

# Evacuation Checklist

If you are asked to evacuate due to an emergency, use the following list of items as a suggestion of what to take with you, along with your Emergency Supply Kit:

- \_\_\_\_\_ **Cash & Credit Cards**
- \_\_\_\_\_ **Important Documents:**
- \_\_\_\_\_ **Social Security Card**
- \_\_\_\_\_ **Drivers License**
- \_\_\_\_\_ **Passport**
- \_\_\_\_\_ **Medical Records**
- \_\_\_\_\_ **Insurance Information**
- \_\_\_\_\_ **Change of Clothing**
- \_\_\_\_\_ **(For each family member)**
- \_\_\_\_\_ **Personal Hygiene Items:**
- \_\_\_\_\_ **Toothbrush & Toothpaste**
- \_\_\_\_\_ **Shampoo** \_\_\_\_\_ **Lotion**
- \_\_\_\_\_ **Soap** \_\_\_\_\_ **Deodorant**
- \_\_\_\_\_ **Kleenex and toilet tissue**
- \_\_\_\_\_ **Family Photos**
- \_\_\_\_\_ **Baby Items:**
- \_\_\_\_\_ **Diapers** \_\_\_\_\_ **Formula**
- \_\_\_\_\_ **Baby Food**
- \_\_\_\_\_ **Change of Clothing**
- \_\_\_\_\_ **Special Needs Items:**
- \_\_\_\_\_ **Wheelchair** \_\_\_\_\_ **Medication**
- \_\_\_\_\_ **Pet Care Items:**
- \_\_\_\_\_ **Identification** \_\_\_\_\_ **Immunizations**
- \_\_\_\_\_ **Carrier/Cage** \_\_\_\_\_ **Leash/Muzzle**
- \_\_\_\_\_ **Food**

# Family ready plan:

Your family may not be together when an emergency occurs, so plan on how you will contact one another and review what you will do in different situations. Fill this plan out with your family. Make copies for everyone to keep on hand and in a visible location at home.

Out-of-State Contact

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Family Members

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

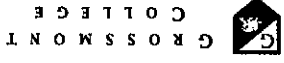
Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Name: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

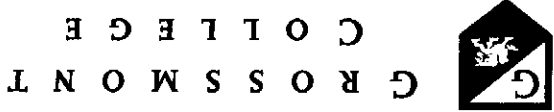
Where to go in an emergency

Home Address: \_\_\_\_\_  
 Home # \_\_\_\_\_  
 Cell # \_\_\_\_\_

Neighborhood \_\_\_\_\_  
 Meeting Place \_\_\_\_\_  
 Regional \_\_\_\_\_  
 Meeting Place \_\_\_\_\_



Grossmont-Cuyamaca Community College District  
 Governing Board Members:  
 Rick Alexander; Gregg Barr; Bill Garrett;  
 Mary Kay Rosinski; Deanna Weeks  
 Student Members:  
 Christopher Enders; Charles Taylor III  
 Chancellor: Cindy L. Miles, Ph.D.  
 Grossmont College President: Sunita Cooke, Ph.D.



**10 Ways you can be  
 Disaster Prepared**



Information provided by  
 California Governor's Office  
 Of Emergency Services

# Take Action Today

## 1. Identify your Risk

What are the hazards where you live and work? Find out what natural or human caused disasters pose a risk to you. Do you live or work in a flood plain, near a major earthquake fault or in a high fire danger area? Are you prepared for an unexpected human-made disaster that can strike at any time? Does your neighborhood or community have a disaster plan?

- Get the number of your local Office of Emergency Services (OES) or contact your local chapter of the American Red Cross and get informed.
- Check with your insurance company to see if your home is in a high risk area for fire, flood or earthquakes. Make sure your insurance coverage is up-to-date on an annual basis.

## 2. Create a family disaster plan

Where to meet if you have to evacuate. Designate a meeting place outside your home where family members can go. Have a backup meeting place in your neighborhood in case your first rendezvous point is inaccessible. Make sure your children's school and day-care providers or caregivers have a disaster plan and that they schedule annual "disaster drills" with parents to ensure your children's safety. Call your local OES office to learn of suggested meeting places in your community.

