

Disaster Preparedness

Handbook

For California Neighborhoods

By
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Acknowledgment

I thank all my disaster volunteers for caring enough to give of their time and energy to make our program work. I hope we never need to implement it, but when we do, I trust our commitment will make a traumatic event less so.

Also, I thank the American Red Cross and the many agencies who provide training and materials to help ready us. The Glendale Fire Department and Disaster Services have been supportive and encouraging.

My co-chair Paula Pumphrey, deserves credit for creating and regularly updating our resource spreadsheet and has been a huge help in making up for my technophobia. Whenever computer skills are needed, she provides assistance promptly and cheerfully. Barbara Hethcock chaperoned me through typing this manual and never lost patience when I burst into curses of frustration.

This program would not exist without the ongoing financial support of our Homeowners' Assoc. who believes in the value of what we do.

I also thank my husband Larry, who alternately teases me and encourages me. He may some day benefit from a well-organized home and neighborhood. My daughters Carole and Serena have had to put up with a disaster-obsessed mother since early childhood, who provides them with the latest disaster supplies, whether they like it or not.

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A. Introduction

The consequences of Hurricane Katrina on the Gulf Coast communities have clearly demonstrated the need for neighborhoods in all areas of the U.S. to prepare for self-sufficiency in case of a natural or man-made disaster.

The kinds of disasters that may strike a particular area vary greatly based on its proximity to bodies of water, earthquake faults, flammable brush as well as exposure to climatic extremes. Since 9-11, increasing consideration must also be given to man-made disasters.

Within California, the most likely natural disasters are wildfire, earthquake, flooding and mudslides. Each of these will be addressed individually. The levees which failed in New Orleans have drawn attention to the vulnerable condition of levees in the Sacramento area. Their failure could affect freshwater supplies throughout California, including the metropolitan Los Angeles area, for months or even years. The 2004 tsunami in Asia, on the other hand, demonstrated the effect of seismic activity offshore and its destructive effects on coastal areas.

It has become very clear that looking for relief to public agencies such as the local, state and federal government or the American Red Cross and FEMA is not enough. While various agencies do their best in an emergency, many factors affect their effectiveness. The scope of the disaster may put your neighborhood low on the priority list. If you live in a low-density neighborhood of single-family homes, resources will only come to you after problems in higher-density areas such as apartment complexes, high-rises, schools, hospitals, malls, etc. have been addressed.

By acting now to organize your neighborhood for a variety of emergencies, you can minimize the traumatic effects of such an event on yourself, your family and the area you live in, and speed up your recovery.

What makes preparations challenging is not just the steps involved, but the fact that we do not know when a disaster will strike. Therefore, we do not know how much time we have to get ready. It is wise to assume that the best time to make preparations would have been yesterday and to foster a sense of urgency to keep from procrastinating.

Our Southern California neighborhood of 800 homes (with approx. 2,500 residents in single-family homes) has spent 16 years creating a program to survive a major disaster on our own for at least 7 days or until help from outside arrives. Over this period, we have fine-tuned our plans and continue to add to our preparations (usually in response to new information gained from disasters around the world).

To finance a program such as ours, you will need enough money to distribute the initial questionnaires and create volunteer search & rescue kits. You can build up the contents of the community storage shed over time, if necessary. Every two years you will need funds to print and distribute a new questionnaire (we include ours in a neighborhood newsletter to save postage). The roster of volunteers needs to be periodically updated and distributed. Drills do not require much money as the signs are easily made.

To determine how large an area to include in your program, cast a wide enough net to give you sufficient human and material resources in an emergency (e.g. medical personnel, etc). If necessary, you can always expand the area of coverage to suit your needs.

We drill our search & rescue skills regularly, never knowing whether this is our last drill before a real event. Our belief is that our program had better be the best it can possibly be at any given time. We counteract the uncertainty of not knowing when a disaster will occur, where each of us will be at that time, and who will be on hand to initiate our plans, with a well-organized program which allows as much flexibility as possible.

We are a group of 70 volunteers (none of us professionals), and our training comes from the American Red Cross and city-sponsored GRIP training classes as well as applying common sense to solving potential problems. Our efforts are based on a willingness to take care of ourselves, our loved ones, and our community and in no way guarantees a solution to a difficult situation. Each family must take steps to store necessities and prepare their home to be a safe haven in an emergency.

There is much that can and should be done now to prepare. Taking the steps outlined in this handbook will help calm your fears about how to cope when a disaster strikes close to home.

It is our goal to share the forms we have created (see J. Appendix A1 – A17). This allows you to get a head start on creating a program customized to your own needs. You should adapt the material in this manual to your own situation. Please share with us any improvements that you have come up with. By supporting each other's efforts we can create a network of well-prepared neighborhoods which add up to a safer state for all its residents.

Take full advantage of all the free materials available over the internet and by mail (see I. Sources for Information). Public agencies are eager to assist you in your preparations and have been a great support in creating our program.

B. Our Existing Program

Every two years we distribute the enclosed questionnaire (A1) to all homes in our area along with a self-addressed envelope to encourage a high rate of return. Of the 800 homes in our neighborhood, the participation rate has varied over the years from 10 – 50%. Of course, the information about households changes every time a house changes ownership, so we try to provide new residents with a questionnaire as soon as they move in. We also try to eliminate out-of-date forms so as to minimize faulty information. A differently colored questionnaire every 2 years facilitates dating of information at a glance. Of course, **only those homes whose occupants sent in their questionnaire are represented in the resource spreadsheet.** Therefore, there are numerous undocumented resources and needs in the community.

The returned questionnaires are then used to fill in the resource spreadsheet (A2), allowing us to chart the human and material resources available to us in an emergency. Water, food and personal medications are not included, since we encourage each family to be self-sufficient for at least 7 days. The better individual families are prepared, the less strain is put on the neighborhood program to help find necessary supplies.

We have (with the financial help of our homeowners' association) purchased a shed and filled it with supplies needed in an emergency. A list of its contents is included (A3). You should consider medical, sanitation, shelter, stationery/administrative, communication, and transportation needs. Stored in our shed are also our search & rescue (S&R) kits (1 kit for every 60 homes) so that our volunteers can do a door-to-door search as soon after the event as possible. A list of the kits' contents is included (A4).

We have chosen the local elementary school, which is the only wide-open space in our neighborhood, as a site for headquarters (HQ). A perimeter road serves as an alternate HQ site, should school be in session and not accessible to us. At HQ, volunteers will collect the S&R report forms and dispatch medical aid (See Appendix A18). To help identify our volunteers and their function:

S & R volunteers wear orange vests

Medical staff wear red vests with a white cross on the back

Fire Fighters wear purple vests

Communication volunteers wear yellow vests and carry family radios

Transportation volunteers wear green vests and are in charge of traffic control (in case of evacuation) and moving people on stretchers, wheel chairs or bicycle pull carts

Morgue workers wear black vests with white cross on back

Dispensers of supplies in shed wear grey vests

Runners wear blue vests and will act as carriers within the neighborhood.

Persons in charge of HQ wear the yellow and black striped vest of the "queen bee".

The chain-link fence outside the school will serve as a bulletin board where information can be posted by anyone in need of, or offering help.

Our area has some unique needs due to the fact that fire as a result of an earthquake is a major threat. Fire suppression is therefore a priority. Since the only two entrances into our canyon could become impassable if the freeway overpass collapses, we may be inaccessible to fire engines and ambulances. Self-sufficiency is thus imperative. We rely on the skills of our neighbors to fight any fires and provide medical assistance, if necessary. Other neighborhoods will have their own challenges. The advantage of our potential isolation is that we can easily block access to our area in case of civic unrest or looting as a result of a disaster.

We plan to use RVs to block access to the area or as mobile hospitals, and SUVs as ambulances to evacuate victims over fire roads, if need be.

You may want to include schools, businesses, churches etc. as resources in your neighborhood.

If confronted with the necessity of evacuation, we can seek refuge on a nearby golf course, which is large enough to be safe from wildfire, or leave the area on foot (using wheeled trash bins for valuables), should access roads be blocked to vehicular traffic.

We also distribute pet care forms (A5) to find out who could take care of family pets, should the owners be detained outside of the area.

The questionnaires authorize us to shut off utilities, if deemed necessary to prevent fires. The location of gas shut-off valves are drawn on the questionnaire to speed up the volunteers' job.

Also, we are given out-of-state emergency contact phone numbers to alert relatives to the fate of our neighbors.

Many material resources (tents, sleeping bags, tools, etc.) can be shared among neighbors. Limited sanitation supplies (diapers, etc.) can be checked out from HQ (to be reimbursed later) and a bartering system will allow residents to exchange needed goods (use sales receipt forms from an office supply store to keep track).

We know where families with special needs (children, seniors, disabled) are located and will give them priority when searching for victims door-to-door or readying for evacuation.

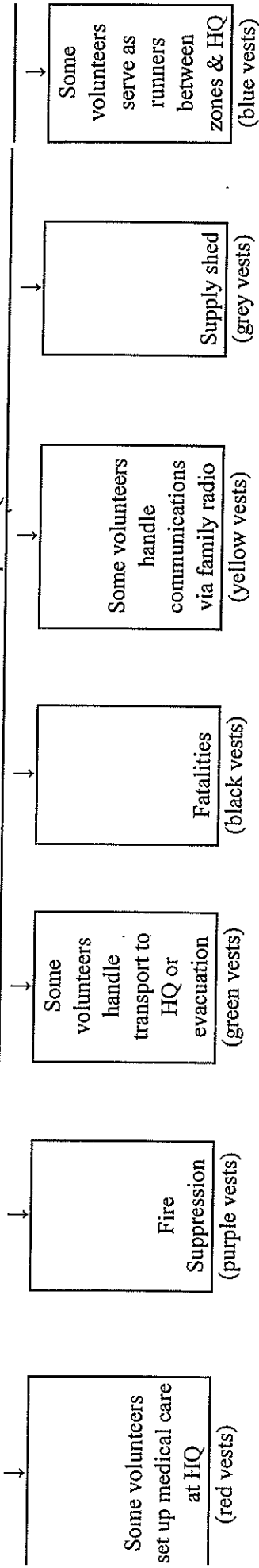
VOLUNTEER CHAIN-OF-COMMAND

1 or 2 chairpersons
set up HQ & collect info
(black/yellow vests)

Volunteers go door to door to do the initial S & R operation → report to HQ

(orange vests)

After initial assessment, any volunteer can initiate set-up of HQ



Our program depends on the initiative taken by those volunteers present in the area at the time of a disaster. Top priority is a door-to-door search for victims in need of life-saving medical aid, fire suppression and mitigation of other serious hazards. Aid will be dispatched either to homes or at HQ. Colored vests identify different volunteer jobs and can be passed on to those working new shifts. Community shed supplies will be moved to HQ and dispensed under tight supervision. We will call on human and material resources mapped on our resource spreadsheet. HQ will serve as a hub for aid, communication and resource exchange.

C. Possible Disasters

1. Fire - Prevention and Coping Measures from A to Z

To Prepare:

- a. Keep an ABC fire extinguisher available (recharge once a year)
- b. Keep garden hoses connected
- c. If you have a pool, have a pool pump available (or buckets for a brigade)
Service pool pump once a year and test it twice a year
- d. Strap the water heater to wall studs and install flexible connectors
- e. Store flammable liquids in strapped metal cabinets
- f. Find 2 possible exit routes out of every room
- g. Clear brush and flammables around property
- h. Plant fire-resistant plants on your property, e.g. ice plant
- i. Keep gutters and roofs clear of debris
- j. Have smoke alarms in the house. Replace the batteries every 6 months
- k. Provide escape ladders for upper floor windows

To Cope:

- l. Don't risk your life to save property – get out if a fire gets close
- m. Shut off the gas valve with a wrench (keep wrench next to the meter at all times). **Only the Gas Co. should turn the gas back on.**
- n. Shut off the electricity. Shut off individual fuses **first**, then main switch
- o. Shut off the water to your house, if sewage backs up after an earthquake. (A safety valve installed by a plumber prevents backflow of sewage)
- p. If a fire cannot be extinguished in 20 seconds, **GET OUT AND GET HELP!**
- q. Do not use fireplaces after an earthquake until inspected for cracks inside and out. Do not use candles or other open flame indoors
- r. Load cars with valuables and keep them in the open ready to leave immediately. Keep the key in ignition, doors and windows shut.
- s. **EVACUATE IMMEDIATELY IF ASKED TO DO SO**
- t. Check closed doors for heat with the back of your hand along frame before opening . Open the door slowly and carefully if cool to the touch and close it behind you. Stay low to the floor during escape
- u. **DO NOT RE-ENTER A BURNING BUILDING.** Call 911
- v. Wear protective, non-flammable clothing
- w. Help neighbors without transportation
- x. Listen to TV and radio emergency broadcasts
- y. Set garage door on manual and close garage
- z. Do not use phones except in emergency

Escaping from Fire

Plan Ahead & Practice Drills

- ▶ Practice escaping. Get down on hands/knees. Crawl to exit.
- ▶ Plan 2 escape routes from each room and the neighborhood.
- ▶ Practice Stop, Drop and Roll drills with family so everyone knows how to put out a fire.



Escaping from a Building

- ▶ If you smell/see smoke or fire, get out quickly, then call fire department.
- ▶ Before opening door, feel door quickly with back of hand.
 - If door is hot, go out another exit. (Room is probably on fire.)
 - If door is cool, kneel down and check air coming in under the door. If air is cool, the room may be safe to enter.
 - When opening door, kneel and open it a little with face turned away from opening. Listen/smell for fire and smoke.
- ▶ Close all windows and doors behind you when leaving.
- ▶ Crawl low under smoke to escape. ▶ Use stairway, not elevator.

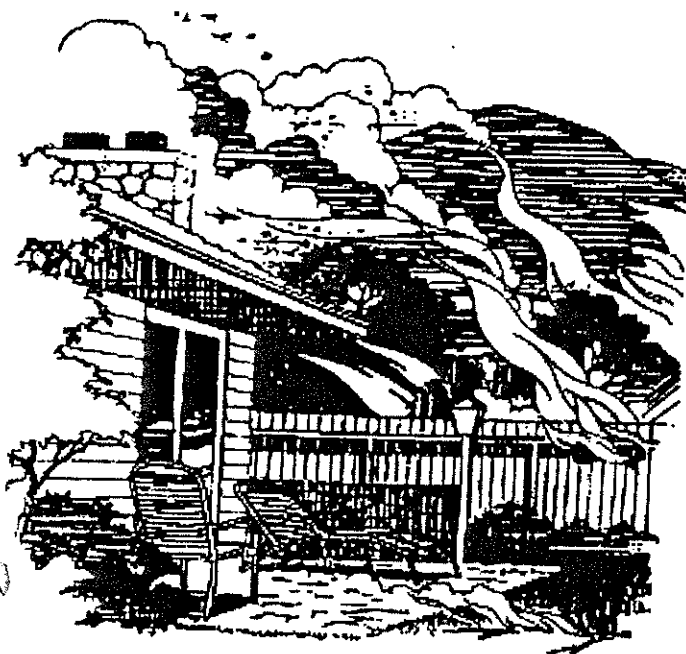
If You Cannot Escape Quickly

- ▶ Protect yourself with cloth around hands and face.
- ▶ Place a wet towel at bottom of door to prevent smoke from entering.
- ▶ After placing wet towel, open window slightly. Hang something out window to attract attention. Leave window open slightly. Get down low for ventilation.

Evacuating from Neighborhood, Apartment or Wild Fires

- ▶ Park car facing direction of escape. ▶ Take your Disaster Supply Kit.
- ▶ Take into consideration special needs of children, etc. (see pages 2 and 3)
- ▶ Arrange for temporary housing with a friend outside threatened area.
- ▶ If advised to evacuate, do so immediately. Take route away from fire.
- ▶ Wear protective clothing, gloves, goggles, a cloth over face.
- ▶ Leave a light on. Tell someone where you're going.
- ▶ Get out of building or area first, then call for help from another place.
- ▶ Never go back inside a burning building!
- ▶ If you have time, take steps to reduce chance of home catching fire.

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WILDFIRES

In October of 2003, Southern California experienced the most devastating wildland fire disaster in California's history. The facts speak for themselves – 739,597 acres burned, 3,731 homes lost and 24 people killed, including one firefighter. At the peak of the fire siege 15,631 firefighters battled to save lives and property from more than a dozen major fires. People who were in the path of the fire were responsible for their own safe evacuation. Southern California is prime for another major fire disaster due to a persistent drought, urban sprawl of communities encroaching into areas of wildland, and millions of acres of vegetation that have not burned in many years. Preparedness is the key to surviving wildland fires.

Following these simple steps may save your life, those of your family, and protect your home from the devastating effects of wildfires.

Your Home

- Follow all local building, fire and hazard abatement codes.
- Install non-flammable screens with mesh 1/2 inch or less on chimneys.
- Keep roofs and rain gutters free of needles, leaves or other debris.
- Enclose the underside of balconies and decks with fire resistant material, such as aluminum decking.
- Enclose all roof eaves with fire resistant material such as aluminum or steel and place metal mesh over all attic or roof vents.
- Inspect and maintain chimneys and screens twice annually.
- Install a smoke detector on each level of your home, especially near bedrooms, and test them monthly.

Your Yard

- Clear the brush away from your home (a minimum of 30 feet - 200 feet).
- Trim all trees and tree branches away from electrical lines and chimneys. (Use a professional to trim near utilities and power lines)
- Remove weak, dead, and leaning trees and bark beetle infested trees.
- Stack firewood at least 30 feet away from your home or other structures.
- Store all combustible or flammable liquids in approved storage containers.
- Locate all propane tanks at least 30 feet from any structure.

Emergency Access

- Ensure your street is clearly marked and posted.
- Ensure your house numbers are clearly visible both day and night from the street.

- Know at least two exit routes from your neighborhood in case of emergency.
- Make sure large emergency vehicles can access your property.

Emergency Water Supply

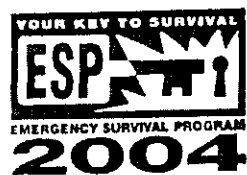
- Maintain an emergency water supply, that meets fire department standards, through one or more of the following:
 - A community water/hydrant system
 - A cooperative (with neighbors) emergency water storage tank
- Clearly mark all emergency water sources and maintain easy fire department access to them.
- If you are relying on water from a well, install an emergency generator to operate the pump in case the power fails during a fire or other emergency.

Plan for Evacuation

- Develop and practice a home evacuation plan. Your plan should include:
 - A floor plan with all escape routes
 - Easily accessible exits for young children, seniors and persons with disabilities. (Locate their rooms as close to exits as possible)
 - A list of valuables to take in an emergency. (Store them together in one location, if possible.)
 - Identify the most important papers to take if you have to leave, such as insurance policies, medical records, and driver's license
 - Take medications and eyeglasses
 - A place to reunite after evacuation
 - The location of animal shelters or other sites that house pets
 - Practice drills
- Work with neighbors to assist:
 - People with special needs
 - People who need transportation to other sites
- Work with local emergency officials to identify:
 - Several routes out of your neighborhood
 - Likely evacuation sites or safe refuge areas

When Wildfire Approaches

- Listen to the radio or watch television for instructions.
- Evacuate as soon as directed by public safety officials or when danger is perceived.
- Park your vehicles facing the direction of escape with windows rolled up.
- Place your disaster kit and evacuation kit along with valuables and other essentials in your vehicle.
- Secure pets and livestock and prepare them for evacuation.
- Leave your electricity on and leave inside lights on.
- If time permits, cover up by wearing long pants, a long sleeved shirt, goggles, cap, and bandanna. 100% cotton is preferable.
- Close doors behind you when evacuating to slow down the flames, smoke, and heat.
- Help young children, seniors, and persons with disabilities to evacuate safely.



This focus sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase home, neighborhood, business and school emergency preparedness. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES) and representatives from Contra Costa, Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura counties, Southern California Edison, the Southern California Earthquake Center and the American Red Cross assist in the development of campaign materials and coordination of the campaign.

2. Earthquake – Prevention and Coping Measures from A to Z

To Prepare:

- a. Follow the guidelines for protecting people and property (See D.1.)
- b. Have a plumber install an automatic gas shut-off valve and strap water-heater to studs
- c. Practise drop, cover & hold drills regularly
- d. **Identify safe areas for drop, cover & hold** in every room
- e. **Identify 2 possible evacuation routes** for each room
- f. Chart different evacuation routes out of your neighborhood

To Cope:

- g. Protect your head, hands and feet from broken glass
- h. If in bed, roll off and lie alongside bed wrapped in covers
- i. **Stay inside** until shaking stops, then **stay outside** in case of aftershocks
- j. **Turn off utilities** (gas, water, electricity), if necessary
- k. Move away from buildings, trees and power lines
- l. If in a car, stop and stay inside. Avoid over- and underpasses and utility wires and tall buildings. If you cannot drive to a safe area, get out of the car and crouch next to closed car door in "triangle of life". Use your car **preparedness kit** (See D.1.c.) to help you get home. Use a map to find alternate routes home
- m. Stay away from damaged buildings, roadways and other unsafe areas
- n. Be prepared for fires, tsunamis, etc.
- o. Cooperate with your neighbors to check door-to-door for victims
- p. Give priority to people with special needs (children, seniors, disabled)
- q. Reassure those in need, and discourage the spreading of rumors that will create panic
- r. Listen to a battery-operated or car radio for instructions
- s. Confine pets in back yards or on a leash, if not fenced in
- t. Extinguish small fires and call 911 for any fire you cannot manage. If emergency services are unavailable, try to isolate the fire by removing or watering down items in the area around it
- u. If forced to evacuate the area, **leave immediately**. Make sure all residents are alerted and able to leave. **Assist those in need of transportation**. Take extra clothing, food, water and medications, as well as sanitation supplies and important documents (See G.)
- v. Use the water in toilet tanks (if untreated) and the water heater for drinking. Water from pools and spas can be used for washing, but **MUST NOT BE DRUNK**
- w. Share material resources (tents, sleeping bags, etc.) among neighbors
- x. Establish a central open area as headquarters (HQ) to dispatch resources
- y. Re-evaluate status after major aftershocks
- z. Find people to care for and feed unattended pets

Preparing Your Family For An Earthquake

The Plan

- ✓ Stock up on at least a ^{seven} ~~three~~-day supply of food, water, clothes, medical supplies and other necessary equipment for everyone in your family. Make sure everyone knows where to find them. (See the information sheet on emergency supplies in this packet.)
- Decide where and when to reunite your family should you be apart when an earthquake happens.
- Choose a person outside the immediate area to contact if family members are separated. Long distance phone service will probably be restored sooner than local service. Do not use the phone immediately after an earthquake.
- Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
- If you have a family member who does not speak English, prepare an emergency card written in English indicating that person's identification, address and any special needs such as medication or allergies. Tell that person to keep the card with him/her at all times.
- Conduct Earthquake: Duck, Cover & Hold drills every six months with your family.
- Know the safest place in each room because it will be difficult to move from one room to another during a quake.
- Locate the shutoff valves for water, gas and electricity. Learn how to shut off the valves before a quake. If you have any questions, call your utility company.
- Make copies of vital records and keep them in a safe deposit box in another city or state. Make sure your originals are stored safely.

When preparing for an earthquake, plan on having enough supplies to get you and your family through at least the first 72 hours. After a major earthquake, there's a good chance that traditional emergency response teams will be too busy to take care of you and your family. You need to prepare your home and neighborhood.

- Before a quake occurs, call your local Red Cross chapter and Office of Emergency Services to find out about their plans for emergency shelters and temporary medical centers in case of such a disaster.
- Establish all the possible ways to exit your house. Keep those areas clear.
- Know the locations of the nearest fire and police stations.
- Take photos and/or videos of your valuables. Make copies and keep them in another city or state.
- Include your babysitter and other household help in your plans.
- Keep an extra pair of eyeglasses and house and car keys on hand.
- Keep extra cash and change. If electricity is out, you will not be able to use an ATM.

General Tips

- ✓ Stay away from heavy furniture, appliances, large glass panes, shelves holding objects, and large decorative masonry, brick or plaster such as fireplaces.
- Keep your hallway clear. It is usually one of the safest places to be during an earthquake.
- Stay away from kitchens and garages, which tend to be the most dangerous places because of the many items kept there.

Earthquake: Duck, Cover & Hold

No matter where you are, know how to protect yourself and your family during an earthquake. Practice taking cover as if there were an earthquake and learn the safest places in your home and work. Practice getting out of your home and check to see if the planned exits are clear and if they can become blocked in an earthquake. Practice turning off your electricity and water. Know how to turn off the gas, but do not practice this step. In the event of an earthquake, once you turn off your gas, only your utility company should turn it back on for safety reasons.

