

**FRENCH VALLEY
CONGREGATION**

Contingency Plan

Before/During/After

A Major Disaster

April 6, 2019

Purpose

The purpose of this document is to outline some safety measures that you and your family can take *before, during, and after* a major disaster, such as an earthquake. This document is just a condense version of other instructions or preparedness guidance that the State of California list on the **Governor's Office of Emergency Services** web site at:

http://cms.calema.ca.gov/prep_prepare_for_earthquake.aspx

This document has been compiled as a reference *only* so that you can use as a guide to help you and your family to be prepared in case of a major disaster in our area. We also encourage you to be informed by visiting the web site above.

In addition, this document also contains an '**Emergency Supply Checklist**' (see Appendix A) that you may want to consider with your entire family and *put into action* in preparation of a major disaster.

It is a good course of wisdom to be prepared in an event of *any* disaster. The wise man Solomon wrote: "*The plans of the diligent one surely make for advantage, but everyone that is hasty surely heads for want.*" (Proverbs 21:5)

Contingency Plan

The body of elders has outlined the following contingency plan in case of a major disaster, such as an earthquake or other disaster, which would affect our immediate area.

- Immediately after a disaster the Field Service Group Overseer (FSGO) and/or the Group Servant will contact each Publisher (or family head) in their assigned group (*preferably in person*) to ascertain the condition of the family and any property damage and/or loss.
- The FSGO and/or Group Servant will also contact (*preferably in person*) the elderly and the infirm in their group to ascertain their condition and provide and/or arrange for any necessary assistance.
- After the FSGO and/or Group Servant has gained the status of all those in their group, they will *immediately* contact the Coordinator, JOHN VEASLEY at 310-989-7591 to provide a status report of the publishers and any property damage and/or loss.
- After the Coordinator has communicated with *all* of the FSGO's and/or Assistant, he will advise the Circuit Overseer of any injuries, damages to the Kingdom Hall, damages to homes of the brothers, and any other special needs. The Coordinator will also coordinate the efforts of the local elders to give spiritual and emotional support.
- The Body of Elders should arrange to resume congregation meetings as soon as possible.

- If no phone service is available, between 3 and 6-hours after the disaster, the FSGOs and/or Assistants are to meet at David Patenaude's home at 31723 Fille Drive (Thompson Rd; north on Joltaire: East (Right) onto Fille Drive) to provide the status of each family assigned to their Field Service Group. If we are instructed to leave the area by local officials (State or Federal government, police and/or fire-personnel), the Body of Elders have the following contingency plan in place:
 - ❖ Publishers, if able, will meet at **Butterfield Park** on Benton Road in Winchester (Location: Near the intersection of Cady Road and Benton Road), so that the FSGO's and/or Group Servant can take a physical count of those in their group, and organize the imposed evacuation of the area. If a publisher conveys they have their own evacuation plan for their family, the FSGO and/or Group Servant should *immediately* obtain their plans (where they are planning to be until the local officials gives the direction that it is safe to return to their residence).
 - ◆ **Note:** If for any reason a publisher is unable to make it to **Butterfield Park** for an *organized* evacuation, then the FSGO and/or Group Servant will arrange for someone (or himself) to pick up the publisher and transport them to **Butterfield Park** for evacuation.
- Depending on the road conditions and the local government officials, at the time of an evacuation, the Body of Elders will confer with one another to determine the best possible and available route to evacuate the area.

Below is a list of the telephone numbers of the Body of Elders. Contact your FSGO (Field Service Group Overseer) and/or Group Servant if you have any questions regarding the information provided in this document.

Contacts

<u>Name</u>	<u>Home</u>	<u>Cell phone</u>
John Veasley		(310) 989-7591
John Briscoe Jr.		(951)750-2583
Reginald Cardiel		(951) 813-5627
Greg Folden		(408)398-6769
Robert Flores	(951) 461-1755	(951)775-8930
Sam Hazzard	(951)926-1539	(619-244-4391
Vic Holom		(714)299-8005
Glen McGhee	(951) 461-7747	(951)837-0494
David Ortiz		(951) 473-0549
DavidPatenaude	(951) 926-5416	(951)565-6997
Ronald Stancil	(951) 223-3258	(951)240-0402
Garrett Volk		(949) 233-2667
Bryan Williams	(951) 599-4186	(858) 401-2528

Ministerial Servants

Danny Bonafede	(708)263-3821
Dan Cerdá	(951)691-7455
Bobby Harris	(760)898-4019
Eric Hundley	(951)368-3577
Robert Lozano	(951)331-8966
Nathan Patenaude	(951)553-9760
Kyle Smith	(951)757-1878
Robert Smith	(951)757-1398
Nathan Weatherly	(951) 704-4752

NOTE: If for some reasons none of the phone lines are operational within the disaster area,
including cell to cell, the FSGO and/or Assistant will call the outside contact phone
number that was provided by each publisher to ascertain the whereabouts or
condition of each member of their assigned group.

