



Preparedness and Take-Home Materials (English)

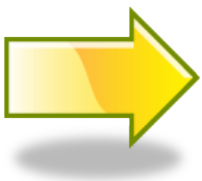
Thank you for joining schools and districts throughout Southern California as we get ready for the “Big One” this November!

November 13, 2008 | Region-wide Earthquake Drill

Congratulations on your school's participation in the *Great Southern California ShakeOut*, the largest earthquake drill in U.S. History, on November 13, 2008. Team SAFE-T provides no-cost emergency preparedness curriculum and take-home materials to K-12 schools in California. The enclosed materials will allow you to:

What's inside?

- Provide your school with parent information that includes relevant and easy to-read earthquake preparedness and take-home materials;
- Provide fun and age-appropriate education materials for students and their families;
- Alter templates to fit your school and offer information in both English and Spanish;
- Find helpful links and resources to get more information on all types of disaster preparedness.



**access the full Team SAFE-T program at:
www.teamsafe-t.org**

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Templates

For Administrators, Teachers and Staff:

[Insert Date]

Dear Parents(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priorities. To provide schools an opportunity to practice emergency response procedures, the Superintendent of Schools has asked all students and staff to participate in a District-wide emergency preparedness drill on **Thursday, November 13, 2008**. Please be advised that students will be dismissed at the regular time on this day.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. As part of the drill, the students and staff will participate in the activation of our school's Safe Schools Plan. Please note that in the case of an actual emergency, students will only be released to the parents and/or other adults listed on the student's Emergency Card, so please ensure that this card has updated and accurate information.

Prior to the drill, please discuss with your child your family's home preparedness plan. Several resources are available to help you prepare. Team SAFE-T has outstanding materials. You can obtain Team SAFE-T materials in English or in Spanish from their web site: <http://www.teamsafe-t.org> or by calling the office at (310)777-0092. The CA Office of Emergency Services also has valuable information on first aid, CPR and home preparedness (www.oes.ca.gov).

If you have any questions or need further information, please do not hesitate to call our school office at *[your school's telephone #]*.

Sincerely,



(Date)

Dear Parent/Guardian,

In our classroom, we are studying home, classroom, and community safety and preparedness.

Over the next few days, your child will bring home information and assignments that reinforce the classroom learning. Please help your child with these disaster preparedness assignments.

Understanding the causes of natural disasters and knowing what to do if one occurs will help you and your family be prepared.

If you have access to a computer, please log on to www.teamsafe-t.org for a complete list of items needed for your disaster supply kit and other supporting documents to assist you in being prepared.

Let's work together for safety.

Thank you.

(Teacher's signature)

Preparedness Materials

For Parents, Families, Community
Members and Staff:



Common Myths about Earthquakes

MYTH: If there's an earthquake, I'll head for a doorway or the outdoors. These are my best options.

FACT: Never stand under a doorway during an earthquake. The door might hit you causing greater bodily harm. And, never head for the outdoors where falling wires and other debris can hit you. The best option is to hide under a desk or a table that covers your entire body and is located away from windows. Be sure to hold the table down as best as possible and cover your head.

MYTH: If an earthquake happens at night, the first thing I need to do is check on other family members who might be sleeping.

FACT: If you are in bed when an earthquake happens, stay put! Protect your head with a pillow and wait until the shaking stops before you get up to check on others.

MYTH: If I'm trapped, the best thing to do is yell and scream. Otherwise, people won't know where I am.

FACT: If you're trapped under a building, never scream or yell. You could inhale dangerous toxins that have been released – many of which are not visible to the naked eye. Try tapping on a wall or using an emergency whistle to notify rescue teams that you are trapped.

MYTH: I don't need to learn about emergency preparedness – my kids will learn about it in school.

FACT: Preparedness is critical for everyone, and we can't rely on schools alone to train us on how to be safe. Schools only have so much time and budget to teach the things they already do. This is one of the many things we're trying to change across the country. Team SAFE-T (School and Family Emergency Training): A California Partnership for Safety and Preparedness is an alliance of public and private organizations dedicated to integrating safety and preparedness in schools throughout California. Not only will it help kids to be better prepared, the program's take-home materials also will help parents get involved so the whole family can be ready for an emergency. To learn about the Team SAFE-T program, send an email to support@teamsafe-t.org or call toll free at 1-866-71 SAFE-T.

In the meantime, to ensure your family is ready for a disaster, everyone needs to work together on learning the steps to take in an emergency.

MYTH: I can get all the preparedness information I need for free off the Internet.

