Objectives

- Discuss disasters and how they affect the community
  - Identify top hazards in Contra Costa County
- Discuss Personal, Family and Workplace Preparedness
- Identify staff expectations
- Define ICS and how an organizations get resources and help
- Provide agency specific policies and procedures for emergencies
- Discuss considerations for vulnerable populations
## What are the Hazards?

Every 5 years CCHS conducts a Hazard Risk Assessment

<table>
<thead>
<tr>
<th>Bay Area</th>
<th>Contra Costa Health System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flood</strong></td>
<td>Hazardous Material Release</td>
</tr>
<tr>
<td><strong>Earthquake (6.9 Hayward &amp; 7.9 San Andreas)</strong></td>
<td>Earthquake (6.9 Hayward &amp; 7.9 San Andreas)</td>
</tr>
<tr>
<td><strong>Extreme Summer Weather</strong></td>
<td>Pandemic</td>
</tr>
<tr>
<td><strong>Pandemic Influenza (mild/moderate)</strong></td>
<td>Flood</td>
</tr>
</tbody>
</table>
What can make a community more vulnerable?

Why should we be prepared?
Be Prepared!
- Personal
- Family
- Work

Develop a culture of preparedness
- Train for response
- Identify gaps in workplace
- Build & extend partnerships
### When to Call 911:

- Medical Emergencies
- Heart attack or stroke
- House fire
- Domestic violence
- Burglary or theft in progress
- Car accident with life-threatening injuries
- Suspicious activities
- Anything else that seems like an emergency!

### Do not call 911

- For information
- When the power is out
- To report a broken fire hydrant
- When your water pipes burst
- To get a ride for a doctor's appointment
- For paying tickets
- For your pet
- As a prank
Community Warning System

WHAT DOES IT DO?

- Alerts people in Contra Costa County to imminent threats to life or safety
- Alters sent by:
  - Sirens
  - Radio, TV & Cable
  - NOAA Weather Radios
  - telephone notification/ cell phone text & calls (upon registering)
  - Twitter/Facebook
  - Email

WHAT SHOULD I DO?

- Shelter
- Shut
- Listen
- Don’t call 911 unless life threatening

Register [www.cococws.us](http://www.cococws.us)
Shelter in place

- Chemical, biological or radiological release
  - Chevron, Shell, Tesoro, Phillips Rodeo, Dow, Rail
- Listen to Warning. Go inside to seek information
- Do not leave: go to kids school, partners work etc.
- If close to home, school, office or public building: go there
- Driving: pull over, seek shade, turn off car, close windows & vents
- Close all doors, windows and lock
- Go to an interior room, bring a shelter-in-place kit

https://www.youtube.com/watch?v=pWqCGYx9SGs
Evacuation

- When there is imminent threat to life
- Enforced by Law
- May start with advisory
- Prepare your Home
- Check on neighbors
- Locate pets
- Pre-load car follow the six P’s
  - People/pets, Papers (phone numbers, important docs), Prescriptions, Pictures (irreplaceable), Personal computer (hard drives, disks), Plastic (credit cards, ATM, cash)
- Park cars facing out for easy exit
- Follow directions when time

www.readyforwildfire.org
Disaster Equipment

KIT

- Keep within home, work, school
- Covers At least 72-hrs
- May have bigger items for long term
  - Tent
  - Stove
  - Water storage
- May include supplies for all people in facility

GO BAG

- Portable
- Supplies for 24 hrs.
- May include work gear/PPE
  - Glasses, gloves, masks etc.
- May have multiple
- Most important items should be included
Disaster Preparedness & Response for the Workplace

Ready for an Emergency?
You can be.
We spend 20-35% of our lives at work.

What if you could not get home from work? Or were expected to stay?

What components of your job does the community rely on?
County employees

- That a disaster plan exists, and that staff and leadership have been properly trained and are familiar with its operation
- During a major disaster workers should be allowed to verify the safety of their family and loved ones
- After this determination, they should report back to their supervisor for guidance
- In some cases, they may be expected to act as the first responder of emergency services
Disaster service workers also include public employees (Gov. Code, § 3101)

Public employees may be activated by their supervisor to perform disaster services. An injured DSW public employee has benefits and liability protections through his/her employer. (Lab.Code, § 3211.92(b).)

A public employee performing disaster work outside his/her regular job AND without pay, is eligible for program benefits. (Lab.Code, § 3211.92(b).)

