



City of Albany Block Captain Manual

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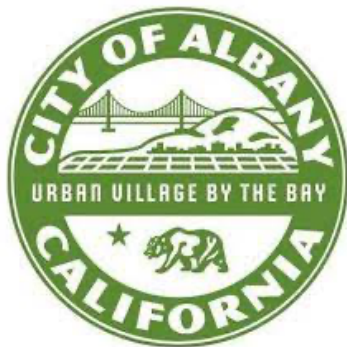


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What is a Block Captain?

A Block Captain is a person who organizes their block or apartment building to prepare for a disaster. How you perceive and carry out your role in this activity is a decision you make. Block Captains often consider themselves to be community organizers. Others think of themselves as more of a coordinator and will describe themselves as leaders or facilitators.

What Does A Block Captain Do?

Your responsibilities as a Block Captain include, but are not limited to:

- Model disaster preparedness in your household
- Organize regular meetings to provide information about disaster preparedness to your block or building
- Encourage your neighbors to become prepared to help themselves and each other after a disaster
- Serve as a liaison between the City of Albany and your neighbors
- Maintain block roster
- Attend Block Captain meetings (3 - 4 per year) and share information with neighbors
- Enroll in and complete Community Emergency Response Team (CERT) training. CERT is a FEMA program delivered in communities across the United States, including here in Albany, and implemented by the Albany Fire Department.

As a Block Captain, you catalyze your block's camaraderie and organization.

Block Co-Captains and Neighborhood Teams

Some neighborhoods have a team of 2 or more Block Co-Captains. Team coverage doesn't rely on only one person. They share the knowledge, brainstorm solutions, and divide the work. In an emergency, it's likely that one or more will be home and ready. It also builds local knowledge in your neighborhood, so there is a better transition when a current Block Captain moves away.

If your neighborhood already has a Block Captain, and you want to support that role, have a conversation with the Block Captain to see if they would like to include Co-Captains.

Another successful opportunity is to identify motivated neighbors willing to create and chair a neighborhood team, such as Welcome Team, Emergency Supplies Team, and First Aid Team. Include neighbors that want to be involved in building your neighborhood momentum. Leverage the skills and resources of your neighbors.

What Constitutes Success?

Sometimes the markers of success are not obvious. It's essential to see and celebrate the successes that you as a Block Captain generate. Don't become discouraged if your block or building participation seems low. Some very successfully organized blocks have achieved their success with a small number of committed households. Acknowledge and celebrate both the small and great victories.

- **Increased Awareness** - While your goal is increased preparation for a disaster, an interim success creates increased awareness of a significant emergency's likelihood and the need for adequate preparation. As a Block Captain in an as-yet unorganized neighborhood, you start from ground zero in this arena. ANY decrease you can make in the collective denial about disasters is a genuine success.
- **Increased Preparedness** - Any increase in preparedness by individual households resulting from your efforts is a success. It is unlikely to have happened without you.
- **Stronger Sense of Community** - One of the significant benefits of the Block Captain program is its side benefit: bringing people in a building or on a block together. As people begin to know each other, they feel more comfortable with their neighbors. One of the most valuable and most tangible improvements you will make in your neighborhood is expanding the sense of community.
- **Increased Sense of Safety** - Because people will know their neighbors a little more, they will feel safer. It's an excellent accomplishment for people to feel less isolated on their block and more involved in each other's safety.
- **Team Structure** - Any semblance of functioning teams or individuals designated to do a particular task after a disaster is a BIG success. Creating momentum is often the most significant challenge in organizing your block or building but will help the block community take on their mutual aid's responsibility.
- **Participation in an Annual Disaster Preparedness Day** - Participation in this, whether an active functional drill or a low-key discussion over pastries, provides people a sense of what it would be like after a disaster and often spurs them to take preparation more seriously. Any number of people you can gather to participate on this day is a success.

What Resources Exist to Help You?

- **Your fellow Block Captains**

Other Block Captains can advise you, provide leads for information, and administer moral support. Block Captains meet quarterly to exchange ideas and share information. They also have Albany CERT access to disaster preparedness information.

- **CERT Training**

The Albany Fire Department holds CERT Training courses throughout the year for any Albany resident. CERT training is ideal for Block Captains and other residents of your block or building. Topics include search and rescue, first aid, and communicating with authorities. The City of Albany Neighborhood Services Coordinator manages the CERT Training Program in partnership with the Albany Fire Department. Previously, these courses have been in a classroom format. Now, they are available online with some in-person skills training.

Organizing Your Neighborhood

Block Captain Goals

1. People on the block will get to know each other.
2. All residents on the block should be ready to assist each other.
3. Each household should be prepared to feed, water, clothe and shelter themselves for at least three days in the event of a disaster; an earthquake is the most likely event.

Before You Get Started

- Meet with a Block Captain (the Albany Fire Department has a list) to find out what they have done to organize their neighborhood. They will probably be willing to mentor you.
- You may find a Block Captain very near where you live.
- Take a CERT Training Class at the next opportunity. These classes will teach you what you need to know about managing a disaster. All training is offered and reviewed by the Albany Fire Department. Students receive online access to a manual, forms, videos, and resources.
- Ideally, complete CERT Training before you start to organize your block.
- Identify the block or area that you plan on serving by address range, e.g., 1000 block of Peralta or 1007-1048 Peralta Ave.

Starting on Your Block

- Talk to your neighbors to tell them that you want them to be ready for a disaster and that you are willing to be a Block Captain.
- Distribute a flyer to all households on your block, inviting them to a meeting at your house to discuss disaster preparedness.
- Invite a disaster preparedness authority to your meeting. Choose from the Fire Department, Police Department, City of Albany Neighborhood Services Coordinator, a CERT Trained graduate, or an experience Block Captain.
- Let your neighbors know that refreshments will be there. Get some neighbors to provide some of these items.
- Have name tags available.

- Ask people to introduce themselves, say where they live, and pass around a sign-up list so that you have their name, address, phone number, and email address as a minimum. Collecting this information will be the first step towards creating a roster of everyone on your block or portion of the neighborhood. Later you can add children under 18, pets, special needs for the disabled or very elderly, emergency contacts, and who has CPR/First Aid or other special training.
- Tell people why they are here, share your goals with them and record their concerns and priorities.
- Distribute handouts on the emergency supplies that each household should have to care for their family.
- Set the agenda, date, and time for the next meeting.
- Encourage your neighbors to join AlbanyCERT@groups.io to receive updates and information on disaster preparedness focused on Albany.

