

Sunnyvale
2013 City Emergency Exercise

Basic Participant Handbook



When a 6.9 earthquake
strikes Sunnyvale
will you know what to do?

CITY EMERGENCY EXERCISE

Saturday
October 26
9am - 1pm



Sign up at: OES.inSunnyvale.com



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OES.inSunnyvale.com

This is an Exercise

On Saturday, October 26, 2013 at 9am, a simulated 6.9 earthquake on the Hayward Fault strikes Sunnyvale. You're ok and your family is ok, but what's next?

This exercise is intended to help our community practice disaster-response skills.

All individuals, businesses, and neighborhood groups in Sunnyvale are encouraged to participate, regardless of training or experience.

This is an Exercise

EXERCISE OBJECTIVES

1. Practice emergency communications
2. Conduct fire prevention activities and practice fire suppression skills
3. Perform a damage assessment of the neighborhood

EXERCISE SCHEDULE

SATURDAY, OCTOBER 26, 2013

9:00 AM - 11:00 AM Citywide Exercise
11:00 AM - 11:30 AM Neighborhood Feedback Session
12:00 PM - 1:00 PM Citywide Exercise Debriefing

The exercise will proceed according to the level and pace of participation chosen by the individual or by the group's leader. The exercise will conclude after completion of operations and attainment of the group's specific exercise objectives, or 11:00 AM, whichever occurs first.

EXERCISE DAY IN BRIEF

Before the exercise:

- Sign up at OES.inSunnyvale.com
- Individual Participants: Connect with your neighborhood group, if your neighborhood is organized. If your neighborhood is not organized, you can still participate in this exercise individually.

During the exercise:

- Exercise participants will perform the activities described in “**Exercise Activities.**” See below.
- If you are in a neighborhood group, follow instructions from your neighborhood group leader to respond to scenarios or assist in the neighborhood emergency response.

End of exercise:

- One representative from each neighborhood group should attend a city debriefing after the exercise. Individuals who are not associated with a neighborhood group are also welcome to attend.

EXERCISE RULES AND SAFETY

Safety

If you are part of a SNAP neighborhood group, the group should have a member identified as the Safety Officer. All participants are required to consider **safety first**. Safety Officers should be identified with red name badges.

Safety Officers have the authority to stop the exercise for their group. All participants must follow the instructions of the Safety Officer.

If anyone observes an unsafe condition, or sustain an actual injury, he or she should IMMEDIATELY use the phrase “**STOP EXERCISE**” to alert everyone. Next, identify the unsafe condition to the Safety Officer.

Exercise rules

- *DO NOT CALL 911 for simulated emergency scenarios.* Call 911 **only** if needed for a real emergency.
- All exercise communications must begin and end with the statement “**THIS IS AN EXERCISE.**” This precaution is taken so that anyone who overhears the conversation will not mistake the exercise for a real-world emergency.

EXERCISE ACTIVITIES

Basic Activities for All Participants

Everyone can participate in the activities listed here, either as a group or as an individual. It is your choice whether to do more or fewer activities. *Any level of participation is encouraged!*

- *Call or text your Out-of-Area Contact*

On the day of the Citywide Exercise, everyone should contact an Out-of-Area Contact with a brief text message. Pre-arrange this contact prior to the exercise and share with all family members. Be sure to clearly state that this is an exercise, not a real event. Here is an example:

THIS IS AN EARTHQUAKE EXERCISE. I am OK. I am home at 1234 Jones St. and will stay here. Jamie is here with me. It is 11:30 am. Please keep a record of this message and relay as needed. Please respond so I know you got this. Love you, MaryBeth.

- *Locate Pay Phones Nearest Your Home*

Cell phones, household landlines, and pay phones all run on different systems, so a pay phone may be functional even if your household line is down. Locate the nearest two working pay phones to your home and/or office. (Note: Not all pay phones have 24-hour service.)

- *Receive a test message for the exercise from one of Sunnyvale's Community Information Services - Nixle*

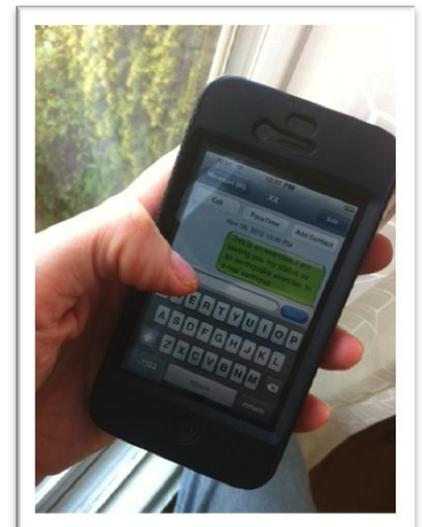
During the exercise, the City of Sunnyvale will send alerts to community members who have signed up with this Community Information Service:

To sign up for alerts and advisories, visit:
www.nixle.com

- *Listen for important information on 1680 AM radio. This is the city's emergency broadcast station.*

- *Locate the two fire stations nearest your home*

If the 911 system is down, you may be able to report emergencies directly to your local fire station. Identify primary and alternate routes from your home to two fire stations. Fire station locations can be found here: Fire.inSunnyvale.com