Registration is required with ADC, authorized designee, or Cal OES. A City Clerk is a search and rescue member with the Sheriff’s
Workplace Response

- Know your workplace emergency plans and policies
  - County vs. Private
- Know if you’re needed, how to check
- What plans and systems are in place to access/respond
- How would your role differ?
So what is my Role?

- Provide education to the public/clients
  - Preparedness kits, information, CWS, Communication
- Provide information at time of incident
  - Outreach
- Services-sheltering or evacuation shelters
  - May need to bring the homeless inside
  - Re-entry/Re-population
  - Housing
- Psychological needs
- What about medical needs?
Coordinating Response
Essential Functions

ESF 6

- **Mass Care**: Sheltering, feeding, emergency first aid, bulk distribution, collecting and providing information on victims
- **Emergency Assistance**: beyond scope of mass care; Evacuation, Reunification, animals, special populations, donated goods
- **Housing**: rental, repair, loans, temp
- **Human Services**: disaster assistance programs; loans, food stamps, crisis counseling, unemployment, legal

ESF 8

- **Assessment of public health/medical needs**
- **Health surveillance**
- **Medical care personnel**
- **Health/medical/vet equipment & supplies**
- **Patient evacuation**
- **Patient care**
- **Safety and security if drugs/biologics/medical devices**
- **Food Safety behavioral Health**
- **Vector Control**
- **Mass fatality management** & more
What is the role of CCHS?

- If needed establish Med/Health Dept. Operations Center (DOC)
- EMS or Public Health Duty Officer
- Coordinate with local govt. first, then
  - Office of Emergency Services/County Emergency Operations Center
- SUPPORT THE RESPONSE
- Provide Services for unincorporated areas
MHOAC & Mutual Aid

“An agreement among emergency responders or agencies to lend assistance across jurisdictional boundaries”

- Can be resources, personnel
- Arranged pre-incident or at the time of
- Can be between organizations, jurisdictions, states etc.
SEMS and the Public Health & Medical System

- State Public Health and Medical Coordination Programs (MHCC)
- Regional Disaster Medical and Health Coordination Program (RDMHC)
- Medical Health Operational Area Coordination Program (MHOAC)
MHOAC Program

Immediate Medical Needs

Field Treatment Sites

Pre-Hospital Emergency Medical Services
(Fire and non Fire based)

Drinking Water Safety

Food Safety

Hazardous Exposures

Patient Movement

Mental Health Services

Hazardous Wastes

Vector Control

Disaster Medical and Health Resources

Medical/Health Public Information

Medical Care Providers
(Outpatient, Inpatient and Emergency Care)

Epidemiology, Surveillance and Disease Investigation
Why I need to know ICS?
Incident Command System
- Standard approach for command, control & coordination of response
- Common hierarchy for multiple agencies
- Scalable and flexible
- Can be used for any event
- Maintains Span of Control

Common goal and picture
Without ICS, responses to an incident may:

- Lack accountability
- Have poor communication
- Use unsystematic planning processes
- Unable to efficiently integrate responders from various organizations
ICS-“In English”

First On Scene

Lead & Manage

Assigned as Needed

- Do Stuff
- Collect, Analyze, & Plan Stuff
- Get Stuff
- Clerical Stuff
The following supervisory levels can be added to help manage:

- **Division**: divides geographically
- **Groups**: Describes functional area
- **Branches**: used when number of divisions or groups exceeds span of control

![Operation Section Diagram]

- **Emergency Services Branch**
  - Health & Medical Group
  - Shelter & Mass Care Group
- **Law Enforcement Branch**
  - Perimeter Control Group
  - Investigation Group
- **Public Works Branch**
  - Debris Removal Group
  - Utility Repair Group
ICS exercise
Practical examples of ICS usage...

- Social events
- Athletic tournaments
- Demonstrations
- Work stoppages

ICS is “organized common sense”
Potential problem areas?

- Organization
- Communication
- Planning
- Span of control
- Facilities
- Resources
- Costs
“Operation Bridezilla”

Command

Operations
- Bridal Shower
- Bachelor Party
- Rehearsal
- Ceremony
- Reception

Planning
- Flowers
- Food
- Registry
- Music
- Seating
- Invitations
- Cake

Logistics
- Transportation
- Travel
- Accommodation
- Licenses
- Venues

Finance/Admin
- Vendors
- Services
- Insurance
- Rentals
- Billing
What this could really look like...
Where do I fit in?
Sheltering Operations
ESF 6

- **Mass Care**: Sheltering, feeding, emergency first aid, bulk distribution, collecting and providing information on victims
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- Vector Control
- Mass fatality management
- & more
More Specific Roles

