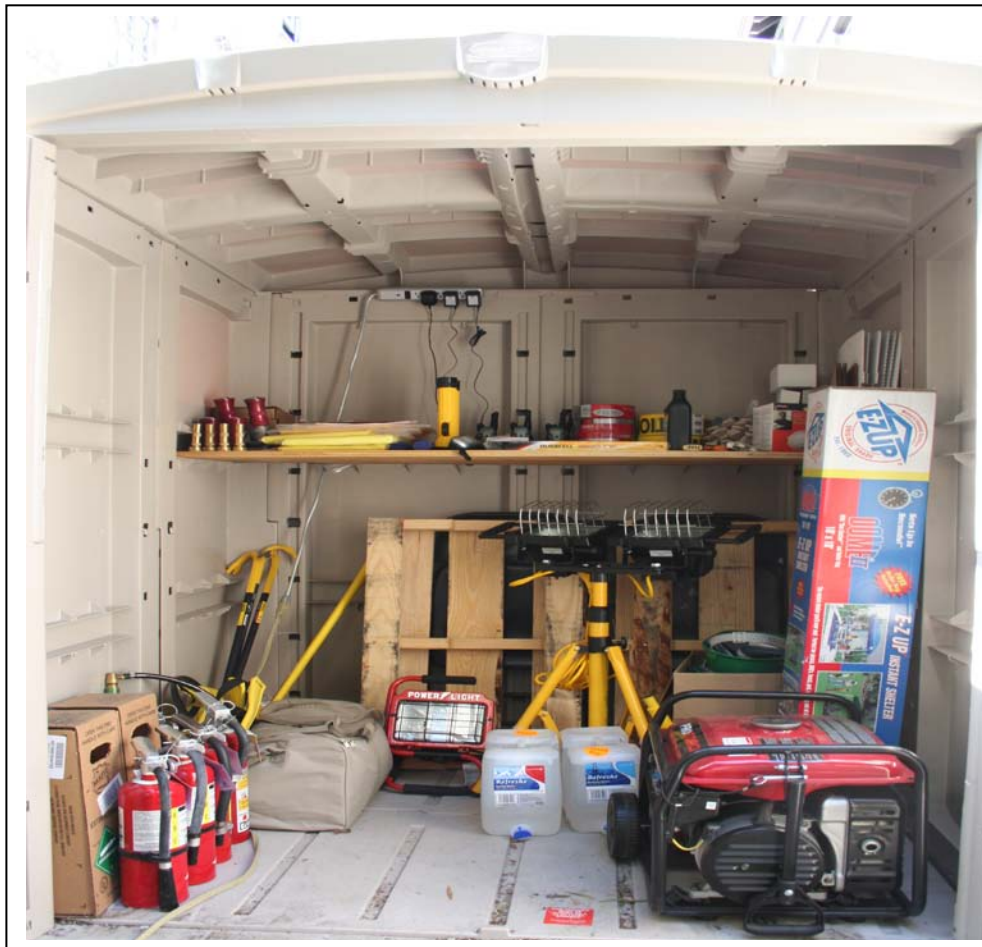




City of Berkeley

COMMUNITY EMERGENCY SUPPLY PROGRAM APPLICATION



This packet contains an application, criteria, and supporting information for the Community Emergency Supply Program

Please return application by Friday January 28, 2011, 5:00 p.m.

2100 Martin Luther King, Jr. Way, Berkeley, CA 94704

**APPLICATION FOR FY2011
EMERGENCY SUPPLY PROGRAM**

RETURN BY January 28, 2011, 5:00 P.M.

After a catastrophic earthquake, government resources (people and supplies) may not be available for several days. It is essential that every household, family, neighborhood and building resident be prepared to survive for five to seven days until utilities and services can be restored. The criteria below reflect the standards of a prepared neighborhood/group. Please score your neighborhood/group's level of preparedness as accurately as possible.

Name of Neighborhood Group, Apartment Building, or Association(s):

Neighborhood, Apartment Building or Association Coordinator(s) Name:

(Address)

(Zip)

(Phone)

(E-mail Address)

Addresses covered: _____

Number of Households: _____

Number of neighborhoods involved: _____

Length of time organized for disaster preparedness: _____

QUALIFYING CRITERIA

1. Your group has been organized for at least three years or demonstrate group organization and sustainability;
2. Your group has satisfied at least **six of the nine** steps of becoming a disaster resistant neighborhood;
3. Your group has at least **eight people** trained and formed into Disaster First Aid, Fire Suppression, and Light Search and Rescue teams.

