



Neighbors Helping Neighbors Prepare



A Guide for Setting up Preparing Neighborhoods for Disasters in Palm Springs

Emergency Services Coordinator
Telephone: (760) 323-8185

Additional Emergency Preparedness Information:
<http://www.ci.palm-springs.ca.us/government/departments/fire-department>



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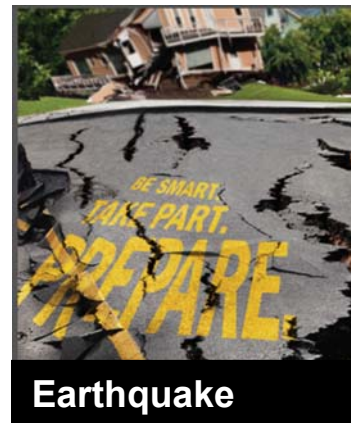


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Purpose

The purpose of *Neighbors Helping Neighbors Prepare* is to encourage people to get to know their neighbors, whether residential or business, to assist one another and the neighborhood to prepare, respond, and recover from a disaster. This program will guide a group of neighbors through the process of developing an emergency plan for the neighborhood; and educating each individual resident on how to prepare their personal emergency plan and disaster kit.

About Neighbors Helping Neighbors Prepare

The goal of this program is to build upon the momentum that the Organized Neighborhoods of Palm Springs (ONE-PS) has created to become a more disaster resilient community.

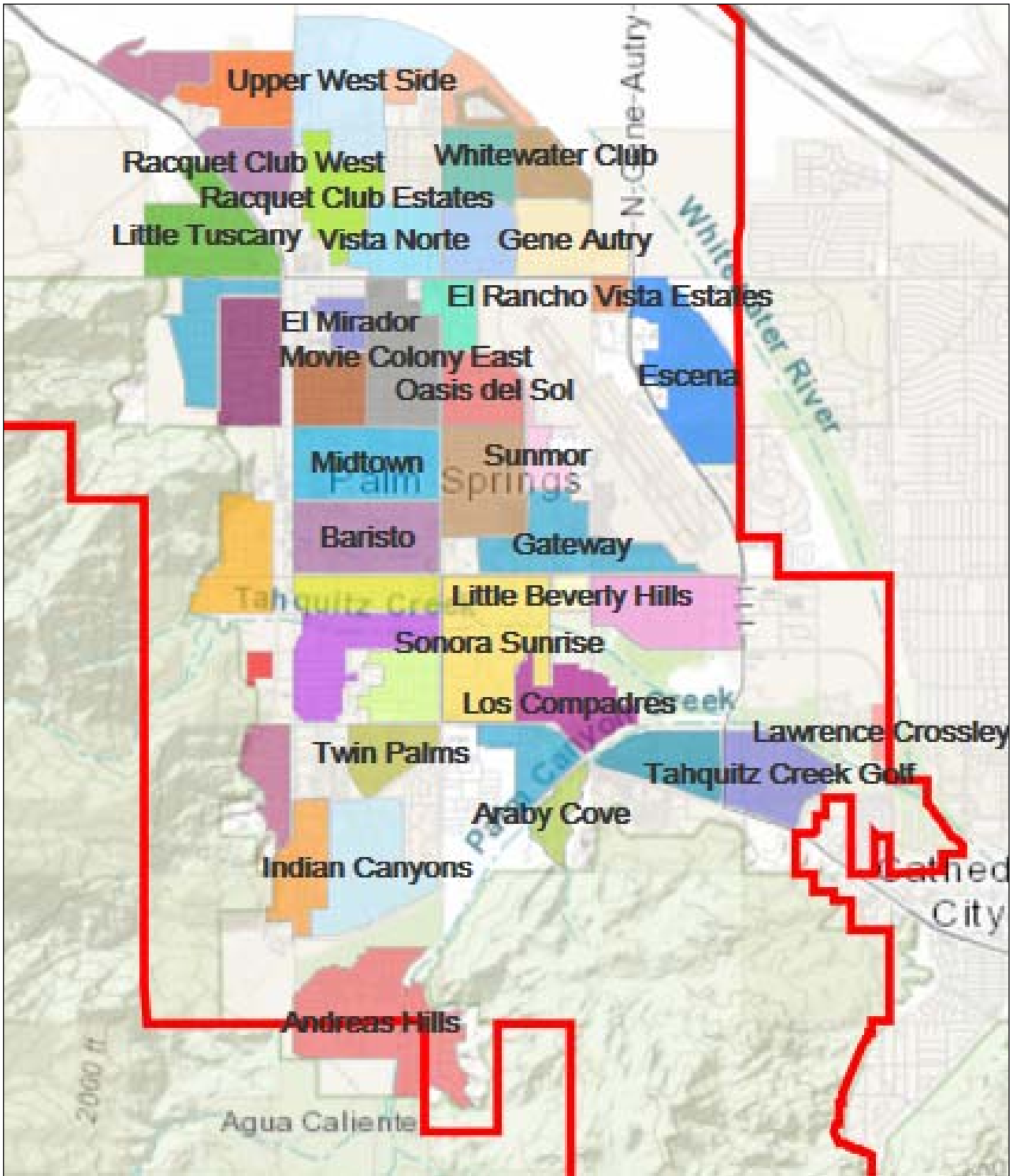
It is important that every resident in the city is prepared to be self-sufficient for at least 72 hours. By coordinating our efforts and dividing into small neighborhood teams, our preparedness objectives can be achieved. Becoming a disaster resilient community will require everyone to take our risks seriously and work with our neighbors to become better prepared.

The City has identified emergency preparedness as a very high priority. The City has taken the following actions to prepare, respond, and mitigate an emergency or major disaster: because of this, we maintain an Emergency Operations Center (EOC) with 100% emergency generator backup, satellite telephones and data system, have food and water caches for EOC staff, installed natural gas shut-off valves on all city buildings, purchased a mobile incident command vehicle and a mobile feeding kitchen, and conduct emergency operations training for key city staff. There are eight (8) large disaster containers strategically located throughout the city and they are intended to provide limited support to the neighborhood needs of rescue equipment following a disaster. The disaster containers will be a source of information from the City and a way to relay damage into information.



For our citizens, the Fire Department provides Community Emergency Response Team (CERT) and Teen CERT for the youth, training but that is not enough. Our professional responders can only do so much when confronted with a large scale disaster. We need everyone to become better prepared at home and at work. We will need to rely on each other in the initial days or weeks following an emergency or major disaster and it is through our organized neighborhoods that we can make that happen.

By instituting this program, each neighborhood will develop plans on how to mitigate known hazards in their respective neighborhoods and encourage each other to develop a home emergency plan and disaster kits. The City of Palm Springs *Neighbors Helping Neighbors Prepare* program integrates community preparedness with other successful volunteer programs in the city such as Community Emergency Response Team (CERT), RACES (Radio Amateur Civil Emergency Services), Citizens on Patrol (COP) and Neighborhood Watch to train and educate people to reduce the negative impacts of disasters such as earthquake, fire, flood, terrorism, public health, or other community emergencies.



As of March 2018



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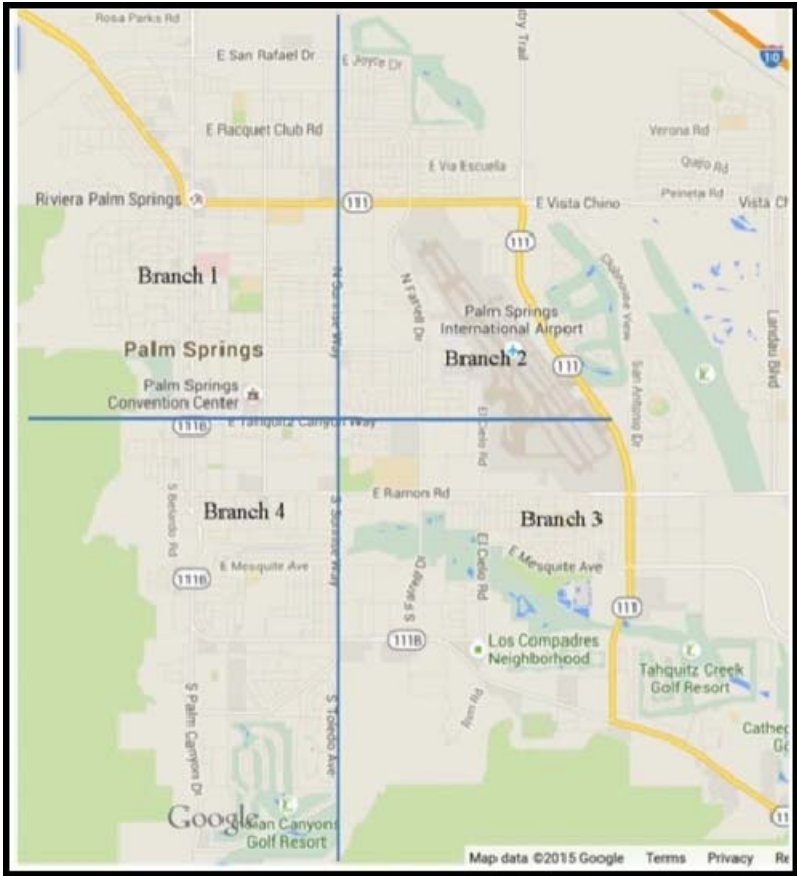
Terms and Definitions

