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A 'SARM' SURVEY

The following questionnaire is for people who use a computer on a regular basis for work or entertainment. If you have a computer at home (no matter what size) or use one at work at least once a week, we would like to hear from you. Please answer each question as it applies to your situation.

COMPUTER OWNERSHIP AND USE

1. Do you have a computer that you use at home? Check one.

- | | | | |
|-------|---------------------|-------|-----------------------|
| | No computer at home | | Yes, company provides |
| | Yes, bought one | | Yes, lease one |

2. If you have a computer at home, how long have you had it? Check one.

- | | | | |
|-------|------------------------|-------|-----------------------|
| | Less than six months | | One year to two years |
| | Six months to one year | | More than two years |

3. What kind of home computer hardware do you have? Check as many as apply.

- | | | | |
|-------|----------------------|-------|---------|
| | A separate monitor | | Printer |
| | Disc drive or drives | | Modem |

4. Approximately how much did your home computer hardware cost? Check one.

- | | | | |
|-------|-------------------------|-------|--------------------|
| | Less than \$500 | | \$2,000 to \$2,999 |
| | Between \$500 and \$999 | | \$3,000 to \$3,999 |
| | \$1,000 to \$1,999 | | More than \$3,999 |

5. Approximately how much did your home computer hardware cost? Check one.

- | | | | |
|-------|------------------|-------|--------------------|
| | Less than \$100 | | \$1,000 to \$2,000 |
| | \$100 to \$500 | | More than \$2,000 |
| | \$500 to \$1,000 | | |

6. Why did you obtain a computer for use at home? Check as many as apply.

- | | | | |
|------------------------------|----------------------|-------|----------------------|
| | Curiosity | | Home management |
| | Needed to work | | Children's education |
| | Entertainment, games | | |
| Other (Please specify) | | | |

7. How is your home computer used? Check as many as apply.

- | | |
|-------|---|
| | Household management |
| | Electronic mail, networking |
| | Information management (lists, recipes, etc.) |
| | Work-related tasks |
| | Educational programs |
| | Word Processing |
| | Games |

8. Do you use a computer at work? Check as many as apply.

- | | |
|-------|---|
| | No |
| | Yes, a time-sharing system |
| | Yes, a personal computer shared with others |
| | Yes, my own personal computer |

9. If you use a computer at work, what do you do with it? Check as many as apply.

- | | | | |
|-------|---------------------------------|-------|-------------------------|
| | Word processing | | Games |
| | Information retrieval | | Accounting |
| | Data base management | | Scientific applications |
| | Electronic mail, networking | | |
| | Spreadsheet, financial analysis | | |

10. How long have you been using computers on a regular basis? Check one.

- | | | | |
|-------|------------------------|-------|----------------------|
| | Less than six months | | Two to five years |
| | Six months to one year | | More than five years |
| | One year to two years | | |

11. Do you write in any programming languages? Check one.

- | | |
|-------|-------------------|
| | No |
| | Yes, fluently |
| | Yes, but not well |

12. How much time do you spend using computers each week? Check one.

- | | | | |
|-------|----------------------|-------|------------------------|
| | Less than five hours | | Ten to twenty hours |
| | Five to ten hours | | More than twenty hours |

13. Do you subscribe to any computer information services at home? Check as many as apply.

- | | | | |
|------------------------------|------------|-------|------------|
| | No | | CompuServe |
| | The Source | | Dow Jones |
| Other (Please specify) | | | |

14. Do you read any magazines about computers? Check one.

- | | |
|-------|-------------------|
| | No |
| | Yes, regularly |
| | Yes, occasionally |

REACTIONS TO COMPUTERS

15. If you use a computer at work, what have been the positive effects? Check as many as apply.

- | | |
|------------------------------|-----------------------------|
| Can perform new tasks | More stimulating work |
| Increased productivity | Greater independence |
| Improved communication | |

16. What have been the negative effects?

- Less stimulating work
- Less contact with contacts
- Less involvement with jobs
- Some people lost jobs
- More frustration
- Headaches or other physical problems

17. Taking everything into account, how do you feel in general about computers where you work? Check one.

- | | |
|--------------------------|----------------------------|
| Very favorable | Somewhat unfavorable |
| Somewhat favorable | Very unfavorable |
| Neutral | |

18. If you do not have computers where you work, how do you feel about their possible introduction? Check one.

- | | |
|-------------------------------|--------------------------|
| I can't imagine it | I wish we had them |
| I don't care either way | I don't want them |

19. If you have a computer at home, what have been the positive effects? Check as many as apply.

- I can perform new tasks
- My family plays together more
- My children are learning about computers
- I can communicate with others
- I can work at home

20. If you have a computer at home, what have been the negative effects? Check one.

- | | |
|------------------------------------|------------------------------------|
| One more thing to fight over | Too much time spent on games |
| Costs more than expected | Work too much at home |
| Frustration with operation | |

21. If your children use the computer, in what ways has it affected them? Check as many as apply.

- Improved homework
- Waste time playing games
- Stimulated intellectual interest
- More disciplined approach to work in general
- Spend too much time with computer
- Learned new skills

22. Regarding hardware and software, which areas give you the most problems?

- | | |
|-------------------------------|--|
| No significant problems | Monitor |
| Disc drive | Computer |
| Keyboard | Modem |
| Software | Software manuals |
| Hardware manuals | Incompatibility between software |

23. In what area has the computer lived up to your reasons for getting it? Check as many as apply.

- Satisfied curiosity
- Helped my work
- Satisfied with entertainment and games
- Useful for children's educations
- Satisfied with home management
- Other (Please specify).....

