

Short List for Shakers

Best Practices and Tips

DROP, COVER AND HOLD ON. Most emergency authorities agree that this is the best procedure for protection indoors during an earthquake. **Drop** to the ground; take **Cover** under heavy furniture such as a desk, table or bench; and **Hold on** to your position until the shaking stops. Most earthquake fatalities result from collapsing walls, flying glass and falling objects. Do not attempt to leave the building because falling debris may strike you. Furthermore, the American Red Cross and federal government agencies have not advocated the use of a doorway for earthquake protection for more than a decade. Many doorways are not built into the structural integrity of a building.



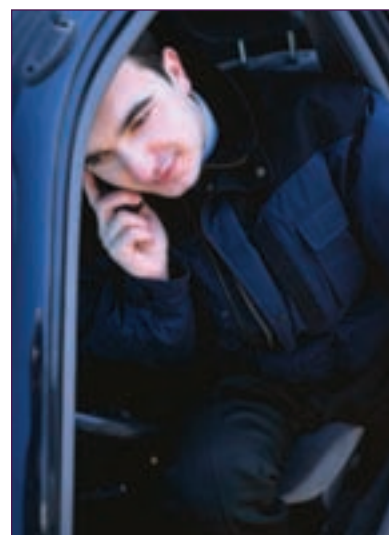
IF YOU ARE IN BED and cannot drop and take cover under heavy furniture, hold on and stay there, protecting your head with a pillow.

IF YOU ARE IN A HIGH-RISE BUILDING expect the fire alarms and sprinklers to go off during a quake. Familiarize yourself with the nearest emergency exits.

IF YOU ARE OUTDOORS avoid standing directly outside of buildings, at exits and next to exterior walls. Find a

clear spot, drop to the ground, and stay there until the shaking stops. Many fatalities occur when people run outside of buildings and are killed by falling debris from collapsing walls.

IF YOU ARE IN A MOVING VEHICLE move immediately to a clear area away from buildings, trees, bridges, overpasses or utility wires. Stop and stay in the vehicle until shaking completely subsides, then proceed with caution avoiding bridges or ramps that may have sustained damage.



Residential Earthquake Planning

The most important action you can take in the event of a major earthquake is to develop an action **plan** and **prepare** by obtaining all the supplies you will need to be self-sufficient for at least three to five days after a major quake strikes. If you live alone, establish an emergency plan with relatives, friends, co-workers or a community-based organization. Families should plan to share responsibility and work as a team. Knowing what to do when disaster strikes is your best protection.

Personal Planning

- ✓ Know your environment. Determine the safe spots in each room, such as under sturdy tables, desks or against inside walls. Also, know the danger spots including windows, mirrors, hanging objects, fireplaces and tall furniture. Usually, an uncrowded hallway is one of the safest places. Kitchens and garages tend to be the most dangerous.
- ✓ Fasten large shelves and furniture securely to walls.
- ✓ Teach all family members how to shut off gas, water and electricity in case the lines are damaged.

- ✓ Conduct practice drills by physically placing yourself and your children in safe locations.

- ✓ Always know the alternative exits for your home and workplace in emergency situations.

- ✓ Have disaster supplies readily available, and learn first aid and cardiopulmonary resuscitation (CPR) from your local Red Cross chapter or other community organization.

- ✓ Decide where your family will reunite if separated. Make sure that young children learn to recite or write their names, parents' or guardian's names, and their phone number and address.

- ✓ Create a neighborhood plan. Identify neighbors who have special needs or will require assistance.

- ✓ Develop an emergency communications plan. Keep a list of emergency phone numbers and instruct all family members, especially children, on how and when to call 9-1-1 and other emergency services, as well as which radio station to tune into for emergency information. Choose an out-of-state friend or relative whom

family members can call after the quake to report whereabouts and condition.

Home Planning

- ✓ Check chimneys, roofs and wall foundations for stability. Make sure your home is bolted to its foundation. Call a licensed contractor if you are not certain or have questions.

- ✓ Store breakable, hazardous and flammable items in low, closed cabinets with latches.

- ✓ Hang heavy items away from areas where people sleep or sit and brace overhead light fixtures.

- ✓ Secure your water heater by strapping it to wall studs and bolting it to the floor.

