



EMERGENCY AND SAFETY INFORMATION HANDBOOK
FOR STUDENTS AND STAFF

BY:

WEST COAST ULTRASOUND INSTITUTE

MAIN CAMPUS

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ONTARIO BRANCH CAMPUS

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EARTHQUAKE

Earthquake evacuation should only occur if the building becomes unsafe (i.e. gas leak, fire). During an earthquake you will usually be safer inside. Stay in the immediate area until regional damage assessment reports and safe transit routes are confirmed by authorities. In case of an earthquake:

- Drop-down to the floor.
- Cover-take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect you head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- Hold on-if you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. There is danger of falling debris. If you are outdoors, move away from buildings, falling objects, and power lines.

If required to evacuate, do not use the elevators, proceed to the nearest stairwell and exit the building.

AFTER EARTHQUAKE

Be prepared for aftershocks. If you are outside, do not return to your classroom until authorized.

FIRE

If you discover a Fire or smell Smoke:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Campus Director.
- Call 9-1-1.
- If the fire is in an occupied room, remove anyone from immediate danger.
- Confine the fire or smoke by closing doors as you leave the area.
- Evacuate via the safest and closest stairwell to the safe refuge area.

Fire emergency evacuation plan is simple when in a single level structure. Remember R.A.C.E, which stands for Rescue-Alarm-Contain-Evacuate.

- Rescue-If possible, help others clear the area.
- Alarm-tell others, call 911, call the front desk.
- Contain-close the fire doors to the area.
- Evacuate-in a multilevel building, employees must have a plan.

All employees are designated fire safety and must communicate with one another. The floor with the fire should be evacuated first. The next floor evacuated should be the one above the fire, and then the rest of the floors, starting with the highest floor. As safety permits, at least two employees should walk the floors as they evacuate to make sure all students and staff are out, or until fire department arrives. As the staff helps the students to safety, roll call should be done from the morning sign-in sheets. Retrieving the sign-in sheets will be the responsibility of the Instructors and staff.

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After evacuation, all staff and students meet at the park across the street, La Cienega Park located at 8400 Gregory Way, Beverly Hills, CA.

Fire extinguishers are made for small trash can size fires. If you do not know how to use a fire extinguisher, the best thing to do is, R.A.C.E. To use a fire extinguisher, remember (P.A.S.S.), Pull-Aim-Squeeze-Sweep.

- Pull the pin.
- Aim the hose.
- Squeeze the handle.
- Sweep at the base of the fire.

Only use a fire extinguisher if:

- You are familiar with the operation of an extinguisher and can use one safely;
- You have someone with you (with another fire extinguisher);
- You have your back facing an exit at all times.

If you are trapped in your office during a fire:

- Wedge cloth material along the bottom of the door to keep out smoke.
- Use the telephone to notify staff.
- If you must have air, open the window slightly. If outside smoke enters the room, close the window.

FIRE NOTIFICATION

Notify Police and/or Fire Department by dialing 9-1-1. Give them the following information:

Building address: 291 S. La Cienega Blvd Beverly Hills, CA.

Cross streets: La Cienega Blvd and Gregory Way.

Our Telephone number: 310-389-5123.

If you have extinguished the fire, notify a school official. However, if your attempts to extinguish the fire with a fire extinguisher are unsuccessful or the Fire is too large, proceed to the nearest stairwell exit.

REPORTING OF CRIMINAL INCIDENCE

The school strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of criminal acts or suspicious behavior to the Campus Director or security guards. The school will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified. Students should report all incidents related to sexual assault for inclusion in the school's crime statistics. Any pastoral and/or professional counseling will be kept in the strictest of confidence and will only be used for the purpose of disclosing such an incident in the school's annual disclosure of its crime statistics.

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EMERGENCY RE INJURY AND/OR ILLNESS OF STUDENTS, FACULTY AND STAFF

If an employee, visitor or contractor becomes ill or injured while on campus, execute the following:

- Call 9-1-1 and ask for medical assistance.
- Notify an Emergency Safety Officer.
- Do not remove the injured or ill person unless relocation is necessary to prevent further injury.
- Assist the Emergency Response Provider or Police in keeping the area clear and escorting response personnel to the scene.
- Post a person by the entrance/elevator to escort emergency personnel and paramedics.
- Notify the employee's supervisor of the incident, who will complete a Supervisor's Report of Injury and initiate appropriate investigative procedures.
- Accompany the injured or ill person to the Student Health Center or to a hospital if medical treatment is provided off-campus.

BOMB THREAT

The following are steps one should take when receiving a bomb threat over the phone:

- Do not put the caller on hold or transfer the call.
- Do not interrupt the caller.
- Call 911 from a campus phone. Make sure you give the police dispatcher your name, exact location, including building and room number.
- Notify your supervisor and an Emergency Safety Officer and follow their instructions.
- Evacuate to our meeting area.
- After evacuating, be sure to assemble a safe distance from the building and have a barrier between you and the building in question.