<p>Access and Functional Needs (AFN)</p>	<p>Access-based needs: requires ensuring that resources are accessible to all individuals, such as social services, accommodations, information, transportation, medications to maintain health, and so on.¹</p> <p>Functional-based needs: refer to restrictions or limitations an individual may have that require assistance before, during, and/or after a disaster or public health emergency.²</p>
<p>CERT</p>	<p>Community Emergency Response Team. The training is 20-hours in length and provides instruction in disaster medical operations, cribbing, ICS, disaster psychology, fire extinguisher use, lifts and carries, and terrorism. The course is offered bi-annually by the Palm Springs Fire Department. There is a fee to cover a disaster kit.</p>
<p>CERT Branch Leader</p>	<p>A volunteer of the City of Palm Springs Fire Department that has completed 20-hours of CERT training, additional ICS training, assist with outreach and education, and represent a Branch in the City on the ONE PS subcommittee.</p>
<p>CERT Volunteer</p>	<p>A volunteer that is registered with the Palm Springs Fire Department and has completed the 20-hour CERT course.</p>

¹ "At-Risk Individuals," April 9, 2015, <http://www.phe.gov/Preparedness/planning/abc/Pages/atrisk.aspx> (accessed May 26, 2015)

² "At-Risk Individuals," April 9, 2015, <http://www.phe.gov/Preparedness/planning/abc/Pages/atrisk.aspx> (accessed May 26, 2015)



CERT Branch	<p>Branch 1: North of Tahquitz Canyon Way and West of Sunrise Way. Branch 2: North of Tahquitz Canyon Way and East of Sunrise Way. Branch 3: South of Tahquitz Canyon Way and East of Sunrise Way. Branch 4: South of Tahquitz Canyon Way and West of Sunrise Way.</p> 
Disaster	<p>Something that happens suddenly and causes much suffering or loss of many people.³ City resources and personnel will be overwhelmed.</p>
DC	<p>Disaster Container. DCs are stocked with a limited amount of tools and supplies for use after a disaster. Tools and non-perishable supplies must be returned to the DC after use so another neighborhood may use them. DCs are opened and managed by a CERT Branch Leader. There are eight (8) DC containers in the city.</p>
EOC	<p>Emergency Operations Center</p>
ESC	<p>Emergency Services Coordinator. Coordinates the emergency management program and CERT for the City of Palm Springs.</p>

³ "Merriam-Webster," n.d., <http://www.merriam-webster.com/dictionary/disaster> (accessed May 21, 2015)



<p>Neighborhood Preparedness Coordinator</p>	<p>Prior to a disaster</p> <ul style="list-style-type: none"> • Facilitates the neighborhood meetings • Guides the residents through the neighborhood plan • Collects information from neighbors for the Neighborhood Plan • Schedules regular meetings with residents to review and update the neighborhood plan • Maintains the primary copy of the Neighborhood Plan to share with new residents or first responders, if requested <p>After a disaster</p> <ul style="list-style-type: none"> • When feasible is first on scene after a disaster • Coordinates the completion of the Damage Assessment form, see Appendix B, see page 43. Take all the completed forms to the ONE-PS Neighborhood Liaison or Alternate. If they are not available please take the forms to the nearest DC. • Works with CERT volunteers in the neighborhood <p>Listens to AM1690 for information after a disaster</p>
<p>Neighborhood Preparedness Co-Coordinator</p>	<p>Prior to a disaster</p> <ul style="list-style-type: none"> • Fills in for the Neighborhood Preparedness Coordinator if they are not available • Co-Coordinator supports and helps the Neighborhood Preparedness Coordinator with collecting information and maintaining the Neighborhood Plan • Keeps a back-up copy of the Neighborhood Plan <p>After a disaster</p> <ul style="list-style-type: none"> • Fills in for the Neighborhood Preparedness Coordinator if they are not available • Co-Coordinator supports and helps the Neighborhood Preparedness Coordinator gather information to complete the Damage Assessment form, see Appendix B on page 43, and coordinate residents and resources. Take all the completed form to the ONE-PS Neighborhood Liaison or Alternate. If they are not available please take the forms to the nearest DC. • Listens to AM1690 for information after a disaster
<p>ONE-PS Neighborhood Liaison</p>	<p>This is current designee that represents the Neighborhood at the ONE-PS meetings. The Designee will coordinate at least quarterly with the CERT Branch Leader for the area the neighborhood is in.</p>
<p>Resident</p>	<p>A person who lives in a home, apartment, condominium, mobile home, or other structure as their primary or secondary.</p>



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Developing Your Neighborhood Group

The following are guidelines to assist Preparedness Coordinators in developing and maintaining their *Neighbors Helping Neighbors Prepare* Group:

1. Define the Size of Your Neighborhood Subgroup

It is ideal to include ten to thirty homes if you live on a street or if you live in a condominium, apartment or townhome complex decide the best way to divide so the number of units is manageable. Consider major roads or floors as natural dividing points.

2. Schedule a Neighborhood Preparedness Meeting for Your Neighborhood

Present the concept of *Neighbors Helping Neighbors Prepare*. Have the group select a Neighborhood Preparedness Coordinator and two Co-Coordinators. Discuss as a neighborhood the potential of disasters and hazards that could impact the neighborhood. Some topics to consider are wildland fire, earthquakes, and floods. Show and discuss information contained in this booklet relating to emergency preparedness and how to build a disaster kit. The Neighborhood Preparedness Coordinator will work with the neighborhood to develop an emergency plan and a map of the neighborhood showing utility shut-offs and other important information. Other important information would be skills of neighbors, anyone that is homebound, seasonal visitors, etc. Once the plan and map have been developed distribute a copy to each residence.

3. Build Your Neighborhood Leadership Team

The ONE-PS Neighborhood Liaison will designate a Neighborhood Preparedness Coordinator and two to three people as Co-Coordinators just in case someone is on vacation or away from home when the disaster occurs.

4. Survey the Residents In Your Neighborhood

Using the enclosed Neighborhood Information and Contact List form, Coordinators will document who lives in each home/townhouse/condo, contact information, special skills, equipment that could be useful such as generators and chainsaws, and any other information the resident would like to share. Some additional information to consider is physical limitations, health problems, and dependent on electricity for life. Be prepared to help neighbors who are home bound or have access and functional needs. It is helpful if you gather this information during a meeting with your neighborhood.



5. Record Information about each Household

Record the location of gas, water, and electric shutoffs for each household on the map of the neighborhood. Make sure each resident understands how to shut-off their utilities and the manual operation of their garage door, if applicable.

The neighborhood may want to consider noting the following information as well on the Neighborhood Information and Contact List:

- Those that are home bound
- Roof type and type of construction of the home
- Special tools for use in emergencies

This information will stay with Neighborhood Coordinators and Co-Coordiators and is not given to the City unless the neighborhood chooses to share it during a disaster.

- 6. Develop the Neighborhood Plan and Map and Distribute.** Use the information collected from Neighborhood Information and Contact List forms to select a central meeting location to congregate and conduct a head count after a disaster occurs. Once the Plan and Map have been developed meet periodically to discuss the progress residents are making with their household plan and kit and Neighborhood Map.

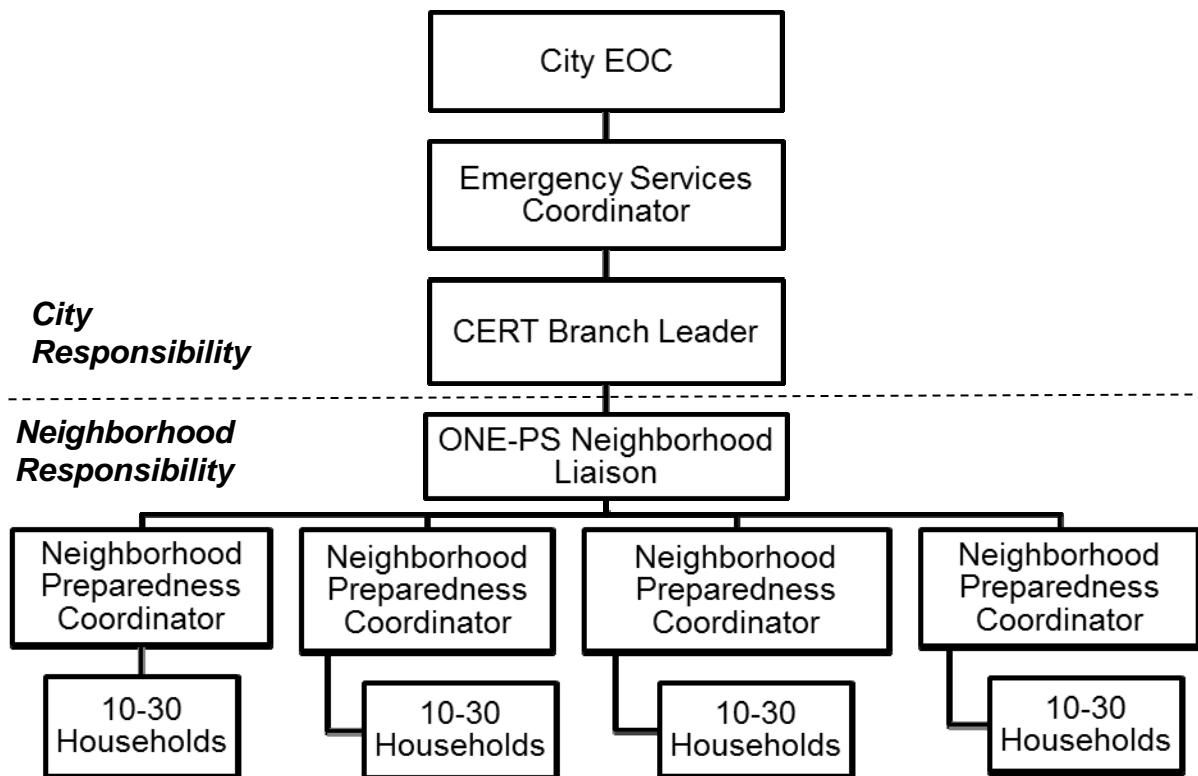
7. Maintain Your Personal/Family Plans and Disaster Kits

When you change your clocks do not forget to change the batteries in your home smoke detectors and check and replace, as needed, the items in your disaster kit. Once a year during the annual neighborhood meeting, plan time for each Neighborhood Group to meet to check the Neighborhood Plan and ensure it is still current. Also, consider updating the Neighborhood Plan when someone new moves in. This is a great way to welcome someone to the neighborhood.



