



West Hollywood Is Prepared

An emergency preparedness manual for
the West Hollywood Community

Prepared for the Residents, Families, and Neighborhoods
of the City of West Hollywood

By

The City of West Hollywood's Public Safety Division
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6580

Original Printing – April 1996
Updated Printing – September 2011

Disclaimer

Every reasonable effort has been made to ensure the accuracy of this workbook. However, the City of West Hollywood assumes no responsibility and disclaims any liability for any injury or damage resulting from the use or effect of the products or information specified in this workbook.

Acknowledgements

Information in this manual includes items reproduced from literature published
by

the Governor's Office of Emergency Services
the Federal Emergency Management Agency
the American Red Cross
the Los Angeles County Office of Emergency Management

Dear Community Member,

The City of West Hollywood recognizes that the chance of a major earthquake striking our area during the next 30 years is very high. In response to that reality, the City encourages citizens to be able to:

- Take care of themselves and their families for 72 hours or more, since professional emergency response teams (firefighters, paramedics, law enforcement) will also be affected by the earthquake and may not get to your neighborhood immediately; and
- Perform as leaders capable of directing untrained volunteers during an emergency.

This workbook will provide you with all the information needed to protect yourself, your family, and your property. By preparing for a disaster before it happens, you can gain some control over a potentially upsetting situation.

Increasing the safety and security of your home is the main focus of this workbook. In addition, this guide reviews steps you can take in your workplace and neighborhood.

For those interested in getting involved in disaster volunteer opportunities, the City provides many ways to participate including joining the Disaster Volunteer Corps, participating in Community Emergency Response Team (CERT) training, American Red Cross classes, and other specialized training.

Thank you for joining with the City in our effort to successfully prepare for, respond to, and recover from a disaster.

Sincerely,

West Hollywood City Council

West Hollywood Public Safety Division

West Hollywood Disaster Volunteer Corps and Community Emergency Response Team

Table of Contents

Background	Page
<input type="checkbox"/> West Hollywood Disaster Volunteer Corps	5
<input type="checkbox"/> West Hollywood Community Emergency Response Team	5
<input type="checkbox"/> Potential Hazards for West Hollywood	6
<input type="checkbox"/> West Hollywood Emergency Resources	8
Before an Earthquake	
<input type="checkbox"/> Eliminating Household Hazards	9
<input type="checkbox"/> Structural Preparation	13
<input type="checkbox"/> Utilities	14
<input type="checkbox"/> Evacuation and Reunion Plans	15
<input type="checkbox"/> Emergency Supplies	17
<input type="checkbox"/> First Aid Supplies	20
<input type="checkbox"/> Securing Important Information	24
<input type="checkbox"/> Special Needs	25
<input type="checkbox"/> Workplace Preparedness	26
<input type="checkbox"/> Neighborhood Preparedness	27
<input type="checkbox"/> Pet Preparedness	27
During an Earthquake	28
After an Earthquake	29
<input type="checkbox"/> Utility Shut-Off	30
<input type="checkbox"/> Fire Suppression	31
<input type="checkbox"/> Guidelines for Search and Rescue	32
<input type="checkbox"/> Obtaining Emergency Information	33
<input type="checkbox"/> If You Must Evacuate	33
<input type="checkbox"/> Psychological Considerations	34
<input type="checkbox"/> Using Emergency Food and Water	34
<input type="checkbox"/> Disaster Application Centers	35
Resources	37

West Hollywood Disaster Volunteer Corps

Disaster Volunteer Corps

In the event of a widespread disaster, such as an earthquake, there will probably not be enough professional emergency response personnel to address all of the needs of our City in the first few days. In response to this reality, the City has established the West Hollywood Disaster Volunteer Corps (DVC).

The DVC is made up of West Hollywood residents who are registered with the City as Disaster Service Workers. All experience and skills levels are welcome. There are many tasks to be done after an emergency – from running messages to feeding emergency responders as well as running shelters for displaced residents.

If you think that you would probably want to help in some way after a disaster, then the Disaster Volunteer Corps is for you! To become a member of the West Hollywood DVC, you must either work or live in the City of West Hollywood and contact the Public Safety Division at (323) 848-6492 to register. Once registered, there are several areas of involvement to choose from including clerical, child care, care and shelter, first aid, building emergency coordination, messengers, volunteer supervisor, and many more. Training opportunities are available; generally free of charge.

Community Emergency Response Team (CERT)

Community Emergency Response Team (CERT)

Empower yourself before, during and after a disaster. Become CERTified! CERT provides citizen-volunteers with the basic skills that are required to prepare for and respond to their own and their community's needs during a disaster.

The course covers:

- ✓ Basic Emergency Preparedness
- ✓ Disaster First Aid
- ✓ Light Search & Rescue
- ✓ Disaster Fire Suppression
- ✓ Disaster Psychology and Team Organization
- ✓ Disaster Simulation Exercise

Classes are taught by FEMA trained disaster volunteers, public safety staff, and members of the Los Angeles County Fire Department.

For more information about the DVC, CERT, and upcoming training, please call the City's Emergency Services Specialist at (323) 848-6580.

Potential Hazards for West Hollywood

Potential Hazards for West Hollywood

Earthquakes

The potential for strong ground shaking in the Los Angeles County basin and the City of West Hollywood is high. There are several active or potentially active faults located near the City which may be able to produce earthquakes with a magnitude of 6.5 or greater.

Fault	Distance (miles) from West Hollywood	Maximum Estimated Earthquake Magnitude	Probable Earthquake Magnitude
Hollywood-Raymond	0 – 1	7	6.5
Santa Monica	0 – 1	7	6.5
Benedict Canyon	2 - 3	6.5	6.0
Newport-Inglewood	3 – 4	7	6.5
Verdugo	6	6.5	6.0
Malibu Coast-Portrero Cyn.	7	7	6.5
San Fernando-Sierra Madre	12	7	6.5
San Andreas	35	8+	8+

Liquefaction

Liquefaction is the process of soil mixing with water, which causes the ground to “liquefy” and become extremely unstable. Liquefaction can occur when an earthquake produces repeated pulses of strong ground motion in areas with high ground water and loose, granular sediments. A significant portion of West Hollywood is susceptible to liquefaction (see map on opposite page). If you live in an area that is vulnerable to liquefaction, your home is more likely to suffer structural damage. Therefore, it is especially important for you to “earthquake proof” your home as much as possible.

Flooding

The eastern part of the City is located within a potential flood area below the Mulholland Dam. Although unlikely, if the Dam becomes damaged, evacuation of this area may be necessary. Based on historic flood information, flooding has not occurred in the City since the development of the storm drainage system. Shallow flooding may occur in isolated areas where there are limitations in surface drainage, but it is not a significant hazard.

Fire

In addition, there is always the danger of fire in the home. Basic use of fire extinguishers and prevention are covered later in this manual.

West Hollywood Emergency Resources

Emergency Resources

In the event of an emergency or major disaster, the City of West Hollywood has a number of professional resources to activate. These resources include:

- ✓ Los Angeles County Sheriff's Department
- ✓ Los Angeles County Fire Department
- ✓ West Hollywood City Hall (including parks)

In some cases we could also receive help from the cities of Beverly Hills, Los Angeles, other cities, and Los Angeles County as part of mutual aid agreements. Following is a brief description of the City's emergency response resources and their procedures.

