THINK AHEAD WITH ESP

ESP FOCUS – January through December 2002

Courtesy of Los Angeles County Office of Emergency Management

www.cert-la.com/ESP

Ready for the "Big One" with ESP!

Are you prepared to survive a major earthquake or other emergency? The Emergency Survival Program (ESP) is an easy, cost effective way for you to make the preparations you need. By taking simple actions each month you can help prepare your family, neighborhood, business, or school to be self-sufficient.

Free information is provided regarding the recommended monthly actions in the ESP Focus Sheets. Don't let the next jolt or disaster catch you unprepared! Join with the ESP and get ready for all emergencies.

Preparedness Is The Key!

The Emergency Survival Program (ESP) is an awareness campaign designed to increase individual, home, neighborhood, business, and school emergency preparedness. The ESP was developed by the County of Los Angeles in 1988 and is coordinated by thirteen counties (Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura and Yuma, Arizona), the Governor's Office of Emergency Services and Southern California Edison.

Call your local Office of Emergency Services to find out how you can become a part of this important public information campaign.

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Office of Emergency Management
Joyce Harris,
Program Manager

ESP Hotline: (213) 974-1166

www.cert-la.com/ESP

YOUR KEY TO SURVIVAL
ESP
EMERGENCY SURVIVAL PROGRAM

EMERGENCY SURVIVAL PROGRAM (ESP)

HOMES • NEIGHBORHOODS • BUSINESSES • SCHOOLS

THINGS TO DO IN 2002

January
Understand the Threat

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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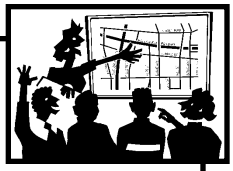
February
Conduct a Meeting



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March
Inventory Resources

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April
Form Response Teams

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May
Provide Training

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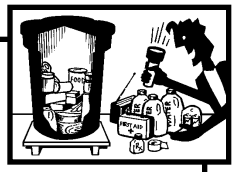
June
Update Emergency Supplies



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July
Reduce Hazards

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August
Learn Light Search & Rescue

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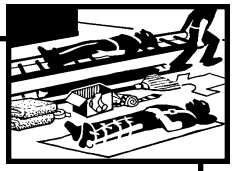
September
Learn First Aid and CPR



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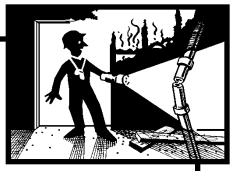
October
Assess the Damage



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November
Plan for Shelter

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December
Plan Your Drill

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15	16	17	18	19	20	21
22	23	24	**25**	26	27	28
29	30	31				

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For more information call: Joyce Harris, Los Angeles County, Office of Emergency Management, (213) 974-1166

Developed by the County of Los Angeles and coordinated by the Counties of Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura, Yuma, Southern California Edison and the Governor's Office of Emergency Services.

EMERGENCY SURVIVAL PROGRAM (ESP)

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THINGS TO DO IN 2002

Use the Emergency Survival Program's new list of monthly steps as your guide on how to implement an emergency preparedness and response plan in your home, neighborhood, work place or school.

January

Understand the Threat

In large regional earthquakes or other disasters, emergency response agencies might be overwhelmed, forcing you, your neighbors, co-workers and classmates to take actions on your own. Take time now to learn about and understand the threat and the possible effects. This will help you to be better prepared.

February

Conduct a Meeting

Getting your emergency plan going can be a fun and easy project. The first step is to have a meeting. Next do a survey of skills and equipment and special needs. Preparing in advance can greatly increase your chances of surviving and can improve the self-sufficiency of your neighborhood, business or school.

March

Inventory Resources

The perfect time to find out what resources are available is before the emergency. Determine what supplies and skills others have that can be shared. Also, get in touch with local government and American Red Cross agencies now to find out what resources they have that can help you plan and prepare.

April

Form Response Teams

Several communities, businesses and schools are organizing and training response teams in basic emergency response techniques. If a team hasn't been formed in your neighborhood or organization, join now with interested individuals to form one. Teams should be prepared to handle communications, damage assessment, light search and rescue, first aid and more.

May

Provide Training

Train the members of your response teams to handle situations that occur following an emergency. Contact your local police and fire department, city/county Office of Emergency Services, American Red Cross chapter, or community college to arrange for speakers and training workshops. Having this vital information before an emergency is essential for an efficient, effective response.

June

Update Emergency Supplies

In addition to personal and family survival kits, make sure that neighborhoods, businesses and schools have extra supplies stored in pre-designated easy to reach locations. Check your supplies twice a year and replace them as needed. Remember to include tools such as adjustable wrenches, gloves, goggles, hard hats, flashlights and other useful items, along with your water, food and first aid supplies.

July

Reduce Hazards

Reducing and/or eliminating hazards throughout your homes, neighborhoods, businesses and schools can greatly reduce your risk of injury or death. Conduct a "hazard hunt" to help identify and fix things such as unsecured televisions, computers, bookcases and furniture, unstrapped water heaters, etc. Know when, where and how to turn off utility valves and switches.

August

Learn Light Search and Rescue

One of the most important things people can do for each other after an emergency is to try to account for everyone. The police and fire departments won't be able to get to everyone quickly. Searching in damaged structures can be dangerous, so team members should learn how to protect themselves from injuries. Also find out what equipment can be used to make the light search and rescue easier.

September

Learn First Aid and CPR

Knowledge of first aid and CPR could be a life saver after any emergency when medical facilities may be damaged or overcrowded. Each team member should be trained in first aid and CPR. The American Red Cross is an excellent source for first aid/CPR information and training classes. Assemble and store a first aid kit that includes the necessities to treat minor injuries that may occur. Keep a kit at home, work, school and in your car.

October

Assess the Damage

Neighborhood, business and school team members should be trained in damage assessment techniques. They should be able to identify hazards such as damaged gas, water, sewage and electrical lines and be prepared to report damage to city or county government. An effective team will help reduce the number of hazards and injuries to family members, neighbors, co-workers and classmates.

November

Plan for Shelter

Following a major earthquake or another disaster, some homes, businesses or schools may be damaged, and some people may not be able to stay in the damaged buildings. Every group should identify a central place where all members can get together, assess their needs, and find out what sheltering options will be available from the American Red Cross or other sources.

December

Plan Your Drill

After you have set up your neighborhood, business and school teams and members have had a few months to learn and prepare for their responsibilities, begin holding drills and exercises so the entire group will feel confident in being able to work together. Problems can be identified during your drill and corrected before a real disaster occurs.

Additional campaign materials are available through your local City/County Office of Emergency Services.
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ESP FOCUS

Understand the Threat

WHY?

Earthquakes occur every day in California. They can't be predicted or prevented. But their physical and emotional impacts can be reduced by better individual preparedness.