Next Meeting

- Find out what skills people have; pass out a skills list. For example, is there a doctor, nurse, or EMT who could organize a First Aid Team?
- Who has Search and Rescue skills, and would others be willing to learn?
- Is there someone with radio communication skills?
- How prepared is your Block for an earthquake or other likely emergencies?
- Who has retrofitted their homes for earthquakes with bolting and shear walls?
- Are water heaters secured?
- Are there any homes that have installed automatic shut-off gas valves?
- How many people already have disaster supplies for their families?
- Does each family have adequate emergency water supplies? Set a goal for each family to create a Disaster Plan.

Online Resources

- **California Office of Emergency Services:** <https://www.caloes.ca.gov>
- **California Earthquake Preparedness:** <https://www.caloes.ca.gov/Schools-Educators/Plan-Prepare/Earthquake-Preparedness>
- **FEMA Earthquake Preparedness:** <https://www.ready.gov/earthquakes>
- **Red Cross:** <https://www.redcross.org>
- **Albany CERT email:** albanyCERT@groups.io
- **Albany CERT Radio email:** albanyCERTradio@groups.io

Earthquake Preparedness and Safety

There are several steps to Earthquake Safety that you need to share with residents on your block. Each one could be a topic for a future meeting:

Before an Earthquake

- Identify potential hazards in your homes and begin to fix them.
- Each family should create a Disaster Preparedness Plan.
- Create your own Disaster Go Kits so that you can evacuate quickly, including important legal documents, clothing for three days and medications
- Create a vehicle trunk Go Kit or a workplace Go Kit.
- Create Stay Kits for emergency supplies you will need if you stay in your home.
- Identify your home or building's potential weaknesses and begin to fix them.
- Prepare your children for an emergency.
- Have a plan for those with special needs.
- Have a First Aid Kit for the Block.
- Organize group purchase of potable water storage containers. Each home needs an adequate supply.
- Have some Search and Rescue Equipment.
- Have a tabletop exercise, a simulated emergency with one or more scenarios.
- Organize a disaster drill.

During an Earthquake

- Protect yourself during earthquake shaking. If away from home, have emergency supplies in Go Kits for your vehicle and your workplace.
- Find out what schools will do with students in the event of an earthquake during school hours.

After an Earthquake

- All residents should gather at a designated place on your block and sign in so you know who is safe and who is missing. At this location, the Block Captain, CERT Trained residents, and Albany CERT Radio people will set up a Neighborhood Incident Command Post (ICP) for operations until Albany Fire or similar authorities take over.
- Check all the buildings on your block for damage. Only CERT Trained residents should assess the risk and attempt to enter damaged homes and buildings if safe. Mark each structure with a safety status.
- Check for natural gas odors. Each house may need the gas valves turned off. For safety, turning the gas back on should be done by PG&E.
- Have a team (at least two people) check damaged houses for people with injuries. For safety, entry into damaged homes should only be done by CERT Trained residents, based on their assessment.
- If safe, move injured people to the designated triage area and render First Aid.
- Assess for other damage, such as downed power lines. Stay clear of any downed power lines, as electricity can travel through metal, such as metal fences.
- Keep communications open: Cell phone coverage and landlines will likely be affected by power outages. Having Trained Radio people in your neighborhood block will allow you to communicate with other Block Captains, your Neighborhood Incident Command Post, and the Albany Fire Department Emergency Operations Center.

NEIGHBORHOOD INCIDENT COMMAND POST (ICP)

What is the function of a Neighborhood Incident Command Post?

The Neighborhood Incident Command Post (ICP) is the location you choose to operate from during a disaster before authorities arrive on the scene and take over. It is the location your neighbors come to for emergency information and to work together. Typical activities may include:

- Communicating with the Emergency Operations Center (EOC)
- Accounting for all residents and pets
- Relocation of hurt people to triage area at ICP
- Local fire protection, including gas shut-off
- Status of all buildings (safe, unstable, collapsed, etc.)
- Identifying and reporting hazardous situations
- Shelter
- Food and water
- Safety instructions
- Identify needed resources
- Leave messages for family members and friends

How long does the Neighborhood ICP remain active?

Once authorities arrive and take control, the Neighborhood ICP function ends. These authorities will appreciate the information you have collected so that they can prioritize their response.

Who is the Incident Commander of the Neighborhood ICP?

The first CERT Trained resident on site becomes the Incident Commander (IC). It is their decision whether to pass the role to another willing and qualified CERT Trained resident.

Selecting a Neighborhood Incident Command Post:

Select the Neighborhood Incident Command Post (ICP) before an incident or disaster happens. Choose a centralized location, which either provides some shelter or is in a large open area. If a permanent structure, it should have been inspected and deemed earthquake resistant by a trained professional. The Block Captain should have the key or know where to access any structure used for this purpose. Some examples of potential coordination sites include a home or garage, a childcare facility, a church, a community center, or a community room in a condominium or apartment building.

If located outside, it should be in a large open area away from overhead wires, chimneys, or tall buildings where residents can erect a temporary shelter (such as a large tent or tarp on poles). Some examples of potential coordination sites include a community park, a playing field, a specific area along the street, or a parking lot.

Before the incident, disaster, or earthquake:

- Select your ICP Location and make sure the whole neighborhood can access it, including wheelchair accessibility
- Inform residents of the ICP location in the event of an emergency
- Create an ICP Kit
- Large sign: NEIGHBORHOOD INCIDENT COMMAND POST
- Signs to identify where the nearest Red Cross Shelters and First Aid Stations are, if available
- Corkboard for posting incoming emergency information and for neighbors to post for missing family members and friends
- Tacks, tape, paper, and pens
- Portable radios with extra batteries
- Reporting forms relating to disaster preparedness

DISASTER RESPONSE

ROLES AND RESPONSIBILITIES

DISASTER RESPONSE TEAMS:

- Block Captain and Co-Captains *
- First Aid Team (physical and psychological) *
- Search and Rescue Team (S&R Team) *
- Damage Assessment Team *
- Radio Communications Team
- Shelter, Supplies, and Special Needs Team

** recommend CERT Training*

BLOCK CAPTAIN AND CO-CAPTAINS

Primary Responsibilities

- Provide the overall coordination of the neighborhood plan, both before and immediately following the disaster.
- Assist the individual neighborhood disaster teams in completing their “before the disaster” activities, where possible and when needed.