Sheriff's & Fire Department's Emergency Procedures

In the event of a widespread emergency, the personnel at Fire Stations 7 and 8 and West Hollywood Sheriff's Station will carry out the following emergency response procedures:

- 1) Assess damage to their station, personnel, and vehicles and attend to immediate needs.
- 2) Assess damage to entire City.
- 3) Address emergency needs in the most critically damaged and potentially dangerous areas, such as sites where highly flammable or toxic chemicals are housed.
- 4) Address emergency needs in less critical areas.

West Hollywood City Hall

In the event of a widespread emergency, West Hollywood City staff become disaster service workers. They will report to City Hall to assist in the emergency response and recovery efforts.

If the emergency is serious enough, City staff will establish an Emergency Operations Center (EOC) to manage the incident. The EOC provides linkages with the fire department, law enforcement, and other agencies; ensures that resources are appropriately distributed according to community priorities; collects and distributes information about damages and needs in the community; and coordinates the recovery effort.

West Hollywood Parks

If City parks do not suffer extensive damage, they may be used for emergency care and shelter. If it is not considered safe for such purposes, then it may be used as a public meeting point to transport people to safer areas.

City Parks which are likely to be used as shelters include:

- West Hollywood Park – 647 N. San Vicente Blvd.
- Plummer Park – 7377 Santa Monica Blvd.

Before an Earthquake

Introduction

Two keys to safety in an earthquake are preparation and practice.

- ✓ Go through each room in your home and determine where the safest place is (e.g., under a table). Practice physically placing yourself in these locations.
- ✓ Practice shutting off the electricity and water. Also, know how to turn your gas off but DO NOT actually practice this step.
- ✓ Hold earthquake drills.
- ✓ Tell your neighbors now if you might need special assistance during an emergency. Make plans with appointed neighbors to check on you after an earthquake.
- ✓ Keep flashlights accessible and periodically check batteries.
- ✓ Determine what will be done to care for pets.

The following section covers a variety of preparedness topics. Read through them and complete all necessary tasks. If you have any questions about any of the tasks, please call the City's Emergency Services Specialist at (323) 848-6580.

Eliminating Household Hazards

Earthquake Hazard Hunt

Take 30 minutes to walk through your home. Identify potential hazards by using this check list. Correct any hazards by completing the suggested tasks on the following pages.

- ✓ Check your water heater. Is it securely fastened to the wall studs with straps or plumber's tape in two or three places?
- ✓ Identify top-heavy, free-standing furniture that could topple in an earthquake, such as bookcases, china cabinets, and fish aquariums. Secure these items by installing appropriate anchoring devices.
- ✓ Identify heavy, breakable objects or electronic equipment and appliances on high shelves or in cabinets that may slide off and break. If possible, move such items or secure them by using double-stick tape, velcro-like fasteners, or a restraining edge on the cabinet or shelf.
- ✓ Identify hanging plants, especially those in heavy baskets, and hanging lights that are near windows. Move these to a safer location or securely fasten them.

- ✓ Identify mirrors or heavily-framed pictures that are placed over beds, couches, and chairs. Relocate these items or securely mount them using loop hooks.
- ✓ Identify appliances that could move enough to rupture gas or electrical lines. Securely fasten these objects.
- ✓ Check all appliances and the water heater to make sure they are connected to the fuel source with flexible lines. If needed, install flexible connectors on all gas appliances and the water heater.
- ✓ Identify latches on kitchen and bathroom cabinets that will not hold the door closed during heavy shaking. Install more secure latches or hooks, particularly on high cabinets in the kitchen.
- ✓ Inspect the foundation of your home. Is your house securely bolted to it? If necessary, secure your home to its foundation.
- ✓ Check your chimney and roof for loose tiles and bricks. Remove or replace loose tiles and bricks and strengthen the roof.
- ✓ Identify poisons, toxins, or solvents in breakable containers that are located in high or dangerous locations. Move these containers to a safe, well-ventilated storage area. Keep them away from your water storage and out of reach of children and pets.
- ✓ Install smoke detectors and periodically check and replace batteries.

Securing Your Furniture

A major disaster has the potential of causing substantial damage to your possessions. It is important to secure non-structural items to avoid damage to property and injuries to people and pets.

How you secure your furniture will depend upon its value, location, and your imagination. Below are just a few ideas to help you get started.

- Secure your furniture to the wall by using angle brackets, corner brackets, anodized aluminum molding, corner brackets, or eye bolts.
- Attach a wooden or metal guardrail on open shelves to keep items from sliding or falling off.
- Install fishing line as a less visible means of securing an item.
- Place heavy and/or large objects on lower shelves.

Securing Other Objects

Damage to and injuries from falling televisions, video cassette recorders, lamps, and other objects can be reduced by securing them with industrial-strength “gripper”, putty, and other fasteners. Consult your home improvement professional for additional ideas.

Preparing Your Kitchen

Secure your large appliances with flexible cable, braided wire, or strapping. Because the floor will be moving and shifting under your appliances, remember to allow for a small amount of flexibility. In addition, install flexible gas connectors on all gas appliances. This will significantly reduce the chances of having a major fire following an earthquake. Secure your cabinets or cupboards with latches.

Securing Your Water Heater

The typical water heater weighs about 450 pounds when full and will resist being moved suddenly. In an earthquake, the floor on which it is standing tends to move out from under the heater, causing it to topple over which can also break gas and water line connectors. Flexible connectors should be installed if they have not already.

There are many methods to strapping a water heater, but the method below is recommended for fire safety reasons:

Materials Needed:

- Two 6' lengths of 1-1/2" 16 gauge pre-drilled strap
- One 10' length 1/2" EMT tube (conduit)
- Four 5/16" X 3" lag screws with washers
- Four 5/16" X 3/4" long hex head machine bolts with 4 nuts and 8 washers
- Two 5/16" X 1-1/4" long hex head machine bolts with 1 nut and two washers each

Tools Needed:

- Tape measure
- Hammer
- Hack saw
- Crescent wrench
- Vise or clamp
- Power drill
- 3/8" drill bit
- 3/16" drill bit
- Center punch

1. Mark the water heater at 6" down from the top and about 18" up from the bottom. Transfer these marks to the wall. Locate the studs in the wall on both sides of the water heater.
2. Drill a 3/16" hole 3" deep through the wall sheathing and into the center of the wood studs at the four marks made in Step 1.
3. Measure around the water heater and add 2" to the measurement. Using a hacksaw, cut the two 1-1/2" X 16" gauge metal straps to this length for encompassing the water heater.
4. Mark 1-1/2" from each end and bend the ends outward to approximately a right angle. Bend the straps into a curve.
5. Measure the distance from a point midway on each side of the water heater to the holes drilled in the wall. (Probably two different lengths.) Add 1-1/2" to these measurements. Using a hacksaw, cut two pieces of conduit to each of these two lengths.

