Disaster Preparedness Handbook

AIA California Council
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AIACC Disaster Preparedness Handbook

One of the architectural profession’s greatest contributions to public health and safety is also the one most rarely in demand – skilled and expert response assistance after a disaster.

In California, wildfire, flood, and earthquakes are natural hazards that can and do result in disaster. The worldwide threat of terrorism must now be added to the list. In the aftermath of disasters, search and rescue, safety evaluation, damage assessment, and recovery, all depend on the unique skills and expertise of architects.

Disaster preparedness is, in many ways, part of everyday life for every architect, and part of the institutional life of the AIA at every level. Awareness of the hazards and stresses to which the built environment is subjected affects every decision we make on every project we design. As advocates for our clients, and for the public, we are involved in local, state, and federal activities that affect the public’s health and safety through the built environment.

The truth is disaster will strike. Californians know where the un-reinforced schools are, where soil can liquefy and plates shift. We see where the man-made environment touches the natural environment. Weather forecasts provide advance notice on the combination of high winds and hot weather that seem to spontaneously combust, as well as warm ocean surface temperatures, which cause down days of steady rain.

The First Truth About Disaster Preparedness Is That Nothing Prevents Disaster.

When disaster does strike, the greatest impact is human. People often panic and are stressed beyond their ability to respond rationally. They might have known their house was in danger of slipping off its foundation, but when it really happens, they have no idea what to do next. They may have been living in a flood plain, but when water overflows the banks, it’s difficult to believe. They might have been aware that narrow streets into densely wooded neighborhoods would be difficult to evacuate, but when wild fire burns a house every four seconds, the reality is still beyond comprehension. In the immediate aftermath of a disaster, people require help from a calm, objective, compassionate, and coordinated response team. Architects belong on that team. During search and rescue, architects can conduct on-the-spot safety evaluations to determine whether structures are safe for rescuers to enter. They can help locate possible air pockets where survivors may remain.

Architects can ensure that basic safety precautions are observed, such as shutting off gas valves and electrical circuits, closing off water supplies, and testing exterior building elements like awnings and cosmetic elements. They can help identify rubble that can be moved without causing additional dangerous conditions. In evacuations, architects can be
deputized by local building departments to perform damage assessments and to determine whether homes and buildings are habitable, can be saved, or must be demolished. They can help homeowners with basic information about insurance claims, rebuilding or restoring homes, and planning recovery.

**The Second Truth about Disaster Preparedness**

It is also true that disaster response has a brief, intense life in the minds of the public and the government. Immediately following a major disaster, two phenomena routinely occur:

1. The general public has a heightened awareness of the hazards of living in California, and a simultaneous heightened awareness to address preparedness issues.

2. The government at all levels has the same heightened awareness. Following this brief period of intense interest, life returns to normal and preparedness takes a back seat to living.

Therefore, the second truth about disaster preparedness is that when the immediate emergency has passed, there is a short, vital window of opportunity to better prepare the public for the next disaster, and to assist the government in making rational decisions about permanent changes to mitigate future damage. Disaster preparedness for architects as a community includes readiness to seize this brief, critical opportunity.

With regard to the general public we recognize that it is while people are aware as the best time to remind them about steps they can take which they may have long known about, but forgotten. Seminars, tip sheets, newspaper columns, interviews, and recommendations to individual architects regarding their interactions with their clients can all be compiled and waiting for the post-disaster response when the public is ready to act.

On the government side, architects always stand ready to participate in proposing changes in laws and regulations. After a disaster, these proposals take a more restrictive turn, often suggesting banning of some materials and methods, and requiring some others. Some changes are appropriate and will likely achieve the desired result of mitigating future loss when another disaster occurs. Some changes are not so well informed. Architects, having the breadth of training and expertise to recognize the systemic impact of changes in materials and standards, as well as having the experience of assisting in disaster assessment and recovery, are critical to the rational functioning of government initiatives that inevitably follow a disaster.

**Purpose of This Tool Kit**

The AIACC recognizes that architects have more day-to-day exposure to public health and safety issues. This tool kit is provided as a system for preparedness enabling a systematic and timely response when a disaster strikes.
Things change. People come and go. Therefore, this kit does not include person-specific information. Instead, AIACC maintains a Disaster Response page on its website that is continuously updated with contact names and information.

