



# Micro-Community Disaster Plan & Information

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Micro-Community: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Keep this by the front door  
so you have access  
to this vital information  
during a disaster.

Print a copy for every household in your micro-community.

Set up a phone tree for communication.

The best way to survive disasters is to have a plan.

Please read this packet and start preparing now!



# Micro-Community Disaster Plan & Information

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## Go Bags

### #1: PUT TOGETHER GO BAGS

Fill an old backpack or suitcase with things you'll need to survive in the case of an evacuation. You can put together 2 Go Bags.

#### Go Bag #1: Vehicles

This bag has things that you'll need to survive for 3-5 days:

- First aid kit
  - Food (high protein, energy boosting, non-perishable, plates/utensils)
  - Personal hygiene (toothbrush/paste, shampoo/conditioner, glasses, contact lens cases/solution, medications, razors, tampons/pads, etc.)
  - Water (3 gal/person; water purification tablets)
  - Tools (wrench, screwdriver, saw, hammer, can opener, phone chargers)
  - Battery-powered radio and flashlight
  - Clothes (long pants, sweatshirts/jackets, sturdy shoes, hats, etc)
  - Sleeping bags/pillows
  - Paperwork (copies of IDs, insurance policies, prescriptions, important phone numbers, back-up drives, and cash (small bills))
  - Pet plans (dog bowls, vaccination records, leash)
  - Other: \_\_\_\_\_
- 

#### Go Bag #2: House

This bag has a list of things to grab before you evacuate your house. Staple it to a backpack or cloth bag. By having a list of things, you won't have to make difficult decisions about what to take with you while you're stressed out.

- Precious jewelry
  - Cash
  - Medications/Medical equipment
  - Important documents (mortgage, insurance, investments, etc)
  - Computer drives/laptops/back-up drives
  - Photo albums
  - Videotapes/drives
  - Framed photos
  - Artwork
  - Other: \_\_\_\_\_
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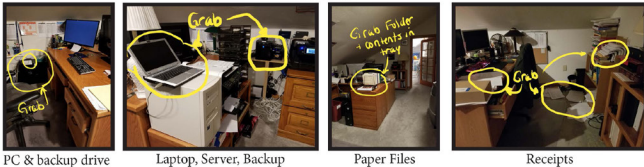
## Go Bags

### Photo Evacuation Go Bag List

For your Go Bag for your house, consider taking photos of the items that you want to take if you are evacuating your home. That way, if you can't remember which things to take, you'll have a snapshot to refresh your memory. This also makes it easier for family members or friends who may need to collect your things if you are out of town. Staple the photo sheet and the list to your cloth bag or backpacks. Leave your Go Bags near an exit door in your home.

## Photo Evacuation Go Bag

### Office:



PC & backup drive

Laptop, Server, Backup

Paper Files

Receipts

### 3rd Floor:



Scrapbook & Tray Contents

Current files in desk

Video Backup Drive

### 2nd Floor:



Hearing aids in desk

Mouthpieces in MB

Jewelry

### 1st Floor:



Meds in kitchen

## Evacuation Go Bag

### Things to grab if there's time:

#### Kitchen:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Living Room:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Bedroom:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Garage:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Go Bag for Cars:

1. Water (1 gal/person/day)
2. Nonperishable food (nuts, dried fruit, crackers)
3. Dog food in plastic container/bowl (2)
4. Water bowl (2)
5. Flashlight (extra batteries)
6. Duct tape
7. Zip ties (variety of sizes)
8. Rope
9. Tarp
10. Dust masks
11. First aid kit (EpiPen, Ibuprofen, bandages, Neosporin, thermometer, gauze, etc)
12. Sleeping bags (2) and pillows (2)
13. Crank radio
14. Matches in Ziplock bag
15. Toilet paper
16. Plastic trash bags
17. Moist towelettes
18. Can opener
19. Pliers
20. Whistle
21. H2 Minipack charger
22. Toiletry supplies
23. Food

### Mom's Go Bag in house:

1. Clothes (3 days) [pants, shirts, undies, socks]
2. Makeup & Lotion
3. Jacket or sweatshirt
4. Tennis shoes, boots
5. Purse
6. Cell phone and charger
7. Laptop and charger
8. Contact lenses or glasses
9. Contact lens solution
10. Meds
11. Cash
12. Swiss Army knife
13. Visor/Hat
14. Toiletry bag
15. Select family photos/albums
16. Files or records
17. Specific family videos
18. Mementos: \_\_\_\_\_

