

Personal Emergency Supply Kit

- Phone & charger
- Medications & glasses
- Laptop & charger
- Family communication plan
- Emergency phone list
- Cash and identification
- Water, 1 gal. per person, per day for at 3 three days
- Water purifier (tablets or filter)
- Food, 3 day supply, non-perishable
- Battery-powered or hand crank radio and NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- Solar charger
- First aid kit & manual
- Dust and smoke masks (**N95**)
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench for gas line
- Can opener for food
- Local maps
- Matches (waterproof)
- Hygiene supplies
- Sleeping bag or warm blanket,
- Change of clothes, sturdy shoes
- Mess kit, cup, plastic utensils, small hand towel
- Paper, pencil
- Emergency whistle
- Work gloves

First Aid Kit

- Prescription medicines
- Pain reliever
- Spare reading glasses
- 3 Triple antibiotic ointment packs, 0.5g each
- 4 Antiseptic cleansing wipes (sting free)
- 1 Hydrocortisone pack, 0.9g
- 2 Hand sanitizer packs, 0.9g each
- 2 chewable aspirin tablets, 81 mg each
- 20 Plastic adhesive bandages, 3/4" x 3"
- 10 Plastic adhesive bandages, 1" x 3"
- 2 Elbow and knee plastic bandages, 2" x 4"
- 5 Junior plastic bandages, 3/8" x 1-1/2"
- 1 Knuckle fabric bandage
- 1 Fingertip fabric bandage
- 3 Patch bandages, 1-1/2" x 1-1/2"
- 1 Instant cold compress
- 1 Triangular sling/bandage
- 1 Trauma pad, 5" x 9"
- 4 Gauze dressing pads, 3" x 3"
- 2 Gauze dressing pads, 4" x 4"
- 1 First aid tape roll, 3/4" x 5 yds
- 1 Gauze roll bandage, 3"
- 1 CPR one-way valve face shield, latex-free
- 1 Thermometer
- 2 Latex-free exam-quality vinyl gloves
- Scissors, 1 pair
- Plastic tweezers, 1 pair
- 1 Emergency First Aid Guide
- 1 Zippered clear-pocket soft pack
- Personal respirators (two types: intake and output protection)

Personal Emergency Response Plan at Work

- General - Maintain situational awareness throughout the day whether at work or at home. Always remember to remain calm and flexible.
- Risk Assessment - Be familiar with and document the hazards and risks where you work and live.
- Protective Actions - Review emergency response protocols, establish applicable procedures, and document specific tasks to guide in the appropriate immediate actions during an emergency.
<https://oes.ucsc.edu/emergency-management/preparedness/procedures/index.html>
- Emergency Resources – Be familiar with the people, systems, and equipment in your workplace or at home that can assist in an emergency. Identify key resources in your plan.
- Coordination – Be prepared to provide facility and hazard information to first responders to assist them in stabilizing the incident.
- Training – Participate in training opportunities that help you understand emergency plans, roles and responsibilities, policies and procedures.
- Emergency Drills and Exercises – A key component of all planning efforts is drilling and exercising plans to ensure they work. Participation and feedback play an important role in ensuring effective emergency preparedness.

Personal Business Continuity Plan

- Consider how you could perform your work during various hazardous situations (power outage, office building inaccessible, data lost)
- Ensure your computer has redundancy protection (are your files backed up on a server or external hard drive which is stored in a separate location?)
- Before it is needed, connect your laptop(s) to the UCSC Virtual Private Network (VPN) to work offsite.
<https://its.ucsc.edu/vpn/installation.html>
- Discuss your department's Business Continuity Plan with your supervisor. If your office does not have a plan, contact the Office of Emergency Service's Business Continuity Planner. See our staff list at:
<https://oes.ucsc.edu/about/contacts.html>
- Create a resource and contact lists for resuming your work
- Plan for methods to meet compliance reporting related to your work
- If appropriate, consider a shared folder so colleagues can gain access to your work when you cannot report to work
- Draft a personal business continuity plan.

Imminent Danger

- Call University Police at 9-1-1
- When possible, remove yourself from the situation.

Evacuation

- Know your Building Emergency Coordinator and your Floor Marshals
- Practice using evacuation routes
- Know your evacuation assembly area(s)
- Do not use the elevator
- Upon exiting, find your area Floor Marshal, and check in.
- Keep roadways clear for first responders
- Do not re-enter the building until an “all clear” has been given.