What to Do During Before an Earthquake

Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and advance planning can reduce the dangers of serious injury or loss of life from an earthquake. Repairing deep plaster cracks in ceilings and foundations, anchoring overhead lighting fixtures to the ceiling, and following local seismic building standards, will help reduce the impact of earthquakes.

Six Ways to Plan Ahead

1. Check for Hazards in the Home

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

2. Identify Safe Places Indoors and Outdoors

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, and telephone and electrical lines, overpasses, or elevated expressways.

3. Educate Yourself and Family Members

- Contact your local emergency management office or American Red Cross chapter for more information on earthquakes. Also read the "How-To Series" for information on how to protect your property from earthquakes.
- Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune to for emergency information.
- Teach all family members how and when to turn off gas, electricity, and water.

4. Have Disaster Supplies on Hand

- Flashlight and extra batteries.
- Portable battery-operated radio and extra batteries.
- First aid kit and manual.
- Emergency food and water.
- Non-electric can opener.

- Essential medicines.
- Cash and credit cards.
- Sturdy shoes.

5. Develop an Emergency Communication Plan

- In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster.
- Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it's often easier to call long distance. Make sure everyone in the family knows the name, address, and phone number of the contact person.

6. Help Your Community Get Ready

- Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
- Conduct a week-long series on locating hazards in the home.
- Work with local emergency services and American Red Cross officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
- Provide tips on conducting earthquake drills in the home.
- Interview representatives of the gas, electric, and water companies about shutting off utilities.
- Work together in your community to apply your knowledge to building codes, retrofitting programs, hazard hunts, and neighborhood and family emergency

What to Do During an Earthquake

In case of a major disaster, such as an earthquake, what should you do? First, and most importantly – remain **CALM!** Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If Indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.

- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

What to Do **After** an Earthquake

- **Expect aftershocks.** These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- **Listen to a battery-operated radio or television.** Listen for the latest emergency information.
- **Use the telephone *only* for emergency calls.**
- **Open cabinets cautiously.** Beware of objects that can fall off shelves.
- **Stay away from damaged areas.** Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- **Be aware of possible tsunamis if you live in coastal areas.** These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- **Help injured or trapped persons.** Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- **Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately.** Leave the area if you smell gas or fumes from other chemicals.
- **Inspect the entire length of chimneys for damage.** Unnoticed damage could lead to a fire.
- **Inspect utilities.**
 - **Check for gas leaks.** If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
 - **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.

- **Check for sewage and water lines damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

Appendix A –Emergency Checklist

Emergency Supplies Checklist

Essentials

- ✓
- Water — 1 gallon per person per day (a week's supply of water is preferable)
 - Water purification kit
 - First aid kit, freshly stocked
 - First aid book
 - Food
 - Can opener (non-electric)
 - Blankets or sleeping bags
 - Portable radio, flashlight and spare batteries
 - Essential medications
 - Extra pair of eyeglasses
 - Extra pair of house and car keys
 - Fire extinguisher — A-B-C type
 - Food, water and restraint (leash or carrier) for pets
 - Cash and change
 - Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.

Sanitation Supplies

- ✓
- Large plastic trash bags for waste; tarps and rain ponchos
 - Large trash cans
 - Bar soap and liquid detergent
 - Shampoo
 - Toothpaste and toothbrushes
 - Feminine hygiene supplies
 - Toilet paper
 - Household bleach

Stocking up now on emergency supplies can add to your safety and comfort during and after an earthquake. Store enough supplies for at least 72 hours.

Safety and Comfort

- ✓
- Sturdy shoes
 - Heavy gloves for clearing debris
 - Candles and matches
 - Light sticks
 - Change of clothing
 - Knife or razor blades
 - Garden hose for siphoning and firefighting
 - Tent
 - Communication kit: paper, pens, stamps

Cooking

- ✓
- Plastic knives, forks, spoons
 - Paper plates and cups
 - Paper towels
 - Heavy-duty aluminum foil
 - Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)

Tools and Supplies

- ✓
- Axe, shovel, broom
 - Adjustable wrench for turning off gas
 - Tool kit including a screwdriver, pliers and a hammer
 - Coil of 1/2" rope
 - Plastic tape, staple gun and sheeting for window replacement
 - Bicycle
 - City map