SEE NEXT PAGE

CRITERIA: CERT TEAMS Please fill in the numbers of persons trained or qualified.
CORE CERT TEAMS:

	Points/ Person	Enter numbers below:	This Column For Staff Use
		No. Persons Qualified	Total Points/ Neighborhood
CERT* Disaster Medical Operations. <i>Minimum of 4 Persons</i>	4		
CERT* Fire Safety. <i>Minimum of 4 persons</i>	4		
CERT* Light Search and Rescue. <i>Minimum of 4 persons</i>	4		
DESIRABLE ADDITIONAL TEAMS/SKILLS			
CERT* Disaster Mental Health	1		
CERT* Shelter Operations	1		
CERT* Pandemic Influenza	1		
Professional Medical Training	1		
Professional Fire Suppression Training	4		
Professional Trauma Counseling Training	1		
Construction Skills Useful in a Disaster	1		
Qualified Ham Radio Operation	4		
Total points for CERT Teams/skills			

* Individuals either must either be currently registered in or have completed training since 2006.

CRITERIA: EIGHT STEPS. Answer YES or NO for each neighborhood preparedness component completed. Attach details/explanation if necessary.:
BASIC PREPARATIONS

	Possible points	YES or NO	This Column For Staff Use
			Points/ Neighborhood
Coordinator(s) per 30 –50 households and regular Meetings established	3		
Designated neighborhood/building emergency supply location & emergency assembly point	2		
Established phone tree communication plan	3		
Assessment of level of neighborhood/building preparedness, including 3 days food/water per household & emergency supplies and tools. Giver percentage of prepared households.**	__%**		
Neighborhood/building hazard assessment completed	3		
Map of gas and water shut-off valves developed and team assigned to check and turn off as needed	2		

(continued next page)

List of neighbors requiring special assistance in a disaster	1		
Neighborhood/building supplies and materials stored	8		
DESIRABLE ADDITIONAL PREPAREDNESS			
Home or building earthquake retrofitting. Give percentage of houses**	__%**		
Extra points for involving surrounding neighborhoods in planning efforts	5/block		
Total Points for neighborhood or building group			

**1-25% of households=1 pt.; 26-50%=2 pts.; 51-75%=3 pts.; 76-100% =4 pts.

Grand Total of points for Individuals + Neighborhood/Group (Staff Use Only)	
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Final determination to be made by City Staff	This column for Staff Use
I (we) understand that the level of neighborhood/building preparedness is one of three criteria used to determine the award of supply caches. Other factors include: providing an <i>even distribution of equipment</i> throughout the City, and a <i>risk assessment</i> for potential sites as determined by the Fire Department.	
Geographical Distribution	
Risk Assessment	

Signed _____

Date _____

Return to: City of Berkeley Fire and Emergency Services
 2100 Martin Luther King, Jr. Way
 2nd Floor –C/O OES/Disaster Supply Program
 Berkeley, CA 94704

**FY 2011 Community Disaster Supply Program
Berkeley Fire Department/Office of Emergency Services
October 2010**

EMERGENCY SUPPLY CONTENTS
(Subject to change based upon availability and pricing)

EACH KIT CONTAINS	Number of Items
STORAGE CONTAINER: 5'5"W x 6'D x 6'5" H	1
Combination Padlock	1
50 person Medical Kit	1
5000 Watt Generator	1
10 x10 Dome Canopy	1
LIGHTING	
Utility Lamp 500 W	4
7' Tripod Light	1
Power Strip	2
12/3-50' Extension Cords	4
COMMUNICATION EQUIPMENT	
F/S Portable Radios	6
AM/FM Radio	1
PROTECTIVE WEAR	
Hard Hats	6
Small Work Gloves	3
Medium work gloves	3
X Large work gloves	3
Light Duty Dust Masks	6
Protective Goggles	6
TOOLS AND SUPPLIES	
36" Axe	1
3" X 1000' rolls caution tape	2
Duct Tape	4 rolls
Hammers	3
Flashlights	2
Can opener	1
FIRE SUPPRESSION	
ABC Fire Extinguishers	2
¾" fire hose, 50 feet each	4
Hose nozzles, brass	4
1" diameter to garden hose increase coupling	4
1" nozzle, aluminum	4
1" SHUT OFF VALVE	1
Backpack pump and bag 5 gallon	1
Collapsible yellow pails, 3 gallon	1

