

**The Pocket Guide to**

# **Emergency Preparedness**

**Your safety.  
That's why public health is working.**

We're working around the clock to protect your health and safety. Our work includes health promotion, disease prevention, and serving as one of the front line team of agencies responding in the event of terrorism.

To learn more, visit us at [www.sccphd.org](http://www.sccphd.org) or call 408-793-2020.

This guide can help you in the event of a major emergency. It has information on how to plan for and respond to natural and man-made disasters. Helpful web sites and phone numbers are also included.

Please read your guide carefully and keep it close at hand.

**Public Health Department**

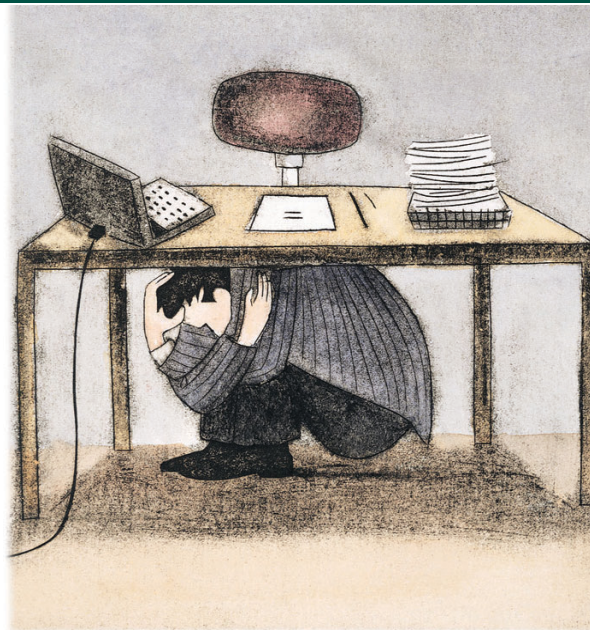
Santa Clara Valley Health & Hospital System



[www.sccphd.org](http://www.sccphd.org)

# In the event of an Earthquake

Earthquakes and their potential for loss of life, injury, and extensive property damage are always a concern for most Californians.



The following tips can help keep you safe:

- 1. Have a Plan:** Select a safe place in every room. Practice DROP, HOLD, and COVER and teach children how to do it. This means: *drop* under something sturdy like a table, *hold* on to it, and *cover* your eyes by pressing your face against your arm.
- 2. Prepare an Emergency Supplies Kit:** Make sure you have the food, water, medical supplies, and other materials you'll need for at least 3 days after an earthquake.
- 3. When the Shaking Starts:** DROP, HOLD, COVER. Stay indoors until the shaking stops. If you're outside, find a clear spot away from buildings, trees, and power lines and drop to the ground. If you're in a car, slow down and drive to a clear place.
- 4. After the Shaking Stops:** Get to a safe place outdoors if you think the structure you're in is in danger of collapsing. Provide first aid for anyone slightly injured and seek medical attention for anyone seriously injured. Assume there will be aftershocks. Secure anything heavy that could fall and eliminate fire hazards. Listen to the radio for instructions regarding turning off gas and water. If you smell gas, or think it is leaking, shut it off. BUT REMEMBER: Only a professional should turn it back on.

For more information visit the  
Office of Emergency Services Web site at  
<http://oes.sccgov.org> or call 408-808-7800.

In the event of a

# Radiological Emergency



**E**xposure to radiation can occur from a nuclear explosion, an accident in a nuclear power plant, or a terrorist attack with a "dirty bomb" (conventional explosives packaged with radioactive materials).

In all cases:

- 1.** Decrease the amount of time you spend near the source of radiation.
- 2.** Increase your distance from the source.
- 3.** Increase the shielding between you and the radiation. Shielding is anything. Depending on the level of radioactive materials used – a plate glass window to several feet of concrete – can create a protective barrier between you and the radiation source. It will be very important to listen emergency information about the level and location of the source of radiation.

**SELF-DECONTAMINATION:** If you have been exposed to radiation, remove your clothes as quickly as possible and put them in a sealed plastic bag. Take a shower or wash as thoroughly as you can with lukewarm water. Listen to the radio for disposal and other instructions.

IN THE EVENT OF A

# BIOLOGICAL EMERGENCY

*Biological agents are bacteria and toxins that can cause disease in people.*



**Protection during a biological event depends on the agent being used.**

For example, anthrax can only affect people who come into direct contact with it and cannot be passed on from person to person. But smallpox is highly contagious and would require isolating people who have been exposed. For some biological events immunizations may be recommended.

