



San Benito County Employee Emergency Information



THIS CARD SHOULD BE KEPT AT ALL TIMES

During an Emergency:

- ◆ Stay close to your workstation, check in with your supervisor, gather information
- ◆ If you time - save documents and shut down computer
- ◆ As a disaster service worker, you must be reachable for work.



Emergency Preparedness Kit Items

- ◆ 3 days worth of water, 1 gallon—per person, per day.
- ◆ Canned or nonperishable food to last 3 days (include can-opener)
- ◆ Battery operated or hand crank operated radio.
- ◆ Flashlight and extra batteries
- ◆ First aid kit
- ◆ Whistle to signal for help
- ◆ Personal Toiletries (including garbage bags, and moist towelettes)
- ◆ Local Maps
- ◆ Tool Kit (for turning off utilities)



CDC Tips for Preventing Illness



- ◆ Avoid close contact with those who are sick.
- ◆ Stay at home when you are sick.
- ◆ Cover your mouth / nose when coughing or sneezing.
- ◆ Wash your hands with soap often or use a alcohol-based sanitizer regularly.
- ◆ Avoid touching your eyes, nose or mouth.
- ◆ Practice other good health habits.



Earthquake (When in a building)

- ◆ **Stay where you are until the shaking stops.** Do not run outside, do not get in a doorway as that does not provide protection from falling or flying objects.
- ◆ **Drop to the ground.** Drop to your hands and knees so the earthquake doesn't knock you down.
- ◆ **Cover your head and neck with your arms to protect yourself from falling debris.** If possible, crawl to additional cover under a desk or table. If there is low furniture, interior wall or corner nearby, these may also provide cover.
- ◆ **Stay away from glass, windows, outside doors and wall, and anything that could fall, such as light fixtures or furniture.**
- ◆ **If you cannot get to safety with cover—** identify and move to an inside corner of the room away from windows and objects that could fall on you



Flood Response

- ◆ If flooding occurs, go to higher ground and avoid areas subject to flooding.
- ◆ Do no attempt to walk across flowing streams or drive through flooded roadways.
- ◆ If water rises in your home before you evacuate, go to the top floor, attic, or roof.
- ◆ Listen to a battery-operated radio for latest storm information.
- ◆ Turn off all utilities at the main power switch and close the main gas valve if advised to do so.
- ◆ If you've come in contact with floodwaters, wash your hands with soap and disinfected water.
- ◆ Get in contact with emergency responders to determine where shelters are



Emergency Contact Information

- Radio stations—1050 AM for English / 1520 AM for Spanish
- Emergency Contact—

- Family Contact list—

- Supervisor Contact list—



Building Evacuation

- ◆ Know your building's exits, use stairways, not elevators.
- ◆ Get everyone out—help others in your area with special needs—Have a plan. (Take essential belongings with you, only if safe).
- ◆ Re-entry may not be possible.
- ◆ Be aware of your surroundings, report suspicious activities to your supervisor.
- ◆ Go to assembly area—do not leave the assembly area without checking in / out.



Active Shooter Situation

- ◆ **Run -** If it is possible for you to escape and run to an exit, do so. Do not try to take other people with you if it harms your ability to get out of the area safely.
- ◆ **Hide -** If you cannot run to the nearest exit safely, you will need to find a room to lock yourself within. Be sure to either lock the door or create a blockade so the shooter cannot enter the room. Be sure to remain quiet / silence your cell phone and turn off all lights to fool the shooter that there is no one in the room you are in.
- ◆ **Fight -** If there are no other options you must try to attack the shooter. Try hurting their senses such as eyes/nose, and improvise tools with different objects around you. If there are more than one person in the area, coordinate your efforts on the attacker.



Earthquake (When outside of a building)

- ◆ **Move away from buildings, streetlights, and utility wires.** Once in the open, "Drop, Cover, and Hold On." Stay there until the shaking stops. This may not be possible in a city, so you may need to duck inside a building to avoid falling debris.
- ◆ **If you are in a vehicle and you feel shaking—**if you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under bridges, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.



Emergency Disinfection of Drinking Water

- ◆ **Boiling --** Vigorously boil water for one minute to kill disease-causing microorganisms present in water (at altitudes above one mile, boil for three minutes).
- ◆ **Chemical Treatment --** Use household chlorine bleach (unscented), 8.25% sodium hypochlorite, according to the directions on the label to disinfect water (See also below). Allow to stand at least 30 minutes.

Volume of Water	Amount of Bleach to Add
1 quart/liter	2 drops
1 gallon	6 drops
2 gallons	12 drops (1/8 teaspoon)
4 gallons	1/4 teaspoon
8 gallons	1/2 teaspoon
- ◆ If water is cloudy, let it settle and filter it through a clean cloth, paper towel, or coffee filter before disinfecting.