A disaster is not a priority until it happens. Therefore, this tool kit is low maintenance and easy to follow. It will not require extensive pre-planning or budgeting to keep in force after you establish the system in your organizational structure. You can see what you need to do quickly. We recommend that just as you replace your smoke detector batteries at the six-month time change, you also schedule a disaster preparedness update on a specific date each year. With this tool kit you will have installed the system, and you will only need to replace the batteries annually thereafter.

Disasters come in many forms, and each kind has its own unique demands and characteristics. This tool kit does not attempt to delineate all of those characteristics. On the AIACC Disaster Response page, you’ll find a resource list of architects with expertise in particular kinds of disasters, such as firestorms, earthquakes, and floods. For disaster-specific information, they are your best resource for immediate useful information.

Regardless of the kind of disaster, all disasters share some of the same elements. Volunteer preparedness, humanitarian assistance, and post-disaster response are the three common elements addressed in this tool kit. They form the framework for response to any kind of disaster.

For localized disasters, AIA local chapters have the lead responsibility in disaster response, with AIACC serving as a resource. For broader regional or statewide disasters, local chapters continue to take the lead in their local areas; AIACC has the lead responsibility for coordinating between local chapters across regional lines. This tool kit includes the system that AIACC uses in the event of a disaster so that local chapters know what to expect.

It is impossible for an individual to successfully volunteer in a disaster if he or she is personally not able to function. Therefore, this tool kit includes a system for volunteers to use in assessing and enhancing their own preparedness at work and at home. In addition to ensuring that they themselves are able to help in a disaster, rather than finding themselves on the receiving end of a response effort, volunteers should take this system seriously. In addition, using the system affords individual architects an opportunity to model for the broader community, a higher standard of preparedness for the next disaster.

It is a violation of our code of professional ethics for any architect to use his or her status as a volunteer to market paid professional services. This tool kit provides a system for making clear demarcations between a member’s volunteer activities and his or her professional paid activities.
Parent System: Disaster Preparedness

Desired Result: To provide organized and effective expert assistance to individuals as well as private and government organizations in the event of an emergency.

Responsibilities:

- AIACC for coordination of preparedness statewide, and for response in multi-location disasters, in addition to providing support to local chapters before, during, and after disasters.

- Local Chapters for coordination of preparedness and response to members in localized disasters, as well as coordination of stand-by readiness to travel to other locations when assistance is necessary.

Disaster Relief Volunteers to operate all systems for preparedness and response.

1. Prepare and maintain a designated webpage for use as a resource in the event of an emergency. Ensure that chapters, their officers, and disaster assistance volunteers bookmark this webpage. Include the following information that is of immediate value in an emergency:

   - Download PDFs of all disaster assistance systems in this tool kit
   - Download PDF contact lists and phone tree supplied by chapters
   - A list of AIA members and others with experience in specific disaster types as well as contact information
   - Update capacity so the webpage can serve as a real-time information resource
   - Messaging or bulletin board capacity allowing real-time messaging in place of using telephone communications
   - Links to webpages, such as Office of Emergency Services, providing immediate disaster assistance and emergency relief information

2. Identify, prepare and maintain response team volunteers, and establish strategic partnerships with other locally-based agencies and organizations (see System #1 and System #2)
   Accountability: Local Chapter

3. Establish and maintain physical and procedural preparation for disaster relief headquarters and at least one back-up location; and encourage all volunteers to be similarly prepared. (See System #3 and supporting assessment questionnaire)
Accountability: Local Chapter

4. Establish and maintain system for response when disaster strikes, including volunteer call-out, administrative support, and appropriate timelines (See System #4)
   Accountability: Local Chapter, using materials and support from AIACC

5. Establish and maintain system for coordinating disaster assistance readiness at the state and chapter levels. (See System #5)
   Accountability: AIACC with Chapter input

**System #1: Identify a disaster response coordinator and assemble volunteer team**

**Goal:** To designate a lead contact for disaster assistance and an up-to-date list of volunteers to be called out in the event of a disaster.