- ✓ Get expert advice if there are signs of structural defects and repair deep cracks in the foundation or ceilings.

- ✓ Maintain emergency food, water and other supplies, including medicines, protective clothing, battery-operated radio or television, and first aid kit.

“plan and prepare ... to be self-sufficient for at least three to five days after a major quake strikes.”





Business Earthquake Planning

Whether you own a small or mid-sized company or a large corporation, no business should risk operating without a disaster plan in place. Reports suggest that as many as 40% of small businesses fail after a major emergency because they were ill-prepared. Here are some steps that you can take to develop a disaster plan and ensure that your business remains resilient:

Human Resources Planning

- ✓ Ensure that your entire staff knows what to do in the event of an emergency.
- ✓ Designate one person from each shift to be the safety coordinator. This person will make all decisions related to employee, customer and workplace safety, and should know how to contact the owner or operator at all times.
- ✓ Keep phone lists of your key employees and customers with you, and provide copies to key staff members.
- ✓ Designate one remote number on your office voice mail system on which you can

record messages for your employees, and give that number to your entire team.

- ✓ Leave a set of keys and the alarm code with a trusted employee or friend who may have closer access to your office or if you are out of town.

Workplace Planning

- ✓ Install emergency lights that turn on when the power goes out. These are widely available at building supply retailers.
- ✓ Purchase a battery-operated radio or television for the office and keep it on at all times.
- ✓ Keep emergency supplies readily available, including flashlights with extra batteries, a first aid kit, tools, and extra food and water for staff and customers to use in the event of unexpected confinement.
- ✓ Bolt tall bookcases or display cases to wall studs, secure hot water heaters and hanging objects (see recommendations for *Residential Earthquake Planning*).

Business Continuity Planning

- ✓ Arrange for programmable call forwarding for your main business line. Then, if you can't get back to the office, you can call in and reprogram the phones to ring elsewhere.
- ✓ Back up computer data frequently throughout the business day and keep a backup copy offsite. Also, use UL-listed surge protectors and battery backup systems to prevent a computer crash.
- ✓ Stock a minimum supply of the goods, materials and equipment you would need for business continuity.
- ✓ Discuss business continuity insurance with your insurance agent. Verify that you have special riders on your policy that will protect valuable property and equipment in the event of a major earthquake or other disaster.



Special Needs and Locations

Planning For Schools and Other Institutions

Prepare a comprehensive emergency plan and conduct drills to test emergency plans and procedures. Send information to parents and members on your emergency policies and procedures. Conduct frequent in-service trainings for personnel on first aid, shelter procedures, damage assessment and related topics. Assemble emergency kits with first aid supplies. Plan a field trip or visit to a nearby earthquake preparedness center. Hold fundraising activities to raise monies for emergency preparedness supplies and equipment.

During a quake, remain calm and follow your designated emergency plan and procedures.

For more emergency planning and preparedness information, publications and videos, visit the California Governor's Office of Emergency Services at www.oes.ca.gov or call (916) 845-8510.

Planning For People with Disabilities and the Elderly

Establish a "buddy" system with family, friends, neighbors and co-workers. If you live alone, consider giving a trusted relative or friend a key to your home. Make a list of your medications, allergies and special equipment; include the name, address and telephone numbers of your relatives and friends, physician and pharmacy. Distribute copies to your designated buddy(s) and keep a copy with you always. Additionally, eliminate hazards in your home (see article on *Residential Earthquake Planning*), keep a whistle available

for signaling assistance, and store extra batteries for medical supplies and special equipment. You may also want to contact your utility provider for a portable generator. If you are deaf or hearing-impaired, keep a battery-operated television on hand with extra batteries. Have materials available to communicate by hand. If you are blind or have impaired vision, keep extra canes around your home, plan alternate evacuation routes, and store extra pet food and supplies for your guide dog.

Planning for People Who Are Non-English Speakers

If a family member, friend or colleague does not speak English, prepare an emergency card that is written in English noting identification, address and any special needs. Also, provide them with disaster resource information in their primary language. You can find emergency resource information in multiple languages at www.prepnow.org.