Tips

When in a **HIGH-RISE BUILDING**, move against an interior wall if you are not near a desk or table. Protect your head and neck with your arms. Do not use the elevators.

■ When **OUTDOORS**, move to a clear area away from trees, signs, buildings, or downed electrical wires and poles.

■ When on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.

■ When **DRIVING**, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking stops.

■ When in a **CROWDED STORE OR OTHER PUBLIC PLACE**, move away from display shelves containing objects that could fall. Do not rush for the exit.

When in a **STADIUM OR THEATER**, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Duck



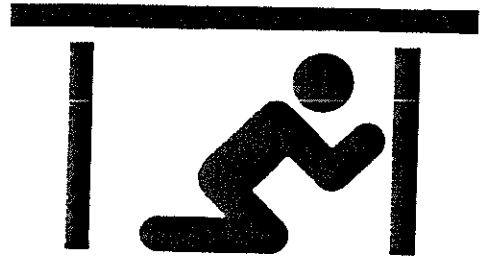
DUCK or DROP down on the floor.

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.

Hold



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.

**Ready
To Ride It Out?**

How To Secure Your Furniture

You must secure the contents of your home or office to reduce hazards. You should secure anything heavy enough to hurt you if it falls on you. Here are steps you should take to secure your possessions.

Secure Tabletop Objects

- ✓
- TVs, stereos, computers, lamps and chinaware can be secured with buckles and safety straps attached to the tabletop (which allows for easy movement of the units when needed) or with hook and loop fasteners glued to both the table and the unit.
- Glass and pottery objects can be secured with nondrying putty or microcrystalline wax.

Secure Items in Your Kitchen

- ✓
- Use child-proof latches, hook and eye latches or positive catch latches, designed for boats, to secure your cabinet doors.
- Make sure your gas appliances have flexible connectors to reduce the risk of fire.
- Secure your refrigerator to prevent movement.

Anchor Your Furniture

- ✓
- Secure the tops of all top-heavy furniture such as bookcases and file cabinets to the wall. Be sure to anchor to the stud, not just to the plasterboard. Flexible fasteners such as nylon straps allow tall objects to sway without falling over, reducing the strain on the studs.

Protect Yourself from Broken Glass

- ✓
- Replace your windows with ones made from safety glass or cover them with a strong shatter-resistant film. Be sure you use safety film and not just a solar filter.

Secure Overhead Objects

- ✓
- Ceiling lights and fans should be additionally supported with a cable bolted to the ceiling joist. The cable should have enough slack to allow it to sway.
- Framed pictures, especially glass-covered, should be hung from closed hooks so that they can't bounce off. Only soft art such as tapestries should be placed over beds and sofas.

**Ready
To Ride It Out?**

3. Volcanic Eruption

Volcanic eruptions are usually preceded by earthquakes, so there are warnings signaling the need for evacuation.

Cover machinery and electronics to protect them from ash. Close window, doors and vents before evacuating.

Evacuate before or as soon as you are told to do so, since the force of a blast, pyroclastic flow, gas and ash affect wide areas and wildfires can result from an eruption.

4. Tsunamis, Flooding and Mudslides

Earthquakes may lead to tsunamis (a series of seismic sea waves) along the coast. After a quake, stay away from beaches and low-lying areas to avoid being swept away and drowned. A receding water line warns of immediate tsunami danger.

Flooding can result either from a dam destroyed by an earthquake or excessive rainfall. Either way, stay away from low-lying areas and do not try to cross flooded areas by foot or vehicle. **Six inches of water are enough to sweep you off your feet, 2 feet of water can float a car!**

Flash floods are the result of large amounts of rainfall in a short period of time. Rainfall may occur away from the area you are in and the flood can therefore be completely unexpected.

Listen to TV and radio announcements for current conditions and evacuation notices. NOAA weather radio is the best source for information from the National Weather Service.

Climb to higher ground and stay there. Help evacuate those with special needs and those lacking transportation.

Preventative Measures:

Find out about your area's flood risk from the American Red Cross and your utility company. Have a professional elevate the main breaker or fuse box above flood level and put heating, ventilation and air conditioning units in the attic. Build landscaping barriers. Seal basement walls with waterproofing compounds and install valves in the sewer system to prevent back-flow. **Be aware that flood insurance may only cover damage done by water, not by mud.**

If you live in the Sacramento Delta or any other area where levees or dams may fail, obtain a copy of the inundation maps from your city. Also explore different evacuation routes and ways to reach elevated ground nearby.

The United States offers a **National Flood Insurance Program** available in most communities and there is a waiting period for coverage. Talk to your local insurance agent, check the Yellow Pages, or contact NFIP at www.floodsmart.gov.

Keep sandbags handy to divert flood waters from entering your home or property.

Turn off utilities first, then disconnect plugs to appliances. Do not restart until inspected after flooding.

Mudslides can jeopardize your property. Make sure retaining walls divert any water and mud away from your property.

Mudslides can be small or involve a large hillside and many homes. Watch for cracks developing in structures and shifting of landscape features. Evacuate IMMEDIATELY and do not return until the site has been cleared by a safety expert. If checking for missing or injured people near the slide area, do so without entering shifting ground. Watch out for danger from broken utility lines.

Listen for instructions on safe water practices. Stay away from downed power lines and don't wade in flooded areas. Danger exists from raw sewage and chemical spills. **All items touched by floodwater should be discarded.**

Coping With a Flood - Before, During and After

Nobody can stop a flood. But if you are faced with one, there are actions you can take to protect your family and keep your property losses to a minimum. The most important thing is to make sure your family is safe.

BEFORE A FLOOD:

- Keep a battery-powered radio tuned to a local station, and follow emergency instructions.
- If the waters start to rise inside your house before you have evacuated, retreat to the second floor, the attic and, if necessary, the roof. Take dry clothing, a flashlight, and a portable radio with you. Then, wait for help. Don't try to swim for safety; wait for rescuers to come to you.

If time permits, here are other steps that you can take before the flood waters come.

- Turn off all utilities at the main power switch and close the main gas valve if evacuation appears necessary.
- Move valuables such as papers, furs, jewelry, and clothing to upper floors or higher elevations.
- Fill bathtubs, sinks, and plastic soda bottles with clean water. Sanitize the sinks and tubs first by using bleach. Rinse, then fill with clean water.
- Bring outdoor possessions such as lawn furniture, grills, and trash cans inside, or tie them over a security.

ONCE THE FLOOD ARRIVES:

- Do not drive through a flooded area. If you come upon a flooded road, turn around and go the other way. More people drown in their cars than anywhere else.
- Do not walk through flooded areas. As little as six inches of moving water can knock you off your feet.
- Stay away from downed power lines and electrical wires. Electrocutation is another major cause of deaths in floods. Electrical currents pass easily through water.

- Look out for animals—especially snakes. Animals lose their homes in floods too. They may seek shelter in yours.

AFTER THE FLOOD:

- If your home, apartment, or business has suffered damage, call the insurance company or agent who handles your flood insurance policy right away to file a claim.
- Before entering a building, check for structural damage. Don't go in if there is any chance of the building collapsing.

- Upon entering a building do not use matches, cigarette lighters, or any other open flames, since gas may be trapped inside. Instead use a flashlight to light your way.
- Keep electricity off until an electrician has inspected your system for safety.
- Flood waters pick up sewage and chemicals from roads, farms, and factories. If your home has been flooded, protect your family's health by cleaning up your house right away. Throw out foods and medicines that may have come in contact with flood waters.
- Until local authorities proclaim your water to be safe, boil water for drinking and food preparation vigorously for five minutes before using.
- Be careful walking around. After a flood, steps and floors are usually slippery with mud and covered with debris, including nails and broken glass.
- Take steps to reduce your risks of future floods. Make sure to follow local building codes and ordinances when rebuilding, and use flood-resistant materials and techniques to protect yourself and your property from future flood damage.

COMMUNITY EMERGENCY RESPONSE TEAM
APPENDIX 1-A: HAZARD LESSON PLANS

TsunamiS

Tsunamis are ocean waves that are produced by earthquakes or underwater landslides. The word is Japanese and means "harbor wave," because of the devastating effects that these waves have had on low-lying Japanese coastal communities. Tsunamis are often incorrectly referred to as tidal waves.

Tsunamis, which pose the greatest risk to areas less than 25 feet above sea level and within one mile of the shoreline, can cause:

- Flooding.
- Contamination of drinking water.
- Fires from ruptured tanks or gas lines.
- Loss of vital community infrastructure.

Most deaths caused by tsunamis result from drowning.

Since 1945, six tsunamis have killed more than 350 people and caused 500 million dollars worth of property damage in Hawaii, Alaska, and the West Coast. Twenty-four tsunamis have caused damage in the United States and its territories during the past 224 years.

Tsunamis can travel upstream in coastal estuaries and rivers, with damaging waves extending farther inland than the immediate coast. A tsunami can occur during any season of the year and at any time, day or night.

The first wave of a tsunami is usually not the largest in a series of waves, nor is it the most significant. One coastal community may experience no damaging waves, while another, not far away, may experience destructive deadly waves. Depending on a number of factors, some low-lying areas could experience severe inland inundation of water and debris of more than 1,000 feet.

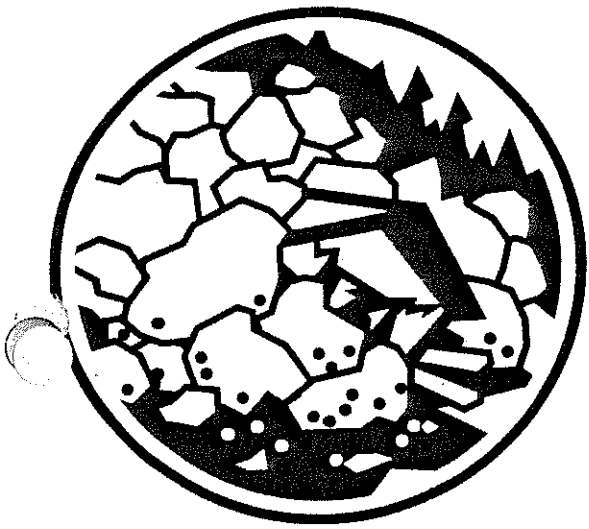
Tsunami warnings originate from two agencies:

- The West Coast/Alaska Tsunami Warning Center (WC/ATWC) is responsible for tsunami warnings for California, Oregon, Washington, British Columbia, and Alaska.
- The Pacific Tsunami Warning Center (PTWC) is responsible for providing warnings to international authorities, Hawaii, and U.S. territories within the Pacific basin.

The two Tsunami Warning Centers coordinate the information that is being disseminated.

ESP FOCUS

Landslides



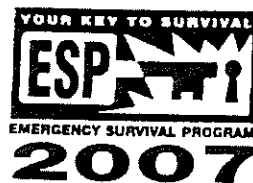
The ground can move without a quake!

When most people think about ground movement, they probably envision images of the ground below them moving from side to side, or up and down, during an earthquake.

It's important that residents of steep hillsides and canyons prepare for slides. After large-scale wildfires, areas left barren of grasses, plants, shrubs and trees are vulnerable to landslides through sliding, falling and flowing soil, rock, mud, brush and trees, particularly during and after heavy rains.

Slow-moving landslides can cause significant property damage, but they usually don't cause injury or death. Mudslides, however, are much more dangerous. According to the California Geological Survey, mudslides can easily exceed speeds of 10 miles per hour and often flow at rates of more than 20 mph. Because mudslides travel much faster than landslides, they can cause deaths, injuries and significant property damage.

Wherever you live, work, or play, use the recommendations on the reverse side of this *Focus Sheet* to help reduce your risk of death, injury and property losses from landslides, mudslides and other types of ground failure.



F E B R U A R Y

Before the Landslide

You can reduce the potential impacts of land movement by taking steps to remove yourself from harm's way:

- Assume that burn areas, and canyon, hillside, mountain and other steep areas are vulnerable to landslides and mudslides.
- Build away from steep slopes.
- Build away from the bottoms or mouths of steep ravines and drainage facilities.
- Consult with a soil engineer or an engineering geologist to minimize the potential impacts of landslides.
- Develop a family plan that includes:
 - Out-of-state contact
 - Place to reunite if family members are separated
 - Routes to evacuate
 - Locations of utility shut-offs
- Store the following emergency supplies:
 - Food
 - Water
 - First aid kit
 - Flashlights and batteries
 - Battery-operated radios
 - Special medications/eye care products
- Store an evacuation kit that includes:
 - Cash (small bills and change)
 - Important documents
 - Birth certificates
 - Insurance policies
 - Marriage certificates
 - Mortgage documents
 - Irreplaceable objects
 - Games, toys for children
- Purchase supplies to protect your home:
 - Hammer
 - Nails
 - Plywood
 - Rain gauge
 - Sand
 - Sandbags
 - Shovel
- Limit the height of plants near buildings to 18 inches.
- Use fire-retardant plants and bushes to replace highly combustible vegetation.
- Water landscape to promote early growth.
- Eliminate litter and dead and dry vegetation.
- Inspect slopes for increases in cracks, holes and other changes.
- Contact your local public works department for information on protection measures.

When it Rains

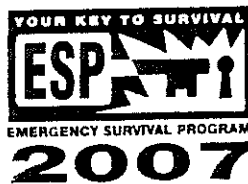
- Monitor the amount of rain during intense storms. More than three to four inches of rain per day, or 1/2-inch per hour, have been known to trigger mudslides.
- Look for geological changes near your home:
 - New springs
 - Cracked snow, ice, soil or rocks
 - Bulging slopes
 - New holes or bare spots on hillsides
 - Tilted trees
 - Muddy waters
- Listen to the radio or watch television for information and instructions from local officials.
- Prepare to evacuate if requested to do so.
- Respect the power of the potential mudslide. Remember, mudslides move quickly, can cause damage and kill.
- Prioritize protection measures:
 - Make your health and safety and that of family members the number one priority.
 - Make your home the number two priority.
 - Make pools, spas, patios and other elements the next priority.
- Implement protection measures when necessary:
 - Place sandbags
 - Board up windows and doors

Key Considerations

- Use permanent measures, rather than sandbags, if possible.
- Deflect, rather than stop or dam, debris.
- Use solutions that do not create problems for your neighbors.

Extracted and adapted from the Los Angeles County Department of Public Works publication "Homeowners Guide for Flood, Debris and Erosion Control" and the California Department of Conservation publications "Hazards from Mudslides—Debris Avalanches and Debris Flows in Hillside and Wildfire Areas" and "Landslide Facts."

During a landslide, water and sewage pipelines may break leading to a contaminated water supply. It is important to listen to your radio or television for the latest news on health and safety updates for the affected communities.



This Focus Sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase home, neighborhood, business and school emergency preparedness. ESP was developed by the County of Los Angeles, The California Governor's Office of Emergency Services, Orange and representatives from Contra Costa, Central, Imperial, Kern, Los Angeles, Marin, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura counties; Southern California Edison; the Southern California Earthquake Center and the American Red Cross, as well as the development of this point-to-point publication by the County of Los Angeles.

TAKE

When a flash flood **WATCH** is issued — Be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

When a flash flood **WARNING** is issued for your area, or the moment you realize that a flash flood is imminent, act quickly to save yourself. ***You may have only SECONDS!***



Go to higher ground — Climb to safety!

- ✓ Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- ✓ Avoid already flooded and high velocity flow areas. Do not attempt to cross flowing streams.
- ✓ If driving, be aware that the road bed may not be intact under flood waters. Turn around and go another way. NEVER drive through flooded roadways!
- ✓ If the vehicle stalls, *leave it immediately and seek higher ground*. Rapidly rising water may engulf the vehicle and its occupants and sweep them away. Remember, it's better to be wet than dead!
- ✓ Be especially cautious at night when it is harder to recognize flood dangers.
- ✓ Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.

ACTION!

When you receive a FLOOD WARNING:

- ✓ If advised to evacuate, do so *immediately*.
- ✓ Move to a safe area before access is cut off by flood water.
- ✓ Continue monitoring NOAA Weather Radio, television, or emergency broadcast station for information.

During the flood:

- ✓ Avoid areas subject to sudden flooding.
- ✓ If you come upon a flowing stream where water is above your ankles, STOP! Turn around and go another way.
- ✓ Do not attempt to drive over a flooded road. The depth of water is not always obvious. The road bed may be washed out under the water, and you could be stranded or trapped.
- ✓ Children should **NEVER** play around high water, storm drains, viaducts, or arroyos.



After the flood:

- ✓ If fresh food has come in contact with flood waters, throw it out.
- ✓ Boil drinking water before using. Wells should be pumped out and the water tested for purity before drinking. If in doubt, call your local public health authority.
- ✓ Seek necessary medical care at the nearest hospital. Food, clothing, shelter, and first aid are available from the Red Cross.
- ✓ Do not visit disaster areas. Your presence might hamper rescue and other emergency operations.
- ✓ Electrical equipment should be checked and dried before being returned to service.
- ✓ Use flashlights, not lanterns, torches or matches, to examine buildings. Flammables may be inside.
- ✓ Report broken utility lines to appropriate authorities.

5. Temperature Extremes/Weather

a. Heat

A heat wave in Europe several years ago resulted in 15,000 deaths in French cities alone. This clearly illustrates the vulnerability of urban populations to heat extremes. To prevent fatalities, especially among children, the elderly and those with disabilities, **check on your neighbors** and help them stay cool during a heat-wave. Heat will dehydrate, exhaust and shut down your system if not relieved. Stay out of the sun and cover up. Restrict your movements and stay out of the wind. Drink as many fluids as possible. Don't conserve, but drink right away. Check with your local County Health Department for the location of official "**cooling stations**" where people can go.

b. Cold

Cold can maim through frostbite and kill by chilling the human body beyond recovery. Hypothermia lowers the body's core temperature. You may be unaware of the impending danger. Look for **violent shivering** as a sure sign of the onset of hypothermia. Getting dry and warm is an absolute must. Other signs of hypothermia are: unclear thinking, slurred speech, drowsiness and denial of the symptoms. Get away from wind as it will add to chill. Make a fire if you can safely do so. Wrap yourself in a cover to conserve body heat. Move around to keep warm. **Check on elderly neighbors.**

c. Lightning/Hail

As soon as you hear thunder, seek shelter inside a building or away from open areas outside. Avoid trees and other tall objects that could act as a lightning rod. Inside the home, stay away from the TV, plug-in phones and electrical appliances that could act as an electrical conduit. Stay away from water (**inside and outside**) and wet sand. Turn off air conditioners and unplug appliances.

If driving, pull over in a safe area and stay inside the car. Avoid touching metal parts.

If in a boat, get to land and inside a safe structure as soon as possible.

If outside, **your hair standing on end** is a sure sign a lightning strike is imminent. Crouch with your hands on your knees to present the smallest possible target.

Secure vehicles and property inside before a possible hail storm. Bring all people and pets inside. If outdoors, seek shelter under the strongest structure available to prevent injury. If in a vehicle, drive under a overpass or into a parking structure and stay inside your car.

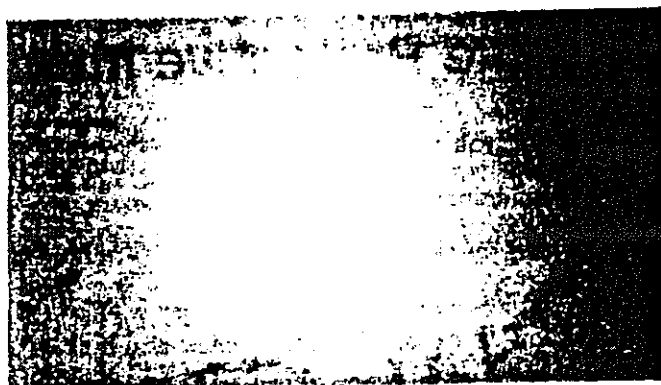
An Office of Homeland Security publication

- Cover windows that receive morning or afternoon sun with drapes, shades, awnings, or louvers. (Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent.)
- Keep storm windows up all year.

During a Heat Emergency

The following are guidelines for what you should do if the weather is extremely hot:

- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Consider spending the warmest part of the day in public buildings such as libraries, schools, movie theaters, shopping malls, and other community facilities. Circulating air can cool the body by increasing the perspiration rate of evaporation.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Limit intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible.
- Protect face and head by wearing a wide-brimmed hat.
- Check on family, friends, and neighbors who do not have air conditioning and who spend much of their time alone.
- Never leave children or pets alone in closed vehicles.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat, and take frequent breaks.



6. Terrorism and Other Man-Made Disasters

Many of the preparedness steps taken for natural disasters will benefit you in the event of a man-made disaster. Supplies stored and evacuation plans can be used here, as well.

One decision that you and your neighbors will have to make, depending on the nature and extent of the event, is whether to shelter-in-place or to evacuate (see E. 11).

The danger of a terrorist attack is greatest in a densely populated area or near targets such as a military installation, atomic plant, harbor, airport, amusement park, stadium, etc.

Communications with family members outside the affected area and alerting unsuspecting neighbors will be a priority.

If sheltering in place, you will have to **assure a clean air supply in addition to food, water and medical supplies**. Be prepared to seal the windows and doors to one room in your house. Stay inside with your family and supplies until told to come out by authorities. A battery-operated radio is essential and cell phones are also useful. Use duct tape and heavy trash bags or plastic sheeting to seal a room (doors, windows and vents). Precut and label sheeting to speed installation in an emergency. Take warm clothing, bedding and sanitation supplies, a radio and phone into the room with you. Turn off the heater and air conditioner.

The response to a biological, chemical, or radiation threat is confined to single families if they must shelter-in-place. Taking responsibility on an individual basis is therefore essential during the crisis. Arrange for a **family meeting place outside your area in case of evacuation**.

If you hear a siren, turn on your TV or radio. Follow instructions precisely and immediately. Your survival may depend on it.

Protect nose, mouth, eyes and skin from contamination with clothing layers if in a public place. If you have been exposed to a chemical or biological agent, immediately remove all clothing, jewelry and glasses and seal them in a bag. Wash hands first with soap and water, then your whole body. Avoid hard scrubbing and gently blot your skin dry. **Evacuate quickly to higher ground, upwind, as far away as possible. Seek medical attention as soon as possible. A biological agent may be contagious, so avoid exposing others.**

A WORD ON WHAT COULD HAPPEN

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

- There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
- Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
- Workplaces and schools may be closed, and there may be restrictions on domestic and international travel.
- You and your family or household may have to evacuate an area, avoiding roads blocked for your safety.
- Clean-up may take many months.

EVACUATION

If local authorities ask you to leave your home, they have a good reason to make this request, and you should heed the advice immediately. Listen to your radio or TV, follow the instructions of local emergency officials and keep these simple tips in mind—

- Wear long-sleeved shirts, long pants and sturdy shoes so you can be protected as much as possible.

- Take your disaster supplies kit.
- Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative's or friend's home, or find a "pet-friendly" hotel.
- Lock your home.
- Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.
- Stay away from downed power lines.

Listen to local authorities. They will provide you with the most accurate information specific to an event in your area. Staying tuned to local radio and television, and following their instructions is your safest choice.

If you're sure you have time:

- Call your family contact to tell them where you are going and when you expect to arrive.
- Shut off water and electricity before leaving, if instructed to do so. Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it's been turned off. In a disaster situation it could take weeks for a professional to respond.



10 STEPS FOR TERRORISM PREPAREDNESS



Preparing for terrorism is the same as preparing for earthquakes, fires, floods and other disasters. Follow the 10 steps below to increase your safety and survival. Remember – Preparedness is the Key. Take steps now to be prepared.

1. Finding out what can happen is the first step. Determine what the possible threats are and discuss them with your family, household, and co-workers.
2. Create an emergency communications plan. Be sure to include your out-of-state contact to check on each other if local telephones are jammed or out of service.
3. Assemble disaster supplies kits, in easy-to-carry containers, for home, for work and your car. Include a week's supply of water, non-perishable food, a first aid kit and book, flashlights, battery-powered radio, extra batteries, fire extinguisher, tools, prescription medications, copies of important documents, and other supplies. Include duct tape, plastic sheeting, and towels to seal windows and door cracks.
4. Learn basic first aid and CPR. The American Red Cross provides training.
5. Be aware of your surroundings and report any suspicious activities to local authorities.
6. Know where the emergency exits, staircases, and fire extinguishers are at home, at work or when traveling, and practice emergency evacuation procedures.
7. Check on the school and day care emergency plans for your school-age children.
8. Learn what to do if asked by officials to "Shelter in Place" (remain indoors or in your car) or to "Evacuate" (leave the hazard area).
9. Be prepared to do without services you normally depend on, such as electricity, telephone, natural gas, gasoline pumps, ATM machines, and Internet transactions.
10. If there is an attack or strong warnings of an attack, remain calm and follow the advice of local emergency officials. Listen to the radio or television for news and instructions.

