

Southeastern California Conference of Seventh-day Adventists

Employee Guide to Disaster Preparedness

**What you should know!
What you should do!
In case of an emergency or disaster!**

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Introduction

This guide is designed to assist the employees of the Southeastern California Conference to prepare for and know what to do if a major disaster occurs.

On the minds of everyone in California is the "Big One"-an earthquake of a possible 8.3 magnitude on the Richter Scale, which seismologists believe will take place sometime within the next 10 to 20 years. As a conference family, we also should be aware of the possible perils of all situations that require emergency response actions such as fires, plane crashes, chemical spills and violence.

However, this guide will only deal in detail with fire and earthquake preparedness. **If** we are prepared to cope with these two emergencies, we will be able to handle with success the other types of disasters.

The following pages outline step-by-step instructions on what to do, where to go, and how to evacuate the building in the event of a fire or earthquake.

Appendix A shows the Evacuation Assembly area for the conference office staff. Appendixes B, C, D and E show the layout of each of the conference office's two floors and the warehouse. Exits, stairs, fire extinguishers and fire alarms, which a person must know in case of an emergency, are marked.

It is our hope that the instructions in this guide will never have to be put into practice. But, should a disaster occur in our building, it is our hope that this guide will save lives. We invite you to study it carefully and follow the directions.

In Case of Fire

What to do if you are inside the building and you...

SMELL smoke or something burning.

Call Extension 444

This number rings the phones of several people in the building who have been trained to locate problems and decide whether further steps need to be taken.

SEE smoke.

Clear people out of your area, close whatever doors are necessary to contain the smoke, and then call extension 444 to report the problem. If someone else is working in your area at the time, divide the responsibility-let one person begin closing things down while the other calls extension 444.

HEAR the alarm

Because you have no way to know whether it is a drill, false alarm, or a fire, **YOU WILL NEED TO EVACUATE THE BUILDING**. Follow the evacuation steps on pages *6 and 7* and your safety warden's instructions. Do not return to the building or leave the assembly area until you hear the "all clear" signal or are told to do so by the building's emergency coordinator.

Discover a Fire

1. Activate the nearest accessible fire alarm. (Look for a small red and white manual alarm on the wall. That will automatically start the alarm system and bring the Fire Department to the office) or call 911.
2. **DO NOT RISK EMPLOYEE SAFETY WITH FUTILE ATTEMPTS TO PUT OUT THE FIRE.** Use a fire extinguisher only if it is a small fire and you are trained to use the extinguisher.
3. Clear employees from the immediate area. Be sure passageways in the fire area are clear.
4. Follow evacuation procedures on pages *6 and 7* and your safety warden's instructions.
5. See maps in the appendixes.

What to do when you are outside the building

Go to your assigned evacuation area. Remain there until all employees are out of the building and can be accounted for. Do not leave until you hear the "all clear" signal or are told to do so by the emergency coordinator.

In Case of Earthquake

What to do if you are inside the building

1. **DROP, COVER, AND HOLD ON!** Move only a few steps to a nearby safe place.
2. Stay clear of windows, bookcases, heavy mirrors, hanging plants, and other heavy objects.
3. Watch out for falling plaster, ceiling tiles, etc.
4. Once the earthquake is over, get out of the building by the nearest safe exit.
5. Meet in the grassy field on the west side of the warehouse.

What to do if you are outside the building

1. Move to an open area away from power lines, power poles, trees, walls, light poles, and chimneys. For the conference office we are recommending the grassy area on west side of the warehouse.
2. Remain there until all employees are out of the building and can be accounted for. Do not leave the grassy area until you are told to do so by the emergency coordinator.

What to do if you are in a car

1. Slow down and drive to a clear place away from buildings, trees and power lines.

2. Stay in the car with your seatbelt fastened until shaking stops.
3. Proceed with caution, avoiding bridges or ramps that may have been damaged.

In Case of Explosion

Falling aircraft, chemical accidents, leaking gas, or faulty boilers can all be the cause of life-endangering explosions on or near the conference office.