6. Using a hammer, flatten approximately 1-1/2" at each end of the four pieces of tubing by laying the tube on a flat metal or concrete surface and striking with a hammer. Be sure you flatten both ends on the same plane.
7. Insert the flattened ends of the tubes, one at a time, into a vise or clamp. With the hammer and center punch make a mark 3/4" from each end at the center of the flattened area of the tube. Drill 3/8" holes in the ends of all four tubes (8 holes). Be sure tubes are clamped down while drilling. Bend each end to about 45 degrees.
8. Wrap the straps around the heater and insert a 5/16" X 1-1/4" bolt with washers into the bent ends. Tighten nuts with fingers. Insert 5/16" X 3/4" bolts through strap from the inside at the mid-point on each side of the water heater. Attach one end of each tube strut to a protruding bolt, add a washer and nut, and tighten with fingers. Insert 5/16" lag screw in the opposite end of each tube strut and insert in hole in the wall stud. You may need to tap the lag screw gently into the hole to start it, then tighten with a crescent wrench.
9. Adjust the straps to the proper height and tighten all nuts snugly, but not too tight.

Securing Toxic Substances

Keep only those chemicals you need on hand. To find out how and where to dispose of unwanted chemicals, call the City of West Hollywood's Environmental Services Division at (323) 848-6404.

Storing Toxic Substances:

- Place pesticides, gasoline, paint thinner, etc. on the floor, on a low shelf, or in a locked cabinet that is securely fastened to the wall.
- If placed on a shelf, install a guardrail or use a bungee cord with two hooks to prevent the bottles or containers from slipping off the shelf and breaking or spilling onto the floor.
- Close lids tightly on all containers.
- Store gasoline for lawn mowers and other gas-powered items in vapor-proof containers.
- Store ammonia and bleach in different locations because they create toxic fumes if mixed.
- If toxic substances do spill and create toxic fumes, close off the area to contain the spill if possible.

Structural Preparation

Structural Preparation

Now that you have secured things inside your home, take a few minutes to examine the structural safety of your house or apartment building. Most homes and apartments are relatively safe but may have components that carry special dangers. For example, homes with unreinforced stone or brick fireplaces and chimneys may suffer significant damage. Falling stones or bricks are a special hazard during the earthquake itself. Also, homes with unreinforced or braced overhanging porch roofs and/or raised exterior decks may carry risks.

Whatever the construction type of your home, you can reduce the risk of injury and structural damage by checking how well your home is reinforced and by taking corrective action if it is required.

What to Do

Since there are so many kinds of housing design and structural risks, the best way to assess them accurately is to consult a structural engineer or architect. The ideas and suggestions below should help you, but without the attention of an expert, it is likely that various structural dangers will be missed or corrective actions will be inadequate.

- Identify the age and type of construction of your home. Homes and apartment buildings built before 1933, when the first earthquake regulations were included in building codes, tend to be less safe.
- If you live in a wood frame home, you need to see if the house is bolted to its foundation. The bottom-most piece of wood in contact with the foundation is the sill or plate. This flat piece of wood is typically 2" x 2" or 2" or 6" and it should be bolted at 6' intervals with 5/8" x 8-1/2" expansion bolts embedded into the concrete foundation.
- If your home is not bolted to the foundation, correcting this should be a very high priority. If you are unable to do it yourself, a licensed contractor should be able to do the job relatively inexpensively as long as there is easy access under the house. To obtain further information, call the City of West Hollywood's Office of Building and Safety at (323) 848-6320.
- Another possible weakness under the ground floor could cripple stud walls or short stud-framed walls around the base of the house if it is raised up off its foundation or is on a slope. These studs should be firmly braced with plywood.
- If your home is a masonry building (brick, concrete block, adobe, or stone) find out if it has been reinforced by examining blueprints, getting verification from the builder, or consulting a structural engineer or architect. The City of West Hollywood has notified all owners of unreinforced masonry buildings that they must be reinforced.
- If you live in a hillside or house-over-garage type home that may require additional bracing, contact an engineer for an analysis of its ability to resist earthquakes.
- Old brick chimneys can be braced, or replaced above the roof line with an all-metal brick veneer chimney. Contact a general contractor for more details.

To obtain professional advice on the need for reinforcement and for design, contact a structural engineer or architect. Persons living in multi-family residential structures should contact the building owner or manager and urge that a structural assessment be completed.

Utilities

In an emergency it may become necessary to turn off your utilities.

- Locate your gas, water, and electric utilities.
- Learn how and teach other household members how to turn off the utilities.
- Label the water main for quick identification.
- Attach a valve wrench to the water line. (This tool can be purchased at hardware stores.)
- Attach an adjustable wrench to the gas meter.
- Install an automated gas shut-off valve.

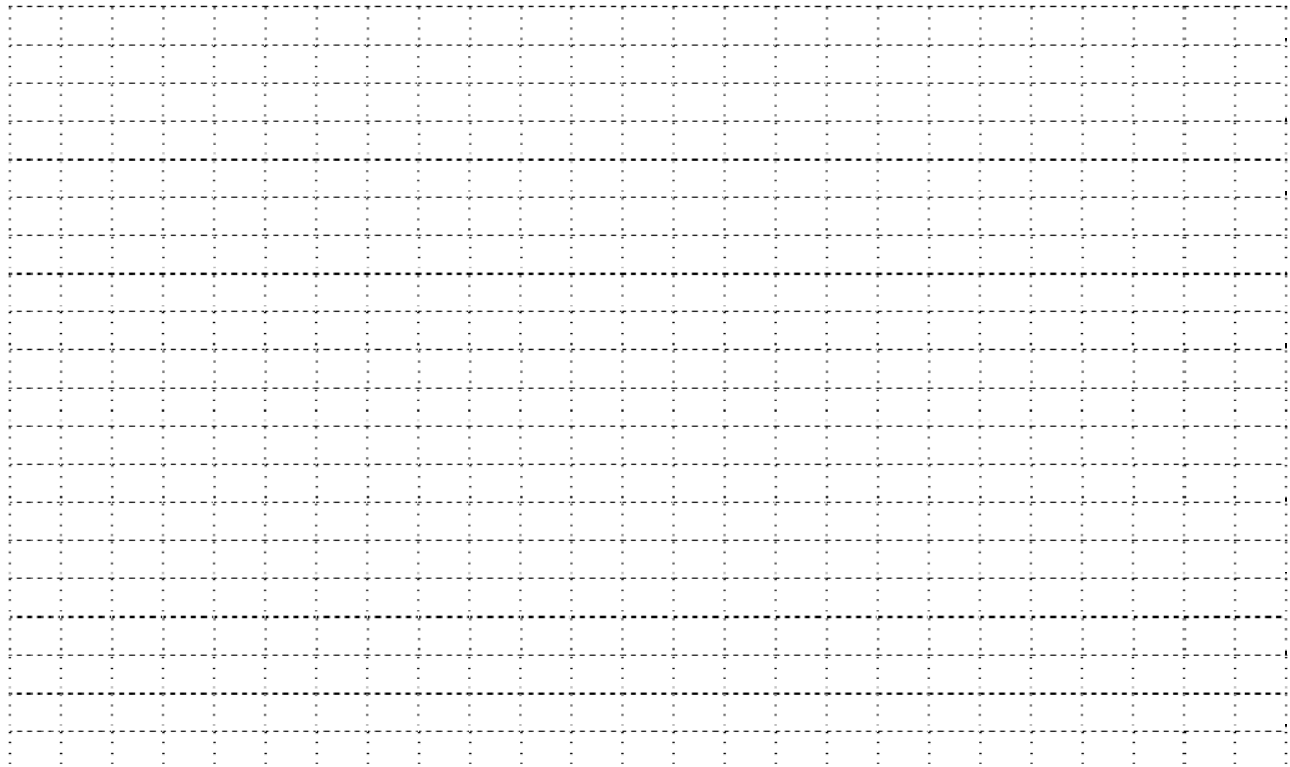
Evacuation and Reunion Plans

Evacuation and Reunion Plans

In the event of a fire, earthquake, or other disaster, you will need to be prepared to evacuate quickly and efficiently. By planning and practicing, you will help yourself and your household react correctly and spontaneously at the first sign of danger.