Step #1: Ask for volunteers to serve as disaster response coordinator for a two-year period. Qualified volunteers should demonstrate the following:

- Willingness and capacity to serve as key contact point for volunteers, chapter designees, AIACC designees, and outside agencies in the event of a disaster
- Personal preparedness for a disaster (see Personal Preparedness System), or willingness to do so within a specified time period
- State Office of Emergency Services certification, or training
- Prior emergency assistance experience desirable

Step #2: Select a disaster response coordinator and at least one back-up designee

Step #3: Submit names and all contact information for coordinator and back up designees to AIACC

Step #4: Schedule OES training, and invite volunteers

Step #5: Prepare list of volunteers, including all contact information. Store list in Disaster Handbook (see Disaster Handbook system).


Step #7: Prepare Volunteer ID badges with names & contact phone numbers for each volunteer. Store with Disaster Handbook.

Step #8: Prepare volunteer cards with names and chapter phone number. Do not issue; store with Disaster Handbook.
Step #9: Prepare volunteer phone tree to enable rapid contact of volunteers. Assign phone tree positions and file copy in Disaster Handbook.

Step #10: Schedule next annual update of coordinator/volunteers, to include:
- Updating coordinators/volunteers information, and preparedness checklists
- Discard old Ids and cards
- Scheduling new training updates if necessary
- Submitting revised information to AIACC

**System #2: Establish disaster response team partnerships**

**Goal:** To identify appropriate affiliates and partners in disaster response, and to maintain key contact information.

Step #1: Identify private organizations whom disaster response partnerships would be appropriate. Examples: doctors, engineers, landscape architects, etc.

Step #2: Identify appropriate government agencies who will be involved in disaster response. Examples: local building departments, local offices of emergency services, fire & rescue, etc.

Step #3: Make contact with each organization/government agency to obtain appropriate contact information

Step #4: Prepare contact list and store in Disaster Handbook

Step #5: Schedule next annual update of contact list

**System #3: Volunteer/Chapter Preparedness**

**Goal:** To ensure that reasonable precautions are taken to enable volunteers and chapters continued ability to function in the aftermath of a disaster.

Step #1: Chapter should personalize preparedness assessment checklist with the name, address, and deadline for submitting the assessment questionnaire.

Step #2: Chapter and volunteers complete the checklist and submit as instructed.

Step #3: Checklists to be filed in Disaster Response Handbook.

Step #4: Chapter to maintain three copies of Disaster Response Handbook: one in coordinator’s possession; one at chapter office; and one at a designated off-site location. Handbook to include the following:
- Volunteer list & contact information
- Phone Tree information
- Web address of AIACC Disaster Response page
Preparedness assessment questionnaires
All Disaster Response systems & updates

Step #4: Chapter should prepare resource/contact master list that will be provided to private citizens upon request. Include names and contact information for local architects as well as other resources. Hard copy filed in Disaster Response Handbook. Electronic version stored as PDF file.

Step #5: Establish a directory of priority hazards, such as local schools that are not earthquake retrofitted; public buildings and landmarks in hazardous zones; infrastructure landmarks such as airports and other transportation hubs; and other places where the public congregates and where a disaster might have immediate impact. Update directory periodically and store with Disaster Response Handbook.

System #4: AIACC Disaster Preparedness Resources

Goal: To develop and maintain a Disaster Preparedness web page for use by local chapters as a resource in responding to disasters. To ensure that AIACC can continue to operate in the event of a local disaster.

Step #1: Complete assessment used for volunteers and chapters. Establish plans for completion and timelines.

Step #2: Establish a list of members with disaster-specific expertise, who are willing to serve as resources. Provide name and contact information on web page and as downloadable PDF.

Step #3: Establish Frequently Asked Questions document that can be downloaded and provided to private citizens seeking guidance in rebuilding or assessing damage.

Step #4: Establish key contact and back-up within AIACC staff, and system for AIACC generated contact to chapters where disasters have occurred. List contact information on web page.

Step #5: Obtain from chapters the names and contact information for local disaster response coordinators and alternates, including dates when terms expire. Post on web page.

Step #6: Post list of chapter contacts on web page.

Step #7: Designate statewide media contacts for disaster response. Distribute list, with names and contact information, to all chapter presidents, disaster response coordinators, and chapter executives. Post list on web page and as downloadable PDF.
Disaster Preparedness Assessment Checklist (for Systems #3 & 4)

AIACC asks all chapters and disaster assistance volunteers to assess their own risk and readiness in regard to hazards and the potential for disaster, for two reasons:

1. To ensure your ability to function in the event of a disaster, to be of service as a volunteer in disaster relief and to be available to your clients who may suffer loss in the event of a disaster
2. To set a standard of preparedness for the community at large.