For further information call:

Los Angeles County Office of Emergency Management
Emergency Survival Program (ESP)
(213) 974-1166 (English)
(213) 974-2217 (Spanish)
www.espfocus.org

BEFORE AN ATTACK (CONT')

- Conduct periodic evacuation drills.
- Establish a meeting place away from your home in case your home is affected by the disaster or is in the area evacuated.
- Check on the school emergency plan for your children. Make sure the school has your updated emergency contact information.
- **If you live or work in a multi-level building:**
 - Identify the location of fire exits and review emergency evacuation procedures.
 - Locate and maintain fire extinguishers in working order. Train responsible personnel on how to use them.
 - Obtain training in first aid and CPR.
- **Assemble and maintain an emergency supply kit at home, at work and in your car.**
 - Battery-powered radio, flashlights, batteries
 - Whistle
 - First aid kit and manual
 - Hard hats, dust masks and eye goggles
 - Duct tape
 - Fluorescent tape to rope off dangerous areas
 - Water
 - Food (canned, no-cook, packaged snacks)
 - Manual can opener
 - Cash and credit cards
 - Change of clothing, rain gear, and sturdy shoes
 - Blankets or sleeping bags
 - Fire extinguisher (A-B-C) type
 - Infant and feminine hygiene supplies
 - Essential medicines and eyeglasses
 - Names, addresses, and telephone numbers of doctors and pharmacist
 - Food and water for pets
 - Large plastic bags for trash, waste, water protection
 - Toilet paper and paper towels
 - Charcoal grill or camp stove for outdoor cooking

DURING AN ATTACK

- **If there's an explosion:**
 - Remain calm. Take cover under a desk or sturdy table if ceiling tiles, bookshelves, their contents, etc., begin to fall.
 - Exit the building as quickly as possible.
- **If there's a fire:**
 - Crawl low in smoke and exit the building as quickly as possible.
 - Use a wet cloth to cover your nose and mouth.
 - Use the back of your hand to feel the lower, middle and upper parts of closed doors. If the door is not hot, brace yourself against the door and open it slowly. Do not open the door if it is hot. Seek another escape route.
 - Use appropriate fire exits, not elevators.
- **If there's a biological or chemical attack:**
 - Remain calm.
 - Follow the advice of local emergency officials.
 - Listen to the news media for instructions.

AFTER AN ATTACK

- **If you are trapped in debris:**
 - Think before you act.
 - If possible, use a flashlight to signal rescuers regarding your location.
 - Avoid unnecessary movement so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
 - Tap on a pipe or wall so that rescuers can hear where you are.
 - Use a whistle if one is available. Shout only as a last resort—shouting can cause a person to inhale dangerous amounts of dust.
 - Trained rescue personnel will respond. Their first priority is rescue.

PROTECTIVE ACTIONS

Protective actions are actions we take to safeguard our family members and ourselves from harm. The most common emergency protective actions are evacuation and shelter-in-place.

- Evacuation means to leave the area of actual or potential hazard.
- Shelter-in-place means to stay indoors. This includes additional precautions such as turning off air-conditioning, ventilation systems and closing all windows and doors.

WHAT SHOULD YOU DO?

- Remain calm. Think before you act.
- Be aware of your surroundings.
- Have a Family Preparedness Plan.
- Stay informed.
- If an evacuation is ordered, follow the instructions of local officials regarding evacuation routes and the location of shelters.
- If shelter-in-place is recommended, local officials will provide instructions on necessary actions.
- Do not leave your sheltered location or return to the evacuated area until it is deemed safe to do so by local officials.

WEBSITES

Listed below are a few websites that provide emergency preparedness information.

www.fema.gov
(Federal Emergency Management Agency)

www.oes.ca.gov
(California Office of Emergency Services)

www.redcross.org
(American Red Cross)

www.bt.cdc.gov
(Centers for Disease Control and Prevention)

www.lab1.org
(County Public Health)

www.co.la.ca.us
(County of Los Angeles)

<http://dmh.co.la.ca.us>
(County Department of Mental Health)

This Bulletin is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase individual and home emergency preparedness. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES), Southern California Edison, and representatives from Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura and Yuma counties assist in the development of campaign materials and in coordination of the campaign.

COMMUNITY EMERGENCY RESPONSE TEAM
APPENDIX 1-A: HAZARD LESSON PLANS

NUCLEAR POWER PLANT EMERGENCIES

The construction and operation of nuclear power plants are closely monitored and regulated by the Nuclear Regulatory Commission (NRC). Accidents at these plants are possible, however.

An accident could result in dangerous levels of radiation that could affect the health and safety of the public living near the nuclear power plant.

Radioactive materials are composed of unstable atoms. These atoms give off excess energy until they become stable. The energy emitted is radiation.

Each of us is exposed daily to radiation from natural sources, including the sun and the Earth. Small traces of radiation are present in food and water. Radiation also is released from manmade sources, such as x-ray machines, television sets, and microwave ovens.

Nuclear power plants use the heat generated from nuclear fission in a contained environment to convert water to steam, which powers generators to produce electricity.

Radiation has a cumulative effect. The longer a person is exposed to radiation, the greater the risk of adverse effects. A high exposure to radiation can cause serious illness or death.

The potential danger from an accident at a nuclear power plant is exposure to radiation. This exposure could come from the release of radioactive material from the plant into the environment, usually characterized by a plume (cloud-like) formation of radioactive gases and particles.

The area affected by radioactive material release is determined by:

- The amount of radiation released from the plant.
- Wind direction and speed.
- Weather conditions.

COMMUNITY EMERGENCY RESPONSE TEAM
APPENDIX 1-A: HAZARD LESSON PLANS

NUCLEAR POWER PLANT EMERGENCIES (CONTINUED)

The major hazards to people in the vicinity of the plume:

- Radiation exposure to the body from the cloud and particles deposited on the ground.
- Inhalation of radioactive materials.
- Ingestion of radioactive materials.

If an accident occurred involving a radioactive release at a nuclear power plant, local authorities would:

- Activate warning sirens or another approved alert method.
- Provide instructions through the Emergency Alert System (EAS) on local television radio stations.

Local and State governments, Federal agencies, and the electric utilities have emergency response plans in the event of a nuclear power plant emergency. The plans define two Emergency Planning Zones (EPZs):

- One EPZ covers an area within a 10-mile radius of the plant where it is possible that people could be harmed by direct radiation exposure.
- The other EPZ covers a broader area, usually up to a 50-mile radius from the plant, where radioactive materials could contaminate water supplies, food crops, and livestock.

Exposure can be minimized by:

- Time. Limit your time exposed to radioactive material. Most radioactivity loses its strength fairly quickly. In a nuclear power plant accident, local authorities will monitor any release of radiation and determine when the threat has passed.
- Distance. The more distance between you and the source of the radiation, the better. In a serious nuclear power plant accident, local authorities will call for an evacuation to increase the distance between you and the radiation. (Evacuation also reduces the period of time of exposure.)
- Shielding. The more heavy, dense material between you and the source of the radiation, the better. This is why local authorities could advise you to remain indoors if an accident occurs. In some cases, the walls in your home would be sufficient shielding to protect you.

Radioactive iodine - nuclear reactors contain many different radioactive products, but a dangerous one is radioactive iodine which, once absorbed, can damage cells of the thyroid gland. The greatest population that suffers in a nuclear accident is **children** (including **unborn** babies) since their thyroid is so active, but all people are at risk of absorbing radioactive iodine.

Potassium iodide (KI) - can be purchased over-the-counter now (usually from companies selling disaster-related kits) and is known to be an effective protective agent. In other words, it fills up the thyroid with good

NUCLEAR POWER PLANT EMERGENCIES (CONTINUED)

It is important to know the terms that are used to describe nuclear emergencies:

- Notification of Unusual Event: A small problem has occurred at the plant. No radiation material release is expected. Federal, State, and county officials will be told right away. No action on your part will be necessary.
- Alert: A small problem has occurred, and small amounts of radiation material could leak inside the plant. This will not affect you, and you should not have to do anything.
- Site Area Emergency: A more serious problem has occurred, and small amounts of radiation material could leak from the plant. If necessary, State and county officials will act to assure public safety. Area sirens may be sounded. Listen to your radio or television for safety information.
- General Emergency: This is the most serious problem. Radiation material could leak outside the plant and off the plant site. The sirens will sound. Tune to your local radio or television station for emergency information reports. State and county officials will act to protect the public. Be prepared to follow instructions promptly.

You should:

- Learn the community's warning system. Nuclear power plants are required to install sirens and other warning systems (flashing warning lights) to cover a 10-mile area around the plant.
 - Find out when the warning systems are tested.
 - When the systems are tested in your area, determine whether you can hear sirens or see flashing warning lights from your home.
- Obtain emergency public information (EPI) from the power company that operates the power plant or from the local emergency services office. If you live within 10 miles of the plant, you should receive these materials annually from the power company or your State or local government.
- Learn the emergency plans for schools, day care centers, nursing homes, and other places that members of your household frequent. Learn where people would go in case of evacuation.

COMMUNITY EMERGENCY RESPONSE TEAM
APPENDIX 1-A: HAZARD LESSON PLANS

NUCLEAR POWER PLANT EMERGENCIES (CONTINUED)

Citizens should be prepared to evacuate.

Key points during an emergency:

- Listen to the warning. Not all incidents result in the release of radiation. The incident could be contained inside the plant and pose no danger to the public.
- Stay tuned to local radio or television. Local authorities will provide specific information and instructions.
 - The advice given will depend on the nature of the emergency, how quickly it is evolving, and how much radiation, if any, is likely to be released.
 - Local instructions should take precedence over any advice given on national broadcasts or in books.
 - Review the public information materials that you received from the power company or government officials.
- Evacuate, if you are advised to do so.
 - Close and lock doors and windows.
 - Keep car windows and vents closed. Use recirculating air.
 - Listen to the radio for evacuation routes and other instructions.
- If you are not advised to evacuate, you may be advised to shelter in place.
 - Close doors and windows.
 - Turn off the air-conditioner, ventilation fans, furnace, and other air intakes.
 - Go to a basement or other underground area if possible.
 - Keep a battery-powered radio with you at all times.
- Shelter livestock and give them stored feed, if time permits.
- Do not use the telephone unless it is absolutely necessary. Lines will be needed for emergency calls.
- If you suspect exposure, shower thoroughly.
 - Change clothes and shoes.
 - Put exposed clothing in a plastic bag.
 - Seal the bag, and place it out of the way.
- Put food in covered containers or in the refrigerator. Food not previously covered should be washed before being put in containers.

Key points after an emergency:

- If told to evacuate, return home only when local authorities say that it is safe to do so.
- If advised to stay in the home, remain inside until local authorities indicate that it is safe.
- Get medical treatment for any unusual symptoms, such as the rapid onset of vomiting, that

7. Pandemic (a wide-spread epidemic)

More and more attention is being given to the possibility of a pandemic. This could develop spontaneously in another part of the world and spread to your neighborhood very rapidly, or be introduced as a terrorist act.

The Avian Flu or another pandemic could quickly spread among the population. Likewise, Anthrax or smallpox could be introduced and expand throughout a continent or even world-wide.

At this point, it is best to follow the measures outlined in our disaster preparedness plan as well as **following directives by health agencies**. Be prepared to isolate yourself for an extended period of time (shelter-in-place). No one knows if and how soon medicines to counteract a pandemic may become available, so planning is difficult. Communications via phone and the internet will certainly be essential to getting the latest information on the situation. Depend on your family's preparations to see you through **several months of complete isolation**, even from your neighbors, if necessary.

Virologist Robert G. Webster at St. Jude's Children's Research Hospital in Memphis recommends storing 3 months' worth of dry food, bleach to treat drinking water, and a 5-day course of antiviral medication (**Tamiflu or Relenza**, which need a doctor's prescription). He also recommends annual flu shots and pneumonia shots for seniors to minimize the risk of secondary infections.

D. Preparedness Levels

1. Individual/Family Preparedness

This handbook focuses on neighborhood preparedness. Underlying any such effort must be the steps you take to ready your individual household as well. The goal here is to:

- a. protect people and pets
- b. protect property.

A brief list will guide you in these areas. Refer to **free American Red Cross materials for detailed procedures and supply lists.**

a. Protecting People and Pets

- Bolt your house to its foundation to minimize structural damage
- Reinforce cripple walls under raised floors
- **Secure all furniture** taller than waist level to studs in the walls with metal brackets
- Attach heavy electrical appliances with Velcro straps
- Move heavy objects to bottom shelves
- Avoid hanging mirrors and pictures over beds and seating areas
- Use Quake Hold putty to secure breakables to display shelves or fishing line attached to eye hooks in walls to tie decorative items that could fall off
- **Store bottled water, food that doesn't require cooking, and medicines for a minimum of 7 days** (recycle annually). Check expiration dates on packages and write purchase date on top. **Make sure to store water, food and cash in insect/rodent proof containers!**
- Keep a **First Aid kit** ready
- Make plans for **alternate sanitation** (e.g. buckets with liners)
- Keep information on medical conditions and medications for people and pets on fridge door for rescuers to find
- Leave a medical authorization form for children and pets
- Be prepared to evacuate. Keep a minimum of ½ tank of gas in all cars
- Prepare a **disaster kit for your workplace and all cars**
- Find a neighbor who will feed and **take care of your pet/s** if you are unable to get home
- Establish an **out-of-state phone contact** for family members to call about each other's whereabouts
- Keep sturdy **shoes and a flashlight** under each bed
- Identify safe duck, cover and hold areas in each room
- Have an alternate person authorized to pick up your kids from school or daycare

Bleach - Add 10-20 drops of "regular" household bleach per gallon (about 4 litres) of water, mix well, and let stand for 30 minutes. A slight smell or taste of chlorine indicates water is good to drink. *(NOTE: Do NOT use scented bleaches, colorsafe bleaches, or bleaches with added cleaners!)*

b. Protecting property

- Secure your belongings as outlined
- Prepare a **room-by-room evacuation list** of irreplaceable and valuable items to aid in a quick evacuation. Tie a string to the list, so you can wear it around your neck while gathering items. Make multiple copies of the list for family members to work simultaneously. Laundry baskets work well to carry most items to the car
- Keep copies of your driver's license, credit cards, insurance cards, pictures (or video record) and description of valuables at a relative's or friend's house
- Keep **negatives of family photos** and copies of family videos at someone else's house in case they are destroyed while you are absent
- Have **cash (in small bills)** on hand in case ATMs and banks are not functional for several days
- Know how to shut off **gas, electricity and water** outside your home
- Put latches on all above-waist kitchen cabinets and secure heavy furniture

c. Preparing Work and Car Kits

It is essential that both workplace and cars be equipped with survival supplies.

If a disaster strikes during working hours, you must be prepared to shelter where you are until it is safe to leave the building. Seek shelter under a desk or other sturdy furniture and keep your survival kit within reach (see E.11.b.).

To allow you to get back home, you should have a portable kit in the trunk of your car. A cooler provides convenient storage for your supplies, but include a backpack, as well, in case you must leave your vehicle behind and walk home. The list below is a good starting point. Supplement it with whatever your personal needs may be.

Emergency Kit for the Car

Bottled water (minimum 1 gallon)
Candy and granola bars
Clothing (for heat and cold) and hat
Dried fruit
Canned food w/can opener
Fire extinguisher
Card game
First Aid kit
Personal medications (recycle often)
Flashlight w/batteries
Matches
Road map and flares
Sleeping bag/blanket
Small & large plastic bags
Battery-operated radio (if you must leave your car)
Walking shoes and socks
Quarters and money in small bills
Umbrella
Whistle
Sunscreen
Note pad and pencil
CD to signal for help from the air (use reflection)
Shovel

Keep the gas tank $\frac{1}{2}$ full at all times and recycle food and water and batteries once a year.

Emergency Kit for Work

Bottled water (minimum 1 gallon)
Candy and granola bars
Extra clothing
Dried fruit
Canned food w/can opener
Card game
First Aid kit
Personal medications (recycle often)
Flashlight and batteries
Matches
Whistle
Small and large plastic bags
Battery-operated radio
Toilet paper
Blanket
Money in small bills
CD to signal for help through a window (use reflection)

Keep these supplies under your desk or near your work area and recycle food, water and batteries once a year.

2. Special Needs Groups

a. Children

Children are particularly vulnerable to the trauma of a disaster. Parents can do much to reassure children and give them a chance to be comforted as well as allowing them to verbalize their fears. Eating and sleeping disturbances are to be expected and emotional outbursts are normal reactions to stress.

If left without their usual adult caretaker, children must be kept safe until their return. If a caretaker must be found, **ask the child whom among their neighbors their parents would want them to stay with.** If the child is removed from their home, be sure to leave a note on the door saying **who took them, where they were taken and when.** Try to provide the child with a family photo, a comforting toy and some comfort food (e.g. a sucker from your supply shed).

HQ may have to be used to safeguard children without parents until they are picked up. Find tents (or RVs) and sleeping bags to keep them comfortable and provide water, food and activities. We keep a bin filled with books, games, puzzles, baby blankets and stuffed toys in our supply shed.

Teenagers may be helpful as runners and HQ helpers, but make sure you have parental authorization.

Do not allow children to view repeat newscasts of a disaster as that will add to their anxiety. **Stay calm in front of children** and remove them from people who are panicky. Keep them nearby for comfort and prepare them for aftershocks.

If a child is ESL (English second language), try to find adults who can communicate with them in their mother tongue (See resource spreadsheet A2).

Evacuations are particularly disturbing to children. Keeping them with you, taking along a favorite toy and providing comfort along the way will help them adjust. Be tolerant if a child regresses in their toileting habits, becomes clingy or sucks his thumb. Remember that it is a temporary aid to help him cope with stress and fear.

Try to connect him with neighborhood friends and family members for reassurance.

Older children can be given chores to aid in recovery. Establishing a routine is reassuring. **Involving children in disaster planning and preparations** helps him become more confident about his ability to cope.

Make sure your child knows his/her name, address, phone numbers (home, work, cell), emergency family meeting place, how to dial 911, etc.

Are you familiar with your child's school emergency procedures? Make sure they have updated information on emergency release forms and a back-up caretaker listed. **Babysitters should be familiarized with disaster plans, as well.**

AUTHORIZATION OF CONSENT TO TREATMENT OF MINOR

NOTE: Each child needs separate copies at each school, doctor's office, hospital, babysitter, family emergency file, etc. Keep a list of locations on file, in case you need to make changes. You are encouraged to reproduce as many copies of this form as necessary.

(I) (We), The undersigned, parent(s) of _____ a minor, do hereby authorize _____ (Relative, Family Physician, Babysitter, or Other) as agent(s) for the undersigned to consent to an x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and it to be rendered under the general supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act of the Medical Staff of _____ Hospital, or _____ MD. (Family Physician), whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of our foresaid agent(s) to give specific consent to any and all such diagnosis treatment of hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the provisions of section 25.8 of the Civil Code of California (Allows parent(s) or guardian to authorize any adult to consent to medical or dental treatment as stated in paragraph No. 1 above.)

This authorization shall remain effective until _____, 19____, unless sooner revoked in writing delivered to said agent(s).

Dated: _____

(Father or Legal Guardian)

(Mother or Legal Guardian)

(Witness)

Ins. Info :

FAMILY EMERGENCY PLAN

EMERGENCY CONTACT NUMBERS

(Post a copy of this information near each phone for easy access!)

Out-of-State Contact

Name _____

City _____

Telephone (Day) _____

(Evening) _____

Local Contact

Name _____

Telephone (Day) _____

(Evening) _____

Nearest Relative

Name _____

City _____

Telephone (Day) _____

(Evening) _____

Family Work Numbers

Father _____

Mother _____

Guardian _____

Brother _____

Sister _____

Emergency Telephone Numbers

In a life-threatening emergency, dial 9-1-1 or local emergency medical services number: _____

Police Department _____

Fire Department _____

Ambulance _____

Hospital _____

Poison Control 1-800-222-1222 (U.S. only) _____

Family Doctors

Name _____

Phone # _____

Name _____

Phone # _____

EMERGENCY PLAN, continued

Veterinarian: _____

Animal Shelter or Humane Society: _____

In case you get separated from family members during an emergency or disaster, please decide on two Meeting Places or Areas where you can join each other.

Please make sure your small children are included when making this decision and they understand why they should meet here.

Meeting Place or Meeting Area

1. Right outside your home _____

(Example: meet by the curb or by the mailbox in front of home or apartment building)

2. Away from the neighborhood, in case you cannot return home

(Example: choose the home of a family friend or relative and fill in below)

Address _____

Telephone # _____

Directions to this place _____

FAMILY INFORMATION & PHONE NUMBERS

Place these records in a safe location (like a metal box or safety deposit box). We suggest you review/update the information several times a year to keep records current.

Since this data changes quite often, we suggest you use the information below as a guide and write everything down on a piece of paper then paper-clip inside this Manual for easy access. Keep a record of each school your child or children attend and please replace it every time there is a change. And make sure other family members get updates, too!

LIST CONTACT DATA FOR ALL FAMILY MEMBERS:

Parent/Guardian works at: _____

Work address: _____

Work & Cell Phone #: _____

Parent/Guardian works at: _____

Work address: _____

Work & Cell Phone #: _____

Brother/Sister works at: _____

Work address: _____

Work & Cell Phone #: _____

LIST SCHOOL INFORMATION FOR EACH CHILD IN FAMILY:

Child's name: _____

School name: _____

School address: _____

Main phone # for school: _____

Contact name at school: _____

- Will school HOLD or RELEASE child if an emergency or disaster?

- Where will the school move child if an emergency or disaster?

- How will the school communicate with families during a crisis?

- Does the school store adequate food, water and other basic supplies?

Suggestion: Parents and Guardians may want to keep a copy of your child or children's information at your place of employment and with another family member in case of a disaster or emergency. Please make sure you update records each year so everyone has the right data.

OTHER IMPORTANT FAMILY INFORMATION:

Please write information down on a piece of paper and place in a safe location (such as a fireproof metal box or a safety deposit box). Again, we suggest you review / update information several times a year to keep records current.

Make a list of each Family Member's Social Security Number
Name: _____

Social Security #: _____

HMO/Insurance Policies:

Insurance Co. Name: _____

Policy #: _____

Phone #: _____

Insurance Co. Name: _____

Policy #: _____

Phone #: _____

Family Doctor Name _____

Family Doctor's Address _____

Dr. Phone #: _____

Closest Hospital Name _____

Closest Hospital Address _____

Hospital Phone #: _____

b. Seniors

The back of this page outlines steps seniors should take to prepare themselves and their household for a disaster.

The same supplies as for everyone else should be stored. In addition, you should have a 1 – 2 week supply of medications handy. **Rotate medications** regularly to keep them fresh.

To make the rescue personnel's job easier, **post a list of medical conditions, medications, name and phone number of your doctor** and nearest relative on the fridge, clearly marked for emergency use. See form in E.1.b.

Know where to shut off gas, electricity and water, if necessary. Keep a whistle handy to use for calling for help. Also, you may need an extra pair of glasses and batteries for your hearing aid.

Seniors will **depend on neighbors** to check on them and help them cope. They may need help with food preparation and basic daily care from a neighbor. Seniors can be a wonderful resource by helping with administrative jobs and child and pet care.

A disaster can show its effects on seniors by increased levels of fear or depression. Seniors feel particularly vulnerable and may need reassurance. Memory lapses, difficulty concentrating and irritability are often seen. Loss of appetite and sleep disturbances are also common.

Allow seniors to express their concerns and to vocalize emotions. Make sure they eat and get rest and have others nearby for comfort and assistance.

Tips for the Elderly

Before an Earthquake

- ✓ Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection.
- Anchor special equipment such as telephones and life support systems. Fasten tanks of gas, such as oxygen, to the wall.
- Keep a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members. Make sure you have this list with you at all times.
- Keep an extra pair of eyeglasses and medication with emergency supplies.
- Keep walking aids near you at all times. Have extra walking aids in different rooms of the house.
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.
- Make sure you have a whistle to signal for help.
- Keep extra batteries for hearing aids with your emergency supplies. Remember to replace them annually.
- Keep extra emergency supplies at your bedside.

- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

During and After an Earthquake

- If you are in bed or sitting down, do not get up.
- If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.
- Prepare to be self-sufficient for at least ^{seven}~~three~~ days.
- Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- Prepare for aftershocks.
- If you evacuate, leave a message at your home telling family members and others where you can be found.