EMERGENCY RESPONSE AND NOTIFICATION POLICY

Notification will be given to students and staff via the phone system.

- First individual informed of an immediate threat to our students and staffs health or safety, must contact front desk at Ext 101 or 310-289-5123.
- The desk person will then contact Staff person or persons who are able to activate emergency notification system (ENS).
- The threat must be verified for severe weather, outbreak (virus), earthquake, gas leak, rioting, nearby chemical spill/hazardous waste. There is a Threat Level indicator for each threat in part two.
- In the event of an intruder with a gun or a person threatening our health and safety, we must act fast. Secure doors to keep intruder away from students and staff.
- There will be no time to verify this threat; we must activate the ENS, secure all classrooms and notified police right away. Example: student tells staff member "I saw a man with a gun on first floor" - immediately announce to secure all doors via the ENS and call 911. The safety persons will then make contact with classroom teachers to make sure all doors are secure. The message should be repeated.

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- Two-way radios should be used between key personal and front desk. A frequency should be agreed on and not changed. This would be only for immediate threat.
- Key personal would make sure all staff/students are notified and safe.
- All other threats will be verified and all information as it pertains to our staff and students will be released so they can make the best judgment for their own health and safety in a timely matter.

INTRUDER/HOSTAGE PROTOCOL

Intruder - when an unauthorized person enters school property:

- Notify Campus Director.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify security or police and Campus Director if intruder still refuses to leave.
- Give police full description of intruder. (Keep intruder unaware of call for help if possible).
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Campus Director.
- Campus Director or designee will announce LOCKDOWN action.
- The SC or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

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SEVERE WEATHER PROTOCOL

When a Severe Weather Watch or Warning has been issued in the area near the school.

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review “DROP COVER and HOLD” procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school

- The Campus Director will announce SHELTER-IN-PLACE alert signal.
- The CD will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.
- The CD will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Evacuate students and staff from any mobile classrooms in to the building.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

PART TWO

Emergency management within the State of California is overseen and directed by the Governor's Office of Emergency Services.

See Attachment 4.

The school is located within Disaster Management Area E in Los Angeles County and in the Southern Administrative Region of the State Office of Emergency Services. We are located seven miles west downtown Los Angeles. The following hazards that could impact the school:

- Threat Assessment 1 Major Earthquake
- Threat Assessment 2 Hazardous Materials
- Threat Assessment 3 Flooding
- Threat Assessment 4 Landslide/Mudflow
- Threat Assessment 5 Tsunami
- Threat Assessment 6 Civil Unrest
- Threat Assessment 7 Terrorism
- Threat Assessment 8 Public Health Emergency (Pandemic)
- Threat Assessment 9 National Security Emergency

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PART THREE

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

Annual Report

Schools have to publish an annual report every year by October 1st that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victim's rights, the law enforcement authority of campus policy and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report can be found and paper copies are available upon request. A copy of the statistics must also be provided to the U.S. Department of Education.

Crime Statistics

Each School must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" such as student judicial affairs directors. Professional mental health and religious counselors are exempt from reporting obligations, but may refer patients to a confidential reporting system which the school has to indicate where or not it has.

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Crime on Campus Statistics

BEVERLY HILLS MAIN CAMPUS

Crime	2006	2007	2008	2009	2010	2011	2012
Liquor Law Violation	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	0	0	0	0	0
Burglaries	0	1	0	0	0	0	0
Robberies	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0
Murders/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Crimes involving bodily injury reported to local police or campus personnel that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0	0	0

Hate Crimes

There were no reported hate crimes for the years 2006 through 2012.

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ONTARIO BRANCH CAMPUS

Crime	2006	2007	2008	2009	2010	2011	2012
Liquor Law Violation	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	0	0	0	0	0
Burglaries	0	0	1	0	0	0	0
Robberies	0	0	0	0	0	1	0
Forcible Sex Offenses	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0
Murders/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Crimes involving bodily injury reported to local police or campus personnel that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0	0	0

Hate Crimes

There were no reported hate crimes for the years 2006 through 2012.

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PHOENIX BRANCH CAMPUS

Crime	2006	2007	2008	2009	2010	2011	2012
Liquor Law Violation	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	0	1	0	0	1	0
Burglaries	0	0	0	0	0	0	0
Robberies	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0
Murders/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Crimes involving bodily injury reported to local police or campus personnel that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability	0	0	0	0	0	0	0

Hate Crimes

There were no reported hate crimes for the years 2006 through 2012.

