

Priorities (1)

1. Take a few deep breaths, if it is safe to do so.
2. Check yourself for injury.
3. Check other people for injuries. Address urgent needs.
4. Check your surroundings for safety. Move if necessary.

Priorities (2)

Your top priorities are to save and protect:

1. Life (yours and others)
2. Environment (air, water, land)
3. Property (possessions, buildings, etc.)

Never risk life to save property!

Think

- Get everyone thinking and generating solutions.
- Analyze your surroundings. See if you need to stay, or if you need to go somewhere else.
- Consider what you have around you. What creative ways can you use what you've got?
- Consider what you need. Think about how to get it, how to improvise it, and whether it is critical.
- Remember what's important. When the event is over you'll want to be proud of how you acted in this situation.

Communicate

- Establish communications as quickly as possible. Declare an area where information will be posted.
- Find out what other communication options exist.
- Ask others what they need, and what they have to contribute.
- Share your resources, talents, and knowledge. Empowered groups are more capable than disconnected individuals.
- Develop an action plan together, include everyone's needs, and communicate the plan to all.

Know the code: 1=Yes, 2=No, 3=Help!

Mobilize

- Get all of your resources moving in the right direction (people, things, money, brainpower).
- Make sure everyone knows their role, has someone to report to, and is able to do what is expected.
- Stay mobile and be ready to make your assets portable.
- Keep communicating as you put your plan into action. Keep everyone on the same page.
- Maintain calm. Encourage calm, rational behavior by repeating the positive, affirming direction you are taking.
- Poll everyone frequently to find out what skills and/or resources are available and needed.

Gas Shutoff

Turn your gas off if you SEE, HEAR or SMELL leaking gas.

Never turn your own gas back on.

OFF



Gas is OFF when this line goes **ACROSS** the pipe

Water Shutoff

Rushing and standing water can damage a building, making it unsafe.

Avoid extremely hot water. Keep electrical devices away from leaking water!

Most faucets turn right for OFF, left for ON.

Label your shutoff spots!

Electrical Shutoff

Some or all of your electrical power can be shut off at the circuit breaker.

Avoid shock by using insulated gloves and tools if possible.

Do not put water on a fire caused by electricity!

If electrical system is damaged, use a flashlight or glowstick to see – don't use a flame!

Stay Aware!

Be ready to respond to new information. Expect changes!

Aftershocks
New problems
Changes in plans and needs
Corrections to information
Unexpected behavior
Solutions
New opportunities

Be Aware of Special Needs

Make this experience work for **EVERYONE!** Some ideas:

Make information / instructions available with sight **AND** sound.

Create buddy systems for increased comfort / safety.

Encourage bilingual people to help with language barriers.

Find and fix mobility obstacles.

Local Emergency Contact Numbers

Personal Contact Numbers



CARD
Concise Useful Easy
CUE
Your Emergency

What is this card?

This Emergency CUE Card is designed to give you Concise, Useful, Easy information to help you in many crisis situations.

It is meant to help you bring order, establish a team, and otherwise do the best you can, with whatever you have, in a crisis or an emergency.

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Team vs. Mob

Establish a sense of team and community as quickly as possible. All aspects of the response will go better if there is group agreement, leadership and teamwork.

A group of disconnected strangers, in an emergency situation, can feel more like a dangerous mob. **Start as a team, end as a stronger team.**

Evacuation

- Remain calm and look for the nearest exit.
- Get everyone out, help people with special needs. Leave no one behind if possible!
- Leave quickly without running. Do not go back to collect possessions.
- Use stairs if necessary – not elevators.
- Do not go back inside. Only return if officials declare the building safe.
- Leave a note letting people know who has gone where, when, what direction, etc.

Look for emergency exits when you enter a building!

Shelter-In-Place

When you get a warning or become aware of a possible airborne hazard, follow these steps:

SHELTER - Get inside!

SHUT - Close all doors and windows.