**Usual Role**
- Continue Outreach work
- Provide Behavioral Health Resources
  - Crisis Intervention
- Continue vital Programs
- Manage Staff
- Connecting with Resources

**Other Duties**
- Assist with opening a shelter
  - Staffing, registration, or tracking
  - Reunification
  - belongings
- Transportation; pick-up points etc.
- Re-entry
- Donations Management
### Resources

<table>
<thead>
<tr>
<th>MEDICAL</th>
<th>NON-MEDICAL</th>
</tr>
</thead>
</table>
| Any Medical Resource is obtained through the MHOAC  
  - Medical equipment/supplies  
  - Medical transportation  
  - Medical personnel  
  - Medication/vaccines | Sheltering equipment  
  - Food/Water  
  - Generators  
  - Lighting  
  - Barrier equipment  
  - Personnel |
| Personnel-medical, Mental Health or Health Services (ENV) |
How do I get What I need?

- Occur and respond locally
- Must maintain a level of response
- Use partners, local organizations
  - MOUs
- Reach out
  - City EOC
  - County EOC
  - Med/Health DOC, MHOAC
Creating Your Policy

A written plan for when you need it.
Why do I need a Policy?

- Reduce risks
- Cope with panic
- Keep problems from becoming worse
- Speed Recovery
Simple or elaborate – You decide

Plain Jane

Fancy Schmancy
The Basics
Introduction

A) PREPAREDNESS

- Getting Organized
- Supplies and Equipment
- Establishing Emergency Communications Systems
- Planning Ahead for Evacuations
- Reducing Exposure to Risks and Hazards

Templates:  
- Emergency Organization: Team Rosters
- Emergency Organization: Headquarters and Supply Locations
- Emergency Team Wallet Card Template
- Emergency Communications: Establishing Notification Systems
- Evacuation Roster: Persons with Disabilities
Overview
Emergency Response Actions
To Implement an Evacuation
How to Assist People with Disabilities During and Evacuation

Templates:
To Report an Emergency Incident
To Get Emergency Information
Community Health Center Emergency Message
Community Health Center Evacuation Maps
Emergency Evacuation Sign-in Sheet
Support Services and Assistance
Documenting Emergency Outcomes

**Templates:**
- Summary: Community Health Center Recovery Status
- Recovery: Detailed Space Assessment
- Recovery: Detailed Equipment Assessment
- Recovery: Detailed Personnel Impacts

**Source:**
Sample Plans
I. Plan to Stay in Business

Current location:

Business Name
Address
City, State, ZIP
Telephone Number

If this location is not accessible we will attempt to operate from the location below:

Business Name
Address
City, State, ZIP
Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:
Training Resources

- FEMA Independent Study
  - https://www.ready.gov/citizen-corpstraining/fema-independent-study-courses
- UASI
  - http://www.bayareauasi.org/
- Red Cross
  - http://www.redcross.org/get-help/how-to-prepare-for-emergencies
Taking care of clients
Training Staff and Clients

- Consider the audience
- Focus on their biggest concerns
- Provide accurate information (rumor control)
- Give them the resources they need; or follow-up
- Review, Practice, Update
Other Considerations

Mental Health and special populations
70% of adults in the U.S. have experienced some type of traumatic event
Up to 20% of these people go on to develop PTSD
An estimated 8% of Americans – 24.4 million people – have PTSD at any given time
PTSD affects about 7.7 million American adults each year, though it can develop at any age
5% of adolescents have met criteria for PTSD in their lifetime

(sources: ptsdunited.org & ptsd.va.gov)
Psychological First Aid

- Designed to reduce initial distress caused by traumatic events and to foster short term & long term adaptive functioning & coping
- Evidence based
- Applicable to all fields, all developmental levels across the life span
- Delivered by both mental health professionals and disaster response workers, and DSWs
Why use PFA?

- Provide compassionate, non-intrusive human connection immediately
- Enhance safety
- Provide safety and emotional comfort
- Provide orientation and calmness to overwhelmed and distraught survivors

- Help survivors identify immediate needs & concerns
  - Gather intel
  - Provide practical assistance
- Connect to social support networks
- Support coping and empowerment
- Provide information for further assistance
PFA Core Actions (NCTSN Model)

- Contact & Engagement
- Safety & Comfort
- Stabilization
- Information Gathering
- Practical Assistance
- Connection with Social Supports
- Information on Coping
- Link with Collaborative Services
How do we complete core actions?

- Make connections with survivors
- Safety first
- Be kind, calm & compassionate
- Listen
- Provide reassurance
- Provide timely information
Provide all basic needs first!