**Ready
To Ride It Out?**

c. Disabled

It is especially important to **check on all neighbors with disabilities** after a disaster. A fall may prevent them from seeking help. S & R teams can do much to save lives and reduce trauma by assuring that they are ok and finding a neighbor to help take care of them.

Medical information should be posted on the fridge for rescue personnel. See form in E.1.b.

Preparations are the same as for other residents but particular attention must be paid to their physical limitations to save themselves in case of fire, injury or reduced mobility to get to food, water and medicines. A mechanical wheelchair may be needed in case of a power outage.

Especially in case of evacuation, the disabled may **depend on neighbors for transportation**. Volunteers should always assure that the disabled are being taken care of before leaving the area themselves.

Tips for the Physically Challenged

Before an Earthquake

- ✓
 Set up your home, apartment or workplace so that you can quickly get under a sturdy desk, table or other safe place for protection. Identify doorways that do not have doors in which you can take cover.
- Maintain a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members with you at all times.
- Keep extra medication with your emergency supplies.
- Keep extra emergency supplies at your bedside and by your wheelchair.
- Have walking aids near you at all times. Place extra walking aids in different rooms of the house.
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.
- Have a whistle near you to signal for help.
- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

During and After an Earthquake

- If you are in bed or out of a wheelchair, stay where you are and cover your head and neck.
- If you are in a wheelchair, stay in it and go into a doorway that doesn't have a door. Cover your head and neck with your hands.
- Prepare to be self-sufficient for at least three days.
- Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- Prepare for aftershocks.
- If you evacuate your home, leave a message at your home telling family members and others where you can be found.

**Ready
To Ride It Out?**

d. Pets

Designate a neighbor to take care of your pet/s if you are unable to return home.

Have your dog/cat wear an ID tag at all times. Post their feeding and medication schedules on a pet carrier, in case of evacuation. Place a "pet inside" sticker on your door. Prepare a 7-day evacuation kit with food, water (+ dish), medicines and medical authorization form, vaccination record, favorite toy, leash and bedding.

Some public shelters now take pets, but be sure you have alternate plans, if yours does not.

Evacuate your family, including your animals, as early as possible. By leaving early, you will decrease the chance of becoming victims of the disaster.

1. Bring your dogs, cats, and other small animals indoors.
2. Make sure all animals have collars and some form of identification securely fastened. The utilization of permanent identification is encouraged.
3. Place all small pets, including cats and small dogs, inside individual transportable carriers. When stressed, animals that normally get along may become aggressive towards each other.
4. Secure leashes on all large dogs.
5. Load your larger animal cages/carriers into your vehicle. These will serve as temporary housing for your animals if needed.
6. Load the animal evacuation kit and supplies into your vehicle.
7. Call your prearranged animal evacuation site to confirm availability of space.
8. Implement your equine/livestock evacuation plan.
9. Evacuate with your animals—ASAP!
10. If you must leave equine/livestock behind, relocate them to a predetermined safe place based on the type of imminent disaster. Ensure that they have access to hay or an appropriate and safe free choice food source, clean water, a safe living area or high ground above flood levels. Some types of disasters require leaving animals inside while others require leaving animals outside (visit www.avma.org/disaster for links to large animal disaster planning Web sites). Do not rely on automatic watering systems, because power may be lost.
11. If time permits, secure or remove all outdoor objects that may turn into dangerous flying debris.

AFTER THE DISASTER

- Survey the area inside and outside your home to identify sharp objects, dangerous materials, dangerous wildlife, contaminated water, downed power lines, or other hazards.
- Familiar scents and landmarks may have changed, and this can confuse your animals.
- Release equine/livestock in safe and enclosed areas only.
- Release cats, dogs, and other small animals indoors only. They could encounter dangerous wildlife and debris if they are allowed outside unsupervised and unrestrained.
- Release birds and reptiles only if necessary and only when they are calm and in an enclosed room.
- Reintroduce your animals to services originally wanted until full participation of animals have been without food for a prolonged period of time.
- Allow uninterrupted rest and sleep for all animals to help them recover from the disaster.
- Report any lost animals to your local animal shelter, DVM, or pet rescue organization.

Tips for Pet Owners

When preparing your home for an earthquake, don't forget to include your pets on the list. They will depend on you even more after an earthquake to take care of them and their needs.

Before an Earthquake

- Store enough food and water to last for 7 ~~hours~~ ^{days} preferably for one week. Prepare a shelter or evacuation kit for your pet, including an unbreakable dish, veterinarian records, a restraint (leash or pet carrier) and medication with instructions.
- Keep your pet's ID tag up-to-date.

Evacuation Checklist for Pets

Dog medicine(s), i.e. heart worm, flea, ear mite medicine, etc.
 Dog Bowls
 Dog Food (1-week minimum, 2-week suggested), dog treats, etc.
 Can opener
 Leashes: walking leash, short leash
 Harness (to attach to seat belt)
 Extra dog tag, (masking tape, laundry pen)
 Cell #, Hotel # and Room #
 Pet records stored in waterproof container or plastic sealable bag
 Crate
 Dog bed/blanket/toys
 Supplies paper towels, rag cleaner, toilettes, towels, flash light
 Current dog photograph(s) with your identification information: useful for filers should your dog go missing or must be left at shelter
 Dog friendly first aid kit (ask the vet)
 Sleeping bag
 First aid kit
 Flash light
 Whistle
 Whistle

During and After an Earthquake

- Do not try to hold onto your pet during the shaking. Animals will instinctively protect themselves and hide where they're safe. If you get in their way, even the nicest pets can turn on you.
- Be patient with your pets after a quake. They get stressed just like people and need time to readjust. They may disappear for some time, but they generally show up again when things have calmed down.
- If you have outdoor pets, you should keep them indoors until the aftershocks have subsided and they have calmed down.
- If you must evacuate your home, leave your pet secured in a safe place. Pets will not be allowed at shelters. Be sure to leave plenty of clean water and food. If possible, visit your pet daily until you can return home.

Ready?
Ride It Out?

E. First Response

1. Survivors

a. Search & Rescue

In our program, each home will be checked on as soon as possible after a disaster. If the emergency occurs at night or in bad weather, the initial contact may be delayed.

We urge our volunteers to see to their own and their family's needs first. Only when they feel calm and collected do they meet up with a partner to begin S & R. They can either get their S&R kit from the supply shed or (if it is already in use by another team) use their home file (A4) to proceed.

A rapid first check focuses on saving lives by using First Aid/CPR skills (or calling on a trained neighbor identified in the resource spreadsheet (A2) to perform these), reporting fires and other hazards to HQ for quick action.

Each home that has been checked is marked with a large (4"x6") yellow post-it taped to the front door and coded with official markings (A8) for injured/dead/hazards, etc. Priority is given to red-flagged (A11) and unflagged houses.

A zone report (A6) is turned in at HQ and the S & R procedure repeated later if necessary due to sizeable aftershocks or other reasons to reevaluate the status of homes and their occupants.

Any zone not automatically covered by that zone's volunteers is assigned to a functioning team until all homes have been checked. Unoccupied houses are marked with a colored flag on the door (A12) so they can be passed up during follow-up visits. For security reasons, the significance of that color flag is kept **confidential among volunteers** to discourage looting of empty homes.

As soon as time permits, the **pet care forms** (A5) turned in by residents are used to assure that those pets are being taken care of. Other pets' needs are addressed as well as possible without owner directives.

A priority of the S & R is not only to save lives, but to avoid jeopardizing the safety of volunteer searchers by following our S & R procedures (A7) and those provided by the American Red Cross and taught in their classes. Wood for cribbing is available in a bin in our shed to elevate heavy objects off victims.

COMMUNITY EMERGENCY RESPONSE TEAM

UNIT 6: CERT ORGANIZATION

CERT DECISIONMAKING (CONTINUED)

CERT Rescue Efforts Based On Degree Of Damage

Degree Of Damage	Should Rescue Be Attempted?
Heavy	No. Too dangerous to enter. Warn people to stay away.
Moderate	Yes, but perform only quick and safe removals; limit onsite medical care to checking for breathing, stopping major bleeding, and treating for shock. Minimize the number of rescuers inside the building.
Light	Yes. Locate, triage, and prioritize removal of victims to the designated treatment area.

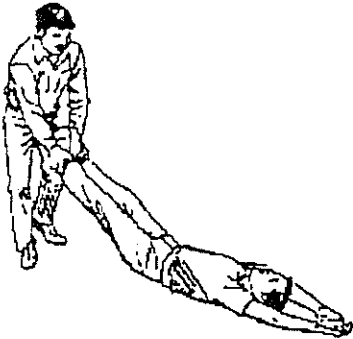
Strategies For Damaged Structures

Light	Moderate	Heavy
<i>Superficial damage, broken windows, fallen plaster, major damage is to contents of building</i>	<i>Visible signs of minor structural damage; decorative work that is damaged or fallen; many visible cracks in plaster; building still attached to foundation; major damage is to contents of building</i>	<i>Partial or total collapse of walls and/or ceilings; obvious structural instability; tilting; off foundation; heavy smoke or fire; gas leaks; hazardous materials inside; rising or moving water</i> <i>X - needed cracks in walls</i>
<ol style="list-style-type: none"> Secure building utilities (as needed). Establish and coordinate search and rescue teams with medical triage personnel. Establish "I" and "D" treatment areas. Primary Mission: Locate, triage, and prioritize removal of victims to designated treatment area. Continue evacuation process until all victims have been removed and accounted for. Reassess structural stability and available resources for heavy rescue problems. Communicate and document location of trapped and/or missing persons to emergency personnel. 	<ol style="list-style-type: none"> Secure building utilities (gas, electrical, water). Gather information (victim locations). Establish control person at exit and entry points. Establish and coordinate two- to four-person rescue teams. Primary Mission: Locate, stabilize, and immediately evacuate victims to a safe area while minimizing the number of rescuers inside the building. Perform triage and other medical care in a safe area. Continue rescuing lightly trapped victims until complete or no longer safe. Continue sizeup. Communicate and document the location of heavily trapped or deceased victims. 	<ol style="list-style-type: none"> Communicate the location and extent of damage to emergency services personnel. Secure building perimeter and warn untrained and well-intentioned volunteers about danger and entry into building. From the exterior of the building, attempt to shut off gas (if it is possible and safe to do so). Gather available information from survivors or witnesses for professional rescue teams.

LIFTS AND CARRIES

ONE RESCUER

ANKLE PULL



The ankle pull is the fastest method for moving a victim a short distance over a smooth surface. This is not a preferred method of patient movement.

1. Grasp the victim by both ankles or pant cuffs.
2. Pull with your legs, not your back.
3. Keep your back as straight as possible.
4. Try to keep the pull as straight and in-line as possible.
5. Keep aware that the head is unsupported and may bounce over bumps and surface imperfections.

SHOULDER PULL



The shoulder pull is preferred to the ankle pull. It supports the head of the victim. The negative is that it requires the rescuer to bend over at the waist while pulling.




1. Grasp the victim by the clothing under the shoulders.
2. Keep your arms on both sides of the head.
3. Support the head.
4. Try to keep the pull as straight and in-line as possible.

BLANKET PULL



This is the preferred method for dragging a victim.

1. Place the victim on the blanket by using the "logroll" or the three-person lift.
2. The victim is placed with the head approx. 2 ft. from one corner of the blanket.
3. Wrap the blanket corners around the victim.
4. Keep your back as straight as possible.
5. Use your legs, not your back.
6. Try to keep the pull as straight and in-line as possible.

<p>ONE-PERSON LIFT</p> 	<p>This only works with a <u>child</u> or a very light person.</p> <ol style="list-style-type: none"> 1. Place your arms under the victim's knees and around their back.
<p>FIREFIGHTER CARRY</p> 	<p>This technique is for carrying a victim <u>longer distances</u>. It is very <u>difficult to get the person up</u> to this position from the ground. Getting the victim into position requires a very strong rescuer or an assistant.</p> <ol style="list-style-type: none"> 1. The victim is carried over one shoulder. 2. The rescuer's arm, on the side that the victim is being carried, is wrapped across the victim's legs and grasps the victim's opposite arm.
<p>PACK-STRAP CARRY</p> 	<p>When injuries make the firefighter carry unsafe, this method is better for longer distances than the one-person lift.</p> <ol style="list-style-type: none"> 1. Place both the victim's arms over your shoulders. 2. Cross the victim's arms, grasping the victim's opposite wrist. 3. Pull the arms close to your chest. 4. Squat slightly and drive your hips into the victim while bending slightly at the waist. 5. Balance the load on your hips and support the victim with your legs.

TWO RESCUERS

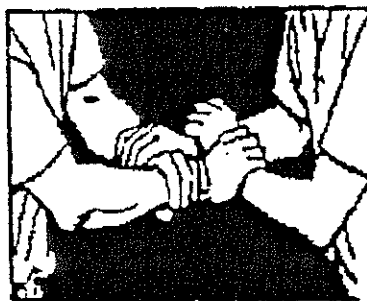
HUMAN CRUTCH/ TWO-PERSON DRAG



For the **conscious victim**, this carry allows the victim to swing their leg using the rescuers as a pair of crutches. For the **unconscious victim**, it is a *quick* and easy way to move a victim out of immediate danger.

1. Start with the victim on the ground.
2. Both rescuers stand on either side of the victim's chest.
3. The rescuer's hand nearest the feet grabs the victim's wrist on their side of the victim.
4. The rescuer's other hand grasps the clothing of the shoulder nearest them.
5. Pulling and lifting the victim's arms, the rescuers bring the victim into a sitting position.
6. The **conscious victim** will then stand with rescuer assistance.
7. The rescuers place their hands around the victim's waist.
8. For the **unconscious victim**, the rescuers will grasp the belt or waistband of the victim's clothing.
9. The rescuers will then squat down.
10. Place the victim's arms over their shoulders so that they end up facing the same direction as the victim.
11. Then, using their legs, they stand with the victim.
12. The rescuers then move out, dragging the victim's legs behind.

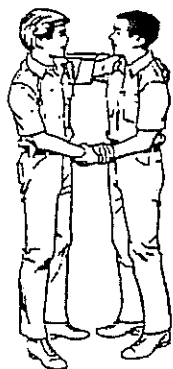
FOUR-HANDED SEAT



This technique is for carrying conscious and alert victims moderate distances. The victim must be able to stand unsupported and hold themselves upright during transport.

1. Position the hands as indicated in the graphic.
2. Lower the seat and allow the victim to sit.
3. Lower the seat using your legs, not your back.
4. When the victim is in place, stand using your legs, keeping your back straight.

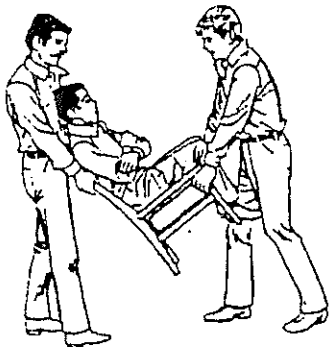
TWO-HANDED SEAT



This technique is for carrying a victim longer distances. This technique can support an unconscious victim.

1. Pick up the victim by having both rescuers squat down on either side of the victim.
2. Reach under the victim's shoulders and under their knees.
3. Grasp the other rescuer's wrists.
4. From the squat, with good lifting technique, stand.
5. Walk in the direction that the victim is facing.

CHAIR CARRY



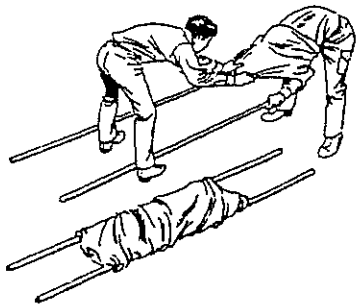
This is a good method for carrying victims up and down stairs or through narrow or uneven areas.

NOTE: The chair used should be a sturdy one. Don't use aluminum beach chairs, resin patio chairs, swivel chairs, or lightweight folding chairs.

REMEMBER: Chairs with wheels can be used to roll the victim, but should not be used for a carry.

1. Pick the victim up and place them or have them sit in a chair.
2. The rescuer at the head grasps the chair from the sides of the back, palms in.
3. The rescuer at the head then tilts the chair back onto its rear legs.
4. For short distances or stairwells, The second rescuer should face in and grasp the chair legs.
5. For longer distances, the second rescuer should separate the victim's legs, back into the chair and, on the command of the rescuer at the head, both rescuers stand using their legs.

IMPROVISED STRETCHER

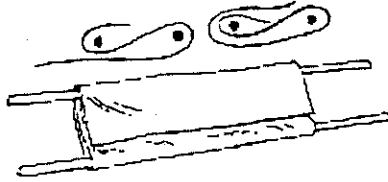


This technique requires two poles/pipes strong enough to support the victim's weight and at least two shirts.

REMEMBER: Rescuers should not give up clothing if, for any reason, this might affect their health, welfare, or reduce their effectiveness.

1. While the first rescuer is grasping the litter poles, the second rescuer pulls the shirt off the head of rescuer one.
2. All buttons should be buttoned with the possible exception of the collar and cuffs.
3. The rescuers then reverse the procedure and switch sides.

BLANKET STRETCHER

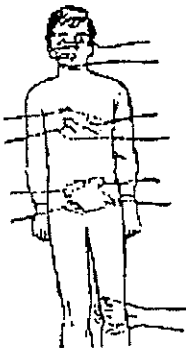


This technique requires two poles and a blanket.

1. Place the blanket down on the ground.
2. Place one pole approx. 1 foot from the middle of the blanket.
3. Fold the short end of the blanket over the first pole.
4. Place the second pole approx. 2 feet from the first (this distance may vary with victim or blanket size).
5. Fold both halves of the blanket over the second pole.

THREE OR MORE RESCUERS

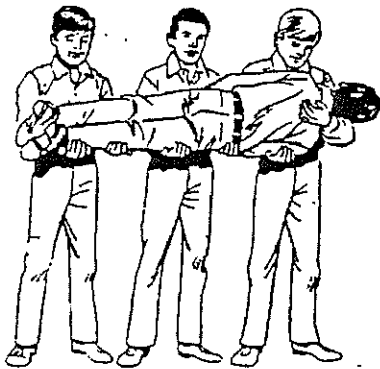
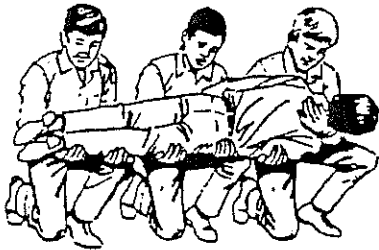
HAMMOCK CARRY



Three or more rescuers get on both sides of the victim. The strongest member is on the side with the fewest rescuers.

1. Reach under the victim and grasp one wrist on the opposite rescuer.
2. The rescuers on the ends will only be able to grasp one wrist on the opposite rescuer.
3. The rescuers with only one wrist grasped will use their free hands to support the victim's head and feet/legs.
4. The rescuers will then squat and lift the victim on the command of the person nearest the head, remembering to use proper lifting techniques.

THREE-PERSON CARRY OR STRETCHER LIFT



This technique is for lifting patients onto a bed or stretcher, or for transporting them short distances.

1. Each person kneels on the knee nearest the victim's feet.
2. On the command of the person at the head, the rescuers lift the victim up and rest the victim on their knees.

If the patient is being placed on a low stretcher or litter basket:

On the command of the person at the head, the patient is placed down on the litter/stretcher.

If the victim is to be placed on a high gurney/bed or to be carried:

At this point, the rescuers will rotate the victim so that the victim is facing the rescuers, resting against the rescuers' chests.

3. On the command of the person at the head, all the rescuers will stand.
4. To walk, all rescuers will start out on the same foot, walking in a line abreast.

b. Medical Concerns

Consult the **First Aid pages in the front of your telephone directory**. Update your First Aid and CPR skills and have a First Aid kit on hand at home, in the car and at your workplace.

Set up HQ areas to: Receive patients and identify victims
Triage (evaluate) and tag victims
Treat victims

Wear gloves and goggles to protect yourself. **Reassess victims regularly** for possible changes in their condition. Provide medical aid and reassurance.

Maintain records and keep tags when discharging patients. Volunteers assisting victims in good faith are protected from liability by the Good Samaritan Law.

Representante para asuntos de atención médica consignado en los archivos del hospital
LIVING WILL ON FILE AT
 Testamento en archivo en _____

HOSPITAL

- Pacemaker (Model #) _____ Defibrillator (Model #) _____
- Marcapasos (Número de modelo) _____ Desfibrilador (Número de modelo) _____
- Hearing Aid, Deaf/Dispositivo para aumentar la audición; Sordo Contact Lenses Lentes de contacto
- Eyeglasses/Lentes Artificial Eye/Ojo artificial
- Pet/Type (Dog, Cat, etc.) _____ Pets Name: _____
- Mascota/Tipo (perro, gato, etc.) _____ Nombre de mascota _____

MEDICAL DATA

CHECK ALL THAT EXIST - MARQUE SI PADECE DE ALGUNA DE LAS SIGUIENTES

- No known medical conditions/ Que yo sepa, ningún problema médico Hemolytic Anemia/ Anemia hemolítica
- Abnormal EKG/EKG abnormal Hypertension/Hipertensión
- Adrenal Insufficiency/ Insuficiencia suprarrenal Hypoglycemia/Hipoglucemia
- Alzheimer's/Enfermedad de Alzheimer Laryngectomy/Laringectomía
- Anginal/Angina Leukemia/Leucemia
- Asthma/Asma Lymphomas/Linfomas
- Bleeding Disorders/ Hipotermia perniciosa
- Trastorno hemorrágico Memory Impaired/ Problemas de la memoria
- Cardiac Dysrhythmic/Aritmia cardíaca Myasthenia Gravis/ Miastenia grave
- Cataracts/Cataratas Pacemaker/Marcapasos
- Clotting Disorder/ Trastornos de coagulación
- Trastorno de coagulación Renal Failure/ Insuficiencia renal
- Coronary Bypass Graft/ Injerto para anastomosis coronaria Seizure Disorder/Crisis epileptica
- Diabetes/Insulin Dependent/ Diabetes insulino dependiente Sickle Cell Anemia/Anemia de hematies falciformes o drepanocitemia
- Eye Surgery/Cirugía ocular Situs Inversus/Transposición visceral
- Glaucoma/Glaucoma Stroke/Embolia cerebral
- Hearing Impaired/Problemas auditivos Vision Impaired/ Problemas de la vista
- Heart Valve Prosthesis/ Prótesis de la válvula del corazón Hemodialysis/Hemodiálisis
- Other/Otra _____

ALLERGIES

- No Known Allergies/Que yo sepa, ninguna alergia Penicillin/Penicilina
- Aspirin/Aspirina Insect Stings/ Picaduras de insectos Sulfas/Sulfas
- Barbiturates/ Barbitúricos Latex/Látex Tetracycline/ Tetraciclina
- Codeine/Codena Lidocaine/Lidocaina X-Ray Dyes/ Tintes para rayos X
- Demerol/Demerol Morphine/Morfina Novocaine/Novocaina
- Horse Serum/ Suero de cab. Novocaine/Novocaina
- Other/Otra _____

Representante para asuntos de atención médica consignado en los archivos del hospital
HEALTH CARE PROXY ON FILE AT
 Reoresentante para asuntos de atención médica consignado en los archivos del hospital
LIVING WILL ON FILE AT
 Testamento en archivo en _____

HOSPITAL

- Pacemaker (Model #) _____ Defibrillator (Model #) _____
- Marcapasos (Número de modelo) _____ Desfibrilador (Número de modelo) _____
- Hearing Aid, Deaf/Dispositivo para aumentar la audición; Sordo Contact Lenses Lentes de contacto
- Eyeglasses/Lentes Artificial Eye/Ojo artificial
- Pet/Type (Dog, Cat, etc.) _____ Pets Name: _____
- Mascota/Tipo (perro, gato, etc.) _____ Nombre de mascota _____

MEDICAL DATA

CHECK ALL THAT EXIST - MARQUE SI PADECE DE ALGUNA DE LAS SIGUIENTES

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- Abnormal EKG/EKG abnormal Hypertension/Hipertensión
- Adrenal Insufficiency/ Insuficiencia suprarrenal Hypoglycemia/Hipoglucemia
- Alzheimer's/Enfermedad de Alzheimer Laryngectomy/Laringectomía
- Anginal/Angina Leukemia/Leucemia
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- Bleeding Disorders/ Hipotermia perniciosa
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ALLERGIES

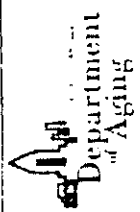
- No Known Allergies/Que yo sepa, ninguna alergia Penicillin/Penicilina
- Aspirin/Aspirina Insect Stings/ Picaduras de insectos Sulfas/Sulfas
- Barbiturates/ Barbitúricos Latex/Látex Tetracycline/ Tetraciclina
- Codeine/Codena Lidocaine/Lidocaina X-Ray Dyes/ Tintes para rayos X
- Demerol/Demerol Morphine/Morfina Novocaine/Novocaina
- Horse Serum/ Suero de caballo Novocaine/Novocaina
- Other/Otra _____

PERSONAL INFORMATION

NAME/Nombre: _____ SEX: M / F _____
 ADDRESS/Domicilio: _____
 PHONE/ Teléfono: _____
 DOCTOR: _____
 DOCTOR PHONE/ Teléfono de doctor: _____
 NATIVE LANGUAGE (if not English) Idioma Materno (si no fuese el ingles): _____

EMERGENCY CONTACT

NAME/Nombre: _____
 ADDRESS/Domicilio: _____
 PHONE/ Teléfono: _____



In case of emergency call 911

AS OF/ A partir del: Mo./Mes _____ Yr./Año _____
 BLOOD TYPE/ Tipo de sangre: _____
 ALLERGIES/ Alergias: _____

MEDICAL PROBLEMS Problemas médicos	MEDICATION Medicamento	DOSAGE Dosis	FREQUENCY Frecuencia

RECENT SURGERY/ Cirugías recientes:

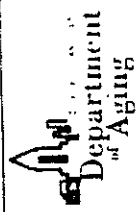
MED. INS. CO. _____ POLICY # _____
 Compañía de seguro médico No. de póliza
 MEDICARE # _____
 No. de Medicare
 OTHER INS. _____
 Otro seguro médico
 DATE OF BIRTH: _____ RELIGION: _____
 Fecha de nacimiento Religión
 SPECIAL COMMENTS/REMARKS: _____
 Problemas médicos especiales. Observaciones

NAME/Nombre: _____ SEX: M / F _____

ADDRESS/Domicilio: _____
 PHONE/ Teléfono: _____
 DOCTOR: _____
 DOCTOR PHONE/ Teléfono de doctor: _____
 NATIVE LANGUAGE (if not English) Idioma Materno (si no fuese el ingles): _____

EMERGENCY CONTACT

NAME/Nombre: _____
 ADDRESS/Domicilio: _____
 PHONE/ Teléfono: _____



In case of emergency call 911

AS OF/ A partir del: Mo./Mes _____ Yr./Año _____
 BLOOD TYPE/ Tipo de sangre: _____
 ALLERGIES/ Alergias: _____

MEDICAL PROBLEMS problemas médicos	MEDICATION Medicamento	DOSAGE Dosis	FREQUENCY Frecuencia

RECENT SURGERY/ Cirugías recientes:

MED. INS. CO. _____ POLICY # _____
 Compañía de seguro médico No. de póliza
 MEDICARE # _____
 No. de Medicare
 OTHER INS. _____
 Otro seguro médico
 DATE OF BIRTH: _____ RELIGION: _____
 Fecha de nacimiento Religión
 SPECIAL COMMENTS/REMARKS: _____
 Problemas médicos especiales. Observaciones

c. Psychological and Emotional Concerns

It is impossible to predict how any individual will respond to an emergency. Much depends on their physical state (e.g. injuries) and emotional state (e.g. trauma) and that of their loved ones.