FACT: There are a lot of free sources that contain some really good information, however, you should pick your sources carefully. Visit www.teamsafe-t.org for information and links to credible emergency preparedness organizations.

MYTH: If something really bad happens, NO one will help.

FACT: There's no such thing as “no one helping.” Though help can only go so far and be there so quickly, some help will come at some time to those who truly need it. The best thing people can do to help themselves and to help others is to prepare their families so they need as little outside help as possible. By being as self-sufficient as possible, you can help free up assistance resources to help those who are the most critically injured.

MYTH: I need to stockpile water for use in an emergency.

FACT: There are a number of drinking water sources in your home already, including:

- The toilet tank – provided it doesn't contain chemical cleaners.
- The spout on your water heater – if you're concerned the water is too dirty, just add 1/8 teaspoon chlorine bleach for every gallon and the water will be clean.
- The water in canned fruits. If you get desperate enough, drink the water. Just be sure to stay away from salty foods.

Visit www.teamsafe-t.org for information and links to credible emergency preparedness organizations.



What Communities Should Know: Earthquakes

Earthquake season is year-round in the state of California. The more prepared the entire community is in the event of a disaster, the more advantages we all have rebounding from future catastrophes. Every family needs to:

- Prepare:
 - A **Family Disaster Supplies Kit** that includes enough of the following items to last your family to 3-5 days:
 - Water: 1 gallon (4 liters) per person per day for drinking and washing
 - Food: packages, canned, dried food that will not spoil; serving utensils non-electric can opener
 - Medical needs: essential medications, a list of medicines and dosage amounts and first aid kit (gauzes, and antiseptic) and handbook.
 - Tools: Battery-powered radio, flashlights, extra batteries, and basic tools
 - Sanitation: Soap/hand cleaner, cleansers, plastic bags, bleach, toilet paper.
 - A **Grab and Go Pack** that includes extras of medications, and copies of family and tax documents, and a short list of key or sentimental items to take.
- Plan:
 - Create an Evacuation Plan with **two escapes routes** from your dwelling and neighborhood (include contingencies (e.g. night vs. day, car vs. foot)
 - An **Emergency Meeting Place**, in case an evacuation takes place during the day and family members are dispersed.
 - Discuss a **Family Contact Plan**, with names and daytime phone numbers of family members, neighbors/relatives and out-of-state contacts and designate a “**family point person**” whom all family members call or text during emergencies.
- Practice:
 - Discuss each plan and drill regularly. Each and every member of the family should know what they are to do and to expect others to do in times of emergency. When shaking starts, **DROP**, seek **COVER** and **HOLD ON** to something secure.
 - Regularly **check smoke detectors**, **tie-down heavy objects** and clear and secure water heaters in your dwelling.
- Working together with the California Governor’s Offices of Emergency Services, Homeland Security and your local emergency responders, Team SAFE-T is committed to encouraging students, families and community members to bear responsibility for personal safety, and the safety of our communities.
- For more information on how to prepare and plan for emergencies in your home or community, and mitigate earthquake hazards and **SECURE** your **SPACE** please visit the California Office of Emergency Services Web site (www.oes.ca.gov) or the Team SAFE-T Web site (www.TeamSAFE-T.org) to access evacuation plans, checklists, and resources available in your area.



FAMILY DISASTER KIT CHECKLIST

Following is a list of the *essentials* for what you will need to create your own home disaster kit. You might be surprised to see that most of the items are things you already have. Even if you have everything on this list, now is the best time to organize everything so it is all together when you need it. Medications change, babies arrive, new pets join the family and people move. Check and update your water, food, batteries, medications and contact phone numbers at least once a year.

- Cell Phone, charger (there are also emergency crank or battery powered cell phone chargers) and headset so you can talk hands free.
- Bottled water (1 gallon per person per day for drinking, plus an additional gallon for teeth brushing, bathing, cooking, etc.).
- Battery-powered radio with extra batteries.
- Flashlight **and** batteries.
- Keep your vehicle fueled up. Get in the habit of not letting your gas tank get below half full. In an emergency, when it may be difficult or impossible to get fuel, you will be very thankful you have it.
- Dry and canned foods **and** can opener (make sure the canned and packaged foods don't have too much salt – they will make you more thirsty and with limited water around, that isn't the best thing).
- Disposable eating utensils, dinnerware and cooking tools.
- Baby needs, including diapers, wipes and food.
- Pet needs, food, water, collar and leash.
- Medical supplies, including prescription medications, eyeglasses, contacts, etc.
- Toilet paper, paper towels, hand sanitizer and feminine needs.
- Trash bags.
- Soap and toiletries.
- Scissors and tweezers.

