



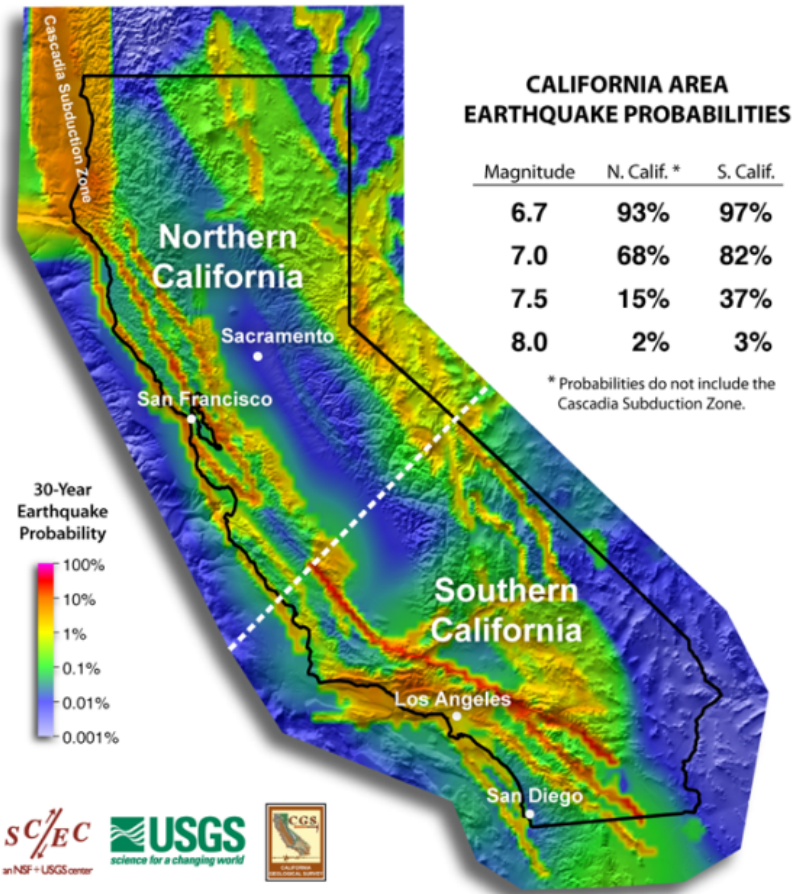
GNA Disaster & Emergency Preparedness (DEP) Plan

Last Updated: 11/26/12



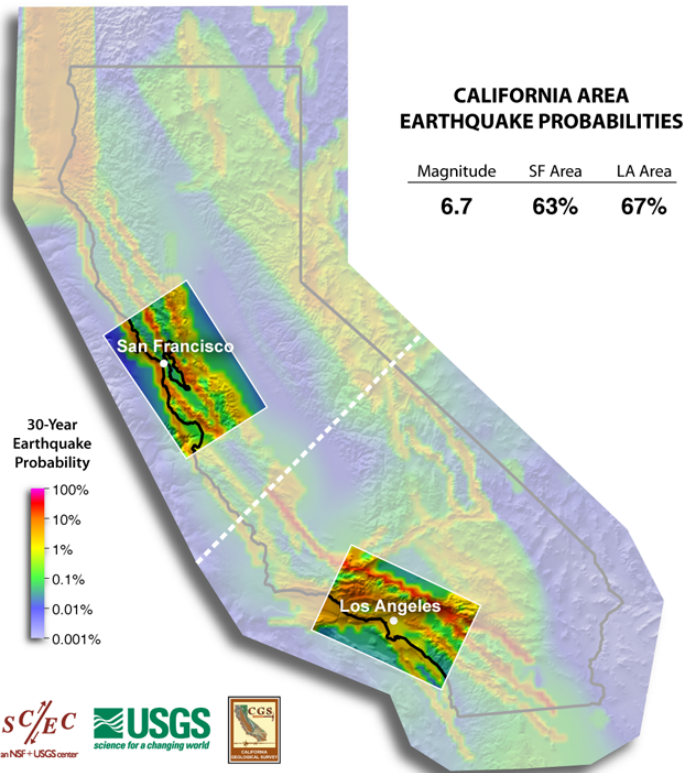
Why Have a Preparedness Plan?

- While most disasters can't be predicted, GNA's Santa Monica office is situated in a known earthquake zone.
- Geologists forecast there is a **97%** chance **Southern California** will be struck by a quake of magnitude 6.7 or larger in the next 30 years.*





Why Have a Preparedness Plan?



- The chance a quake of magnitude 6.7 or larger will occur in the **greater Los Angeles area** in the next 30 years is **67%.***
- Creating a Disaster Preparedness plan is an essential step toward protecting GNA and its employees from the debilitating effects of a disaster.