Planning to Evacuate

- Sketch the floor plan of the place where you live (use grid provided below).
- Show two ways to exit from each room. If you need special equipment, such as a rope, ladder, or a key to open a lock; mark where it is located.
- Practice exiting. Walk through the possible escape routes from your home and work place. Check to see if the planned exits are clear, and if they could become blocked in an earthquake.
- Figure out how you can get out of each room if the doorway is blocked.
- Place a security light in each room. These lights plug into any electrical wall outlet and light up automatically if there is a loss of electricity. They will continue operating automatically for four to six hours. You can turn them on or off by hand in an emergency.
- Mark where your emergency food, water, first-aid kits, and fire extinguishers are kept.
- Mark where the utility (gas, water, and electricity) turn-off valves are located.
- Indicate the location of your family's emergency outdoor meeting place.
- Determine an evacuation method for pets and have portable carrier, leash, etc. available.
- Try to always keep a minimum of one half of a tank of gas in your vehicle.

A large grid of dashed lines, intended for sketching a floor plan. The grid consists of 20 columns and 20 rows of small squares, with dashed lines forming the boundaries.

Evacuation Priority List

If you are told to immediately evacuate by emergency personnel, law enforcement officers, or the emergency broadcast system, you will have little time to think about what to do. To help you be prepared to respond before the disaster strikes, take a few minutes to complete this list.

List the most important items to be taken with you, which can be hand carried.

- 1.
- 2.
- 3.

List items to be removed by car or truck if one is available, and if roads are accessible.

- 1.
- 2.
- 3.

Planning to Reunite

Disasters, such as earthquakes, have a good chance of occurring when your family is not all in the same place. The kids may be at school. You may be at work, the shopping center, or the theatre. To prepare for this situation, take a few minutes and develop a reunion plan. This plan will help you to get back together, or if that is not possible, to let each other know you are OK.

- List two or three places to go if you cannot stay at home. Possibilities include: neighbors' or nearby relatives' home, local schools, churches, or community centers. If you arrive home and no one is there, it will give you some places to start looking.
- Choose a relative or friend who lives at least 100 miles away who can be contacted by all family members if it becomes impossible to reach the reunion location. Someone who lives out of state will be the best contact because telephone lines going out of state will be easier to get through on than local telephone lines. Having a contact will allow you to let your family members know where you are and how you are, as well as find out where and how they are. After an earthquake, it is likely that your home or office phone line will either be down or busy. It is best to make a call from a cellular phone if one is available or from a pay phone. These circuits are least likely to be busy. Make sure you put your phone back on its receiver after an earthquake; otherwise the circuit will remain busy.
- Write down your planned route from work to home and a back-up route. Discuss each route with family members. In case you do not show up for awhile, this will help people look for you.

Emergency Supplies

Emergency Supplies

A disaster can dramatically disrupt the food supply at any time, so plan to maintain at least a three-to five-day supply of food above your normal requirements.

Choose Food That:

- Your family will enjoy (it is best to serve familiar foods in stressful times);
- Requires little or no cooking or refrigeration (such as canned foods);
- Comes in cans or package sizes that contain portions small enough for one meal so the food will not be wasted (the liquid from canned foods can be used to drink if necessary);
- Has a long storage life;
- Needs little or no water for preparation in case water service is disrupted;
- Will not increase thirst; and
- Will meet the needs of family members who are on special diets.

How long food lasts depends to a great extent on how it is stored. The ideal location is a cool, dry, dark place. The best temperature is 40 to 60 degrees Fahrenheit. High temperatures contribute to the rapid deterioration of most types of food.

- Keep food away from petroleum products. Some foods absorb their smell.
- Date each package and tin so you will know when to rotate them into your normal supply. This should be done twice a year.
- Protect food from rodents and insects. Items stored in boxes or in paper cartons will keep longer if they are heavily wrapped or stored in metal containers.

How to Use Emergency Food:

- Use perishable food in your refrigerator or freezer before using food in your emergency kit.
- Check expiration dates!
- Discard cans that bulge at the end or are leaking.

Other Items to Store:

- Paper or plastic plates and cups. Plastic is preferable because it can be used repeatedly.
- Plastic eating utensils.
- A manual can and bottle opener.

Suggested Food Categories:

Using the chart below as a guideline, you should store a three-to-five-day supply of the following food groups for each family member.

1. Canned stew, pasta, soups, beans, tuna, meats, fruits, and vegetables.
2. Drinks such as canned juices, soda, coffee, tea, bouillon, and cocoa.
3. Crackers and spreads such as peanut butter, canned meat, and cheese.
4. Salt, pepper, sugar, catsup, and mustard.

5. Hard candies, raisins, canned nuts, instant puddings, dried fruit, seeds, and granola bars.
6. Dried and/or evaporated milk. Ready-to-eat cereals.
7. Oatmeal cookies or crackers.

Shelf Life for Common Foods (in months)

Beverages – powdered	24	Milk – evaporated and dry	6
Biscuit, brownie, muffin mixes	9	Mustard – unopened	24
Bouillon cubes or granules	24	Nuts – canned	12
Cake mixes	1-2	Pancake mix	6 - 9
Catsup – unopened	12	Pasta- tightly covered	24+
Cereals		Peanut butter	9
Ready to eat	6-12	Pudding mix	12
Uncooked-in original package	12	Rice mixes	6
Uncooked – in metal container	24	Rice – white, tightly covered	24+
Cocoa mixes	12	Salad dressings – unopened	18
Coffee, tea	18	Salad oil – unopened	6
Fruits		Sauce and gravy mixes	6 - 12
Canned citrus fruits and juices	12	Soups	
Other canned fruits and juices	18	Condensed meat and vegetables	12
Dried – in metal container	12	Dry mixes	12
Gelatin	18	Tuna and other canned fish	12
Hard candy and gum	18	Vegetables	
Honey – tightly covered	12	Canned tomatoes and sauerkraut	12
Jams and syrups – tightly covered	12	Canned others	18
Meat, poultry – canned (except fish)	18	Instant potatoes	18

Emergency Water Supplies

Water is one of the most important survival necessities after an earthquake or other major disaster. A person can survive weeks without food, but only a few days without water.

Amount

Store one gallon per person per day. While it is good to store enough for seven days, it is essential that you prepare for at least three days. Store enough for your pets as well.

Water Storage

Water should be stored in sturdy plastic bottles, preferably opaque.