- Utility knife.
- Crow bar.
- First Aid Kit including:
 - first aid instruction guide
 - bandages of various sizes and types
 - elastic wrap
 - adhesive tape
 - finger splints
 - eye pads
 - sterile dressings
 - gauze roll
 - examination gloves
 - instant cold pack
 - burn cream
 - antibacterial ointment
 - alcohol prep pads
 - hydrogen peroxide spray

- Comfortable thick soled shoes and socks.
- Whistle.
- Waterproof matches and emergency candles (do not use if you smell gas or hear a hissing sound).

<input type="checkbox"/> Duct tape.	<input type="checkbox"/> Emergency contact numbers.
<input type="checkbox"/> Rope.	<input type="checkbox"/> Emergency gas shut off tool.
<input type="checkbox"/> Emergency blanket.	<input type="checkbox"/> Fire extinguisher.
<input type="checkbox"/> Work gloves.	<input type="checkbox"/> Road map.
<input type="checkbox"/> Small towel or clean rag.	<input type="checkbox"/> Important personal documents.
<input type="checkbox"/> Bandana or dust mask.	<input type="checkbox"/> Comfort items - especially for children (stuffed animal, toy, cards, etc.)
<input type="checkbox"/> Change of clothes.	<input type="checkbox"/> Backpack to store important items so you can grab and go.
<input type="checkbox"/> Cap or visor.	
<input type="checkbox"/> Pen and paper.	



Emergency Preparedness Checklist

- Identify your risk.** Be aware of hazards where you live or work.
- Eliminate hazards in your home and the workplace.**
- Create a family disaster plan.** Include things like a family meeting place, out-of-state “family contacts,” places to get emergency information in your community and instructions on how to care for family pets.
- Share your plan with neighbors.** Disasters often strike entire communities not just a single home.
- Make sure your work and/or school has written emergency plans.** Get copies of each plan.
- Be sure your work and/or school conducts practice safety drills regularly.** Talk to your kids about their school's emergency plan.
- Build a disaster supply kit for your home and car.**
- Work with your school to make sure it has a first aid and a disaster supply kit in each classroom.**
- Post emergency telephone numbers by your phones.** Be sure to include local fire, police and ambulance phone numbers.
- Install smoke alarms on each level of your home, especially near bedrooms.** A smoke alarm should also be in your bedroom if you sleep with your bedroom door closed.
- Have a fire extinguisher in the home and know how to use it.** Fire departments will show you how.
- Keep your records safe.** Make two photocopies of vital documents and put one in a safe deposit box, another in a safe place in the house (such as in your emergency supplies kit), and/or give a copy to an out-of-town friend or relative.
- Know where the safe places are in your home for each kind of disaster.** Plan escape routes out of the house and, if possible, two ways out of each room.
- Make a complete inventory list of your home, garage and surrounding property to help you prove the value of your damaged or destroyed possessions.** Store a copy outside the home in a safety deposit box or with a family member or friend.
- Be sure you have adequate insurance coverage and a copy of your insurance plan.**
- Prepare your children.** Talk to your kids about what the risks are and what your family will do if disaster strikes.
- Don't forget those with special needs.** Infants, seniors and those with special needs must not be forgotten and often require special planning.
- Learn CPR and First Aid.**
- Contact your local American Red Cross to find out about training courses or programs that can help your work or school prepare for emergencies.** To contact the Team SAFE-T program you can send an email to support@teamsafe-t.org or call free at 1-866-71 SAFE-T.
- Get involved, volunteer, bear responsibility.** Donate blood, join a local Community Emergency Response Team (CERT), educate your neighbors or volunteer with your local American Red Cross.

Take Home Materials

For Students and Parents:



Name: _____
Date: _____

For HOME DRILL AND CHECKLIST

	<p>▶ DROP – Drop down to the floor.</p>
	<p>▶ COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.</p>
	<p>▶ HOLD ON- If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.</p>

Directions: Check **yes or no** for each of the following questions. Skip questions that are not applicable to your home. Go back and circle all of the “NO”s, which identify the potential hazards. For each “NO”, talk to your parent or guardian about ways in which to eliminate the hazard. Write a paragraph describing the steps your family plans to take to eliminate the hazard.