Survivors tend to fall into one of **three categories**:

1. Those who remain relatively calm and competent and are able to assist others
2. Those only able to help themselves due to tenuous composure
3. Those unable to take care of themselves and needing assistance

It is important to find members of group 1 to assist those in group 3 whenever possible in order to free trained volunteers for other tasks.

We map foreign languages spoken in our area in order to connect foreign-language speaking neighbors with each other.

Our volunteers are given written materials giving valuable information on how to best respond to traumatized individuals (see A 16).

It is essential to keep anyone who is agitated or hysterical away from others to prevent panic from spreading. Provide individual comfort in any way possible.

d. Sanitation and Waste Disposal

Every household should **prepare for handling human waste** in case toilets do not work. Store a port-a-potty or small trash can with lid, liners and ties, toilet paper, diapers and feminine hygiene products.

Keep polluted water out of homes by shutting off the water supply to the house in case of toxic backflow.
prepare f

Toilets can be flushed with swimming pool water as long as sewer lines are intact. You can use water from swimming pools and spas for washing, but **DO NOT DRINK IT.**

All trash should be kept in tightly closed containers until city services are back in action.

2. Fatalities

We must be prepared to cope and properly deal with fatalities after a disaster. Remember to focus your rescue efforts on the living, where you can save a life!

A deceased victim should be isolated from the living as soon as possible. **Keep all valuables with the body** and put the body in a body bag. Identify the body with a tag stating name, date and time of discovery, address, age, cause of death (if known) and tie the tag to the outside of the bag.

The attached instructions from the Los Angeles Coroner's Office should be followed as closely as possible.

Keep unauthorized persons out of the morgue area.

Mortality Management Guidelines

Personnel: To be assigned

- Responsibilities: After pronouncement or determination of death:
- **Do not** remove any personal effects from the body. Personal effects must remain with the body *at all times*.
 - Attach tag to body with the following information:
 - Date and time found.
 - Exact location where found.
 - Name of decedent if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
 - Place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach a second tag with the same information as above to the outside of the bag.
 - Place any additional personal belongings found in a separate container and label as above. Do not attach to the body put store separately.
 - Move the properly tagged body with its personal effects to the designated morgue area. (*e.g. portable classroom on school grounds*).
 - Consider:
 - Tile, concrete, or other cool floor surface
 - Accessibility for vehicles
 - Remote from assembly area

Location:

-
- As soon as possible, notify the police of the location and, if known, the identity of the body. They will notify the coroner.
 - Keep accurate records and make available to police/coroner when requested.
 - Keep unauthorized persons out of morgue.

Equipment/
Supplies:

Tags
Pens/Pencils
Plastic trash bags
Duct tape
Plastic tarps
Stapler
2" cloth tape

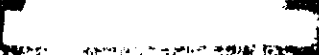


LOS ANGELES COUNTY DEPARTMENT OF CORONER

MASS FATALITY MANAGEMENT PROGRAM



Juan J. Jimenez, Assistant Chief
Operations Bureau



MASS FATALITY MANAGEMENT

PROCEDURES TO BE FOLLOWED FOR HANDLING THE DEAD

Overview: The Department of Coroner is responsible for the collection, identification, and disposition of decedents during conditions of disaster or extreme peril.

1. Identify human remains and provide adequate and decent storage.
2. Determine the cause and manner of death.
3. Inventory and protect personal effects found on the decedent.
4. Locate and notify the next-of-kin.
5. Release of remains.

Assumptions: It is likely that fatalities will occur during a major disaster. Communications and transportation may be disrupted. The Department of Coroner may not be able to provide assistance for 72 hours or longer. Therefore, an organization must take action to ensure the safe handling and storage of decedents until the Coroner or Coroner-designated personnel can respond.

The following is recommended:

1. Train several persons in handling decedents.
2. Select an area as a temporary morgue or collection site for decedents.
3. Notify your law enforcement agency as soon as possible. If you are unable to make contact, listen to your local Emergency Alert System and use the procedures in this instruction.

Procedures

Handling of decedents who have been located:

1. Determine if the decedent(s) can be safely moved.
 - a. Structural damage and debris may prevent the safe removal of one or more decedents. If this is the case, clearly mark area for later removal of decedent by the Coroner Team support personnel. Use an indelible marker or spray paint. Write letters DOA and arrow pointing to the location of the decedent.
 - b. If decedent or body parts can be removed, refer to body-wrapping procedures before removing to fatality collection area.
2. Set aside an area that can be used as a collection point for fatalities. This can be termed the temporary morgue. Cement parking structures, covered areas, nearby parks, etc. are ideal for this purpose. Special care should be taken not to place bodies where body fluid can be absorbed, such as wooden floors or linoleum covered floors. The following supplies are recommended to be kept on hand for the number of possible fatalities: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, indelible markers.
3. When handling decedents, follow precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents. Water and soap is fine if you do not have any other solutions.

If a body can be moved, perform the following:

- (1) Secure the body in plastic sheeting or vinyl body bag. If a body bag is not available, wrap and secure body with vinyl sheeting. The plastic sheeting should be frosted at least .004 mil. in thickness and approximately 6 ft. wide. You can purchase rolls of plastic that are 624 ft. in length and weigh approximately 100 lbs per roll. Place body in center of a plastic sheet cut 6 ft. x 10 ft. or use two heavy-duty lawn trash bags. Secure in such a manner that fluids are contained using tie wraps or 3-ply cotton rope cut into 3 ft. lengths. Do not damage body when securing (For example, do not secure rope around the face. This may disfigure the body and hinder identification efforts and funeral viewing).
- (2) Complete Body Identification Sheet (See Attached).
 - a. Record identity, if known, e.g. through personal recognition, and important details on the discovery of the body (i.e. address, location, position).
 - b. Leave valuables such as rings, wristwatches, necklaces, etc. on the body. Place loose valuables found with the body in a sealable bag and put inside body bag or plastic sheeting. Write brief inventory description on Body Identification Sheet and place with body.
- (3) Move bagged body to fatality collection area. Establish security to prevent looting of bodies. Keep log sheet for number of bodies stored and grid showing the location of each body.

Disaster manager's goals and methods regarding dead bodies.

- A. Your goals as stated above, will be to protect the living and to identify and preserve the dead.
- B. Your methods can be summarized in three short words:
Tag
Wrap
Hold

TAG

Before moving the body, write on the ankle tags, toe tags, or body identification form identifying data:

- a. Name (if known)
 - b. Sex
 - c. Race
 - d. Apparent age
 - e. Location found (office, apartment, car license plate, street address, etc)
 - f. Other casualties (living and dead) found with
 - g. Number: assign each body a number
 - h. If in a high rise, indicate floor, then number
- (It would be helpful also to keep a notebook recording the same information. If possible, take an ID photo of the body in its original location.)

WRAP

- a. LEAVE ALL PERSONAL EFFECTS ON THE BODY. These are crucial identifying tools. Wrap them up as is with the body.
- b. Make sure each body is tagged before wrapping it.

HOLD

Collect the tagged, wrapped bodies in a cool, enclosed, central location out of public view and away from the water supply. Try to provide a measure of security against scavenging. Do not release bodies or property to relatives. This is the job of the authorities after definitive identification has been established...

BODY IDENTIFICATION SHEET

Name: _____

Method of ID: Visual _____
ID Found on the Body _____
Jane or John DOE (Unidentified) _____

Where: (Room number, floor, street, cross street, etc.)

Time/Date Found: _____ (AM/PM)

There were no signs of life (e.g., obvious signs of decomposition, no movement, no heart beat, does not react to pain). The decedent was declared dead by the person signing this document.

The following list of valuables and personal effects were found with the body and are listed as follows:

Clothing: _____

Jewelry: _____

Other: _____

These items have been wrapped with the body.

I _____ hereby attest to the information cited above.
(Print Name)

Signature of the party completing document Date

Drivers Lic. #: _____ SSN: _____

California ID: _____

MORTALITY MANAGEMENT

Available Supplies/Equipment

- Transparent plastic sheeting is preferable.
- Handheld flashlights with reserve batteries.
- Half a dozen regular sheets. You can use cloth sheets to move the body around, rather than putting a strain on the plastic sheeting.
- Toe tags with marking pens. To use even if the tag is wet. You may be able to ID a person, but the decedent may not have any ID on them at the time they were found dead.

How to

1. Yes leave jewelry and other items on the body that can possibly confirm identification. Trying to remove a ring can be a difficult task and is time consuming to have to document what was removed.
2. Fold plastic sheeting. Over feet, then one side over the head and tuck it in well, then the other side. Take up the slack from under the body.
3. Tie rope secured very well around neck, feet and around the waist. Avoid using tape, during cold or when plastic is wet it will not hold. Only duct tape as last resort.
4. Plastic sheeting that is transparent is the best when ID is placed on the chest inside of the plastic. Ziploc bag keeps it clean and dry. Driver's license, work ID etc.
5. Concrete or tile is your best surface for storing bodies. Non-absorbent surfaces. If need be, spread plastic sheeting out to give added protection.
6. Each floor or area should have a log with date, time, location and ID of fatalities. Keep it up to date. Unidentified persons should be labeled as JOHN or JANE doe # 1-2-3 etc. Location, date, time found, and where the body was removed to for storage.
7. The Coroner's Office will issue an official Doe number when they respond.

Remember

ID should not be placed on outside of the plastic when body is wrapped, put ID in Ziploc bag on chest area under the clear plastic.

DECONTAMINATION: CHEMICAL & BIOLOGICAL INCIDENTS

INCIDENT CAPABILITIES

Los Angeles County Coroner does have the Personal Protection Equipment (PPE) to facilitate decontamination of a HAZMAT incident.

Our current field use of PPE's consists of Level "A" "B" & "C". Level "C" is the minimum PPE, splash protection and particulate respirator masks

- Masks provide 95% filtration efficiency of .3 micron particles
- Limitations specifically indicate "not for use in atmospheres immediately dangerous to life or health"
- We currently have a Team of 20 members of the Coroner's Staff who are trained and prepared to respond in Level "A" capabilities.

Our current PPE's have improved our disaster response capabilities to mass fatality/weapons of mass destruction (WMD) incidents.

We have a current protocol in place to provide decontamination of mass fatalities.

What agencies/entities are equipped and willing to assist this department with this procedure in the event of such an incident?

- Various Fire Departments (HAZMAT Units)
Mass fatality decon would be a secondary issue for fire departments (FD). FDs are not equipped for decedent decon which differs from live decon and requires specialized equipment
- National Guard
 - 48 to 96 hours response time
 - Not equipped for decedent decon which differs from live decon and requires specialized equipment
- DMORT Region #9
 - 48 to 96 hours response time

Incident Response

If an incident, terrorist related or otherwise, should occur that creates mass fatalities, recovery of those bodies in a timely manner is **IMPERATIVE!!**

Waiting for outside resources to decontaminate decedents would create an unnecessary lapse in recovery time that could significantly impact the recovery process.

Recognizing decedent recovery as a time sensitive issue will contribute to the overall recovery effort.

Incident Recovery

Our recovery response includes the following time sensitive considerations:
Removal of Decedents from the Field Area

HANDLING DEAD BODIES IN A MASS FATALITY DISASTER

Extracts from Information by Dr. James K. Ribe, M.D., J.D.

The objectives of mass fatality management are to protect the living and to identify and preserve the dead.

Protecting the living against contagion and against undue emotional stress.

Contagions: from 1% to 10% of given population in Los Angeles County are carriers of infectious disease (Hepatitis, HIV, Tuberculosis, Salmonellosis, etc.). These can be transmitted from dead bodies to the living by:

- a. escape of body fluids into the water supply
- b. insect vectors (mainly flies) contacting the food supply

This is not a large risk because the dead do not move about and are automatically avoided by the living. These germs do remain active in the body after death and constitute at least a minimal health hazard.

Decay bacteria in the early putrefaction period are the stool organisms (coli forms), and, as with sewage from living persons, the water and food supply must be protected against contact with these. In the later decay period, the organisms are solid bacteria, including tetanus bacilli, which also must be kept away from food and water supplies.

Emotional stress is the principal hazard of exposed dead bodies. The surviving public will demand that this stressor be removed early in order to make the disaster environment psychologically survivable.

Gases of decomposition are physically harmless.

The putrefaction process is strongly temperature-dependent and dependent on exposure.

Temperature (the season of the year) makes a big difference in the speed of putrefaction of exposed human bodies in Los Angeles County. The following approximations are dependent on the temperatures prevailing at the time:

	Summer	Winter
Facially identifiable	Day 1	Day 5
Bloating	Day 2	Day 2-6
Putrefaction/external maggots	Day 3	Day 3-10
Collapse of face and abdomen/internal maggots	Day 4-8	Week 2-3
Skeletonization	Week 2	Week 3+
Dismemberment	Week 3+	Week 6+

Wrapping bodies and placing them in an indoor cool structure such as an underground garage remarkably retards the above processes, besides serving other objectives. It tends to stabilize body temperature. It prevents access by flies and inactivates the ones already present. It prevents damage by weathering, as well as human and dog scavenging. It also reduces contact with the living, preventing contagion and greatly reducing psychological stress.

Ways of retarding putrefaction and deterioration of bodies:

- Cooling-basements or underground garages.
- Wrapping-as above.
- Burial-deep burial is a good preservative, but used only if rescue seems remote.
- Embalming-excellent, but probably unavailable.

Crime Scene and Evidence Preservation
Positive Identification of Decedents
Protection of Decedent's Property
Notification of the Next of Kin
Release of Information

TIME SENSITIVE RECOVERY ISSUES

- On-scene photography
- Collection and preservation of evidence
- Protection of personal affects
- Removal of bodies from the scene, especially public view and public thoroughfares (streets, public transportation, etc.)-this facilitates traffic flow and public health and safety issues, and also mitigates panic and public perception of incident
- Timely recovery mitigates decomposition which assists in identification
- Positive identification facilitates official notification of the next of kin and proper release of deceased and their property back to the next of kin for burial/disposition (constituents of the county will demand their loved ones and their property back as soon as possible-mass burial should not be considered at the field level as this is an elected official decision)
- Urgent recovery allows correct and timely dissemination of confirmed fatality information from the Coroner to the IC and facilitates appropriate release of that information..

All issues regarding deceased persons are best handled by the agency who's primary mission is that function.

3. Communications

Every person should have a plan on how to **communicate with relatives and friends** in an emergency through an out-of-area contact person. Carry this contact's phone number with you at all times.

We plan on using the following communications means:

a. Radios

Battery-operated radios allow you to get information and instructions from public agencies. **Arrange for someone at HQ to monitor radio 24/7.** Family radios (we have one for every 50 homes) have limited area of operations (1 to 5 miles) but can be used by S & R teams to call for assistance within the neighborhood. HAM radio operators can communicate with others outside the area and provide a valuable link to outside agencies and resources.

b. Bullhorns

Bullhorns can be used to alert the neighborhood to various dangers and the need for evacuation. From a moving vehicle, you can reach many people in a short time.

c. Signal Flags on Door Knobs

- **red** for immediate medical assistance needed. Give priority
- **white** ok for now
- **third color** (kept confidential) means no-one home
- **no flag** means either unable to reach door due to serious injury or no-one home. Give priority.

An instruction sheet explaining the use of red and white signal flags is given to each household (A 11). Any red or white cloth may be used as a signal in an emergency.

d. Bulletin Board on HQ Fence

This serves as a handy place to share information and resources to exchange among area residents. Have poster board, roll of paper, permanent markers and ties available among supplies.

The First Days After the Disaster...

Use the information you put together in your disaster plan and the supplies you organized in your disaster supplies kits. Until you are sure there are no gas leaks, do not use open flames (lighters, matches, candles, or grills) or operate any electrical or mechanical device that can create a spark (light switches, generators, motor vehicles, etc.). Never use the following indoors: camp stoves, gas lanterns or heaters, gas or charcoal grills, or gas generators. These can release deadly carbon monoxide or be a fire hazard in aftershocks.

Be in Communication

- Turn on your portable or car radio for information and safety advisories.
- Place all phones back on their cradles.
- Call your out-of-state contact, tell them your status, then stay off the phone. Emergency responders need to use the phone lines for life-saving communications.
- Check on your neighbors.

Food and Water

- If power is off, plan meals to use up refrigerated and frozen foods first. If you keep the door closed, food in your freezer may be good for a couple of days.
- If your water is off, you can drink from water heaters, melted ice cubes, or canned vegetables. Avoid drinking water from swimming pools or spas.
- Listen to your radio for safety advisories.
- Do not eat or drink anything from open containers near shattered glass.

The First Weeks After the Disaster...

This is a time of transition. Although in earthquakes aftershocks may continue, you will now work toward getting your life, your home and family, and your routines back in order. Emotional care and recovery are just as important as healing physical injuries and rebuilding a home. Make sure your home is safe to occupy and not in danger of collapse in aftershocks. If you were able to remain in your home or return to it after a few days, you will have a variety of tasks to accomplish:

- If your gas was turned off, you will need to arrange for the gas company to turn it back on.
- If the electricity went off and then came back on, check your appliances or electronic equipment for damage.
- If water lines broke, look for water damage.
- Locate or replace critical documents that may have been misplaced, damaged, or destroyed.
- Contact your insurance agent or company right away to begin your claims process.
- Contact the Federal Emergency Management Agency (FEMA) to find out about financial

If You Cannot Stay in Your Home...

If your home is structurally unsafe or threatened by a fire or other hazard, you need to evacuate. However, shelters may be overcrowded and initially lack basic services, so do not leave home just because utilities are out of service or your home and its contents have suffered moderate damage.

If you evacuate, tell a neighbor and your family point-of-contact where you are going. As soon as possible, set up an alternative mailing address with the Post Office. Take the following, if possible, when you evacuate:

- Personal disaster supplies kits
- Supply of water, food, and snacks
- Blanket, pillow, and air mattress or sleeping pad
- Change of clothing and a jacket
- Towel and washcloth
- Diapers, formula, food, and other supplies for infants
- A few family pictures or other small comfort items
- Personal identification and copies of household and health insurance information.

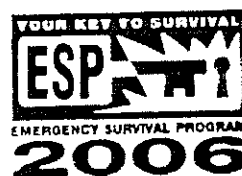
Do not bring to a shelter:

- Pets (service animals for people with disabilities are allowed—bring food for them); have a plan for your pets in advance
- Large quantities of unnecessary clothing or other personal items
- Valuables that might be lost, stolen, or take up needed space

Once a presidential declaration has been issued, FEMA may activate the "Assistance for Individuals and Households Program." This program includes:

- Home-repair cash grants; the maximum Federal grant available was \$26,200 in 2005
- Housing Assistance in the form of reimbursement for short-term lodging expenses at a hotel
- Rental assistance for as long as 18 months in the form of cash payment
- If no other housing is available, FEMA may provide mobile homes or other temporary housing

Adapted from Putting Down Roots in Earthquake Country, published by the Southern California Earthquake Center and available online at www.earthquakecountry.info/roots.



This focus sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase home, neighborhood, business and school emergency preparedness. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES) and representatives from Contra Costa, Imperial, Inyo, Kern, Los Angeles, Marin, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura counties; Southern California Edison; the Southern California Earthquake Center and the American Red Cross assist in the development of campaign materials and coordination of the campaign.

Appendix C:



Homeland Security

Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: _____	Telephone Number: _____
Email: _____	Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

Home	Work
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Neighborhood Meeting Place: _____	Evacuation Location: _____
Regional Meeting Place: _____	_____
School	Work
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____
School	Other place you frequent:
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____
School	Other place you frequent:
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____

Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Other useful phone numbers: 9-1-1 for emergencies. Police Non-Emergency Phone #: _____

An Office of Homeland Security publication

Every family member should carry a copy of this important information:

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-State Contact Name: _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

FOLD
HERE

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-State Contact Name: _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-State Contact Name: _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

FOLD
HERE

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-State Contact Name: _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

4. Transportation – Supplies and Services

In our shed we have wheelchairs, stretchers and a bike with attachable pull cart to use for the transport of injured and disabled.

If roads become impassable, you must be prepared to use bicycles, golf carts, skateboards, etc. to navigate the area quickly. We store 4 scooters in our shed for use by our volunteers.

In case evacuation becomes necessary, **wheeled trash cans** may be used to move valuables on foot to a safe area, if you cannot use your car.

Don't forget to find evacuation transport for those in need, e.g. seniors, disabled, unattended children and pets. Keep ½ tank of gas in all cars at all times.

Consider asking people with bicycles to act as carriers inside the area.

It may be necessary to change two-way streets into one-way streets out to expedite evacuees. Be prepared to provide traffic control.

5. Utilities

If there is a danger of fire, turn off the gas and electricity (**first** individual fuses, then main switch). Make sure that the gas shut-off valve is functional. If it cannot be turned, ask the gas company to loosen it for ready use in an emergency.

The drawing of the gas shut-off's location provided in the questionnaire will speed up the process of volunteers' turning off the gas. Only leave the gas on if freezing temperatures pose a danger. Wait to turn the gas back on until cleared by the utility company. **Keep a wrench attached to the gas meter** for quick action.

Installing an automatic gas shut-off valve will assure safety if you are away from home.

If unsure about the state of water and sewer lines, shut off the water to the house at the main valve. **Draw the water remaining in the pipes into clean containers for later use.**

If untreated, the water in the toilet tank and water heater can be used for drinking. See p. 16 for correct use of liquid bleach to disinfect water. Otherwise, rely on bottled water. Each household must provide its own!

Do not use open flame inside the house or if a gas leak is suspected outside. **Do not switch the electricity on/off** since a spark could ignite gas. Rely on battery-operated electronics and use them sparingly to conserve batteries.