Before the Disaster:

- Complete CERT Training from the Albany Fire Department.
- Encourage individual and family preparedness and provide opportunities for shared preparations such as water heater strapping and water container bulk purchases.
- Distribute and collect completed “HOUSEHOLD STATUS FORMS” This form contains vital information that will make your neighborhood’s response timely and efficient.
- Communicate with other Block Captains in the neighborhood and agree on an ideal Neighborhood Incident Command Post (ICP) location.

After the Disaster:

- Coordinate the activities of each of disaster task response team.
- Ask neighbors who are not part of a disaster task response team to volunteer their services, assess the neighborhood’s current needs, and assign them to a disaster task team that needs support. Give them a copy of “Disaster Response Roles and Responsibilities” and ask them to complete the “After the Disaster” tasks described.

FIRST AID TEAM

Primary Responsibilities

- Establish a neighborhood First Aid area.
- Provide physical and psychological first aid to those who need it. Psychological support provided only by those who are qualified.
- Identify those who require skilled medical care.

Before the Disaster:

- Take CERT training course.
- Complete a Red Cross course, or equivalent, on First Aid, CPR (CardioPulmonary Resuscitation) and AED (Automated External Defibrillation for heart arrhythmias.)
- Identify at least two neighborhood locations for use as a First Aid area.
- Identify all neighbors who have First Aid, CPR, AED, or other medical skills.
- Identify all neighbors who have special medical needs.

After the Disaster:

- Immediately after the disaster, set up a neighborhood First Aid area by clearing a place for the injured to be brought and by gathering appropriate supplies. Post a large sign designating the site as the "First Aid Area".
- Assess the physical and psychological needs of those arriving and provide treatment accordingly. Where possible, separate serious injuries from minor ones.
- Tag the injured with their name, address, and treatment they were given.
- Coordinate the transportation of those with severe injury to the closest medical facility.
- Maintain a list of the injured. Include those who need skilled medical care and the location of where taken.
- If evacuation is necessary, remind neighbors to take their medications with them.

SEARCH AND RESCUE TEAM

Primary Responsibilities:

- Search each home in your neighborhood to determine the well-being of your neighbors.
- Rescue anyone who is trapped or injured.

Before the Disaster:

- Get CERT Training, which specifically addresses this function.
- Practice a search plan and creating a log for a neighborhood scenario.
- Identify all neighbors who may have trouble getting out of their homes following a disaster. Coordinate with the Special Needs Team.
- Familiarize yourself with how to mark entry doors during a search.
- Encourage neighbors to establish communication signs to display in windows that say, “Okay” or “Help” to reduce wasted time searching.

After the Disaster:

- Establish who your partner will be. Never conduct a search and rescue alone. Plan your search in a logical path. Random searches may result in missed houses.
- Keep a log of all homes you search. Record the address, whether the residents were okay or assisted. Include the date and time of the search. Record all findings and report to the Neighborhood Incident Command Post (ICP).
- First, check on each home's status with the “Help” sign or without any posted sign.
- Second, verify that those homes with the sign “Okay” are, in fact, okay.
- Report the number of injured persons to the Incident Commander (IC) at the Neighborhood ICP.

Sometimes it takes wisdom and courage to wait for help.

*There is no golden rule for risking your life to rescue others.
If your attempts are obviously beyond your physical capacity or skill,
you may lose your life, and you may endanger others coming to your aid.
CERT Trained residents have special training for these situations.
Consider completing CERT Training with Albany Fire Department.*

DAMAGE ASSESSMENT TEAM

Primary Responsibilities:

- Conduct a preliminary survey and a detailed survey of the damage that the neighborhood sustained.
- Report these damage assessment figures to the Block Captain.
- Remind neighbors to take photos or videos of valuables before and after the disaster for insurance claims documentation.

Before the Disaster:

- Encourage your neighbors to file copies of essential documents (tax records, insurance policies, journals, etc.) in a safe place and to photograph or video all valuables for documentation for insurance claims.
- Encourage your neighbors to take steps to eliminate hazards: brace water heaters, earthquake-retrofit their homes, install earthquake shut-off valves at gas meters.

After the Disaster:

Record the following conditions and report to the Command Center:

- Homes off their foundations
- Homes with collapsed walls or ceilings
- Front and side windows broken
- Front doors that appear blocked or jammed
- Large cracks in the street, driveways, or lawns
- Uprooted trees fallen on houses
- Items blocking streets
- Fires
- Broken gas lines
- Toppled or cracked chimneys
- Power lines down
- Broken water lines
- Other severe or hazardous conditions
- Remind neighbors to keep repair supply receipts and take photos or videos of any property damage for damage assistance applications and insurance claims.

RADIO COMMUNICATIONS TEAM

Primary Responsibilities:

- Establish and maintain communications between neighborhoods through Block Captains.
- Monitor the local emergency broadcast radio stations and share information about the disaster with your neighbors.
- Recruit neighborhood radio operators and coordinate training and radio checks with Albany CERT Radio.
- Provide liaison between neighborhood radio operators and your Block Captain if telephone service is not available.

Before the Disaster:

- Recruit and train FRS, GMRS, and HAM radio operators and practice how radio system communications will operate during a disaster.
- Review, practice and understand from Albany CERT Radio how to transmit and receive radio communications with the Emergency Operations Center (EOC) and neighborhood Incident Command Posts (ICPs) during an emergency.
- Keep battery-operated radios readily available for team members.
- Identify local stations that will provide emergency information.

After the Disaster:

- Establish communications with your Block Captain and Incident Commander (IC).
- Monitor the radio for emergency information. Share this information with neighbors. Continue to monitor emergency stations during your service.
- After the First Aid and Damage Assessment Teams have conducted their surveys, report the number and severity of injuries your neighbors have sustained and the amount and type of physical damage that has occurred. Write this information down and report to your Block Captain. Continue to survey and report during your service.
- Relay messages to the Albany Emergency Operations Center (EOC) located at the Albany Fire Station.
- Relay messages to other Neighborhood ICPs for mutual aid.

SHELTER, SUPPLIES, and SPECIAL NEEDS TEAM

Before the Disaster:

- Identify and maintain a list of children who may be home alone at certain times of the day.
- Identify the elderly or the disabled who may need assistance immediately after the disaster.
- Identify two or three locations as possible neighborhood child/adult care area. Let all the neighbors know where these sites are.