Interpandemic Period	General Definition
Phase 1	<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • May or may not be present in animals. • If present in animals, the risk of human infection is considered to be low.
Phase 2	<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • A circulating animal virus subtype may be detected in animals. • There may be a substantial risk of human disease.
Pandemic Alert Period	General Definition
Phase 3	<ul style="list-style-type: none"> • Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.
Phase 4	<ul style="list-style-type: none"> • Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized. • Virus is not well adapted to humans.
Phase 5	<ul style="list-style-type: none"> • Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible. • The risk of pandemic is now substantial.
Pandemic Period	General Definition
Phase 6	<ul style="list-style-type: none"> • Increased and sustained transmission is documented in the general population.
Post-Pandemic Period	General Definition
Phase 7	<ul style="list-style-type: none"> • Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.

The Los Angeles County Department of Public Health (LACDPH) is the lead department for the county's response. LACDPH will work closely with local jurisdictions to ensure that:

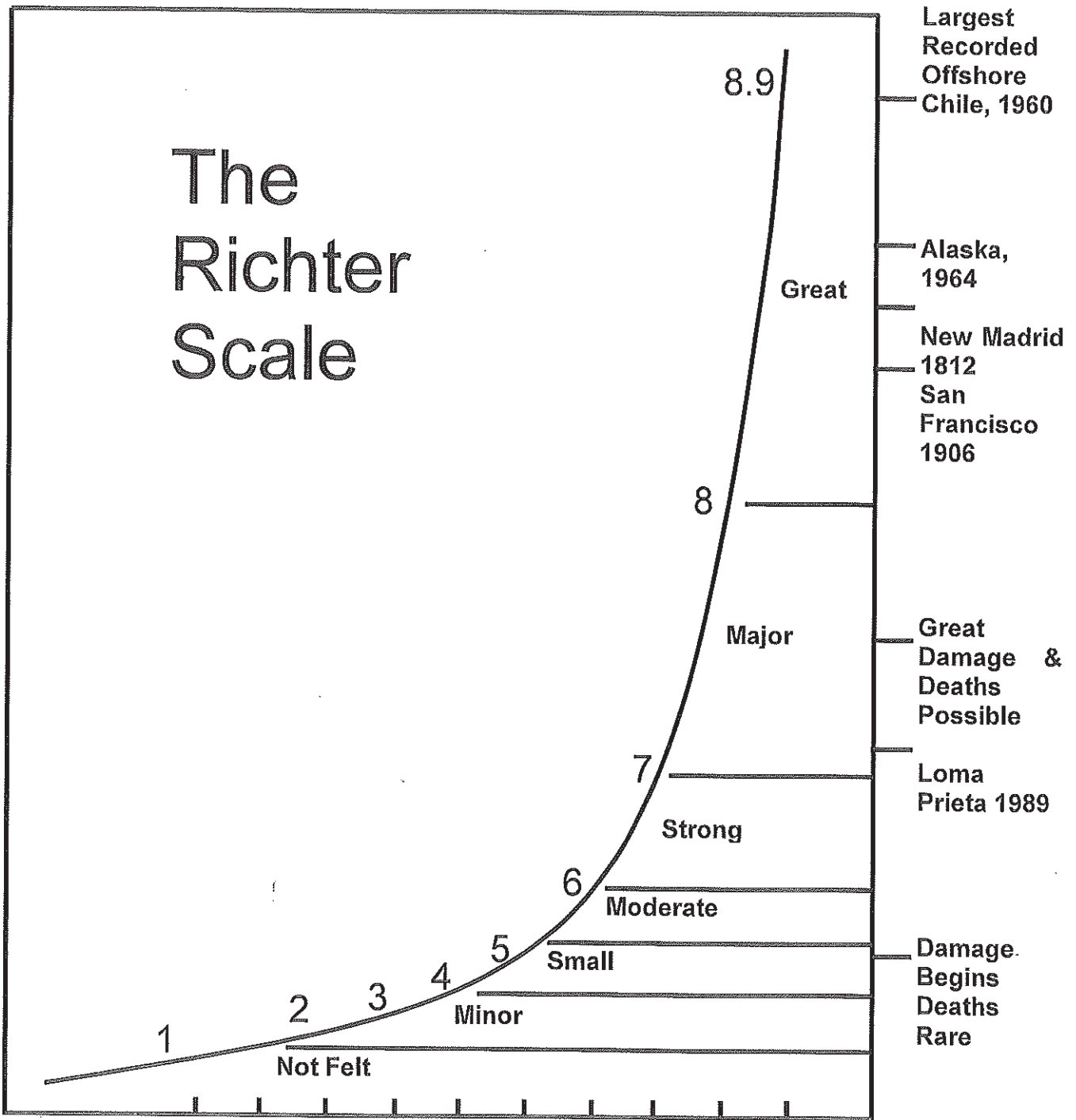
- planning efforts are consistent throughout the county;
- official information will be provided to the jurisdictions in a timely manner;
- pharmaceutical distribution planning, training and exercising is conducted; and
- the organization is SEMS/NIMS (Standardized Emergency Management System/National Incident Management System) compliant.