The following pages illustrate how to strap your water heater to the studs in the wall to prevent it from tipping, therefore creating a fire hazard. This will also save the water inside for drinking. Consider switching to a tank-less water heater.

How to Strap Your Water Heater

These instructions are for installing a water heater restraint for a water heater on a straight wall using the conduit method:

1. Mark the water heater 9" down from the top and approximately 4" up from the top of the controls. Locate the wood studs in the wall on both sides of the water heater.
2. Using a stud finder or other appropriate methods, locate the closest stud behind and to one side of the water heater.
3. Transfer the marks on the water heater horizontally to the adjacent wall where the stud identified in step 2 was located.
4. Drill a 3/16" diameter and 3" deep pilot hole at the marked locations for the 1/4" diameter by 3" long lag screw.
5. Measure around the water tank and add 2" to the measurement. Cut two pieces of 3/4" x 24 gauge perforated steel plumbers tape to this length. Place a bolt with the washer through the hole of one end and bend out 90 degrees as close to the edge of the washer as possible. Most plumbers tape comes with 1/4" diameter holes 1" apart with 1/8" diameter holes in between. The tape can be easily broken at the smaller holes by grabbing it with pliers and bending it several times.
6. Place the tape around the tank and place the bolt with the washer through the nearest hole in the end of the tape. Place a washer and nut on the bolt and tighten. The tape should be tight. If the tape is not tight, remove the bolt, place it through the next adjacent 1/4" hole and tighten.
7. Using a straight stick, place the end at the hole in the wall with the side of the stick against the side of the tape around the tank. Measure the distance from where the stick touches the water heater to the hole in the wall. Add 1" to this measurement and cut 1/2" diameter conduit to this length. Repeat this for each piece of conduit.
8. Using a hammer or vise, flatten 1" at each end of the 4 pieces of conduit. Be sure to flatten both ends of each piece of conduit in the same plane.
9. Drill a hole in one end of each conduit approximately 1/2" from each end. Measure 1" from each end and bend up approximately 45 degrees. This angle will have to be corrected slightly as the work progresses. Hold the conduit on the wall with the hole in the conduit over the hole in the wall, and mark the other end at one of the holes in the plumbers tape. Mark the holes in the tape and on the tank and conduit. Take down the conduit and drill a hole at the mark for the bolt through the flattened end of the conduit. Repeat for the conduit on the other side.

If you strap your water heater and fit it with a flexible gas supply line, you will reduce the risk of a fire or explosion from a gas leak after an earthquake. If your water heater does not have a flexible gas supply line, contact a licensed plumber to install one.

Continued on next page

**Ready
To Ride It Out?**

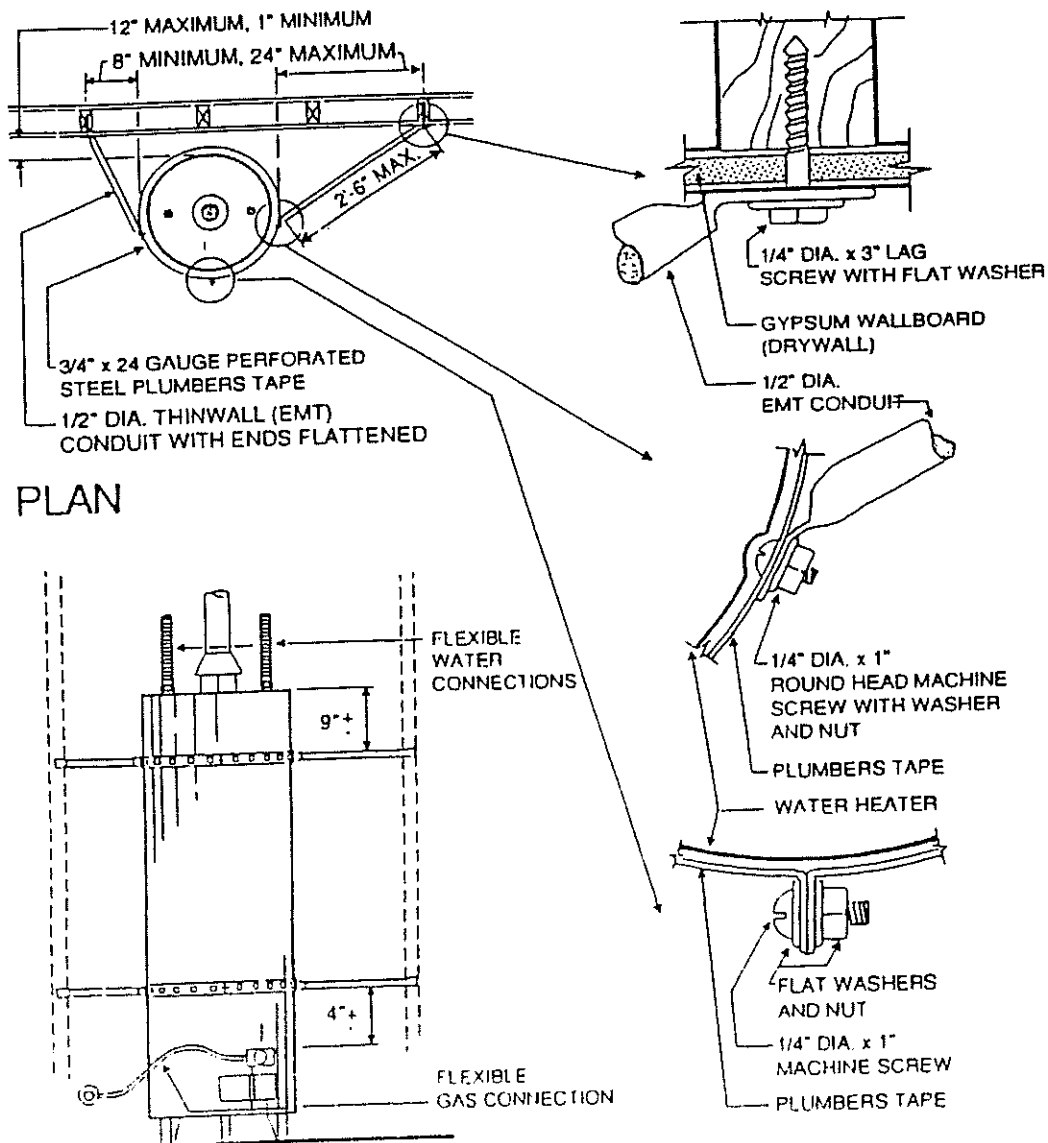
10. Loosen the strap around the tank and place a bolt with the washer from the inside through the holes in the tape at all locations. Tighten the tape around the tank so that the bolts are at the marks on the tank. It may be easier to do one side of the tank at a time because positioning the tape can be difficult. Place the conduit on the bolt protruding from the strap and place a washer and nut on the bolt and tighten. (A 4d finish nail inserted in the slot in the bolt will prevent

the head from turning.) Position the opposite end at the hole in the wall and insert the lag screw with the washer and tighten. Do not drive the lag screw with a hammer.

11. Repeat the above procedure for the rest of the conduits.

NOTE: The 1/4" x 1" bolts referred to in the above are known as 1/4" x 1" round head machine screws with a nut.

This information on strapping water heaters is current, accurate, and in conformance with the state's code requirements. Individual jurisdictions may, however, impose requirements that are different. Check with your local building authority for the specific requirements in your local jurisdiction.



6. Building Safety

Protect your family by **bolting the house to its foundation** and reinforcing any cripple walls under raised parts of the foundation.

Attach heavy furniture to studs in the walls to prevent injury. Store heavy objects near the floor. **Avoid hanging pictures** and mirrors above sleeping and sitting areas.

Latch all kitchen cabinets above waist-level and store breakables on low shelves.

7. Headquarters (HQ)

a. Moving and Dispensing Supplies

A shed with common supplies (A3) is located in one of our volunteer's backyard for easy access. Only our volunteers know where the key is located. Supplies are stored in wheeled bins so they can easily be moved to HQ or where-ever needed. A volunteer will be assigned to sign out supplies and keep track of their location (A17).

b. Collecting S & R Forms and Dispatching Aid

HQ will collect the S & R forms (A6) turned in by volunteer teams going door-to-door throughout the neighborhood. Emergency medical aid, fire-suppression equipment and other hazard-mitigating supplies and personnel will be sent where they are needed. Family radios will be used to communicate if phones are down. If a zone is left unchecked, volunteers from other zones will be sent to cover those zones.

If major aftershocks occur, a second S & R round may be necessary to reassess injuries and damage.

c. Volunteer staffing (Vests and Name Tags)

Vests in different colors (A13) are used to allow at-a-glance recognition of volunteers' role. Name tags facilitate identification and personalize interaction between volunteers and residents.

d. Set-Up of HQ Areas (See Appendix A10)

HQ will be set up to accommodate different functions. An administrative tent serves as a coordinating area and volunteer check-in point.

i. Shelter

Survivors and pets should be encouraged to **stay outside** of homes in an open area after a quake in case of aftershocks. Be aware of large trees, posts and overhead wires, etc. Stay away from low-lying areas in case water is released from a fractured dam or water tank.

People can opt to spend the night in tents or sheds on their property or to gather with their supplies in a common area, e.g. HQ.

ii. Medical Aid

May be obtained from trained personnel in the vicinity (see spreadsheet information) or at HQ, if personnel is present there.

RVs and SUVs may be used as ambulances and/or mobile hospitals.

iii. Child Care

Some underage persons may need to be taken care of if parents/guardians are either injured, deceased or detained out of the area. **Ask the child whom in the area their parents would want them to be left with** and whom they themselves are comfortable staying with. If all else fails, a mother with children of similar age may be willing to take in a child temporarily (**document any relocation and leave the information on the front door of the child's residence**). If necessary, a child care area may have to be created at HQ with suitable persons in charge.

iv. Senior Care

If possible, have a neighbor take care of a needy senior. In case no-one is available, a senior care center may have to be established at HQ.

Some seniors may be able to act as "foster grandparent" to a child, but do not take a chance with a child's safety, if in doubt.

v. Food and Water

We continually urge **all households to be self-sufficient** when it comes to storing food and water.

However, some people will not be prepared and approach HQ for help. It is impossible to predict how we would cope with such demands, but a bartering system (using the receipt books in our shed) could facilitate exchange of material resources.

Any creative effort to provide residents with needed basics will be appreciated. Do keep in mind, though, that **no-one can or should be forced to share the provisions they have stored for their own use**

vi. Monitoring Radio Communications

Schedule communication volunteers (yellow vests) to monitor radio communications by public agencies and volunteers **around the clock**.

8. Training of Volunteers and Drills

This is the portion of neighborhood preparedness that takes the biggest sustained effort. **Any program is only as effective as the people who implement it.** It is therefore essential to **recruit, train and maintain a group of dedicated volunteers.** Our group presently numbers 70 persons for 800 homes and I train replacement volunteers 2 – 3 times a year in a 2-hour training session.

Each volunteer is given a home file (A4) with the documents necessary to understand our plan and perform the S & R procedure in an emergency (A6, A8).

It takes some maneuvering to assure that each zone of homes is adequately covered – the ideal number of volunteers would be 12 for every 60 homes to allow for those absent at any given time. They are asked to **move in pairs and recruit helpers** as they go, if possible.

We try to attract volunteers from different ethnic groups, and those speaking different languages represented (26 in our case) and welcome all adults or teens with parental permission..

Once a year, all our volunteers are asked to participate in a 2-hour drill, during which we evaluate theoretical emergencies at 4 selected homes. The 3 – 6 scenarios (see A 15) posted on color paper around a property are discussed among each team on site and again after gathering as a group. Input from the local fire department staff has proven helpful in fine-tuning our response.

We also practice filling out the post-it forms (A8) left on the front-door of each home that has been visited. These **follow the guidelines established by emergency agencies from the federal level down** and can therefore be interpreted by anyone.

Volunteer home files are turned in and given out to replacement volunteers if anyone leaves the program. We have found legal size expanding wallet files with flap and cord to be most suited for this purpose.

ESP FOCUS / TEST YOUR PLAN, SIDE 2

Planning Drills

A drill allows your family to practice your plan.

The drill should be designed to provide participants with experience in their roles before a real emergency, increase the confidence of family members, and identify weaknesses in your plan.

Tabletop Drill

Start by planning a tabletop drill. The tabletop will be based on a simulated earthquake or another disaster and will include problems that you and your family are likely to face.

To conduct the tabletop:

- Assemble participants around a table or in the same room.
- Distribute printed copies of the scenario.*
- Read the scenario aloud.
- Read each problem, one at a time.
- Encourage everyone to respond as completely as possible to each question.

As solutions and alternatives are discussed and evaluated, remind participants that comments are designed to identify problems and are not meant to criticize an individual person.

Functional Drill

The next step is planning your functional drill. Functional drills provide an opportunity for the members to practice their assignments, including make-believe searches, treatment of victims and the actual completion of applicable checklists.

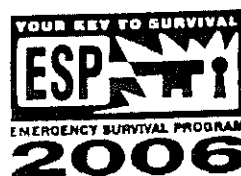
* A written description of a simulated earthquake or another disaster that is used for tabletop drills is called a scenario.

To Conduct an Effective Drill:

- Add new and more challenging problems to the scenario used in the tabletop.
- Set up separate drills for each function. For example:

Date	Function
Jan. 19	First Aid and Medical
Apr. 24	Damage Assessment
July 27	Light Search and Rescue
Oct. 5	Shelter

- Explain the purpose and ground rules of the drill.
- Read the scenario aloud.
- Distribute packets containing new or additional information to be opened at designated times.
- Instruct participants to follow procedures outlined in their packets.
- Instruct participants to dress in appropriate gear, refer to applicable checklists and carry out their post-emergency functions.
- Begin the drill.
- Complete the drill when tasks are complete or after an hour.
- Designate experienced people to observe and evaluate your drill for strengths and weaknesses.



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9. Volunteer Coordination

a. Shifts

The administrative tent at HQ will assign trained volunteers where they are needed and sign up helpers as they come in.

Volunteer vests will be passed along (with new name tags) as shifts change. The suggested shift change is a 2-hour period.

Food, water and shelter will have to be provided to volunteers, as needed.

b. Recruiting

Trained S & R volunteers are encouraged to recruit helpers along their route to assist those found to be in need.

Helpers could be family members, familiar neighbors or people encountered during S & R who are capable of and willing to help. **Underage persons should only be recruited with written permission of a parent or guardian.**

The HQ bulletin board can also be used to help recruit volunteers.

Volunteer Assignments

Volunteer Name

Time

Position

1

2

3

4

5

6

7

8

10. Supplemental Resources in the Community

a. Schools

School facilities are often used by the American Red Cross as shelters. They provide a useful open space for staging various areas and are known to the community.

If you plan to use a school campus as HQ, it is essential to **communicate with the school administrators** ahead of time and find out what, if any areas may be available if school is in session at the time of a disaster. Be sure you have a means of gaining access to the school, if unoccupied. A bolt cutter may have to be used for a locked gate.

Offer to share the information gathered in the resource spreadsheet (A2) to mitigate their need for medical and other aid.

Familiarize yourself with the nature and location of school emergency supplies and **offer to share your group's assets**.

b. Businesses and Churches

Assess which businesses and churches in your area could be an asset in an emergency. Do they have a plan and/or supplies? Can you exchange resources in an emergency? Are any of their staff trained in medical, firefighting, S & R response or have other useful skills? Is any part of their site useable as HQ or other function? Do they want to be included in your response? Can you gain access to the premises, if unoccupied? Share your plan with them and interface to make your response more speedy and effective with their help.

Encourage all business employees to have a workplace emergency kit close at hand (e.g. under each desk). See D.1.c.

Examine if your own workplace out of the area is properly prepared. Be ready to get home on foot, if necessary. Keep an emergency kit in your car (See D.1.c.). **Find out what your responsibilities are to your workplace** in an emergency situation, whether you are at home or at work. Examine your work area for **potential hazards** (e.g. unsecured furniture, falling objects, etc.).

Are you familiar with evacuation routes out of the building? Does your employer hold regular drills? Know where utility shut-offs and fire-fighting equipment are located and make sure they are serviced regularly. **Be insistent that these issues be addressed and your safety assured**.

Recycle water, food and medications regularly in your work and car kit (See D. 1. c.).

Prepare Your Business For Earthquakes

Recent earthquakes may have increased the chances of future earthquakes. Seismologists now say that the chance of a major earthquake in Northern California is over 67 percent in the next 30 years. In Southern California, the probability is over 60 percent. Overall, there is about a 90 percent chance that California will have major damaging earthquakes - and one could happen tomorrow.

After recent California earthquakes, entire business districts closed for several months. Businesses were forced to relocate; some closed for good. Thousands lost jobs, either temporarily or permanently. Recent activity in Southern California is leading seismologists to believe that the chance of a magnitude 7 or greater earthquake will be in the range of 5 to 12 percent per year for the next several years.

As a commercial property or business owner, you cannot afford to be unprepared. It is up to you to make sure that your employees or tenants are safe and that your business survives. Take a minute now to start your personal and your company's earthquake plans.

Preparing is not hard, and the post-earthquake business rewards may be great.

Why You Should Plan

- It is emotionally shattering when an employee, tenant, customer, or client is injured or killed in an earthquake, and it may be financially shattering as well if you are found negligent for not taking earthquake precautions. Pre-disaster planning saves lives and minimizes business interruption and loss.
- Planning for an earthquake will prepare your organization for other disasters as well. The thorough look at your operations needed for your disaster plan will give you a better understanding of critical functions.
- The more you eliminate weaknesses - unsafe buildings, careless storage practices, and unsecured equipment - before the earthquake, the less money and time you will have to spend to repair and replace afterward.
- You already have the expertise needed to write a good plan. The best plans are written by the people responsible for daily operations - call on your employees or tenants for help. Developing the plan requires a team effort that often reveals previously unknown or unappreciated capabilities.
- Holding drills and response exercises to ensure that you have more than a "paper" plan

builds employees' and tenants' confidence in their ability to survive and recover from an earthquake.

- If you are prepared, a disaster can open opportunities in new markets, or increase market share.
- Even if you already have a disaster plan, it may be outdated - or it may not cover the special problems of earthquakes.

If you can answer "Yes" to all the following questions, your business should come through the next major earthquake. But if you have even one "No," NOW is the time to reduce your risks.

Will Your Business Survive?

All companies need an earthquake response and business recovery plan. Whether you own or lease your building, take a minute now to check whether your company could survive an earthquake.

Do you have a plan...

- For dealing with an earthquake?
- To get your business back in operation afterward?
- To provide for alternate communications transportation, and data processing?

Have you

- Looked at buildings and equip-

ment to find out the extent and type of damage they may suffer in an earthquake?

- Anchored, bolted, or secured furniture, equipment, computers, and inventory?
- Provided emergency supplies to care for employees and others for at least the first 72 hours after an earthquake?
- Made sure your employees and tenants know what to do when an earthquake strikes?
- Encouraged your employees and tenants to prepare for earthquakes at home?

Do you know...

- How you would maintain business operations, production, and services when resources are not available, transportation is disrupted, and utilities are out?
- How you would distribute your product, communicate with employees and suppliers, and meet contractual obligations during and after a disaster?
- What your building leases say about damage, repair, business interruption, or relocation?
- How you would recover lost market share after a business interruption?
- What earthquake losses your insurance covers?

**KEEP THIS PAGE HANDY
FOR FUTURE REFERENCE!**

11. Evacuation vs. Shelter-in-Place

Depending on the nature of the disaster, the decision will have to be made whether to stay or go.

Generally, it is better to stay because it means that all the resources in your home and the area are available to you. It may be necessary to stay outside, but as long as access is possible to the home, life will be easier and people less traumatized.

a. Evacuation

Evacuation is the right choice whenever staying puts people's lives in jeopardy. This is especially true in case of fire or flooding. **Far better to leave the area unnecessarily or too early than too late.**

To move people out of the area as quickly as possible, consider turning two-way streets into one-way streets. Prepare to provide traffic control.

A major problem with an evacuation is where to go. If a public shelter is available, some aid will be available there. But supplies may be limited, so bring your own. Pets are not accepted at all public shelters, so unless you can leave them in your car, leave them at home or find another temporary home for them. Once you leave the area, reuniting with family members may be difficult. If possible, **leave a note telling relatives where you have gone and notify your out-of-state contact of your location.**

It is a good idea to arrange with a friend living within a 5-mile radius and another within a 20-mile radius to be each other's emergency shelter. This allows families to reunite more easily and to benefit from a supportive environment in a stressful situation.

b. Shelter-in-Place

If you choose to stay in or near your home, you have the benefit of having your resources close at hand. This is the time when you will learn whether you have properly prepared for this emergency. All the items assembled ahead of time will make life more bearable now. With luck, your preparations have kept injuries to people and pets and damage to property to a minimum. You must now cope to the best of your ability without outside assistance for as long as needed. Public agencies will show up eventually, but you must plan to survive until that time.

Evaluate your assets and plan for their best use. Be creative to make up for things lacking in your preparedness plans. Take care of your own and

your family's needs, both physical as well as emotional. Be patient and allow yourself time to gather yourself before acting.

Check on your immediate neighbors and reassure each other of mutual availability. Share resources whenever you can and volunteer to help in whatever way to bridge the crisis throughout your neighborhood.

If you must seek safety within your own house, **know ahead of time which room is best suited**. Be prepared to stay in a room with the least possible doors, windows and vents to isolate yourself. Turn off air conditioning and heating. Close or seal vents. Use vinyl sheeting and duct tape to cover windows and vents and tape cracks around door frames. Take food, water, battery-operated flashlight and radio and a sanitation bucket with you.

It is to be hoped that many people will exceed expectations in being kind, generous and helpful to others. But be prepared to deal with individuals who behave selfishly and create additional stress for you. Not everyone shows their best side in a crisis.

Once the trauma is overcome, you may have gained many new friends and a new sense of community.

F. Recovery

The scope of any given disaster will determine how long recovery will take. **The smaller the area affected, the more resources will be available quickly**, but be prepared for a period of some deprivation. Public agencies will not be able to "fix" your life, and the initiative to get back to normal will most likely be up to you.

In our questionnaire, we obtain information on who in our area has plumbing, carpentry, electrical repair and construction skills. To some extent, this will allow us to use resources within our area to make basic repairs and prevent further problems.

For large-scale projects, there will be heavy competition for reliable workers and time and money will be needed to get back to normal.

Explore the viability of disaster insurance now. Remember that increasing property values may have left you only partially protected. **Read any policies carefully**, not only for what they cover, but especially for what they do not cover (see G).

The trauma of a disaster will affect people differently for varying periods of time. **Counseling may be needed for some.**

It would be a wonderful thing if as a result of a shared traumatic experience a neighborhood pulled together for more than a short time and became a lasting community.

Seeking Disaster Assistance

Throughout the recovery period, it is important to monitor local radio or television reports and other media sources for information about where to get emergency housing, food, first aid, clothing, and financial assistance. The following section provides general information about the kinds of assistance that may be available.

Direct Assistance

Direct assistance to individuals and families may come from any number of organizations, including:

- American Red Cross.
- Salvation Army.
- Other volunteer organization

These organizations provide food, shelter, supplies and assist in clean-up efforts.

The Federal Role

In the most severe disasters, the federal government is also called in to help individuals and families with temporary housing, counseling (for post-disaster trauma), low-interest loans and grants, and other assistance. The federal government also has programs that help small businesses and farmers.

1 federal assistance becomes available when the President of the United States declares a "Major Disaster" for the affected at the request of a state governor. FEMA will provide information through the media and community outreach about federal assistance and how to apply.

The First Days After the Disaster...

Use the information you put together in your disaster plan and the supplies you organized in your disaster supplies kits. Until you are sure there are no gas leaks, do not use open flames (lighters, matches, candles, or grills) or operate any electrical or mechanical device that can create a spark (light switches, generators, motor vehicles, etc.). Never use the following indoors: camp stoves, gas lanterns or heaters, gas or charcoal grills, or gas generators. These can release deadly carbon monoxide or be a fire hazard in aftershocks.

Be in Communication

- Turn on your portable or car radio for information and safety advisories.
- Place all phones back on their cradles.
- Call your out-of-state contact, tell them your status, then stay off the phone. Emergency responders need to use the phone lines for life-saving communications.
- Check on your neighbors.

Food and Water

- If power is off, plan meals to use up refrigerated and frozen foods first. If you keep the door closed, food in your freezer may be good for a couple of days.
- If your water is off, you can drink from water heaters, melted ice cubes, or canned vegetables. Avoid drinking water from swimming pools or spas.
- Listen to your radio for safety advisories.
- Do not eat or drink anything from open containers near shattered glass.

The First Weeks After the Disaster...