Pets

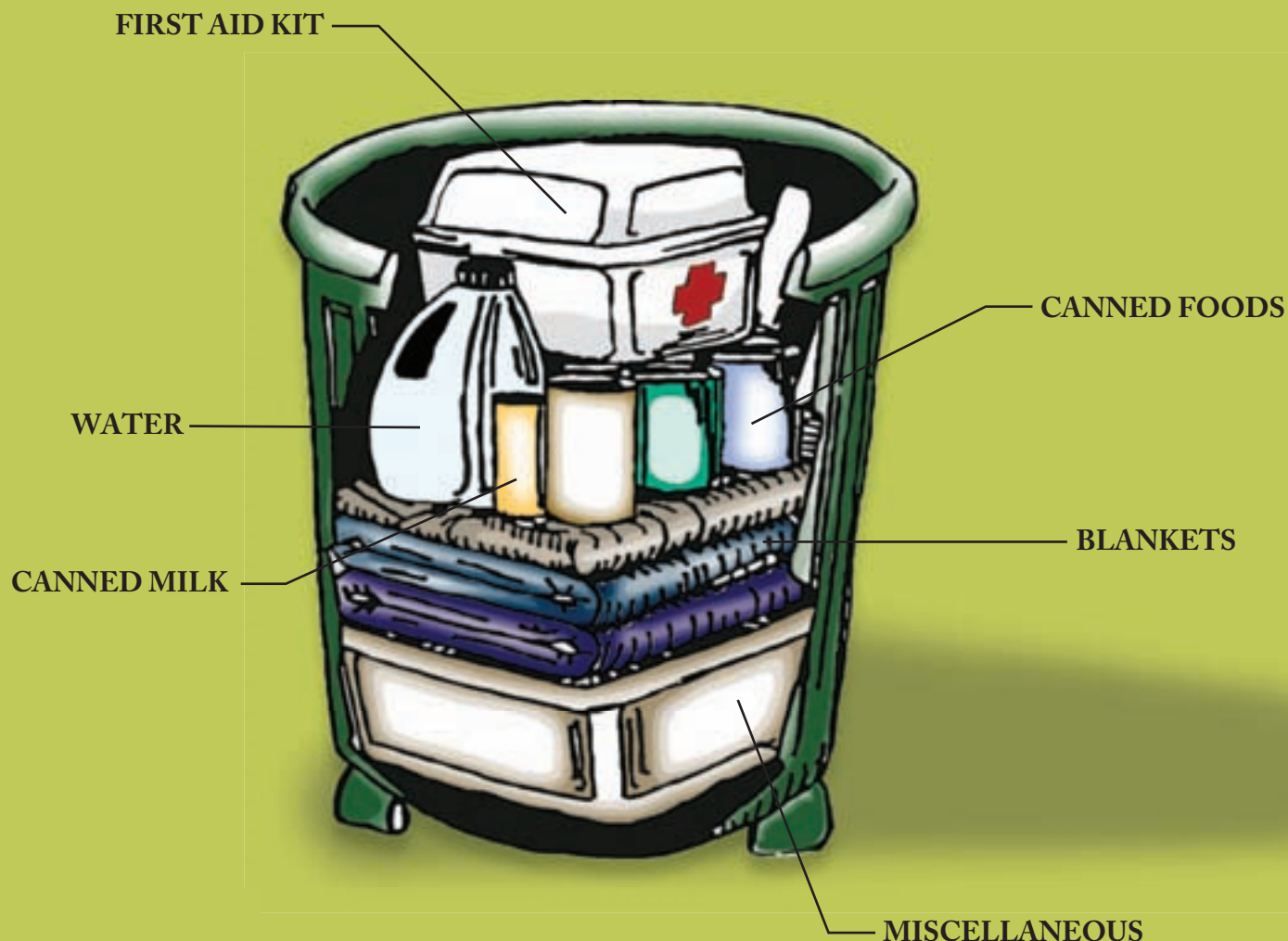
Prepare a secure place for pets in the home that includes a three-day supply of dry food and a large container of water. Keep in mind that your pets' behavior may be affected by an earthquake. Watch them closely, leash them and place them in a fenced yard. However, after an earthquake, please be concerned with your own safety before taking care of your pets. Pets in Indian Wells will be evacuated to Gerald R. Ford Elementary School as soon as a volunteer team has been set up.