If there is a threat of an explosion, the emergency coordinator will activate plans to assure your safety, but if time will allow:

1. Following instructions to take cover under sturdy furniture or leave the building if told to do so.
2. Stay away from windows and glass.
3. Do not light matches.
4. Wait for the "all clear" instructions.

In case of explosions in the building:

1. Sound fire alarm.
2. Follow instructions to leave the building.
3. Move cross wind. NEVER up or down wind, to avoid toxic fumes.
4. Do not take time to gather personal belongings.
5. Help administer first aid, if necessary.
6. DO NOT go back into the building until you hear the "all clear" signal.

Evacuation Procedures

Follow these procedures IMMEDIATELY whenever an alarm is sounded or you are notified to do so by a safety warden.

1. WALK-DO NOT RUN--directly to the exit designated for the area you are in at the time the signal is given. If the assigned stairway or hallway is not usable, take the next nearest exit.
2. DO NOT USE THE ELEVATOR.
3. Give your full and immediate attention to the safety warden. Comply with the safety warden's instructions completely.
4. DO NOT TALK during the exiting period in order to allow the safety wardens to issue and receive instructions.
5. DO NOT go to another room or area of the building to collect personal belongings before exiting. DO NOT take time to collect records in your office. This delay can result in injury to yourself and others. You will be advised when it is safe to return to the building to collect these things.
6. DO NOT open hot doors. Before opening any door, touch it near the top to see if it is hot.

7. DO NOT break windows. Oxygen feeds fire.
8. If you are on the second floor, proceed down the stairway as quickly as possible, but in an orderly manner. DO NOT RUSH OR SHOVE past others on the stairway. Keep to the right, grasp the handrail, and walk silently down the stairs, following the safety warden's instructions.
9. People in wheelchairs or using crutches should be carried. Wheelchairs or crutches should NOT be taken down the stairs.
10. If someone needs medical attention, notify the safety warden or someone trained to give first aid.
11. When you leave the building, go IMMEDIATELY to the center of the GRASSY AREA west of the warehouse.
12. Report to YOUR safety warden for a head count.
13. Stay in the grassy area. Do not leave the vicinity or return to the building until you hear the "all clear" signal-two short, consecutive rings of the fire alarm or some other signal from the building's emergency coordinator.
14. REMAIN CALM AND LISTEN TO INSTRUCTIONS. DO NOT PANIC.

Fire and Safety on the Job

Office Building Fires Do Happen

Every year, about 7,000 fires break out in office buildings, causing deaths, injuries, and millions of dollars in fire damage. Most of this can be eliminated if everyone practices good fire prevention on the job and plans ahead for a fire emergency.

Fire Prevention Steps

1. Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odor-often the first sign of a problem that can cause a fire- disconnect the equipment and call the appropriate maintenance person.
2. Promptly replace any electrical cord that is cracked or has a broken connection.
3. Extension cords should not be used as permanent wiring. When using extension cords, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed, such as under rugs. Check the amperage load specified by the manufacturer or the "listing laboratory," and do not exceed it! *Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet. Do not accumulate extension cords under your desk.* Call the maintenance department for a safe, permanent solution to your electrical needs.
4. Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around copy machines, computers, laser printers, and other equipment that normally gives off heat. Remember that space heaters need *space!*
5. Make sure all appliances in your work area-such as hot drink makers and hot plates- are turned off at the end of each workday. It's best to assign one person to make this check every day.
6. Do your part to keep storage areas, stairway landings, and other out-of-the-way location free of waste paper, empty cartons, dirty rags, and other material that can fuel a fire.
7. The top shelf of storage closets should be kept clear. Do not store anything within 24 inches

- of the ceiling. Keep aisles and walkways clear.
8. Do not store combustible liquids in your work or storage areas.
 9. When refurbishing your office, consider the fire potential of materials used in large amounts, such as overstuffed chairs, settees, couches, or anything that can become a combustible item.
 10. Arson is the largest single cause of fires in office buildings. Therefore, proper security measures to keep unauthorized people out of the building will help prevent both theft and fire. In addition, make sure that alleys and other areas around your building are well lit.