YES	NO	
		Are beds placed so that they are not next to large windows, hanging lights, heavy mirrors, or framed pictures and not below shelved with heavy objects?
		Are hanging plants, lights, mirrors, and pictures hung with closed hooks and attached to wall studs?
		Are heavy objects and breakables secured in latched cabinets or placed on the floor?
		Are household cleaning products stored on lower shelves?
		Are all cupboards and cabinets secured with strong latches?
		Are flammable items stored away from heat sources?
		Is the water heater attached to wall studs?
		Are heavy objects stored away from exit routes of your home?
		Are objects on wheels blocked so they cannot roll?
		Are bookshelves, entertainment centers, air conditioners and other kinds of tall, heavy furniture attached to wall studs?

Graphic SOURCE: National Fire Protection Association <http://www.riskwatch.org/RWND/earthquake.html>

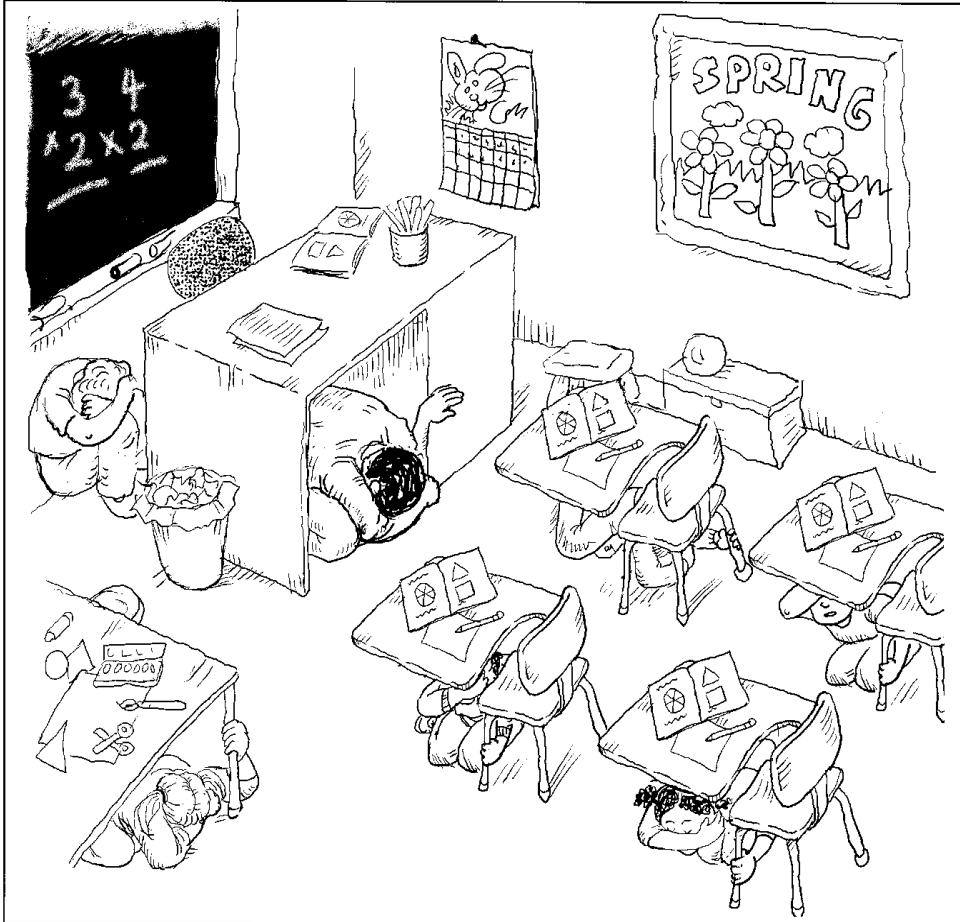


Activity Sheet 17

Drop, Cover, and Hold On

Name _____

Directions: Color the pictures of what you should do during an earthquake and practice how to Drop, Cover, and Hold On with your family.



Get under a desk or table. Lean your face against an arm. Hold on to a leg of the desk or table.