Abridged Modified Mercalli Intensity Scale

Intensity Value and Description	Average Peak Velo University (cm/sec)	Average Peak Acceleration (g = gravity)
I. Not felt except by a very few under especially favorable circumstances (I Rossi-Forel scale). Damage potential: None.	<0.1	<0.0017
II. Felt only by a few persons at rest, especially on upper floors of high-rise buildings. Delicately suspended objects may swing. (I to II Rossi-Forel scale). Damage potential: None.		
III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like passing of truck. Duration estimated. (III Rossi-Forel scale). Damage potential: None.		
IV. During the day felt indoors by many, outdoors by few. At night some awakened. Dishes, windows, doors disturbed; walls make creaking sound. Sensation like a heavy truck striking building. Standing automobiles rocked noticeably. (IV to V Rossi-Forel scale). Damage potential: None. Perceived shaking: Light.	1.1 – 3.4	0.014 - 0.039
V. Felt by nearly everyone, many awakened. Some dishes, windows, and so on broken; cracked plaster in a few places; unstable objects overturned. Disturbances of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop. (V to VI Rossi-Forel scale). Damage potential: Very light. Perceived shaking: Moderate.	3.4 – 8.1	0.039-0.092
VI. Felt by all, many frightened and run outdoors. Some heavy furniture moved, few instances of fallen plaster and damaged chimneys. Damage slight. (VI to VII Rossi-Forel scale). Damage potential: Light. Perceived shaking: Strong.	8.1 - 16	0.092 -0.18
VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving cars. (VIII Rossi-Forel scale). Damage potential: Moderate. Perceived shaking: Very strong.	16 - 31	0.18 - 0.34
VIII. Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures. Panel walls thrown out of frame structures. Fall of chimneys, factory stacks, columns, monuments, and walls. Heavy furniture overturned. Sand and mud ejected in small amounts. Changes in well water. Persons driving cars disturbed. (VIII+ to IX Rossi-Forel scale). Damage potential: Moderate to heavy. Perceived shaking: Severe.	31 - 60	0.34 - 0.65
IX. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb; great in substantial buildings with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken. (IX+ Rossi-Forel scale). Damage potential: Heavy. Perceived shaking: Violent.	60 - 116	0.65 – 1.24
X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifted sand and mud. Water splashed, slopped over banks. (X Rossi-Forel scale). Damage potential: Very heavy. Perceived shaking: Extreme.	> 116	> 1.24
XI. Few, if any, (masonry) structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and land slips in soft ground. Rails bent greatly.		
XII. Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown into air.		

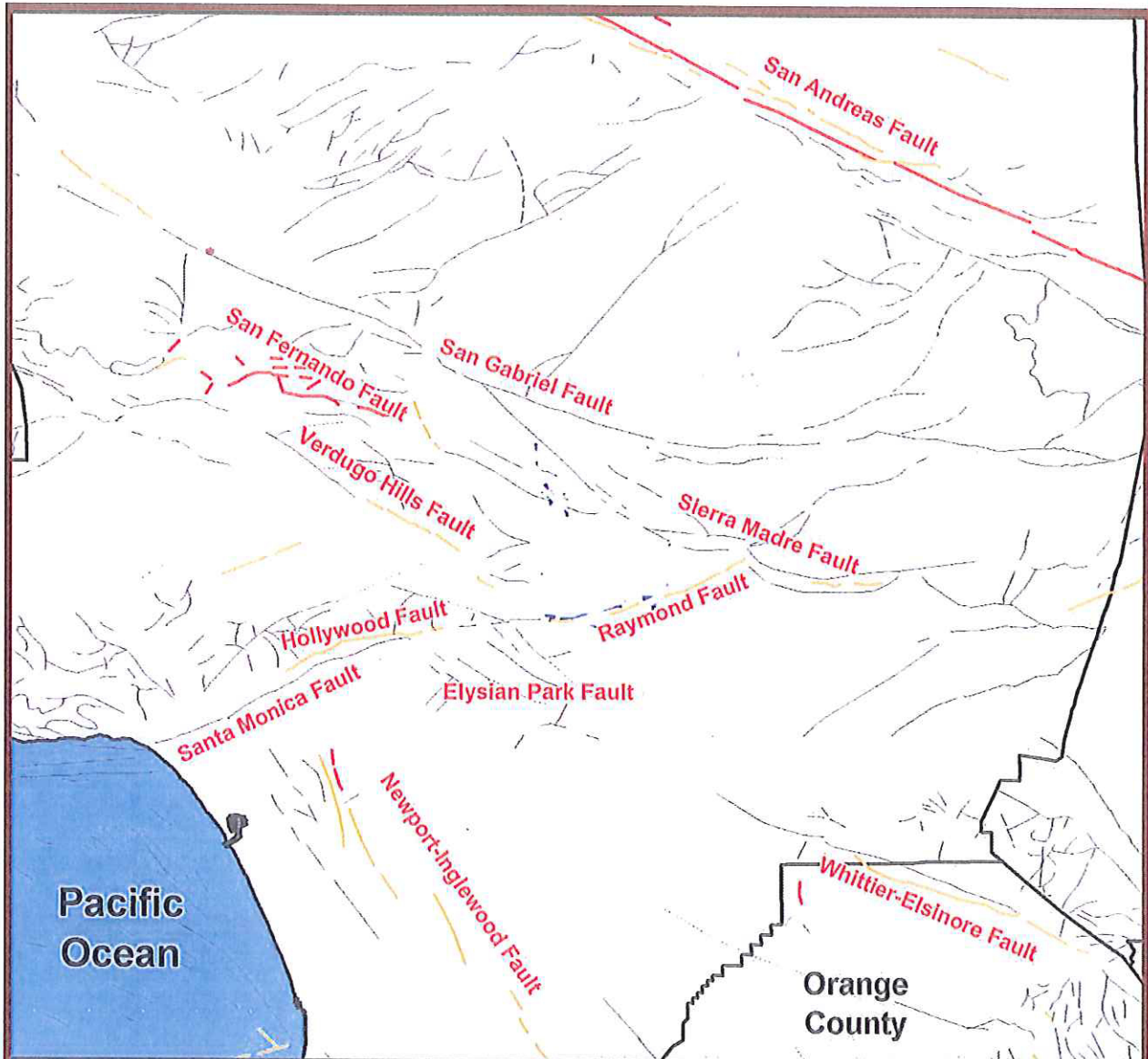
Modified from Bolt (1993); Wald et al. (1999)

