# APPENDICES

## TABLE OF CONTENTS

10A. Emergency Assembly Areas ............................................................10-17

10B. College of Chemistry Emergency Response Team...........................10-19

10C. Campus Alerting & Warning System...............................................10-21

10D. University of California Emergency Operation Plan ........................10-24

10E. Emergency Preparedness .................................................................10-28

   Supplies Checklist
   Food & Water in an Emergency
   Self-help Checklist Items, Special Notes
   Dealing with Material Losses
   Emergency Response Planning in the Work Site, Overview
   Emergency Response Planning in the Home and Financial Recovery Tips, Overview
   When A Catastrophic Earthquake Occurs
   Post-Disaster Telephone Tips
   Additional Information Sources
   Vendor Resource List
College of Chemistry EAA’s
APPENDIX II

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APPENDIX 10C

CAMPUS ALERTING & WARNING SYSTEM

THE ALERTING AND WARNING SYSTEM (AWS) IS A NETWORK OF SIRENS AND COMMUNICATION LINKS THAT WARN AND INFORM THE CAMPUS COMMUNITY OF WHAT TO DO IN AN EMERGENCY OR DISASTER. THIS INCLUDES DANGERS RESULTING FROM NATURAL OR TECHNICAL HAZARDS SUCH AS CHEMICAL SPILLS, FLOODING, FIRES, STORMS, POWER OUTAGES, TRANSPORTATION INCIDENTS, AND OTHER PUBLIC SAFETY INCIDENTS.

The campus has four hazard warning sirens strategically located to cover the main campus and adjacent campus facilities. The University of California Police Department activates these sirens. Depending on the incident, sirens and/or public address announcements may be transmitted over this system. These sirens are tested at 12:00 noon on the first Wednesday of every month.

WHAT DO YOU DO WHEN YOU HEAR A WARNING SIREN OUTSIDE OF THE SCHEDULED TEST?

* SHELTER: Go inside your office or residence, a nearby building, or your car and shelter inside to avoid exposure. If driving a car, safely pull over to the side of the road, turn off the engine and stay tuned.

* SHUT: Shut all doors and windows. Building Operations Managers should turn off ventilation systems, if feasible. (This is not feasible in the College of Chemistry facilities.)

* LISTEN: Access one of the following sites to obtain campus emergency information, such as disaster type, evacuation routes, shelter and aid locations, special instructions, etc.

* Emergency Information Line: 1-800-705-9998. This out-of-area number allows recorded messages to be accessed by any standard, cell or pay phone, free of toll charges. Information about the emergency is recorded as an outgoing message, and is updated as the situation evolves.

* Web site: http://emergency.berkeley.edu. This off-site alternate emergency Web presence is reachable anytime, from anywhere. Like the 800 service, local area power failures or other crisis conditions will not affect the operation of this web site.

* Radio station: KALX 90.7 FM. The campus radio station, broadcasting at 500 watts, will be utilized to disseminate emergency information during critical incidents and disasters. KALX normally broadcasts 24 hours every day with live programming. KCBS (740 AM), KGO (810 AM), and KNBR (680 AM) also carry Bay Area emergency information.

DO NOT CALL 911 IF YOU HEAR A WARNING SIREN, ONLY CALL 911 IF YOU HAVE A LIFE-THREATENING EMERGENCY.

Since disasters are unpredictable, one must be prepared for an emergency whether at home, at work, at school, or in the car. Think about places where you spend your time and how you can
best prepared for an emergency at any given location and time. It is wise to keep a battery operated AM/FM radio and extra sets of batteries at home, work, and in your car.
Emergency Operations Plan

VERSION 4.0

March 2005

PROPRIETARY AND CONFIDENTIAL TO THE UNIVERSITY OF CALIFORNIA, BERKELEY

Contact the Office of Emergency Preparedness at tklatt@berkelev.edu
FOR COMPLETE VERSION OF THE EMERGENCY OPERATION PLAN

REFER TO

OFFICE OF EMERGENCY PREPARDNESS WEBSITE:

http://oep.berkeley.edu/
I. INTRODUCTION

A. PURPOSE

The purpose of the University of California, Berkeley (UCB) Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to a major emergency. The Plan incorporates operating procedures from the “Incident Command System” (ICS) for handling emergencies resulting from fires, floods, storms, earthquakes, hazardous materials, incidents, and other potential disasters.

The UCB Emergency Operations Plan utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS, adopted by California in 1995, incorporates the use of the Incident Command System (ICS), the Master Mutual Aid agreement, existing mutual aid systems, and County operational area concept, and inter-agency coordination. This system, by promoting the use of common terminology and command structure, facilitates better flow of information and coordination between responding agencies. After each major emergency, the plan calls for an analysis of actions taken during the emergency incident. SEMS is being reviewed for compliance with the new National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. Developed by the Department of Homeland Security and announced in March 2004, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

B. SCOPE

This Emergency Operations Plan is a campus-level plan that guides the emergency response of UCB personnel and resources during a major disaster. It is the official Emergency Operations Plan for UCB and supercedes previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgement and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

C. AUTHORITY

This Plan is promulgated under the authority of the Chancellor and Vice Chancellor for Business and Administrative Services.