Note: Do not store water on cement or ground, use a pallet. Also, avoid placing water containers in areas where toxic substances, such as gasoline and pesticides, are present. These vapors penetrate the plastic over time.

Existing Water Sources in the Home:

- Water drained from the water heater faucet, provided it remains upright. (Water will drain easier if a faucet in the home is turned on.) Good for drinking as is.
- Melted ice cubes. Good for drinking as is.

- Canned fruit/vegetable juice, and liquids from other canned goods are good for drinking as is.
- Water dipped from the flush tank of the toilet. Purify this water before using. Use the bowl water for pets. Do not use chemically treated “blue” water.
- Water from swimming pool. Use this water only after other sources are exhausted.

Do Not Use Water From:

- Hot water boilers (home heating system)
- Radiators
- Water beds (possible fungicides in the water or chemical substances in the vinyl)

Purification of Water

First, strain out any sediment or particles from the water by pouring through several layers of cheesecloth or coffee filters. Then use one of the following purification methods:

- Boil for 5 – 10 minutes.
- Add liquid bleach with 5.25% sodium hypochlorite (chlorine bleach) in these amounts:

Water Amount	If water is cloudy	If water is clear
1 quart	4 drops	2 drops
1 gallon	16 drops	8 drops
5 gallons	1 teaspoon	½ teaspoon

Let the water stand for 30 minutes. There should be a chlorine scent after treating. If not, repeat dosage and let stand for another 15 minutes. Purchase an eye dropper to add bleach, and keep it for this purpose only. Purification tablets may also be used, but remember they have a short shelf life.

First Aid Supplies

First Aid Supplies

Assemble a first aid kit and keep your kit freshly stocked by using it for every day needs. Your supplies will be easy to carry and protected from water if you store them in a small tool box, a fishing tackle box, or a sturdy waterproof bag. When buying drug items, check the expiration dates. Buy only fresh supplies for longest shelf life.

Important medical information and prescriptions can be stored in the refrigerator which also provides excellent protection from fire. The items suggested below should be tailored to meet your individual needs.

Drugs:

- Hydrogen peroxide to wash/disinfect wounds
- Antibiotic ointment for dressing wounds
- Individually wrapped alcohol swabs
- Antacids
- Aspirin (to reduce swelling) and non-aspirin tablets
- Prescriptions from doctor for any long term medications (keep these current)
- Diarrhea medicine
- Laxatives
- Syrup of Ipecac (to induce vomiting)
- Vitamin supplements
- Eye drops

Dressings:

- Band-Aids
- Clean sheets/rags torn into strips to use as bandages or slings
- Ace bandages
- Butterfly bandages
- Rolled gauze – 1 each of 1”, 2”, and 3”
- Cotton-tipped swabs
- Adhesive tape roll – ½” or 1” wide
- Bandage, sterile roll – 2” x 4” wide
- Large triangular bandages

Other Supplies:

- First aid book. An excellent choice is “Standard First Aid and Personal Safety” from the American Red Cross.
- Writing materials (pen/pencil/paper)
- Scissors
- Tweezers
- Thermometer
- Bar of soap
- Tissues
- Skin lotion
- Sunscreen lotion
- Paper or plastic cups
- Plastic bags
- Plastic spoons
- Waterproof matches
- Safety pins
- Needle and thread
- Instant cold packs for sprains and burns
- Sanitary napkins
- Ammonia inhalant (smelling salts)
- Mylar space blankets
- Pocket knife
- Pre-moistened towelettes
- Splinting materials
- Extra pair of prescription glasses/contacts

Lighting

- Flashlights are safe for use immediately after an earthquake. Store extra batteries and bulbs. Batteries will stay fresh longer if stored in the refrigerator.

- Lightsticks are short-term safety lights. They need no source of ignition and are convenient to store with emergency supplies.
- Camping lanterns also provide an excellent source of light. Remember to store extra fuel, matches, wicks, and mantles.
- **Caution:** Do not use matches, candles, lamps, etc. until you are sure there are no gas leaks.

Back-up Power

Small, portable generators can be purchased to provide a safe source of power for lighting, cooking, and refrigeration. Always operate in a safe, open area. Store fuel in an area with good ventilation. Consult an electrician or Southern California Edison for information about proper wattage and safe operation.

Cooking Devices

- Camp stoves, barbecues, and hibachis are useful. Remember to store propane or charcoal if you plan on using them.
- **Caution:** Never burn charcoal indoors. An inadequately ventilated site may cause carbon monoxide poisoning.
- Matches can be stored in a waterproof, airtight tin or purchase waterproof matches.
- **Caution:** Do not use matches until you are sure there are no gas leaks. Also, do not use your fireplace for cooking until the chimney has been inspected for cracks and damages. Sparks may escape into your attic through an undetected crack and start a fire.

Emergency Information

Obtain a battery-powered transistor radio. For emergency information, tune to:

- KFI 640 AM
- KABC 790 AM
- KKHJ 930 AM (Spanish)
- KFWB 980 AM
- KNX 1070 AM
- KMNB 1460 AM (Russian)

Sanitation Supplies

Portable camp toilets, buckets, heavy-duty trash liners, or small trash cans can be used as emergency toilets. Store a supply of twist ties, toilet paper, and disinfectant in them. Do not bury waste because it could contaminate the ground water. Await disposal instructions from local officials. Other hygiene supplies include soap, shampoo, toothpaste, deodorant, and sanitary napkins.

Clean-Up

- Axe
- Shovel
- Broom
- Heavy duty garbage bags

Shelter

- Tent
- Blankets
- Sleeping bags
- Newspapers
- Waterproof tarp

Pets

- Pet food & medication
- Leash and/or portable carrier
- Temporary ID tag with emergency contact number

Personal Items

- Eyeglasses (Store an extra pair)
- Contact lens solution
- Batteries for hearing aids
- Sturdy shoes (Keep a pair near the bed)
- Work gloves for all household members

Fire extinguishers

- Place your fire extinguishers where they are very accessible.
- Take time to be trained in how to use your extinguisher (more information in later section).

Money

It is important to keep some emergency cash in a safe place, both in your home and in your vehicle. In the event of a disaster, banks may be closed, ATMs may not work, and merchants might not accept credit cards.

Car Mini-Survival Kit

Most people spend many hours in their car each week. A major disaster could force you to rely on your car for short-term shelter and survival. Try to maintain at least a half of a tank of gas.

Assemble a survival kit for your car with some or all of the following items. Storing these supplies in a small day or backpack will make them convenient to carry if you need to walk home.

- Snack-type, nutritious foods – dried fruits, nuts, granola bars, crackers, seeds, jerky
- Comfortable and sturdy shoes
- Bottled water
- Small first aid kit that includes any personal medication
- Fire extinguisher – “ABC” type.
- Flares
- Blanket
- Local maps and compass
- Flashlight and extra batteries

- Tools – screwdriver, pliers, and knife
- A pair of heavy work gloves
- Ziploc bags
- Toilet tissue
- Newspapers
- Change
- A book or magazine

Storing Emergency Supplies

Finding extra space to store your emergency supplies is often a little tricky. However, it is important that you use care in locating a storage area. Your supplies will do you little good if you cannot get to them, or if they are destroyed or damaged during the disaster.