Neighbors Helping Neighbors Prepare Organizational Chart

This organizational chart illustrates the structure of the chain of command in the *Neighbors Helping Neighbors Prepare* program. In the event of a disaster, about 10 to 30 residents (who form a *Neighbors Helping Neighbors Prepare* Team) report to their Neighborhood Preparedness Coordinator or Co-Coordinators. The 10-30 households is a suggested size due to manageability but a larger number of households can be selected. Please refer to Terms and Definitions on page 5-7 for information about each position.





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Conducting Neighborhood Team Meetings

Select a date, time, and a location for the households that will be part of the *Neighbors Helping Neighbors Prepare* group. Send this information out through Nextdoor, email, or send a postcard to each neighbor. See Appendix A, page 42, for a sample Meeting Invitation Notice to send out via email or post on Nextdoor.

One week prior, and again one day prior to the meeting, send a reminder to all of the residents that will be part of the neighborhood group. Reminders are important because we are all busy but this is one of the first steps that can be taken to prepare for a disaster. As part of the reminder list the information that people should bring to the meeting:

- Name (for each person in the home)
- Address
- Location of Utility Shut-off (water, gas, electric)
- Any family members requiring special assistance
- Special training and skills (CPR/first aid, CERT, construction, Amateur Radio, etc.)
- Equipment willing to loan in an emergency

At the Neighborhood Group meeting the Neighborhood Preparedness Coordinator will share the information in this guide and answer residents' questions to the best of their ability. The most important steps in this process are for residents to get to know their neighbors and to have each household prepare a disaster kit.



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Neighbors Helping Neighbors Prepare Agenda



Date:

Location:

1. Introduction and Household Information Gathering
 - a. Name (for each person in the household)
 - b. Address
 - c. Location of Utility Shut-off (water, gas, electric)
 - d. Any family members requiring special assistance
 - e. Special training and skills (CPR/first aid, CERT, Amateur Radio, etc.)
 - f. Equipment willing to loan in an emergency
2. Draw a map of the neighborhood
3. Location of nearest Fire Station
4. Location of nearest Disaster Container (DC)
5. Emergency Preparedness
 - a. Utility Shut-off
 - b. Disaster Kit
 - i. People Kit
 - ii. Communication Plan
 - iii. Important Documents
 - iv. Pets Kit
 - v. Access and Functional Needs (AFN) Kit
 - vi. Non-structural mitigation
6. Neighborhood Watch
7. Additional Resources
 - a. <http://www.ready.gov/>
 - b. <http://www.ci.palm-springs.ca.us/government/departments/fire-department/emergency-management>
 - c. <http://www.earthquakecountry.info/>
 - d. <http://www.ci.palm-springs.ca.us/government/departments/police>
8. Action Items
 - a. Build a Disaster Kit
 - b. Start Non-Structural Mitigation for the Home
 - c. Sign-up for important notices from the City
 - i. Sign-up for Everbridge: <http://www.ci.palm-springs.ca.us/government/departments/fire-department-home-page/emergency-alert-sign-up>
 - d. Get your neighborhood members on Nextdoor: <https://nextdoor.com/>





1. Neighborhood Information and Contact List

	Residence 1	Residence 2	Residence 3	Residence 4	Residence 5	Residence 6
Unit/Street Number						
Street Name						
Adult Name(s)						
Children Name(s)						
Phone Number						
Part Time or Full Time Resident						
Email						
Pet(s) Quantity and Type						
Person with access and functional needs						
Tools willing to loan the neighborhood after a disaster						
Training or Skills (CERT, First Aid, etc.)						

Neighborhood Information and Contact List Page 1 of _____



Neighborhood Information and Contact List-Continued Residences 7-12

	Residence 7	Residence 8	Residence 9	Residence 10	Residence 11	Residence 12
Unit/Street Number						
Street Name						
Adult Name(s)						
Children Name(s)						
Phone Number						
Part Time or Full Time Resident						
Email						
Pet(s) Quantity and Type						
Person with access and functional needs						
Tools willing to loan the neighborhood after a disaster						
Training or Skills (CERT, First Aid, etc.)						

Neighborhood Information and Contact List Page 2 of _____



Neighborhood Information and Contact List-Continued Residences 13-18

	Residence 13	Residence 14	Residence 15	Residence 16	Residence 17	Residence 18
Unit/Street Number						
Street Name						
Adult Name(s)						
Children Name(s)						
Phone Number						
Part Time or Full Time Resident						
Email						
Pet(s) Quantity and Type						
Person with access and functional needs						
Tools willing to loan the neighborhood after a disaster						
Training or Skills (CERT, First Aid, etc.)						

Neighborhood Information and Contact List Page 3 of _____



Neighborhood Information and Contact List-Continued Residences 19-24

	Residence 19	Residence 20	Residence 21	Residence 22	Residence 23	Residence 24
Unit/Street Number						
Street Name						
Adult Name(s)						
Children Name(s)						
Phone Number						
Part Time or Full Time Resident						
Email						
Pet(s) Quantity and Type						
Person with access and functional needs						
Tools willing to loan the neighborhood after a disaster						
Training or Skills (CERT, First Aid, etc.)						

Neighborhood Information and Contact List Page 4 of _____



Neighborhood Information and Contact List-Continued Residences 25-30

	Residence 25	Residence 26	Residence 27	Residence 28	Residence 29	Residence 30
Unit/Street Number						
Street Name						
Adult Name(s)						
Children Name(s)						
Phone Number						
Part Time or Full Time Resident						
Email						
Pet(s) Quantity and Type						
Person with access and functional needs						
Tools willing to loan the neighborhood after a disaster						
Training or Skills (CERT, First Aid, etc.)						

Neighborhood Information and Contact List Page 5 of 5



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2. Neighborhood Mapping Instructions

Mapping your neighborhood is a great way to get to know not only your neighborhood but your neighbors as well. After a disaster it could be several days to several weeks before City services can make it to your neighborhood. During this time you will need to rely on each other.

Homes

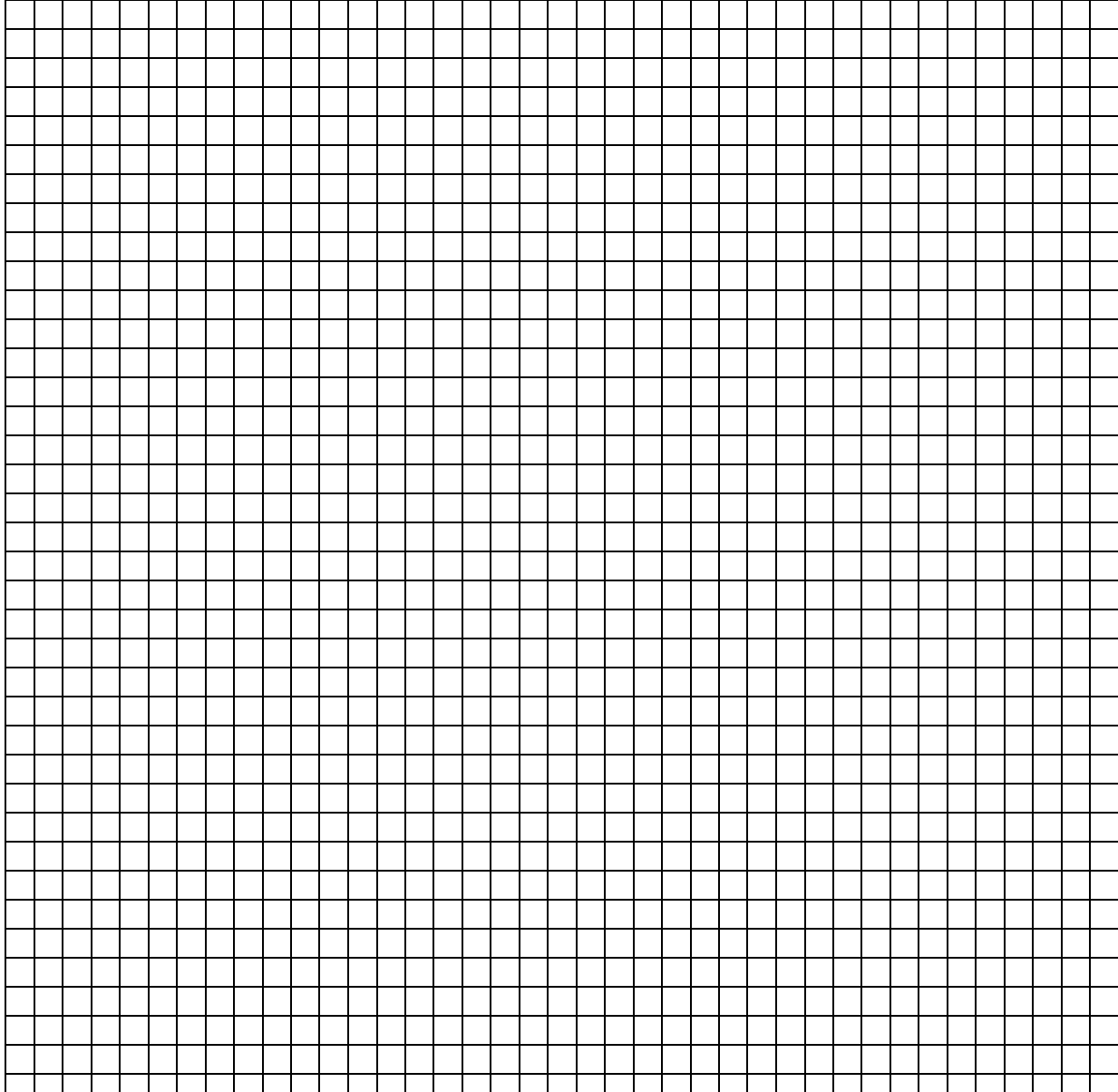
1. Draw a basic layout of the neighborhood including streets with north being the top of the page. Draw the lot and then draw the rough shape of each home.
2. Place the house number in each square.
3. Place the street names.
4. Number each lot in a clockwise fashion starting from the northern most house. These numbers will correspond to *Neighborhood Information and Contact List*.
5. Mark the location of the utility shut-offs at each home. Place a “G” for gas, “W” for water, and “E” for electrical.
6. Identify any homes where an individual will need additional assistance in evacuating.
7. Mark the meeting location for your neighborhood with an “M”. Select a location that is at least twice the distance of the height of the nearest structure. Make sure that you do not block major roads.