- Food & Water
- Shelter
- Connections
- Sleep/rest
PFA Staff Behaviors

- Observe; don’t be intrusive
- Provide assistance
- Expect avoidance
- Be patient, responsive, sensitive & calm
- Speak slowly, simply, concretely
- Listen

- Acknowledge positives
- Give accurate, age-appropriate info
- Give information that addresses the survivors goals & clarify/update as requested
Working with Specific Populations
DME/Assistive devices have extra batteries, supplies, or backup
  - Glasses, cane, hearing aids,
Keep pre-printed messages that explain needs, how best to communicate with you, and other important phrases or pieces of information
Have a list of and know how you will contact family, friends and providers
Keep list of your medical condition/status with you at all times
Have hand written operating instructions for all equipment
Have ample layers of clothing in disaster and go kits to remain warm
Specific Populations: Homeless

- Develop and engage in word of mouth networks to disseminate information
- Have some form of ID
- Keep supply of medications with you at all times
- Develop a buddy system
- Know evacuation routes from where you typically stay
- Be prepared to have your pet placed temporarily in a shelter
- Follow instructions of emergency response officials
Specific Populations: Mental/Cognitive Health

- Practice how you would communicate your needs to responders
- Think about how you will feel in an emergency and practice how you will cope with those emotions
- Practice calming methods
- Pack items that will help you feel comfortable in unfamiliar settings (i.e. family photos)
- Register with Safe Return Program
Know how you will keep medications refrigerated
Have a plan for what to do if your home health caregiver cannot get to you
Have back up power supplies for any equipment
Inform utility provider of any life support equipment you have that rely on electricity
Know locations of facilities that can support your life sustaining needs
Notify local fire station of your conditions and needs
How would you evacuate your home or get transport if needed?
Specific Populations: Visually Impaired

- Keep an extra mobility cane in disaster kit and keep extra canes in strategic locations at home, work, school, etc.
- Know your rights in terms of service animals
- Have written instructions on how to care for service animal
- Prepare a disaster and “go” kit for the service animal and include all forms of identification
- Pre-label emergency supplies with Braille, large print or brightly colored tape
- Prepare for being without auditory cues
- Organize medications so that they can be easily packed
- Be familiar with transportation routes around your home and neighborhood
- Know emergency exit routes of buildings you are in
- Form a buddy system in a location
Specific Populations: Culturally Diverse

- Develop a plan for contacting family and friends if you are separated
- Have key information about yourself written down, in English and your primary language
- Know where to go for information in your primary language
- If you don’t speak English, learn key phrases to ask for help or get directions
- Develop relationships with emergency response staff prior to emergency
- Be willing to trust and follow instructions of uniformed officials
Specific Populations: Hearing Impaired

- Have a battery operated television
- Know which media outlets provide captioned emergency information
- Keep pens and paper in your emergency kit for writing notes
- Find a buddy to assist
Specific Populations: Mobility Impaired

- Know evacuation routes out of your house/work/school
- Arrange furniture so that you have multiple barrier-free paths in your home
- If in a wheelchair, keep heavy gloves with you in case you are in area with glass/debris
- Keep written instructions with your device on how to safely move you in case your device cannot be moved
Next Steps

- Become Prepared
- Form a Disaster Committee and create goals, ID key tasks
- Develop or Refine your Plans and Policies
  - Share
  - Train
  - Practice
- Help prepare others
More Resources

- https://www.in.gov/isdh/files/PREPARE_Disaster_Plan_Template_IN_8_08.pdf
- https://www.hudexchange.info/news/disaster-planning-for-homeless-populations/
- https://www.hudexchange.info/homelessness-assistance/disaster-recovery-homelessness-toolkit/
Emergency Preparedness Planning Committee, a subcommittee of the Human Services Coordinating Council and Appointed by the Sacramento County Board of Supervisors Sacramento Office of Emergency Services
Emergency Action Plan (Template)
EMERGENCY ACTION PLAN

for

Facility Name: ____________________

Facility Address: ____________________

DATE PREPARED: ___/_____/______
EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at __________ site, such as __________, __________, or __________):

Name: ___________________________ Phone: (______________)

EMERGENCY COORDINATOR:

Name: ___________________________ Phone: (______________)

AREA/FLOOR MONITORS (If applicable):

Area/Floor: __________ Name: ________________ Phone: (___________)

Area/Floor: __________ Name: ________________ Phone: (___________)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: ___________________________ Phone: (______________)

Name: ___________________________ Phone: (______________)