After the Disaster:

- Immediately check on children, the elderly, and the disabled who may be home alone. If you find injured people, communicate their needs to the First Aid Team.
- Establish a child/adult care center. Post a large sign so that all neighbors will know where to bring their children. Find a way for all who are brought to the care center to participate in the recovery effort.
- Determine how many people in your neighborhood need shelter. Coordinate with the Radio Communications Team to determine which shelter sites are nearby.
- Maintain a list of homeless neighbors and their shelter locations. This information will be essential for family members or friends who come looking for them.

How to Organize a Disaster Drill

Background

The 1000 block of Talbot Avenue held an annual Disaster Preparedness Drill for over 15 years. At first, they organized full-scale exercises with multiple victims trapped in several homes with additional hazardous conditions such as gas leaks and downed power lines. This structure did an excellent job of mimicking the chaos and multiple simultaneous demands of a disaster. It provided relevant practice for the Block Captain and to those providing rescue and first aid. Casual participants (who made up the majority) had limited opportunities to participate or learn new skills. It identified the areas needing improvement to handle actual emergencies.

They developed a model of a disaster drill emphasizing group participation and skill development. It reinforced the idea that almost anyone on the block can step up to help. The model maximized the educational value of the drill and minimized the organizer's work.

The following is a step-by-step guide to organizing this type of drill on your block.

Conducting a Disaster Drill

There is only one rescue or injury scenario staged in the driveway or front yard of the designated Incident Command location for your block. The drill assumes a significant earthquake has occurred.

All participating neighbors will arrive for the drill and check-in. If the block has stockpiled first aid and rescue supplies, show participants their location and assist in bringing them back to the Incident Command location.

The victim at the Command site is trapped under an object. Volunteers participate in the various tasks involved in freeing the victim and administering first aid. A Search & Rescue leader and a First Aid leader direct these tasks. The volunteers receive hands-on training, and the remaining participants observe and may ask questions and contribute comments as the drill proceeds. The drill ends with a group discussion/evaluation of the exercise followed by refreshments and socializing.

REQUIRED RESOURCES

People

The Block Captain may act as either leader if necessary or be the general facilitator. You will need three volunteers to organize an effective and educational drill for your neighborhood:

- A Search & Rescue Leader (S&R Leader)
- A First Aid Leader
- A victim

Block Captain Supplies

- List of each address on the block with space for residents to “check-in”
- Pens and paper checklists

Victim Supplies

- Makeup for simulating injury
- Old pair of pants for the first aid responder to cut
- Miscellaneous wood used to trap victim

Rescue Supplies

- 2 pairs of gloves
- 10 pieces of wood for cribbing (2x4s approximately 24” in length)
- Wood for block and lever

First Aid Supplies

- *“Wilderness 911”* book or similar
- 4 old towels
- Strips and squares of an old sheet as a proxy for gauze and wrap
- Medical Tape
- 1 Bottle of Saline Solution
- 3-5 pairs of Latex Gloves
- Scissors
- SAM Splint or thin wood strips for splinting

6-8 Weeks before the Drill

- Block Captain holds a meeting with the S&R Leader, First Aid Leader, and the victim.
- Decide on the date, time, and location of the drill.
- Determine how to gather the above supplies and how they will be available the day of the drill (placed in designated locations that will persist after the drill or brought to the drill by the leaders).
- Decide whether to have potluck/refreshments after the drill.
- Block Captain writes, copies, and distributes a “Save the Date” flyer for the drill.

3-4 Weeks before the Drill

- Block Captain holds a meeting with the S&R Leader, First Aid Leader, and victim.
- Check on the progress of procuring all supplies.
- First Aid leader is assigned reading of Wilderness 911 sections on general assessment, evaluating leg injuries, and treating broken lower leg.
- First Aid leader and the victim should review symptoms of a broken lower leg based on those presented in the book so the victim can effectively represent the injury.
- Block Captain writes, copies, and distributes another flyer for the drill, including:
 - Date and time of the drill.
 - The duration of the drill. One hour is typical.
 - Signal for the drill (horns honking).
 - Encouragement to attend as an educational experience with no prior training or skills necessary and an excellent way to meet neighbors.
 - Request for \$5 per household to purchase communal supplies, if desired refreshments afterward, if applicable.

1 Week before the Drill

- Block Captain checks in by phone with S&R Leader, First Aid Leader, and victim.
- Make sure all supplies are ready.
- Instruct victim to review the broken leg symptoms, apply wound makeup to shin before arriving, and wear pants for cutting during the drill.
- Instruct the team to assemble at the drill location 20 minutes before for set up.
- Block Captain writes a drill reminder flyer and distributes it 4-5 days before the drill.

Day of the Drill

Pre-Drill

- Block Captain, S&R Leader, First Aid Leader and victim assemble 20 minutes before the drill.
- Block Captain sets up household checklist and pens.
- S&R and First Aid Leaders position the victim on the ground. To keep pressure off the victim's leg during the drill, put a small block(s) of wood along the outside edge of one leg. Then lay scrap wood across the victim's legs directly above the fake wound and resting on the block next to the legs instead of on the legs themselves.

Drill

- Block Captain, S&R Leader, First Aid Leader spread out on the block, honk car horns and shout "Earthquake Drill".
- Residents make their way to the Incident Command location and sign-in on the household checklist to indicate that they are safe.
- The facilitator welcomes everyone and, if applicable, asks residents to split up and follow the S&R Leader to learn the location of communal S&R supplies or the First Aid Leader to discover the location of communal First Aid supplies. Bring supplies back to the Incident Command site.
- The facilitator begins the rescue scenario by pretending to discover the victim. The victim replies his/her leg is hurt and she/he is trapped.
- The S&R Leader begins the assessment of the scene and asks for volunteers to assist in the rescue.
- The leader and volunteers use cribbing to lift the wood off the victim's leg high enough so that the victim can slide out without tilting his/her foot.
- Volunteers should help stabilize the leg as they extricate the victim.
- The S&R Leader explains all techniques so that residents learn the basics involved in Search and Rescue.
- The First Aid Leader begins to assess the injury and asks for volunteers to assist.
- Participants should practice universal precautions and put on masks and gloves.
- The victim should be checked for other injuries and report if none are present.
- A participant should cut the pant leg above the knee to reveal the injury.