**LETTER OF UNDERSTANDING BETWEEN
_____ AND THE
CITY OF BERKELEY**

This agreement, entered into this ____ day of _____, constitutes a Letter of Understanding (“LOU”) between the City of Berkeley (“CITY”) and the

_____ (“NEIGHBORHOOD/GROUP”) regarding the pre-placement of containers filled with emergency supplies in designated areas of each Council District as a precautionary measure in the event of a disaster.

I. BACKGROUND

As a result of the 1989 Loma Prieta Earthquake, the 1991 East Bay Hills Fire, and the 2005 Hurricane Katrina tragedy, the Mayor and City Council accelerated disaster planning throughout the City. An important component of that planning is the availability of emergency supplies should a catastrophic disaster occur, and the City’s neighborhoods and Apartment Building groups are an integral component of disaster planning. In a catastrophic disaster, government resources (people and supplies) may not be available for several days following the event. It is essential that every household, family, apartment tenant and neighborhood be prepared to survive for five to seven days until utilities and services can be restored.

In addition to providing for the emergency needs of the City’s residents, supplies located in the neighborhoods would greatly assist the City’s response to local disasters. The City and NEIGHBORHOOD/GROUP have established and wish to continue a partnership to provide emergency containers with basic medical, search and rescue and other supplies for such an occurrence. The City will provide the initial supplies and the container to store the supplies to the NEIGHBORHOOD/GROUP without charge. By executing this agreement, the NEIGHBORHOOD/GROUP acknowledges that all members of the NEIGHBORHOOD/GROUP have been or will be made aware by the undersigned NEIGHBORHOOD/GROUP representative that participation in the NEIGHBORHOOD/GROUP is voluntary, and that certain tasks could involve lifting objects, operating vehicles, and other miscellaneous activities that occur in making voluntary preparations for a disaster, and possibly taking voluntary action during a disaster. Except as specifically provided for in this agreement, by providing these emergency supplies and containers, the City does not create any continuing obligation to provide additional supplies or containers in the future.

II. DEFINITION, USE AND RESPONSIBILITIES

A. Disaster Defined

For purposes of this LOU, a disaster shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City, caused by such conditions as fire, flood, storm, epidemic, toxic hazards, earthquake, or other conditions as declared by the City including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the City.

B. Purposes and Use of Emergency Supplies:

The primary purpose of the City of Berkeley's Supplemental Emergency Supply Program is to provide backup emergency equipment to serve the greatest number of residents in the event of an emergency/disaster. The provided containers shall only be used for emergency supplies and equipment. City emergency response personnel may use container contents for purposes of managing a local emergency.

C. Responsibilities:

NEIGHBORHOOD/GROUP Responsibilities:

1. Non-disaster:

- Identify site and host the supplies in secure area;
- Maintain emergency supplies;
- Replace supplies when used;
- Hold regular meetings to plan for emergencies;
- Identify up to three individuals responsible to hold keys and who will be responsible for opening the container.
- Complete regular CERT training to maintain skills and ability to use equipment, refreshing every three years.
- Hold annual neighborhood/building based disaster drills.

2. Post-Disaster Response Recovery

- Use container supplies to support the City's response efforts in a coordinated manner.
- Use equipment to serve the greatest number of residents in your group.
- Develop teams to assess neighborhood/building needs and provide equipment for teams to use, e.g. search and rescue, fire suppression, medical, sheltering, etc.
- Use communication equipment to communicate with each other (two way radios), with other cache sites.
- Maintain situation status board to track activity and location of resources and responders;
- Maintain command post until no longer needed;
- Communicate with the Berkeley Fire Department when they are able to come and assist with rescue efforts.