Multi-Story

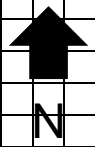
1. Draw a basic layout of each floor with the top of the page being north. In the lower right corner indicate which floor the layout is for.
2. Indicate the number of each condo/unit.
3. Place the street names surrounding the complex.
4. Number each lot in a clockwise fashion starting from the northern most condo/unit. These numbers will correspond to *Neighborhood Information and Contact List*.
5. Mark the location of the utility shut-offs at each condo/unit or the complex as appropriate. Place a “G” for gas, “W” for water, and “E” for electrical.
6. Identify any condo/unit where an individual will need additional assistance in evacuating.
7. Mark the meeting location for your neighborhood with an “M”. Select a location that is at least twice the distance of the height of the nearest structure. Make sure that you do not block major roads.



Neighborhood Map



G-Gas Shut-off
E-Electrical Panel Shut-off
W-Water Shut-off
A-Neighbor needs assistance
evacuating
M-Neighborhood Meeting Location
P-Pets

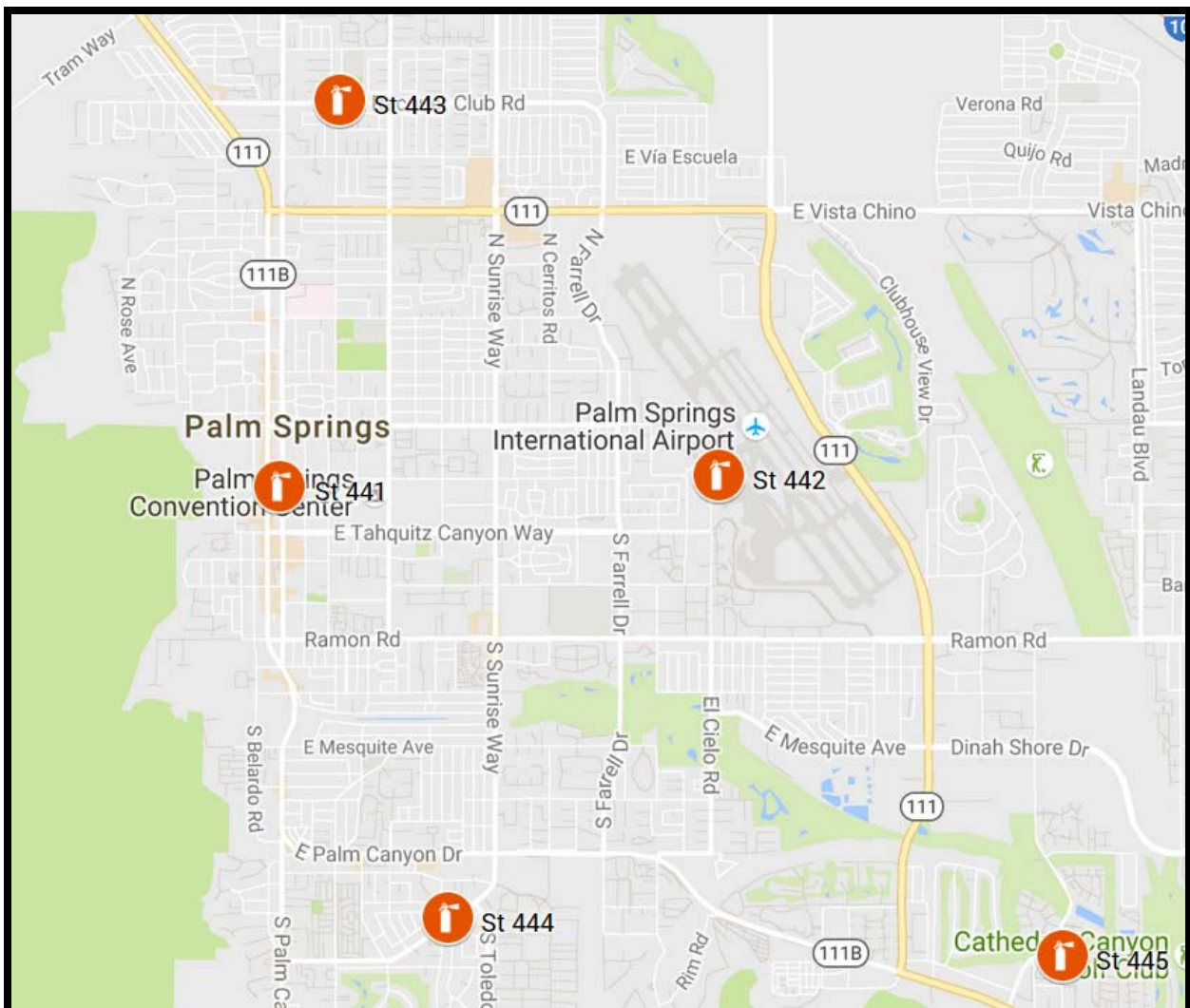




3. Fire Station Locations

Please note that after a disaster Fire personnel may not be at the Fire Station because they will be out completing windshield surveys and helping those in need.

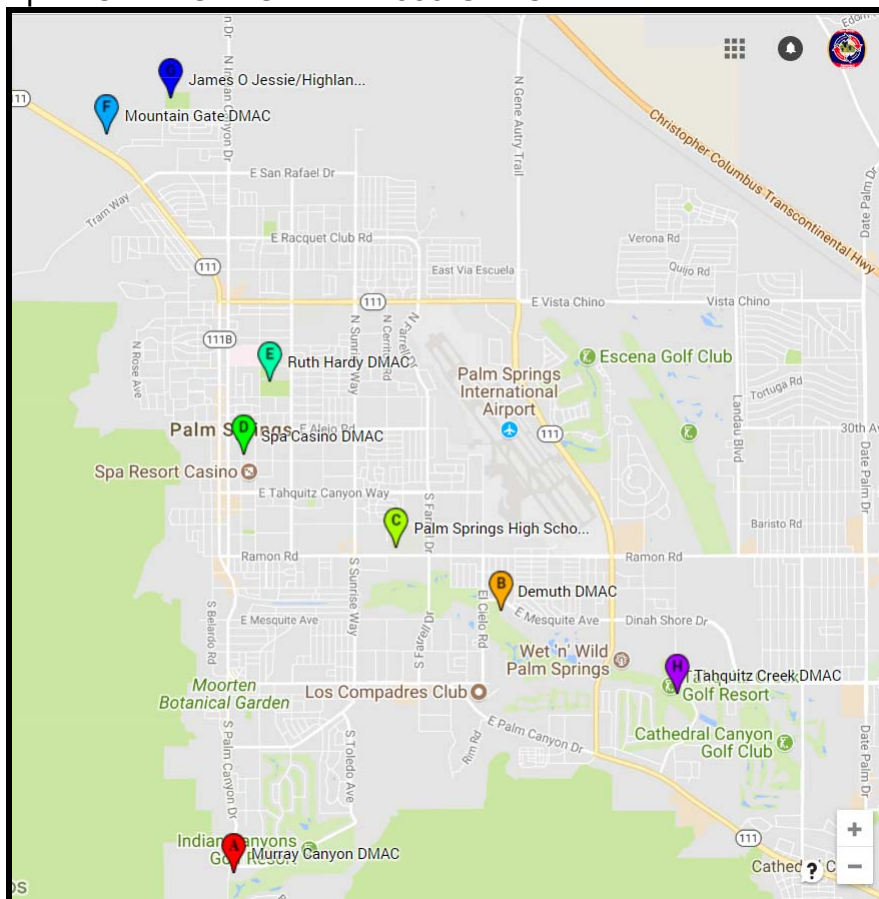
- Station 1 (441): 277 N. Indian Canyon
- Station 2 (442): 300 N. El Cielo Road
- Station 3 (443): 590 E. Racquet Club
- Station 4 (444): 1300 Laverne Way
- Station 5 (445): 5800 Bolero Road





