

# Disaster Plan Worksheet

## Bolinas Fire Dept. Phone Numbers & Websites

<b>EMERGENCY</b>	<b>9-1-1</b>
Sheriff's Office	
Business Calls	<b>415-479-2311</b>
Pt. Reyes Substation	<b>415-473-5333</b>
Fire Department	<b>415-868-1566</b> <b><i>BolinasFire.org</i></b>
Bolinas Public Utility District	<b>415-868-1224</b> <b><i>bcpud.org</i></b>
Community Emergency Response Training (CERT)	<b>415-961-0907</b> <b><i>ReadyMarin.org/cert/</i></b>
Emergency Updates from KWMR	<b>90.5 FM</b> <b><i>KWMR.org</i></b>
Emergency Phone Alert Signup	<b><i>AlertMarin.org</i></b>



## GET READY PROGRAM

The Town of Bolinas offers a free 2-hour disaster preparedness class to help you and your family prepare for any type of disaster. After a major disaster, emergency responders will be overwhelmed and it is likely that our area will be isolated from outside help. Therefore, citizens must be prepared to care for themselves and their families for at least 5 to 7 days. For more information or to sign up for a class please call: 415-868-1566 or visit the website at: ***BolinasFire.org*** or ***ReadyMarin.org***

## Other Important Phone Numbers

Poison Control	<b>800-222-1222</b>
Marin County Sheriff's Dept.	<b>415-479-2311</b>
California Highway Patrol	<b>415-924-1100</b>
Pacific Gas & Electric	<b>800-743-5000</b>
American Red Cross (Bay Area)	<b>415-721-2365</b>
Department of Motor Vehicles	<b>800-777-0133</b>
Marin Humane Society	<b>415-883-4621</b>
CalTrans Highway Conditions	<b>800-427-7623</b>

**Call 911 ONLY in case of a life-threatening emergency or fire. Do NOT call 911 for information.**

Bolinas Community Center	<b>415-868-2128</b>	Bolinas-Stinson Elementary School	<b>415-868-1603</b>
Bolinas Community Health Center	<b>415-868-0124</b>	Bolinas Post Office	<b>415-868-1314</b>

## Fire Preparation Checklist

### Protecting lives from fire

- We have at least one fire extinguisher in our home (preferably 2-A; 10-B:C) and know how to use it.
- We change the batteries in our smoke and CO2 detectors when we change our clocks.
- We are familiar with the evacuation routes in our neighborhood.
- We do not overload our electrical outlets.
- We store flammable liquids in air-tight containers away from ignition sources such as pilot lights.

### Landscaping against fire

- We have cleared our property of excess and dead vegetation.
- We have trimmed low and overhanging tree branches.
- We keep the grass cut at least 10 feet from our home, as required by law.
- We will not plant highly flammable plants in our yard.
- We have garden hoses connected to all outside faucets.
- We do not store fire wood near the house.
- We've consulted with the Fire Department.

### Home maintenance

- Our house numbers are large, contrasting colors and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-retardant.
- We keep leaves and debris out of our rain gutters.
- If we remodel or build, we will incorporate fire-resistant building practices and materials including sprinklers.

## Personal Disaster Plan Checklist

- We have conducted family fire and earthquake drills.
- We know two ways to evacuate our neighborhood by vehicle and on foot.
- Family members know where to meet for family reunification after a disaster.
- We have designated an out-of-area relative or friend as our emergency contact and have instructed family and friends to contact that person to inquire about our safety.
- We carry our contact's phone number in our wallet and in our phone.
- We have inventoried our belongings and home furnishings.
- We have taken steps to protect our family's vital documents.
- We know our child's school emergency plan and hold/release policy.
- My child (if so instructed by the school) has a comfort kit in the school's emergency supply storage.

## Earthquake Preparation Checklist

### Surviving the Event

- My family and I have taken the Get Ready course and Certified our family's preparedness.
- My family and I have taken the CERT course and Certified our family's preparedness.
- My family and I have registered with Alert Marin.

### Home preparedness

- We have stored emergency food and water and other supplies.
- We keep mini-survival kits in our cars.
- We keep mini-survival kits at our workplaces. (The Get Ready manual discusses car and work Mini-Survival kits.)
- We know the location of our utility valves and know how to shut them off. We have attached the necessary tools to the shut-off valves.
- We have done a home hazard hunt and corrected any hazards that we found.

## Emergency Supply Checklist

### We have stored the following emergency supplies:

- Food for family members and pets for 5-7 days. *Grocery stores may be closed for days while employees clean up aisles. Trucks may be unable to make deliveries to restock shelves. Existing stock will disappear quickly.*
- A minimum of 5 gallons of water per person (1 gallon per person per day for 5-7 days). *The more water you can store, the better off you will be.*

\_\_ people in household x 5 gals = \_\_ gals  
(absolute minimum) needed.