III. Ownership of Cache Supplies:

A. The containers and their contents are owned by the hosting NEIGHBORHOOD/GROUP. The NEIGHBORHOOD/GROUP agrees to host the cache indefinitely and use it for the purposes identified above. Should the

NEIGHBORHOOD/GROUP determine they are no longer able to maintain the cache, the NEIGHBORHOOD/GROUP shall contact the Berkeley Fire Department to reassign the cache to another qualifying neighborhood/group in the same District.

B. Should an emergency occur in the nearby area deeming it necessary, in the City's sole discretion, to use the cache supplies, the City may access and use the supplies for the emergency, and call on the residents to assist. In that event, the City is responsible for replacing the supplies used for that emergency.

IV. Who uses supplies?

The supplies are intended to serve the NEIGHBORHOOD/GROUP's residents under the leadership of the NEIGHBORHOOD/GROUP. If necessary, the City may use the supplies in an emergency.

V. How the supplies will be used:

To carry out response and recovery efforts in disasters and for training purposes.

VI. How the containers will be accessed:

The NEIGHBORHOOD/GROUP will hold keys for the containers. The containers may be accessed by at least three individuals holding keys in the hosting neighborhood or building.

VII. Maintenance of containers and supplies;

NEIGHBORHOOD/GROUP shall maintain the containers and supplies, including efforts to avoid such problems as leakage and pest infestation, in order to prolong their use as storage bins for emergency supplies. Both parties recognize that any built structure has a useful, but inevitable lifespan. Security of the container and supplies is a recognized consideration of maintenance. NEIGHBORHOOD/GROUP shall secure the container and supplies from theft and damage with the best efforts practicable. The NEIGHBORHOOD/GROUP is responsible for replacing supplies that are damaged or lost due to theft. Nothing in this agreement shall mandate additional expenditures by the NEIGHBORHOOD/GROUP or City. Supplies used for emergencies shall be replaced in a timely manner by the entities that use them, either by the City or the hosting NEIGHBORHOOD/GROUP.

VII. Standard Supplies Inventory:

A suggested basic inventory of supplies has been developed by the City in order to ensure that appropriate supplies are available for disasters. (See attachment A).

IX. Disclaimer – (legal)

A. Entire Agreement

The terms and conditions of this LOU, all exhibits attached and any documents expressly incorporated by reference represent the entire LOU between the parties with respect to the subject matter of this LOU. This LOU shall supersede any and all prior agreements, oral or written, regarding the subject matter between the City and NEIGHBORHOOD/GROUP. No other contract, statement, or promise relating to the subject matter of this LOU shall be valid or binding except by a written amendment to this LOU.

B. Severability

If any part of this LOU or the application thereof is declared invalid for any reason, such invalidity shall not affect the other provisions of this LOU which can be given effect without the invalid provision or application, and to this end the provisions of this LOU are declared severable.

C. Amendments

The terms and conditions of this LOU shall not be altered or otherwise modified except by a written amendment to this LOU which can be given affect without the invalid provision or application, and to this end the provisions of this LOU are declared to be severable.

IN WITNESS WHEREOF, _____ NEIGHBORHOOD/GROUP and City have executed this LOU as of the date written in the first paragraph of this Agreement.

NEIGHBORHOOD or GROUP

By: _____
Representative

Address: _____

Telephone: _____

By _____
City Manager

Approved as to Form

By _____
City Attorney

Registered by

City Auditor

Attest:

City Clerk

CITY OF BERKELEY
Fire Department/Office of Emergency Services (OES)

NINE STEPS TO BECOME A DISASTER RESISTANT
NEIGHBORHOOD/GROUP

After a catastrophic earthquake or other disaster, government resources (city response agencies and supplies) may not be available for several days, up to a week. Disaster Resistant Neighborhoods/Groups will be more prepared to be self-sustained until services can be restored.

Each household, apartment building and group member must take at least one free Community Emergency Response Team (CERT) training class provided by the Berkeley Fire Department, and prepared to survive on their own for 5-7 days by completing the Five Critical Steps to Take to Prepare for an Earthquake. Members of a neighborhood or apartment building group can then come together to make a group plan.