Preparing for a Fire Can Save Lives

How you react in a real fire will depend on how well you have prepared yourself before it happens.

1. Know the location of the two exits closest to your work area. Count the number of doors between your office and each of those exits in case you must escape through a darkened, smoked-filled corridor where you cannot read the names on the doors.
2. Learn where the nearest fire alarm is located and how to activate it.
3. Post the first emergency number (extension 444) on your telephone.
4. Learn the sound of the office's fire alarm.
5. Evacuation plans for your building are posted where everyone can see them; and they should be discussed with new employees during orientation.
6. Learn the evacuation plans and participate in fire drills.
7. If you have any disability that can delay you in an evacuation or prevent you from using the stairs for escape, let someone in authority know. Each person with a disability should be assigned a co-worker (and an alternate) to render assistance in case of an emergency. Participating in drills is especially important for people with disabilities.
8. Remember, NEVER USE AN ELEVATOR during a fire emergency. Most modern elevators are heat-activated, so they might go to the fire floor and stop there with the doors open, exposing passengers to deadly heat and fumes.
9. Be sure that stairwell doors are never locked.

If a Fire Breaks Out-Sound the Alert and Escape Quickly

1. No matter how small the fire seems to be, sound the fire alarm and call the Fire Department. Large fires start as small ones.
2. Leave the fire area quickly, closing the door to the room where you saw the fire. Close all other doors that you pass through on your escape route.
3. Proceed directly to the nearest fire exit. DO NOT USE AN ELEVATOR.
4. If smoke is evident in the corridor or stairwell of your nearest exit, use your alternate escape route.
5. If you must use an escape route where there is smoke, stay as low to the floor as possible. Crawling lets you breathe the cleaner air near the floor as you move toward an exit.
6. Before opening a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route.
7. As you are evacuating, follow directions from fire and security personnel. Once outside, move well away from the building so as not to be in the way of the fire fighters.

When Should You Use a Portable Fire Extinguisher

Portable fire extinguishers are useful only if you know how to use them, if they are right for the type of fire you are fighting, and if the fire is discovered immediately.

If there is a portable fire extinguisher in or near your working area, take time now to read the operating instructions, and get training on how to use it.

Do not attempt to fight even a small fire until people have been evacuated from the area and the Fire Department has been called.

Never attempt to fight a fire if any of the following is true:

You are uncertain about how to use the extinguisher.

The fire is spreading beyond the immediate area where it started.

The fire could block your escape route.

Adapted from People Protecting People Since 1986, 1988, National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

Earthquake: What You Can Do

Guidelines for Home and Office

Before an Earthquake

1. Place large and heavy objects on lower shelves. Securely fasten shelves to walls. Remove glass bottles from medicine cabinets and from above or around the bathtub and sink.
2. Remove all flammable liquids, including painting and cleaning products, to the garage or an outside cupboard. Store them in proper containers.
3. Make sure your home or place of work has ample exits that will not be blocked with fallen debris.
4. Fasten all top-heavy furniture, such as refrigerators, tall bookcases and glass cabinets, to the walls by means of hooks, angle brackets or braided wire.
5. Install fasteners or latches on cupboard doors. Strong childproof latches will work well.
6. Apply the same precautionary measures to your place of work. Secure or bring to the attention of the appropriate person(s) apparatus that can move or fall, dangerous chemicals and unreachable emergency shutoff switches.
7. Hold a home earthquake drill. Teach your family how to avoid injury and panic during earthquakes. Practice what you have learned by holding an earthquake drill.
8. Bolt down water heaters and other gas appliances, or strap them securely to the nearest walls. Fires start from broken gas lines and appliance connections. Use flexible connectors whenever possible.
9. Relocate beds, if possible, so they are not directly under large windows.