- The First Aid Leader reads from the “*Wilderness 911*” book to direct the assessment and management of wounds and broken bones. Assume that the bone is broken absent any evidence to the contrary. Emphasize that anyone can use the book to look up how to assess injuries and follow the steps and diagrams in the book to provide initial treatment in the case of a disaster.
- More skilled medical care may not be available for several days.
- Clean and bandage the wound.
- Splint the leg from ankle to knee.
- Check circulation below the injury to ensure bandaging is not too tight.

Debriefing

- After completing first aid, the drill's functional aspect is complete. Ask the group to provide observations and ask questions.
- If introductions did not occur at the drill's beginning, neighbors should go around and introduce themselves.
- As an option, the leader may request a contribution from each household to purchase communal first aid and search and rescue supplies, and including refreshments afterwards, if applicable.

Plans to Make

FAMILY EARTHQUAKE PLAN

Know Your Environment

The safest place in the house:

During an earthquake, stay away from heavy furniture, appliances, large panes of glass, shelves holding heavy objects, and masonry veneer (such as the fireplace). These items tend to fall or break and can injure you. Usually, a hallway is one of the safest places unless crowded with objects. Kitchens and garages tend to be the most dangerous. Also, know the safest place in each room. It will be challenging to move from one place to another during a severe earthquake.

Exits and alternative exits:

Always know the possible ways to exit your house and workplace in emergencies.

Location of shut-off valves:

Know the shut-off valves' location for water, gas, and electricity and how to operate the valves. If you are not sure, contact your utility company.

Make Special Provisions

Elderly, disabled, or persons under medication:

These people may have difficulty moving around after an earthquake. Plan to have someone help them to evacuate if necessary. Also, they may need special foods or medication. Be sure to store several days' supply of these special provisions.

Persons who don't speak English:

People who cannot speak English often rely on their family or friends for information. If they get separated during an earthquake, they may need help. Prepare emergency cards written in English indicating identification, address, and any special needs.

Pets:

After an earthquake, you should be concerned with your safety before taking care of your pets. Storing extra food and water for pets is always a good idea. Keep them in a secure place at home after an earthquake. If authorities evacuate you, your pets will not be allowed at the emergency shelter.

Know Community Resources

Police and Fire:

Know the locations of the nearest fire and police station.

Shelter and Medical Care:

After a damaging earthquake, emergency shelters and temporary medical centers will open in your community. Contact your local Office of Emergency Services to find out the plans for your area.

Community Plans:

Know your neighbors and their skills: you may be able to help each other after an earthquake. Also, know where to go to help your community after a disaster. It may be days before outside emergency assistance arrives, so it is essential to help each other.

Plan to Meet

Plan to reunite:

Make a plan on where and how to reunite family members. Choose a person outside the immediate area to contact if family members are separated. Long-distance phone service will likely restore sooner than local service. Remember, don't use the phone immediately after an earthquake, and make local calls only for emergencies.

Plan for children:

Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to do so after an earthquake.

Plan Responsibilities

There will be many things to take care of after an earthquake. Make a plan with your family, friends, and neighbors, assigning specific responsibilities to each person. Remember that it may be a challenge to get around after an earthquake, so each person's tasks should be related to where he/she may be.

HOME EARTHQUAKE SAFETY

1. As a family, determine the safest spots in each room of your home: under heavy pieces of furniture such as tables or desks, in doorways (but be careful of doors slamming shut), and interior corners.
2. Determine the danger spots in each room. These include any place nearby:
 - Large windows
 - Hanging mirrors
 - Objects
 - Fireplaces
 - Bookcases
 - China cabinets
 - Stoves
 - Stairs

IMPORTANT: If you're cooking, TURN OFF THE STOVE BEFORE taking cover.

3. Discuss, then practice what to do if an earthquake happens while you're at home. (Children who have practiced safe procedures are more likely to stay calm during an actual earthquake.)

Drop and cover:

- Crouch in a safe place (See 1. above).
- Tuck your head and close your eyes.
- Stay covered until the shaking has stopped.

4. Determine an emergency evacuation plan for each room of your home.
 - Keep a flashlight with fresh batteries beside each bed and shoes to protect feet from glass and other sharp objects.
5. Agree on a safe gathering place outside the house where all family members will meet after an earthquake.
6. Discuss as a family what to do after an earthquake ends.

Reminders:

- Stay calm.
- Prepare for aftershocks. These may be strong. Take cover if shaking begins again.

Adults Only:

- Check for injuries. Apply first aid as needed.
- Check for fires.
- Shut off electricity at the main power if you suspect damage.
- Don't turn switches on or off.
- Shut off gas valves if there is any chance of a gas leak. Detect gas by smell, never by using matches or candles. (PG&E is required to turn to the gas back on.)
- Shut off the water inside and out if pipe breakage has occurred.

CALIFORNIA EARTHQUAKE PREPAREDNESS

Steps to Take

EARTHQUAKE: DUCK, COVER & HOLD

When you feel an earthquake, **DUCK** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other heavy objects that could fall. Watch out for falling plaster or ceiling tiles. Stay under **COVER** until the shaking stops. **HOLD** onto the desk or table. If it moves, move with it. Here are some additional tips for specific locations.

- If you're in a **HIGH-RISE BUILDING**, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators. Do not be surprised if the fire alarm or sprinkler systems come on.
- If you're **OUTDOORS**, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- If you're on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you're **DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.
- If you're in a **CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you're in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels and protect your head with your arms.
- If you're in the **KITCHEN**, move away from the refrigerator, stove, and overhead cupboards. Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.
- If you're in a **STADIUM OR THEATER**, stay in your seat and protect your head with your arms. Do NOT try to leave until the shaking is over. Then exit in a calm, orderly manner.

AFTER AN EARTHQUAKE, BE PREPARED FOR AFTERSHOCKS,
AND PLAN WHERE YOU WILL TAKE COVER WHEN THEY OCCUR.

CALIFORNIA EARTHQUAKE PREPAREDNESS

Steps to Take

APARTMENT/MOBILE HOME PLANNER

A major earthquake can damage apartment complexes and mobile home parks and can injure or kill residents.