One suggested method of storing emergency supplies is to place them in a large, covered trash container which can then be stored outside in a cool, sheltered location. Put the contents inside moisture-proof bags before placing them in the can. Perishable supplies will remain stable longer if they are stored in a cool, dark place. Finally, the amount of each item you put in the can will depend upon the number of people using the supplies.

Storing your supplies in different locations will prevent all of them from becoming inaccessible in an emergency. Other storage suggestions include:

- Behind a drape
- Under a bed or behind a couch
- On a closet floor
- In a trash barrel, topped with a plywood circle and covered with a floor length tablecloth
- Up off cement floors in your garage or outbuildings

Securing Important Information

Securing Important Information

After a major disaster you may need financial assistance and will want to document any property loss for insurance and income tax purposes. Having easy access to these documents will help you complete the necessary application forms after a disaster.

Record vital household information, including home insurance policy. Make copies of this page and store it in two safe, fire-resistant places if possible (such as in plastic bags in the freezer).

Store deeds, wills, tax records, birth certificates, and other vital documents.
Take photographs of all valuables for documentation for insurance claims.

Name and social security numbers of all family members:

1. #:
2. #:
3. #:
4. #:
5. #:

Name, address, phone:

Adult 1's employer:

Address:

Phone:

Adult 2's employer:

Address:

Phone:

Child/Other's employer:

Address:

Phone:

Name, address, phone:

Child's name:

Child's school:

Address:

Phone:

School policy is to hold/release (circle one)

Child's name:

Child's school:

Address:

Phone:

School policy is to hold/release (circle one)

Name, address, phone:

Doctor:

Address:

Phone:

Hospital/Clinic:

Address:

Phone:

Attorney:

Address:

Phone:

Bank account and insurance information:

Bank:

Account type: #:

Account type: #:

Insurance:

Policy type: #:

Other:

Type: #:

Car, license and vehicle identification (ID) numbers:

Make: License #:

ID#:

Make: License #:

ID#:

Tips for the Elderly or Disabled

- Tell your neighbors now if you might need assistance in an emergency. Identify several neighbors to check on you after an earthquake.
- Move your bed away from windows, mirrors, or heavy pictures.
- Figure out how you can get out of each room if the doorway is blocked.
- List important medications and health conditions. (Magnets are available at City Hall)
- Keep an extra supply of medication and special equipment in your home and at work.
- Keep a whistle handy to signal for help.
- If you are blind, keep an extra cane at home and at work. Store extra pet food and supplies for your guide dog. Guide dogs will be allowed into American Red Cross shelters.
- If you are deaf or hearing-impaired, store a flashlight, pencil, and pad for communicating.

Helping Children Prepare

Children depend on daily routines: they wake up, eat breakfast, go to school, and play with friends. When an emergency or disaster interrupts this routine, children become anxious. In a disaster, they will look to you and other adults for help. How you react to an emergency gives them clues about how to act. If you react with alarm, a child may become more scared. They see your fear as proof that the danger is real. Children's fears may also stem from their imagination, and you should take these feelings seriously. Your words and actions can provide reassurance. Your child is less likely to experience prolonged fear or anxiety if he or she knows what to expect after the disaster.

- Talk about your own experiences and/or read aloud about disasters, such as earthquakes. Local libraries have a number of good books on earthquakes.
- Ask the staff at your child's school about the school's disaster plan. If they do not have one, contact other parents and develop one.
- Provide your child with a mini-earthquake kit that includes a flashlight, change for a phone, the name of a relative, neighbor or friends who will care for him/her until the household can be reunited, name and phone number of an out-of-town contact, bandages, gloves, and anything else your child might need.
- Develop and practice a family disaster plan. Everyone in the household, including children, should play a part in the planning process.
- Teach your child how to recognize danger signals. Make sure your child knows what smoke detectors, fire alarms, and local community warning systems (horns, siren) sound like.
- Teach your child how and when to call 911 for help.
- Help your child memorize important family information, such as their family name, address, and phone number. They should also know where to meet in case of an emergency. Some children may not be old enough to memorize this information. They could carry a small card that lists emergency information, which they could give to an adult or babysitter if necessary.

Workplace Preparedness

While there is a chance that you will be at home when an earthquake occurs, it is just as important to know what to do if you are at work. You will be an asset to your company and your co-workers if you have prepared for such an event before it happens.

It is possible that you will have a specific function to perform for your company in the event of a major disaster. If so, you already have received or will receive special training to perform that role. But whether you have a special assignment or not, you will be adequately prepared and able to respond effectively if you complete the following:

- Become familiar with your company's disaster plan. Know your responsibilities.
- Know your building, floor warden, evacuation routes, and pre-designated gathering areas.
- Conduct an earthquake hazard survey and request that any unsafe conditions be corrected.
- Keep emergency supplies on hand.
- Know who has been trained in first aid and CPR. Consider becoming certified and know where the first aid kit is stored.
- Know where the utility shut-off valves are located and how to turn them off.
- Know where fire extinguishers are located and how to use them.
- Know what auxiliary communication systems have been selected for use when the normal phone system is inoperative. Do not overload the phone system with non-emergency calls.

Work Mini-Survival Kit

A mini-survival kit could make you more comfortable and safe until you get home. Assemble a survival kit for your work with some or all of the following:

- Snack-type nutritious foods
- Comfortable and sturdy shoes
- Bottled water
- Small first aid kit which includes personal medicine
- Blanket
- Flashlight and extra batteries
- Battery-operated AM radio
- Ziploc bags, toilet tissue
- A copy of the company's emergency instructions or policies
- A pair of heavy work gloves
- Money and change for phone calls
- Whistle

Neighborhood Preparedness

Neighborhood Preparedness

Since City and County emergency services will be very busy after a damaging earthquake, it is important for neighborhoods to organize and be prepared. You may need to rely on yourself and your neighbors for first aid, firefighting, search and rescue, and general support for at least a few hours after a big earthquake. Neighborhood groups who are prepared ahead of time can make a difference.

Effective neighborhood disaster response is based upon a realistic plan that organizes and directs resident actions during emergency situations. Regardless of their size, all neighborhood preparedness groups have similar features.

- **Organization** – A group can be old or new, large or small, formal or informal, but it is the nucleus of coordination.
- **Education** – Education and preparedness planning for every neighborhood resident is essential and the neighborhood group is in the best position to provide it.
- **Information** – The group collects information on individuals/families/businesses in its territory, and inventories the skills and resources of each person. This information is then shared and used during an emergency to improve the assistance available to everyone.
- **Responsibilities** – Neighborhood groups assign responsibilities for various disaster response activities that are most important for their neighborhood. Even groups that are very small can divide up some of the most important and/or difficult activities (i.e. utility checks, fire suppression, first aid) to make sure they get done.
- **Training** – Once responsibilities are assigned, the neighborhood group provides or arranges training so people know how to carry out their responsibilities. Neighborhoods also hold periodic drills so everyone can work on skills and refine the overall plan.

If you are interested in developing a neighborhood preparedness plan for your block, apartment, or building, the City of West Hollywood's Public Safety staff are available to assist you.