D. MISSION

It shall be the mission of UCB to respond to an emergency situation in a safe, effective, and
timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Protection of Life Safety;
Priority II: Maintenance of Life Support and Assessment of Damages; and
Priority III: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the EOP structure back to the normal UCB organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.
APPENDIX 10E
EMERGENCY PREPAREDNESS

The College of Chemistry Building Management Unit compiled the following booklet several years ago for emergency planning at home, in the office, and in the lab. This information continues to be relevant and accurate in today’s climate of emergency preparedness. Comments and recommendations for future editions are welcome and should be sent to Michael Kumpf, 3-0648, or kumpf@berkeley.edu.

Because of the size of the College of Chemistry (over 1,000 faculty, graduate students, staff and visiting researchers plus many hundreds of undergraduates who use our facilities daily), it is not feasible to maintain personal use first aid or disaster supplies in a single location. It is therefore recommended that groups, units or individuals maintain their own personal use supplies.

Most of the information compiled in the following pages is directed specifically toward preparedness in the home; however, much of the information and many of the various checklist items are applicable to the work site.

ACKNOWLEDGMENTS: The following resources were used in compiling this booklet:

"Disaster Preparedness Self-Help Checklist", a brochure provided to the University of California Benefits Unit as a public service by KTVU Television, Oakland, California reprinted for University Employees by the UC Benefits Unit with permission of Tom Vacar, Consumer Editor, KTVU Television.


Various University of California Office of Emergency Preparedness Handouts.

The information and views expressed herein are about the preparation for, recovery from, and/or mitigation of risk associated with a major earthquake. All parties utilizing this information should know that neither KTVU Television, the University of California, nor any editor or contributor have any liability or responsibility to any person or entity with respect to loss, damage, injury, or ailment caused or alleged to be caused directly or indirectly by the information or lack of information in these checklists.
Supplies Checklist

(Additional comments regarding some of the following checklist items can be found in the "Self-Help Check List Items, Special Notes" section of this appendix.)

Disaster Supplies
__ Flashlights and lanterns (battery powered)
__ AM/FM radio and/or television (battery powered)
__ Extra batteries (disposable and rechargeable)
__ Fire extinguishers
__ Smoke detectors (battery powered)

Tools
__ Crescent or pipe wrench (to turn off gas) Refer to PG&E guidelines for shutting off gas and remember, away from the Campus, only PG&E should turn the gas back on!
__ Ax (to chop away fallen debris)
__ Hammer, saw, and large screwdriver
__ Crowbar (essential to help pry others out)
__ Metal and wood saw (to saw through debris)
__ Heavy work gloves (several pairs)
__ Bedding
__ Clothing (In addition to clothing supplies, hard soled shoes should be kept near your bed. In the event of a night earthquake, you may have to walk over broken glass or other debris.)
__ Detailed area map

Sanitation Supplies
__ 1 large garbage can and 1 bucket
__ 1 gallon of strong disinfectant
__ 1 wash pan, soap, and paper towels
__ 1 large box of garbage bags to line containers
__ 1 container of concentrated deodorizer
__ 1 dozen pairs of rubber or plastic gloves
__ 1 set of bag ties or sealers
__ 4 rolls of toilet paper
__ Whistle or loud horn
__ Plates and utensils

Food
__ That has long shelf lives
__ That needs no refrigeration
__ That needs little or no added water
__ That is enough for 5 days for each person
__ Butane stove or charcoal grill
__ Matches (in waterproof container)
__ Water

Other Beverages
__ Fruit or vegetable juices have a 3 to 12 month shelf life
Canned milk has limited shelf life listed on the can
Soft drinks have virtually unlimited shelf life
Powdered milk or juices have unlimited shelf lives (but need water)
Canned and prepared foods Buy foods that require no refrigeration or additional water and which, if necessary, can be eaten without heating:
Canned hams and other meats
Peanut butter, preserves, and jellies
Canned fruits
Canned soups
Beef or turkey jerky
Canned pasta, meat, and vegetable dishes (e.g., ravioli)
Military style MRE or K rations
Can opener!
Dry/dehydrated foods
Staples
Infant foods
Special diets
Pet foods