The Richter Scale






Maanitude 1 2 3 4 5 6 7 8 9

Earthquake Fault Map



Source: Jennings, 1994

Map Explanation

-  Fault Showing Evidence of Historic Rupture.
-  Fault Showing Evidence of Holocene Rupture.
-  Fault Showing Evidence of Pre-Holocene Rupture.

Guidance for Local Jurisdictions to Develop or Review Tsunami Evacuation Plans for a Post-Earthquake, Local-Source Tsunami

Purpose: This document provides local jurisdictions with guidance for assessing hazards after a large local earthquake that could inhibit safe evacuation from tsunami hazard areas.

Background: California's coastal region has many large active faults and unstable submarine slopes capable of producing destructive tsunamis. Examples where local earthquakes generated tsunamis in California include:

- January 26, 1700 - A magnitude 9 earthquake along California's north coast generated a major tsunami locally.
- December 21, 1812 - A local earthquake triggered a tsunami near Santa Barbara that so alarmed people in coastal villages that they retreated several miles inland closer to the Santa Barbara Mission.
- November 4, 1927 - A magnitude 7.1 earthquake off the coast of northern Santa Barbara County caused a six-foot-high tsunami along portions of the central coast.



For anyone in tsunami evacuation zones, strong ground shaking from an earthquake is the natural warning that a tsunami might be coming. People on the beach or in harbor areas should evacuate for any felt earthquake and, if strong shaking lasts for 20 seconds or more, all people within evacuation areas should move inland or to higher ground. However, strong earthquake shaking can also cause additional hazards, such as landslides or downed power lines, which can inhibit or prevent safe evacuation. Without analysis to identify these potential hazards along evacuation routes, evacuees might be routed through areas where they could become injured while moving away from potential tsunami inundation areas.

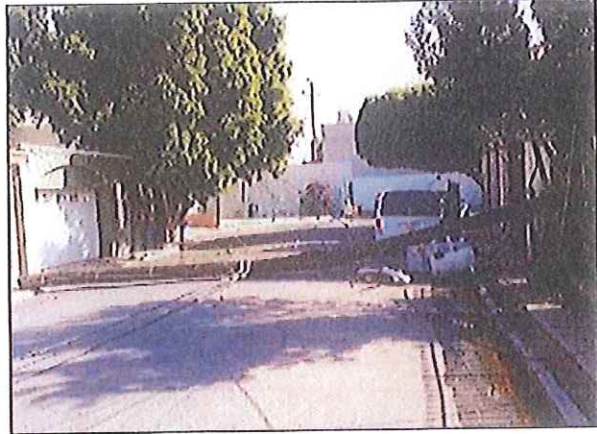
The state tsunami program provides assistance to jurisdictions that request help preparing or reviewing evacuation plans to address local-source tsunamis. However, for local jurisdictions that would like to evaluate these potential evacuation hazards using their own resources, the following step-by-step guidance is provided:

Step 1: Determine the areas vulnerable to tsunami hazards from all potential local tsunami sources. The state tsunami program has evaluated potential tsunami sources through their statewide inundation mapping project, which covers almost all populated, low-lying coastal areas in California (www.tsunami.ca.gov). Local jurisdictions have used this information and other data to compile evacuation zones. Although they address the combined tsunami hazard from both local and distant sources, these evacuation zones are the best starting point for this evaluation of potential evacuation hazards during a local earthquake. Consult the state program if you would like more detailed information about the local tsunami sources affecting your jurisdiction.