Pet Preparedness

Pet Preparedness

When preparing for a disaster, remember supplies you need to care for your pets. Some suggestions are water, food, leash and collar, a "tie-out", a non-spill food/water dish, favorite toys, pet first-aid supplies, a small pan and litter for cats, disposable waste scooper, and pet name tags (your name and number as well as your vet's name and number).

During an Earthquake

During an Earthquake

- Stay calm.
- Move away from glass doors, mirrors and windows.
- Avoid heavy standing objects such as bookcases, china cabinets, refrigerators, filing cabinets, hanging plants, etc.
- If you are **INDOORS**, stay there. Crouch under a desk or table or stand in a doorway. Avoid doorways with doors. Doors may swing during an earthquake and injure you. Resist the tendency to run outside.
- If you are in a **HIGH-RISE BUILDING**, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators. Do not be surprised if the fire alarm and/or sprinkler systems are activated.
- If you are **OUTSIDE**, move to a clear area, away from power lines and poles, trees, tall buildings, chimneys, and walls. Watch for falling glass, bricks or building materials.
- If you are **DRIVING**, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay in your car.
- If you are on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.
- If you are in a **CROWDED STORE OR OTHER PUBLIC PLACE**, do not rush for exits. Move away from display shelves containing objects that could fall.
- If you are **IN A WHEELCHAIR**, stay in it. Move to a doorway or other safe area. Lock the wheels and cover your head with your arms to protect yourself from falling debris.

After an Earthquake

Disaster Response Checklist

After an earthquake, remain calm. If you are not injured or trapped, put on some heavy shoes to protect your feet from broken glass and debris and then begin going through the following disaster response checklist:

1. Check others for injuries. Administer first aid.
2. Use a flashlight. DO NOT light a match until you are positive there are no gas leaks.
3. Check for fires. Do not use your fireplace until your chimney has been inspected.
4. Check utilities (water, electricity, and gas). Shut off ONLY if necessary.
5. Draw a moderate amount of water in a bathtub or other container, in case service should be disrupted. If you suspect water line damage, turn off water at main valve.
6. Turn on battery-operated or car radio for emergency bulletins.
7. Clean up any spilled chemicals, medications, or broken glass.
8. Take routine medications.
9. Eat. Try not to go without food or water for too long.
10. Confine frightened or injured pets.
11. Check your house for structural damage. Evacuate if necessary.
12. Call your out-of-state contact to let them know how you are. After that, do not use the telephone except in extreme emergencies.
13. Be prepared for additional aftershocks.
14. If your gas has been turned off, wait for utility company to turn your gas back on.

In addition to the above, you may have some additional tasks to complete. List them below:

Make a copy of this checklist and keep it with your disaster supplies.

Utility Shut-Off

After an earthquake, it may be necessary for you to shut off one or all of your utilities.

Gas

- Shut off your gas **ONLY** if you smell the characteristic warning odor and/or you notice a large consumption of gas being registered on the gas meter.
- **DO NOT USE** matches, lighters, open flame appliances, or operate electrical switches until you are sure no gas leaks exist. Sparks from electrical switches could ignite gas, causing an explosion.
- The main shut-off valve is located next to the meter on the inlet pipe. Use a wrench to turn the valve in the direction illustrated.
- An automatic valve which turns the gas off for you is available in stores.
- **DO NOT TURN YOUR GAS BACK ON** by yourself. Wait for a Southern California Gas Company professional to do so. Gas lines that are not properly bled before the gas is turned back on can cause explosions. Also, do not light your pilots, let the gas company do it.

Electricity

After a major disaster, shut off the electricity and check for damage to the wiring. Sparks from electrical switches could ignite leaking gas and cause an explosion. Your house may be equipped with fuses or circuit breakers. If your house has fuses, you will find a knife switch handle that should be marked "MAIN." If your house has circuit breakers, you may need to open the metal door of the breaker box to reveal the circuit breakers. The main circuit breakers should be clearly marked showing on and off positions. If you have any sub panels adjacent to the main fuse or breaker panel or in other parts of the house, be safe and shut them off too in an emergency.

Water

If water pipes break within your home and/or there is flooding, turn off the water immediately. Water may be turned off at either of these two locations:

- At the main water meter, which controls the water flow to the entire property, or
- At the water main leading into the home. It is recommended that you shut-off your water here because it may flow out of the water heater and back into the main line if you do not.

Fire Suppression

Always call the fire department at 911 first. However, after an earthquake, it may be a while before the fire department can arrive. Therefore, while help is on the way, you may need to try to keep the fire from spreading if it is safe to do so. Remember to always keep an open escape route between you and the fire.

There are 3 BASIC WAYS TO PUT OUT A FIRE:

- Take away its fuel.
- Take away its air (smother it).
- Take away heat by cooling it with water.

Different types of fires require different suppression methods:

- Electrical fires – be sure to shut off the electricity first. Then put out the flames with an extinguisher, water or other fire retardant. If you can't shut off the electricity, don't use water on an electrical fire.
- Oil, Grease, or Gasoline Fires – smother the flames. Use your fire extinguisher, a lid, bread board, baking soda, or earth. Don't use water!
- Gas fires – shut off the gas supply. Then use an extinguisher, water, sand, or earth.

You may use an "ABC" extinguisher to put out the following types of fires:

A – Fires involving ordinary combustibles such as wood, paper, and/or cloth.

B – Fires from oil, grease, and gasoline.

C – Fires in electrical equipment and appliances.

Note: Never use water to put out an electrical (type C) or an oil, grease, or gas (type B) fire.

When fighting a small fire, always point the fire retardant at the base of the fire where the flames meet the fuel. If your clothes catch on fire – STOP! DROP! And ROLL to smother the fire. DO NOT RUN!

Operating a Fire Extinguisher

To operate a fire extinguisher, remember the word PASS.

P for Pull – Pull the pin, ring, or seal.

A for AIM – Aim the extinguisher nozzle at the base of the fire. Remember, most fire extinguishers last only eight to ten seconds. Make sure you aim at the base of the fire before you release.

S for Squeeze – Squeeze or press the handle.

S for Sweep – Sweep slowly from side to side at the base of the fire until the fire goes out.

Guidelines for Search and Rescue

Guidelines for Search and Rescue

1. Never conduct a search and rescue alone. Work with a partner. Plan your search route; do not wander without a pattern. Bring a whistle to signal for help and a flashlight if it is dark.
2. Before you enter a building, feel the top and bottom of the door with the back of your hand. If it is hot, do not enter. If it is cool, cautiously open the door. Repeat this process every time you come to a closed door.
3. Check the door jams, walls, and ceiling for cracks and splinters. If the building appears unsafe, do not enter.
4. Enter the building low, preferably on your knees. Be alert. Be aware that there may be aftershocks. Also, if you can find some work gloves, put them on.
5. While still in the entry way, sniff for the odor of natural gas. If you do smell gas, open the front and back doors and as many windows as you can, without going inside, to provide ventilation. Enter the house only when the smell of gas is gone.
6. While still in the entry way, loudly call out, “Is anyone here?” Listen for a response. If someone answers, ask them to tell you where they are, and what type of help they need. Pause occasionally during the entire search to listen for cries, moans, thumping, banging or other indicators of someone needing help.
7. If it is dark, slowly sweep each room with your flashlight before going in. Check the floor and the ceiling of the area you are in for hazards—holes, fallen beams, broken glass.
8. Systematically search each room. Stay with your partner and communicate often. Pay careful attention to areas under beds, behind furniture, inside closets, under stairs, and inside bathtubs and showers.
9. If it is dark and you don’t have a flashlight, keep in contact with the wall. It is easy to become disoriented. Should you become confused about your location, following the wall will eventually lead you back to the original door.
10. If you find an injured person, determine to the best of your ability, the nature of her/his injuries. If no spinal injuries are evident, move the victim to the first aid providers for assessment.
11. Post a sign on the front of each building when you finish to let others know you have searched it.