The San Andreas Fault

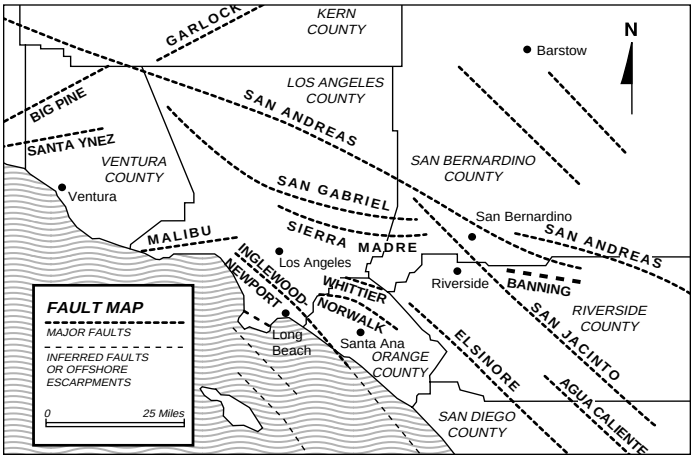
The San Andreas Fault is the longest fault in California. Scientists believe it can cause the largest earthquakes. It's been almost 150 years since the last Southern California earthquake on the San Andreas in 1857. Scientists believe a major earthquake on the fault is likely to occur in the next few decades.

Because Southern California was less populated when the 1857 earthquake occurred, it caused only one death. Today millions of people live near the San Andreas, so a similar earthquake today could cause several hundred deaths.

Other Faults

The San Andreas isn't the only fault that threatens Southern California. Seismologists estimate that there are more than 200 faults that can produce damaging earthquakes in the region.

The map below shows some of the major faults in Southern California that can create magnitude 6 or larger earthquakes.



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JANUARY

Possible Impacts

The 1994 Northridge and 1991 Sierra Madre earthquakes showed that earthquakes in the magnitude 6 range can have serious impacts.

Overall Impacts

A major earthquake could have significant impacts on communities, businesses and schools.

Impact on Communities

Earthquakes affect more than infrastructure. The table below uses information from computer models to show the potential impacts on Southern California residents and housing in hypothetical earthquakes at 2 p.m. on the Elsinore, Rose Canyon, Santa Ynez and Sierra Madre Faults.

Impact on Housing

Earthquake Impacts	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
Magnitude	7.1	6.9	7.0	7.0
Deaths	88	111	27	300
Injuries	6,273	6,413	1,973	18,449
Not Damaged	3,307,879	3,529,836	2,147,115	1,567,531
Slightly Damaged	419,700	260,248	174,122	676,062
Moderately Damaged	160,941	124,443	61,210	321,654
Extensively Damaged	50,781	30,298	13,610	79,562
Destroyed	14,493	7,949	2,992	20,829

Impact on Businesses

Businesses are not immune. Past earthquake impacts have included damage to commercial structures, losses of inventory, and business disruption. The table below lists modeling projections of impacts on businesses from the hypothetical earthquakes cited earlier.

Impact on Businesses

Earthquake Impacts	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
Damaged	14,516	9,193	5,427	35,791
Destroyed	397	427	83	1,103
Structural Damage	$929m	$709.8m	$328.1m	$2.56b
Nonstructural Damage	$1.93b	$1.85b	$845.5m	$6.44b
Content Losses	$1.05b	$998.7m	$498,9m	$3.72b
Inventory Losses	$64.9m	$45.1m	$24.7m	$209.4m
Business Interruption	$2.49b	$2.5b	$945.7m	$7.36b
Total Losses	$6.47b	$6.1b	$2.64b	$20.28b

m - million b - billion

Impact on Schools

California school buildings have become among the safest structures in the State since the adoption of rigid design and construction standards for public and private schools after the 1933 Long Beach earthquake. As the modeling projections in the accompanying table indicate, many buildings will sustain at least moderate damage. Most, however, will be at least partially functional on the day of the earthquake.

Impact on Educational Institutions

Earthquake Impacts	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
Not Damaged	4,225	4,297	2,971	2,025
Slightly Damaged	143	84	45	337
Moderately Damaged	82	95	29	335
Extensively Damaged	20	24	5	100
Destroyed	7	4	0	22

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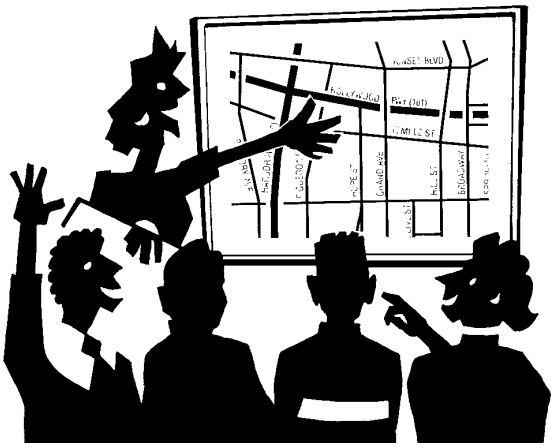
Conduct a Meeting



WHY?

The beginning of a new year is a good time to begin your effort. Start today by organizing a meeting with neighbors, co-workers and school officials.

Because earthquakes and other disasters present us with more problems to solve in a fast-paced world, we need to work with our neighbors, co-workers and school officials to prepare for emergencies.

Most cities and counties in California have their own office of emergency services (OES). Your local OES is responsible for making your city's emergency plans and coordinating response.

The reverse side of this Focus Sheet provides tips on conducting an organizational meeting to discuss your emergency plan.

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FEBRUARY

Identify Interested Persons

After you've called your local office of emergency services, find people who might be interested in helping. There are many possible participants within each group. Use the table below as a guide for identifying members of your Planning Committee.

Neighborhood	Business	School
Neighbors	Owner	Principal
Community Leaders	Risk Manager	Risk Manager
Business Owners	Personnel Officer	Faculty Members
Fire Department	Dept. Managers	Staff
Police Department	Facility Coordinator	Parents
Healthcare Providers	Fire Department	Fire Department
American Red Cross	Employees	Police Department
	Police Department	Students

Members of the Planning Committee should get together before the first meeting to set goals for their emergency preparedness and response program.

Prepare an Agenda and Goals

Plan a meeting after you've spoken to people who might be interested. Organize the meeting by developing goals and setting an agenda. Some of the goals of the first meeting may be to:

- ☐ Discuss the threat of emergencies.
- ☐ Stress the need to prepare.
- ☐ Inventory supplies, equipment and tools.
- ☐ Assess the skills of interested persons.
- ☐ Determine dates and times for future meetings.

Contact Others

Invite others who share your interest to participate in preparedness. You can use the script below to help you explain the importance of emergency preparedness and response, what you hope to accomplish and how they can assist in making the group's effort successful.

