



## THE GREAT SHAKEOUT

October 21, 2010 at 10:21 A.M.

### ROCKIN' AND ROLLIN' OFFICE PARTY

Who has time for a party at work?

For this type of party, the answer is....

**EVERYONE!**

Plan a staff party to discuss the importance of earthquake preparedness. Make it fun...its easier than you think. Here are some suggestions:

- Find someone in your department or building who has put together their own Emergency Kit, and ask them to bring in the kit for a little "show and tell." They can talk about what each item is used for, where they purchased the items and about how much the items cost.
- Play "MacGyver Earthquake Preparedness Game." Put a bunch of common office/household items on the table in front of the group (pencil, ziplock bag, paperclip, etc). Have the group brainstorm what the items could be used for in an emergency such as an earthquake. For example, a pencil could be used to splint a broken

finger, or a ziplock bag could be used for transporting water if there are no cups/containers.

- Conduct a "Desk Scavenger Hunt" and give the person with the highest number of the following items at their desk a prize. All RCCD employees are encouraged to keep the following under their desk - 1) Water; 2) Food (granola bar, trail mix, etc) ; 3) Dust Mask; 4) Flashlight or light stick ; 5) Whistle. Explain that it is important to have these items under their desks and in a bag or small carrying container. If there is an earthquake and they duck, cover and hold on under their desk, they will have these items available to use. If they have to evacuate, they can grab the bag and take it with them, in case they get trapped elsewhere in the building.
- Visit The Great ShakeOut website and watch the preparedness video together. <http://www.shakeout.org/resources/videos.html>
- You want snacks at your Earthquake Preparedness

Party, open some MREs (Meals Ready to Eat), ration bars or camping food that can be placed safely in an emergency kit and stored for several years. People want to know what these meals/food items taste like... this is a good way to sample them.

- Have an individual from your department who is trained in CERT (Community Emergency Response Team) teach the office staff how to use a fire extinguisher or some other part of their training they can teach successfully.

Earthquake preparedness is everyone's job. As a manager, it is critical that you are a leader for your office in your day-to-day operations, and during emergencies. People want to know what is expected of them—during the earthquake is not the time to tell staff what you expect; the time is now. Have fun and be creative.



### EMERGENCY KITS FOR DEPARTMENTS

The following is a list of recommended items that each department has on-hand to assist with response and recovery of an earthquake or other disaster.

- Water
- Food rations/Meals Ready to Eat
- Solar Blankets
- Work Gloves
- Port-a-Potty (5 gallon bucket with seat lid)
- Toilet liners
- Toilet chemicals
- Light sticks
- First Aid Kit
- Pry Bar (15" or larger)
- Flashlight with extra batteries (or crank flashlight)
- Dust Masks
- Wet naps
- Duct Tape

These are simply recommended items, and are not required. They can be used in different types of emergencies, including lockdown situations. If budgets allow, consider purchasing supplies for the office.

Visit The Great ShakeOut website at <http://www.shakeout.org/>

Visit RCCD's Emergency Preparedness Website at <http://www.rcc.edu/administration/emergencyPreparedness>