Home and Workplace Emergency Supplies

Some families prefer to store their emergency supplies in one location. Choose a place in your home, which would be relatively safe in time of an earthquake (such as a closet or under the bed). The perishable supplies will remain stable longer if stored in a cool, dark location.

One suggested method for storing emergency supplies is to place them in a large, covered trash container in layers detailed below. Plastic containers come in all shapes and sizes. They are also water and rodent proof and are fairly durable. Be sure the container comes with a securing lid and on wheels for easy transport.

BOTTOM	Bedding, clothing, personal supplies, fuel and light (e.g., candles, matches), hand-operated can opener and disposable dining utensils, shovel, infant needs, personal documents, cash, and water purification tablets.
MIDDLE	Three-day supply of food requiring no refrigeration. Date all food items.
TOP	Flashlight, radio, batteries and first aid kit including prescription medications.



Food

Prepare an emergency food supply that will last each individual for five days to one week since grocery stores may sustain damage and not reopen immediately. Purchase canned goods such as fruits, vegetables, meat, fish and poultry; staples like dried cereal, nuts and peanut butter; and packaged foods. Write dates on packages and rotate items every six months to avoid spoilage.

Water

Although the required minimum is one gallon of water per person per day, it is a good idea to store up to 10 gallons of water (two gallons per person for five days) in our desert climate. Clean water stored in clean containers with tight-fitting lids will remain palatable for an indefinite period. If you purchase water, follow expiration dates or rotate every six months. If you have any doubts about the safety of the water to be stored, purify it before you store it.

To Purify Water:

The safest method of purifying water is to boil it vigorously for one to three minutes. You can also purify water by adding any household bleach solution that contains 5.25 percent of sodium hypochlorite. (Most common bleach solutions contain this amount.) Add the bleach solution to the water in a clean container and mix thoroughly by stirring or shaking. Let stand for 30 minutes. The following table shows the proper amount of 5.25 percent solution to add to water.

Amount of Water	Amount of solution to add:	
	Clear water	Cloudy water
1 quart (1/4 gallon)	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon



Emergency Preparedness Checklist

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and cope with disaster by planning ahead. This checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it—on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community, contact your local emergency management or civil defense office and American Red Cross chapter.



Emergency Checklist

Call Your Emergency Management Office or American Red Cross Chapter

- Find out which disasters could occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's evacuation routes.
- Ask about special assistance for elderly or disabled persons.

Also...

- Ask your workplace about emergency plans.
- Learn about emergency plans for your children's school or day care center.

Create an Emergency Plan

- Meet with household members to discuss the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each.
- Find the safe spots in your home for each type of disaster.
- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.

- Show family members how to turn off the water, gas and electricity at main switches when necessary.
- Post emergency telephone numbers near telephones.
- Teach children how and when to call 911, police and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster (it is often easier to call out-of-state than within the affected area).
- Teach children your out-of-state contact's phone numbers.
- Pick two emergency meeting places.
 - 1) A place near your home in case of a fire.
 - 2) A place outside your neighborhood in case you cannot return home after a disaster.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire-proof container.

Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an

easy-to-carry container such as a backpack or duffle bag. Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information; the style and serial number of medical devices such as pacemakers.
- Special items for infants, elderly or disabled family members.

Survival Kit for Automobiles

Consider equipping your car with the following items to aid you in an emergency:

- Drinking water (preferably in mylar packets to conserve space) as well as non-perishable food.
- Change of clothing and blankets, pre-moistened towelettes, and toilet tissue.
- First Aid kit with manual and prescription medicines.
- ABC-type fire extinguisher and Emergency Signal Device such as a light stick or battery-type flasher.
- Small mirror and whistle to signal for help.
- Flashlight with spare batteries and bulbs.
- Polyethylene rope for towing, short rubber hose for siphoning and tools, including spare tire, jack, lug wrench, pliers, and screwdriver.



Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building.

Should the accidental or intentional release of chemical, biological, or radiological contaminants occur, local authorities will provide information on radio and television on how to protect you and your family. Consequently, it is important to keep a TV or radio on, even in the workplace. For a detailed fact sheet on how to shelter-in-place, log on to www.redcross.org/services/disaster/beprepared/shelterinplace.pdf or call the Riverside County Chapter of the American Red Cross, (951) 656-4218.

