Emergency Preparedness

Poster of the Month

Quick Guide for Being Prepared for the Unexpected

Download the poster this month and use the tips to prepare yourself for the unexpected! Make sure your family, home, children, and even pets are ready!

Links and Resources

Ready.gov - Be Informed, Make a Plan, Build a Kit, Get Involved
Centers for Disease Control and Prevention
American Red Cross - Emergency Preparedness
FEMA - Federal Emergency Management Agency
California Department for Public Health
Self Help Disaster Checklist
Be Prepared for the First 72 Hours
California Emergency Management Agency

Basic Emergency Supply Kit

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, three-day supply of non-perishable food
- Battery-powered/hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger.

Additional Emergency Supplies

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Emergency reference material such as a first aid book or free information from this website.
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes.
- Household chlorine bleach and medicine dropper – When diluted, nine parts water to one part bleach, bleach can be used as a disinfectant. Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

Information provided by www.ready.gov
Emergency Management on Your Campus

By: Phillip VanSaun

Every campus, extension site and field station is tasked with developing Emergency Management Plans. Some have an “Executive Policy Group”, while others task Safety Committees or a specific manager with developing plans for local use. People responsible for “Emergency Management Plans” may consider the following practices when developing their plan:

1. **Build emergency response planning into the local culture.**
   Understanding the future of the local organization, Emergency Response Planners take the time to learn, engage and incubate realistic emergency response planning as a part of the organization’s ongoing process, not as a response-driven activity. Bottom-up approaches, which exclude executive involvement, are recipes for failure.

2. **Apply a lean emergency-management structure.**
   Multi-layered, committee-based decision making does not work in an emergency. Applying fast and frugal decision-making is critical to successful emergency-management.

3. **Scan the horizon for threats, risks, and opportunities.**
   Collecting, analyzing and acting upon risk-related intelligence are key elements of any holistic approach to emergency preparedness.

4. **Resist the temptation to develop or rely on elaborate and pedantic emergency response plans.**
   It is true that “no plan survives first contact with the enemy.” Equally true is that “detail-rich” plans provide the fodder of post-incident litigation. The best emergency response plans are simple, event-neutral checklists.

5. **Practice.**
   Organizations that “dust off” their emergency response plans during an emergency, without any practiced implementation and determination of the effectiveness of a plan through implementing periodic practice-drills, often result in poor emergency management when the emergency occurs.

6. **Engage in unbounded thinking.**
   Envisioning options which are not naturally evident is a key emergency-leadership skill that can be developed with study and practice. An example of this technique involves engaging in simulated emergency “micro-games” where emergency response planners envision a scenario which could negatively impact their organization and brainstorm possible solutions. The learning archived from these “games” can help planners anticipate and mitigate potential problems during a real emergency response.

7. **Develop pre-event emergency communication templates.**
   The lack of communication or poor communication during an emergency is one of the most cited issues in post-event critiques. The lesson from this experience is that emergency planners need to develop referential emergency-communication skills and pre-emergency communication templates.

8. **Remember the last event, and learn from it.**
   Immediately after an emergency event, conduct an action-oriented review with a focus on brevity. Then, be sure to distribute and act on the lessons learned.

Actively planning for the broad range of potential emergencies that can besiege an organization, appointing a multi-disciplinary team to develop Emergency Response Plans, and writing and practicing a good emergency response plan will all help everyone to respond to emergencies with the competence and effectiveness their organizations and local communities expect.
Use Heaters and Generators Safely

Space heaters, generators, fireplaces and wood stoves can emit carbon monoxide and other hazardous gases that cause injury or death.

Follow these precautions for safe operation:
- Locate generators outdoors and far away from your house. Don’t run the generator in a garage, basement, deck or any area close to the house where fumes could enter.
- Have a licensed electrician wire the generator to your home electrical system to avoid electrical injury or fire.
- Only use the generator after you disconnect your home’s electrical system from the main utility lines.

The Consumer Products Safety Commission has this advice for the safe use of fuel-burning space heaters:
- Use a space heater with a guard around the flame area or heating element.
- Never use an extension cord with a space heater.
- Place the heater on a level, hard and nonflammable surface, not on rugs or carpets or near bedding or drapes.
- Keep the heater at least three feet from bedding, drapes, furniture, or other flammable materials.
- Choose a space heater that has been tested and certified by a nationally recognized testing laboratory.
- Follow manufacturer’s instructions on ventilation to prevent pollutant build-up.
- Keep children and pets away from space heaters.
- Turn the space heater off when you go to sleep or leave the area.
- Have your gas or kerosene space heater inspected at least once a year.

“Risk Summit continues to be a huge benefit to me. I gather many pieces of valuable information that I honestly don’t know how I would have found out any other way. I feel a large part of this is due to the experience level and leaders in our organization giving the presentations. At other conferences I’ve attended, it seems like presenting is an opportunity for young professionals to hone their presenting skills, not to provide new and valuable information.”