Please complete and return this checklist to the local AIA chapter

1. Name
2. Firm Name
3. Business Address
4. Business Telephone
5. Fax
6. E-mail
7. Cell phone
8. Home address
9. Home phone
10. Emergency contact – Local, if possible

Name
Phone
Relationship

11. Medical Contact

Name/contact information of doctor
Insurance information
12. Are you certified for safety evaluations with the State Office of Emergency Services? If yes, as of what date? If no, are you willing to participate in future training to be hosted by the Chapter?

13. Have you assisted in disaster response in the past? If yes, which ones?

14. Please list any specific areas of expertise in disaster response, i.e. search and rescue, safety inspection as a local building department deputy, volunteer coordination, damage assessment?

15. Disaster Response includes a variety of needs. Please check the ones you are interested in fulfilling:

- Administrative functions such as coordinating volunteers, staffing phones, record keeping, and staffing information kiosks
- Physical functions such as search and rescue, safety evaluation, and on-site damage assessment
- Deputization by local building department for on-going damage assessment
- Post-Disaster Response, such as hosting or assisting with seminars; working on government and/or AIA committees or task forces; or updating disaster response systems

16. Disaster response volunteers must agree not to offer paid professional services while on duty as a volunteer. Please read the attached policy, and initial here to indicate that you have read and agree to this policy.

17. Please answer the following questions about your business’s preparedness for a disaster:

A. What provisions have been made for protecting the physical safety of your employees?

B. Where will you set up a command center if your offices are not available?

C. What provisions have been made for resuming computer operations?

D. Have you identified and prioritized critical applications and documents?

E. Does each job function in your company have a primary and secondary person assigned to perform its critical duties?

F. Are copies of vital records and legal documents stored safely offsite?

G. Where are the most recent employee telephone lists stored? How about key vendors and critical customers? How quickly can you contact these people?
H. Is the location of your office at particular risk in the event of a disaster (i.e., in a high fire danger zone, or constructed of unreinforced masonry, or in a high profile landmark)? Have you defined an alternative recovery site?

18. Please answer the following questions about your personal preparedness for a disaster:

A. What provisions have been made for protecting the physical safety of your family and/or pets?

B. Where will your family go if your home is not available?

C. Have you identified and prioritized critical belongings that you will want to protect/recover? (examples: prescriptions/medication, emergency cash, irreplaceable personal belongings)

D. Do you have an emergency contact list with up to date names, phone numbers, and addresses?

E. Are copies of vital records and legal documents stored safely away from your home?

F. Is the location of your home at particular risk in the event of a disaster (i.e., in a high fire danger zone, or constructed of unreinforced masonry, or near a high profile landmark)?

G. Have you defined an alternative for temporary living accommodations, if necessary?

POLICY ON PROFESSIONAL ETHICS FOR AIA DISASTER RESPONSE VOLUNTEERS

Designated disaster response volunteers and AIA members otherwise deputized by local or state government agencies to assist in the aftermath of a disaster may not offer services for fees in the course of their volunteer activities for tier one and tier two emergencies.

Tier One emergencies are defined as those directed at protecting life and safety in the immediate aftermath of a disaster, and include search and rescue and evacuation.

Tier Two emergencies are defined as those directed at evaluating the safety of damaged or apparently damaged buildings and structures in the aftermath of a disaster, and include safety evaluations and damage inspections.

In lieu of providing personal business cards as identifying information during tier one and tier two emergencies, volunteers will be given personalized cards identifying them as volunteers as providing the chapter disaster response contact phone number. Volunteers
will be issued identification badges to be worn at all times while acting as a volunteer on behalf of the AIACC.

In tier three emergencies, which involve recovery planning, volunteers may offer services for fees in settings where it is specifically authorized by the AIA and specifically indicated to participants – for instance at a seminar where homeowners are invited to meet professionals who are qualified to assist in their recovery, or where victims are provided with information about services and fees. In tier three emergencies where a volunteer represents that AIACC, such as in a design charrette, a public form on planning, or in a government committee or task force, no services for fees may be offered.