Date _____/____/_____
EVACUATION ROUTES

• Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations’ location
     a. Assembly points

• Site personnel should know at least two evacuation routes.
EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: ________________

PARAMEDICS: ________________

AMBULANCE: ________________

POLICE: ________________

FEDERAL PROTECTIVE SERVICE: ________________

SECURITY (If applicable): ________________

BUILDING MANAGER (If applicable): ________________
UTILITY COMPANY EMERGENCY CONTACTS
(Specify name of the company, phone number and point of contact)

ELECTRIC: ______________________

WATER: ________________________

GAS (if applicable): ________________________

TELEPHONE COMPANY: ________________________

Date: ___/____/_____
EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify)___________________________________
  (e.g., terrorist attack/hostage taking)
MEDICAL EMERGENCY

• Call medical emergency phone number (check applicable):
  □ Paramedics
  □ Ambulance
  □ Fire Department
  □ Other

Provide the following information:
  a. Nature of medical emergency,
  b. Location of the emergency (address, building, room number),
     and
  c. Your name and phone number from which you are calling.

• Do not move victim unless absolutely necessary.
• Call the following personnel trained in CPR and First Aid to provide the
  required assistance prior to the arrival of the professional medical help:

  Name: ___________________________ Phone: ____________________________

  Name: ___________________________ Phone: ____________________________

• If personnel trained in First Aid are not available, as a minimum, attempt to
  provide the following assistance:
    1. Stop the bleeding with firm pressure on the wounds (note: avoid
       contact with blood or other bodily fluids).
    2. Clear the air passages using the Heimlich Maneuver in case of
       choking.

• In case of rendering assistance to personnel exposed to hazardous materials,
  consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal
  protective equipment. Attempt first aid ONLY if trained and qualified.

  Date ___/___/___
FIRE EMERGENCY

When fire is discovered:
• Activate the nearest fire alarm (if installed)
• Notify the local Fire Department by calling ________________________.
• If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  □ Voice □ Radio Communication □ Other (specify) □ Phone Paging

Fight the fire ONLY if:
• The Fire Department has been notified.
• The fire is small and is not spreading to other areas.
• Escaping the area is possible by backing up to the nearest exit.
• The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:
• Leave the building using the designated escape routes.
• Assemble in the designated area (specify location):
• Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):
• Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
• Coordinate an orderly evacuation of personnel.
• Perform an accurate head count of personnel reported to the designated area.
• Determine a rescue method to locate missing personnel.
• Provide the Fire Department personnel with the necessary information about the facility.
• Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:
• Ensure that all employees have evacuated the area/floor.
• Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:
• Assist all physically challenged employees in emergency evacuation.

Date ___ / ___ / ___
EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: ___________________________

Personal Protective Equipment (PPE):

MSDS:_____________________________________________________

When a Large Chemical Spill has occurred:

• Immediately notify the designated official and Emergency Coordinator.
• Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
• Secure the area and alert other site personnel.
• Do not attempt to clean the spill unless trained to do so.
• Attend to injured personnel and call the medical emergency number, if required.
• Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company:_______________________________
Phone Number:_____________________________________________

• Evacuate building as necessary

When a Small Chemical Spill has occurred:

• Notify the Emergency Coordinator and/or supervisor (select one).
• If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
• Deal with the spill in accordance with the instructions described in the MSDS.
• Small spills must be handled in a safe manner, while wearing the proper PPE.
• Review the general spill cleanup procedures.

Date___/___/___
STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

<table>
<thead>
<tr>
<th>No.</th>
<th>Structure Type</th>
<th>Location (address, if applicable)</th>
<th>Emergency Response Organization* (if available within 30-minute response time)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Emergency Response Organization(s):

Name __________________________ Phone Number___________________________

Name __________________________ Phone Number___________________________

(Attach Emergency Response Agreement if available)

* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).
TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: __________________________  TIME: _____________  DATE: ________________

CALLER'S IDENTITY SEX: Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local __________   Long Distance ___________   Telephone Booth __________

VOICE CHARACTERISTICS

___ Loud  ____ Soft  ___ Fast  ____ Slow
___ High Pitch  ____ Deep  ___ Distinct  ____ Distorted
___ Raspy  ____ Pleasant  ___ Stutter  ____ Nasal
___ Intoxicated  ____ ______________

ACCENT

___ Local  ____ Not Local  ___ Calm  ____ Angry
___ Foreign  ____ Region  ___ Rational  ____ Irrational
___ Race  ____ ______________  ___ Coherent  ____ Incoherent

MANNER

___ Deliberate  ____ Rational
___ Righteous  ____ ______________

BACKGROUND NOISES

___ Factory  ____ Trains
___ Machines  ____ Animals
___ Music  ____ Quiet
___ Office  ____ Voices
___ Machines  ____ Airplanes
___ Street  _____________
___ Traffic  ____ ______________

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS
AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour ____ Time Remaining ____________

Where is it located? Building _____ Area _________________________

What kind of bomb? __________________________

What kind of package?______________

How do you know so much about the bomb? __________________________

What is your name and address? ______________________________________

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same
line and dial *57 (if your phone system has this capability). Listen for the confirmation
announcement and hang up.