Hello, my name is _____. I recently learned that we might be on our own for 72 hours or more after a major earthquake or another disaster. I think we need to be better prepared. We're holding a meeting at _____ (TIME) on _____ (DATE) in _____ (LOCATION). Are you interested? My telephone number is: _____.

Discuss the Threat

Invite someone from your local office of emergency services, fire department, law enforcement agency or chapter of the American Red Cross to talk about the threat of emergencies in your area and what you can do to be prepared.

Identify Skills and Supplies

Distribute a questionnaire to identify each person's skills, as well as the equipment, supplies and other resources available. After the meeting, the Planning Committee should review the completed questionnaires and assign people to sections and branches within the emergency response team.

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Inventory Resources

WHY?

The January 2002 ESP Focus Sheet lists some of the impacts that hypothetical Southern California earthquakes may have on families, neighborhoods, businesses and schools.

In California, local government is the first to respond to emergencies. Additional personnel and equipment from neighboring cities and counties may be available to assist your community if firefighters, law enforcement personnel and other assistance are needed.

After a damaging earthquake or another disaster, individuals, neighborhoods, businesses and schools might be on their own for at least 72 hours.

Your safety and that of your children, neighbors, and co-workers may depend on how well your neighborhood, work or school response teams identify and use available resources.

The reverse side of this ESP Focus Sheet provides tips on resources that emergency response teams can use before an emergency to increase preparedness. Future ESP focus sheets will provide additional information to help your community, business or school to become better prepared.

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MARCH

Identifying Resources

After a damaging earthquake, you should be prepared to conduct the following activities for at least 72 hours:

- ☐ Provide food and water to those who don't have access to or can't access their own emergency supplies.
- ☐ Provide basic first aid to those who are injured.
- ☐ Conduct light search and rescue operations to locate and remove those who are trapped.
- ☐ Assess obvious external damage to buildings and report the information to local officials.
- ☐ Listen to the radio for safety information from government officials.
- ☐ Establish communications via hand-held short-range radios, amateur radios, etc.

Members of your Planning Committee should review the questionnaires completed at the organizing meeting to identify people who can help during an emergency. The table below lists some of the people who might be key resources for your team.

Position	Family	Neighborhood	Business	School
Team Leader/ Block Captain	Head of household	Neighborhood leader	Owner	Principal
Training Coordinator	Parent	Teacher	Training Officer	Assistant Principal
Supplies/Resources Coordinator	As applicable	Retired military person	Inventory Chief or Accountant	Faculty or staff member
Hazard Reduction	As applicable	Architect, Engineer, Contractor	Risk Manager, Safety Officer, Facility Manager	Risk Manager, Safety Officer, Facility Manager
First Aid Coordinator	As applicable	Retired doctor, Retired nurse	Health Officer, Nurse	Doctor, Nurse
Personnel Chief	As applicable	Human Resource Coordinator	Human Resource Coordinator	Secretary
Search and Rescue Coordinator	As applicable	As applicable	As applicable	As applicable

Resources

Local fire, law enforcement, medical services and other responders might be overwhelmed and unable to assist you after a damaging earthquake, but they can help you prepare ahead of time to be self-sufficient. The American Red Cross and other volunteer agencies can also provide information about preparedness for earthquakes and other emergencies. Before the next emergency, contact these organizations about educational publications and videos.

You also can ask these agencies about speakers and training courses. Involve experts from these organizations in your planning, training and any drills you may have. Their observations and input will help improve your preparedness and response. Look for these agencies and organizations in the white pages of your telephone directory.

In addition, the following agencies offer information through their web sites on the World Wide Web:

California Governor's Office of Emergency Services
www.oes.ca.gov

Federal Emergency Management Agency (FEMA)
www.fema.gov

American Red Cross
www.redcross.org

Los Angeles Community Emergency Response Team (CERT)
www.cert-la.com

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Form Response Teams

WHY?

A damaging earthquake or another emergency might overwhelm local fire, police, medical and emergency response personnel. As a result, emergency response teams in your neighborhood, at your place of work and at your children's school might have to treat the injured, rescue those who are trapped and assess the damage to neighborhoods, businesses and schools. Included in this Focus Sheet are tips on how to organize a team.

If your neighborhood, office or school doesn't have an emergency response team, form one now. Your local office of emergency services can give you helpful information.

Good Leadership Is Key

Emergency response teams will operate best only if they are organized and have good leadership. The Planning Committee can help develop goals and objectives before the next emergency.

The committee should give a Block or Team Captain the authority to make decisions in the aftermath of an earthquake or another emergency. It's important, however, that the Block Captain work with other leaders and delegate assignments and responsibilities as appropriate. To maintain control, no one person should directly supervise more than 5-7 people.

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APRIL

Organizational Structure

Your organization can have several teams that are responsible for a particular aspect of preparedness and response. Each team should have a leader who reports to the Block Captain.

The Block Captain is responsible for setting priorities and coordinating the overall response.

The table below describes the responsibilities of key response teams.

Team	Responsibilities
Training Team	Coordinates and tracks training of team members.
Supplies Team	Obtains, distributes and tracks tools and equipment.
Hazard Reduction Team	Identifies, reduces and eliminates hazards.
Search & Rescue Team	Locates and removes those who are trapped in buildings, vehicles, etc.
First Aid Team	Assesses and treats basic injuries until professional medical help is available.
Damage Assessment Team	Identifies structures with obvious structural damage.
Shelter Team	Pre-identifies housing and shelter of displaced neighbors, employees, etc.

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Provide Training

WHY?

Paramedics, firefighters, and police will not be able to get to everyone immediately after a major disaster. This means you must be more self-sufficient. You must be able to respond quickly and correctly to a disaster and this requires teamwork and training.

The success of your response and recovery from a disaster may depend on your team's knowledge and skills. Properly trained members can make the difference between life and death by treating medical emergencies quickly, putting out small fires, searching for victims, rescuing those that are trapped, and implementing safety procedures in your area.

Team members should learn basic first aid and cardio pulmonary resuscitation (CPR), as well as how to recognize hazards, assess damage and conduct light search and rescue.

The reverse side of this ESP Focus Sheet gives a general overview of what your training should include and the sources available within your community. Use this information to help you implement a training program.

Select a Training Leader

The Planning Committee should select a Training Leader. The Training Leader reports to the Block Captain and will:

- ☐ Decide training needs for each position/function.
- ☐ Look at the experience, training and needs of each person based on their assignments.
- ☐ Identify sources and organize training.
- ☐ Conduct drills and exercises.
- ☐ Keep a record of training and results of drills.