This is a time of transition. Although in earthquakes aftershocks may continue, you will now work toward getting your life, your home and family, and your routines back in order. Emotional care and recovery are just as important as healing physical injuries and rebuilding a home. Make sure your home is safe to occupy and not in danger of collapse in aftershocks. If you were able to remain in your home or return to it after a few days, you will have a variety of tasks to accomplish:

- If your gas was turned off, you will need to arrange for the gas company to turn it back on.
- If the electricity went off and then came back on, check your appliances or electronic equipment for damage.
- If water lines broke, look for water damage.
- Locate or replace critical documents that may have been misplaced, damaged, or destroyed.
- Contact your insurance agent or company right away to begin your claims process.
- Contact the Federal Emergency Management Agency (FEMA) to find out about financial assistance (www.fema.gov/about/process/)

If You Cannot Stay in Your Home...

If your home is structurally unsafe or threatened by a fire or other hazard, you need to evacuate. However, shelters may be overcrowded and initially lack basic services, so do not leave home just because utilities are out of service or your home and its contents have suffered moderate damage.

If you evacuate, tell a neighbor and your family point-of-contact where you are going. As soon as possible, set up an alternative mailing address with the Post Office. Take the following, if possible, when you evacuate:

- Personal disaster supplies kits
- Supply of water, food, and snacks
- Blanket, pillow, and air mattress or sleeping pad
- Change of clothing and a jacket
- Towel and washcloth
- Diapers, formula, food, and other supplies for infants
- A few family pictures or other small comfort items
- Personal identification and copies of household and health insurance information.

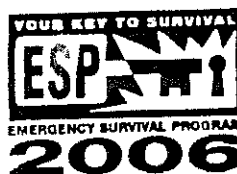
Do not bring to a shelter:

- Pets (service animals for people with disabilities are allowed—bring food for them); have a plan for your pets in advance
- Large quantities of unnecessary clothing or other personal items
- Valuables that might be lost, stolen, or take up needed space

Once a presidential declaration has been issued, FEMA may activate the "Assistance for Individuals and Households Program." This program includes:

- Home-repair cash grants; the maximum Federal grant available was \$26,200 in 2005
- Housing Assistance in the form of reimbursement for short-term lodging expenses at a hotel
- Rental assistance for as long as 18 months in the form of cash payment
- If no other housing is available, FEMA may provide mobile homes or other temporary housing

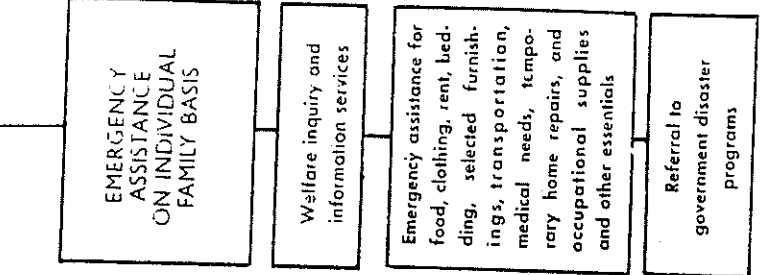
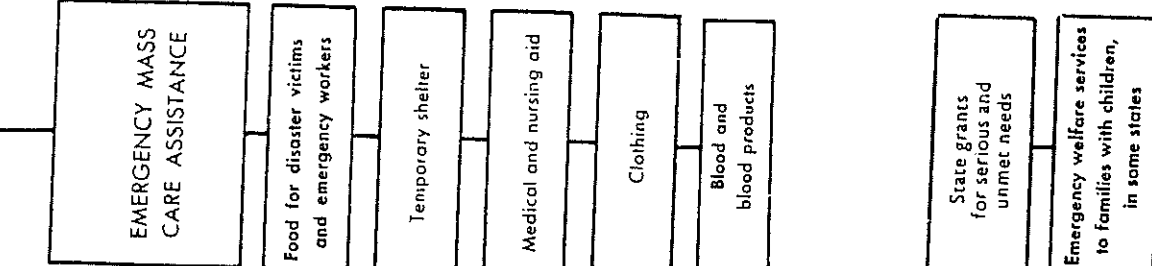
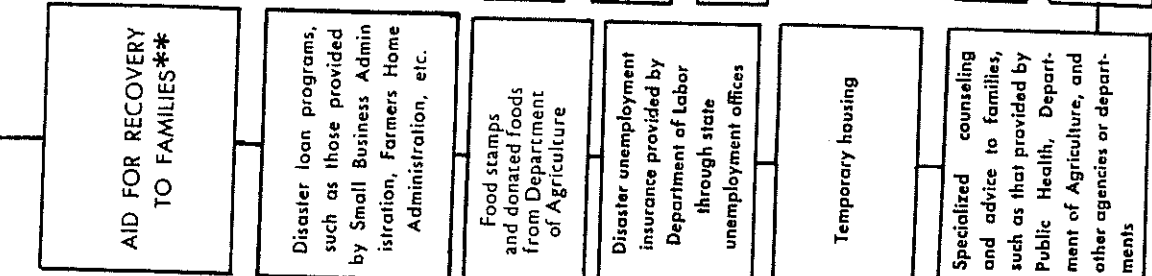
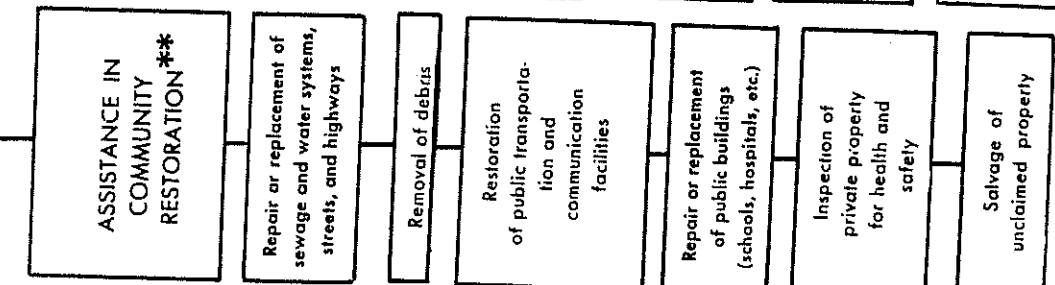
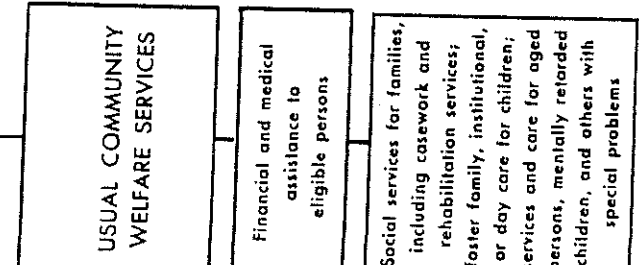
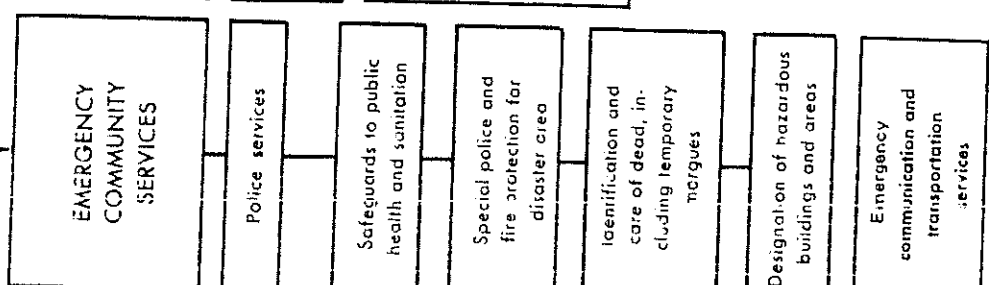
Adapted from Putting Down Roots in Earthquake Country, published by the Southern California Earthquake Center and available online at www.earthquakecountry.info/roots.



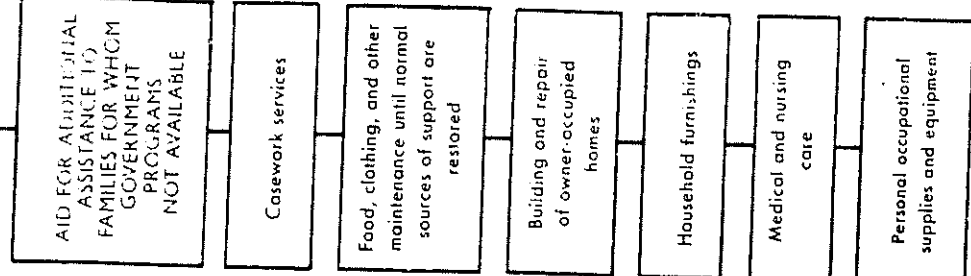
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WHEN DISASTER STRIKES

GOVERNMENT PROVIDES



RED CROSS PROVIDES



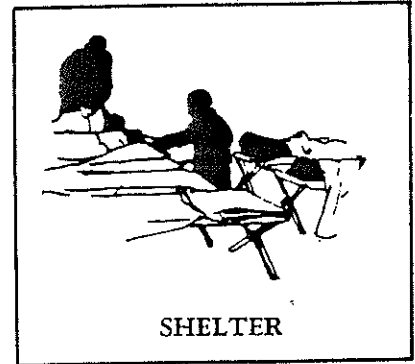
The chart shows how distinct and yet how closely related are the responsibilities of Red Cross and of government in natural disasters. Some of these programs are activated only after a Presidential Declaration of a major disaster. Federal disaster assistance is coordinated by the Federal Emergency Management Agency (FEMA).

Red Cross and government are both needed to perform disaster functions.
 An American Red Cross Publication

THE RED CROSS JOB DURING A DISASTER

When floods, hurricanes, or other natural disasters threaten, or immediately on their occurrence, the Red Cross provides food, clothing, shelter, blood and blood products, and medical and nursing or hospital care on the basis of evident need. Fre-

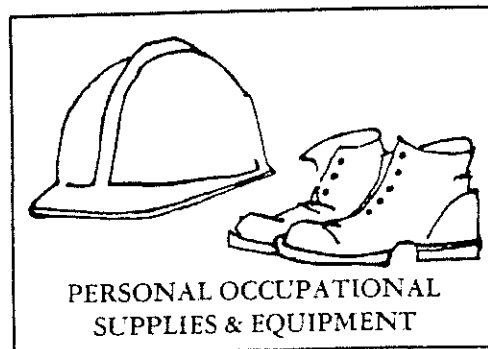
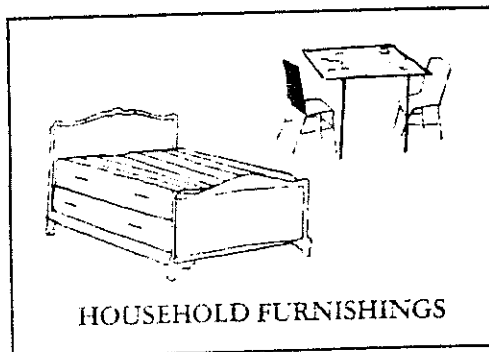
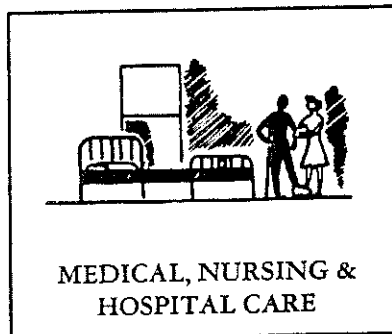
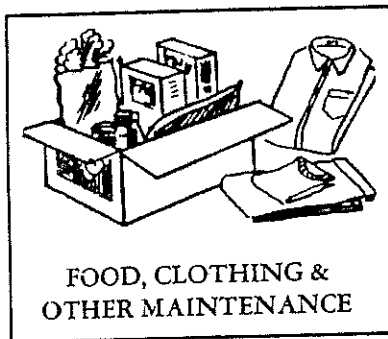
quently this assistance is given to large numbers of people on a mass care basis, but, whenever possible, the Red Cross deals directly with each family on an individual basis.



HOW RED CROSS GIVES IMMEDIATE ASSISTANCE TO FAMILIES

When disaster victims can resume living as family units, Red Cross will provide emergency assistance with food, clothing, rent, transportation, temporary home repairs, medical and health needs, selected furnishings, and personal occupational supplies and equipment, and other essentials. Red Cross refers

families to government disaster programs, provides additional assistance with major needs to families for whom such programs are not available. This aid may include building and repair, replacement of essential household furnishings, and other help.



RED CROSS
Assistance to disaster victims
is given—not loaned.

G. Documentation, Finance and Insurance

You must have a **record of your property** to prove your losses to public and private agencies during recovery. Photographs of items in your household (with date of purchase and price paid written on the back) and/or a video tour through your home with a narrative describing the objects shown are best. Keep this documentation at a friend's or relative's home away from the immediate area for safekeeping. If you have blueprints of your home, store those elsewhere, too.

Also store **copies of insurance policies** and contact phone numbers, as well as **copies of credit cards, bank accounts and your will** at a different location.

Negatives of family pictures should be stored either at the workplace or a friend's or relative's home in case you are unable to save the original prints.

Record damage and losses after a disaster. Have film available to photograph your losses. Write the date the picture was taken and a description of the damage on the back. You may have to supplement these as additional damage occurs from aftershocks or over time.

The following items should be kept in a water-proof container, ready for evacuation:

- Personal identification
- Cash and coins
- Credit cards
- Extra set of house keys and car keys
- Copies of the following:
 - Birth certificate
 - Marriage certificate
 - Driver's license
 - Social Security cards
 - Passports/Naturalization documents
 - Wills
 - Deeds
 - Inventory of household goods
 - Insurance papers (Health, property, rental, car, life, etc.)
 - Immunization records, health ins. card, list of medications
 - Bank and credit card account numbers
 - Stocks and bonds
- Emergency contact list and phone numbers
- Map of the area and phone numbers of places you could go
- Powers of Attorney
- Vehicle Registration/Ownership papers
- Living Will/ Organ Donor card
- Military I D
- Address Book
- Tax Records (last 3 years)
- Personal phone directory

H. Summary

It is my hope that you will not only read this handbook, but put it to use immediately to create your own family and neighborhood preparedness program. **Feel free to copy any forms for non-commercial purposes.**

We all lead busy lives and it is all too easy to postpone disaster preparedness until a more convenient time. Keep in mind, though, that of the 365 days each year, there is no day more suitable to take action than today. Even tomorrow may be the day you realize you are too late. Unless you act now you and your family will pay the price one day for not being prepared and no-one will be able to make up for the lost opportunity.

The devastating effects of Hurricane Katrina on the Gulf Coast have been but one in a series of wake-up calls that clearly demonstrate the foolishness of lack of preparation – both by our government as well as neighborhoods and individuals.

I wish for you a sense of confident calmness knowing that you have done all you can to prepare yourself and your loved ones for the inevitable consequences of a major natural or man-made disaster.

California offers us a wonderful life among natural wonders. Wise precautions allow us to confidently face whatever the future brings and enjoy every day free of the fear of being caught unaware and vulnerable. I urge you to face the reality of a possible disaster and hope you make time to safeguard your well-being.

Any suggestions on how to improve and enlarge upon any of the enclosed materials would be much appreciated. I am always happy to discuss our program and answer any questions.

Isabelle H. Meyer

disasterhandbook@hotmail.com

I. Sources for Information

- American Red Cross:** www.redcross.org
- Animal/Pet Preparedness:** www.ayma.org or www.hsus.org
- Business & Industry Council on Emergency Planning & Preparedness:** www.bicepp.org
- California Dept of Toxic Substances Control:** (800)618-6942 www.dtsc.ca.gov
- California Governor's Office of Emergency Services:** (562)795-2900 www.oes.ca.gov
- Caltrans Highway Info:** (800)427-7623 www.dot.ca.gov
- Centers for Disease Control:** (800)311-3435 www.cdc.org
- Centers for Disease Control and Prevention Emergency Preparedness & Response:**
www.bt.cdc.gov
- Community Emergency Response Team:** www.cert-la.com
- Dealing With Disasters:** www.dealingwithdisasters.com
- DisasterHelp:** www.disasterhelp.gov
- Disaster Preparedness:** www.ready.gov
- Earthquake Country Alliance/Southern California Earthquake Center:**
www.earthquakecountry.info/roots
- Earthquake Information:** www.usgs.gov
- Emergency Network Los Angeles:** www.enla.org
- Emergency Preparedness Division/EOO:** www.ci.la.ca.us/EOO
- Federal Emergency Management Agency:** www.fema.gov/about/process
- Fire Safe Council:** www.firesafecouncil.org
- Institute for Business and Home Safety:** www.ibhs.org
- Los Angeles City Fire Department, Community Preparedness Unit, Disaster Preparedness Division, 534 E. Edgeware Road, Los Angeles, CA 90026** www.lafd.org
- Los Angeles County Emergency Survival Program:** www.espfocus.org
- Pandemic Info:** www.pandemicflu.gov

Los Angeles County Rescue Materials: <http://lacoa.org/esppub.htm>

ESP Bulletin on Terrorism

ESP Bulletin on Crisis Communication

ESP Bulletin on Evacuations

ESP Bulletin on Planning, Personnel and Administration

ESP Bulletin on Wildfires

Neighborhood AWARE-Alert Well-Prepared and Ready for Emergencies

10 Steps for Terrorism Preparedness

Reduce Your Risk in 2006 – Communicate and Recover!

Reduce Your Risk in 2006 – Test Your Plan

National Fire Protection Association: www.nfpa.org

National Incident Management Registry: <http://nokr.org>

Poison Center hotline: (800)222-1222

Ready America: www.ready.gov

Salvation Army: (800)SAL-ARMY www.salvationarmyusa.org

US Department of Homeland Security: www.dhs.gov

J. Appendix

- A1 Questionnaire
- A2 Resource Spreadsheet and Legend
- A3 Disaster Shed Inventory
- A4 S & R Kit and File Contents
- A5 Pet Care Form
- A6 S. & R HQ Report Form
- A7 S & R Procedures
- A8 S & R Door Report Form
- A9 Door-to-Door Assessment
- A10 Sample HQ Set-up
- A11 Signal Flag Instructions (Red/White)
- A12 Unoccupied Home Signal Flag Instructions (Other Color)
- A13 Sewing Pattern for Vests and Functions
- A14 Drill Procedure
- A15 Drill Scenarios to Discuss
- A16 Coping With the Emotional Trauma
- A17 Supply Shed Check Out/In Form
- A18 Volunteer Chain of Command
- A19 Volunteer Assignment Record

(2006) Disaster Preparedness Questionnaire

PLEASE MAIL THE COMPLETED DISASTER PREPAREDNESS QUESTIONNAIRE TO:
(_____)

Last Name: _____ First Name: _____
Address: _____
Home Phone: (____) _____ Work Phone: (____) _____
Out-of-State Emergency Contact: Name: _____
Phone: (____) _____

I Utility Shut-off Locations



Please draw an outline of your house and indicate
With an "X" the location of your gas and water shut-off valves

II Permission for Utility Shut-off

I, _____, living at _____
(print name) (print address)
hereby permit a committee member or neighbor to turn off the gas to my
home in case of a sizeable earthquake (in order to prevent a fire
resulting from a break in the gas line), in case I am unable to do so.

Signature: _____
Date: _____

My house is equipped with an automatic gas shut-off valve: _____

TURN OVER

III. Human Resources

Number of people living in household: _____
Number of people with special needs: Senior citizens: _____
Minor children: _____
Disabled: _____
Specify condition: _____
Primary language spoken: _____ Other languages: _____
Number of pets: _____ Dog: _____ Cat: _____ Other: (specify) _____
Job skills in family: _____
Hobby skills in family: _____
Skills in Electrical: _____ Plumbing: _____ Carpentry: _____ Constr: _____
Licensed medical professionals: MD: _____ RN/LVN: _____
Other (specify): _____
People trained in: First Aid: _____ CPR: _____
People trained in: Fire fighting: _____ Damage assessment: _____

IV. Material Resources

SUV (or other 4-wheel-drive car): Yes _____ No _____
Recreational Vehicle (in the canyon): Yes _____ No _____
Ham radio: Yes _____ No _____ If yes, Code: _____
Number of Family Radios (walkie-talkie): _____
Number of Fire Extinguishers: _____ Capacity: _____
Number of Flashlights w/batteries): _____
Pool: Yes _____ No _____
Spa: Yes _____ No _____
Gasoline/battery Operated Pool Pump: Yes _____ No _____
Number of Water Hoses: _____
Tents: _____ Capacity: _____
Tool Shed/Playhouse, etc.: Yes _____ No _____
Portable Toilet: Yes _____ No _____
Power Tools: Yes _____ No _____
Alternate Cooking Source (camp stove, hibachi): Yes _____ No _____
First-Aid Kit: Yes _____ No _____
Number of Bicycles: _____
Number of Bicycle or Safety Helmets: _____
Other useful supplies or resources: _____

V. Volunteer Opportunities

_____ I would like to become a volunteer in my zone
_____ I would like to help with emergency communications
_____ I would like to help at Headquarters

DISASTER PREPAREDNESS INFORMATION

ZONE	ADDRESS	NAME	SPECIAL NEEDS		HUMAN RESOURCES			MATERIAL RESOURCES				PETS											
			SENIORS	MINORS	DISABLED	MEDICAL	RESCUE	RECOVERY	LANG	COMM	WATER		VEHICLE	MISC									
1	Forest Glen 485	Smally		4		FA,CPR		E,PL,CA,CO															
1	Forest Glen 490	Peters		1			DA	CO,E,PL		SP,FR	CP												C1
1	Forest Glen 552	Jones			1	CPR		E,CA			CP	SPA,POOL											C2

CODES

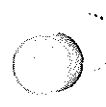
DISASTER PREPAREDNESS CODES:

<u>Medical</u>	<u>Languages</u>	<u>Material Resources</u>	<u>Pets</u>
CPR	A	4W	B
DE	AR	BY	C
DR	CHI	CB	D
FA	CA	CP	F
MW	CR	FX	H
PHA	D	G	R
RN	FAR	HAM	TU
VET	FR	POOL	S
	GE	PP	
	GU	RV	
	GR	SB	
DA	HI	SPA	
FF	HU	T	
L	I	TO	
M	J	TS	
PO	K		
	MA		
	N		
CA	PE		
CO	PH		
E	POR		
PL	RU		
	SI		
	SP		
	TA		
	TH		
	V		

Armenian
 Arabic
 Chinese
 Cambodian
 Croatian
 Dutch
 Farsi
 French
 German
 Gurargiti
 Greek
 Hindi
 Hungarian
 Italian
 Japanese
 Korean
 Marathi
 Norwegian
 Persian
 Philipino
 Portuguese
 Russian
 Sign Language
 Spanish
 Tagalog
 Thai
 Vietnamese

4-wheel drive vehicle
 Bicycle
 Citizen band radio
 Cellular phone
 Fire extinguisher
 Generator
 Ham radio
 Pool
 Pool Pump
 Recreational vehicle
 Sleeping bag
 Spa
 Tent
 Power tools
 Tool shed

Bird
 Cat
 Dog
 Fish
 Hamster
 Rabbit
 Turtle
 Salamander



DISASTER SHED INVENTORY - Taken in October, 2006

Medical Supplies

- 1 plastic stretcher
- 1 canvas stretcher
- 8 First Aid kits
- 1 walker
- 3 wheel chairs
- 20 body bags and ID tags
- Blood-pressure kit
- 8 splints
- 100 suture kits
- 800 single latex gloves
- 100 CPR kits (mouth shield and gloves)
- 1 medical pack
- Triage tags
- Antibiotic salve
- Gauze pads
- Iodine swabs
- Antiseptic towels
- Burn towels
- Stethoscope

Safety Equipment

- 10 traffic cones
- 1 bicycle pull cart
- Flashlights w/batteries (replace yearly)
- Yellow caution tape
- 2 rolls of rope
- 6 pairs of work gloves
- 50 dust masks
- 12 buckets for fire brigade
- 7 safety helmets
- 19 orange safety vests
- 1 bolt cutter
- 2 crowbars
- 1 roll of duct tape
- 2 canvas bags
- 8 plastic tarps
- 1 water main shut-off tool

Stationery Supplies

- 10 poster boards
- name tags
- clipboards
- note pads
- pens and markers
- 4 scissors
- roll of paper
- ties for bulletin board signs

Miscellaneous

- 1 card table
- 6 plastic chairs
- paper plates and napkins
- wood pieces for rescue cribbing
- 100 popsicles for comfort
- 14 family radios w/batteries (replace yearly)
- bin with toys for comfort
- 1 HQ tent
- Volunteer vests in 6 colors
- 4 scooters
- 2 bullhorns
- 12 S & R kits (listed separately)
- bottled water for S & R teams (replace yearly)

Hygiene Supplies

- 3 boxes of disposable diapers/wipes (various sizes)
- 11 port-potties w/24 liners
- 2 privacy shelters
- water disinfectant drops
- trash bags and ties
- bleach bucket and bleach
- toilet paper
- hand disinfectant
- 250 biohazard bags

Search & Rescue Kit (in backpacks) Contents:

2 Safety helmets
 2 Orange safety vests
 2 Safety goggles
 2 Leather gloves
 1 First Aid kit
 2 Dust masks
 2 Surgical gloves
 1 Headlamp with batteries
 1 Flashlight with batteries
 1 Light stick
 1 Gas shut-off wrench
 Emergency tape (yellow with CAUTION writing)
 Post-it pad (large)
 Scotch tape
 2 Ink pens
 6 Name tags

Also: 1 family radio with batteries per zone
 (Kept in a separate waterproof bin with batteries)

File Contents (1 file in each S & R kit, and one at each volunteer's home):

2 Ink pens
 2 Surgical gloves
 1 Mouth shield (for CPR)
 1 Orange Safety Vest
 Volunteer roster
 Area map (of all zones)
 2 Zone maps (S & R report form)
 Resource spreadsheet
 Door-to-door assessment form
 Evacuation maps
 List of shed/S & R kit contents
 Red/blue/yellow markers for S & R form
 Post-it pad and scotch tape
 Colored signal flags for unoccupied homes
 S & R procedure list
 S & R report form (post-it) instructions
 Coping with emotional trauma sheet
 CPR/ First Aid instruction sheet
 S & R instruction sheet

PET FORMS complete one for each pet.