- Cash in small bills.
- First aid items.
- Flashlight, radio, tools, sanitation supplies.
- Camping gear. *Tent, lanterns, sleeping bags, stove can double as emergency equipment; if possible, store it with your other emergency supplies.*
- Car and workplace mini-survival kits.
- Prescription medications.
- Fire extinguisher.
- Sanitary supplies.
- Health and Safety supplies.
- Cooking equipment and eating utensils.
- Warm clothing or blanket.
- Spare USB cable & battery pack to charge cell phone.

## Evacuation Priority List

*Before the need to evacuate arises note the most important items to be taken with you, and their location to grab in a hurry. List only those that can be hand carried.*

For example, a "Go Kit" may include:

Family heirlooms, important documents and computer files, clothing, disaster supply kit.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Crime Prevention

The following tips will help reduce the risks for your household at any time:

- Report anything suspicious DAY OR NIGHT to the Marin County Sheriff's Office.
- Keep all doors and windows locked.
- Do not leave valuables in your car and keep doors locked at all times.
- Activate your car and home alarms when unattended.
- When going out of town, notify Sheriff's Office for a vacation house watch (extra patrol) and stop mail and newspaper delivery.
- Have a secure mailbox or P.O. Box to receive important mail.
- Shred all personal information and important documents when discarding.
- Check your credit reports annually from all three credit bureaus.
- Make a copy of everything in your wallet, including account info, in case your wallet is stolen.
- Keep itemized lists of personal property with serial numbers in case of loss.
- Do background checks on employees at your home & business.
- Trust your instincts.
- Contact Sheriff's Office for additional information.

## If an Emergency Strikes...

### For an Earthquake:

- Check for injuries.
- Check for damaged gas, electric, and water lines.
- Shut off utilities only if damage is suspected.
- Check for structural damage.
- Check on neighbors.
- Prepare for aftershocks.
- Keep street clear for emergency vehicles.
- Listen to radio and stay off the phone.
- Retrieve your emergency supplies and Emergency Preparedness Handbook for additional information.

### For a Wildland Fire:

- Stay calm - keep family together.
- Alert your neighbors.
- Check with neighborhood coordinator.
- Keep flashlight and portable radio with you at all times.
- Dress in cotton or wool long pants, long sleeved shirt, gloves, hat, goggles, carry towel or bandana against smoke.
- Confine pets.
- Follow evacuation instructions from public safety officials.
- Grab your "Go Kit" and bring with you.
- Be ready to leave on foot or bicycle in order to keep roads clear for emergency vehicles.
- If you must evacuate and time permits:
  - Close windows, blinds, and doors.
  - Remove curtains and drapes.
  - Shut off gas at tank.
  - Have ladder(s) available for firefighter to quickly access.
  - Attach garden hoses to spigots.

## Schedule for Maintenance

Dates to check

### Every six months:

Check and replace as needed:  
batteries for flashlights, smoke  
detectors, CO2 detectors, radios \_\_\_\_\_

Review family drills, including  
memorizing contact numbers \_\_\_\_\_

### Every year:

Rotate water supply \_\_\_\_\_

Rotate canned goods \_\_\_\_\_

Update parent release forms \_\_\_\_\_

Meet with neighborhood disaster  
organization \_\_\_\_\_

Review the Handbook \_\_\_\_\_

### Every two years:

Replace emergency medications \_\_\_\_\_

Replace water purification \_\_\_\_\_

Update family immunizations \_\_\_\_\_

Update personal property  
inventory \_\_\_\_\_

Update insurance policies \_\_\_\_\_

### Every three years:

Replace non-fat dry milk \_\_\_\_\_

Replace freeze-dried foods \_\_\_\_\_

## Emergency Contacts

Local contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) \_\_\_\_\_

Out of area contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) \_\_\_\_\_

**Every family member should carry this information on a card. Notify your contact persons so that in the event of an emergency, they will be expecting your calls.**

## School Authorization

I have authorized these people to pick up my child from school:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The above people, as well as my spouse and children, know the family's secret password, which is:

\_\_\_\_\_

My children have been told not to go anywhere with any person who does not know this password.

## Neighborhood Disaster Organization

Name

Address

Phone

Disaster Area Coordinator: \_\_\_\_\_

Disaster Neighborhood Liaison: \_\_\_\_\_

Neighbors that need extra help: \_\_\_\_\_

**Disaster teams should meet at least once a year to update team assignments, share information and practice drills.**