Local AIACC chapters may maintain and provide lists of members and contact information to members of the public requesting referrals for fee-based services.

It is the policy of the AIACC and local California chapters not to give references or make recommendations about non-member businesses offering services to victims of a disaster. Instead, AIACC members and local chapters will advise victims as to what to look for in deciding what kinds of professionals they will need, and in choosing the professional who is right for them.

System #5: Disaster Response Volunteer Call-Out

**Goal:** To call out volunteers for response in the immediate aftermath of a disaster, but prior to formal recovery activities. To respond appropriately and immediately to first tier emergencies (such as rescue assistance and evacuation), and second tier emergencies (such as safety evaluation of built environment including housing, older/historical buildings, and infrastructure).

**Accountabilities:** Local chapter, disaster team leader, disaster team members, individual architects

Step #1: Disaster Response Coordinator call Chapter contact to establish first priorities, information to be given to volunteers, and meeting place if necessary.

Step #2. Activate volunteer phone tree to call in volunteers.

Step #3. Set up headquarters and administrative volunteers. Contact AIACC to report headquarters is activated. Ask for resources & support if necessary.

Step #4. Prepare white board or other tracking system to identify where volunteers are dispatched, for what time period, and how to contact. Assign a volunteer to maintain tracking system.

Step #5. Coordinator or designee identify first tier emergencies, set first shift (4-6 hours) and dispatch volunteers. Post on tracking system.

Step #6. Provide support for first tier volunteers as appropriate if possible.
Step #7: Terminate first tier response phase when appropriate, and record on tracking system. Do not send first tier volunteers back without at least one hour rest, if at all possible. Provide support such as water, food, a place to rest, etc.

Step #8: Identify 2nd tier emergencies and dispatch volunteers for 2nd shift; record on tracking system, and terminate shift as for Step #7.

**System #6: Third Tier Emergencies**

**Goal:** To facilitate the transition from volunteer emergency response consisting of first tier and second tier emergencies, to third-tier emergencies relating to planning, recovery, and proposed regulations and legislation immediately following a disaster

Step #1: Assess, evaluate, and list third tier emergencies
- Civic needs, including infrastructure, public building repairs, and locations for on-going services that have been displaced
- Victim needs, including returning to and repairing damaged homes and businesses; beginning the process of rebuilding; choosing professionals to assist in recovery, etc.
- Public policy needs, including participating in emergency committees on regulatory or statutory changes, assessment of methods and materials, and public planning issues

Step #2: Identify which third tier emergencies, if any, are primarily most appropriate for fee-based professional services by individual members. Offer contact lists and Frequently Asked Questions.

Step #3: Identify which third tier emergencies are most appropriate for organizational partnerships and/or sponsorships – for example design charettes, workshops, seminars, etc. Designate a volunteer to manage each activity.

Step #4: Identify which third tier emergencies require a specified volunteer or volunteers to represent the AIA from a public policy standpoint – such as task forces, committees, public hearings, etc. Designate a volunteer and process for each activity.

Step #5: Identify proactive opportunities to further the cause of public preparedness for the next disaster. Example: column on a newspaper opinion page; web page on important lessons learned; outreach to homeowners associations and civic groups. Assign each project to a volunteer.

**System #7: Ensuring Disaster Assistance Readiness**

**Goal:** To assist chapters in maintaining up to date records, systems, and resources for optimal preparedness in the event of an emergency.
Step #1: Design a disaster preparedness maintenance calendar, identifying initial deadlines for completion of systems at the state and local levels and including annual update schedules.

Step #2: Design e-mail blasts to remind chapters, officers, and disaster assistance coordinators that it’s time to update volunteer lists, offer new training, check supplies, and review physical preparedness conditions.

Step #3: Facilitate OES training statewide, but with particular emphasis on areas where there are insufficient numbers of registered emergency volunteers who have been trained by OES.

Step #4: Design and conduct local, regional, or statewide disaster assistance drills at least once per year, including testing phone/fax trees, call-out procedures and response, and web page features such as downloads, bulletin board and tickertape status reports. Obtain feedback as to what worked and what didn’t and make revisions and improvements accordingly.