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MAY

Look at Training Needs

The Training Leader should find out who has training or experience in first aid and other applicable skills. Each person's training needs depend on their functions in your response plan and the number of people you have available. **At a minimum, everyone should receive training in first aid and CPR. Other areas of training include:**

- ☐ Hazard identification and reduction
- ☐ Fire suppression
- ☐ Light search and rescue
- ☐ Damage assessment
- ☐ Communications

Depending on the number of people on the emergency response team, the Training Leader might want to cross-train everyone. This will provide the team with several alternate people who have been trained just in case someone is unavailable.

Training Sources

You can probably find the following sources for training within or near your community:

- ☐ Chapters of the American Red Cross provide classes on first aid and CPR
- ☐ Home improvement stores may provide workshops on structural and nonstructural hazard reduction
- ☐ Local fire departments may provide classes on fire suppression and light search and rescue
- ☐ Local building and safety departments may provide training on damage assessment
- ☐ Local offices of emergency services
- ☐ Local police and sheriff's departments
- ☐ Local Community Emergency Response Team (CERT), Neighborhood Emergency Response Team (NERT) or other community teams

Coordinate Training

The Training Leader can make training sessions part of regularly scheduled meetings. The leader can coordinate the training session with a particular theme or event. For example, training on fire suppression could be held during October when fire agencies host fire preparedness fairs to commemorate National Fire Prevention Week. Your leader also might consider organizing training sessions with response teams from other organizations.

Test Skills through Training

The Training Leader should plan drills and simple exercises to see if the training has been helpful. These exercises might be as simple as asking members of the First Aid Team to practice first aid on mock victims, members of other teams to practice operating fire extinguishers with the assistance of your local fire department or fire extinguisher servicing company, and the Damage Assessment Team to view photos of previous earthquakes to understand light, moderate and heavy damage.

Track Training

The Training Leader should use a form similar to the one below to track the training received by each team member.

Training Record

Name: _____

Position: _____

Training	Date Completed
☐ First Aid/CPR	_____
☐ Fire Suppression	_____
☐ Light search and rescue	_____
☐ Damage assessment	_____
☐ Communications	_____
☐ Supplies	_____
☐ Shelter	_____
☐ Hazard Reduction	_____

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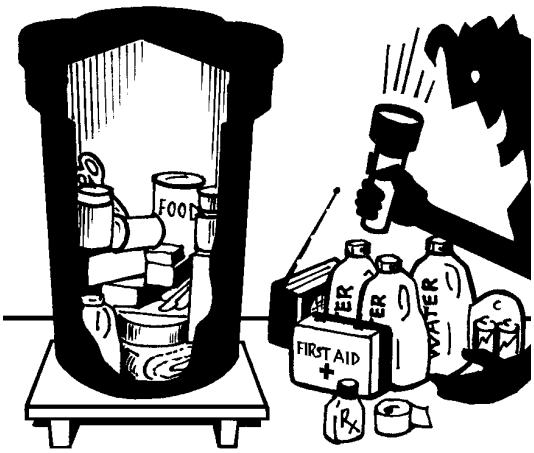
ESP FOCUS

Update Emergency Supplies



WHY?

It might be very hard to get water, emergency supplies and equipment after a damaging earthquake because they might be in great demand. Having enough supplies for at least 72 hours is the next step in preparing your home, neighborhood, business or school.

The reverse side of this ESP Focus Sheet features a list of supplies you should have. Future focus sheets will examine other aspects of developing a preparedness and response program.

Select a Supplies Team

After the organizing meeting has been held, the Block Captain and the Planning Committee should select members of and a leader for the Supplies Team. The April Focus Sheet provided tips on how to organize an emergency response team. Someone with a background in purchasing or finance could serve in the Supplies Team.

	Supplies Leader	Team Members
Home/ Neighborhood	Family member/ neighbor	Family member/ neighbors
Business	Purchasing Supervisor	Accounting staff/ Purchasing staff
School	Purchasing Supervisor	Accounting staff/ Supplies staff

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JUNE

Inventory Available Supplies

The Supplies Team makes sure that there's an adequate amount of food, water and other supplies.

Before the next earthquake or other emergency, the Supplies Team should find out which of the supplies listed below are readily available and obtain those that are needed.

Home/Neighborhood	Business	School
Drinking Water	Drinking water	Drinking water
Water for hygiene, cooking, pets	Water for hygiene and cooking	Water for hygiene and cooking
Nonperishable food, pet food	Nonperishable food	Nonperishable food
First aid books and supplies	First aid books and supplies	First aid books and supplies
Flashlights, extra batteries	Flashlights, extra batteries	Flashlights, extra batteries
Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel	Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel	Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel
Emergency generator and fuel	Emergency generator and fuel	Emergency generator and fuel
Battery-powered radios	Battery-powered radios	Battery-powered radios
Blankets	Blankets	Blankets
Bullhorns and hard hats	Bullhorns and hard hats	Bullhorns and hard hats
Fire extinguishers	Fire extinguishers	Fire extinguishers
Thick work gloves	Thick work gloves	Thick work gloves

Store Supplies

The Supplies Team is also responsible for storing supplies in locations that are secure and easy to reach. Possible options include backpacks, duffel bags, cabinets, cargo containers and trunks.

Purchasing or obtaining equipment: Because obtaining important supplies, tools and equipment may be costly, your team may want to consider creative ways of getting them. These include purchases financed by donations or through fundraisers; or donations from neighborhood stores.

Distributing and keeping track of supplies during the disaster: The Supplies Team will be responsible for making sure those who need supplies such as food and water get them and that members of light search and rescue, damage assessment, first aid and other teams are properly equipped. It is also responsible for replacing used supplies, and making sure tools, equipment and unused supplies are returned.

Safety Tips

- ☐ Use clean plastic containers to store water, do not use bleach bottles.
- ☐ Store water in cool, dark and dry place, separated from other emergency supplies to prevent leaks and spoilage.
- ☐ Label the date of purchase on food/water items that are not marked with an expiration date.

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EMERGENCY SURVIVAL PROGRAM

ESP FOCUS

Reduce Hazards

WHY?
Fewer hazards = fewer injuries!

The majority of injuries caused by earthquakes are due to broken glass and falling objects both indoors and outdoors. Damage to gas lines, water mains, streets, bridges and buildings might impact your community and cause injuries.

The creation of a Hazard Reduction Team at home, in your neighborhood, at work and school can reduce the risk of death, injury and property losses. Take the next step in preparing for earthquakes and other disasters by forming your Hazard Reduction Team.

This ESP Focus Sheet provides basic information about identifying and reducing hazards. Future focus sheets will provide more information about creating a preparedness and response program.

Select a Hazard Reduction Team

The Planning Committee can start the hazard reduction effort by selecting members for a Hazard Reduction Team. Members of the team can include architects or engineers, building inspectors, contractors, electricians, plumbers, etc.