In response to a biological event, local authorities may give orders for **SHELTER IN PLACE** or **EVACUATION**.

In the event of a

# Chemical Emergency

**C**hemical agents are poisonous gases, liquids or solids that can cause injury, illness and death. Chemical emergencies can be caused by industrial accidents, or through the intentional release of harmful chemicals.

Protection from chemical agents varies. Either **SHELTER IN PLACE** or **EVACUATION** orders may be given to provide protection. Local authorities will give these orders only when necessary. Gas masks and protective clothing may help in some instances, but cannot protect you from contaminated food or water. However, not all such gear sold today is suitable for protection. Learn before you buy.



# How to Get Information in an Emergency

Local radio and television stations will provide information in the event of a major emergency.

In some instances, the Emergency Alert System may be activated.

Specific emergency instructions will be broadcast by:



- KSJO-FM 92.3
- KQED-FM 88.5
- KCBS-AM 740

Emergency instructions will provide information on whether it is safer to evacuate your home/workplace or whether you will be better protected by Shelter In Place.

If you are ordered to evacuate, the radio announcements will also advise you on the safest place to go.

## HELPFUL WEB SITES

Santa Clara County Public Health Dept. ....	<a href="http://www.sccphd.org">www.sccphd.org</a>
U.S. Dept. of Homeland Security .....	<a href="http://www.ready.gov">www.ready.gov</a>
Centers for Disease Control and Prevention .....	<a href="http://www.bt.cdc.gov">www.bt.cdc.gov</a>
Santa Clara County .....	<a href="http://www.sccgov.org">www.sccgov.org</a>

## What Not to Do in an Emergency

**Do NOT** go to the hospital except in the case of a medical emergency.

**Do NOT** light matches or turn electrical switches on or off if you smell gas or think there may be a leak. It is safe to use a flashlight. Also Do NOT use a regular phone. Cell phones are safe to use.

**Do NOT** turn off any utilities unless you have been told to by emergency authorities—or unless you know there has been some damage to gas pipes, water pipes, or electrical lines.

**Do NOT** drive your vehicle unless you have been advised to evacuate or you have a medical emergency. Be sure to check on road conditions or travel restrictions.

**Do NOT** call 9-1-1 except in the case of a life-threatening situation. It is very important to keep these lines open for true emergencies.



# Your Best Protection is Preparation

**T**here are many types of emergencies. This Guide offers information about those that are large-scale disasters, specifically earthquakes and acts of terrorism involving nuclear (radiological), biological, and chemical agents.

If such a disaster occurs, you may be asked by authorities to take one of two different actions: **SHELTER IN PLACE** (remain in your home or workplace), or **EVACUATE** (leave your home or workplace). In either case, it is important that you and your family have an **EMERGENCY PREPARATION PLAN**.

The American Red Cross provides all the information you need to make your Emergency Preparation plan. You can call the Red Cross at **408-577-1000** or visit their Web site at [www.redcross.org](http://www.redcross.org). In the meantime, it makes good sense to put together some emergency supplies for your home, workplace, and car.

## YOUR EMERGENCY SUPPLIES SHOULD INCLUDE:

- A battery powered or wind-up radio.

- Flashlights with fresh batteries.

- A first aid kit, including emergency medications.

- A cell phone (*make sure it's charged*).

- Stored water in sealed unbreakable containers—1 gallon for each person for each day up to one week. Water should be replaced every six months.



- A water purification kit in the event you can't boil water if a "Boil Water Order" is issued by health and safety official.

- A one week supply of food that doesn't need refrigeration, a manual can opener, and eating utensils.

- Trash bags, duct tape, sheets of plastic, and disposable gloves.

- Fire extinguishers.

- Add a shovel, booster cables, fix-a-flat, and flares for your car.



## When Your Child is at School

Every school has an emergency plan that includes evacuation destinations.  
Call your child's school now to find the location and write it down here:

Also, find out what you or a designated person will need to provide in order to pick up your child.

In the event of an evacuation, you will be notified by school officials where and when your child can be picked up, so make certain the school has a way of reaching you. Radio or television stations may also carry instructions.

Finally, make sure your child has identification and phone numbers to reach family or friends.



# Shelter in Place: Protecting Yourself at Home or Work

In the event of a radiological, chemical, or biological emergency, authorities may direct you to SHELTER IN PLACE or EVACUATE. The term "Shelter In Place" means remaining inside your home or place of work and protecting yourself there.