During An Earthquake

1. **If you are indoors stay there! DROP, COVER, AND HOLD ON!** Move only a few steps to a nearby safe place. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured. Stay away from windows and tall unattached furniture.
2. **If you are in bed, hold on and stay there, protecting your head with a pillow.**
3. **If you are outdoors, find a clear spot away from buildings, trees, streetlights, and power lines. Drop to the ground and stay there until the shaking stops.**
4. **If you are in a vehicle, pull over to a clear location, stop and stay** there with your seatbelt fastened until the shaking has stopped. Trees, power lines, poles, street signs, and other overhead items may fall during earthquakes. Stopping will help reduce your risk and a hard-topped vehicle will help protect you from flying or falling objects. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the earthquake.
5. Stay indoors until the shaking stops and you're sure it's safe to exit. When you go outside, move quickly away from the building to prevent injury from falling debris.
6. Stay away from windows. Windows can shatter with such force that you can be injured several feet away.
7. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake. Check for and extinguish small fires, and, if exiting, use the stairs.
8. In the event of a severe earthquake and you are in a coastal area, move to higher ground. Tsunamis are often created by earthquakes.
9. If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris that double be loosened by the earthquake.

After an Earthquake

1. Check yourself for injuries.
2. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
3. After you have taken care of yourself, help injured or trapped persons. Call 911 if there are life-threatening emergencies. Give first aid when appropriate. Don't try to move seriously injured people unless they are in immediate danger of further injury.
4. Look for and extinguish small fires. Eliminate fire hazards. Putting out small fires quickly, using available resources, will prevent them for spreading.
5. Leave the gas on at the main valve, unless you smell gas or think its leaking. Remember, only a professional should tum it back on.
6. Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately and carefully.
7. Open closet and cabinet doors cautiously. Contents may have shifted during the shaking of an earthquake and could fall, creating further damage or injury.
8. Inspect your home for damage. Get everyone out if your home is unsafe.
9. Help neighbors who may require special assistance. Elderly people and people with

- disabilities may require additional assistance.
10. Listen to a portable, battery-operated radio (or television) for updated emergency information and instructions.
 11. Expect aftershock. Each time you feel one, drop, cover, and hold on!
 12. Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.
 13. Stay out of damaged buildings. If you are away from home, return only when authorities say it is safe.
 14. When entering buildings, use extreme caution. Building damage may have occurred where you least expect it.
 - **Examine walls, floor, doors, staircases, and windows to make sure that the building is not in danger of collapsing.**
 - **Check for gas leaks.** If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas, using the outside main valve if you can.
 - **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker.
 - **Check for sewage and water line damage.** If you suspect sewage lines are damaged, avoid using the toilets. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water from undamaged water heaters or by melting ice cubes.
 - **Watch for loose plaster, drywall, and ceilings that could fall.**
 15. Use the telephone only to report life-threatening emergencies. Telephone lines need to be kept clear for emergency calls to get through.
 16. **Watch animals closely.** Leash dogs and place them in a fenced yard.
 17. **Cooperate with public safety efforts.** Do not go into damaged areas unless you have been requested to do so. Keep streets clear for passage of emergency vehicles.

(Information from American Red Cross and FEMA).

Southeastern California Conference Disaster

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Personal Workplace Disaster Supplies Kit

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at:
<http://www.redcross.org/services/ldisaster/beprepared/>



American
Red Cross

Together, we can save a life

Flashlight with extra batteries Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food

Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.).

Water

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Medications

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

First Aid Supplies

If your employer does not provide first aid supplies, have the following essentials:

- (20) adhesive bandages, various sizes.
- (1) 5" x 9" sterile dressing.
- (1) conforming roller gauze bandage.
- (2) triangular bandages.
- (2) 3 x 3 sterile gauze pads.
- (2) 4 x 4 sterile gauze pads.
- (1) roll 3" cohesive bandage.
- (2) germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) antiseptic wipes.
- (2) pair large medical grade non-latex gloves
- Adhesive tape, 2" width. Anti-bacterial ointment. Cold pack.
- Scissors (small, personal).
- Tweezers.
- CPR breathing barrier, such as a face shield

Tools and Supplies

- Emergency "space" blanket (mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

General Information

- Your kit should be adjusted based on your own personal needs.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family.

Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place***At Home:***

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business. Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems.
- Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay-not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air- these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter in place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
- Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

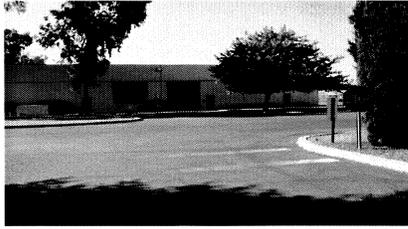
Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

February, 2003

Evacuation Assembly Area

Riverwalk Parkway



Warehouse

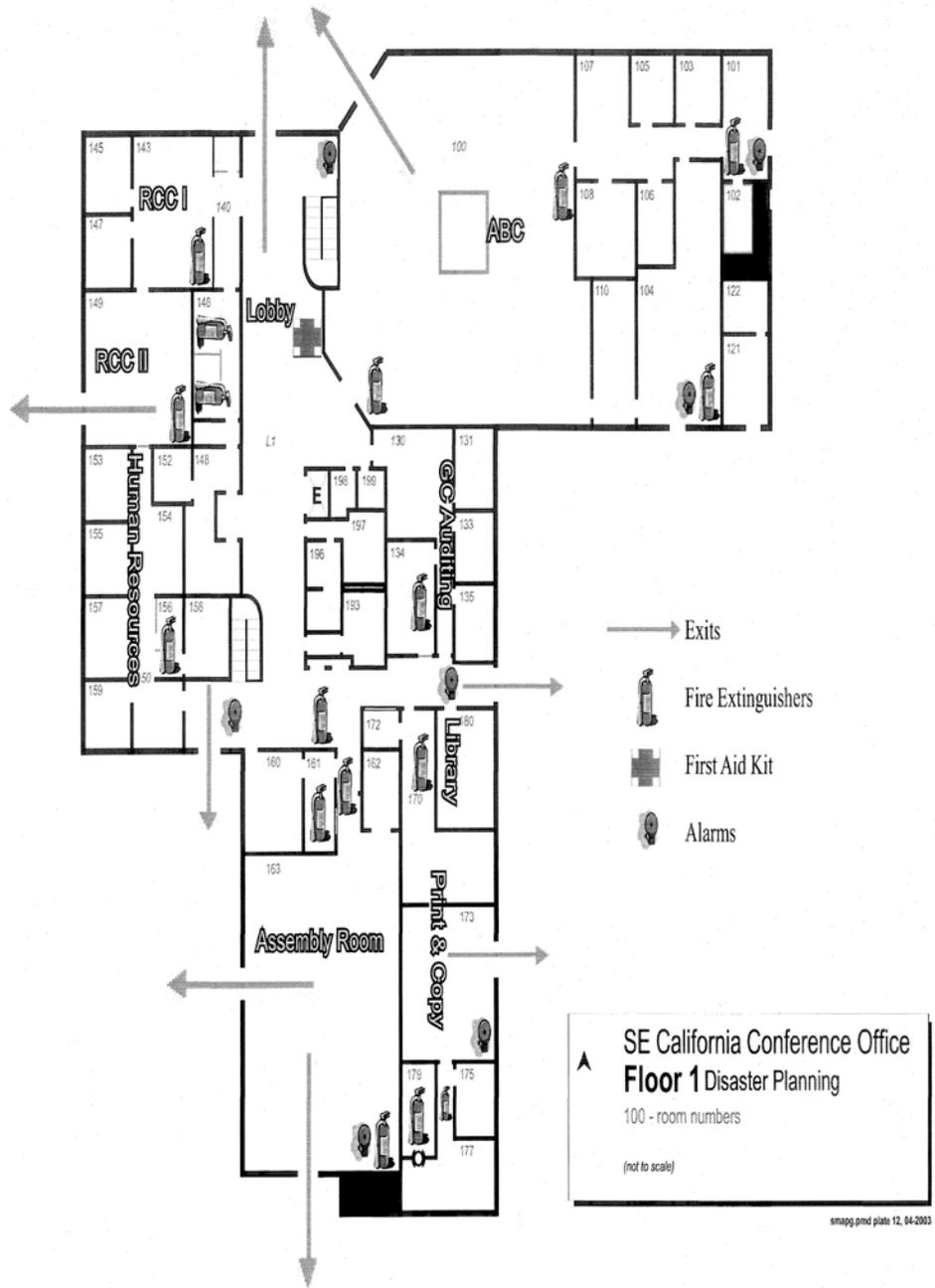


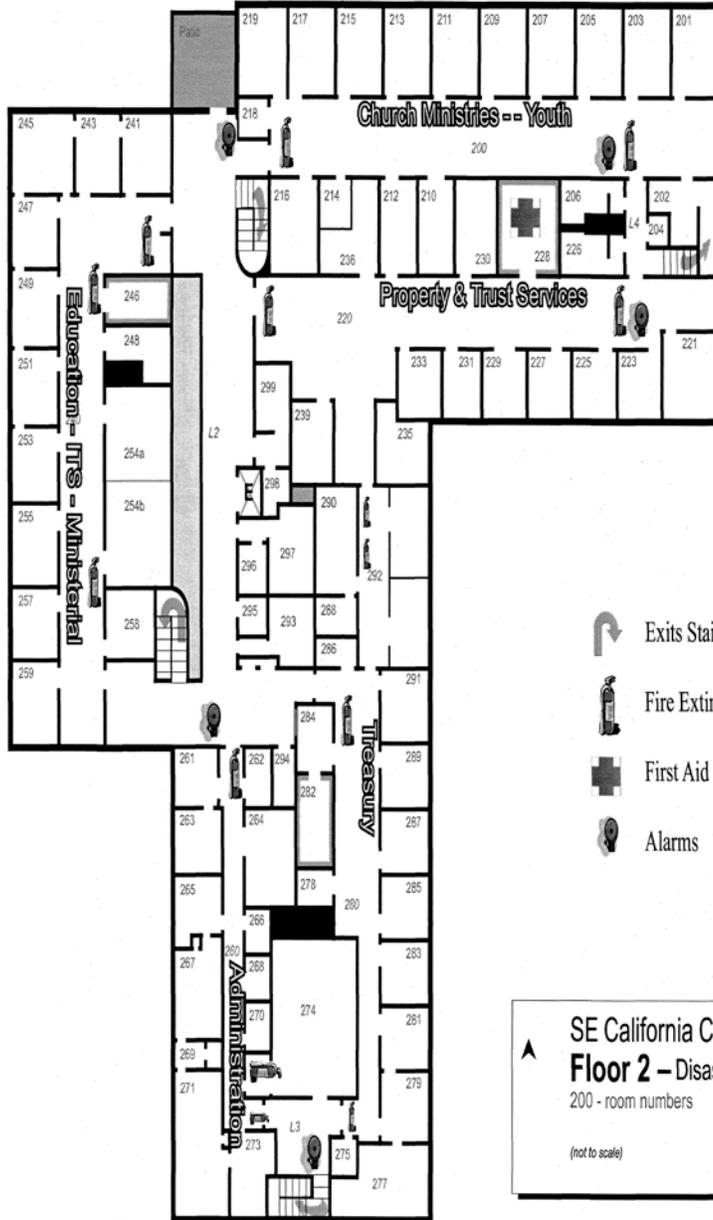
Grassy Area next to Warehouse

Pierce Street



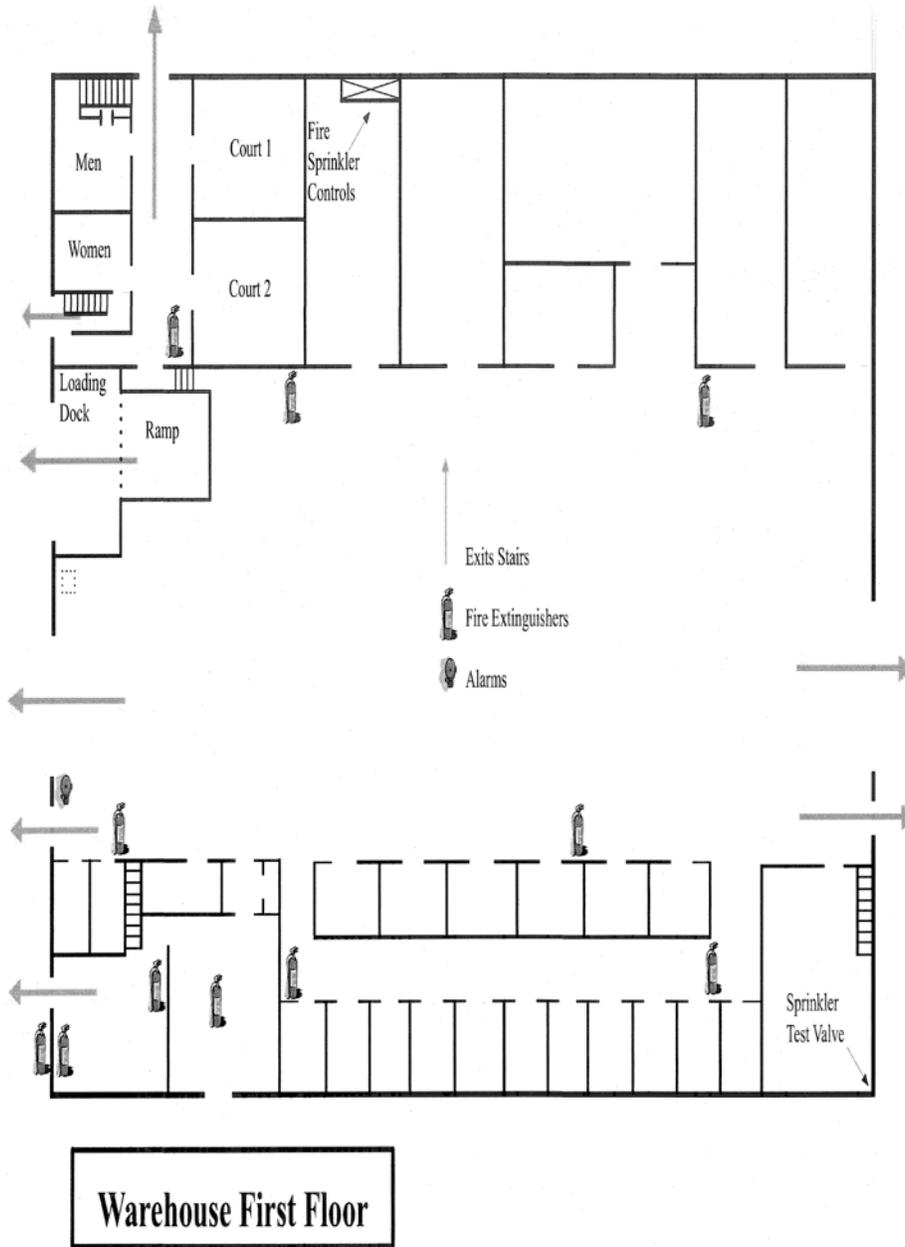
Conference Office

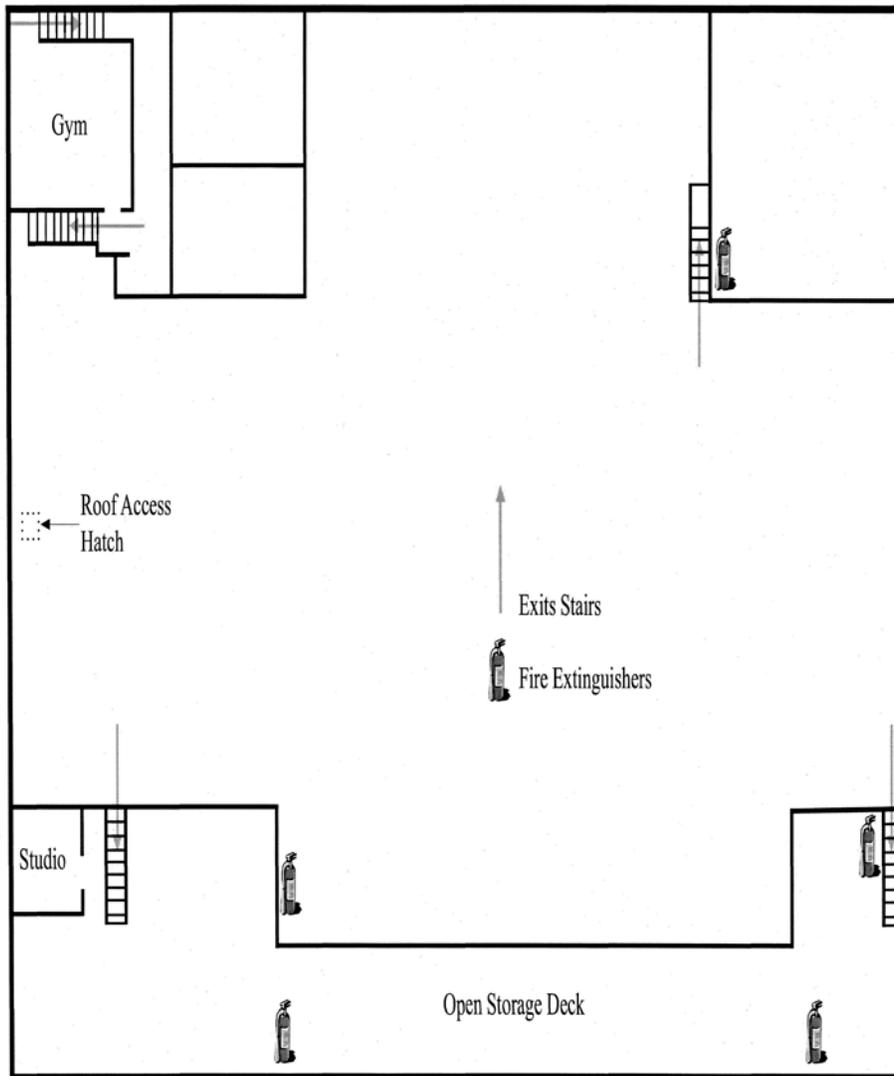




SE California Conference Office
Floor 2 – Disaster Planning
 200 - room numbers
 (not to scale)

smagg.pmd plate 13, 04-2003





Warehouse Second Floor

SECC DISASTER PLAN PERSONNEL

Emergency Coordinator

George King

Assistant Emergency Coordinator

Tim Rawson

Department Safety Coordinators

Administration Wing and Restroom

Erika Galaviz, Edna Thomas

Treasury Wing

Verlon Strauss, Kim Ocegüera

Property and Trust Services

Edna Johnson, Terry Sitanggang

Church Ministries Wing and Restrooms

Judi Jeffreys, Rudy Carrillo

Education and Ministerial Wing

Rachael Gil, Stephanie Matye

Second Floor Lobby and Ladies Restroom

Kim Ocegüera

Second Floor Lobby, Men's Restroom

David Anderson

Switchboard, First Floor Lobby, Ladies Restroom

Lori Lorbeer

Adventist Christian Book Center

Aletha Highsmith, Cashier on Duty

RCC Conference Rooms

Helen Adams, Switchboard Backup

SECC Auditing Service

Faith Whitter

General Services

Tim Rawson

Elevator

Kim Brown

Print & Copy, First Floor Men's Restrooms

Greg Jeffreys

Library

Greg Jeffreys

Human Resources, Assembly Room, Kitchen

Gina Heslep

Warehouse, Recreation Area

George Kebbas