Step #5: Establish and distribute a decision tree clearly showing how lead responsibility is to be assigned for disaster assistance activities:

- If the disaster is local, chapter takes lead and AIACC serves as resource.
- If the disaster is local and the chapter is rendered inoperable, AIACC takes lead upon request from local chapter executive, officer, or disaster assistance coordinator.
- If the disaster is regional involving three or fewer chapters, chapters take lead and AIACC assists in coordination among them.
- If the disaster is regional or statewide and involves more than three chapters, AIACC takes lead.
- In any disaster where volunteers are requested from outside the local area (including outside the state), AIACC serves coordination role among those volunteers.

Step #6: Establish and publish a list of media contacts, and conduct training and/or provide resources as appropriate prior to a disaster and once a disaster has taken place.

Step #7: Establish and maintain a post-disaster response system, to coordinate resources for local, regional, and state legislative activities that may stem from the aftermath of an emergency.

Step #8: Establish and maintain disaster records and histories; de-brief volunteers and incorporate their experiences and recommendations in system improvements.

Step #9: Provide resources assisting with CEDATs and other activity at local and state level.
Acknowledgments

Following is AIACC’s Disaster Preparedness Handbook. The handbook is a collection of links, contacts and other helpful information that will help with the preparedness of your office should a disaster occur. The handbook is available online at aiacc.org in the Communications section. Please click “Disaster Preparedness Handbook” to view this resource online. While serving as an online resource it is also formatted in a hard copy version to be readily available in the event of an emergency.

The development of this Handbook is from many sources. Their knowledge and expertise has helped create a document in progress, that while complete, will be updated on a regular basis. We thank the following participants for their hard work and commitment to a safe future for architects and the public they serve.

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Lori Reed American Institute of Architects
Lee Lippert, AIA American Institute of Architects

*We are developing a system for unstaffed chapters and will distribute that when complete.*
EMERGENCY SERVICE CONTACT INFORMATION

California State Office of Emergency Services:

Northern Counties and Southern Counties
Rebecca J. Wagoner
State Public Assistance Officer
Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655

Disaster Assistance Programs Branch: 916 845-8100
Disaster Assistance Resource Branch: 916 845-8280
http://www.oes.ca.gov

For information about training through California Specialized Training Institute,
http://www.oes.ca.gov/

Citizens Corps

California State Citizen Corps Council
Greg Chun
Director, Emergency Management Programs California Service Corps Office of
the Governor Sacramento CA 95814
916-324-7947
http://www.csc.ca.gov
Preparedness information for citizen groups,
http://www.citizencorps.gov/ready/

Download the citizen preparedness group publication, Are You Ready?
http://www.citizencorps.gov/ready/

Federal Emergency Management Agency (FEMA) – Region IX

1111 Broadway, Suite 1200
Oakland, CA 94607

Main Office (510) 627-7100
Facsimile (Fax) (510) 627-7112

http://www.fema.gov/regionix

The home page for the Federal Emergency Management Agency (FEMA) is:
http://www.fema.gov/

FEMA’s library of information about mitigation, preparedness, and disaster
assistance.
http://www.fema.gov/library

Online training for disaster preparedness:
http://training.fema.gov/EMIWeb/IS/crslist.asp
California Seismic Safety Commission

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

Phone: 916-263-5508
Fax: 916-263-0594
www.seismic.ca.gov

Links to a broad variety of California resources for disaster preparedness, mitigation, and assistance:
http://www.hughson-ca.com/disaster1.htm

CALBO –California Building Officials

CALBO
2215 21st Street
Sacramento, CA. 95818

Phone: (916) 457-1103
Fax: (916) 456-7672
http://www.calbo.org

DISASTER ASSISTANCE LINKS

State Agencies

ABAG- Association of Bay Area Governments
Phone: (510) 464-7900
http://www.abag.ca.gov/

Board of Registration for Geologists and Geophysicists
Phone: (916) 263-2113
http://www.geology.ca.gov/

California Department of Conservation
Phone (916) 322-1080
http://www.consrv.ca.gov/index/

California Department of Parks and Recreation
Phone: 800-777-0369
http://www.parks.ca.gov/

California Energy Commission
Phone (916) 654-4287
California Department of Transportation Road Info (Caltrans)

Phone (800) 427-ROAD
http://www.dot.ca.gov/hq/roadinfo/

California Conservation Corps (CCC)

Phone (916) 341-3100

California Department of Forestry (CDF)