PET CARE FORM

Name: _____

Address: _____

Type of Pet and Name: _____

Location of pet food: (1 week supply) _____

Location & dosage of medications: _____

Name & address of neighbor(s) you trust the care of your pet to: _____

Sign here to authorize a volunteer to reach and care for your pet: _____

PET CARE FORM

Name: _____

Address: _____

Type of Pet and Name: _____

Location of pet food: (1 week supply) _____

Location & dosage of medications: _____

Name & address of neighbor(s) you trust the care of your pet to: _____

Sign here to authorize a volunteer to reach and care for your pet: _____

PET CARE FORM

Name: _____

Address: _____

Type of Pet and Name: _____

Location of pet food: (1 week supply) _____

Location & dosage of medications: _____

Name & address of neighbor(s) you trust the care of your pet to: _____

Sign here to authorize a volunteer to reach and care for your pet: _____

Mark property with

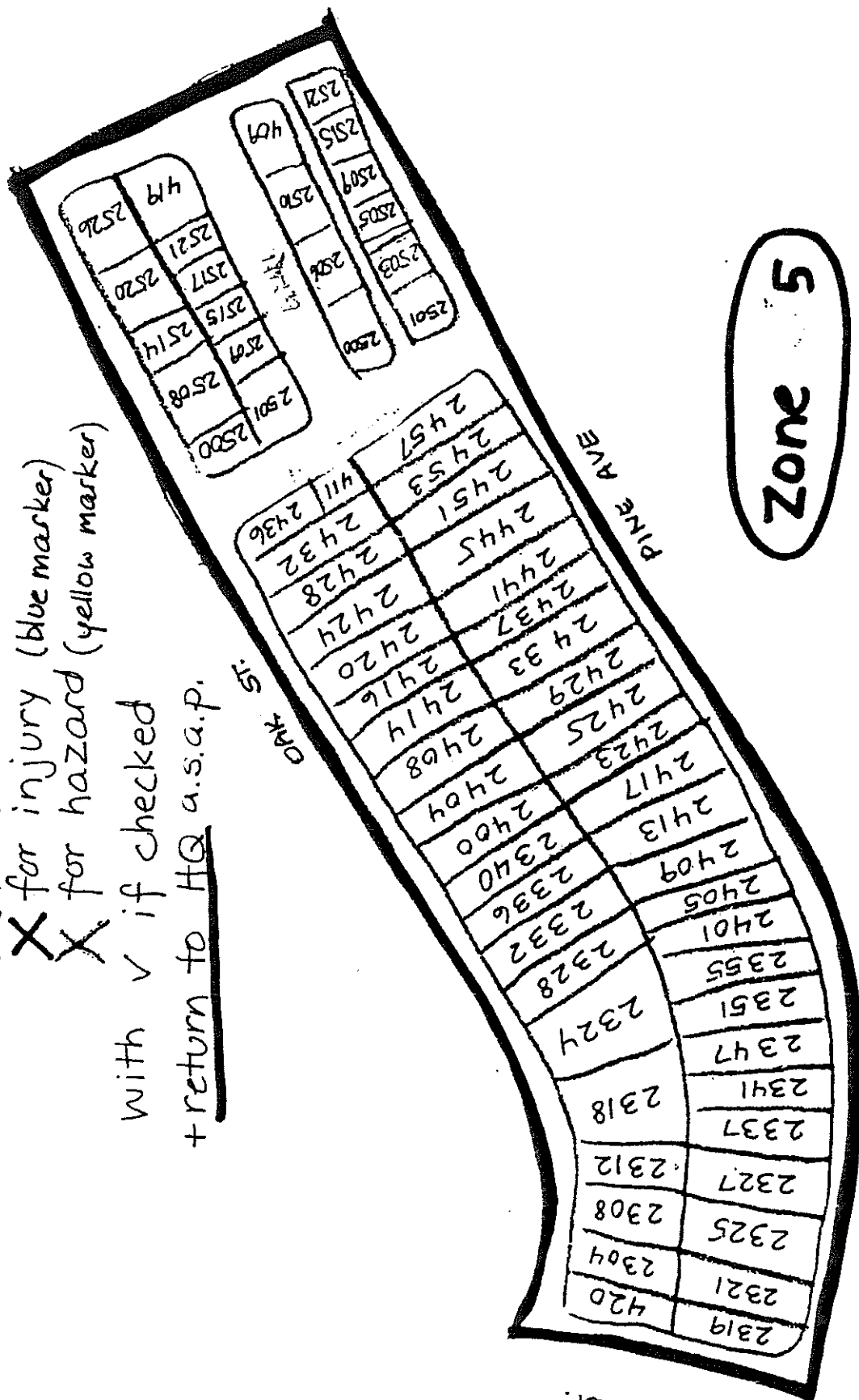
~~X~~ for fire (red marker)

~~X~~ for injury (blue marker)

~~X~~ for hazard (yellow marker)

with if checked

+ return to HQ a.s.a.p.



Zone 5

MAPLE ST.

OAK ST.

5th

Search & Rescue Procedures

Use your own judgment to determine if a door-to-door assessment is necessary. If you see any evidence of injury or damage in your own home, assume that others have suffered as much or worse

1. Take care of yourself and your family first. Don't begin your survey until you feel CALM, COMPETENT AND CONFIDENT.
2. Turn off the gas to your home after a sizeable earthquake .
3. Find another zone volunteer or recruit a helper to speed up S & R.
4. Get your S & R kit from the shed. If your zone kit is missing (someone else is already using it), use your home file to proceed. The sooner all the homes have been checked, the better. Skip houses with the yellow post-it on the door, as those homes have already been checked.
5. Go to any unchecked houses, making a fast initial assessment. Give priority to homes with red signal flags or no flags on front door. Focus on serious injuries, fires and other serious hazards, mark them on your S & R form with the red, blue and yellow markers and **deliver this form to HQ for help as soon as possible. Use only life-saving measures to restore breathing, stop bleeding and prevent shock.**
6. Turn in the completed zone S & R map at HQ so trained personnel can be dispatched immediately.
7. Reassure your neighbors and remind them that help can be obtained from HQ at _____ Tell them to listen for alerts and announcements and check the fence outside HQ for notices.
8. Help your neighbors turn off their gas, just in case, and turn it off at any residences where no one is home.
9. Advise everyone to stay outside in an open area after a quake in case of aftershocks. Pets should be confined or leashed
10. After turning in the initial assessment, be prepared to repeat your route at a later time for a more thorough evaluation of less urgent needs. Use the door-to-door assessment sheet (A9) for this. HQ will advise you if further action is necessary.
11. Encourage everyone to become active in helping each other and you. By pooling our skills and resources, we can survive better.

S & R DOOR REPORT FORM

SEARCH & RESCUE (S & R) MARKINGS

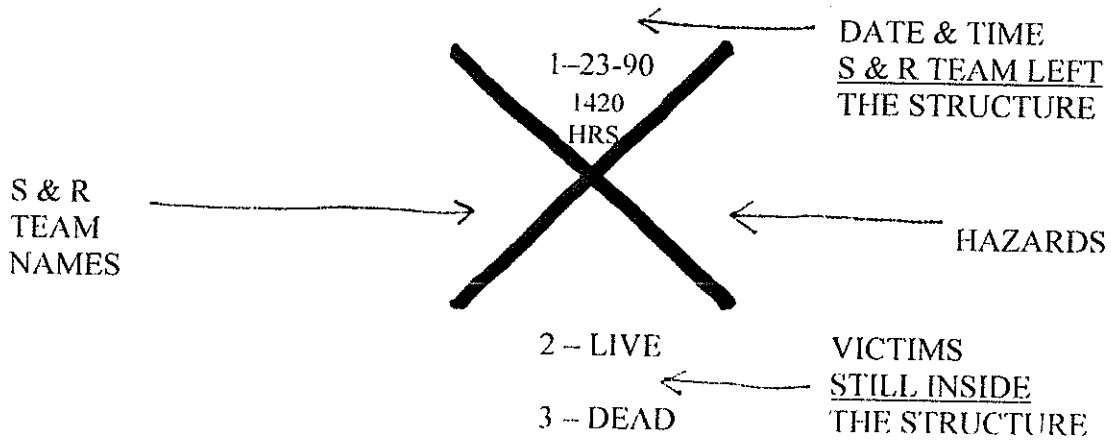


WHEN YOU ENTER
SINGLE SLASH
STRUCTURE OR ROOM



WHEN YOU EXIT
SECOND SLASH
STRUCTURE OR ROOM
(Identify victims & hazards)

MAIN ENTRANCE MARKING



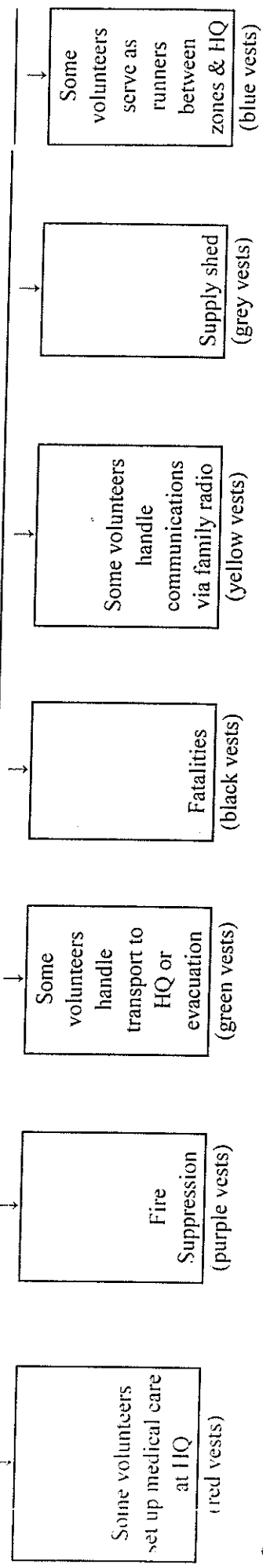
Tape a 6 x 4 yellow post-it note on the front door or other visible surface. Make the X large!
Information may have to be updated by subsequent teams.

VOLUNTEER CHAIN-OF-COMMAND

1 or 2 chairpersons
set up HQ & collect info
(black/yellow vests)

Volunteers go door to door to do the initial S & R operation → report to HQ
(orange vests)

After initial assessment, any volunteer can initiate set-up of HQ



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Disaster Preparedness Signal Packet

PLEASE SAVE AND KEEP NEAR FRONT DOOR

After a disaster, signal to our door-to-door assessment team by displaying either the

**RED cloth for LIFE-THREATENING EMERGENCY
SEND HELP IMMEDIATELY
OR**

**WHITE cloth for O.K. FOR NOW
CHECK ON US LATER**

Tie one of the signal flags either to the front door knob, at the curb or another easily visible place.

NO cloth will indicate either no one home or unable to respond

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OR**

**WHITE cloth for O.K. FOR NOW
CHECK ON US LATER**

Tie one of the signal flags either to the front door knob, at the curb or another easily visible place.

NO cloth will indicate either no one home or unable to respond

Unoccupied Home Signal Flag Instructions
(Color known only to volunteers)

A12

Unoccupied Home Signal Flag Procedure

The enclosed _____ strips are meant for tying to the front-door knob of any house where no one is home. This assigns it a low-priority status for our S & R. Please **DO NOT DISCLOSE** its meaning to non-volunteers for security reasons. Additional strips can be found in the shed.

Unoccupied Home Signal Flag Procedure

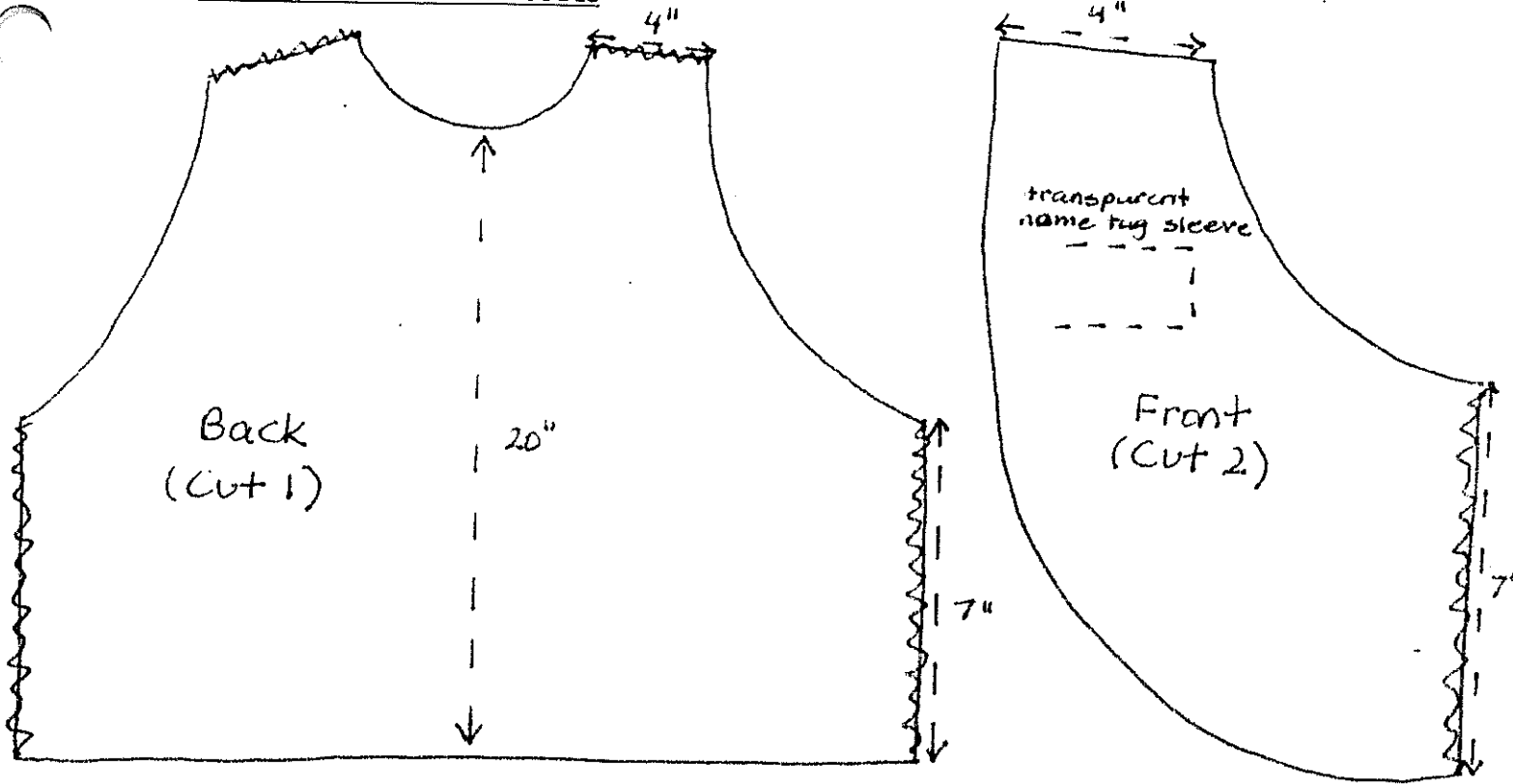
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VEST PATTERN AND COLOR CODES

Sew along sides and shoulders (no need to finish edges)

Vest Color Codes

Red / white cross on back

(used red cotton and cut white blanket binding into strips to form a cross)

Purple

Blue

Green

Yellow

Grey

Yellow w/ black stripe

Black w/ white cross

Medical team

Fire fighting

Runner

Transportation

Communications

Supply shed

HQ management

Morgue

We also made vests in white and pink to assign to duties that become clear in an emergency (e.g. Child care etc.)

All vests have a 2 1/2 x 4" clear plastic pocket for name tags sewn onto the front (with multiple name tags inserted for shifts).

Drill Procedure

All volunteers are encouraged to attend our annual drill for 2 hours. The first hour is spent visiting four homes where disaster scenarios are posted. Discuss these with your co-volunteer to find the best response. Then return to HQ to discuss and evaluate your response as a group. Whenever possible we ask the Fire Department to send personnel to the drill to help us improve our response.

At each home, look for brightly-colored signs posted anywhere on the property. We do not tell you how many signs are located at each site, so check around carefully to make sure you don't miss any!

Wear your orange safety vest and helmet so that your neighbors do not mistake you for an intruder.

For practice, fill out one of the yellow post-its for one of the homes.

Go to the following 4 addresses: _____

DRILL SCENARIOS

Write each scenario onto a brightly colored piece of paper (8½ by 11") and post 3 - 6 at each home to be checked .

- Broken water main
- Gas leak
- Chimney collapse
- Wall cracks
- Picture window shattered
- House tilting
- Smoke coming from under front door
- Sparks from downed electrical wire in yard
- Unconscious victim seen through window
- Unattended 14-year old outside home
- Chemical leak under garage door
- Water running from under garage door
- Screaming woman running in the street
- Man in shock on front steps, uncommunicative
- Man trapped under furniture, visible through window
- Bleeding senior seen on floor through shattered window
- Flames everywhere
- Cry for help - victim not visible
- Ferocious dog in yard
- Senior fallen out of wheelchair seen through window
- Car alarm going off
- Woman complaining of chest pains
- Strong odor from unidentified source
- Two pre-school age kids alone in house
- White flag on door handle
- Red flag on door handle
- Fatality on premises
- Yellow post-it on front door

- Remind your volunteers that their response should focus on
1. Saving lives
 2. Coping with fires
 3. Coping with other life-threatening hazards

Moving fast is of utmost importance during the initial S & R in order to provide essential First Aid/CPR to victims - all other situations should be dealt with later.

Make sure that all houses in your zone are marked with a yellow post-it on the door before you conclude the initial S & R (except those with a white signal flag on the door knob).

COPING WITH THE EMOTIONAL TRAUMA OF A NATURAL DISASTER

Before doing anything --- STOP AND THINK!

- What are possible alternatives?
- What are possible consequences (both short and long-term)?
- What are possible other perspectives (consult with others)?

The Decision-Making Process:

1. Identify problem
2. Gather information
3. Examine alternatives
4. Select best solution
5. Take action
6. Evaluate result
7. Adjust solution, if necessary

For Better Victim/Rescuer Interaction:

1. Talk at eye level
2. Exchange first names
3. Ask for cooperation
4. Project calmness + confidence
5. Touch reassuringly
6. Explain actions and warn of impending changes
7. Introduce newcomers; transfer trust
8. Allow free expression of feelings and fears (verbal, tears, etc.)

Realistic Responses to Victim Answers:

<ol style="list-style-type: none"> 1. Questions about event, identity and role of rescuer. 2. Questions about extent of own injury/possible death. 3. Questions about necessary medical procedures. 4. Remarks demonstrating "survival guilt". 	<ol style="list-style-type: none"> 1. Answer simply and honestly. 2. Answer honestly but gently. Admit to lack of knowledge, when appropriate. 3. Reassure realistically. 4. Acknowledge feelings - then calm and reassure about extent of responsibility.
--	--

ABOVE ALL: BE PATIENT, ACCEPT DISORIENTATION AND FEELINGS BEING EXPRESSED. REMEMBER - DO NOT TRY TO ARGUE PEOPLE OUT OF THEIR FEELINGS - THEY ARE NOT SUBJECT TO LOGIC! YOU WILL MAKE THINGS WORSE, IF YOU TRY.

Assessing extent of emotional trauma:

15-20% of people can be recruited as rescuers immediately
60-70% of people can be recruited after period of adjustment (ranging
from a period of minutes to hours)
15% of people can be recruited after more than one day
some people will not be able to help themselves or others

Divide survivors into groups who - need help
- can help themselves
(Re-evaluate periodically) - can help others
(must be able to think, remember
and follow directions)

Separate and supervise and care for those in need of emotional
assistance, e.g. if they are uncommunicative
uncomprehending
unable to function/take care of themselves

Concentrate psychological first aid on temporarily disoriented
survivors, they will benefit the most. They may initially be dazed,
but communicative, know their name, date, event, etc.

Use mildly impacted group in quiet area to assist in recovery. Try
to group people with family members and acquaintances. Encourage
exchange of talk and feelings.

Some people will need professional help to cope with the trauma, do
the best you can to keep them safe and comfortable in the meantime.

**DON'T FORGET THAT YOU ARE A VICTIM, TOO. TAKE CARE OF YOURSELF FIRST,
EXPRESS YOUR FEARS AND FEELINGS AND OBTAIN THE HELP AND REASSURANCE
YOU NEED!**

Supply Shed Check Out/In Form (Filled in by Volunteer in Grey Vest)

Date/Time _____

Quantity _____

Item Description _____

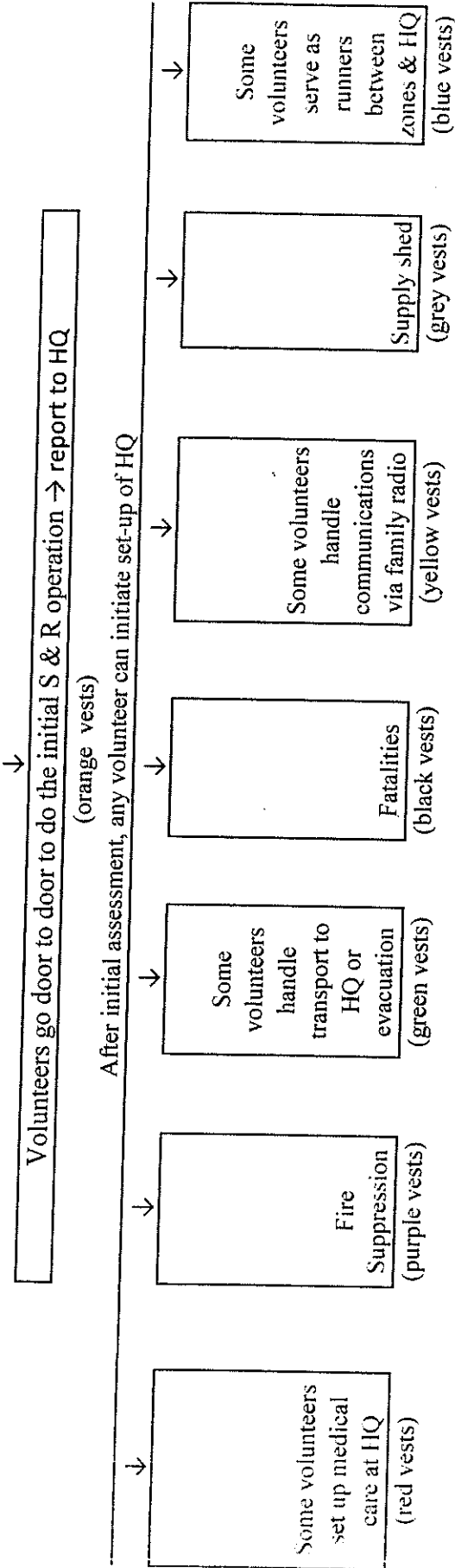
Issued to Volunteer _____

For Use at Location _____

Checked Out/In _____

VOLUNTEER CHAIN-OF-COMMAND

1 or 2 chairpersons
set up HQ & collect info
(black/yellow vests)



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