Step 2: Select a team representing local emergency planners and responders, and local/regional earthquake and tsunami experts to identify local, collateral earthquake hazards. In addition to the group typically selected for evacuation plan preparation (primarily emergency managers), engineers, geologists, and Geographic Information Systems (GIS) personnel from the jurisdictions at risk should be consulted to determine what additional hazards exist and where they are located. Regional earthquake alliance or tsunami work groups will also have the needed breadth and expertise to oversee such efforts. This group should work with the state tsunami program in the hazard identification effort.

Step 3: Using a GIS platform, identify and map out potential collateral hazards and obstacles, and consider any special needs of the communities in the tsunami hazard areas. First determine if previous earthquake scenarios have been developed for the area, including HAZUS assessments. For areas with significant coastal hazards, detailed analyses to determine the severity of those hazards may be required. The first focus should be on areas of potential isolation. The following variables should be considered during the evaluation:

- **Areas of isolation:** islands, peninsulas, cliffs, and other natural/man-made areas of isolation.
- **Geologic hazards:** ground shaking intensity, liquefaction, lateral spreading, subsidence, landslides, fault rupture, and other types of ground failure hazards.
- **Utility hazards:** above ground power lines/poles/towers (pictured right), buried gas/oil pipelines, buried electric lines, electrical boxes and structures, and other utilities.
- **Man-made obstacles:** fences, locked/electronic gates, walls, buildings, bridges, overpasses, berms, vegetation, and other structures.
- **Population at risk:** number of people, age and mobility, and other factors affecting the personal egress of the population.



Step 4: Visit each location identified as having potential collateral hazards during evacuation. Determine the impact and severity of potential hazards on evacuation in each area, including the combined effects from multiple hazards (for example: fires sparked by downed power lines over disrupted, leaking gas pipelines). Evacuation should always be ON FOOT. Identify pedestrian paths of egress with the fewest hazards and walk those routes to determine if evacuation can be safely done within 10 minutes, the time it typically takes a tsunami from a local source to arrive on shore. Without obstacles, the average person should be able to walk approximately 2000 feet (600 meters) in 10 minutes, a rate of about three feet (one meter) per second. If obstacles exist or the evacuees have mobility problems, the distance they can travel will be less. If certain man-made hazards or obstacles cannot be overcome, address these issues with the land/utility owners and the resident evacuees. Vertical evacuation options should be considered in this case (for more information, see FEMA document P646, "Vertical Evacuation from Tsunamis: A Guide for Community Officials" <http://www.fema.gov/library/viewRecord.do?id=3808>). This is also a good opportunity to identify locations to place tsunami hazard signs; make sure signs represent evacuation for both local and distant tsunami events (visit <http://www.dot.ca.gov/hq/traffops/signtech/signdel/tsunami.htm> for sign specifications).

Step 5: Develop evacuation plans based on the pathways with the fewest hazards and obstacles. Consider using a GIS for digital representation of evacuation plans that can be overlain on different base maps, and can be readily updated as needed. Discuss potential utility and obstacle (fence/locked gate) hazard issues with utility/property owners and determine if evacuation problems can be mitigated. Some areas may have no reasonable evacuation solution; discuss what messaging to use for those areas. Consult with representatives from adjacent jurisdictions to develop consistent evacuation plans across jurisdictional boundaries.

Step 6: Share evacuation plans with communities at risk. Present the results of the evacuation plan at public meetings in each community. Educate the communities about both earthquake and tsunami hazards that might impact them. Recommend that the communities practice their evacuation plans through drills, perhaps during "Tsunami Awareness Week" (held in March each year). Discuss possible sign placement options with the community leaders to get their assistance and input. Gather feedback from the communities.

Step 7: Make adjustments to the evacuation plans as needed. Review the tsunami evacuation plan every several years in case significant changes occur to the community population or evacuation pathways. Integrate community inputs as needed. The state can help provide localized public outreach materials.

IF YOU FEEL A STRONG EARTHQUAKE WHILE NEAR THE COAST:

1. PROTECT yourself during the earthquake



- If indoors, DROP under a sturdy table or object, COVER your head and neck and HOLD ON.
- If outdoors, move to a clear area if you can safely do so - away from trees, beach cliffs, signs and other hazards - and drop* to the ground.
- * If you have mobility impairments that prevent you from getting up on your own, do not drop to the ground but do cover your head and neck and hold on.