First Aid Supplies for the Home
Although everyone should have the basics, medical supplies should be tailored for each family. Most items are already included in commercially available first aid kits or they can be purchased individually. Here are the basics that are recommended to have on hand; maintain enough for each member of the household:
First aid book (or see the front of your phone book)
A large assortment of sterile bandaging materials including:
Adhesive tape (1" and 2" wide rolls)
Large gauze pads (2" and 4" wide)
Triangular bandages (37" and 52")
Safety pins (assorted sizes)
Assorted plastic bandages of all sizes
Scissors and tweezers
Wooden splints (18" long)
Water purification tablets
Antiseptic solution (alcohol, hydrogen peroxide, etc.)
Aspirin tablets or other pain relievers
Baking soda and table salt
Diarrhea preparations
Toothache and ear infection preparations
Motion sickness pills
Smelling salts
Petroleum jelly
Thermometer
Extra sanitary napkins or tampons

Special Needs
Medical prescriptions
If you or any household members are on prescriptions, make sure you put at least a one-week supply in your quake kit. Make sure you replace the prescription before it loses its potency or expires!

__ Eyeglasses and/or contact lens
   If possible, put an extra pair into your earthquake kit just in case your regulars are lost in the quake.

**First Aid Supplies for the Work Site with Suggested Quantities**

- (1) First Aid Guide Book - For First Aid procedures
- (52) Band Aids - For minor cuts
- (1) Cold Packs - For reducing swelling of lumps/bruises
- (1) Triangle Bandage - For arm sling/immobilization
- (1) Ace Bandages - For sprains/keep immobile limb areas
- (1) Medical Scissors - For cutting clothes or tape
- (1) Tweezers - For removal of slivers, etc.
- (1) Box of Latex Gloves - For handling injuries involving blood
- (2) Oval eye patches - For covering wounded eyes
- (10) Antiseptic Wipes - For cleansing wounded areas
- (8) Tylenol Packs - For head and body aches
- (10) Tefla Gauze Pads 3" x 4" - For non sticking large bandage use
- (4) Tefla Gauze Pads 2" x 3" - For non sticking small bandage use
- (1) Paper Adhesive Tape 1/2" - For taping down bandages
- (2) Rolls of Stretch Gauze 2 x 5 - For keeping bandages in place

Suggested Additions: 1 bottle (50 tablets) Aspirin
1 bottle (50 tablets) Tylenol
10 3" x 3" gauze dressings

Kit quantity probably suitable for:
- 30 office workers or
- 20 lab or storehouse workers or
- 10 construction workers, laborers

Packaged water, some food stuffs, are also recommended items to be kept in your lab or office area.

**Special Needs Recommended for individual work-site disaster kits:**

- Medical prescriptions
   If you are on prescriptions, put some back-up medication in your disaster kit. Make sure you replace the prescription before it loses its potency or expires!
- Eyeglasses and/or contact lens
   If possible, put an extra pair into your kit just in case your regulars are lost in the quake.

* * * * * * * * * *

All supplies should be checked periodically by a designated person and items replaced as needed.
Food & Water In An Emergency

The following pages provide additional information relevant to preparing for a major emergency and/or dealing with its effects and are taken primarily from the FEMA brochure, "Food and Water in an Emergency".

WATER

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more. You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day (more if possible). You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles work very well. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions in this appendix before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.
To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

When Food Supplies are Low
If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term storage plans.

Special Considerations
As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don't forget non perishable foods for your pets.

How to Cook If the Power Goes Out
For emergency cooking you can use a fireplace; a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Three Ways to Purify Water
In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods.
Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

**BOILING.** Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

**DISINFECTION.** You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, colorfast bleaches or bleaches with added cleaners.

Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods and heavy metals, salts and most other chemicals.

**DISTILLATION.** Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

**FOOD SUPPLIES**
**Short-Term Food Supplies**
Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

**Storage Tips**
- Keep food in a dry, cool spot -- a dark area if possible
- Keep food covered at all times
- Open food boxes or cans carefully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags, and keep them in tight containers.
• Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
• Inspect all food for signs of spoilage before use.
• Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

Nutrition Tips
During and right after a disaster, it will be vital that you maintain your strength. So remember:

• Eat at least one well-balanced meal each day.
• Drink enough liquid to enable your body to function properly (two quarts a day).
• Take in enough calories to enable you to do any necessary work.
• Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

FOOD STORAGE

Shelf-life of Foods for Storage
Here are some general guidelines for rotating common emergency foods.
• Use within six months:
  -- Powdered milk (boxed)
  -- Dried fruit (in metal container)
  -- Dry, crisp crackers (in metal container)
  -- Potatoes
• Use within one year:
  -- Canned condensed meat and vegetable soup
  -- Canned fruits, fruit juices and vegetables
  -- Ready-to-eat cereals and uncooked instant cereals (in metal containers)
  -- Peanut butter
  -- Jelly
  -- Hard candy and canned nuts
  -- Vitamin C
• May be stored indefinitely (in proper containers and conditions):
  -- Wheat
  -- Vegetable oils
  -- Dried corn
  -- Baking powder
  -- Soybeans
  -- Instant coffee, tea and cocoa
  -- Salt
  -- Noncarbonated soft drinks
  -- White rice
  -- Bouillon products
  -- Dry pasta
  -- Powdered milk (in nitrogen-packed cans)
If the Electricity Goes Off . . .