- **Who you've identified as the out-of-state friend to be your "family contact"** for everyone to check-in with - it is often easier to call long-distance following a disaster.
- **How to get important information in your community** and how to talk to family members should you become separated. To be fully informed:

Know what your area's emergency alerting radio station is. Make sure to have a portable radio with extra batteries so your family has access to important information about emergency response and efforts in your community.

Keep a touch-tone phone that does not require plugging into an electric outlet. Include the proper cord that can plug into a home phone jack. After a disaster cell phones and wireless phones may not be working.

If you are able, use your touch-tone phone to call your out-of-state contact. Try to be brief and to the point when contacting family members. Phone lines are valuable communication channels for emergency response teams.

If you are in your car, find a safe place to pull over and stay in your car. Turn on the car radio to gain important information about where to go and what to do.

## How to take care of your family pets.

Store food and water for them in your disaster supply kit, keep their tags up-to-date, and call your local OES office to gain information on how and where you can temporarily shelter your pets during and after a disaster.

## 3. Practice your disaster plan

After you have sat down with your family and written your plan — practice it. Start by having family members meet at a designated spot outside your home — like you would after a fire or after the shaking stops. Know how to respond in the event of any disaster — whether to stay put indoors, or whether to evacuate your neighborhood by car. If your family needs to evacuate, know the proper evacuation procedures and routes as determined by your local OES Office.

## 4. Build Disaster Supply Kit for your Home and Car

- If you are stranded in your car or have to be self sufficient at home until help arrives, you need to have a disaster kit with you. Your home disaster supply kit should have at least the following items and be kept in containers that can be easily carried or moved such as backpacks, plastic totes or wheeled trash cans. Carry a smaller kit in your car:
  - Have at least a 3-day supply of non-perishable and canned food and water for all family members. Replace water every six months. Don't forget to restock food items.
  - First Aid Kit.
  - Battery-powered flashlight and portable radio with extra batteries. Replace batteries on a regular basis.
  - Change of clothing and footwear, and one blanket or sleeping bag for each family member.
  - Extra set of car keys, and a credit card and cash.
  - Extra medications.
  - Sanitation supplies (soap, cleaning supplies, shampoo, toilet tissue, etc).
  - An extra set of prescription glasses.
  - Keep important family documents in a waterproof container.

## 5. Prepare your children

Talk to your kids about what the risks are and what your family will do if a disaster strikes. Practice your family disaster plan every six months. Empower your children to help write the family plan, build the disaster supply kit and lead the drills. The more informed and involved your children are in a disaster planning, the more prepared they will be.

## 6. Don't forget those with special needs

Infants, seniors and those with special needs must not be forgotten. Make sure that supplies for your infant are in your kit and that you have items such as medications, oxygen tank or other medical supplies that seniors or persons with disabilities may need. Be sure that you have enough special needs supplies for at least 3 days. Be sure that the assisted living facility where a family member resides has a disaster plan and that you know what it is.

## 7. Learn CPR and First Aid

Contact your local chapter of the American Red Cross today and get trained on basic first aid and CPR. Your training could save the life of a loved one or neighbor following a disaster.

## 8. Eliminate hazards in your home and workplace

You must secure the contents of your home or office to reduce hazards, especially during a shaking from an earthquake or an explosion. Strap down large electronics, secure cabinet doors, anchor tall furniture, and secure overhead objects such as ceiling fans and pictures. If you live in a high fire danger area, also take the necessary steps to protect your home against wildfires. Find out how to make your home fire safe by contacting your local fire department or California Department of Forestry and Fire Protection facility.

## 9. Understand post 9/11 risks

In the event of chemical or toxic exposure—or bombs and explosives—do not panic.

- If you hear an explosion, take cover under a sturdy table or desk, away from falling items. Then exit as quickly as possible.
- If there is a fire, stay low, cover your nose and mouth with a wet cloth, and seek a safe escape route, away from heat or flames.
- If you are trapped in debris, cover your mouth with a handkerchief or clothing to avoid breathing dust. Whistle to alert rescuers or tap on a pipe or wall. Don't shout and conserve your energy.
- If you think you have been exposed to any chemical or biological substance, contact a physician or medical clinic as soon as possible.

## 10. Get involved, volunteer, bear responsibility

Donate blood, join a local Community Emergency Response Team (CERT) by contacting the California Service Corps, educate your neighbor, volunteer today by joining your local American Red Cross, Fire Safe Council and other volunteer organizations in your area. Whatever you do to take part, get involved and bear responsibility for our state.