2. MOVE to High Ground

- As soon as it is safe to move, go to higher ground. DO NOT WAIT for an official tsunami warning.
- Avoid downed power lines and weakened overpasses.
- If you are outside of a tsunami hazard zone, stay where you are.



3. STAY There

- Remain on high ground. Waves from a tsunami may arrive for eight hours or longer.
- Return to the coast only when officials have announced that it is safe to do so.



THINGS YOU SHOULD KNOW ABOUT TSUNAMIS

- A tsunami is a series of waves or surges most commonly caused by an earthquake beneath the sea floor.
- An unusual lowering of ocean water, exposing the sea floor, is a warning of a tsunami or other large wave. This "draw back" means the water will surge back strongly.
- Beaches, lagoons, bays, estuaries, tidal flats and river mouths are the most dangerous places to be. It is rare for a tsunami to penetrate more than a mile inland.
- Tsunami waves are unlike normal coastal waves. Tsunamis are more like a river in flood or a sloping mountain of water and filled with debris.
- Tsunamis cannot be surfed. They have no face for a surfer to dig into and are usually filled with debris.
- Large tsunamis may reach heights of twenty to fifty feet along the coast and even higher in a few locales. The first tsunami surge is not the highest and the largest surge may occur hours after the first wave. It is not possible to predict how many surges or how much time will elapse between waves for a particular tsunami.
- The entire California Coast is vulnerable to tsunamis. The Crescent City Harbor on California's North Coast suffered significant tsunami damage as recently as 2006. A dozen people were killed in California following the 1964 Alaska earthquake.

ADDITIONAL RESOURCES

About tsunamis: <http://wcatwcarh.noaa.gov/>

Identifying natural hazards in your neighborhood
www.myhazards.calema.ca.gov

Preparing for earthquakes and tsunamis
www.earthquakecountry.org

The California Geological Survey www.consrv.ca.gov/cgs

Or contact your county Office of Emergency Services.

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7_09

How to Survive a Tsunami

- Protect yourself during the earthquake
- Move to high ground or inland as soon as you can
- Stay there

Prepared by:



Cal EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

www.calema.ca.gov

TWO WAYS TO FIND OUT IF A TSUNAMI MAY BE COMING

1. NATURAL WARNING

Strong ground shaking, a loud ocean roar, or the water receding unusually far exposing the sea floor are all nature's warnings that a tsunami may be coming. If you observe any of these warning signs, immediately go to higher ground or inland. A tsunami may arrive within minutes and may last for eight hours or longer. Stay away from coastal areas until officials announce that it is safe to return.



2. OFFICIAL WARNING

You may hear that a Tsunami Warning has been issued. Tsunami Warnings might come via radio, television, telephone, text message, door-to-door contact by emergency responders, NOAA weather radios, or in some cases by outdoor sirens. Move away from the beach and seek more information on local radio or television stations. Follow the directions of emergency personnel who may request you to evacuate beaches and low-lying coastal areas. Use your phone only for life-threatening emergencies.



Natural and official warnings are equally important. Respond to whichever comes first.

WHEN SHOULD I EVACUATE?

Evacuation should not be automatic. Before evacuating you should determine if you are in a hazard zone and consider possible hazards that may exist along your evacuation route.

- Know if you live, work, or play in a tsunami hazard zone.
- **COUNT** how long the earthquake lasts. If you feel more than 20 seconds of very strong ground shaking and are in a tsunami hazard zone, evacuate as soon as it is safe to do so.
- If you are on the beach or in a harbor and feel an earthquake—no matter how small—immediately move inland or to high ground.
- **GO ON FOOT.** Roads and bridges may be damaged.
- Avoid downed power lines.
- If evacuation is impossible, go to the third or higher floor of a sturdy building or climb a tree. This should only be used as a last resort.
- If you hear that a tsunami warning has been issued but did not feel an earthquake, get more information. Listen to the radio, television or other information sources and follow the instructions of emergency personnel.
- If you are outside of a tsunami hazard zone, take no action. You are safer staying where you are.



All California coastal counties have tsunami hazard guidance maps and are in the process of posting tsunami hazard zone signs. These signs and maps will show you what areas are safe and what areas may be at risk. Use them to guide you to a safe area.

PREPARE NOW

How you prepare will affect how you recover. And being prepared for earthquakes and tsunamis prepares you for all kinds of disasters.