Identify Hazards

It will be their responsibility to identify, reduce and eliminate potential hazards in their areas of expertise. The team can start by doing a thorough hazard hunt to identify and prioritize structural, nonstructural and environmental hazards.

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JULY

Common Hazards

Nonstructural hazards can cause serious injuries and result in millions of dollars in property losses. Before the next earthquake, your Hazard Reduction Team should identify the hazards that pose the greatest threat to life and develop a strategy to eliminate or reduce them. The table below lists common non-structural hazards in homes, apartments, business offices and schools.

Homes/Apartments	Businesses	Schools
Beds or desks under or near windows	Tall, heavy pieces of furniture or file cabinets that are not properly bolted or secured	Tall, heavy pieces of furniture or file cabinets that are not properly bolted or secured
Computers, stereos, televisions and other appliances that are not properly bolted or secured	Computers, stereos, televisions and other appliances that are not properly bolted or secured	Computers, stereos, televisions and other appliances that are not properly bolted or secured
Glass, heavy objects on shelves	Industrial storage racks that are not properly bolted or secured	Industrial storage racks that are not properly bolted or secured
Hanging plants or light fixtures that aren't secured	Potted plants, light fixtures or other items that aren't secured	Potted plants, light fixtures or other items that aren't secured
Mirrors and pictures over beds and desks, etc.	Heavy or potentially sharp wall decorations that aren't secured	Heavy or potentially sharp wall decorations that aren't secured
Propane tanks	Unsecured fire extinguishers	Unsecured fire extinguishers
Tall pieces of furniture that aren't secured	Raised computer floors that aren't braced	Aquariums, display cases that aren't secured
Unlatched cabinet doors	Unrestrained chemicals	Unrestrained chemicals
Water heaters that aren't bolted or braced	Generators, fuel tanks that aren't bolted or braced	Generators, fuel tanks that aren't bolted or braced

Structural damage resulting from an earthquake can cost tens of thousands of dollars to repair. Identifying and eliminating such hazards can prevent much of the potential damage. Common structural hazards include wood-frame buildings that are not bolted to their foundations and buildings constructed over car ports or open parking areas. Contact a structural engineer or another expert to help you identify and eliminate structural hazards.

Environmental hazards are also a threat to lives and property. They include overhead and downed utility lines, telephone lines, signs, trees, underground gas, sewage, and water lines. Members of the Hazard Reduction Team should work with representatives from local government and utility companies to reduce the risk of injuries and damage from environmental hazards.

Contact your local office of emergency services for more information on structural and nonstructural hazard reduction.

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ESP FOCUS

Learn Light Search & Rescue

WHY?

You may have to help in rescue efforts!

A moderate or major earthquake or another disaster near a heavily populated area may overwhelm emergency response agencies initially, leaving residents, communities, businesses and school employees to put out small fires, provide first aid and conduct light search and rescue operations.

If members of your family, friends, co-workers or students were trapped behind doors or under debris or other heavy objects, could you help them without endangering them or yourself?

Light search and rescue operations are designed to provide an initial search of a building or to locate victims with minor or no injuries and help them exit from lightly damaged buildings. Government teams with special equipment and trained search dogs may conduct secondary searches, particularly in moderately and heavily damaged structures. These experts often locate injured or unconscious victims that untrained rescuers cannot see or hear.

Forming a Light Search and Rescue Team is the next step in preparing for future earthquakes and other disasters. This ESP Focus Sheet provides tips on conducting light search and rescue.

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AUGUST

Before the Next Earthquake

The Planning Committee should select the members of a Light Search and Rescue Team. Once established, the team should:

- ☐ Prepare and frequently update a list of neighbors, employees, students, etc.
- ☐ Prepare a list of people with special needs and designate team members to check on them after the earthquake or disaster.
- ☐ Train in basic light search and rescue. (Training in first aid and CPR also is recommended.)
- ☐ Determine signals such as red flags or "HELP" signs to indicate that help is needed and white flags or "OK" signs to indicate that help is not needed.
- ☐ Make sure that you have enough flashlights, work gloves, hard hats, sturdy shoes, ladders, crowbars, axes, sledge hammers and communication devices.

After the Earthquake

After an earthquake or another disaster, the Light Search and Rescue Team should:

- ☐ Determine if anyone is missing and make a list.
- ☐ Check buildings for trapped victims.
- ☐ If entering a private home, use caution as pets may be present.
- ☐ Make sure that designated team members check on people who have special needs.

Keep a list of all homes, buildings and rooms searched. Note major or minor damage. Include each address, the date, if the home was OK or needed help, and the type of help provided.

Clearly mark each building that has been searched as a "preliminary search" and include the lead searcher's name or organization, the date and time.

Light Search and Rescue Guidelines

1. Never search alone. Plan your search with a partner; communicate with each other often and do not wander.
2. Feel the top and bottom of each door with the back of your hand before entering. Do not enter if it's hot. Open the door carefully. Repeat this at every closed door.
3. Check the door jams, walls and ceilings for cracks and splinters. Broken glass and bowed structures, including windows, could mean that the building may collapse. **Do not enter if the building appears unsafe.** Prepare for aftershocks.
4. Never use candles, matches or lighters. Be aware of natural gas odors. If you smell gas, turn off the gas line located outside. Open the front and back doors and as many windows as possible without going inside. Enter the building only when the odor of gas is gone.
5. Before you enter the building, loudly call out, "Is anyone here?" Listen for an answer. If someone answers, ask where he or she is and the type of help needed. If you don't hear anything, ask that they make some kind of noise. Listen for cries, moans, thumping, banging or other signs.
6. If it's dark, slowly sweep each room with your flashlight before entering. Check the floor and ceiling for holes, falling beams, glass and other hazards. Check under beds and stairs, behind furniture, and inside closets, bathtubs and showers.
7. Maintain contact with the wall, if it's dark. Always follow the wall to return to your original entry point in case you become confused.
8. If you find an injured person, determine the nature of his or her injuries. Do not move a person whose limbs are caught under a heavy object; immediately seek qualified first aid and advanced life-support assistance.

This Focus Sheet was adapted from the OES publication "Organizing Your Neighborhood for Earthquake Preparedness."

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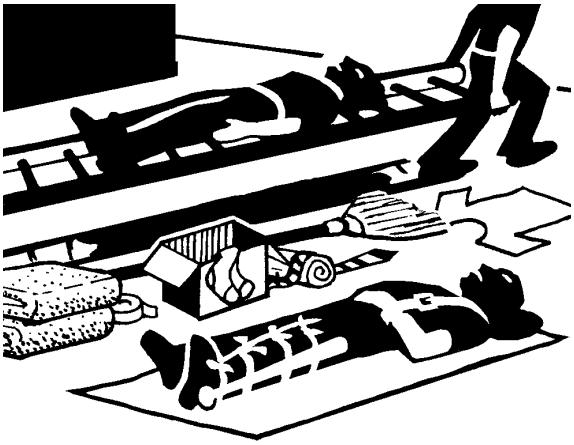
ESP FOCUS

Learn First Aid and CPR



WHY?

