



City & County of San Francisco

The best time to prepare for an emergency is before it happens. Print out this checklist and keep a copy in an easy-to-reach location for immediate reference.

After a major disaster, it is unlikely that emergency response services will be able to immediately respond to everyone's needs, so it's important to be prepared to take care of yourself and your family. Plan to be on your own for at least the first 72 hours (3 days).

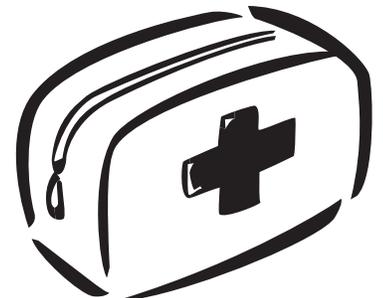


## MAKE A PLAN

Talk with your family about potential disasters and why it's necessary to prepare for them. Involve each member of your family in the planning process. By showing them simple steps that can increase their safety, you can help reduce their anxiety about emergencies.

### The following steps will help you prepare for any emergency:

- Make a household/family plan and involve all key people in planning.
  - When planning, consider the special needs of children, seniors or people with disabilities, family members that don't speak English, and pets.
- Designate an out-of-area contact person. Instruct family members to call this person for situation updates
  - Select someone that is far enough away not to be affected by the same emergency. (Long distance phone service is often restored sooner than local service.) Give the person the contact information of the people you want to keep informed of your situation.
- Duplicate important documents and inventory valuables in writing and with photographs or video. Keep copies off-site, either in a safety deposit box or with someone you trust.
  - Documents may include: passport, drivers license, social security card, wills, deeds, financial statements, insurance information, marriage license, and prescriptions.
- Make your home safe.
- Put together a disaster supply kit and have supplies for yourself and your family for at least 3 days following a disaster.



### Prepare Your Family

- Make sure everyone knows where to find your disaster supply kit and Go-bags.
- Have a flashlight and a pair of shoes under everyone's bed in case there is an earthquake during the night.
- Determine the best escape routes from your home. Try to identify two escape routes.
- Plan where to meet after a disaster if your home becomes unsafe. Choose two places, one just outside your home and one outside your neighborhood in case you are told to evacuate.
- Be sure your vehicle's gas tank is always at least half full.
- Make sure each member knows who your family's out-of-state contact is and instruct them to call this person and tell him/her where they are.
- Locate the gas main and other utilities and make sure all family members know when and how to turn them off.
- Teach each member of your family how to use a fire extinguisher.
- Practice your evacuation routes, Drop, Cover & Hold and Stop, Drop & Roll drills.
- Create emergency contact information cards for each of your family members.

**Practice Home Evacuation Drills!**