Owners or managers should take the following steps:

- Consult local building codes to ensure that your building meets current seismic safety standards.
- Develop an emergency plan for your building or mobile home park. This plan should include storing water and food, obtaining first aid training, appointing floor or area leaders, conducting drills, and other such activities.
- Encourage mobile home residents to better secure their homes by leaving wheels on homes rather than removing them, installing structural support bracing systems, and securing the coach's awnings. (A list of state-certified bracing systems is available from the State Department of Housing and Community Development.)
- Provide tenants with information on securing furniture and other household items. Also, provide information on what to do during and after an earthquake.
- Encourage tenants to develop individual family plans to shut off damaged utilities, reunite family members, and evacuate if necessary.
- Identify residents with special needs—such as mobility impaired, non-English speaking, elderly, or hearing and sight impaired—and address their needs in your emergency plans.
- Organize teams that are responsible for first aid, search and rescue, radio communications, and firefighting. Compile a list of resources and skills available among your tenants.
- Provide tenants with a white flag or other distinguishable sign to post after an earthquake if no one in the apartment or mobile home has suffered severe injuries.
- Practice earthquake drills in your complex or park.
- Find out the location of the nearest mass shelter area and inform your tenants.
- Organize a meeting at which a local emergency and disaster planner can provide information on earthquake preparedness.

September is California Earthquake Preparedness Month. It provides an opportunity for residents to “BEAT THE QUAKE.” Information available at <https://www.caloes.ca.gov>.

CALIFORNIA EARTHQUAKE PREPAREDNESS

Steps to Take

EARTHQUAKE PREPAREDNESS FOR PEOPLE WITH DISABILITIES

PLAN

Develop a “buddy” system with family, friends, neighbors, and coworkers. Plan how you will help each other in an emergency. If you live alone, you may wish to give your buddy a key to your home.

Make a list of your medications, allergies, special equipment, names, addresses, and telephone numbers of your doctor, pharmacy, family members, friends, and other important information. Give a copy to each buddy and keep a copy with you at all times.

PREPARE

Eliminate hazards in your home. Securely anchor medical equipment, heavy appliances, bookcases, hanging plants, and other items. Place heavy objects on low shelves. Move beds away from windows. Check hallways, exits, doorways, and other areas and remove hazards and obstructions which may impede your safe exit after an earthquake. Install security night lights to provide emergency lighting if power is interrupted.

Gather emergency supplies. Assemble a 72-hour emergency supply kit, including water, any special diet foods, sanitary aids, cooking and eating utensils, flashlight, radio, blankets, a change of clothing, and a whistle to call for assistance. Include a well-stocked first aid kit with extra prescription medications and an extra pair of glasses. Store extra batteries for hearing aids, wheelchairs, and other battery-operated equipment. Keep a mini-survival kit in your car.

SPECIAL TIPS

If you are deaf or hard of hearing, keep a battery-operated television on hand, with fresh batteries, for receiving emergency information if power is out. Keep nearby a flashlight, pencil, and pad for communicating. Arrange for hearing friends or co-workers that can relay information broadcast by radio.

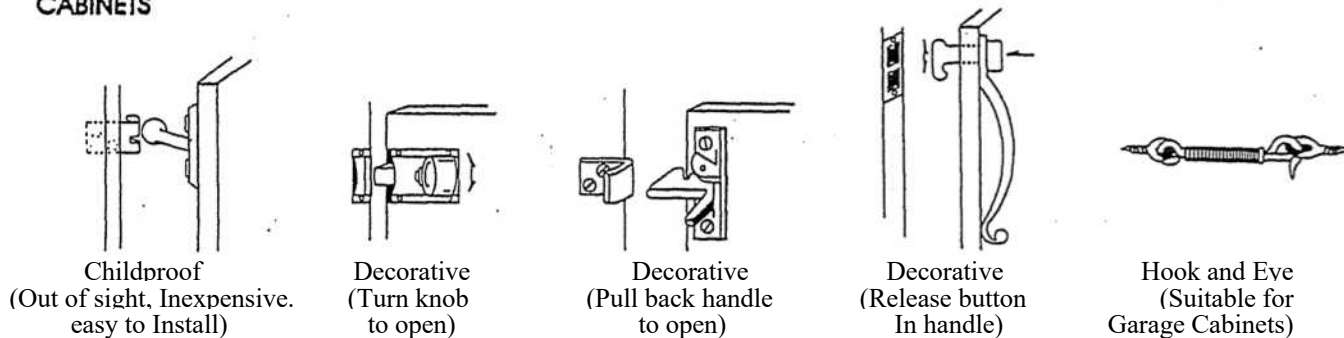
If you are blind or have impaired vision, keep extra canes in strategic areas around your home. Plan alternate evacuation routes from home and office. Have extra pet food and supplies for your guide dog.

CALIFORNIA EARTHQUAKE PREPAREDNESS

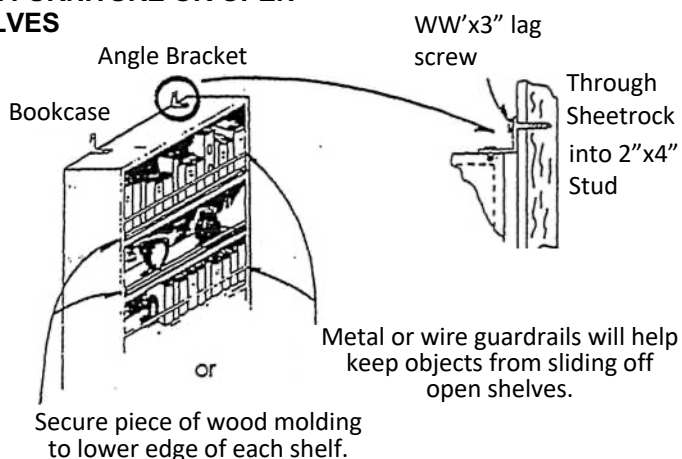
Steps to Take

SECURE FURNITURE: To prevent injury to your family and minimize damage.

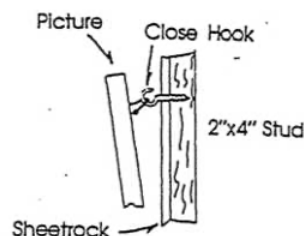
CABINETS



TALL FURNITURE OR OPEN SHELVES



HANGING PICTURES



Materials Needed

- Cabinet Latches
- Flat- Head Screws
- Brackets
- Lag Screws
- Wood Trim
- Small Nails or Brads
- Screw Hooks

Tools Needed

- Screwdriver
- Hammer
- Pliers
- Crescent Wrench

Cabinets

Install positive catching latches. Many variations are available at hardware stores.

Open Shelves

Install guard across a shelf or install wood trim on front of a shelf. Place heavy objects on lower shelves.