*according to the 2007 Uniform California Earthquake Rupture Forecast (UCERF),
<http://www.scec.org/ucerf/>



The Great Southern California ShakeOut





What to Expect in a Disaster

- **Emergency resources** - committed elsewhere within minutes.
- **Transportation grid** - hampered or impassible due to damage to roadways and bridges and choked transportation arteries; fuel supplies will be limited to undamaged stations.
- **Buildings** - moderate to severe damage, unable to function normally.
- **Communications grid** - limited or impossible; network damaged or overwhelmed.
- **Water and power grid** - compromised due to downed power lines and ruptured mains.
- **Hazards** - fires, downed power lines, unstable trees and buildings, sharp glass and metal, uneven ground, gas leaks, etc.
- **Aftershocks** - may cause additional items to fall or structural damage.

GNA employees need to be self-sufficient and look out for each other as much as possible.



Before a Disaster





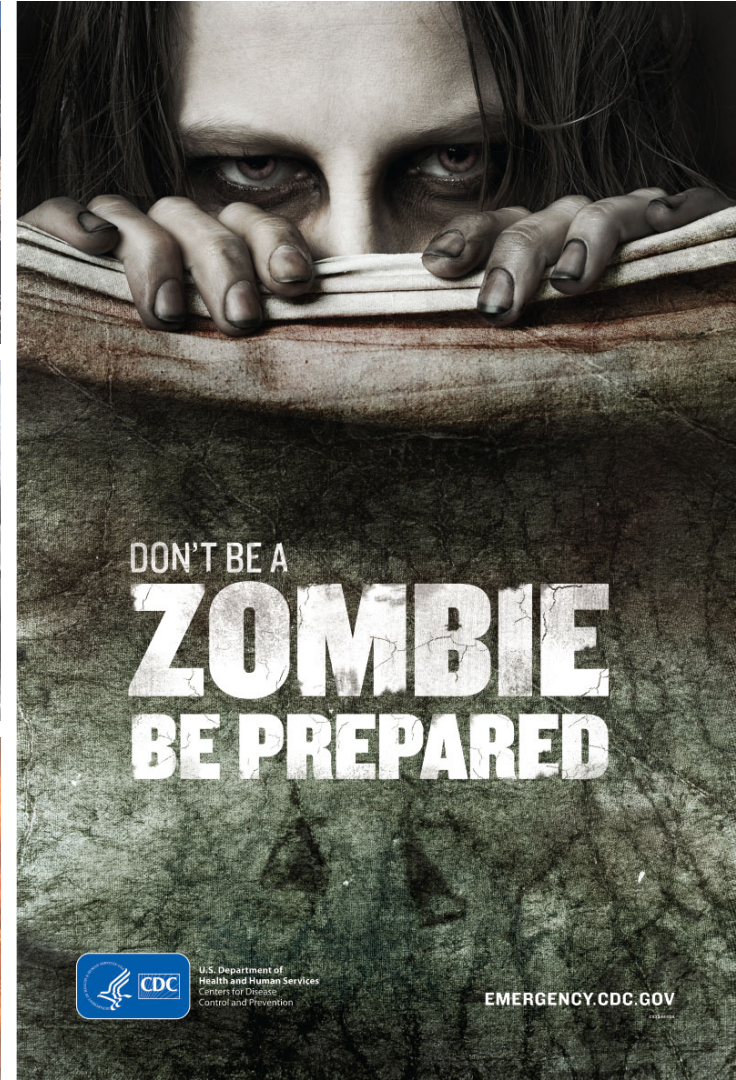
Steps to a GNA Disaster Plan

- **Identify potential hazards** that impact our business (location and offices on separate floors)
- Phase I: **Discuss the plan** with EMD team members: what to do before, during, and after a disaster
- Phase II: **Roll out plan** to entire GNA Santa Monica office
- Phase III: Update plan for **new location**
- Phase IV: Initiate further plans to **protect GNA** property and data and speed our recovery from disaster
- Phase V: Help employees at other GNA offices develop localized disaster plans
- **Review** disaster plan and update training and information every 6 months



Identify potential disasters

- Earthquakes
- Tsunamis
- Fires
- Plane crashes
- Terrorism
- Others (Zombie Apocalypse?)