American Red Cross
Together, we can save a life

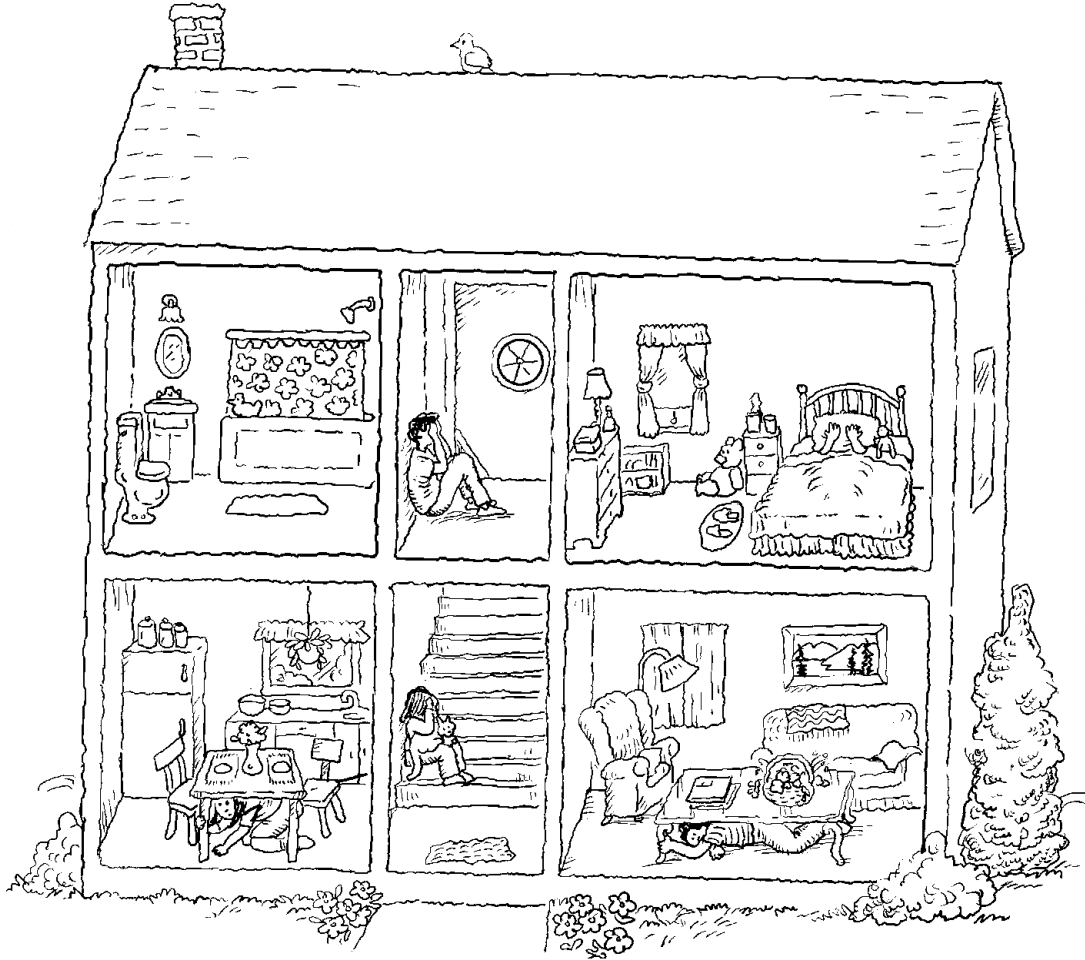
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Activity Sheet 17

Drop, Cover, and Hold On

Page 2



Together, we can save a life

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Family Contact Plan

Family members are not always together when an emergency occurs, but your family can get back together if you have a plan. Be sure that every member of your family knows where to meet and whom to call. Choose emergency contacts that everyone knows and can easily reach. Do not forget to let the contacts know that members of your family may call them in an emergency.

Directions: Fill out this sheet with the members of your family. (Return the completed sheet to your teacher. Your teacher will review it and send it back home with you.)

Set up two family meeting places:

1. One right outside the building in case you need to leave your home in an emergency, such as a fire. (For example, your meeting place could be at the street light in front of your home, under the tree with the tire swing, next door at the Smith's front gate.)

Meeting place 1:

2. One outside of your neighborhood in case you cannot get back home when a disaster happens. (For example, your meeting place could be at your grandparents' house across town, in front of the library in the next neighborhood.)

Meeting place 2:

Designate an out-of-town contact.

(It is often easier to call long distance than within the same area during an emergency.)

Name _____

Telephone number (___) _____

Family Emergency Contacts List

Family members work numbers

Neighbor's or relatives name and phone number

In-Town meeting place

Out-of-town contact's name and number

Keep a copy of this list in a handy place at home. Keep a copy of this list with your Family Disaster Supplies Kit. Review this list periodically to keep it up to date.



Escape Routes

Draw a floor plan of your home. Mark two escape routes from each room. Make sure that your entire family understands the drawings. Post a copy of the drawings at eye level in every room of your house.

Establish a place to meet in the event of an emergency. Record the location and the specific evacuation route directions in the space provided.

WHERE TO MEET...

Outside the immediate area	(For example, the neighborhood grocery store parking lot) _____ _____
Fire Dept. Phone Number	_____ _____ _____

MAP



School Map Overview

EVACUATION ROUTE: From your classroom to the designated area.