled water, add one pinch of salt to each quart or liter of water, or pour the water from one clean container to another several times.



- ❑ Disinfect water using household bleach, if you can't boil water. Only use regular, unscented chlorine bleach products that are suitable for disinfection and sanitation as indicated on the label. Do not use scented, color safe, or bleaches with added cleaners.

- If water is cloudy, let it settle and filter it through a clean cloth, paper towel, or coffee filter.
- Locate a clean dropper from your medicine cabinet or emergency supply kit.
- Locate a fresh liquid chlorine bleach or liquid chlorine bleach that is stored at room temperatures for less than one year. The label should say that it contains 8.25% of sodium hypochlorite.
- Use the table on the next page as a guide to decide the amount of bleach you should add to the water, for example, add 6 drops of bleach to each gallon of water. Double the amount of bleach if the water is cloudy, colored, or very cold.
- Stir and let stand for 30 minutes. The water should have a slight chlorine odor. If it doesn't, repeat the dosage and let stand for another 15 minutes before use.
- If the chlorine taste is too strong, pour the water from one clean container to another and let it stand for a few hours before use.



Table 1: Bleach to Water Dose Guidance

Volume of Water	Amount of Liquid Bleach to Add†
1 quart/liter	2 drops
1 gallon	6 drops
2 gallons	12 drops (1/8 teaspoon)
4 gallons	1/4 teaspoon
8 gallons	1/2 teaspoon

† Bleach contains 8.25% sodium hypochlorite.

ADDITIONAL WATER GUIDANCE FOR EMERGENCIES

Prepare and store an emergency water supply. Visit the Federal Emergency Management Agency (FEMA) website www.ready.gov/managing-water for additional guidance on preparing and storing an emergency water supply.

Look for other sources of water in and around your home. Although bottled water is your best choice, you may be able to find other sources of water by melting ice cubes or draining your hot water tank or pipes. You should not use water from toilet flush tanks or bowls, radiators, waterbeds, swimming pools, or spas.

You can also use river or lake water. It is generally better to use flowing water than still, stagnant water. However, do not use water with floating material in it or water that has a dark color or questionable odor.

Regardless of the source, treat the water by following the instructions on the previous page.

If you have a well on your property that has been flooded, make sure to disinfect and test the well water after the flood. Contact your state or local health department for advice or go to water.epa.gov/drink/info/well/whatdo.cfm.

Consider how the water looks and how to filter it if needed. Disinfection does not work as well when



water is cloudy or colored. If water is cloudy, let it settle. Then filter the water through a clean cloth, paper towel, or coffee filter. Store the settled and filtered water in clean containers with covers.

OTHER DISINFECTION METHODS

If you don't have liquid bleach, you can use one of the other disinfection methods described below.

- **Granular calcium hypochlorite.** The first step is to make a chlorine solution that you will use to disinfect your water. For your safety, do it in a ventilated area and wear eye protection. Add one heaping teaspoon (approximately 1/4 ounce) of high-test granular calcium hypochlorite (HTH) to two gallons of water and stir until the particles have dissolved. The mixture will produce a chlorine solution of approximately 500 milligrams per liter. To disinfect water, add one part of the chlorine solution to each 100 parts of water you are treating. This is about the same as adding 1 pint (16 ounces) of the chlorine solution to 12.5 gallons of water. If the chlorine taste is too strong, pour the water from one clean container to another and let it stand for a few hours before use. **CAUTION:** HTH is a very powerful oxidant. Follow the instructions on the label for safe handling and storage of this chemical.
- **Common household iodine (or "tincture of iodine").** You may have iodine in your medicine cabinet or first aid kit. Add five drops of 2% tincture of iodine to each quart or liter of water that you are disinfecting. If the water is cloudy or colored, add 10 drops of iodine. Stir and let the water stand for at least 30 minutes before use.
- **Water disinfection tablets.** You can disinfect water with tablets that contain chlorine, iodine, chlorine dioxide, or other disinfecting agents. These tablets are available online or at pharmacies and sporting goods stores. Follow the instructions on the product label as each product may have a different strength.