Elements of a plan include these actions:

- 1) Set a regular meeting date, time and place.**
- 2) Identify at least one group coordinator**
 - a. At least one coordinator for each block of 20-40 households/or apartment units.
 - b. Role of Coordinator:
 - ◆ Calls meetings
 - ◆ Distributes information
 - ◆ Builds CERT response teams
 - ◆ Keeps track of preparedness developments, identifies needs
 - ◆ Signs up for CERT class announcements.
- 3) Develop a Group Communication Plan**
 - ◆ Phone tree/e-mail list/contact information sheet
 - ◆ Include a survey for special needs and skills
 - ◆ Identify communication devices: Ham/CB radios, walkie-talkies, and operators.
- 4) Develop Response Teams with Team Leaders and take City provided CERT classes**
 - ◆ Medical/First Aid Team
 - ◆ Damage Assessment/Light Search and Rescue Team
 - ◆ Fire Suppression Team
 - ◆ Logistics/Shelter/Food Team
 - ◆ Communication Team

5) Identify an assembly point:

- ◆ Identify one or two assembly points for everyone if needed;
- ◆ Safe, away from overhead wires and other hazards
- ◆ Identify closest fire station

6) Conduct group/building hazard assessment tour

- ◆ Draw a plot map of your neighborhood or building
- ◆ Assemble small team to:
 1. Identify potential hazards: power lines, chemicals, flooding, repairs, lighting, etc.
 2. Make note of possible problems or hazards on map/plan

7) Identify gas, electric, water shut off valves

- ◆ Locate and mark on plot map:
 1. **Gas meters** - turn off valves next to meter on inlet pipe with meter wrench
 2. **Electric panel or box** - main switch or breaker
 3. **Water** - locate “angle stop” or “curb cock” on street side of water meter – shuts off water to meter
Tool: “curb-cock key”
- ◆ Assign a team to check and turn off utilities.¹

8) Special Needs Check in

- ◆ Identify people/children with special needs to check on if needed
- ◆ For electrically/oxygen dependent people, register with Easy Does It Services, located at 1636 University Avenue, (510) 845-5513, E-mail: info@easydoesitservices.org. Easy Does It Disability Assistance compiles a detailed database to assist disaster planning for disabled residents of Berkeley.

9) Supplies and Materials Stored

- ◆ Determine supplies needed for neighborhood or building
- ◆ Develop plan for purchasing supplies and equipment
- ◆ Identify site and containers for storing
- ◆ Develop a plan for maintaining perishables

¹ It is commonly agreed that the gas meters should not be turned off unless leaking gas is detected and/or fire is imminent.

FREQUENTLY ASKED QUESTIONS

1. What defines the boundaries for a “disaster prepared” group or neighborhood?

ANSWER: Groups define their own boundaries. It can be a one block neighborhood, along with adjoining neighborhoods, an apartment building, or houses close enough so people get to know one another and feel comfortable sharing basic information.

2. What about those households who don’t get involved?

ANSWER: It’s rare that there’s 100% involvement. Groups of even 10 members can make a difference and provide leadership to the rest of the neighborhood. In a crisis, most neighbors usually come together.

3. How do I request a speaker from the Fire Department to come out and talk to my group?

ANSWER: Groups can request a speaker to provide a presentation on the five critical steps to take to prepare for a disaster and how to organize your neighborhood into response teams by calling the Berkeley Fire Department at (510) 981-5608 or email oes@ci.berkeley.ca.us.

4. What supplies should a group assemble for emergencies?

ANSWER: Suggested groups supply lists can be found on www.getreadyberkeley.org. The City of Berkeley also has a “Community Emergency Supply Program” that it administers when funds are available. To learn more about the program see <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=3920>.

5. What are the “Five Critical Steps to Take to Prepare for an Earthquake?”

ANSWER: This brochure can be obtained from the Berkeley Fire Department, Office of Emergency Services, 2100 Martin Luther King, Jr. Way, Berkeley, CA 94704, or from the website: www.getreadyberkeley.org.

6. What is a “hazard hunt?”

ANSWER: It is an inventory of additional hazards in or around your neighborhood that could occur at any time, or add to the problems created by an earthquake or fire. A hazard hunt checklist can be found on www.getreadyberkeley.org.

7. How do we find out about and sign up for Community Emergency Response Training (CERT) classes?

ANSWER: You can find sign up instructions and the schedule of classes on the OES website at <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=3920> or call (510) 981-5506.