The Northridge earthquake caused disruptions at several Southern California hospitals.

Thirty-two of the 142 acute care hospitals in Los Angeles County and two of the eight in Ventura County were damaged by the magnitude-6.7 quake. Damage at five L.A. County hospitals was so bad, they were closed for several days.

A similar earthquake in your area could cause the same type of damage. Although most hospitals are expected to be at least 50-percent functional on the first day after a damaging earthquake, several will have a lot of damage. Modeling projections of the impacts of hypothetical earthquakes on the Elsinore, Rose Canyon, Santa Ynez and Sierra Madre faults are shown in the table below.

Earthquake Impacts	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
Magnitude	7.5	6.9	7.0	7.0
Hospitals	265	265	191	206
Destroyed	0	0	0	0
Moderate or greater damage	234	89	158	182
>50% Functional on day 1	251	238	175	107

The earthquake also could injure doctors, nurses and others who normally treat you. As a result, you might have to treat family members, friends and co-workers for cuts, scrapes and other minor injuries.

Help your community when it's needed most by forming a First Aid Team as part of your emergency response team. Provide members with up-to-date training.

This ESP Focus Sheet provides information on forming a First Aid Team and providing first aid.

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SEPTEMBER

Select a First Aid Team

The Planning Committee should work with the Block Captain to select a leader and members of the First Aid Team.

The leader of the First Aid Team can be a retired doctor or nurse or someone who is certified in first aid and cardio pulmonary resuscitation (CPR). (Retired health care professionals are preferable to active professionals since active professionals will be called to duty at the time of the emergency.)

A background in health care isn't required, **but those assigned to this team should know basic first aid and CPR.** Classes are available through your local chapter of the American Red Cross.

Pre-quake Responsibilities

Before the next earthquake, the First Aid Team should:

- ☐ Find the closest hospital, clinic or other health care facility and learn about that facility's disaster plan.
- ☐ Pick a site for a first aid station to treat and evaluate the injured.
- ☐ Plan how to transport the seriously injured to medical facilities.
- ☐ In your neighborhood: Ask everyone to keep their medications together, along with a list of their medical conditions.
- ☐ Ask everyone to store extra eyeglasses, medications and copies of their prescriptions.
- ☐ Ask everyone to maintain first aid kits.
- ☐ Work with the Supplies Team to obtain large quantities of first aid supplies for your organization.

Post-quake Responsibilities

After a damaging earthquake, members of the First Aid Team should:

- ☐ Meet at the designated location for assignments.
- ☐ Find and treat injured persons (team members should try to call an ambulance or the nearest hospital if the victim appears to have a serious injury; if the victim can be moved, team members should transport the victim to the hospital).
- ☐ Transport people with minor injuries to your designated first aid station and treat them.
- ☐ Help people who appear to be traumatized.
- ☐ Make a form that includes vital information and write down all activity (e.g. "sent Mrs. Jones to General Hospital for treatment of broken arm").

Creative Solutions

During your response, the First Aid Team should be prepared to treat those with breathing problems, cuts from flying or broken glass, sprained or broken bones, shock and other minor injuries.

If there's a shortage of first aid supplies and equipment, the First Aid Team might have to find creative ideas to treat people who are injured. Some suggestions are:

- ☐ Sheets, sanitary napkins and disposable diapers as bandages
- ☐ Rolled up magazines, broom handles and pillows as splints
- ☐ Doors or other large, flat objects as stretchers
- ☐ Plastic bags filled with ice cubes to reduce swelling and treat sprains
- ☐ Large plastic bags for sanitation

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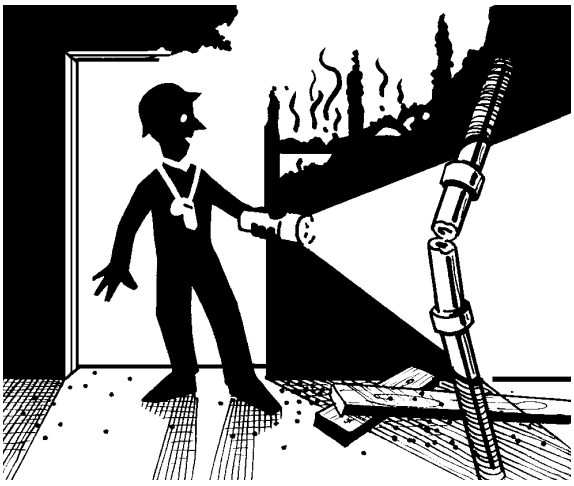
ESP FOCUS

Assess the Damage



WHY?

After a damaging earthquake, determining the safety of homes, office buildings, schools and other facilities will be a major priority for local and state government.

Forming a Damage Assessment Team is the next step in preparing your home, neighborhood, business, and school for the next earthquake.

The Damage Assessment Team identifies structures with obvious exterior damage. An effective team will reduce the number of hazards and injuries to family members, neighbors, and co-workers.

Damage will vary. The table below shows modeling projections for the number of buildings, and the extent of damage that might result from the potential earthquakes listed.

Earthquake Impacts	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
Magnitude	7.1	6.9	7.0	7.0
No Damage	3,426,773	3,655,156	2,231,973	1,620,205
Slight Damage	428,004	264,472	177,483	692,092
Moderate Damage	166,494	128,668	63,320	338,026
Extensive Damage	52,379	31,835	14,128	84,965
Complete Damage	14,912	8,395	3,086	21,974

This Focus Sheet provides information on developing a Damage Assessment Team. Future ESP Focus Sheets will examine other issues related to preparedness.

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OCTOBER

Select a Damage Assessment Team

The Planning Committee should select a Damage Assessment Team.

The Damage Assessment Leader should have training as an architect, engineer or contractor. Members of the team should have, but do not necessarily need, similar training and backgrounds.

Pre-quake Responsibilities

Before the next earthquake, the Damage Assessment Team should:

- ☐ Encourage home and building owners to note the current "pre-disaster" conditions of their buildings.
- ☐ Survey buildings in the neighborhood to become familiar with the different types of construction and potential hazards.
- ☐ Develop a survey form to record the damage after an earthquake. It should list the following hazards:
  - ☐ Fires
  - ☐ Broken gas lines
  - ☐ Broken water lines
  - ☐ Fallen power lines
  - ☐ Buildings off their foundations
  - ☐ Buildings with collapsed walls or ceilings
  - ☐ Blocked or jammed doors
  - ☐ Toppled or cracked chimneys
  - ☐ Broken windows
  - ☐ Streets, driveways, lawns with large cracks
  - ☐ Trees that have fallen or might fall on a structure
  - ☐ Debris blocking the street

Post-quake Responsibilities

After the earthquake, the Damage Assessment Team should:

- ☐ Report to the designated meeting place for assignments.
- ☐ Begin damage assessments, using a preliminary damage survey form like the sample below.
- ☐ Determine obvious external damage only. **Never** enter a building that might be unsafe.
- ☐ Report the damage to appropriate authorities, insurance carriers, etc.
- ☐ Give the sheltering team the addresses of buildings that are too dangerous to occupy.
- ☐ Urge everyone to inventory and record, by photo or video, the damage and losses.
- ☐ Direct those who live in or occupy dangerous buildings to the sheltering team.
- ☐ Remind everyone about the possibility of aftershocks.