Tall Furniture

Install metal brackets between furniture and wall stud at the top. (Invert the bracket to make it less visible.)

Hanging Pictures

Screw hooks into wood members only (stud or ceiling joists). Use close hooks to prevent falling.

Reproduced with permission from *Home Earthquake Preparedness Guide*, EQE Incorporated. San Francisco.

CHECKLISTS

Quake-Safe Home Checklist

Name _____

- 1. Place beds so that they are not next to large windows.
- 2. Place beds so that they are not right below hanging lights.
- 3. Place beds so that they are not right below heavy mirrors.
- 4. Place beds so that they are not right below framed pictures.
- 5. Place beds so that they are not right below shelves with lots of things that can fall.
- 6. Replace heavy lamps on bed tables with light non-breakable lamps.
- 7. Replant hanging plants from heavy pots into lighter pots.
- 8. Use closed hooks on hanging plants, lamps, etc.
- 9. Attach all hooks (hanging plants, lamps, etc.) to studs.
- 10. Remove all heavy objects from high shelves.
- 11. Remove all breakable items from high shelves.
- 12. Replace latches, such as magnetic touch latches on cabinets, with latches that will hold during an earthquake.
- 13. Take glass bottles out of medicine cabinets and put them on lower shelves.
(PARENT NOTE: If there are small children around, make sure you use childproof latches when you move things to lower shelves.)
- 14. Remove glass containers that are around the bathtub.
- 15. Move flammable materials, so they are not close to heat sources.
- 16. Attach the water heater to the studs of the nearest wall.
- 17. Move heavy objects away from exit routes in your house.
- 18. Block wheeled objects so they cannot roll.
- 19. Attach tall, heavy furniture such as bookshelves to studs in walls.
- 20. Use flexible connectors where gas lines meet appliances such as stoves, water heaters, and dryers.
- 21. Attach heavy appliances such as refrigerators to studs in walls.
- 22. Nail plywood to ceiling joists to protect people from chimney bricks that could fall through the ceiling.
- 23. Securely fasten heavy mirrors to walls.
- 24. Securely fasten heavy pictures to walls.
- 25. Brace air conditioners.
- 26. Secure all roof tiles.
- 27. Brace outside chimney.
- 28. Bolt house to the foundation.
- 29. Remove dead or diseased tree limbs that could fall on the house.

CALIFORNIA EARTHQUAKE PREPAREDNESS

Steps to Take

EMERGENCY SUPPLY CHECKLIST

Stocking up **now** on emergency supplies can add to your safety and comfort during and after an earthquake. Store enough supplies for **at least 72 hours**.

Survival

- Water, 2 quarts to 1 gallon per person per day
- First Aid Kit, freshly stocked
- First Aid Book
- Food (packaged, canned, no-cook, baby food, and for special diets)
- Can opener, non-electric
- Blankets or sleeping bags
- Portable radio, flashlight, and spare batteries
- Essential medication and glasses
- Fire extinguisher, A-B-C type
- Food and water for pets
- Money

Sanitation Supplies

- Large plastic trash bags for trash, waste, water protection
- Large trash cans
- Bar soap and liquid detergent
- Shampoo
- Toothpaste and toothbrushes
- Feminine and infant supplies
- Toilet paper
- Household bleach
- Newspaper to wrap garbage & waste

Safety and Comfort

- Sturdy shoes
- Heavy gloves for clearing debris
- Candles and matches
- Change of clothing
- Knife or razor blades
- Garden hose for siphoning and fire fighting
- Tent

Cooking

- Barbecue, camp stove, chafing dish
- Fuel for cooking (charcoal, camp stove fuel, etc.)
- Plastic knives, forks, spoons
- Paper plates and cups
- Paper towels
- Heavy-duty aluminum foil

Tools and Supplies

- Axe, shovel, broom
- Crescent wrench for turning off gas
- Screwdriver, pliers, hammer
- Coil of rope, 50 or 100 foot
- Plastic tape and sheeting
- Toys for children

CHECKLISTS

Home Preparedness Supply Checklist

- Flashlight with batteries
 - Portable radio with batteries
 - Extra batteries (alkaline are best)
 - 3 gallons of drinking water per person & per pet
 - Non-perishable food for three days
 - Manual can opener
 - First Aid Kit including: gauzes, bandages, scissors tape, antiseptics, prescription and non-prescription medications, thermometer, first aid manual
 - Record of prescription medications, medical conditions, pharmacy
 - Important phone numbers: doctor, hospital, out of town contact
 - Whistle
 - Extra pair of glasses
 - Heavy shoes, extra clothing, gloves
 - Blankets or sleeping bags
 - Fire extinguisher (ABC type)
 - Large plastic garbage bags
 - Water purification tablets or chlorine
 - Tools, including a crescent wrench
 - Money, including a roll of quarters
 - Personal hygiene items
 - Toilet paper
 - Pen and paper
 - Pet food, leash
 - Crowbar
 - Fireproof box for documents
 - Duct tape
 - Proof of current residency
 - Bag to carry items during an evacuation
 - Car emergency kit (food, water, walking shoes, warm clothes)
- Special Needs:
- Extra batteries for hearing aid
 - Special arrangements for life support equipment
 - Manual wheelchair for powerchair users

CHECKLISTS

Home Hazards Checklist

HAZARDS	WILL FIX BY (DATE)	COMPLETED (DATE)
1. Ensure that wood frame structure is bolted to foundation and cripple walls are adequately braced.	_____	_____
2. Fasten file cabinets, bookcases, and shelves to the wall studs, beams, or columns instead of plaster or sheetrock.	_____	_____
3. Securely strap water heater to wall studs, beams or columns. Attach flexible hose.	_____	_____
4. Move or remove heavy objects from top shelves of bookcases or cabinets.	_____	_____
5. Move or remove plants hanging near beds.	_____	_____
6. Secure television sets, computers and other small appliances with velcro-type tape or fastener.	_____	_____
7. Install safety latches on kitchen cabinets and other cabinet doors.	_____	_____
8. Remove toxic and flammable materials from the home.	_____	_____
9. Secure heavy or potentially sharp wall hangings with closed picture hooks.	_____	_____
10. Move cribs and beds away from glass windows. Anchor bunkbeds.	_____	_____
11. Restrain contents stored on high shelves with shelf lips, elastic cords, wires, or curtain rods.	_____	_____
12. Ensure that all ceiling fixtures are securely attached to the beams in the ceiling (joists) instead of sheetrock or plaster.	_____	_____