Call Security at _________________ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?
Write out the message in its entirety and any other comments on a separate sheet of paper and
attach to this checklist.

Notify your supervisor immediately.
SEVERE WEATHER AND NATURAL DISASTERS

Tornado:
• When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
• Stay away from outside walls and windows.
• Use arms to protect head and neck.
• Remain sheltered until the tornado threat is announced to be over.

Earthquake:
• Stay calm and await instructions from the Emergency Coordinator or the designated official.
• Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
• Assist people with disabilities in finding a safe place.
• Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:
If indoors:
• Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
• Follow the recommended primary or secondary evacuation routes.
If outdoors:
• Climb to high ground and stay there.
• Avoid walking or driving through flood water.
• If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:
• The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:
• Stay calm and await instructions from the Emergency Coordinator or the designated official.
• Moor any boats securely, or move to a safe place if time allows.
• Continue to monitor local TV and radio stations for instructions.
• Move early out of low-lying areas or from the coast, at the request of officials.
• If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and
• Collect drinking water in appropriate containers.

**Once a hurricane warning has been issued:**
• Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
• Leave areas that might be affected by storm tide or stream flooding.

**During a hurricane:**
• Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:**

*If indoors:*
• Stay calm and await instructions from the Emergency Coordinator or the designated official.
• Stay indoors!
• If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
• Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
• Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*
• Find a dry shelter. Cover all exposed parts of the body.
• If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*
• Stay in the vehicle!
• Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
• Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
• Exercise to keep blood circulating and to keep warm.
CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Name</th>
<th>Job Title</th>
<th>Description of Assignment</th>
</tr>
</thead>
</table>

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate ______________ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the ______________ Manual.

The following offices should be contacted:

Name/Location: ______________________________
Telephone Number: _________________________

Name/Location: ______________________________
Telephone Number: _________________________

Name/Location: ______________________________
Telephone Number: _________________________
The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

<table>
<thead>
<tr>
<th>Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
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</tbody>
</table>
Evacuation Plan

Local government officials, not the Red Cross, issue evacuation orders when disaster threatens. Listen to local radio and television reports when disaster threatens. If local officials ask you to leave, do so immediately; they have a good reason for making this request.

Coordinate your evacuation plan in advance when creating your family's disaster plan. Ensure that you've tested the evacuation routes and that you have planned several options in the instance of closed roads and routes.

Remember these simple tips:

- 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.

If you have only moments before leaving, grab these things and go!

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

Gather essential supplies and papers

You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance. This is your disaster supplies kit.

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices, such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

Important papers to take with you

- Driver's license or personal identification
- Social Security card
- Birth and marriage certificates
- Wills, deeds, and copies of recent tax returns
- Stocks, bonds, and other negotiable certificates
- Insurance policies
If local officials haven’t advised an immediate evacuation

If there's a chance the situation may get worse or flooding may happen, take steps now to protect your home and belongings. Do this only if local officials have not asked you to leave.

Protect your home

- Bring things indoors. Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around and damage property should be brought indoors.
- Leave trees and shrubs alone. If you had not already cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.
- Look for potential hazards around your home. Turn off electricity and water if authorities have advise it. Turn off electricity at the main fuse or breaker, and turn off water at the main valve.
- Leave natural gas on. Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.
- Turn off propane gas service. Propane tanks often become dislodged in disasters.
- If high winds are expected, cover the outside of all windows of your home. Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows.
- If flooding is expected, consider using sand bags to keep water away from your home. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.
- Remember, houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.
- Cover the outside of windows with shutters or plywood. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