### Dad's Go Bag:

1. Clothes (3 days) [pants, shirts, undies, socks]
2. Jacket and sweatshirt
3. Tennis shoes, boots
4. Cell phone and charger
5. Laptop and charger
6. Contact lenses or
7. Contact lens solution
8. Medical equipment
9. Meds
10. Cash
11. Swiss Army knife
12. Visor/Hat
13. Toiletry bag
14. Select family photos/albums
15. Files or records
16. Specific family videos
17. Mementos: \_\_\_\_\_



# Micro-Community Disaster Plan & Information

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## Alert Notification System & Update Fire Dept



### #2: SIGN UP FOR AN ALERT NOTIFICATION SYSTEM

By signing up for alert notification systems, you will receive important messages in your county. All you need to do is sign up with your cell or VOIP phone number as well as GPS service, and you'll automatically receive emergency messages (evacuation and disaster updates). Check with your local county for the alert notification system they use (there are several).

### #3: UPDATE YOUR STATUS WITH LOCAL FIRE DEPARTMENT

During an emergency, your local fire department will have limited time to reach out to affected residents. If you inform them of who lives in your home (including how many disabled, elderly people, and latch-key children), how many indoor and outdoor pets/livestock, gas tanks, electricity meters, water storage tanks, etc, they can more efficiently rescue victims.

- Full names of each resident
- Street address (including specific directions if the house is not on the main road)
- Contact info (landline, cell phone, email)
- Ages of residents who are disabled, elderly, or children
- Pet names, breeds, ages, and location (indoor/outdoor)
- Number and location of propane/gas tanks
- Number and location of PG&E meters/shut-off valves
- Number, location, and size of water tanks (specify valve type, pump, and hose)  
(current level of water)
- Medical/Paramedic/EMT/CPR training
- Access roads for evacuation (describe and indicate if a fire truck and/or vehicle can use in case of an emergency)
- Ham radio (licensed)

\*\* Share this with your micro-community leader and your local fire department.





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## Evacuation Plan & Communication System



### **#4: ORGANIZE EVACUATION PLAN AND MEETING LOCATION**

Every household should set up an evacuation plan that consists of collecting go-bags, pets, and family members/neighbors. Know your evacuation routes, and if you have only exit route by car, know other routes that you can take on foot. Practice this with your family.

Plan to meet at one central location after a disaster. Assume that cell phone service will be down and that everyone will be hoofing it to this location. Choose a place that will be safe in the case of a fire or earthquake. For example, you could meet at a nearby grocery store parking lot where there is plenty of asphalt and few structures. Agree that if you should move from the lot, that you will post a note with the new destination on a light pole.

Sometimes you can reach people out of state, even when local calls won't go through. Choose a family member or friend who lives out of state to be the contact person. Tell all family and friends to give updates on location and physical condition to that emergency contact person and make sure that their name and contact info is in each of the go-bags.

### **#5: MICRO-COMMUNITIES and PHONE TREES**

Now that we've discussed your plans with your immediate family and household members, let's consider your neighborhoods. First create a micro-community group that consists of no more than a dozen households. Collect information from each household (see #3). Note medical professionals, construction workers, mental health counselors, and search & rescue teams. Also include people or pets that will need help evacuating. Select the micro-community leader who will be responsible for making sure that all 12 households are informed, prepared, and evacuated should there be an emergency.

The micro-community leader can set up a Phone Tree by selecting 3 reliable volunteers to reach the households quickly. These 3 volunteers then contact 4 of the other families in the neighborhood and report back to the volunteers, who in turn report back to the micro-community leader. If there any dead ends (no contact or responses), then volunteers will go to the house to assess the situation and leave notification of the emergency. The micro-community leader will communicate with the local fire department, American Red Cross, and medical team (hospitals, doctors, paramedics, EMTs) to get support for the micro-communities, and will be the command center until the fire department or other emergency medical professionals arrive. Using available resources, the micro-community leader will direct evacuation routes.