FIRST, use perishable food and foods from the refrigerator.

THEN, use the food from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

FINALLY, begin to use non-perishable foods and staples.

Self-help Checklist Items, Special Notes

The Most Important Earthquake Supplies
If a major quake hits, stores will likely be in complete disarray and not available for you to purchase emergency supplies. Follow the basic list presented at the beginning of this appendix as a shopping guide. Store these materials in a closet or room in the corner of your house or in the corner of your garage. Notes on some of the checklist items follow:

Flashlights and lanterns (battery powered)
In virtually every major quake, electric power is either shut down or lost, sometimes for days. There are a wide variety of lights, lamps and lanterns that operate on battery power. Get several. Keep lights close to your bed in the event of a night quake.

Extra batteries (disposable and rechargeable)
Make sure you chose alkaline long life batteries. Have plenty of these on hand! FEMA suggests that at least one set already be installed in your flashlights and radios plus three replacement sets. They also suggest that you replace these batteries at least once a year to maintain maximum life. Beware of rechargeable batteries. They do not last as long per charge as alkalines. (Emergency batteries are commercially available that can be stored for many years until they are "activated". Contact the College of Chemistry Building Operations Manager or your local emergency supply vendors for more information.)

Fire extinguishers
Make sure you get all purpose (ABC) extinguishers (for use on gas, paper, wood, and electrical fires) for your home. Also, make sure your water hoses are in good shape. At the work site, be aware of the location and type of fire extinguishers mounted near your lab or office. Refer also to the pink section of the "Who Does It! Where To Find It! How To Do It Safely!" for more information on fire fighting and response in the College.

Clothing
Put an extra change of clothing (or two) aside for each member of the family. They should be sturdy, outdoor type clothes including an extra pair of shoes. Also include one set of rain gear per person.

Where to get quake food
Besides most grocery stores, many sporting goods, hunting, and survival stores offer prepackaged foods that are excellent for this purpose as well. They can be stored indefinitely without any special handling requirements.

Water
Refer to the section of this appendix titled, "Food and Water In An Emergency" for more information on quantities and storage for emergency water supplies. Additionally, emergency supply stores and stores such as REI sell small containers of packaged water with a five-year shelf life. These containers are very handy to keep at the work site as well as at home.

Dry/dehydrated foods
Dry pasta, beans, dehydrated soups, dehydrated fruits, and other dry foods will store indefinitely but will require water, which may be in very short supply.

Staples
Crackers, wafers, whole grain cereals, and dried breads are excellent and have very long shelf lives.

Infant foods
If you have an infant, do not forget to set aside enough non-refrigerated formula and baby foods in jars.

Special diets
Make special provisions for family members who are diabetic or on low-salt or low-cholesterol diets.

Dealing with Material Losses

Detailed Annual Inventory
Maintenance of detailed annual home inventories is strongly recommended by FEMA and I have excerpted the following from the KTVU/UC Benefits Office handbook:

If your home is destroyed, you'll spend months of brain wracking effort trying to recall all of your material possessions. However, chances are you'll remember very little of it. But if you want your insurance company to pay for it, you'll need some sort of believable proof.

How to take your inventory
There are several ways to take a detailed home inventory. However, no matter how good your inventory is, it is useless to you if you leave it inside your home to be lost with the rest of the house. Put it in a safe deposit box or other secure area away from the house.

Written inventory
By far, the most detailed inventory you can take is to go through every room in the house and write down each and every piece of property you own. However, this is also the most time consuming and difficult way to do it. Your written inventory should look something like this (many insurance companies have forms available, free of charge):
Photographic inventory
By comparison, walking around your house with a snapshot camera can give you a much easier overview of your property. You can take it in as little or as much detail as you want:

- Overall shots of rooms will help you quickly remember all of your major items.
- Detailed shots of walls, corners, and floors will allow you to document specific major cost items and help you recollect what was inside such things as closets, buffets, cabinets, etc.
- Specific shots of contents of drawers, closets, chests, hutches, cabinets, etc. allow you to easily recall most, if not all of their contents.

On more expensive items (rugs, crystal, silverware sets, furs, jewelry, fine arts, etc.) take several shots to fully show the item. You should (sometimes the insurer may require it) get expert written appraisals, updated every few years. Look in your Yellow Pages under Appraisers. Make sure to check their professional qualifications. Membership in the American Society of Appraisers is a good credential for an appraiser to have. Make sure it's current. Then ask the appraiser for the names of clients whom you can call to verify the quality of their work. In fact, your insurance agent may provide a referral.