Preparing Your Family For An Earthquake

The Plan



- Stock up on at least a three-day supply of food, water, clothes, medical supplies and other necessary equipment for everyone in your family. Make sure everyone knows where to find them. (See the information sheet on emergency supplies in this packet.)
- Decide where and when to reunite your family should you be apart when an earthquake happens.
- Choose a person outside the immediate area to contact if family members are separated. Long distance phone service will probably be restored sooner than local service. Do not use the phone immediately after an earthquake.
- Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
- If you have a family member who does not speak English, prepare an emergency card written in English indicating that person's identification, address and any special needs such as medication or allergies. Tell that person to keep the card with him/her at all times.
- Conduct Earthquake: Duck, Cover & Hold drills every six months with your family.
- Know the safest place in each room because it will be difficult to move from one room to another during a quake.
- Locate the shutoff valves for water, gas and electricity. Learn how to shut off the valves before a quake. If you have any questions, call your utility company.
- Make copies of vital records and keep them in a safe deposit box in another city or state. Make sure your originals are stored safely.

When preparing for an earthquake, plan on having enough supplies to get you and your family through at least the first 72 hours. After a major earthquake, there's a good chance that traditional emergency response teams will be too busy to take care of you and your family. You need to prepare your home and neighborhood.

- Before a quake occurs, call your local Red Cross chapter and Office of Emergency Services to find out about their plans for emergency shelters and temporary medical centers in case of such a disaster.
- Establish all the possible ways to exit your house. Keep those areas clear.
- Know the locations of the nearest fire and police stations.
- Take photos and/or videos of your valuables. Make copies and keep them in another city or state.
- Include your babysitter and other household help in your plans.
- Keep an extra pair of eyeglasses and house and car keys on hand.
- Keep extra cash and change. If electricity is out, you will not be able to use an ATM.

General Tips



- Stay away from heavy furniture, appliances, large glass panes, shelves holding objects, and large decorative masonry, brick or plaster such as fireplaces.
- Keep your hallway clear. It is usually one of the safest places to be during an earthquake.
- Stay away from kitchens and garages, which tend to be the most dangerous places because of the many items kept there.

Tips for Preparing Children

Infants and Toddlers

For infants and toddlers, special emphasis should be placed on making their environment as safe as possible.

- ✓ Cribs should be placed away from windows and tall, unsecured bookcases and shelves that could slide or topple.
- ✓ A minimum of a 72-hour supply of extra water, formula, bottles, food, juices, clothing, disposable diapers, baby wipes and prescribed medications should be stored where it is most likely to be accessible after an earthquake. Also keep an extra diaper bag with these items in your car.
- ✓ Store strollers, wagons, blankets and cribs with appropriate wheels to evacuate infants, if necessary.
- ✓ Install bumper pads in cribs or bassinettes to protect babies during the shaking.
- ✓ Install latches on all cupboards (not just those young children can reach) so that nothing can fall on your baby during a quake.

Children need to be prepared for an earthquake as much as adults, if not more.

Preschool and School-age Children

By age three or so, children can understand what an earthquake is and how to get ready for one.

Take the time to explain what causes earthquakes in terms they'll understand. Include your children in family discussions and planning for earthquake safety. Conduct drills and review safety procedures every six months.

- ✓ Show children the safest places to be in each room when an earthquake hits. Also show them all possible exits from each room.
- ✓ Use sturdy tables to teach children to Duck, Cover & Hold.
- ✓ Teach children what to do wherever they are during an earthquake (at school, in a tall building, outdoors).
- ✓ Make sure children's emergency cards at school are up-to-date.
- ✓ Although children should not turn off any utility valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an earthquake.

**Ready
To Ride It Out?**

Tips for the Elderly

Before an Earthquake

- ✓
 - Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection.
 - Anchor special equipment such as telephones and life support systems. Fasten tanks of gas, such as oxygen, to the wall.
 - Keep a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members. Make sure you have this list with you at all times.
 - Keep an extra pair of eyeglasses and medication with emergency supplies.
 - Keep walking aids near you at all times. Have extra walking aids in different rooms of the house.
 - Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.
 - Make sure you have a whistle to signal for help.
 - Keep extra batteries for hearing aids with your emergency supplies. Remember to replace them annually.
 - Keep extra emergency supplies at your bedside.

- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

During and After an Earthquake

- If you are in bed or sitting down, do not get up.
- If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.
- Prepare to be self-sufficient for at least three days.
- Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- Prepare for aftershocks.
- If you evacuate, leave a message at your home telling family members and others where you can be found.