Prepare Your Disaster Supplies

- GNA has a general emergency supply kit consisting of first aid, sanitation, shelter, tools, and clean up equipment
- All team members need to provide a personal emergency kit with 3 days worth of food and water and other personally relevant items desirable in a disaster
- Personal emergency kits should to be updated yearly





Your Personal Disaster Kit

Food: 5000 calories or more **Water: 2.5 gallons or more**

- Protein/granola bars
- Trail mix/dried fruit
- Peanut butter
- Instant coffee and tea bags
- Crackers/cereal
- Canned goods:
 - tuna
 - beans
 - fruits
 - vegetables
 - soups
- Candy/gum

Other Required Supplies:

- **Heavy work gloves**
- **3 days of medications**

Optional:

- **Can opener and eating utensils**
- Family **photos** and **contact info**
- Feminine **hygiene** products
- Copies of important **documents**
- Warm **clothing**
- Sturdy **shoes**
- Spare **keys** (home, car, office)



Assembling a Basic Kit is Easy!

One complete kit – less than \$20!

- One 2.5 gallon jug of water - \$3
- Two jars of peanut butter (5000+ calories) - \$8
- One pair of leather work gloves - \$5

Your kit can be as spartan or extravagant as you want!





Things You Should Know

- Locations of:
 - **office emergency supplies (O):**
east and west side cabinets
 - **personal supplies:**
at your desk
 - **first aid kit (X):**
east side cabinet
 - **fire extinguishers (F):**
in various hallways
 - **office keys**
at Melissa's desk





During a Disaster





Earthquake - Drop, Cover, and Hold On



Drop to the floor, take **cover** under a sturdy desk or table, and **hold on** to it firmly.



- Avoid:
 - exterior walls
 - hanging objects
 - doors
 - large furniture & appliances
 - cabinets with heavy objects
 - glass (windows, mirrors, etc.)
- Do not go outside!



After a Disaster





Check for Injuries – Yourself

- If you are trapped by falling items or a collapse, **protect your mouth, nose, and eyes** from dust.
- If you are bleeding, put **pressure on the wound and elevate** the injured part.
- **Signal for help** with an emergency whistle, a cell phone, or knock loudly on solid pieces of the building, three times every few minutes. Rescue personnel will be listening for such sounds.





Check for Injuries – Others

- Check the first aid kit for **instructions** on first aid measures.
- If a person is bleeding, put **direct pressure on the wound** and elevate. Wear rubber gloves and use clean gauze or cloth, if available.
- Cover injured persons with blankets or additional clothing to **keep them warm**.
- **Do not move** seriously injured persons unless they are in **immediate danger** of further injury.
- **Get medical help** for serious injuries.





Check for Building Damage

- If possible, **put out small fires** immediately with a fire extinguisher, blankets, sand or dirt, or other smothering materials.
- Check walls, floors, and ceilings for **cracks with gaps bigger than 1/4"**.
- Be alert for the odor of **gas, smoke, toxic fumes**, or the presence of **excessive dust** in the air.
- If building wiring is damaged, **shut off power** at the main breaker switch and leave it off until repaired.
- **Unplug** broken lights and appliances.
- If power is off, unplug **all appliances**.





Decide to Stay or Go

If you are **not in immediate danger, stay where you are** and gather more information.

Reasons to notify and evacuate GNA as soon as it is safe:

- **Building Structure is Compromised**

- When to evacuate: If building check revealed **inextinguishable fires, large cracks, structural instability, or unbreathable air.**
- Where to go: **Across the street to the corner of Clover Park and 25th Street.**



If the decision is made to evacuate, help transport **all office and personal disaster supplies** to assembly area.



GNA Disaster Plan: Next Steps

What to do next:

- Review the **GNA disaster plan** in the office disaster kit.
- Erik, Dee, Tan, Christina, Patrick, or the senior-most team member should oversee efforts to account for all **GNA employees** and tend to any untreated **injuries**.
- **Safety first.** Always **notify the person above** of where you are going and when you will return, and always work in **teams of two or more**.
- When working in damaged areas, wear **sturdy shoes, work gloves, a dust mask, and eye protection**.
- Use extreme caution when **cleaning up spills** of medicines, drugs, or other non-toxic substances. Potentially harmful materials such as bleach, lye, garden chemicals, gasoline, and other petroleum products should be **isolated or covered with an absorbent** such as dirt or cat litter.





GNA Disaster Plan: Next Steps

What to do next (continued):

- Clear **obstructions** from walkways and mark **hazards** to warn others.
- If restrooms are unusable, establish alternative **sanitation** facilities.
- Stabilize, shore up, and **protect vital equipment** from further shaking.
- Be prepared to **duck, cover, and hold on** during aftershocks.

Be in Communication:

- Turn on the **radio** for information and safety advisories.
- Place all **phones** back on their cradles.
- **Text** your out-of-area contact to inform them of your status, then **stay off the phone**.
- Check on the condition of our **neighbors**.





