

Disaster Preparedness Task Force  
Letter of Introduction



Hi Neighbor,

I am glad that we met today. For future reference, my name is \_\_\_\_\_. I am the Good Neighbor Captain covering this building. In case of a major disaster, I will be coming around to check to see if you are okay. You can contact me at \_\_\_\_\_ if you have questions.

☐ (I stopped by but missed you and would like to talk to you. I have left you this letter with attachments from the Disaster Preparedness Task Force.)

The attachments to this letter have information for you to consider in making yourself ready for an emergency.

- Review the reverse side for tips on how to turn off your electricity, water and gas (for some Manors).
- Review the material on suggested preparedness you can do to shelter-in-place in your Manor, which may be required for a major disaster, and putting together a “Go-Bag” of critical items.
- In a medical emergency, if you are unable to respond, this information you fill out (attached) could save your life!
- Consider joining the Disaster Preparedness Task Force to have a great impact on your community. Send an email to [disasterprep@vmsinc.org](mailto:disasterprep@vmsinc.org) for more information. Fill out the attached Volunteer Registry form.

\_\_\_\_\_ Great California Shake Out, [www.shakeout.org/california/](http://www.shakeout.org/california/), as part of this state-wide drill:

\_\_\_\_\_ I came by your house to tell you about the upcoming drill on October \_\_\_\_\_.

\_\_\_\_\_ I came by your house today, during the drill, to practice what may happen in a real emergency.

**Disaster Preparedness Task Force Office**

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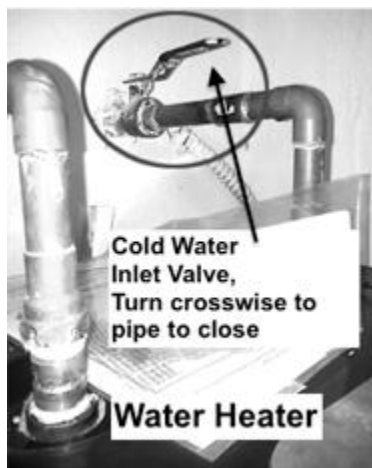
**Website:** [lagunawoodsvillage.com/disaster](http://lagunawoodsvillage.com/disaster) for supplies

Email: [disasterprep@vmsinc.org](mailto:disasterprep@vmsinc.org)

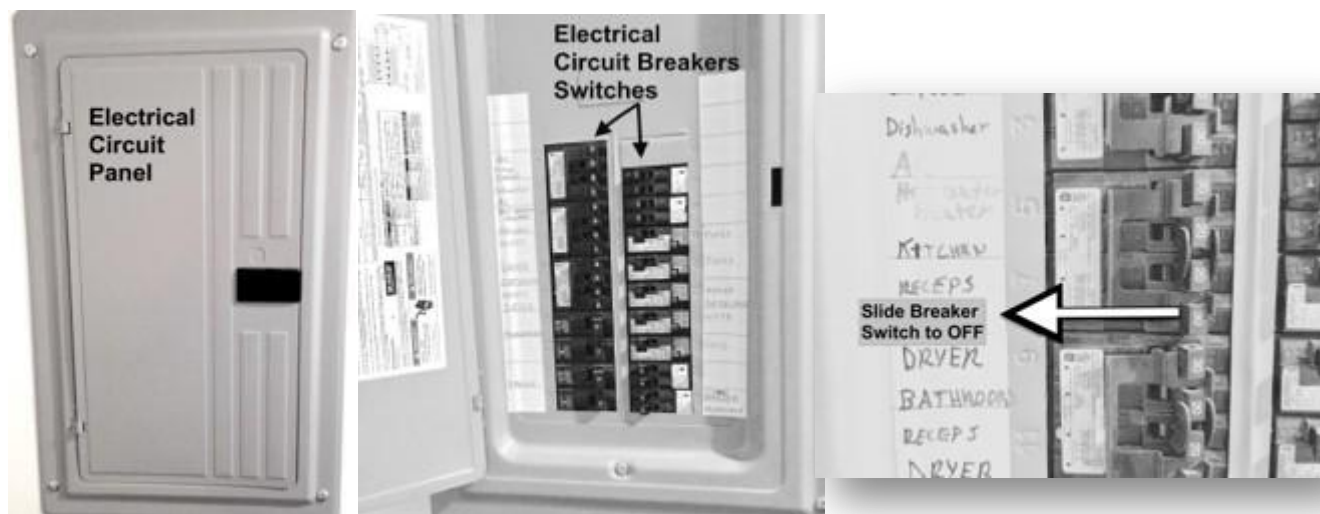
Experts from the California Institute of Technology and USGS recommend preparation for a major earthquake that can severely impact our area – let’s be prepared, just in case.

*In the event of a major disaster, you may need to do the following things for your safety:*

If you have broken bathroom or kitchen fixtures, you may need to turn off the water to avoid flooding. Turn the valve clockwise (right) to turn the water off to the fixture.



If you see, smell or hear arcing, sparks, smoke or fire, you should open your electric circuit breaker panel on the wall of your Manor and slide the circuit breakers to the off position.



Turn off the gas valve, with a wrench, if you smell gas in the Manor (only applies to a few Manors that have gas)