Phone (916) 653-5123
http://www.fire.ca.gov/index.php

California Resources Agency (CERES)

Phone (916) 653-5656
http://resources.ca.gov/

California Highway Patrol (CHP)

http://www.chp.ca.gov/

California Department of Fish and Game

Phone: (916) 445-0411
http://www.dfg.ca.gov/

California Department of Water Resources (DWR)

Phone: (916) 653-5791
http://www.dwr.water.ca.gov/

California Emergency Medical Services Authority (EMSA)

Phone: (916) 322-4336
http://www.emsa.ca.gov/

State Senate Data Center

http://www.sen.ca.gov/sor/

Non Profit Organizations

American Red Cross

http://www.redcross.org/

California Rescue Dog Association (CARDA)
http://www.carada.org/

Salvation Army

http://www.salvationarmyusa.org/usn/www_usn.nsf

**Federal Agencies**

Federal Emergency Management Agency (FEMA)

http://www.fema.gov/

United States Geological Survey (USGA)

http://www.usgs.gov/

National Oceanic and Atmospheric Agency (NOAA)

http://www.noaa.gov/

Environmental Protection Agency (EPA)

http://www.epa.gov/

U.S. Army Corps of Engineers (South Pacific Division)

http://cbbs.spk.usace.army.mil/cespd.html

Natural Resources Conservation Services-California

http://www.ca.nrcs.usda.gov/

United States Fire Services (Fire and Aviation)

http://www.fs.fed.us/fire

United States Fire Services (Region 5 Fire and Aviation)

http://www.fs.fed.us/r5/fire

United States Fire Services (Northern California Coordination Center)

http://www.fs.fed.us/r5/fire/north

United States Fire Services (Southern California Coordination Center)

http://www.fs.fed.us/r5/fire/south
DEcision Checklist
Disaster Preparedness & Response

Use this checklist for discussion of issues to address prior to a disaster

LOCATION: Can the Chapter serve as Response Headquarters after a disaster?

___ Earthquake, flood, fire, terrorism issues
___ Who will staff the office in the aftermath of a disaster?
   ___ If it strikes during office hours
   ___ If it happens before/after office hours or on a holiday?
___ What skills are available among the staff who can work?
___ What administrative work relating to the disaster response can volunteers do?

VOLUNTEERS: Who will be in the field in disaster response?

___ Who are the leads and volunteers on the team?
___ Are the lead and volunteers prepared in their work and home environments for a disaster?
___ Are the leads and volunteers appropriately trained/certified for specific functions in disaster assistance?
___ How and when can the chapter facilitate training opportunities?
___ What are the lead’s responsibilities?
___ What are the volunteer responsibilities?
___ How will the team make decisions?
___ What is the role of the chapter leadership in making disaster response decisions?
___ What should the state and/or national leadership be doing in making disaster response decisions?
Supporting Community Resources

___ First Aid: phone numbers for nearest health care facility
___ Notify nearest fire and police stations, as well as emergency response agencies and the local building department that you are set up to coordinate disaster response (Have their contact information on hand.)
___ Reach to the nearest major facilities that could serve as gathering places. Notify them that you are prepared to evaluate/assist in the event of an emergency

Business Preparedness for Volunteers and Members

___ Do you have an accurate client list for the last three years, with names, addresses and phone numbers?
___ Do you have copies of record drawings that could be accessed?
___ Are there vulnerabilities in the workplace that should be addressed as disaster preparation? If so, what preventions are in place to allow you to continue to function in the event of a disaster?
___ If you are evacuated, what will you need to take with you?
___ How will your core services be affected by evacuation?
___ Is there a colleague with whom you could share space, resources, and services in the event of an emergency? Is this colleague as prepared as you?

EQUIPMENT: Resources that should be available in the event of a disaster:

___ Are power/ water sources to headquarters checked and shut off?
___ Is a generator necessary?
___ Is there a telephone not dependent on electricity?
___ Where is the nearest pay phone? Are there coins or phone cards ready to use?
___ Portable water (in portable containers) and three days worth of food stored
___ What data is needed in hard copy, and where should it be stored?
___ Is critical computer data regularly backed up?
___ What transportation might be needed?
___ Are first aid supplies on hand and up to date?
___ Does anyone on staff or on the emergency response team have medical needs requiring storage of equipment or medication on site?