Initial Damage Survey Form

Date _____

Damage Assessment Leader_____

___ Fires
___ Broken gas lines
___ Broken water lines
___ Downed power lines
___ Apts/houses off foundations
___ Apts/houses with collapsed walls or ceilings
___ Blocked or jammed doors
___ Toppled or cracked chimneys
___ Apts/ houses with broken windows
___ Large cracks in streets, driveways
___ Fallen trees on houses
___ Other damage

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ESP FOCUS

Plan for Shelter

WHY?

The magnitude 6.7 Northridge Earthquake of January 17, 1994 damaged more than 11,300 residential buildings, forcing almost 44,000 people to stay in shelters set up by the American Red Cross and Salvation Army.

A similar earthquake centered in an area with a higher population could severely damage even more residential buildings as the modeling estimates in the table below show:

Earthquake Damage	Elsinore Fault	Rose Canyon Fault	Santa Ynez Fault	Sierra Madre Fault
None	3.3m	3.5m	2.1m	1.5m
Slight	50,781	30,298	13,610	79,562
Moderate	160,941	124,443	61,210	321,654
Extensive	419,700	260,248	174,122	676,062

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Damage to Residential Structures

What would residents in your neighborhood do for housing if they were unable to return to their homes?

What would you do if an earthquake or other emergency forced you and the people you know to remain at work or school for several hours or days?

This ESP Focus Sheet provides information that will help you find other shelter options. Planning for emergency shelter is the next step in getting ready for future earthquakes or other disasters.

Future ESP Focus Sheets will show other aspects of developing your emergency plan and response program.

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NOVEMBER

Select a Shelter Team

The Planning Committee and the Block Captain should identify members of the Shelter Team.

The Shelter Team will be responsible for finding alternate shelter for those who are unable to remain in their homes, businesses or schools.

Before the next earthquake, the Shelter Team should develop a strategy that identifies:

- ☐ A post-earthquake meeting place
- ☐ Potential Red Cross shelters
- ☐ Alternate modes of shelter
- ☐ Transportation sources

Post-earthquake Meeting Places

The Shelter Team should identify a place where displaced people can meet after an earthquake. The location can serve as a pickup point to provide transportation to Red Cross shelters, relatives' homes or other housing sites. Possible meeting places include large open areas and large buildings that are unlikely to have suffered damage.

Red Cross Shelters

Congress has given the Red Cross the responsibility for establishing and operating shelters after disasters. It is important to note, however, that although the Red Cross has listings of designated sites for shelters, some of them might not be useable. After an earthquake, inspections by building officials are necessary to ensure the buildings are safe for use as a shelter. This process could take up to 72 hours. Once potential sites are selected by the Red Cross, communities will be notified through the media. Before the next earthquake, your shelter leader should meet with representatives from your local Office of Emergency Services and Red Cross chapter to discuss policies. For example, with the exception of seeing eye dogs, animals are prohibited from Red Cross shelters.

What to Expect at a Red Cross Shelter

The Red Cross provides mass shelter for disaster victims in facilities such as schools, churches, and auditoriums. Resources provided at Red Cross shelters include:

- ☐ Meals
- ☐ Physical and mental health services
- ☐ Information
- ☐ Personal hygiene items
- ☐ Bottled water

Persons deciding to stay at a Red Cross shelter should be prepared to bring bedding, personal medications and other special needs items with them.

Alternate Shelter Sites

Not everyone who is displaced can or may want to stay in a shelter setting. The Shelter Team should identify alternatives. Other possible housing sites might include:

- ☐ Homes of relatives
- ☐ Unoccupied rooms in undamaged buildings
- ☐ Parking lots
- ☐ Playgrounds

Facilities for Pets

Pets are prohibited from staying in Red Cross shelters. The Shelter Team should work with representatives of your local Office of Emergency Services, Department of Animal Regulation, Humane Society or Society for the Prevention of Cruelty to Animals to identify pet shelters.

Transportation Sources

The Shelter Team should identify those who might not be able to transport themselves to a shelter and develop a list of persons who can provide transportation.

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ESP FOCUS

Plan Your Drill

WHY?

How will your response team perform when an earthquake or another emergency occurs? How well does your plan identify skilled and trained personnel, equipment, supplies, etc., in the event of a disaster? Does everyone on the team understand his or her role and responsibilities?

One way to find out how well your plans and procedures are going to work is to practice them! Plan a drill or an exercise based on a make-believe earthquake or other disaster. Testing your plans this way will help you identify and correct any weaknesses before the real emergency occurs.

This ESP Focus Sheet provides guidance for planning your own drills and exercises. Testing your team's response is the next step in preparedness and may save lives in the next earthquake or other emergency.

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DECEMBER

Planning Exercises

While members of your response team receive training in their assignments and work on their pre-earthquake tasks, the Training Leader should begin planning an exercise. An exercise allows you to practice your plan.

The exercise should be designed to provide participants with experience in their roles before an actual emergency, increase their confidence, and identify weaknesses in the plan.

The Tabletop Exercise

Start by planning a tabletop exercise. The exercise should be based on a make-believe earthquake or another disaster chosen by the Planning Committee and should include problems that team leaders and their personnel are likely to face.

To conduct the tabletop:

- ☐ Assemble participants around a table in the same room.
- ☐ Distribute printed copies of the scenario.
- ☐ Read the scenario aloud.
- ☐ Read each problem, one at a time.
- ☐ Encourage each team 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 individuals.

The Functional Exercise

The next step is planning a functional exercise. Functional exercises provide an opportunity for the various members that comprise your response team to practice their assignments, including make-believe searches, treatment of victims and the actual completion of applicable checklists. To conduct an effective exercise:

- ☐ Add new and more challenging problems to the scenario used in the tabletop.
- ☐ Schedule separate functional exercises for each team. For example:

Date	Positions or Team
Jan. 19	First Aid and Medical
Apr. 24	Damage Assessment
July 27	Light Search and Rescue
Oct. 5	Communications

- ☐ Explain the purpose and ground rules of the exercise.
- ☐ 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-earthquake functions.
- ☐ Begin the exercise.
- ☐ Complete the exercise when tasks are complete or after an hour.
- ☐ Designate experienced people to observe and evaluate your exercise for strengths and weaknesses.