Don't forget to photograph the contents of your garage, storage lockers, cars, or other places in which you may have insured property.

Video tape inventory
Video cameras allow shooting pictures from many different angles in a very short period of time; a single tape can allow you to do a lot of detailed shooting at no additional cost. It is crucial, however, to make sure that the items are well lighted to get good pictures. (Don't forget to take a picture of the camcorder itself). Video tape can easily be ruined by magnets or heat. Do not put the tape in a location where there may be magnets, other magnetized materials or extreme heat. Store the tape in a location away from your home. A safe deposit box is best.
Overview of Emergency Response Planning in the Work Site

Maintain Safe Storage
Most injuries during an earthquake (even a non-catastrophic earthquake) are caused by falling objects and broken glass. You must be sure that all heavy equipment and furniture is well fastened to a strong structural support and that heavy and otherwise hazardous objects are not placed where they might injure someone if they fell or moved during a quake.

Chemicals
Follow EH&S guidelines for the safe storage of chemicals. Refer to the College Health and Safety Program manual for more information. Contact the College Health and Safety Unit if you have questions on chemical storage. Remember: store by compatibility, not by alphabet!

Equipment and other materials
Evaluate your work area (offices and labs) for the safe storage of equipment and other material. Large items should not be stored on upper shelves or on tops of cabinets where they could fall over in an earthquake. Research equipment that could move during a quake and result in injury or blocked egress should also be appropriately fastened. The College Building Operations Manager as well as other members of the College Health and Safety team are available to assist in your work site safety evaluation.

Secure Large Equipment or Furniture
It is critical that items that could fall over or move in an earthquake be appropriately bolted to walls or other sound structures. File cabinets that are free standing in the middle of your work area can dangerously block your exit if they fall over in an earthquake. Bookcases or storage cabinets can also fall over creating exiting or chemical hazards or, in some cases, can fall on workers causing injury. Contact the College Building Operations Manager if you would like assistance in assessing potential earthquake hazards in your area. If you have items that you would like secured, contact the College shops directly.

Safe Exiting
It is critical that safe exiting be maintained at all times. Fire code requires 36" as a minimum width for exit aisles (aisles leading to an exit) and a minimum of 24" for general work aisles. Nothing should be placed in these aisles nor should equipment project into them.

"Duck and Cover"
Inspect your work site for areas where you would be able to "duck and cover" during an earthquake. Areas under desks or tables work well so you should avoid storing materials under them that will prevent your use of the space during an earthquake. Evaluate your work area for possible problems in the event of a major quake, e.g., do you have hanging lights or ceiling tiles that could fall? Are you near a window that could break?, etc.

Maintain a Personal Use Disaster Kit
As indicated in the preface to this appendix, the size of the College precludes the ability to maintain personal use disaster supplies such as water, food and first aid kits that could accommodate the entire College population and its casual visitors in the event of a catastrophic emergency. It is therefore recommended that units, groups or individuals maintain some
supplies in an area convenient to their work site. The supplies checklist at the beginning of this appendix lists many items that should be kept in your home disaster supplies kit. Small kits made up of water, some food stuffs, prescription medicines and the like are also recommended for the work site.

**Overview of Emergency Response Planning in the Home and Financial Recovery Tips**

KTVU/UC Benefits Office Disaster Defense

Fire, Earthquake, Tidal Wave, Flood and Crime are things that often result in much more than physical damage to people and property. They also result in financial disasters to the victims as well. In this Disaster Defense Checklist, we want to give you the best advice we could muster up on how to prepare for the unpreparable to reduce the time it takes you to get your financial house in order -- the first step to making an economic recovery.

Create a "must take" list if ou only had five minutes to clear out, what would you want to take with you? Guide yourself by this two-step rule: those things which you could never replace and some things you will need right away.

Irreplaceable: Recognize that there is very little that you can never replace, but among them would likely be sentimental things like certain photographs, heirlooms, jewelry, gifts, and mementos. Store them in such a way that you could, if necessary, gather them up in seconds and take them with you. It has been suggested that those valuable items that are not often looked at such as photographs could be stored in an extra suitcase and kept in a closet near your exit. Since many people have old suitcases that they have replaced, this would provide a useful means of storing many items that you wish to be able to grab in a hurry in an emergency that requires evacuation of your residence.

Immediate needs: It would be useful to have an overnight bag or suitcase loaded with one or two changes of clothes plus outer wear, rainwear, underwear, and shoes just in case you need to evacuate in a hurry. The bag should also contain an extra pair of prescription glasses if you wear them, prescription medication if applicable, and other things specific to your comfort, health, and safety. This should be left in a closet close to the door, in your car or garage.