4. Disaster Containers

- DCs are opened and managed by a CERT Branch Leader.
- DCs are a location where CERT Branch Leaders will gather information from Neighborhood ONE-PS Liaisons and will share the information with the Fire Department after a disaster and helps neighborhoods provide information from the City.
- DCs are stocked with a limited amount of tools and supplies for use after a disaster. Tools and non-perishable supplies must be returned to the DC after use so another neighborhood may use them.
- Locations (the letters correspond to the location on the map)
 - A: Murray Canyon and South Palm Canyon Drive
 - B: Demuth Park: 3601 E Mesquite Avenue (South of the Community Center)
 - C: Palm Springs High School: 2401 E Baristo Road
 - D: Spa Casino: Calle Encilia and North of Amado Road
 - E: Ruth Hardy Park: 700 Tamarisk Lane
 - F: Mountain Gateway: Alta Cresta and Vista Verde
 - G: James O. Jessie Desert Highland Unity Center: 480 W Tramview Road
 - H: Tahquitz Creek Golf Course: 1885 Golf Club Drive



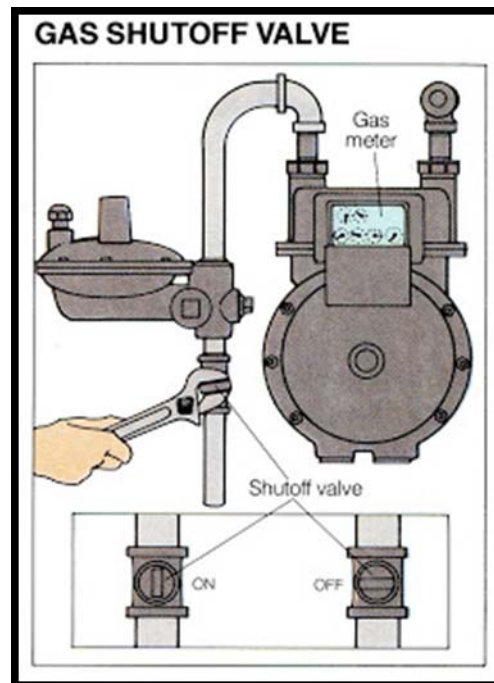


5.a. Utility Shut-off

If you detect a problem with a utility then shut it off. If you shut-off your utilities do not turn them back-on until the problem is repaired.

Gas

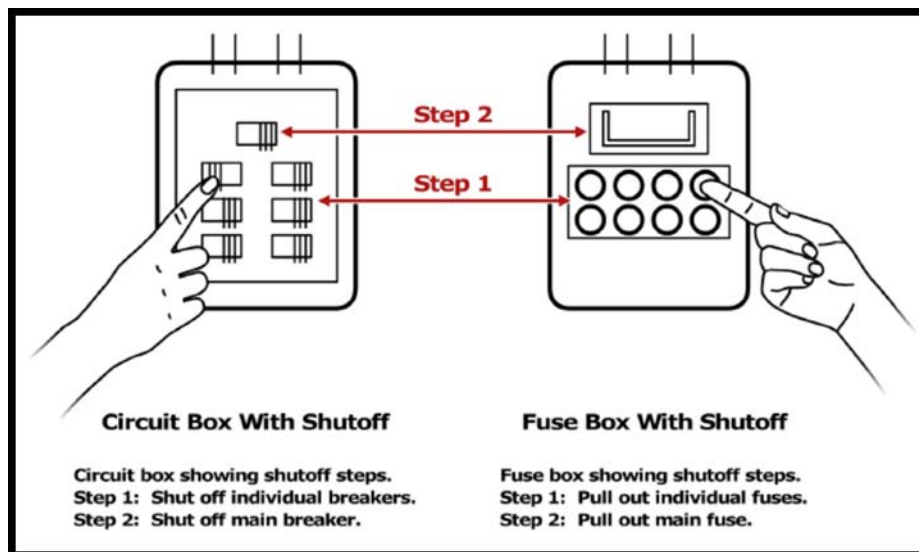
- If you smell natural gas then shut it off at the valve.
- Note: Natural gas cannot be turned back-on by the home or business owner.
- To restore gas service you will need to contact Southern California Gas (SoCal Gas) Company.
 - Gas Emergencies or Safety Issues: 1-800-427-2200
 - Call before you dig: 811
 - Residential Customer Service: 1-877-238-0092
 - Commercial, Industrial, and Agricultural Customers: 1-800-427-2000





Electric

- Southern California Edison
 - Report an Outage or an item in the Power Lines: 1-800-611-1911
 - Call before you dig: 811
 - Customer Service: 1-800-655-4555
- **CAUTION:** Solar installations require special procedures for shutting the power to your home or business. Refer to the owner's manual on how to properly shut-off your solar system before shutting-off the circuit breaker. If you have solar you cannot just shut-off the main circuit breaker.



Water

- Desert Water Agency
 - Customer Service: 760-323-4971
- Mission Springs Water District
 - Customer Service: 760-329-6448, choose option 1





5.b: Disaster Kits

The following is a suggested list of supplies to be kept in your Disaster Kit. Your disaster kit can be stored in a garbage can on wheels, plastic container, outside in a shed, or even under your bed. Also, take into consideration how the desert heat will affect the contents if storing outside.

When building a disaster kit determine the needs of the people that will need to use the kit during a disaster. Seniors, children, access and functional needs, and pets all need to be considered.

- **Water**

Have at least two gallons per person or pet per day. One source if you are sheltering in place, at your home, is from the water heater. Be sure to double strap the water heater to keep it secure. Before using the water in the water heater shut off the supply to the house/condo so that the water is not contaminated. **CAUTION: The water will be hot.**

One method to sanitize water is using bleach (non-scented) and an eye dropper. Use eight drops of bleach per gallon of clear water or 16 drops for cloudy water to purify water. Let the water stand at least 30 minutes before drinking. Also, consider coffee filters to filter any organic material in the water.

- **Food**

Start with taking an inventory of your pantry and cabinets. Using items in the pantry/cabinets is a great start for food during a disaster. Consider non-perishable, high-protein items, including energy bars, ready-to-eat soup, peanut butter, canned foods packed in water or fruit juice, dehydrated food, etc. When you open a can consider saving the liquid as a hydration source. Do not forget to include a manual can opener, eating utensils, bowls, plates, and cups.

- **Flashlight**

Store batteries in a separate plastic bag rubber banded to the flashlight. This will ensure the flashlight will still work even if a battery leaks. Also, include an extra set in another plastic bag so if the first does not work you have a back-up. Another option is a hand-crank, shake, or solar powered light.

- **Battery-Operated Radio**

Again store the batteries separate from the radio. Another option is a hand-crank or solar powered radio. The City radio station for information is AM1690.



- **First Aid Kit**

Items to consider for your first aid kit are:

- Two or more pairs of sterile gloves
- Soap
- Sterile gauze pads
- Triangle bandages
- Safety pins (assorted sizes)
- Sunscreen
- Pocket knife
- Small Plastic bags
- Sanitary napkins
- Splinting materials
- Adhesive bandages in a variety of sizes or bandage strips and adhesive tape
- Eye wash solution to flush the eyes or wounds
- Prescriptions
 - Prescription medications you take every day such as insulin, thyroid, high blood pressure, asthma inhalers, etc
 - Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies
- Non-prescription drugs (clearly mark the expiration date so it can be replaced before it expires)
 - Aspirin or non-aspirin pain reliever
 - Anti-diarrhea medication
 - Antacid
 - Laxative
 - Antibiotic ointment
 - Activated charcoal
 - Burn ointment
 - Hydrogen peroxide
- Other first aid supplies:
 - Scissors
 - Tweezers
 - Thermometer
 - Petroleum jelly

- **Tools and Equipment**

Attach a non-sparking wrench to the gas meter. Also consider the following tools:

- Screwdriver
- Hammer
- Pliers
- Knife
- Scissors
- Duct tape
- Waterproof matches



- Pen and paper
- Garbage/plastic bags
- Wrench or other tools to shut-off utilities
- Garden hose for siphoning or putting out small fires
- **Clothing**

Consider long-sleeve cotton shirts because keeping the sun off of you is one way to lose less water and reduce the chance of sunburn. Also, consider a jacket for the winter. A wide brim hat is important no matter what time of the year. Sturdy shoes and socks are also important to protect your feet from cuts and socks help to reduce blisters. A rain poncho can be used to collect water, build a shelter, or even act as a restroom stall (make sure it is not see through).
- **Bedding**

Include sheets, blankets or sleeping bag. Also consider a foam pad or other items to make sleeping on the ground a little more tolerable. If you cannot get up off the ground consider having a cot.
- **Sanitary Supplies**

Items to include are toilet paper, hand wipes, feminine supplies (can double as a Band-Aid), soap, toothpaste and toothbrush, trash bags, kitty litter, etc. Why kitty litter? If you need to build an outhouse it will come in handy to control the odor.
- **Money**

Place at least a \$100 in small denomination bills and coins in your disaster kit. ATM machines will not work during power outages.
- **Map**

Obtain two maps of the City and mark at least two evacuation routes from your home and work. Consider AAA, Google, Bing, etc. Take into consideration if you have to cross or go under a bridge, through a low water crossing, or other man-made structure.
- **Fire Extinguisher**

Have at least one ABC fire extinguisher in the residence. ABC extinguishers can be used on fires that are paper, flammable liquids, and electric fires. Use caution when using the fire extinguisher that you do not splash the burning item onto you. Before using an extinguisher determine at least two exit routes from the area. When you change your clocks check your fire extinguisher to make sure the needle on the gauge is still in the green. If the needle is not in the green either replace or service the fire extinguisher. To put out a fire remember PASS: Pull Aim Squeeze and Sweep.