MORE INFORMATION

World Health Organization (WHO), 2015. *Technical Briefing on Boil Water*.

Safe Drinking Water Hotline 1-800-426-4791
water.epa.gov/drink/hotline

Plan With Your Neighbors to Work Together

After creating an emergency plan for your family and gathering and storing your own disaster supplies, it's time to plan with your neighbors how you will work together in a disaster. For many of us, the park-like setting that makes the Town of Atherton special also separates us from our neighbors. It is not possible to look out our front windows and assess the conditions on our block. The trees and foliage-covered fences, walls and gates that surround our properties also make it challenging for others to check on our welfare. For these reasons, it is important to plan now how we will go about checking on each other after a disaster. How will we, as neighbors, help those in real need while at the same time making sure everyone stays informed about an unfolding disaster? One way to answer these questions is to meet with your neighbors now to create an emergency block plan.

***Block Plan** – Your block plan will identify a primary and secondary meeting location for residents of your cul-de-sac or smaller neighborhood after a disaster strikes. As a group, you will discuss which neighbors have important skill sets, such as doctors, ham radio operators, people who can operate a power saw, etc. You will develop a list of available materials such as chainsaws, generators, portable lights, etc., that may be useful to your block in an emergency situation. These materials can be purchased as a group or donated by individual neighbors. Your plan will identify where these materials are kept and how they can be accessed, shared and where they may be eventually deployed.*

Your Neighborhood Coordinator will help move this organizational effort forward. Block leaders are responsible for gathering pertinent contact information for each neighbor on your block, and for reporting in to the Area Coordinator after a disaster. If your block does not yet have a Neighborhood Coordinator, please consider taking on this role. Your Area Coordinator will educate you on disaster planning and will help you to organize a block meeting in your neighborhood.

Please call your Area Coordinator (See Page 6) to find out how your neighborhood or block is being organized, and to volunteer. We will need all hands on deck when a disaster strikes. If there isn't an Area Coordinator assigned to your neighborhood, please contact A.D.A.P.T. Board Members noted on page 2.

Gather Neighborhood Shared Equipment List

ITEMS NEEDED	LOCATION OF ITEM	SPECIAL SKILLS	WHO HAS THE SKILL
Blood Pressure Kit		Medical Training	
Wheelchair (s)		EMT	
First Aid Kit		MD	
Crutches		Electrician	
Exterior Extension Cords		Plumber	
Winch		Vet	
Chain Saw		HAM Operator	
Portland Flood Lights		CERT Pharmacist	
Long Ladders		CRT Training	
Long Heavy Duty Rope		CPR Training	
Chains		Fire Suppression	
Bolt Cutters		Towing	
HAM Radio		Trauma Support/Mental Health	
Walkie Talkie Sets		Scout/Outdoor Training	
CB Radio		Carpenter	
Crow Bar			
Shovels			
Axe			
Heavy Jack			
Wheel Barrow			
Extra Gas Valve Wrench			
Fire Extinguishers			
Four Wheel Drive			
Other			

When Disaster Strikes – Know What to do Next

Visit www.getreadyatherton.org/respond for additional information.

Immediate Reaction – First 15 minutes

- Earthquake or storm – duck and cover
- Gather your family in a safe room
- Determine the condition of all family members and pets

First Response – First 30 minutes

- Prepare for aftershocks
- Put shoes on
- Move your car to the end of the driveway facing outward
- Vehicles can be used for sleeping, security and power (using an inverter)
- Move your “To Go” Bags (one for each family member) to your car or near the front of your house. If your home or building is not safe, move yourself and your “To Go” Bag to a location on your block that is safer

Second Response – Next 30 minutes

- Carefully walk around your home in a perimeter check:
 - Look for gas leaks
 - Look for fire
 - Look for water leaks
 - Look for structural damage
 - Look for downed power lines
- If your home has structural damage, do not re-enter
- Place a large sign on your front door or in a window that can be seen from the street indicating your family’s status. Is everyone safe? Does someone need emergency medical care?
- All family members should attempt to call your out-of-state contact to check in
- Turn on battery operated radio/car radio and/or your TV to find a local channel providing information

Third Response – First 3 hours

Continue to prepare for aftershocks.