LISTEN - to radio, TV or for public announcements.

Take people and animals with you.

Cover your mouth and nose with damp cloth.

Turn off & close all vents, turn off all motors and fans.

Shelter in an internal room, with no or few windows.

Shelter above ground level if possible.

Remain sheltered until the "all-clear" signal is given.

Bring supplies with you if possible.

Shelter Basics

If you have to start sheltering, without any official training, remember some basics:

Establish Order: Get group agreement on leadership, shared commitments, priorities, procedures. Use the basic Incident Command System immediately. [See [Short Version at right](#)]

Establish Areas: When possible, declare separate areas for administration, sleeping, cooking/feeding, bathroom/bathing, first aid/medical assistance, safety/security.

Establish Services: Find out the special needs of all people as quickly as possible, and what can be done to address them.

Encourage manners, consideration and respect for all.

Safety For All

Try to keep yourself and everyone else calm and clear-thinking. Keep each other safe, while helping each other.

Check-Call-Care

If someone appears to be injured:

- **Check** the scene for safety. Proceed if it is safe, otherwise move out.
- **Call** 911 or otherwise notify emergency responders. Call for help as soon as possible; it takes time for help to arrive.
- **Care** for the person to the best of your training and experience.

A-B-C

When helping a sick, injured or unconscious person, remember to keep yourself safe and check their ABCs:

Airway: ensure there is a clear **A**irway through their mouth or nose.

Breathing: check to see that the person is **B**reathing (check for 5 to 10 seconds)

Circulation: check their pulse to see if they have **C**irculation

CPR (Cardiopulmonary resuscitation) and Rescue Breathing should only be performed by trained people.

DO NOT move someone who is unresponsive unless it's necessary to ensure their safety.

Shock

Shock can be a side effect of injury or illness.

Possible symptoms: high heart rate, rapid breathing, confusion or loss of consciousness, clammy skin, sudden diarrhea and kidney failure.

After calling for assistance, putting a person in "shock position" can help. Lay them flat on their back, with legs elevated 8-12 inches to promote blood flow to the heart.

For more health, safety and wellness information, visit the Alameda County Public Health Dept.: www.acphd.org

Incident Command System for Community Responders – Short Version

Establish a team and create a structure for all people to help and be helped in the situation. Have people take on the roles below, matching skills, experience and abilities when possible.

Incident Commander: leads the response; chooses and empowers team leaders; makes final decisions, encourages teamwork and communications, leads management team.

Safety /Security Officer: Focuses on and enforces safety of all people responding to the incident.

Public Information Officer: Works with media; distributes messages to public & local community.

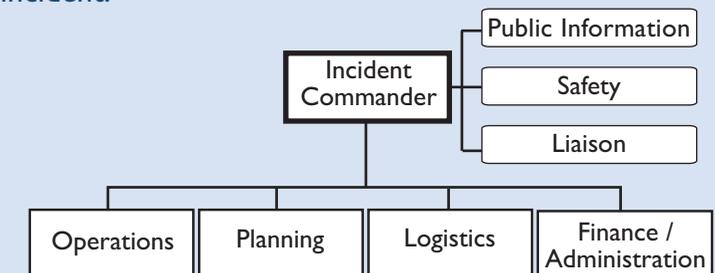
Liaison Officer: Links to and supports external partners and organizations.

Operations Team: Handles key actions including first aid, search and rescue, fire suppression and securing the site. Team needs to be in action ASAP, as these are the key safety-of-life functions.

Planning Team: Gathers information, thinks ahead, create a plan and keeps all team members informed and communicating.

Logistics Team: Finds, stores, tracks & distributes whatever resources are needed (supplies, space and people).

Finance / Administration Team: Tracks and files all expenses, claims, activities and reports, is the record keeper for the incident.



- Limit the span of control to 5-7 people.
- Communicate clearly and regularly.
- Keep goals and priorities clear to all.