Secure In Place

There may be situations when a location should be secured to prevent entry. This will usually be due to the possible presence of a violent intruder. If a secure in place order is given, employees should follow these procedures to ensure their safety:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

Additional Notes:

- Lock all available doors
- Silence cell phones
- Do not congregate in one portion of the room
- When first responders arrive, verify who they are, follow instructions and keep hands visible

Demonstration / Protest Preparedness**What should I do if there is a building occupation?**

- In the event of a building occupation, for safety purposes, employees are expected to leave the building and to the degree possible, secure office areas behind them.
- Employees should meet in the designated Evacuation Area (know your assembly areas)
- Employees should check in with supervisors, managers and Floor Marshals at the Evacuation Area for further instruction.
- Upon exiting your work area, **if possible**, employees should take care to:
 - Lock and close all doors
 - Secure confidential and sensitive information
 - Secure laptops or take them with you
 - Take other personal items you may need

Fire

Building occupants are required by law to evacuate a building when the fire alarm sounds.

1. Inform people in the immediate area to evacuate.
2. Activate the nearest building fire alarm.
3. Call 9-1-1 if safe to do so. Otherwise, evacuate the building and call 9-1-1 from outside the building.
4. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system.
5. To use a fire extinguisher, remember the acronym PASS: Pull the pin.
6. Aim the extinguisher at the base of the fire. Squeeze the handle. Sweep the extinguisher from side to side.
7. Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point.
8. On your way out, warn others nearby.
9. Move away from fire and smoke. Close doors and windows if time permits.
10. Touch closed doors using a bottom to top motion using the back of your hand; do not open them if you are hot.
11. If doors are hot, place a wet cloth at the base to keep smoke from entering.
12. Use stairs only. Do not use elevators.
13. Move well away from the building and go to your designated meeting point.
14. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Shelter in Place

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. This can be due to everything from hazardous material releases to fires, explosions or chemical spills. If a shelter in place order is given, employees should follow these procedures to ensure their safety:

How to choose a room to shelter in place:

- Select a small, interior room, with no or few windows
- Choose a room where exterior doors and windows close completely and can be locked
- It is ideal to have a hard-wired telephone in the room you select (cell phone equipment may be overwhelmed or damaged in an emergency)

Additional Notes:

- Lock all available doors
- Turn off all fans, heating and air conditioning systems
- Inspect emergency kits and supplies
- Tune your FM radio to 88.1 for updates on the situation and the 'all-clear' message
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.

Earthquake**Earthquake - If You Are Inside a Building:**

1. Duck under the nearest sturdy object and hold onto it until the shaking stops. "Drop, Cover, and Hold." If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
2. If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other people.
3. Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
4. Stay under cover until the shaking stops, then leave the building.
5. If it is safe to do so, stabilize any laboratory procedure that could lead to further damage, such as turning off burners or electrical equipment.
6. Evacuate the building if told to do so by building staff or emergency responders.

Earthquake - If You Are Outside a Building:

1. Move away from trees, signs, buildings, electrical poles and wires.
2. Protect your head with your arms from falling bricks, glass, plaster or other debris.
3. Move away from fire and smoke.
4. Proceed to your designated evacuation meeting point if safe to do so.
5. Stay alert for further instructions.

Community Resources: Storm Ready, Santa Cruz Emergency Services

- Register your cell phone for emergency notifications (www.scr911.org) and download the Code Red app.
- Check your roof for leaks, especially around flashing where many leaks occur.
- Clear your gutters and downspouts.
- Clear culverts and maintain proper drainage around your property. If you have changed to drought-tolerant landscaping, your drainage patterns may have changed. Repaint the wood trim on your home. Paint is a barrier against water intrusion.
- Check window glazing for leaks, and reglaze if needed.
- Check your property for proper grading and surfacing, including making sure water runs away from walls.
- Have shovels, sandbags, plastic sheeting and other emergency equipment on hand. Store in a dry, accessible location. Sandbags aren't the only thing that divert water. Straw-waddle landscaping tubing and even bags of dirt can direct water away from structures. Make sure you have them on hand.
- Check stressed trees by calling in an arborist if you have concerns. Sudden rains are likely to fell more than a few. For trees in the right-of-way, contact the appropriate agency.
- Secure yard furniture, especially items that might blow away and cause damage during a storm.
- Scan important documents and put on a flash drive or in the cloud. Store drive in a safe location. Secure important family items, such as photographs, jewelry, mementos, etc. Prepare a family disaster plan and family disaster kit. For more information, go to <http://www.santacruzcounty.us/stormPreparedness.aspx>.
- Consider flood insurance, even if you're not in a high-risk area.
- If you have a well, ensure that the well head area is clean, clear and sealed. Remove dirt and leaf litter from the well pad and around the well head.
- If you have a septic system, divert drainage away from the system. If you don't already have them, consider riser pipes to monitor water levels.
- If your property is prone to power outages, consider a small generator.
- If you have below-ground areas such as basements or garages, consider a sump pump. If you already have one, make sure it is working.
- If you use an automatic watering system, turn it off during the rainy season.
- Make your house pest-proof if ants and other pests invade your home during rainy weather.
- Check your car tires for wear. Purchase new tires if needed. Make sure your windshield wipers, lights and brakes are in good working order.

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