Neighbors should gather at your block’s designated “safe area”, or the nearest EAP location. If the EAP area is not safe, move to a safe and visible location.

- The Neighborhood Coordinator will organize those neighbors that are present. If the Neighborhood Coordinator are not available, a new Neighborhood Coordinator should be identified and his or her directions followed
- Establish Rescue Teams of 2 people per team
- Search for and rescue victims safely
- Check for gas leaks, fire, and other hazards at each residence
- Document your findings. Proceed from one end of the block to the other

When Disaster Strikes – Know What to do Next

- *Establish a Medical Team of neighbors who are trained medical personnel*
- *Organize a Medical Center for triage*
- *CERT recommends gathering all of the injured into one area and separating into three groups – those needing immediate treatment, those needing delayed treatment and the deceased*

Establish a Logistics Team to coordinate street resource acquisition:

- *Gather neighborhood tools (identified in advance)*
- *Secure water resources*
- *Secure fire and heat resources – barbecues and blankets*
- *Secure temporary shelters – tarps, tents and rain gear*
- *Secure transportation resources*
- *Ensure that people take breaks to hydrate themselves*

Establish an Operations Team and a Block Operations Center. Some areas may have several blocks working together due to their adjacency. The Operations Team will:

- *Focus on block security*
- *Shelter*
- *Sanitation*
- *Street clearance*
- *Food and barbecue scheduling and distribution*
- *Emotional Support for neighborhood response teams*

Establish Communications Team:

- *Set up ham radio*
- *Distribute walkie talkies to rescue team*
- *Designate runners/bikers to send to Atherton's Command Center (ACC) - Location of ACC TBD*
- *Collect clear information about the needs and condition of your block and report in to ACC, either through a runner or via HAM radio*

Under the direction of your Neighborhood Coordinator, continue to work together in your teams to:

- *Clear the roadway*
- *Keep area as clean as possible*
- *Maintain communication with ACC*
- *Care for and monitor the injured*
- *Maintain a positive attitude; be kind to one another*
- *With young children, present the disaster as an adventure to keep stress at a minimum*

Additional Reference Materials and Information

Visit www.getreadyatherton.org/prepare for additional resources.

Additional local information can be found on the following websites:

- Menlo Park Fire Protection District - <http://www.menlofirecert.com/preparedness>
- A.D.A.P.T. – Atherton Disaster and Preparedness Team - <http://www.getreadyatherton.org>
- CERT Community Emergency Response Team - <http://www.menlofirecert.com/preparedness>
- Community Alerts - <https://community.zonehaven.com/?latlon=37.4577,-122.1957&z=10>

The following sites provide text alerts, which you may not be able to receive if cell service isn't available, however it is still worth signing up now to receive warnings:

- PG&E Outage Alerts - https://www.pge.com/en_US/residential/outages/alerts/alerts.page?WT.mc_id=Vanity_outagealerts
- San Mateo County (SMC) Alert - <http://hsd.smcsheriff.com/smcalert>
- Town of Atherton Alerts - <https://www.ci.atherton.ca.us/AlertCenter.aspx>

The following are Sources for National Information:

- Bay Area Earthquake Tracker - <http://earthquaketrack.com/v/sf/recent>
- FEMA - <https://www.fema.gov/plan-prepare>
- National Terrorism Advisory System - <https://www.dhs.gov/national-terrorism-advisory-system>
- Nixle Emergency Notification Service - <https://www.nixle.com>
- NOAA Weather Radio All Hazard Alerts - <http://www.nws.noaa.gov/nwr/>