# Micro-Community:



|  |   |
|--|---|
| <b>LEADER NAME</b> _____<br>Address _____ Email _____<br>Cell _____ Landline _____<br>Propane Tank Location(s) _____<br>PG&E Meter Location(s) _____<br>Fire Dept. Water Tank Valve _____ Non-Ambulatory _____<br>Kids _____ Pets _____ Livestock _____ Others _____<br>Skills/Certs/Equipment _____ | <b>Name</b> _____<br>Address _____ Email _____<br>Cell _____ Landline _____<br>Propane Tank Location(s) _____<br>PG&E Meter Location(s) _____<br>Fire Dept. Water Tank Valve _____ Non-Ambulatory _____<br>Kids _____ Pets _____ Livestock _____ Others _____<br>Skills/Certs/Equipment _____ |
| <b>Name</b> _____<br>Address _____ Email _____<br>Cell _____ Landline _____<br>Propane Tank Location(s) _____<br>PG&E Meter Location(s) _____<br>Fire Dept. Water Tank Valve _____ Non-Ambulatory _____<br>Kids _____ Pets _____ Livestock _____ Others _____<br>Skills/Certs/Equipment _____        | <b>Name</b> _____<br>Address _____ Email _____<br>Cell _____ Landline _____<br>Propane Tank Location(s) _____<br>PG&E Meter Location(s) _____<br>Fire Dept. Water Tank Valve _____ Non-Ambulatory _____<br>Kids _____ Pets _____ Livestock _____ Others _____<br>Skills/Certs/Equipment _____ |
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# Micro-Community Phone Tree



|                |                          |
|----------------|--------------------------|
| LEADER _____   | Cell _____               |
| Address _____  | Ham Radio Operator _____ |
| Skills _____   | Non Ambulatory _____     |
| Children _____ | Pets _____               |

|                      |
|----------------------|
| Volunteer _____      |
| Cell _____           |
| Address _____        |
| Skills _____         |
| Non-Ambulatory _____ |
| Children _____       |
| Pets _____           |

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| Volunteer _____      |
| Cell _____           |
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| Skills _____         |
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| Children _____       |
| Pets _____           |

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| Volunteer _____      |
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|----------------------|
| Name _____           |
| Cell _____           |
| Address _____        |
| Skills _____         |
| Non-Ambulatory _____ |
| Children _____       |
| Pets _____           |



# Micro-Community Disaster Plan & Information

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## Fire Prevention



### #6: FIRE PREVENTION

#### Within Your Home:

- Install smoke detectors/alarms and test once per month
- Maintain a fire extinguisher on every level of your house and in the kitchen, near fireplace/wood-burning stoves, and in the garage
- Set alarm when heating a pan so you don't forget it's on
- Clean dryer ducts
- Clean heating ducts
- Use and maintain appropriate extension cords
- Store flammable liquid properly (ventilated space away from sparks and sunlight)
- Place candles on ceramic/glass bowls large enough to hold all liquid wax
- Use metal fire screen in front of fireplace to prevent flying embers

#### Around Your Home:

There are 2 defensible spaces to consider when evaluating your home.

#### ***Defensible Space Zone 1: Out to 30 feet from building***

- Remove all dead plants, grass and weeds
- Clean rain gutters (leaves, pine needles)
- Trim tree limbs up to 10 feet from ground and other trees
- Remove tree branches that hang over roof, decks, and chimneys
- Move wood piles to Zone 2 or further away
- Remove flammable plants near windows and decks
- Move wooden patio furniture and play structures to Zone 2

#### ***Defensible Space Zone 2: Out to 100 feet from building***

- Cut or weedwhack grass down to maximum 4 inches
- Remove fallen leaves, twigs, and small branches over 3 inches in depth
- Create horizontal spacing between shrubs (2-4 times the height) and trees (10-20 feet between)
- Create vertical spacing between grass, shrubs and trees (3 times the height of the shrub, and 6-foot minimum clearance from ground to first branches)

<https://www.readyforwildfire.org/prepare-for-wildfire/get-ready/defensible-space/>





# Micro-Community Disaster Plan & Information

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## Fire Prevention



### **In Your Neighborhood:**

If you're doing all you can to protect your home but your neighbors are not, have a block party or meeting to layout plans to work together to protect everyone. After all, your house could go up in flames regardless of how many hours you've spent shoring it up. There are grants and other funds available to prevent wildland fires; check with your local fire department, CalFire and Resource Conservation District for your county. Check to see if you have a free wood chipper service to help chip tree branches to create the defensible 6-foot space for all of your trees.

### **#7: COMMUNICATION SIGNAGE**

#### **Before the Disaster:**

Keep these signs in a place that people can see from the road or driveway. You won't have enough time to search for this in an emergency. Place 2 band-aids with each sign so you can use them to post the sign in a window.

#### **After the Disaster:**

Determine whether everyone in your household is okay or needs help. Post the sign with **"HELP"** or **"OK"** facing the street using the 2 band-aids. Make sure the sign is easily visible to emergency personnel.



Micro-Community  
Disaster Plan  
& Information  
Communication



EMERGENCY



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Communication