“Maybe most valuable was getting to know and network with the UCOP and campus specific risk managers. I feel much more comfortable with contacting their office after this conference. I also really appreciate the culture of ‘Working Smarter’ and the community aspect of the event.”

University of California department and unit staff throughout the system are invited to attend this year’s UCOP Risk Summit. This annual gathering of UC professionals is an opportunity to connect with colleagues to share perspectives, best practices, challenges and solutions that you can use to improve efficiency in your workplace and to better manage risk.

Risk Summit 2013, including main sessions, hands-on exercises, breakout sessions, modules, hotel accommodations (per UC policy) and meals, is presented to University of California Employees at no charge.

Local ‘911’ Cellular Phone Numbers

Calling ‘911’ on your cellular phone anywhere in California usually connects you to the CHP (Highway Patrol). Waiting times can be lengthy to reach a CHP dispatcher, who will then have to transfer your call back to a local agency’s emergency dispatch center. So, unless you are on a freeway (or have other reasons to call the CHP) - do NOT dial ‘911’ on your cell phone. Instead, pre-program the local seven-digit emergency numbers for the cities where you live and work, and dial them directly in an emergency.
What Does Shelter-in-Place Mean?

There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering-in-place and sealing the room can be a matter of survival.

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room.

Consider pre-cutting plastic sheeting to seal windows, doors and air vents. Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits.

Disaster Preparedness - Natural Disasters
Ready.gov Disaster Preparedness
Shelter in Place
How to Assemble Disaster Preparedness Kits
Preparing for Disasters for People with Disabilities
Be Prepared for Emergencies at Work
Get Your Pets Ready for Emergencies

Are YOU Prepared?

1. Get a Kit - of Emergency Supplies

• Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer.
• Consider two kits. In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.
• You’ll need a gallon of water per person per day for drinking and sanitation. Include in the kits a three day supply of non-perishable foods that are easy to store and prepare such as protein bars, dried fruit or canned foods. If you live in a cold weather climate, include warm clothes and a sleeping bag for each member of the family.
• It’s smart to have something for each member of the family that covers their mouth and nose, such as two to three layers of a cotton t-shirt, handkerchief or towel or filter masks, readily available in hardware stores. It is very important that the mask or other material fit your face snugly so that most of the air you breathe comes through the mask, not around it. Do whatever you can to make the best fit possible for children.
• Also, include duct tape and heavyweight garbage bags or plastic sheeting that can be used to seal windows and doors if you need to create a barrier between yourself and any potential contamination outside.

2. Make a Plan - For What You Will Do in an Emergency

• Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
• Pick two places to meet:
  1) Right outside your home in case of a sudden emergency, like a fire.
  2) Outside your neighborhood in case you can’t return home. Everyone must know the address and phone number.
• Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
• Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
• Determine the best escape routes from your home. Find two ways out of each room.
• Find the safe spots in your home for each type of disaster.
• Show each family member how and when to turn off the water, gas, and electricity at the main switches.
• Check if you have adequate insurance coverage.
• Teach each family member how to use the fire extinguisher, and show them where it’s kept.
• Install smoke detectors on each level of your home, especially near bedrooms.
• Conduct a home hazard hunt.
• Stock emergency supplies and assemble a disaster supplies kit.
• Take a Red Cross first aid and CPR class.

3. Be Informed - About What Might Happen

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or man made emergency. However there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are preparing yourself to react in an emergency.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. With these simple preparations, you can be ready for the unexpected. Get ready now.

Information provided by www.ready.gov
Know where to turn on your UC campus for the information you need to keep yourself, your workplace and your environment safe and secure. Click on the campus links below to connect to local program, educational and informational resources.

UC Berkeley  UC Riverside  UCOP
UC Davis  UC San Diego  UC ANR
UC Irvine  UCSF
UCLA  UC Santa Barbara
UC Merced  UC Santa Cruz

safety strategies

Helping Children Cope with Disaster

**Birth – 6 years**
- Infants might not have the words to express their feelings or describe experiences, but they can retain memories. They may show their emotions by being increasingly fussy, crying or needing more affection and comfort. Preschool and kindergarten children may have separation anxiety following a disaster.

**7 – 10 years**
- Older children may feel the need to express themselves continually after a loss. They may focus on the details of the event and want to talk about it. This may interfere with concentration and affect their performance. It is also common for them to fear that the disaster will happen again.

**11 – 18 years**
- As children grow older, their responses to disasters may seem to change. Their focus shifts to possible reckless behavior or rebellion and possible use of alcohol and drugs. They may be uneasy with leaving home and avoid social interaction.

Parents and Caregivers can do the following:
- Encourage communication with your children – listen to their concerns
- Discuss the disaster and how you are taking steps to ensure their safety
- As a family, update your family disaster plan and supply kit
- Give your children specific tasks to contribute
- Make sure to spend plenty of time with your children
- Try and adjust back to daily routines for work, school, play, meals and rest.

*Information provided by FEMA*