- **Keys**

Place an extra set of house and car keys in your disaster kit.

Also consider what supplies from the above list you would need in your vehicle and/or work if you become stranded or cannot get back to your residence.

- **Vehicle**

- Water
- Blanket/sleeping bag
- Non-perishable food
- First-aid kit
- Jumper cables
- Fuses
- Toilet paper
- Flashlight and batteries
- Coins for a pay phone
- Whistle

- **Work**

- Flashlight and batteries
- Blanket/sleeping bag
- Jacket or sweat shirt
- Sturdy, closed toe shoes
- Essential medications
- Whistle
- Bottled water
- Battery operated radio
- Non-perishable food
- Small first aid kit

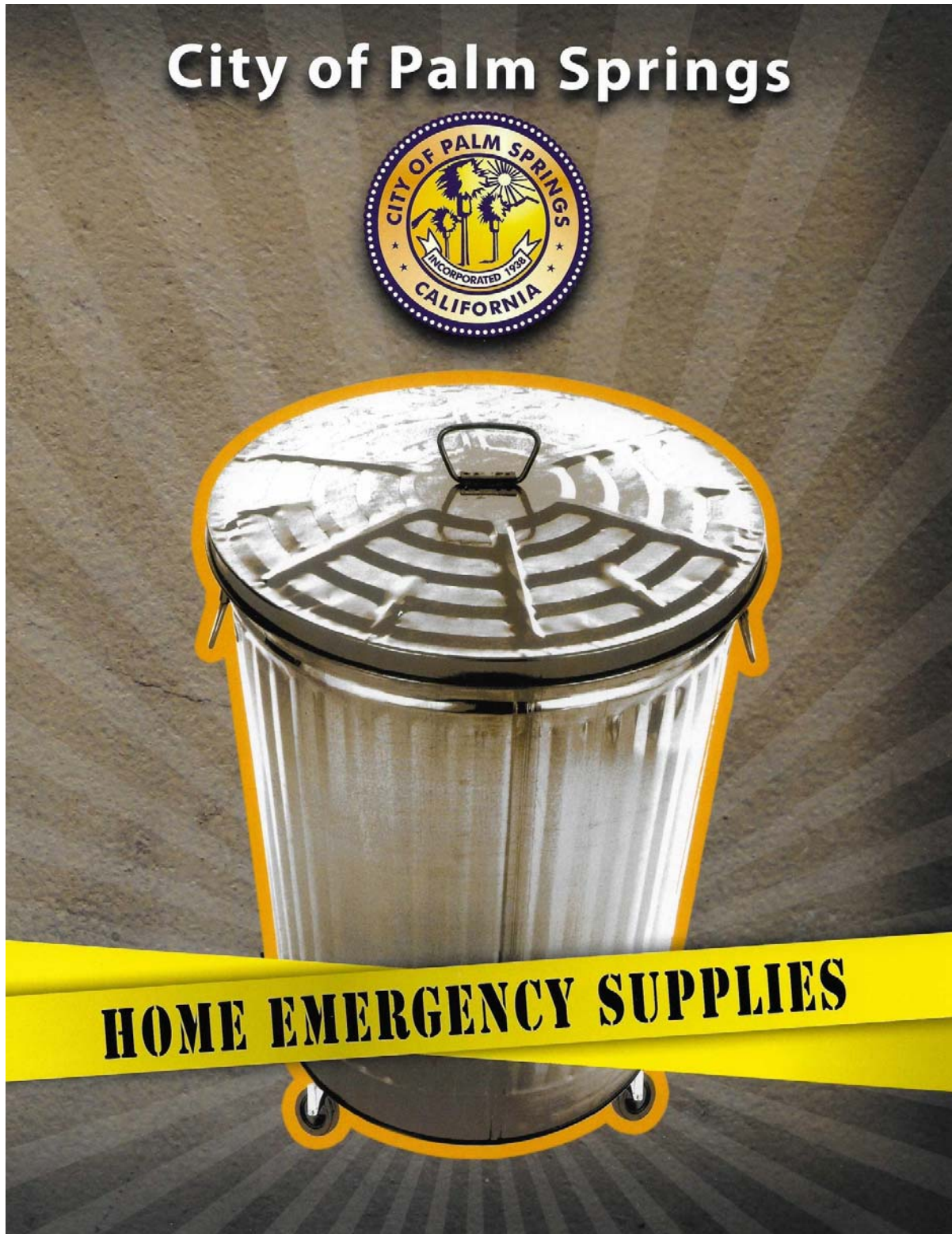
For more information on kits, emergency water, and other suggestions visit the City of Palm Springs Fire Department web page at:

<http://www.ci.palm-springs.ca.us/government/departments/fire-department/emergency-preparedness>





5.b.i: One Way to Prepare a Disaster Kit

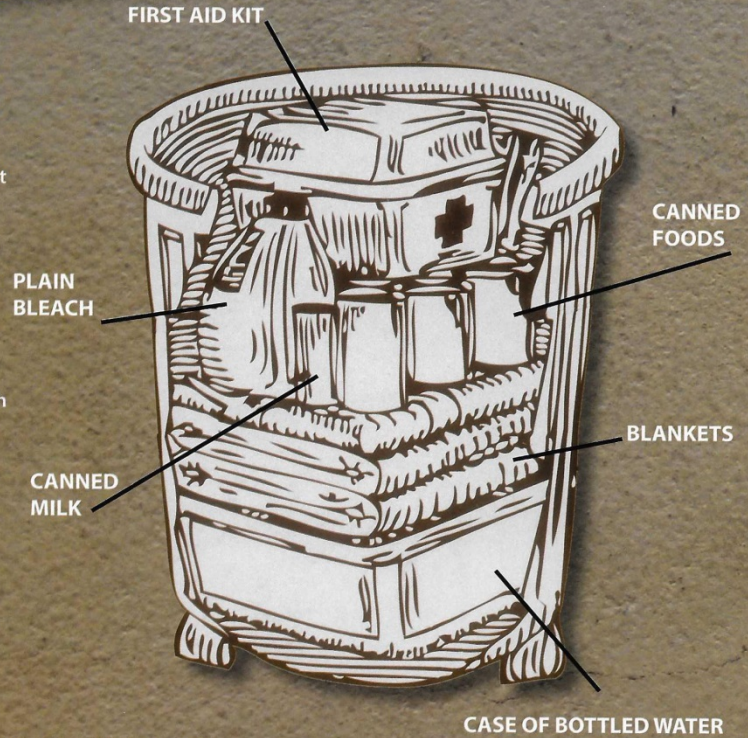




STORAGE OF EMERGENCY SUPPLIES

Some families prefer to store their emergency supplies in one location. Choose a place in your home which would be relatively safe in the event of an earthquake (such as a closet, under a bed or in the garage). The perishable supplies will remain stable longer if stored in a cool, dark location. (In areas of high temperatures, storing water in a separate container is suggested.)

One suggested method for storing emergency supplies is to place them in a large, covered trash container. They can be layered as shown and all kept together in the large covered container. Plastic containers come in all shapes and sizes. They're water and rodent proof and are fairly durable. Choose the size that suits your needs. Be sure the container comes with a secure lid and preferably on wheels for easy transport.



SUGGESTED ADDITIONAL ITEMS

- Cash
- Eyeglasses
- Bar Soap
- Bucket
- Household Cleanser/Detergent
- Toys for Children
- Personal Hygiene (toothbrush/paste, deodorant, feminine supplies, etc.)
- Hand Towel
- Paper Towels, Plates and Cups
- Cooking Utensils
- Heavy Duty Aluminum Foil
- Outdoor Grill, Camp Stove, Chafing Dish, etc.
- Axe, Hammer and Assorted Tools
- Heavy Duty Tape
- Plastic Eating Utensils

- Telephone Numbers
- Smoke Detector (with spare batteries)
- Escape Ladder (for multi-story structure)
- Tent, Tarp or Plastic Sheet
- Bleach, Original

PERSONAL DOCUMENTS

Place in a plastic bag, which can be sealed and placed in your freezer or in the trash can:

- Birth Certificate
- Health Papers
- Passports
- U.S. Service Discharge Papers
- Ownership Certificates (for autos, trailers, boats, etc.)
- Social Security Cards

- Insurance Policies (Health, Life and Auto)
- Will
- Certificates of Authenticity (for objects of art, etc.)
- Pet Shot & Vet Records
- Prescriptions

HOUSEHOLD INVENTORY

- List of Contents
- Photographs of Contents in Every Room (take photos from at least two angles in each room)
- Photographs of Jewelry (placed on dark cloth)
- Genealogy (family tree)



SEVEN DAY SURVIVAL PACK

TOP OF THE BARREL

Flashlight, Radio, Batteries

FIRST AID KIT:

Medications / Topicals

- Antibiotic Ointment
- Aspirin Tablets
- Syrup of Ipecac (to induce vomiting)
- Kaopectate
- Prescription Medicines

DRESSINGS

- Ace Bandages
- Gauze Pads (4"x4")
- Butterfly Bandages
- Adhesive Tape 2" width roll
- Sterile Bandage 2" width roll
- Sterile Bandage 4" width roll
- Bandage, Large Tri
- Bandages, Plastic Strips

MISCELLANEOUS

- Scissors
- Tweezers
- Thermometer
- Petroleum Jelly
- Tissues
- Pocket Knife
- First Aid Handbook
- Cardboard for splints
- Cotton Balls
- Cotton tipped swabs
- Sunscreen



MIDDLE OF THE BARREL

FOOD

7-day supply of food requiring no refrigeration. Date all food items. Write out a menu for each day.