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List of ESP Focus Sheets

1990-91 ESP Focus

- *JANUARY - Work Gloves & Sturdy Shoes*
- *FEBRUARY - Portable Radio & Batteries*
- *MARCH - Home Safety Measures*
- *APRIL - Statewide Earthquake Preparedness Month*
- *MAY - Emergency Drinking Water*
- *JUNE - First Aid Kit & Book*
- *JULY - Emergency Food*
- *AUGUST - Flashlight & Batteries*
- *SEPTEMBER - Adjustable Wrench*
- *OCTOBER - Smoke Detector*
- *NOVEMBER - Fire Extinguisher*
- *DECEMBER - Strap Your Water Heater*

1992 ESP Focus

- *JANUARY - Crowbar*
- *FEBRUARY - Learn First Aid*
- *MARCH - Emergency Cash & Important Documents*
- *APRIL - Statewide "Duck, Cover & Hold" Drill*
- *MAY - Rotate Water & Food Supplies*
- *JUNE - Learn Earthquake Cooking*
- *JULY - Strap Your Water Heater*
- *AUGUST - Car Kit*
- *SEPTEMBER - Turn Ons & Turn Offs*
- *OCTOBER - Smoke Detector & Fire Extinguisher*
- *NOVEMBER - Rope, Tape & Trash Bags*
- *DECEMBER - Survival Gift List*

1993 ESP Focus

- *JANUARY - Family Plan*
- *FEBRUARY - First Aid Training & Supplies*
- *MARCH - Focus on Children*
- *APRIL - Statewide Earthquake Preparedness Month*
- *MAY - Rotate Water & Food Supplies*
- *JUNE - Emergency Cash & Important Documents*
- *JULY - Secure Household Objects*
- *AUGUST - Car Kit & Office Kit*
- *SEPTEMBER - Preparing Your Mind*
- *OCTOBER - Fire Extinguisher*
- *NOVEMBER - Leather Work Gloves & Hand Tools*
- *DECEMBER - Survival Gift List*

1994 ESP Focus

- *JANUARY - Emergency Supply Storage*
- *FEBRUARY - First Aid Training & Supplies*
- *MARCH - Add Foundation Bolts*
- *APRIL - California Earthquake Preparedness Month*
- *MAY - Rotate Water & Food Supplies*
- *JUNE - Focus on Seniors*
- *JULY - Hold Down the Fort*
- *AUGUST - Camping Out Earthquake Style*
- *SEPTEMBER - Focus on Children*
- *OCTOBER - Fire Extinguisher*
- *NOVEMBER - Brace Water Heater*
- *DECEMBER - Survival Gift List*

1995 ESP Focus

- *JANUARY - Earthquake Attack Plan*
- *FEBRUARY - Personal Medical Plan*
- *MARCH - Emergency Lighting*
- *APRIL - Time to Practice*
- *MAY - Freshen Water & Food*
- *JUNE - Reduce Home Hazards*
- *JULY - Camping Out Earthquake Style*
- *AUGUST - On the Road Again*
- *SEPTEMBER - Who's Caring for the Kids?*
- *OCTOBER - Learn Not to Burn*
- *NOVEMBER - Rescue Me*
- *DECEMBER - Gifts of Life*

1996 ESP Focus

- *JANUARY - Understanding the Threat*
- *FEBRUARY - Start It Up*
- *MARCH - Neighborhood Hazard Reduction*
- *APRIL - Community Resources*
- *MAY - Neighborhood Emergency Supplies*
- *JUNE - Neighborhood Response Teams*
- *JULY - Skills Training*
- *AUGUST - Emergency Shelter*
- *SEPTEMBER - Assessing the Damage*
- *OCTOBER - Search and Rescue*
- *NOVEMBER - Creative First Aid*
- *DECEMBER - Plan Your Drill*

1997 ESP Focus

- *JANUARY - Understand the Threat*
- *FEBRUARY - Meet With Your Neighbors*
- *MARCH - Inventory Community Resources*
- *APRIL - Develop Response Teams*
- *MAY - Get Trained*
- *JUNE - Update Emergency Supplies*
- *JULY - Reduce Neighborhood Hazards*
- *AUGUST - Learn Search and Rescue*
- *SEPTEMBER - Review First Aid Skills*
- *OCTOBER - Assess the Damage*
- *NOVEMBER - Plan for Emergency Housing*
- *DECEMBER - Plan Your Drill*

1998 ESP Focus

- *JANUARY - Flooding*
- *FEBRUARY - Landslides*
- *MARCH - Africanized Honey Bees*
- *APRIL - Earthquake*
- *MAY - Tsunamis*
- *JUNE - Hazardous Materials*
- *JULY - Bomb Threats*
- *AUGUST - Heat Wave*
- *SEPTEMBER - Volcanoes*
- *OCTOBER - Wildfires*
- *NOVEMBER - Windstorms*
- *DECEMBER - Carbon Monoxide & Radon*

1999 ESP Focus

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- *DECEMBER - Carbon Monoxide & Radon*

2000 ESP Focus

- *JANUARY - Step 1/ Family Plan*
- *FEBRUARY - Step 2/ Supply Storage*
- *MARCH - Step 3/ First Aid Training and Supplies*
- *APRIL - Step 4/ Duck, Cover and Hold*
- *MAY - Step 5/ Car Kit and Office Kit*
- *JUNE - Step 6/ Emergency Cash and Important Documents*
- *JULY - Step 7/ Camping Out Earthquake Style*
- *AUGUST - Step 8/ Freshen Up Your Water and Food Supplies*
- *SEPTEMBER - Step 9/ Focus on Children*
- *OCTOBER - Step10/ Learn Not to Burn*
- *NOVEMBER - Step11/ Emergency Lighting*
- *DECEMBER - Step12/ Gifts of Life*

2001 ESP Focus

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- *DECEMBER - Carbon Monoxide & Radon*

2002 ESP Focus

- *JANUARY - Understand the Threat*
- *FEBRUARY - Conduct a Meeting*
- *MARCH - Inventory Resources*
- *APRIL - Form Response Teams*
- *MAY - Provide Training*
- *JUNE - Update Emergency Supplies*
- *JULY - Reduce Hazards*
- *AUGUST - Learn Light Search & Rescue*
- *SEPTEMBER - Learn First Aid and CPR*
- *OCTOBER - Assess the Damage*
- *NOVEMBER - Plan for Shelter*
- *DECEMBER - Plan Your Drill*


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OFFICE OF
EMERGENCY
MANAGEMENT
CHIEF ADMINISTRATIVE OFFICE