FORMS

Emergency Roster

(two lines per person)

	Names	Age	Phone	Email	Skills	CPR/ First Aid
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Earthquake Preparedness Handbook

Emergency Plan

Out-of-Area Contact

Name _____

City, State _____

Phone (Day) _____ (Evening) _____

Local Contact

Name _____

Phone (Day) _____ (Evening) _____

Nearest Relative

Name _____

Phone (Day) _____ (Evening) _____

Emergency Telephone Numbers

Police Department _____

Fire Department _____

Hospital _____

Family Physicians

Name _____

Phone (Day) _____ (Evening) _____

Name _____

Phone (Day) _____ (Evening) _____

Reunion Locations

1. Right outside your home _____

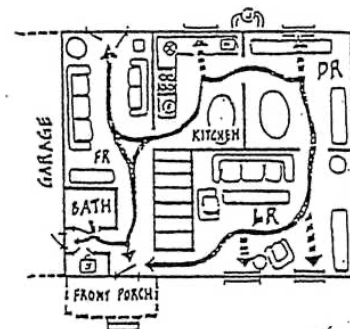
2. Away from neighborhood, if you can't return home

Escape Plan

For a fire or other emergency, you may need to evacuate your house, apartment or mobile home on a moment's notice. You should be ready to get out fast.

Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, First Aid Kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of fire.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors use an additional sheet of paper. Practice emergency evacuation drills with all household members at least two times each year.



LARGE
OAK
(*)

NEIGHBORHOOD SKILLS AND EQUIPMENT INVENTORY

Fill in blanks with names of people who have the tools or skills.

Equipment

Blood Pressure Kit _____

Wheelchairs _____

First Aid Kit _____

Generator _____

Extension Cords _____

Winch _____

Chain Saw _____

Portable Lights _____

Long Ladder _____

Strong Rope _____

Chain _____

Bolt Cutters _____

HAM Radio _____

GMRS Radio _____

FRS Radio / Walkie-Talkie _____

Cellular Phone _____

Crowbar _____

Axe _____

Shovels _____

Heavy Jack _____

Wheelbarrow _____

Gas Valve Wrench _____

Other _____

Other _____

Other _____

Skills

Doctor _____

Nurse _____

Med Tech _____

Architect _____

Plumber _____

Electrician _____

Carpenter _____

Engineer _____

Cook _____

Psychologist _____

Police Officer _____

Fire Fighter _____

Pharmacist _____

Radio Operator _____

Childcare Specialist _____

Mental Health Worker _____

Leadership Experience _____

Other _____

Other _____

Other _____

HOUSEHOLD INHABITANTS AND NEEDS

Address: _____

Home Phone: _____ Date Completed: _____

Adult Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Adult Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Adult Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Child Name: _____ Age: _____ Cell Phone: _____

School: _____ School Phone: _____

Child Name: _____ Age: _____ Cell Phone: _____

School: _____ School Phone: _____

Child Name: _____ Age: _____ Cell Phone: _____

School: _____ School Phone: _____

Child Name: _____ Age: _____ Cell Phone: _____

School: _____ School Phone: _____

School Policy for Release of Children: *(attach a copy of the policy)*

Persons authorized to pick up children: *(school must have this on file)*

Adult Name: _____ Cell Phone: _____

Adult Name: _____ Cell Phone: _____

Adult Name: _____ Cell Phone: _____

IMPORTANT MEDICAL CONDITIONS

Adult or Child Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Allergies: _____

Medications (Med and Dosage): _____

Adult or Child Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Allergies: _____

Medications (Med and Dosage): _____

Adult or Child Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Allergies: _____

Medications (Med and Dosage): _____

Adult or Child Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Allergies: _____

Medications (Med and Dosage): _____

OUT OF AREA CONTACT:

Adult Name: _____ Cell Phone: _____

Employer's Name: _____ Work Hours: _____

Relationship: _____ City/State: _____

Landlord Name: _____ Cell Phone: _____

Family Meeting Place: _____

House keys have been given to: _____

Pet 1 Name: _____ Species, sex, color: _____

Pet 2 Name: _____ Species, sex, color: _____

Pet 3 Name: _____ Species, sex, color: _____

Pet 4 Name: _____ Species, sex, color: _____

SKETCH YOUR HOME

Address: _____

Sketch your home with the street indicated on the correct side.

Mark the locations of gas, electricity, and water mains.

Symbols for Key Items:

G	Gas
W	Water
E	Electricity
+	First Aid Kit
X	EQ Supplies

In the event no one is home, I hereby give permission for the water, gas, and/or electricity to be shut off if it is necessary for the safety of the house and neighborhood.

In the event a member of my family is missing and presumed to be trapped in our home, I hereby give permission for someone to enter the home to search for them.

Signature: _____ Date: _____

Please complete the above form and give copies to the Neighborhood Coordinator and one of your neighbors

Medical Release for Minor Child

I, _____, Parent or Legal Guardian of _____, a minor child, hereby authorize any medical or surgical treatment which may be necessary in an emergency, and in my absence, for the well-being of the above-mentioned minor. I agree to hold the physician or hospital treating the above mentioned minor harmless.

“has the following allergies:

has the following medical conditions:

Hospitalization Insurance:

Name of Carrier:

Policy Number:

Group Number:

Signed: Dated:

Parent or Legal Guardian

HOUSEHOLD INFORMATION

(Please attach additional pages if necessary)

House Address: Home Phone Date

Landlord Name: Phone

Adults in Household

Name: Cell Phone: Work Phone: Email:

Children in Household

Name:

Age: School:

Phone:

Important Medical Conditions: (please include allergies and medications needed)

List Pets:

Out of Household Contact: Relationship: City: Phone:

Household Keys have been given to:

Any skills or occupations that may be useful in an emergency (examples include doctor, nurse, contractor, psychologist)

Any equipment that may be shared and useful in an emergency (examples include chainsaw, generator, extra wheelchairs)

EMERGENCY CONSENT

In the event no one is home, I hereby give permission for the water, gas, and electricity to be shut off if it is necessary for the safety of the house and neighborhood. () Initial

In the event a member of my family or household occupant is missing and presumed to be trapped in our home, I hereby give permission for someone to enter the home to search for him or her. () Initial

Signature Date:

Please complete the above form and give copies to the Neighborhood Coordinator and one of your neighbors.