Examples (per person per day):

- Canned Protein (tuna, ham, etc.) (1 lb)
- Nonfat Dry Milk (1/2 lb)
- Dried Fruit (1/2 lb)
- Canned Juice
- Water (1-2 gallons)



**This supplies daily 2100 calories and essential nutrients.*

BOTTOM OF THE BARREL

BEDDING

- Sleeping Bag/Blankets
- Plastic Sheet/Tarp

CLOTHING

- Change of clothes (gloves, sturdy closed toe shoes, jacket)

PERSONAL SUPPLIES

- Toiletries
- Towel
- Good Book
- Paper/Pencil

FUEL & LIGHT

- Flashlights (battery or hand crank)
- Matches
- Candles
- Signal Flare
- Batteries (place in plastic bag)

EQUIPMENT

- Can Opener (manual)
- Dishpan
- Dishes and Utensils (disposable)
- Battery or Hand Crank Powered Radio
- Shovel
- Axe
- Bucket (plastic bag liners or trash bags)

INFANT NEEDS

If applicable

PERSONAL DOCUMENTS

(See previous page for suggested items)

MONEY

- Cash

MISCELLANEOUS

- Water Purification Tablets
- Liquid Chlorine/Household
- Laundry Bleach
- Eye Dropper





SURVIVAL KIT FOR AUTO

- Blankets
- Drinking Water (suggest Mylar packets to conserve space)
- Change of Clothes (gloves, sturdy closed toe shoes, coat, hat, etc.)
- Cash, Coins (for phone calls)
- Fire Extinguisher (ABC type)
- First Aid Kit and Manual
- Emergency Signal Device (light sticks, battery type flasher, reflector, etc.)
- Flashlight (fresh batteries and spare bulbs)
- Food (nonperishable: nutrition bar, trail mix, etc.)
- Local Maps
- Polyethylene Rope (for towing, rescue, etc.)
- Paper and Pencil
- Pre-moistened Towelettes
- Prescription Medicines
- Sealable Plastic Bags
- Short Rubber Hose (for siphoning)
- Small Mirror (signaling for help)
- Toilet Tissue
- Whistle (signaling for help)
- Tools (spare tire, jack, lug wrench, pliers, screwdriver, wire, etc.)

FOOD

Nonperishable, canned or dehydrated, requiring minimum heat and water. Remember food for infants and pets.

WATER

A minimum of two (2) gallons per person per day for drinking. Additionally half a gallon of water per person per day is suggested for cooking and hygiene.

FIRST AID KIT

Customized, based on family needs. Include first aid manual.

FLASHLIGHT AND SPARE BATTERIES

Don't forget spare batteries/bulbs.

RADIO AND SPARE BATTERIES

Portable type

FIRE EXTINGUISHER

ABC multipurpose type

PRESCRIPTION MEDICINES

Keep extra supply on hand. Note expiration dates.

CAN OPENER

Manual type

MATCHES

Waterproof type or dipped in wax.

KNIFE

Sheath or pocket type.

TOOLS

Pliers, screwdriver, crescent wrench, shovel, wire, broom, etc.

PLASTIC BAGS WITH TIES

Assorted sizes for waste disposal, storage of personal items, etc.

ROPE

Polyethylene type preferred.

CANDLES

Open flames are not to be used if gas leaks or electrical problems exist.

STERNO OR OTHER BRAND OF HEATING FUEL FOR FOOD PREPARATION

(store separately)

Note: Fumes from charcoal are especially deadly – cook with charcoal only outdoors.

BLANKET OR SLEEPING BAG

Material guaranteed for warmth; one per person.

GLOVES

Work type of durable material.

CASH

ATM machines may not be working if power is out.

SUPPLIES NEEDED IN AN EMERGENCY

Provided by: City of Palm Springs
Emergency Services Division
(760) 323-8185

This information is provided as a guide only. Additional items may be added as you personalize your Emergency Supply Kit.



5.b.ii: Communication Plan

After a disaster, traditional communication methods will become overwhelmed and may no longer be operable. For this reason, it will be important to have a point of contact outside the affected area, ideally out of state, for everyone to check-in with. Also, pre-plan a meeting location for all household members to meet at. Other communication methods to consider are texting, amateur radio, and Red Cross's Safe and Well website, <https://safeandwell.communityos.org/cms/>. It is important for everyone's piece of mind to know where everyone is at and that they are okay.

Develop a communication card for each member of the household to carrying in their wallet. Options for children and adults with access and functional needs are placing the card in their shoe under the insole or a metal tag attached to their shoe lace.

Cut along the dotted lines and fold along the solid line. This page can be duplicated as needed.

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Additional Information and Phone Numbers	Additional Information and Phone Numbers
Household Communication Plan	Household Communication Plan
Emergency Contact Name: _____ Telephone (With area code): _____	Emergency Contact Name: _____ Telephone (With area code): _____
Out-of-Area Contact Name: _____ Telephone (With area code): _____	Out-of-Area Contact Name: _____ Telephone (With area code): _____
Household Meeting Location: _____	Household Meeting Location: _____
Neighborhood Meeting Location: _____	Neighborhood Meeting Location: _____
Allergies: _____	Allergies: _____
Medical Conditions: _____	Medical Conditions: _____

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5.b.iii: Important Documents to Include in your Disaster Kit

CITY OF PALM SPRINGS

Checklist of Important Documents to Include in your Disaster Kit



*For each household member as applicable: Make copies of documents and/or scan documents onto a CD or a flash drive. Store originals in safety deposit box or a fire/waterproof container. Keep copies, CD, flash drive in a fire/waterproof, container in a location that will be easy to grab and go out the door as you evacuate.

Updated on: _____
 Out of State Point of Contact Name: _____
 Out of State Point of Contact Phone Number: _____

X	DOCUMENT *			
	Copy of Social Security Card for each member of the household	Replacement Social Security card:	http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/251/~/replace-a-social-security-card-for-an-adult	
	Copy of your State and Federal Tax Returns for the last three (3) years for each household member	Tax year 1:	Tax year 2:	Tax year 3:
	Marriage Certificate	State filed in:		
	Divorce Settlement	Date finalized:	State filed in:	
	Copy of documents for Child Custody Arrangement			
	Copy of both sides of your credit cards to give so that you have card and phone numbers for each company			

HOME/RENTAL

X	DOCUMENT *			
	Picture inventory of the outside and inside of your home, valuables and vehicles	Location of the second copy is:		
	Copy of rental agreement	Landlord's Name:	Contact Information:	
	Copy of Title and Deed for Home, Property, Land Lease Agreement			

PET

PET'S NAME	VETERINARIAN NAME	OFFICE PHONE NUMBER	MEDICATIONS	MICROCHIP NUMBER
	Photo of you with your pet			
	Animal registration papers			
	Copy of Vaccination Record for each pet			



MEDICAL AND PRESCRIPTIONS

FAMILY NAME	MEMBER	DOCTOR	OFFICE NUMBER	MEDICATIONS	STATE OF BIRTH
		Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
		Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
		Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
		Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
Copy of birth records for each member of the household					
Copy of immunization records for each household member					
A copy of maintenance prescription medications and eye glasses					

INSURANCE/TITLE/BANK

X	DOCUMENT *	AGENT NAME	CONTACT INFORMATION	ACCOUNT/POLICY NUMBER
	Homeowners/ Rental Insurance Policy for each property owned			
	Umbrella Insurance Policy			
	Auto Insurance Policy for each vehicle owned			
	Boat Insurance Policy for each vehicle owned			
	Life Insurance Policy for each household member			
	Flood Insurance Policy			
	Earthquake Insurance Policy			
	Pet Insurance Policy			
	Copy of Titles for vehicles	State/License Plate:	State/License Plate:	State/License Plate:
Copy of all bank and brokerage accounts with account and phone numbers				
Copy of all medical insurance policies and insurance cards for each household member health/dental/prescription				

OTHER ITEMS

X	DOCUMENT *
	Photo of each household member
	School records for each child from previous school year and copy of courses currently enrolled in
	Copy of identification pages on your passport
	Make a disc of your personal photos
	Copy of Driver License for each member of the household
	Copy of Will, Living Trust, Durable Power of Attorney, Personal Representative, Guardian and Conservator Appointments for each member of the household as applicable



5.b.iv: Pets

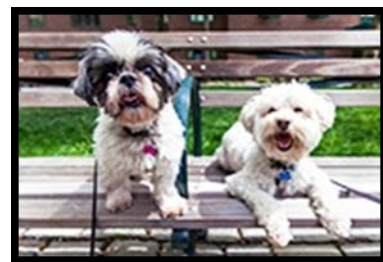
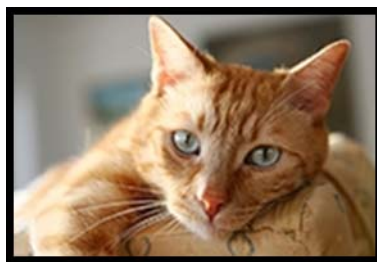
Develop a plan of how you can take them with you after a disaster if you need to evacuate. Determine what hotels, facilities or family members are willing to take your animals. Making these arrangements ahead of time will reduce your stress level when you do have to leave your home because of a disaster.