Have an emergency fund to the best of your ability, try to save up at least three months worth of living expense money to be used only for such an emergency and not a readily "raidable" piggy bank. In most every disaster, it is usually days before you will again have access to your property. If it is destroyed, it will be months before rebuilding begins.
Get a safe deposit box Rent a box or, at the very least, have a storage area away from your home for the following items:

<table>
<thead>
<tr>
<th>Savings Passbooks</th>
<th>Ownership Documents</th>
<th>Loan Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Inventories</td>
<td>Birth Certificates</td>
<td>Deeds</td>
</tr>
<tr>
<td>Titles</td>
<td>Powers of Attorney</td>
<td>Appraisals</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>Trusts</td>
<td>Leases</td>
</tr>
<tr>
<td>Insurance Policies</td>
<td>Wills</td>
<td>Bonds</td>
</tr>
<tr>
<td>Contracts</td>
<td>Passports</td>
<td>Stock Certificates</td>
</tr>
</tbody>
</table>

Note: Include a list of your current creditors, your account numbers and how to contact them. Also, make a list of all professionals such as accountants, tax preparers, attorneys, bankers, brokers, doctors, hospitals, and other professionals who can help you reassemble your records. Keep copies or duplicates of all these items at your home.

Take an inventory of property refer to previous section on "Detailed Annual Inventory".

Tell somebody make sure that you tell somebody you trust where to find all the items you have protected away.

Practice makes perfect conduct regular evacuation drills. Practice sometimes with the entire family, sometimes with just a few and sometimes alone, since a disaster can strike at any time with any number of your loved ones around. If you do this often, when the real thing hits, you may well save life and property.
Have a meeting place.
Have a predetermined place where all family members should meet in the event of a disaster. Again, consider the time of day, where members are likely to be and how to accomplish the plan.

**DURING THE DISASTER**
This is the time to execute your evacuation plan. This is where planning and practice pay off. Try to stick to your plan as close as possible but do not do that if it endangers your life, limb, or family. Be flexible in your response and make sure everyone knows the response should be flexible. Report to the closest disaster relief center so you can register your name. Then, if you must leave and another family member shows up, they will be able to learn you are O.K.

**AFTER THE DISASTER**
Here are a dozen duties that will get you well on the road to recovery, occupy your time and thoughts with important activities and provide the maximum return to you.

Get organized write a "To Do" list of the financial matters you need to address immediately, including filing insurance claims, requesting government assistance and finding alternative shelter.

Call your creditors Explain your situation, ask for suspension or reduction of payments and make sure you make special arrangements to keep your mortgage current since that bill goes on even if the house is gone.
Get appraisals:
Get an appraisal of your residence to compare with the one before the disaster for tax and insurance purposes.

Take pictures:
Photograph or videotape the ruins, again for insurance and tax purposes. Compared to pre-disaster pictures, it is powerful evidence.

Take inventory:
List everything you lost. (If you had a pre-disaster inventory, it will be much easier.)

Assess your finances:
List what cash and credit is available. Also list how much you expect to get from insurance.

Create a spending plan:
Determine what purchases you absolutely must make but be conservative. A written plan of those purchases over months and weeks will allow you to make the right decisions.

Do not go spend crazy:
Spending makes us feel better. But wild or unnecessary purchases will only cloud your financial future. This is the time to prioritize spending. Ask a friend or professional for advice.

Borrow cheaply:
This is not the time to run up credit card bills at back breaking interest rates. Friends, family members, and even the government may provide low cost loans.

Reconstruct documents:
If your key documents are in a safety deposit box, you are way ahead of the game. If not, reconstruct your financial picture by getting:
• a copy of your credit report
• bank records from your bank (often provided to disaster victims at no charge) and
• other records from professionals like your tax preparer, attorney, doctors, etc.

Keep close records:
Since you are basically starting all over again, keeping close records will be critical for insurance and tax purposes.
List each expense and payment:
Most of this is deductible from taxes. Much of it ups your insurance recovery.

Plan and re-plan:
Keep changing your spending and rebuilding plans as circumstances present themselves. From this tragedy can come a far more organized and beneficial financial life.
Avoiding Contractor Scams, recommendations from KTVU/UC Benefits Booklet
Anyone who loses their home is highly vulnerable to contracting scams. The natural tendency is to rebuild as quickly as possible. This gives great advantage to the large number of unscrupulous or unlicensed scam artists who prey on homeowners trying to rebuild. Never sign a rebuilding or construction contract without first having it reviewed by a competent real estate lawyer.
Be on the lookout for these "red flags:"