If emergency officials advise you to Shelter In Place:

- 1** Stay calm.
- 2** Bring children and pets indoors immediately.
- 3** Close and lock all windows and outside doors.
- 4** Turn off all fans, heating and air conditioning systems, close exterior doors and windows.
- 5** If you have a fireplace, close the damper.
- 6** Gather your disaster supplies and battery powered radio.
- 7** Go to an interior room, ideally without windows. In case of a chemical threat, a room above ground is preferable because some chemicals are heavier than air and may seep into the basement.
- 8** Use duct tape (wet towels if you are out of duct tape) to seal doors, exhaust fans, vents, and windows.
- 9** Listen to the radio or TV for emergency instructions and Shelter In Place until you are told all is safe.



**Evacuation: Prepare a  
"Grab and Go"**

## EMERGENCY KIT

In some emergencies, you may be asked to evacuate. In that case, you'll want an easy-to-carry container, like a backpack or duffle bag, with adequate emergency supplies in a convenient location. It's a good idea to keep some cash in your emergency kit. Also, be sure that everyone in the family has a list of important phone numbers and that you've decided on two alternative places to meet in case you become separated.



# Important PUBLIC HEALTH AND PUBLIC SAFETY PHONE NUMBERS

The following are numbers for disaster  
and emergency related help and information.

- Santa Clara County  
Office of Emergency Services . . . . . 408-808-7800
- Santa Clara County Fire Department . . . . . 408-299-3144
- Santa Clara County Office of the Sheriff . . . . . 408-299-3233
- Santa Clara County  
Emergency Medical Dispatch . . . . . 408-299-3325
- CalTrans (highway conditions) . . . . . 1-800-427-7623
- American Red Cross  
Santa Clara Valley Chapter . . . . . 408-577-1000
- California Poison Control Center . . . . . 1-800-876-4766

**Please contact your city government about your Community Emergency Response Team (CERT).**

## Your Own Important Numbers

Write down important numbers and keep them close. These include friends and family home and cellular numbers, your doctor or clinic, and your child's school.




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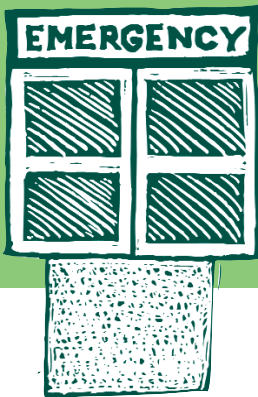


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# Where to Find Emergency Medical Care

## HOSPITALS

( denotes trauma center)

### Community Hospital of Los Gatos

815 Pollard Road  
Los Gatos, CA 95032-1438  
408-378-6131  
[www.communityhospitalg.com](http://www.communityhospitalg.com)

### El Camino Hospital

2500 Grant Road  
Mountain View, CA 94039-7025  
650-940-7000  
[www.elcaminohospital.org](http://www.elcaminohospital.org)

### Good Samaritan Hospital - San Jose

2425 Samaritan Drive  
San Jose, CA 95124-3997  
408-559-2011  
[www.goodsamsj.org](http://www.goodsamsj.org)

### Kaiser Permanente Santa Clara Medical Center

900 Kiely Boulevard  
Santa Clara, CA 95051  
408-236-6400  
[www.kaiserpermanente.org](http://www.kaiserpermanente.org)

### Kaiser Permanente Santa Teresa Medical Center

250 Hospital Parkway  
San Jose, CA 95119  
408-972-7000  
[www.kaiserpermanente.org](http://www.kaiserpermanente.org)

### O'Connor Hospital

2105 Forest Avenue  
San Jose, CA 95128-1471  
408-947-2500  
[www.chwbay.org](http://www.chwbay.org)

### Regional Medical Center of San Jose

225 North Jackson Avenue  
San Jose, CA 95116-1603  
408-259-5000  
[www.regionalmedicalsanjose.com](http://www.regionalmedicalsanjose.com)

### Saint Louise Regional Hospital

9400 No Name Uno  
Gilroy, CA 95020-3528  
408-848-2000  
[www.chwbay.org](http://www.chwbay.org)

### San Jose Medical Center

675 East Santa Clara Street  
San Jose, CA 95112-1982  
408-998-3212  
[www.sanjosemedicalcenter.com](http://www.sanjosemedicalcenter.com)

### Santa Clara Valley Medical Center

751 South Bascom Avenue  
San Jose, CA 95128-2604  
408-885-5000  
[www.scvmed.org](http://www.scvmed.org)

### Stanford Hospital and Clinics

300 Pasteur Drive  
Palo Alto, CA 94304-2299  
650-723-4000  
[www.med.stanford.edu/sumc](http://www.med.stanford.edu/sumc)

Call 9-1-1 in the event of a serious, life-threatening emergency.