A household pet kit should minimally have the following items:

- Leash
- Copy of vaccinations records
- Harness or collar
 - Have a tag with your pet's name, your name and contact information
- Pet carrier: prepare your pet to be in the carrier
- Two bowls: one for water and one for food
- Two-weeks' worth of food: pets are like humans they do not like a rapid change of diet
- Blanket
- Recent photo with you and your pet
- Chew toys
- Disinfect spray
- Medications
- Liquid dish soap for cleaning bowls and carriers
- Zip ties
- Duffel bag: place all items in a duffel bag and zip tie to the handle of the pet carrier

For large animals practice trailering them so you can quickly get them out of harm's way. Pre-determine a location you can take them to and determine at least two routes to get to this location.

For small animals such as hamsters and guinea pigs have a week's worth of bedding, salt lick, and extra water bottle. Also, have a secure chew proof carrier to move the animals in.





5.b.v: Access and Functional Needs

Build a basic disaster kit and then consider those items that are needed for independent living. Some items to consider are:

- Medical equipment
- Assistive technology
- Food for special diets
- Prescription medicines
- Diabetic supplies
- Hearing aids
- Wheelchair
- Supplies for service animal
- Copy of your medical alert bracelet

When you replace an assistive device consider placing the old one in your disaster kit. This will be a back-up if you have to leave without a device or if a device gets damaged during the disaster.

If any of the items require batteries consider having an extra set or the purchase a second charger for the device and keep it in your disaster kit. These items will help you maintain your independence in a shelter.

If you have a caregiver, develop a plan of how to meet-up with them after a disaster or determine which community agencies that can assist you after a disaster until your caregiver is available. Also, consider finding a neighbor that is willing to check-in on your or help you until your caregiver is available.

If you have medical treatments, such as dialysis or chemotherapy, discuss with your medical provider how to receive these services after a disaster.



5.b.vi: Strategies to Reduce Non-Structural Hazards at Home

Survey your home by checking each room for non-structural hazards. Determine what items could injure you or a family member if a major earthquake was to occur. Secure or remove possible hazards from your home. For additional information check-out: <http://www.earthquakecountry.info/roots/step1.html>

- **Kitchen**

The kitchen can be the most hazardous room in the house. Shattered glass, spilled chemicals, fires, and falling objects are potential hazards. Consider the following mitigation measures:

- Strapping the refrigerator and stove to the wall
- Placing child proof latches on the cabinets
- If you have gas appliances, install flexible connectors between the gas source and the appliance

- **Bedroom**

Are there any objects that could fall and injure you in bed or block your escape route? Objects to consider are book cases, headboards, mirrors, televisions, dressers, etc. Any loose object should be strapped, bolted, or secured. Under each family member's bed place closed-toe shoes, flashlight, spare batteries, whistle, and a copy of the family communication plan in a tub with a lid. Put your shoes on before moving around. If you are trapped use the whistle to signal for help.

- **Bathroom**

After an earthquake, be extra careful of broken glass and other items that were on the counter that are now probably on the floor.

- **Living Areas**

Attach tall objects, such as bookshelves and desks, to wall studs. Place heavy objects on the floor or lower shelves. Store most-valuable breakable objects on lower shelves; consider earthquake or museum putty to secure them.

- **Garage/Laundry Room**

Water heater should be strapped with lag bolts that are secured to studs in wall; one strap 1/3 distance from top and another 1/3 from bottom. Gas water heater and gas dryer should use flexible gas lines that will move in an earthquake.

Place heavy objects on lower garage shelving. If you need to store flammable material make sure it is stored in well-marked and unbreakable containers. Properly dispose of any hazardous material no longer needed. For information check out:

http://www.palmspringsdisposal.com/special/hazardous_waste.htm. Also, consider learning how to open the garage door if the power is off.

- **Exterior**

Remove any dead wood, debris, and low lying tree branches around your home. Thin out shrubs and trees within 100 feet of your home. Consider landscaping your property with fire resistant plants and vegetation. For additional information:

http://www.fire.ca.gov/communications/communications_firesafety_100feet.php



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6. “Community Policing”-Neighborhood Watch

The Police Department is actively involved in “Community Policing”. “Community Policing” describes a partnership between the Police Department and the residents of Palm Springs. We work together to prevent crime and solve neighborhood problems.

What is the Community's Role in Community Policing?

Community policing in Palm Springs is a geographically based crime prevention effort organized on three levels. At each level, residents are encouraged to participate in programs and work with Police Department staff and others to identify problems, prioritize concerns, and develop solutions which are then implemented collectively.

- **Block level (Neighborhood Watch, Merchant Watch, and National Night Out)**

Residents and merchants learn crime prevention techniques and meet their neighbors so they can work together to solve minor, block-level problems such as abandoned vehicles, or a property blighted with trash and debris.

Neighbors Helping Neighbors Prepare is not only about getting ready for a large disaster but the small ones as well. Neighborhood Watch is a great way to know your neighbors and learn more about the neighborhood you live in. Neighborhood Watch was started in 1972 by the National Sheriffs’ Association through a grant from the United States Department of Justice. The goal of the program is to reduce crime and improve local communities.

The steps to creating a Neighborhood Watch program:

1. Organize your neighborhood
2. Contact your local law enforcement and schedule a meeting
 - To find locate your neighborhood’s Neighborhood Policing Officer: <http://www.ci.palm-springs.ca.us/residents/neighborhoods/neighborhood-policing-officers>
 - Or contact the Police Department at 760-323-8115 to schedule an Officer.
3. Discuss neighborhood concerns and develop an action plan of what your neighborhood wants to accomplish with a Neighborhood Watch Program.
 - Do you want to know when a neighbor goes away on vacation or for the season so you can watch their house for any activity?
 - Identify crime in your neighborhood: <http://www.ci.palm-springs.ca.us/government/departments/police/crime-map>
4. Create a neighborhood communication plan. If you have one for your household now is the time to expand the concept to how you will communicate with your neighbors. Also, think how to use this communication plan after a disaster.
5. Take Action
 - Hold regular meetings to discuss concerns of the neighborhood. This also is a great time to review your household information plan.





To register your Neighborhood Watch Group and get additional information:
<http://www.nnw.org/register-watch>.

- **Neighborhood level (Neighborhood Crime Prevention Council - NCPC)**
Residents bring problems they cannot solve at the block level (e.g., drug dealing, abandoned property) to their NCPC so they can work with other residents as well as their neighborhood services coordinator and problem-solving officer to address such issues.
- **City Wide Level (Bi-annual Community Summit, Community Policing Advisory Board, and Neighborhood Watch Steering Committee)**
Working with other leaders on a citywide level, residents network, educate, and advocate for community policing issues that impact the City as a whole.



Appendix A: Meeting Invitation Information

	<h1>Neighbors Helping Neighbors Prepare</h1> <p><<Insert Your Neighborhood Blade Graphic>></p>	
<p>Meeting Date:</p>		
<p>Meeting Location:</p>		
<p>What is a disaster?</p>	<p>Any incident that overwhelms available City resources.</p>	
<p>Why should I prepare?</p>	<p>The City of Palm Springs has only 16 on-duty firefighters working out of four fire stations and three of them are confined to the airport. As community members you will need to rely on each other in the initial days or weeks after an emergency or major disaster.</p>	
<p>RSVP To:</p>		
<p>Additional Information about preparedness can be found at: http://www.ci.palm-springs.ca.us/government/departments/fire-department/emergency-management</p>		
<p><i>Becoming One through Preparedness.</i></p>		



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Appendix B: After A Disaster-Damage Assessment Form

After a disaster, make sure everyone in your household is safe and well. Once, you and your family are safe then report to your Neighborhood Meeting point to see if your neighborhood needs help. As a neighborhood please complete this form to help the City identify the needs of your neighborhood. Once the form is completed take the form to your ONE-PS Neighborhood Liaison or Alternate. If you cannot find your Neighborhood Liaison or Alternate take it directly to your closes Disaster Container.



DAMAGE ASSESSMENT

DATE COMPLETED:

PERSON COMPLETING FORM:

PAGE #:

TIME RECEIVED:

PERSON RECEIVING:

_____ OF _____

TIME	LOCATION/ADDRESS	FIRES		HAZARDS				STRUCTURE			# of PEOPLE			ROADS		Y/N	DOOR HANGER COLOR
		BURNING	OUT	GAS LEAK	WATER LEAK	ELECTRIC	CHEMICAL	LIGHT DAMAGE	MEDIUM DAMAGE	HEAVY DAMAGE	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	SPOKE WITH HOMEOWNER	G, Y, R

Structure Assessment:

Light Damage: Safe to stay in the home and may or may not have utilities. Minor damage to interior contents.

Medium Damage: Extensive damage to interior contents, building is still on its foundation, numerous cracks in the exterior.

Heavy Damage: The building is off the foundation, partial or complete collapse, or unsafe to be within two building heights.



Appendix C: Signs for the Window that Faces the Street

Print the following signs and have them near a window that faces a street. After a disaster place the correct sign in your window to let people that are surveying your neighborhood your status.



**NEED
HELP
NOW**



NEED HELP SOON

Consider this sign if you will need help in the next 12 hours



HELPS GETHER



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Do you know what to do during...

Earthquake



Flood



Neighborhood Watch



To get involved with the City of Palm Springs *Neighbors Helping Neighbors Prepare* program, contact us:

Neighbors Helping Neighbors Prepare

City of Palm Springs

Office of Emergency Management

Emergency Services Coordinator

300 N El Cielo

Palm Springs, CA 92262

(760) 323-8185

cert@palmspringsca.gov

Download other emergency preparedness information at our web page:

<http://www.ci.palm-springs.ca.us/government/departments/fire-department>