- Know if you live, work, or play in a tsunami hazard zone.
- Learn what the recommended tsunami evacuation routes are in your city, county and region. Identify safety zone(s) near you, and decide on your primary and secondary evacuation routes.
- If you live or work in a tsunami hazard zone get a NOAA weather radio with the public alert feature for your home and office. It will alert you even if turned off.
- Assemble a small evacuation kit with essential documents, medications, a flashlight, a portable NOAA weather radio and batteries, water, snacks and warm clothes. Include a silver "space blanket" in your kit – it can be used to signal your location to air search teams. Keep your evacuation kit by the door so you can "grab & go".
- Walk your route – consider what you would do at night or in stormy weather.
- Make a reunification plan with your loved ones. Decide when and where you will meet if you are separated, and what out of state relative or friend you will call if it is not possible to meet at your pre-designated reunification spot.
- Discuss plans with family, coworkers and neighbors.
- Make plans for how to address any functional needs or disabilities you might have. If you need help evacuating, prearrange assistance from neighbors including transport of mobility devices and durable medical equipment. If you are mobility impaired, account for the extra time that you may need.
- Decide on the best strategy for protecting your pets.
- Prepare to be on your own for several days or longer.
- Consider joining your Community Emergency Response Team (www.csc.ca.gov/cc/cert.asp)

WHERE SHOULD I GO?

If no maps or signs are available, go to an area 100 feet above sea level or two miles inland, away from the coast. If you cannot get this far, go as high as possible. Every foot inland or upwards can make a difference.





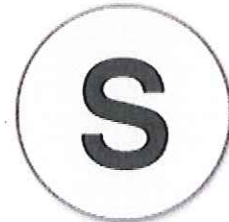
Incident Facilities and Map Symbols

- **Incident Command Post:** The Incident Command Post is the location from which the Incident Commander oversees all incident operations.

Incident Command Post

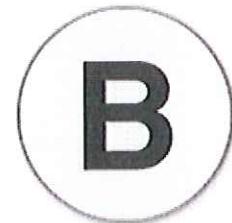
On a map, the ICP location appears as a blue and white square.

- **Staging Area:** A Staging Area is a temporary location where personnel and equipment are gathered while waiting to be assigned.

Staging Area

On a map, the Staging Area appears as a circle with an S in it.

- **Incident Base:** The Incident Base is the location from which primary logistics and administrative functions are coordinated and administered.

Base

On a map, the Base appears as a circle with a B in it.

- **Camp:** A Camp provides sleeping, food, water, and sanitary services to incident personnel.
- **Helibase:** A Helibase is a location from which helicopter-centered air operations are conducted.

- **Helispot:** A Helispot is a more temporary location at the incident, where helicopters can safely land and take off.

Camp, Helibase, and Helispot



H-3



ADVISORY SYSTEM

SEVERE

SEVERE RISK OF
TERRORIST ATTACKS

HIGH

HIGH RISK OF
TERRORIST ATTACKS

ELEVATED

SIGNIFICANT RISK OF
TERRORIST ATTACKS

GUARDED

GENERAL RISK OF
TERRORIST ATTACKS

LOW

LOW RISK OF
TERRORIST ATTACKS

Surge Protector and Power Strip Safety Information from Yale University Office of the Fire Marshal

Every year, thousands of fires result from surge protectors, power strips and electrical cords. Listed below are some suggestions to help prevent a possible fire from beginning.

- Use only surge protectors or power strips that have an internal circuit breaker. These units will trip the breaker if the power strip is over loaded or shorted to prevent overheating.
- Surge protectors, power strips, or extension cords are not a substitute for permanent wiring.
- If at any time the surge protector or plug strip is hot to the touch remove and replace the unit. The electrical load for this strip should be evaluated for overloading.
- At no time should a surge protector or plug strip be placed in a situation that will allow it to be exposed to a moist environment
- Any surge protector or power strip that does not have an internal circuit breaker, has frayed wires, or has a unit that is not working properly, should be replaced immediately.
- **Do not plug a surge protector or power strip into an existing surge protector or power strip. This practice is called "daisy chaining" or "piggy backing" and can lead to serious problems.**
- All surge protectors or power strips need to be UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) approved. The UL or ETL label must never be removed from the unit. On the underside of the casing, there should be the manufacturer's name and the name of the testing lab where the unit was tested.
- **There should only be one surge protector or power strip plugged into a single duplex electrical outlet.**
- Do not locate a surge protector or power strip in any area where the unit would be covered with carpet, furniture, or any other item that will limit or prevent air circulation.
- Do not staple, tack, or tape a surge protector or power strip.
- Visually inspect all surge protectors or power strips on a regular basis to ensure that they are not damaged or showing signs of degradation. During the visual inspection, ensure that the plug is fully engaged in their respective outlets.
- When the surge protector or plug strip is not in use, unplug the unit.
- The surge protector or power strips should always have either a polarized plug with one of the blades being larger then the other one or a three-prong grounded plug. Never use a three to two prong adapter to power the unit.
- **Surge protectors or power strips should have a cord of no more than 6 feet in length.**
- Never plug medical equipment into a surge protector or power strip unless it is approved for this purpose.