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Tips for the Physically Challenged

Before an Earthquake



- Set up your home, apartment or workplace so that you can quickly get under a sturdy desk, table or other safe place for protection. Identify doorways that do not have doors in which you can take cover.
- Maintain a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members with you at all times.
- Keep extra medication with your emergency supplies.
- Keep extra emergency supplies at your bedside and by your wheelchair.
- Have walking aids near you at all times. Place extra walking aids in different rooms of the house.
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.
- Have a whistle near you to signal for help.
- Find two people you trust who will check on you after an earthquake. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

During and After an Earthquake

- If you are in bed or out of a wheelchair, stay where you are and cover your head and neck.
- If you are in a wheelchair, stay in it and go into a doorway that doesn't have a door. Cover your head and neck with your hands.
- Prepare to be self-sufficient for at least three days.
- Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- Prepare for aftershocks.
- If you evacuate your home, leave a message at your home telling family members and others where you can be found.

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Tips for Pet Owners

Before an Earthquake



- Store enough food and water to last for 72 hours, preferably for one week. Prepare a shelter or evacuation kit for your pet, including an unbreakable dish, veterinarian records, a restraint (leash or pet carrier) and medication with instructions.
- Keep your pet's ID tag up-to-date.
- Make sure nothing can fall on your pet.
- Arrange for a neighbor to take care of your pet if you are not able to get home after an earthquake.

When preparing your home for an earthquake, don't forget to include your pets on the list. They will depend on you even more after an earthquake to take care of them and their needs.

During and After an Earthquake

- Do not try to hold onto your pet during the shaking. Animals will instinctively protect themselves and hide where they're safe. If you get in their way, even the nicest pets can turn on you.
- Be patient with your pets after a quake. They get stressed just like people and need time to readjust. They may disappear for some time, but they generally show up again when things have calmed down.
- If you have outdoor pets, you should keep them indoors until the aftershocks have subsided and they have calmed down.
- If you must evacuate your home, leave your pet secured in a safe place. Pets will not be allowed at shelters. Be sure to leave plenty of clean water and food. If possible, visit your pet daily until you can return home.

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How to Strap Your Water Heater

These instructions are for installing a water heater restraint for a water heater on a straight wall using the conduit method:

1. Mark the water heater 9" down from the top and approximately 4" up from the top of the controls. Locate the wood studs in the wall on both sides of the water heater.
2. Using a stud finder or other appropriate methods, locate the closest stud behind and to one side of the water heater.
3. Transfer the marks on the water heater horizontally to the adjacent wall where the stud identified in step 2 was located.
4. Drill a 3/16" diameter and 3" deep pilot hole at the marked locations for the 1/4" diameter by 3" long lag screw.
5. Measure around the water tank and add 2" to the measurement. Cut two pieces of 3/4" x 24 gauge perforated steel plumbers tape to this length. Place a bolt with the washer through the hole of one end and bend out 90 degrees as close to the edge of the washer as possible. Most plumbers tape comes with 1/4" diameter holes 1" apart with 1/8" diameter holes in between. The tape can be easily broken at the smaller holes by grabbing it with pliers and bending it several times.
6. Place the tape around the tank and place the bolt with the washer through the nearest hole in the end of the tape. Place a washer and nut on the bolt and tighten. The tape should be tight. If the tape is not tight, remove the bolt, place it through the next adjacent 1/4" hole and tighten.
7. Using a straight stick, place the end at the hole in the wall with the side of the stick against the side of the tape around the tank. Measure the distance from where the stick touches the water heater to the hole in the wall. Add 1" to this measurement and cut 1/2" diameter conduit to this length. Repeat this for each piece of conduit.
8. Using a hammer or vise, flatten 1" at each end of the 4 pieces of conduit. Be sure to flatten both ends of each piece of conduit in the same plane.
9. Drill a hole in one end of each conduit approximately 1/2" from each end. Measure 1" from each end and bend up approximately 45 degrees. This angle will have to be corrected slightly as the work progresses. Hold the conduit on the wall with the hole in the conduit over the hole in the wall, and mark the other end at one of the holes in the plumbers tape. Mark the holes in the tape and on the tank and conduit. Take down the conduit and drill a hole at the mark for the bolt through the flattened end of the conduit. Repeat for the conduit on the other side.

Continued on other side

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10. Loosen the strap around the tank and place a bolt with the washer from the inside through the holes in the tape at all locations. Tighten the tape around the tank so that the bolts are at the marks on the tank. It may be easier to do one side of the tank at a time because positioning the tape can be difficult. Place the conduit on the bolt protruding from the strap and place a washer and nut on the bolt and tighten. (A 4d finish nail inserted in the slot in the bolt will prevent

the head from turning.) Position the opposite end at the hole in the wall and insert the lag screw with the washer and tighten. Do not drive the lag screw with a hammer.

11. Repeat the above procedure for the rest of the conduits.

NOTE: The 1/4" x 1" bolts referred to in the above are known as 1/4" x 1" round head machine screws with a nut.