GNA Disaster Plan: Next Steps

Food and Water:

- If power is off, use up **refrigerated** and frozen foods first.
- Listen to your **radio** for safety advisories.
- Drink from your personal water supplies. Until declared safe by public health experts, purify all other water before drinking by:
 - boiling for one minute
 - using a water filter
 - treating with water treatment tablets
 - adding 10-20 drops of chlorine bleach.
- You can also get drinkable water from water heaters, melted ice cubes, or canned vegetables.
- Avoid drinking water from swimming pools, spas, gutters, or the ocean.





GNA Disaster Plan: Next Steps

Things to Avoid:

- Stay away from chimneys and walls made of **brick or block**. They may be weakened and could topple during aftershocks.
- Do not eat or drink anything from open containers near **shattered glass**.
- Do not touch **downed power lines** or any objects in contact with them. Consider them energized and keep yourself and others away from them.
- Do not use **open flames** or operate devices that can create a **spark** until certain there are no gas leaks.
- Never use fuel-burning **stoves, lanterns, heaters, or generators** indoors; these can release deadly carbon monoxide or be a fire hazard in aftershocks.
- Beware of **items tumbling off shelves** when you open the doors of closets and cupboards.





Emergency Information

Note: In an emergency, call 9-1-1. The following numbers are for non-emergencies.

Medical Facilities:

Saint John's Health Center

(310) 829-8731
newstjohns.org
2121 Santa Monica Blvd
Santa Monica, CA 90404

Santa Monica-UCLA Medical Center

(310) 319-4000
uclahealth.org
1225 15th Street
Santa Monica, CA 90404

Marina Del Rey Hospital

(310) 823-8911
marinahospital.com
4650 Lincoln Boulevard
Marina del Rey, CA

Emergency Services:

Santa Monica Police Dispatch & Office of Emergency Mgmt.

(310) 458-8491/(310) 458-8409
santamonicapd.org
333 Olympic Drive
Santa Monica, CA 90401

Santa Monica Fire St. #5

(310) 458-8660 – Dispatch
(310) 458-2263 – Em. Prep.
(310) 450-9029 – #5 Direct
santamonicafire.org
2450 Ashland Avenue
Santa Monica, CA 90405

Red Cross of Santa Monica

(310) 394-3773
redcrossofsantamonica.org
1450 11th Street
Santa Monica, CA 90401



What Else? Prepare at Home!

- Create a family plan
 - Make sure every family member knows **where to meet** outside your home (in case of evacuation) and elsewhere around your neighborhood (in case roads are impassible).
 - Choose an **out-of-state contact** and keep their **contact info** with you. In case of a disaster, send them a **text message** relaying your status, then stay off the phone. Let them notify your friends and family.
- Put together an emergency supply kit for your home
 - Store 1 gallon of water per person per day for at least three days.
 - Keep canned foods, a can opener, flashlights, extra batteries, a first aid kit, a fire extinguisher, and a portable radio.
 - Also stock special items for kids, the elderly, and pets as necessary.
 - Always keep your gas tank half full and have some cash on hand.
- Secure furniture, wall hangings, and valuables to minimize injuries and property damage
- Take first aid classes or a free CERT course to be better prepared





Learn More

DOWNLOAD FILES

- N > GNA Admin > Emergency Preparedness > 2012 Resources

GET INFORMED

- Putting Down Roots in **Earthquake Country** (earthquakecountry.info)
- **The Great California Shake Out 2011** (shakeout.org)
- **Ready.gov** and **FEMA: Are You Ready** (fema.gov/areyouready)
- **USGS Earthquake Hazards Program** (earthquake.usgs.gov)

GET TRAINING

- **Community Emergency Response Team Los Angeles** (cert-la.com)
- **Red Cross** (redcross.org) and **National Safety Council** (nsc.org)





DEP Captains – Duties Before and During

BEFORE:

Prepare a Kit

- Keep an up-to-date **staff roster and map** in your disaster kit (as provided by DEP Coordinators).

DURING:

Drop, Cover, and Hold On

- **Advise** others in your assigned zone to do likewise



DEP Captains – Duties After

Check for Injuries – Self

Check for Injuries – Others (in your zone)

- **Locate and assess** all team members in your assigned zone.

Check for Building Damage (in your zone)

Decide to Stay or Go

- Meet with other DEP Captains and Coordinators in Conference Room and **report injuries and damage** in your zone.

- If GNA evacuates, **advise team members** in your zone to gather their emergency supplies and **escort them to Clover Park and 25th Street.**

Next Steps

- **Keep tabs** on the whereabouts and activities of all your team members.
- Help DEP Coordinators **organize further response**, including:

FIRE SUPPRESSION *MEDICAL TREATMENT* *CLEAN UP*
SEARCH & RESCUE *COMMUNICATIONS* *RECOVERY*



Thank you!

www.gladstein.org