

POWERED & PREPARED



Personal Preparedness Plan

INSTRUCTION BOOKLET



A free program providing emergency planning and resources for people with disabilities and older adults in Marin County.

Act Now. Make a Plan!

Visit us online or call and get started on being prepared today:

MARINCIL.ORG/PREPARE • 415-459-6245 x12

How To Use This Booklet

While disaster preparedness planning can feel overwhelming, it actually can be very simple: your personalized preparedness plan is a way to create safe alternatives for yourself in the event of an emergency.

We've provided this instruction booklet to help every Marin County resident undertake this important work to strengthen our individual and collective resiliency.

There is a second companion piece, what we call the Personal Preparedness Plan Workbook (or workbook), that is intended for you to collect all of your important information and keep it in a place that is safe, memorable, and convenient when you may need it.

If you need a free workbook or would like any additional copies, please contact **415-459-6245 x12** at Marin CIL and they can be mailed to your home free of charge.

You may, however, follow the below steps without the workbook and record your information digitally or in another format; whatever works best for you is most likely something that you will refer to and remember to use. Making a plan in advance of a disaster is the most important thing and Marin CIL is here to help you do that.

The image shows three overlapping document covers. The frontmost cover is the 'Personal Preparedness Planning Workbook', which has a white top half with the 'POWERED & PREPARED' logo and a blue bottom half with the title. Behind it is the 'Important Medical & Health-Related Information' form, which includes fields for medication, physician, insurance, and birth information. The rearmost cover is the 'Emergency Allies' form, which includes fields for contact names and details. All three documents feature the 'POWERED & PREPARED' logo and contact information.

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MARIN CIL
Free emergency planning and resources
for people with disabilities and older adults in
Marin County.

Personal Preparedness Planning Workbook

MARINCIL.ORG/PREPARE
415-459-6245 x12

Important Medical & Health-Related Information

of your medication(s), disability-related supplies, equipment, and anything else you need daily and you to stay independent. It is important to fill out this information correctly. The information will be used to be with your health in case of emergency.

Physician: _____
Number: _____
Insurance Provider: _____
ID / Policy Number: _____
Birth: _____
pe: _____

Emergency Allies

It is recommended that you share your plan with three contacts.

Contact's Name: _____
Contact's Details: (Phone, Email, etc.) _____

Contact's Name: _____
Contact's Details: (Phone, Email, etc.) _____

Contact's Name: _____
Contact's Details: (Phone, Email, etc.) _____

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Step 1: Prioritize Health Needs and Create Lists

Create lists of your medication(s), disability-related supplies, and/or equipment, and anything else you need daily and will enable you to stay independent. This information is helpful for your trusted allies, first responders, and shelter staff.

Use the Powered & Prepared Workbook (Page 2 & 3) to list important Medical & Health-Related information.

Actions:

- Make a list of all your medications, their use, and dosage. Include where you keep medications.
- Include information that you may need during an emergency such as:
 - » Primary Physician
 - » Phone Number
 - » Health Insurance Provider
 - » Member ID / Policy Number
 - » Date of Birth
 - » Allergies, Health Conditions, and/or Sensitivities
 - » Or any other medical information people need to know
- Make a list of necessary equipment. For example, list equipment to help you hear (like hearing aids), to see (like glasses), or get around (like a walker or wheelchair). Also, list oxygen equipment and other devices that you rely on.

Use It:

- Make several copies. Keep a copy on hand and give them to your allies and let other contacts know where to find it. If possible, have the details on your phone through an app or other means.

Step 2: Create Emergency Supply Kits

An emergency or disaster waits for no one and can occur anytime, anywhere. You may be at home, at work, on vacation, or just out and about. Keeping important items with you is key to successful emergency planning. Use this plan's checklist to assemble your kit of important items you will need.

Use the Powered & Prepared Workbook (Page 4 & 5) to create your Emergency Supply Kits Checklist.

Actions:

- *Have emergency kits available in different places:*
 - » In your home
 - » In your car or to carry with you
 - » In your office
- *Suggested items to include in your emergency kit:*
 - » Evacuation Routes
 - » Credit Cards, Cash, or Checks
 - » Copies of Important Documents (birth certificates, passports, etc.),
 - » List of Important Phone Numbers
 - » Supply of Medications
 - » First-Aid Kit
 - » N95 Mask
 - » Sturdy Shoes & Extra Change of Clothes
 - » Smaller Medical Devices (dentures, hearing devices, extra eyeglasses, etc.)
 - » Larger Medical Devices (walker, cane, wheelchair, etc.)
 - » Cell Phone Charger (Extra battery if available.)
 - » Extra Set of Car & House Keys
 - » Pet & Service Animal Supplies (Food, water, medication, carrier, leashes, etc.)
- *Suggested items when in your home for extended time during an emergency:*
 - » 3-Day Supply of Non-Perishable Food
 - » 3 Gallons of Water per Person
 - » Battery-Powered Radio
 - » Flashlight
 - » Can Opener
 - » Extra Batteries & Battery Backup for Equipment
 - » Candles & Lighter/Matches
 - » Wrench or Pliers (To turn off gas utilities.)
 - » Card/Board Games (For entertainment.)

Step 3: Find Three Trusted Allies and Share Your Plan

Identify three people who will become your trusted allies. Do not depend on only one person. People work different shifts, take vacations, and are not always available.

Use the Powered & Prepared Workbook (Page 6 & 7) to list your Emergency Allies.

