

# EMERGENCY PLANNING



Planning for an emergency, such as a major earthquake or to evacuate from a rapidly-moving wildfire or flood, should take place **long before such an event takes place**. Be sure that you and your family are well prepared for an emergency or disaster by following these steps.

## MAKE A PLAN FOR YOURSELF AND FOR YOUR FAMILY

You should have a **documented family emergency plan** that includes the suggested steps below. All family members should understand this plan and have a copy. It is a good idea to review, update and practice this plan at least twice a year. Keep an extra copy of your plan and all related documents and items in your Go-Bag or handy so that you can grab them quickly.

## SUGGESTED STEPS TO CREATE YOUR EMERGENCY PLAN



❖ Know your Zonehaven evacuation zone name by going to [community.zonehaven.com](https://community.zonehaven.com) and entering your address. Memorize this name and record it in your plan. For more information on Zonehaven, refer to: **OCP&R Guide #23 – Zonehaven**.



❖ Study a map of your neighborhood area and know in advance **several ways out** (by vehicle and by foot) to a major road or highway. No one can know which direction will be best until an event actually takes place as routes may be blocked by fire, fallen trees/poles, water, traffic, etc. Mark potential routes on a paper map and keep with your plan.



❖ Designate meeting locations to reunite with family members, both outside and away from home. Establish a reliable out-of-area contact who can be a relay during and after an emergency. A family member can update this contact with their status, location and plans, and this contact can then provide this information to the other family members and friends.



❖ Make copies of important documents such as driver's licenses, birth certificates, passports, titles, insurance policies, prescriptions, etc, and keep with your plan and Go-Bag. Photograph or scan these and store on a USB drive and/or in a secure Cloud storage folder.



❖ Have a checklist of personal items to take with you if you need to evacuate. Prioritize the list so that if you only have a few minutes to leave, you'll be able to grab the most important ones first. Keep these items handy if possible along with bag(s) to carry them in.



❖ Know your neighbors and be ready to help those who may need extra assistance. Be part of an organized neighborhood that maintains a roster of neighbor's contact information and emergency phone numbers: **OCP&R Guide #01 – Neighborhood Organization**.



❖ Have necessary pet supplies on-hand and easy to access (leashes, pet carriers, water, food, etc.). Make copies of your pet's documents and include them and a photo with your own.



❖ Identify the location of your home's external gas shut-off valve (if applicable). Have a gas shut-off wrench near your external gas shut-off valve and know how to turn the valve off.



❖ If you have a garage door that is electrically operated, **be sure you know how to open it manually** from the inside and/or outside (and how to manually lock it when closed). Consider installing a garage door opener battery back-up for when the power is out.



Always keep at least 1/2 tank of gas in your vehicle and park facing out toward the street if in a driveway. Plan to take only one vehicle if you have to evacuate if possible, or carpool with neighbors, to help reduce traffic congestion.

## CREATE YOUR GO-BAGS

Pre-packed emergency Go-Bags are personal kits that you grab in an emergency when you are told to evacuate. **Each family member should have a Go-Bag.** These should include items like headlamps, AM/FM radio, medications, water/snacks, protective gear, etc, to get you through the first few critical days.

Additional supplies like extra food/water, sanitary items, etc, can be stored in a large container. This can be your Stay-Box of supplies to get you through several days if you are sheltering-in-place.

For a list of recommended Go-Bag/Stay-Box items, refer to: **OCP&R Guide #07 – Evacuation and Go-Bag Checklists**

## PLAN TO SHELTER-IN-PLACE IF NEEDED

**You may need to shelter-in-place** if ordered to or if you find yourself trapped, for example by an rapidly-moving wildfire or flood. If you are sheltering, you should call 911 and report your location.

As with knowing all potential escape routes, **also locate in advance nearby places that may be best able to withstand a wildfire or flood**, and mark them on your paper map. These may be a building made of more fire resistant materials like concrete and on higher ground, a large, open outdoor area like a playing field or parking lot or, as a last resort for fire, a swimming pool or a lake.

**Prepare yourself for darkness** (even during the day), noise, chaos, and the natural urge to flee the safety of your shelter. It is important to remain calm and stay together. **Practicing your plan, evacuating and sheltering-in-place on a regular basis will build confidence!**

**For additional information, refer to these OCP&R Guides:**

**Guide #01 – Neighborhood Organization**  
**Guide #02 – Notifications and Warnings**  
**Guide #03 – Preparedness Before a Disaster**  
**Guide #06 – Emergency Evacuations**  
**Guide #23 – Zonehaven**

## DRESS FOR SURVIVAL

Have personal protective clothing at the ready and put them on at the first sign of trouble:



PROTECTIVE HAT



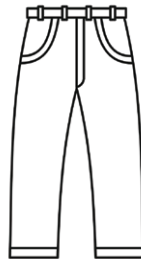
HANDKERCHIEF or BANDANNA



LONG SLEEVE SHIRT wool or cotton/denim, not synthetic



STURDY BELT



LONG PANTS wool or cotton/denim, not synthetic

FULL COVERAGE GOGGLES



SAFETY MASK



HEAVY DUTY WORK GLOVES



SOCKS wool or cotton



STURDY BOOTS