Quake Recovery and Restoration

- **Expect aftershocks.** They can cause further damage to weakened buildings. Some earthquakes are also foreshocks to a larger earthquake.
- **Provide first aid** where appropriate. Do not move seriously injured persons unless they are in immediate danger. Call for emergency assistance.
- **Help your neighbors** who need special assistance—small children, the elderly and people with disabilities.
- **Listen to a battery-operated radio or television** for the latest emergency information.
- **Evacuate and stay out of damaged buildings** until authorities deem it is safe to return.
- **Stay away** from downed power lines.
- **Use the telephone only** for emergency calls.
- **Check for damage** using a flashlight only. Do not use matches or turn on electrical switches.
- **Clean up spilled medicines or flammable liquids** immediately, but leave the area quickly if you smell gas or chemical fumes.
- **Check for gas leaks.** If you smell gas or hear hissing, open a window and leave the building right away. Turn off the gas at the outside main valve if you are able and call the gas company from another location. Do not attempt to turn on the gas again until a professional arrives.
- **Check for electrical system damage.** If you see sparks, broken or frayed wires, or smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. Call an electrician for guidance if there is water near the main electrical source.
- **Check for sewer and water lines damage.** If you suspect damage to these lines, avoid using toilets and call a plumber. Contact the water company and do not use tap water. Instead, melt ice cubes or use approved water treatment products.
- **Inspect chimneys** carefully for damage to avoid the possibility of future fires.
- **Open closet and cupboard doors** with caution.



Some earthquakes are also foreshocks to a larger earthquake.

INDIAN WELLS

CITY COUNCIL

Ed Monarch
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Conrad Negron, Sr.
Mayor Pro Tem

Rob Bernheimer
Council Member

Mary T. Roche
Council Member

Larry Spicer
Council Member

CITY STAFF

Greg Johnson
City Manager

Stephen P. Deitsch
City Attorney

Kevin McCarthy
Finance Director

Corrie D. Kates
Community Development Director

Nancy Sarpa-Samuels
Marketing and Public Relations Manager

Tim Wassil
Public Works Director

Mel Windsor
Personnel/Public Safety Director



Matt Creason
Code Enforcement Officer

Resources for Disaster Planning and Preparedness

**City of Indian Wells
Emergency Operations Center,**
44-850 Eldorado Drive, Indian
Wells, CA 92210
Telephone: **(760) 773-6655**
(During an Earthquake only
and only when the Emergency
Operations Center is activated).

**Riverside County Office of
Emergency Services**
Telephone: **(951) 955-4700**
Website: **www.rvcfire.org**

**State of California
Governor's Office
of Emergency Services**
Telephone: **(916) 845-8510**
Website: **www.oes.ca.gov**

**Federal Emergency
Management Agency (FEMA)**
Telephone: **(800) 621-3362**
Spanish: **(202) 566-1600**
Website: **www.fema.gov**

*FEMA also offers useful tips for fires,
floods, and other disasters.*

Other Useful Resources and Links
**American Red Cross –
Riverside County Chapter**
Telephone: **(951) 656-4218**
Website: **www.riversidecounty.
redcross.org**

American Red Cross:
www.redcross.org

The Salvation Army:
www.salvationarmyusa.org

www.preporennow.org
www.earthquake.usgs.gov

INDIAN  WELLS

find your oasis

44-950 Eldorado Drive
Indian Wells, CA 92210
(760) 346-2489

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ECRWSS

Resident
Indian Wells, CA 92210

Expect some emotional aftershocks

Disasters are upsetting experiences for everyone. You may experience fear concerning your safety to that of a loved one. You may also experience shock, disbelief, grief, anger and guilt. Memory problems, depression and/or anxiety are also possible reactions. Some basic steps you can take to meet physical or emotional needs include:

- Try to return to your daily routine as soon as possible.
- Get plenty of rest and drink a lot of water.
- Limit your exposure to the sights and sounds of disaster in the media.
- Focus on the positive, but also recognize your own feelings.
- Reach out and accept help from others.
- Do something you enjoy.
- Stay connected with your family and/or other support networks.
- Realize that, sometimes, recovery can take time.