Your Three Trusted Allies:

- Will check in on you during emergencies.
- Are available for you to communicate with before, during, and after a disaster or emergency to ensure you're safe.
- Include both people who live close by and at least one person who lives outside the area. When selecting your allies consider coaches, childcare providers, friends, relatives, and neighbors on shared evacuation routes. Ask one out-of-state friend or relative to be your trusted ally.

Actions:

- Contact each ally to explain what you're asking them to do and make sure they understand and agree.
- Include as many different ways to contact each person as possible: phone numbers, emails, and home addresses. Find the best way to contact them in an emergency.
- Provide them with important health information.

Use It:

- Make several copies of your list and keep them easy to find. For example - on your refrigerator, inside the front door, in your purse or wallet, in your car glove box, saved in your mobile phone or on another electronic device.
- Share a copy with each ally.
- Put a copy in a sealed plastic bag in each of your emergency supply kits (go-bag, car kit, keep it with you kit, etc.)
- Check-in with your trusted allies often, especially on Red Flag Warning days.

Step 4: Plan How, When, and Where to Evacuate

You do not need to evacuate in all disasters. If evacuation becomes necessary due to an emergency situation, you will be instructed to leave your home and neighborhood and to seek a safe location. Shelter sites and evacuation routes will be designated. Listen to local radio and TV for emergency instructions. Take your emergency supply “go kit” with you.

Evacuation routes out of your neighborhood will depend on the type of disaster and where it is located. Know all the main routes out of your neighborhood, walk, roll, or drive them ahead of time so that you are more familiar. Many towns and cities have predetermined shelters and triage areas. Knowing you could go locally in advance of a disaster is very helpful.

Having local emergency transportation contacts is paramount if you have mobility issues or otherwise need assistance with transportation. For a catastrophic event, like a fast-spreading fire, having a trusted contact within a mile of your home is recommended. This can be a neighbor, a friend, or a family member you trust to be able to come and transport you during an emergency.

Actions:

- Make a plan for evacuation. It is important that you plan your evacuation strategy ahead of disasters. Develop a plan for yourself and your animal(s) on what to do: know when to evacuate, where to go/meeting place, and what to take with you.
- Be familiar with all possible routes out of your home or office and where to leave your neighborhood. Think about how you want to exit your home or your office and make a detailed map about where to go to meet friends, family, or your trusted allies (for home, work, or where you usually are).
- Have at least one local contact for possible transportation or evacuation assistance if needed.

Use It:

Make sure your emergency transportation contact knows any specifics about how to access your home and assist you in the event of evacuation.

Practice Your Plan:

- Practice your evacuation plan. Get familiar with it and see if anything should be changed, added, or removed.
- Make sure everybody in your plan knows the plan.

On the Flip Side:

Shelter-in-place means to take immediate shelter wherever you are to avoid harm. In the event of a chemical spill or release, you may be instructed to remain indoors and shut off outside air intake to avoid harmful fumes that may have been dispersed into the air. Listen to local radio and TV for emergency instructions. Have your emergency supplies ready.

Stay Informed, Stay Connected: Additional Steps Once You've Developed Your Plan

Prior to an emergency, it's difficult to know what to expect. Information can change rapidly or be unavailable on our preferred channels. One of the best things we can do for ourselves and our communities is to stay informed.

In the event of a power outage, for instance, our cell phones may be our only line of communication. We recommend that everyone subscribe to at least one alert system put out by public agencies. These services will alert your phone if there's an emergency, an outage, or other events that may effect you or your loved ones.



Provides up-to-date information from your local public safety departments & schools. To receive Nixle notifications, text your zip code to **888-777**.



If you live, work or go to school in Marin County, register your cell phone or VoIP number to receive emergency alerts by phone call, text, email, or a smartphone application (Everbridge) from the County of Marin. Landlines are automatically included. You can list up to five addresses such as home, work, schools, or relatives. Visit online at www.alertmarin.com.



Address Alerts notify PG&E customers and non-account holders via phone and text about an expected power shut off event at any address that is important to them. Sign up today at www.pge.com/addressalerts. PG&E account holders also can get immediate wildfire updates at www.pge.com/mywildfirealerts.

Connected & Informed: When To Pay Attention

The National Weather Service sends out alerts pertinent to Marin County through Alert Marin, Nixle, and other media called Red Flag Warnings. These are days when local weather conditions are right for extreme wildfire events and typically include a combination of hot, dry weather and sustained winds that make wildfires more likely to ignite and spread rapidly. A local Red Flag Warning means you should be aware of rapidly changing conditions as evacuation may be necessary.

Be ready! Prepare you, your family, and any pets for possible evacuation by:

- Having your emergency supply kit(s) ready to go.
- Ensuring your car has a full tank of gas (or is fully charged).
- Keeping your cell phone charged and on to receive any local emergency alerts.

Other extreme weather conditions, such as seasonal flooding, may also require evacuation. The National Weather Service issues Flood Warning alerts through Alert Marin when high water may be imminent. The above check list is the same in any possible disaster: once prepared and informed, you are more likely to safely and effectively evacuate you and your family.



Powered & Prepared is a program of Marin Center for Independent Living (Marin CIL) that ensures the readiness and safety during emergencies, regardless of physical abilities or income.

We assist people with all types of disabilities in achieving sustainable independence as contributing, responsible, and equal participants in society. Learn more about our comprehensive services including person-centered planning & care, housing preservation, advocacy, and assistance.

Special thanks to Pacific ADA Center, Cal OES, and FEMA.

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