Important:

If your attempts to rescue others are obviously beyond your physical capacity or skill, you may lose your life, and you may endanger those coming to your aid. Sometimes it takes wisdom and courage to wait for help.

Obtaining Emergency Information

Obtaining Emergency Information

Listen for a radio station that says “Serving the Los Angeles area.” This signifies that the station is an Emergency Broadcasting Station.

If electrical power is functioning, and you have cable television, turn to Citychannel 10 for emergency information.

Emergency Broadcast Stations include:

- KFI 640 AM
- KABC 790 AM
- KKHJ 930 AM (Spanish)
- KFWB 980 AM
- KNX 1070 AM
- KMNB 1460 AM (Russian)

If You Must Evacuate Your Home

In the event of a fire, earthquake, or other disaster, you will need to be prepared to evacuate quickly and efficiently. By planning and practicing what to do before you need to, you will help yourself and your household to react correctly and spontaneously at the first sign of danger.

- Check your Evacuation Priority List which you completed on page 16 of this work book.
- Post a message indicating where you have gone.
- Take vital documents, emergency supplies, equipment, and extra medications with you.
- If you have pets, be sure to put them on a leash or in a travel case. Be aware that some shelters do not allow pets.

Psychological Considerations

Psychological Considerations

Survivors who witness the fact that they can not control their physical world sometimes experience the fear that it might happen to them again. Many individuals, particularly the young and elderly, may feel overwhelmed and may experience difficulty in coping with the situation and their feelings.

Household members, friends, neighbors, and co-workers can provide support for each other by following these guidelines.

- Accept your own limitations and don't attempt to be all things to all people.
- Maintain physical care with exercise, nutrition and sufficient sleep.
- Remain calm. Acknowledge and express feelings of anxiety and encourage others to do so, including children.
- Keep busy by participating in recovery efforts.
- Households with children should remain together and should return to a normal routine as soon as possible.
- Do not resist professional help.

You may benefit from counseling if any of the following symptoms persist:

- Mental confusion
- Memory difficulties
- Depression or crying
- Irritability
- Anxiety
- Withdrawal

Using Emergency Food and Water

See earlier section on page 19 for details on water purification.

Using Water from the Hot Water Heater

To use water in the hot water heater it is necessary to turn off the cold water supply to the hot water heater (this keeps contaminated water from being drawn into the tank from the domestic supply). Open any hot water tap in the house (This allows air to enter the tank so water will flow out easily). Drain needed water from the bottom of the tank at the drain valve. It is very important to turn off the heat source to the hot water heater before draining water because of the danger of super heating.

1. Turn off cold water supply.
2. Turn off heat source to water heater.
3. Open any hot water tap in the house to allow air to flow into the tank.
4. Drain water into a container at the drain valve.

Disaster Application Centers

In the event of a major emergency, disaster relief agencies will pool their services. Together, they will comprise One-Stop Centers for Emergency Relief. These Centers will be set up in areas convenient for you and your neighbors. Their locations and working hours will be announced through the media.

Private Relief Agencies

The American Red Cross, the Salvation Army, and/or other private agencies will provide emergency assistance to satisfy immediate needs such as food, shelter, clothing, medical supplies, and welfare inquiries.

Local

- City of West Hollywood – Information and referral services.
- County Tax Assessor – Advice and assistance in obtaining property tax relief for losses resulting from the disaster.
- Consumer Protection Agencies – Protection against unscrupulous business practices by contractors and merchants.
- County Health Department – Advice and assistance in matters related to health problems resulting from the disaster.
- County Welfare Department – Distribution of food stamps under the State Department of Social Services and U.S. Department of Agriculture, Food, and Nutrition Division.
- Private Service Groups – Assistance such as clean-up and transportation.

State

- California Emergency Management Agency (CalEMA)
- Employment Development Department (EDD) – State unemployment payments and disaster unemployment assistance; guidance relating to new employment and temporary labor.
- Department of Social Services – Distribution of food stamps; redirection or continuation of normal services to welfare recipients.
- Franchise Tax Board – Advice and assistance in obtaining tax relief for disaster casualty losses.
- Department of Veteran Affairs – Assistance to individuals whose homes are financed under the Cal-Vet Program.

Federal

- Federal Emergency Management Agency (FEMA) – Agency designated to coordinate disaster response.
- Small Business Administration – Assistance in obtaining loans for repair, rehabilitation or replacement of damaged or destroyed property.
- Department of Housing and Urban Development (HUD) – Temporary housing or other emergency shelter; temporary mortgage or rental payments for persons faced with loss of their residences because of disaster-related financial hardships.

- Internal Revenue Service (IRS) – Advice and assistance in obtaining income tax relief for disaster casualty losses.
- Social Security Administration (SSA) – Assistance to Social Security recipients in expediting delivery of checks delayed by the disaster; assistance in applying for Social Security Disability and Survivor benefits.
- Veterans Administration (VA) – Assistance to home owners whose homes are financed through Veterans Administration loans; information on Veterans Administration hospitalization.
- Young Lawyers Section (YLS) American Bar Association – Legal assistance to households with disaster-related problems.

Don't forget! Bring all vital documents to ensure speedy processing of disaster relief applications.

Other Resources

Agencies

Following are some of the many agencies available to provide individuals and groups with disaster preparedness information:

American Red Cross – West District
11355 Ohio Ave.
Los Angeles, CA 90024
(310) 445-9900
www.acrossla.org

City of West Hollywood
Public Safety Division
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6414

California Emergency Management Agency
P.O. Box 419047
2800 Meadowview Road
Sacramento, CA 95832
cms.calema.ca.gov/

Seismic Safety Commission
1755 Creekside Oaks Drive, Suite 100
Sacramento, CA 95833
www.seismic.ca.gov/sscpubs.htm
(916) 263-5506

Publications

Putting Down Roots in Earthquake Country.

Published by the Governor's Office of Emergency Services, the Federal Emergency Management Agency, American Red Cross, United States Geological Survey, the National Science Foundation and the Southern California Earthquake Center. Available from the Southern California Earthquake Center, (213) 740-1560. Copies are \$1.00 each.

The Homeowner's Guide to Earthquake Safety.

Published by the State of California Seismic Safety Commission. Copies are \$3.25 each and may be obtained by writing:

Seismic Safety Commission
1755 Creekside Oaks Drive, Suite 100
Sacramento, CA 95833.

See www.seismic.ca.gov/sscpubs.htm for a complete list of publications.

For additional resources, check your local library.