Protect your valuables

- Move objects that may get damaged by wind or water to safer areas of your home. Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.
- Make a visual or written record of all of your household possessions. Record model and serial numbers. This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.
- Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.
- If it's possible that your home may be significantly damaged by impending disaster, consider storing your household furnishings temporarily elsewhere.
Read this first

https://www.quakekare.com/emergency-preparedness/office-preparedness-supplies

then scroll through these for ideas

https://www.sosproducts.com/5-to-100-person-emergency-preparedness-kits-s/2157.htm

https://www.emergencykits.com/office-emergency-kits


https://www.nationwide.com/business-disaster-supplies.jsp

https://www.fema.gov/media-library-data/1387572158481-3561e0b74b8da0f6deb4424c9a29bbf6/business_emergency_supplies.pdf

And, you can find help (guidance and supplies) in more ordinary places

https://www.costco.com/emergency-kits-supplies.html

https://www.walmart.com/cp/emergency-essentials/1230687

https://www.walmart.com/search/?query=disaster%20kits
Office Coordinator Emergency Kit
Brand: Essential Packs - SKU: EP-OFFICECK - Weight: 10.00 LBS

Price: $89.99
Retail: $99.99 (You save $10.00)

Quantity Discounts (Applied in Cart):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Per Item</th>
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<tbody>
<tr>
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<tr>
<td>50+</td>
<td>$4.00 off</td>
</tr>
<tr>
<td>100+</td>
<td>$6.00 off</td>
</tr>
<tr>
<td>500+</td>
<td>$8.00 off</td>
</tr>
</tbody>
</table>

Rating: ★★★★★
Shipping: Calculated at checkout

ADD TO CART
Add to wishlist

Product Description
This Office Coordinator Kit is designed to provide an Office Emergency Coordinator with a complete set of emergency gear and supplies. This kit features Emergency Food and Water, Safety Gear, an Emergency NOAA/FM/AM Radio with built-in LED Flashlight and Mobile Phone Charger, and a 10 Person First Aid Kit. Everything fits nicely into the highly-visible "EMERGENCY KIT" heavy-duty backpack.

The Office Coordinator Kit Contains:

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Heavy-Duty &quot;EMERGENCY KIT&quot; Backpack with 3 Compartments</td>
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</tr>
<tr>
<td>Emergency Food Ration (2400 Calorie)</td>
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<tr>
<td>Emergency Drinking Water Pouch (4.22oz)</td>
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<tr>
<td>Hand-Crank/Solar NOAA/AM/FM Radio with LED Flashlight and Mobile Phone Charger</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Survival Blanket</td>
<td>1</td>
</tr>
<tr>
<td>Safety Goggles</td>
<td>1</td>
</tr>
<tr>
<td>Hard Hat with 5 Point Ratchet</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Vest (Orange)</td>
<td>1</td>
</tr>
<tr>
<td>Heavy Duty Work Gloves (Pair)</td>
<td>1</td>
</tr>
<tr>
<td>Dust Mask (N95)</td>
<td>1</td>
</tr>
<tr>
<td>First Aid Kit (10 Person)</td>
<td>1</td>
</tr>
<tr>
<td>Nitrile Gloves (Pair)</td>
<td>1</td>
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<tr>
<td>Nylon Rope (50')</td>
<td>1</td>
</tr>
<tr>
<td>Clipboard with Pencil</td>
<td>1</td>
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<tr>
<td>Emergency Attendance Form</td>
<td>1</td>
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<tr>
<td>Plastic Whistle with Lanyard</td>
<td>1</td>
</tr>
<tr>
<td>Pry Bar (15&quot;)</td>
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<tr>
<td>Duct Tape (10 Yards)</td>
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</tr>
<tr>
<td>&quot;CAUTION&quot; Tape</td>
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</tr>
<tr>
<td>Waterproof Notepad (Rite in the Rain)</td>
<td>1</td>
</tr>
</tbody>
</table>

Related Products

![Team Leader Emergency Kit](Image)

Team Leader Emergency Kit

![Custom Emergency Kit](Image)

Custom Emergency Kit (Call 800-270-2889)

Add To Cart

Disaster Information
Click an icon below to learn more about what to do in case of a disaster.

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Fundraiser Program
Affiliate Program
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Custom Emergency Kits
Bids and Quotes

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My Account
Our Blog
Shipping Information
Testimonials
Privacy Policy
Help

Contact Us
Phone: 9AM-4PM PST (M-F)
(800) 270-2889
Email: Sales
Email: Customer Service