- The contractor wants you to obtain the building permit. (This is a strong indication he is not licensed in California.)
- The contractor's truck or vehicle has an out-of-state license plate. (Another indicator he may not be licensed in California.)
- The contractor tries to rush you into signing up under the claim that others are itching to sign up ahead of you. (This is a typical "high pressure" tactic scammers use to get you out of the competitive market place.)
- The contractor can't or won't show you proof of a current California contractor's license. California law requires contractors or their sales people to carry a "pocket license" or Home Improvement Sales (HIS) registration. (The absence of this is a dead giveaway that something is not right.) If one is produced, call the Contractors Board to make sure it's legitimate, current and with a clean record.
- The contractor wants all the money, a lot of cash or a big check up front. (This is not necessary. Often, such people simply take the money and run. Under California law, the most a contractor may ask for is 10% of the job or $1,000, whichever is less. The only exception to this is when a contractor provides a legitimate bond, approved bond equivalent or approved joint control account.)
- The contractor will not provide names of at least three to five satisfied customers. (There may well not be any.)
- The contractor repeatedly changes his story as you ask questions about work to be done. (This may well indicate incompetence or the willingness to say anything to get the work.)
- The contractor does not agree to let at least one witness sit in on the sales pitch and negotiation. (This may indicate that contractor does not wish to have his promises or his identity known by others.)

While these are not all the "red flags" they are the major ones. Full details are available from the Contractor's State License Board toll-free at 1-800-321-CSLB.

WHEN A CATASTROPHIC EARTHQUAKE OCCURS

In such an emergency, extensive personal injury and property damage will overload the Campus Emergency Response Plan and, at least during the first few hours (the most critical), the available resources will not meet the need. Within a short time, the Regional and State Emergency Response Plans will go into effect, providing additional resources. The College should be ready to use its own resources during the first critical hours to protect life, to protect property and the environment, and to restore services.

During an Earthquake

- Stay calm, try to keep others calm.
- If indoors, stay indoors; avoid falling debris; move away from experimental setups and glass windows. Crouch under a desk, stand in an inside doorway (beware of swinging doors) or the corner of the room.
- If outdoors or in a car, move to an open space.
Immediately After an Earthquake

Because of the complexity of the Chemistry buildings, it is impractical to assign evacuation routes. Plan your evacuation routes before it becomes necessary, be familiar with them, and always have alternate routes in mind. As a rule, DO NOT USE THE ELEVATORS. Persons who are unable to walk should be carried. Keep a safe distance from the buildings. In the event of a major catastrophe, all personnel should assemble in the Glade west of Evans Hall (see Appendix I, for location) after the evacuation to check in and report missing or injured persons.

After an Earthquake

- **Emergency Supplies**
  Room BG2 Giauque Hall is used to store emergency supplies such as shovels, masks, self-contained breathing apparatus, a gasoline-driven pump, some first aid supplies, and a chemical spill cart containing spill pillows, absorbent, and other equipment necessary for cleanup of chemical spills. An additional spill cart is at the northwest corner of the 7th floor of Latimer. College Emergency Action Directors, Safety Monitors and Physical Plant personnel have access to the College Emergency cache (BG2 Giauque Hall). Room 191 Tan (on the north side of the building) will also be outfitted with similar catastrophic emergency supplies.

- Do not use any flames or electrical switches. (If a gas leak exists, any flame or spark could cause explosions.)

- Assess the situation in your vicinity; help others if possible.

- Summon help if possible (call 911), but refer to the next section of this appendix on "Post Disaster Telephone Tips".

- If necessary to use stretchers to evacuate injured persons, they can be fabricated using blankets wrapped around poles. Fire blankets are available in undergraduate laboratories and in the College emergency supply cache, Room BG2 Giauque Hall.

- Evacuate to the College evacuation center; (Hearst Mining Circle) as soon as possible. DO NOT USE ELEVATORS; INSPECT STAIRWAYS BEFORE USING THEM.

- Transport injured to Tang Center.

- Take head count; consult with others for unaccounted personnel.

- If telephone lines are out of order, dispatch persons to Campus Police, 1 Sproul, and ask for assistance.

- Enter the emergency supply room and use the supplies to rescue people if necessary. (All safety monitors have keys for this room.)

- If the catastrophe occurs:
  - during regular work hours, the College Emergency Action Directors will organize rescue and fire fighting units and will isolate utilities.
  - during other than regular hours, some of the Emergency Action Directors or Safety Monitors may reach the evacuation center within a few hours; during this time, stay calm, try to summon help from the police or local medical centers.
Post-Disaster Telephone Tips
Here are some things you should know about how our local (Bay Area) telephone systems will work after a major regional disaster like an earthquake:

General Information:

- the telephone system will automatically shut down when:
  - accessed by too many callers at once
  - lines are down or cut
- cell phone systems may also:
  - become overloaded
  - have initial trouble with alignment of transceivers and antennae
- long distance lines will become operational before local lines
- pay phones will become operational before private phones
- calls are more likely to go through between 11 p.m. and 6 a.m.
- calling cards will not work
- the way our local phone system works:
  - it automatically continues to check every open line
  - it will eventually get to you, if you are patient

Do:

- designate an out-of-state contact prior to the disaster
- keep your out-of-state contact's phone number in your wallet
- hang up the phone before evacuating your home or office
- keep a roll of quarters in your emergency kit
- be patient and be ready to dial when you get a dial tone

Don't:

- use the telephone unless it is absolutely necessary
- use campus emergency phones unless it is an emergency
- hang up if you don't get a dial tone immediately

ADDITIONAL INFORMATION SOURCES

FEMA-RECOMMENDED
If you are interested in learning more about how to prepare for emergencies, contact your local American Red Cross chapter, or write to: FEMA, PO Box 2012, Jessup, MD 20794-2012 and ask for any of the following publications:

- Emergency Preparedness Checklist (L-154) Item #8-0872 ARC 4471
- Your Family Disaster Supplies Kit (L-189) Item #8-0941 ARC 4463
- Your Family Disaster Plan (L-191) Item #8-0954 ARC 4466
- Are You Ready? Your Guide to Disaster Preparedness (H-34) Item #8-0908
- Emergency Preparedness Publications (L-164) Item #8-0822
OTHER

- Pacific Bell White Pages Customer Guide, First Aid and Survival Guide. This section of the phone book contains valuable information including a first aid treatment guide, information on evaluating your home for earthquake hazards, and some procedures to follow after a catastrophic earthquake.
## Vendor Resource List

### Supplies

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Website</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthquake Outlet/IOR Inc.</td>
<td><a href="http://www.angelfire.com/biz/eqoutlet">www.angelfire.com/biz/eqoutlet</a></td>
<td>1.) 6241 Hollis Street, Emeryville, CA 94608&lt;br&gt;2.) 900 North Point #E1 Rose Court, San Francisco, CA 94109</td>
<td>Tel: (510) 655-6977, Fax: (510) 674-9093</td>
</tr>
<tr>
<td>Q Safety</td>
<td><a href="http://www.qsafety.com/index.html">www.qsafety.com/index.html</a></td>
<td>1760 Evergreen Street, Duarte, CA 91010&lt;br&gt;TEL: (800) 997-2338, FAX: (626) 932-1287</td>
<td>Fasteners for home and work</td>
</tr>
<tr>
<td>Fastening Solutions, Inc.</td>
<td>[<a href="http://www.fastening">www.fastening</a> solutions.com](<a href="http://www.fastening">http://www.fastening</a> solutions.com)</td>
<td>19458 Ventura Blvd #6, Tarzana, CA 91356&lt;br&gt;818-994-6398</td>
<td>Various supplies</td>
</tr>
<tr>
<td>Simpler Life Emergency Provisions</td>
<td><a href="http://www.simplerlife.com/">www.simplerlife.com/</a></td>
<td>2035 Park Avenue, Suite 1, Redlands, CA 92373</td>
<td>Tel: (909) 798-8108, Fax: (909) 798-8718</td>
</tr>
<tr>
<td>The Bradley Company</td>
<td></td>
<td>405 El Camino Real, #223, Menlo Park, CA 90425</td>
<td>Tel: 415-323-1854</td>
</tr>
<tr>
<td>Business Safety Products, Disaster Cabinets &amp; Kits, Search &amp; Rescue Kits</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Work Safe Technologies</td>
<td><a href="http://www.companyinfo.com/worksafe/">www.companyinfo.com/worksafe/</a></td>
<td>7258 Bark Lane, San Jose, CA 95129</td>
<td>Tel: 408-255-5441</td>
</tr>
<tr>
<td>American Red Cross Bay Area</td>
<td><a href="http://www.bayarea-redcross.org/">www.bayarea-redcross.org/</a></td>
<td>85 Second St 8th Floor, San Francisco, CA 94105-0000</td>
<td>Tel: 415-427-8000, Fax: 415-427-8104</td>
</tr>
<tr>
<td>Fast Response</td>
<td><a href="http://www.fastresponse.org">www.fastresponse.org</a></td>
<td>1015 University Avenue, Berkeley, CA 91710&lt;br&gt;TEL: 510-849-4009, FAX: 510-527-4140</td>
<td>CPR, First Aid, Fire Extinguisher, etc.</td>
</tr>
<tr>
<td>CPR Seminars</td>
<td></td>
<td>1926 Broadway Alameda, CA 94501&lt;br&gt;TEL: 510-523-4151, FAX: 510-523-4151</td>
<td>CPR, First Aid, Fire Extinguisher, etc.</td>
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</table>

### Training

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</tr>
<tr>
<td>The Emergency Lifeline</td>
<td><a href="http://www.disaster-resource.com">www.disaster-resource.com</a></td>
<td>1510 E. Edinger, Suite D, Santa Ana, CA 92705</td>
<td>Tel: 800-826-2201, Survival Planning, annual resource guide</td>
</tr>
<tr>
<td>Fast Response</td>
<td><a href="http://www.fastresponse.org">www.fastresponse.org</a></td>
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