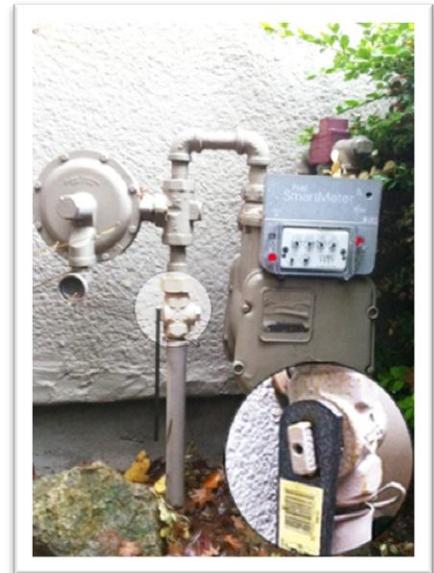
- *Test Your Smoke Alarms*
 - Test smoke alarms by pushing the test button on each alarm, or in accordance with the manufacturer recommendations
 - Replace batteries in alarms that are not working, or replace the alarm if necessary
 - See also: http://www.usfa.fema.gov/citizens/home_fire_prev/alarms/index.shtm
- *Check Your Fire Extinguishers*
 - Locate fire extinguishers
 - On extinguishers with a pressure gauge, check that the level is in the green zone
 - Ensure that the pin is intact on the handle
 - If your manufacturer recommends it, shake the extinguisher to prevent the powder from packing
 - See also: <http://www.fire-extinguisher101.com/careandmaintenance.html>
- *Locate Gas, Water and Electrical shutoffs*

DO NOT TURN OFF YOUR GAS, but ensure that a tool to turn off the gas is in an accessible location near the shut-off; see: <http://www.pge.com/myhome/edusafety/gaselectricsafety/turngasoff/>
Electricity: <http://www.pge.com/myhome/edusafety/gaselectricsafety/electriconoff/>
Water: <http://www.youtube.com/watch?v=C3I0amTJ6hs>
- *Develop a home disaster plan*

Write your home disaster plan, including Out-of-Area Contact, where to meet, and how to communicate.
See: <http://www.ready.gov> ,
- *Check and Restock Emergency Supplies*

Check your emergency supplies such as food, water, and medicine. Make sure you have enough supplies for 14 days and that supplies are not outdated. Include pet supplies in this assessment.
- *Perform a Home Hazards Check*

Check your home for safety hazards. Identify heavy items in the home such as water heaters, heavy furniture, and wall hangings that need to be secured. See:
<http://www.fema.gov/library/viewRecord.do?id=1666>



- *Check Your Garden Hoses*

- Locate garden hose shutoffs
- Have (a) 5/8 inch or larger garden hose(s) attached and coiled for quick deployment
- Keep garden hose(s) long enough to reach any area of home and/or multiple garden hoses around the exterior of the house
- Utilize a fog/straight stream nozzle

- *Practice Using Your Own Garden Hose on a Simulated Fire*

Review **Fire Safety: The CERT Member's Role** Video, here: <http://www.fema.gov/video-materials>

- Locate garden hose
- Attach a high flow nozzle to the hose, as seen in photos
- Keep nozzle in “off” position
- Grab coiled hose and stretch out fully
- Open water valve
- Turn on water at nozzle and direct straight stream at base of a simulated fire from a safe distance
- Sweep back and forth
- Use fog pattern as you approach the fire

- *Find and Remove Fire Fuel Sources Around Your Home*

- Clear weeds and all dead plant material on parcels from property line to property line. Trees, ornamental shrubbery or green plants used as ground cover need not be removed
- Remove combustibles, leaves and pine needles from roof
- Remove any portion of a tree within 10’ of the chimney outlet
- Remove combustible grass and weeds within 10’ of roadway
- Remove limbs 1/3 the tree’s height from the ground and remove all vines from tree trunks



Utilize the straight stream for initial fire suppression from a safe distance.



As you approach the fire, widen the spray pattern to a fog to absorb heat and provide protection to yourself

SNAP Neighborhood Group Activities

If you are in an organized neighborhood group, exercise activities will be directed by your group leader. Activity details are provided in the group leader handbook (available at OES.inSunnyvale.com). Here are some possible activities for your group:

- *Meet with your neighbors to practice how you can help each other and work as a team*
- *Walk through your neighborhood and learn locations of outside gas/electric/water shutoffs and water outlets to attach hose*
- *Make a roster of your neighbors: find out who needs special assistance (elderly, disabled, infants)*
- *Make a map of your neighborhood*
- *Activate your Neighborhood Incident Command Post*
- *Practice conducting damage assessment*
- *Respond to simulated emergency scenarios*
- *Hand-deliver or radio-deliver simulated emergency messages to fire stations*

Businesses and Organizations

Participation can scale up or down depending on the capabilities and preferences of your organization. Here are some possible activities for your group:

- *Have an employee meeting to discuss disaster plan*
- *Set up an info booth on emergency preparedness*
- *Check your emergency supply kits*
- *Organize a CERT team*
- *Practice workplace evacuation*

