

Chabot – Las Positas Community College District Family/Home Preparedness Checklist

The following checklist represents an effort to ensure strong home preparedness measures are taken by District and College employees. It is up to each employee to decide how extensively these preparedness measures are to be taken in their homes and neighborhoods. For some people practicality will dictate that these efforts will be taken within their homes only (the nearest neighbor may be far away), while other employees will decide to extend these efforts to other homeowners in their neighborhood as well.

Jim Yoke has more detailed information on all of the subjects below. Feel free to ask for greater details at any time.

- Discuss with family members evacuation routes out of the house with a minimum of two routes out of every room. Draw a floor plan of each level of the home with arrows indicating the emergency exits.
- Practice evacuating your home at least once per year.
- Establish an agreed upon meeting place near your home if the home is evacuated.
- Establish an agreed upon meeting place away from home where the family will gather after a regional disaster – families with school children will in all likelihood choose the appropriate school site.
- Set up an out of region/state emergency contact and ensure that every family member has the phone number.
- If relevant, review the emergency plan of your child's school and/or daycare to familiarize yourself with the school's policies and protocols.
- If relevant, review the emergency plan of family member's licensed residential facilities.
- Make a disaster supplies kit for the home, for each automobile, and the office
- Learn how to shut off gas, electrical, and water utilities at your home.
- Install (if needed) smoke alarms inside each bedroom in the home, and in large gathering areas (NOT the kitchen).
- Follow the wildfire mitigation guidelines that are appropriate for your home's location. For more information go to www.fire.ca.gov.

- Mitigate fire hazards in the home such as overloaded wall outlets, frayed electrical cords, electrical cords underneath carpeting, etc.
- Ensure that your water heater, bookshelves, mirrors, pictures, and other heavy items that can fall over during an earthquake are mitigated so that they will stay steady in an earthquake.
- Plan how your animals will be cared for during an emergency.
- Teach children how and when to call 911.
- Practice twice yearly “Drop, Cover, & Hold” exercises.
- Check if your homeowners insurance is appropriate for the hazards you face, and will fully replace your home if it is destroyed. Ask your insurance company what procedures it will follow in the wake of a disaster.
- Make backup copies of electronic records and store them in another location.
- Arrange all important legal and financial documents in such a way that copies are stored at a distant location, and that copies at the home are assembled for evacuation within minutes.
- Arrange important photo albums and other personally valuable mementos, family heirlooms, and the like in such a way that they can be easily be grabbed during an evacuation.
- Do you know how to open your electric garage door when the power goes out?