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### The Deluxe Office Emergency Kit for 10 People Contains:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td><strong>Emergency Food and Water</strong></td>
<td></td>
</tr>
<tr>
<td>Emergency Food Ration (2400 Calorie)</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Drinking Water Pouch (4.22oz)</td>
<td>60</td>
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<tr>
<td>Water Purification Tablets (AquaTabs)</td>
<td>20</td>
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<tr>
<td>Collapsible Water Container (5 Gallon)</td>
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<tr>
<td><strong>Lighting and Communication</strong></td>
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<tr>
<td>Crank/Solar NOAA/FM/AM Radio with Flashlight and Cell Charger</td>
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</tr>
<tr>
<td>Fanon Megaphone (300 Yard Range) with Duracell Batteries</td>
<td>1</td>
</tr>
<tr>
<td>Essential Packs Coast Guard Whistle</td>
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<tr>
<td>Green Lightstick (12 Hour)</td>
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</tr>
<tr>
<td>Midland Two-Way Radio Pair (18 Mile Range) with 10 Year Duracell Batteries</td>
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<tr>
<td>Duracell LED Flashlight (300 Lumens) with 10 Year Duracell Batteries</td>
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<tr>
<td>Distress Banner &quot;EMERGENCY HELP&quot;</td>
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<tr>
<td>Emergency Communication Planning Card</td>
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</tr>
<tr>
<td><strong>Sleeping and Shelter</strong></td>
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</tr>
<tr>
<td>Emergency Survival Blanket</td>
<td>10</td>
</tr>
<tr>
<td>Waterproof Poncho</td>
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</tr>
<tr>
<td>Plastic Tarp - Blue (8' x 10')</td>
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</tr>
<tr>
<td>Plastic Sheeting</td>
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<tr>
<td><strong>Sanitation</strong></td>
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<tr>
<td>GO Anywhere Toilet System (Toilet Privacy Shelter, 15 Toilet Kits, Backpack)</td>
<td>1</td>
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<tr>
<td>Biodegradable Toilet Paper (Roll)</td>
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<tr>
<td>N-95 Dust Mask</td>
<td>10</td>
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<tr>
<td>Moist Towelette (Box of 100)</td>
<td>1</td>
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<tr>
<td><strong>First Aid and Safety</strong></td>
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<tr>
<td>OSHA First Aid Kit (10 Person)</td>
<td>1</td>
</tr>
<tr>
<td>Hard Hat (White with 4 Point Ratchet)</td>
<td>1</td>
</tr>
<tr>
<td>Safety Vest (Orange)</td>
<td>1</td>
</tr>
<tr>
<td>Safety Goggles</td>
<td>1</td>
</tr>
<tr>
<td>Heavy-Duty Work Gloves</td>
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<tr>
<td>Barricade Tape &quot;CAUTION&quot; (300' Roll)</td>
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<tr>
<td><strong>Tools and Other Miscellaneous Items</strong></td>
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<tr>
<td>Pry Bar (15')</td>
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<tr>
<td>Item</td>
<td>Quantity</td>
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<tr>
<td>------------------------------------------</td>
<td>----------</td>
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<tr>
<td>Swiss Army Knife (17 Function)</td>
<td>1</td>
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<tr>
<td>Utility Knife</td>
<td>1</td>
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<tr>
<td>Nylon Rope (50')</td>
<td>1</td>
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<tr>
<td>Duct Tape (10 Yards)</td>
<td>1</td>
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<tr>
<td>Waterproof Matches (Box of 40)</td>
<td>1</td>
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<tr>
<td><strong>Storage Containers</strong></td>
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<tr>
<td>Crush-Resistant &quot;EMERGENCY SUPPLIES&quot; Wheeled Container</td>
<td>1</td>
</tr>
<tr>
<td>&quot;EMERGENCY KIT&quot; Duffel Bag</td>
<td>1</td>
</tr>
</tbody>
</table>
Personal Workplace Disaster Supplies Kit

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at: http://www.redcross.org/

Flashlight with extra batteries
Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio
News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food
Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:
- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.).

Water
Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Medications
Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day’s supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

First Aid Supplies
If your employer does not provide first aid supplies, have the following essentials:
- (20) adhesive bandages, various sizes.
- (1) 5” x 9” sterile dressing.
- (1) conforming roller gauze bandage.
- (2) triangular bandages.
- (2) 3 x 3 sterile gauze pads.
- (2) 4 x 4 sterile gauze pads.
- (1) roll 3” cohesive bandage.
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) antiseptic wipes.
- (2) pair large medical grade non-latex gloves
- Adhesive tape, 2” width.
- Anti-bacterial ointment.
- Cold pack.
- Scissors (small, personal).
- Tweezers.
- CPR breathing barrier, such as a face shield.

Tools and Supplies
- Emergency “space” blanket (mylar).
- Paper plates and cups, plastic utensils.
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

General Information
- Your kit should be adjusted based on your own personal needs.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.