24. Taking everything into account, how do you feel about the computer in your home? Check one.

- | | |
|----------------------|----------------------------|
| Very favorable | Somewhat favorable |
| Neutral | Somewhat unfavorable |
| Unfavorable | |

25. Have your feelings about the computer changed since you first started using one on a regular basis? Check one.

- No changes
- Yes, I've become more positive
- Yes, I've become less positive
- Yes, I've become more negative
- Yes, I take it for granted

26. How old are you? Please write in:

27. What is your sex? Male Female

28. What is your marital status? Check one.

- Single, separated, divorced, or widowed
- Single living with partner
- Married

29. If you have children, please write the sex and the age of each child in the spaces following.

.....
.....
.....
.....
.....

30. What is the highest level of education you have attained? Check one.

- | | |
|--|----------------------------|
| High school or less | Some graduate school |
| Some college | College graduate |
| Graduate degree | |
| Professional degree (doctor, lawyer, etc.) | |

31. What is your total family income, including that of your partner if you are married or living with someone? Check one.

- | | |
|----------------------------|----------------------------|
| Less than \$19,999 | \$40,000 to \$49,999 |
| \$20,000 to \$29,999 | \$50,000 to \$59,999 |
| \$30,000 to \$39,999 | \$60,000 to \$69,999 |
| More than \$70,000 | |

32. What is your occupation? Check one.
- Professional (doctor, lawyer, etc.)
 - Teacher, counselor, nurse, or similar occupation
 - Manager, administrator
 - White-collar (sales, clerical)
 - Writer, artist
 - Student
 - At home full time with children
 - Not currently employed
 - Other (Please specify)

33. What is your zip code? Please write in:

FOOD RESERVE IN SWITZERLAND - International Civil Defense; No. 340, page 3-4

Since 12th September 1983, the Swiss Authorities have been organizing an information campaign to re-arouse public opinion to the need to build up a reserve of food as emergency rations in case of crisis. The campaign will last for four weeks and will be backed-up by a wide-scale information operation. The brochures, which are published in the four Swiss national languages, are entitled "Household Provisions - All to Your Advantage".

The brochures and the list of provisions which accompanies them should reach the largest number of families in Switzerland and convince each householder that not only does he have the responsibility but that it is also his duty to make his contribution to the reasonable measures taken as precautions against a crisis. The purchase of the necessary provisions would represent a financial outlay of about Swiss Francs 50. - per person: they should not, however, all be purchased on the same day. The aim is for the consumer to have in store a maximum of foodstuffs which can be kept for a long time and which represent a relatively high nutritive value so that if the need arises each person will be able to bear without difficulty the measures which will have to be taken because of a sudden and intense deterioration of the supply situation.

These kind of instructions have been issued regularly to the population for more than 20 years now so that it would not be caught short by events in a troubled world, but the present campaign is becoming more insistent and urgent. It aims at stressing the major importance of each one taking part in making sure that the country is supplied with foodstuffs and services. This campaign is justified by the state of dependency in which the country lives.

This is particularly true as far as agricultural products are concerned since Swiss production covers only part of the needs of the inhabitants. If we take into account an average resident population of some 6.3 million inhabitants, in the three year period from 1978 to 1980 Swiss farmers produced 66% of the total of cereals for bread-making consumed in the country, 38% of the sugar eaten, 15% of the vegetable oils and fats needed for food production and 55% of the eggs and egg preserves needed. The Swiss farming community, however, harvested more potatoes than the population needed, there was a surplus of 7%, and 43% more cheese than the Swiss consumed. It is only in potatoes and cheese that Swiss production exceeds consumption. For all other products and in particular for meat products, recourse has to be had to imports to satisfy the population's total consumption.

WELL BEING OF PEOPLE: MOST IMPORTANT

In a speech made during a Press conference on the 13th of September 1983, Federal Councilor Kurt Furgler, Minister of the National Economy, stated that - among the most noble tasks of a country and its Government are their efforts to ensure the well-being of the population even under the most difficult circumstances .

It was with this objective in view that the Federal Assembly of the Swiss Confederation adopted the law on provisioning the country which came into force on the 1st of September 1983. Under the terms of Article 1, the law governs the precautionary measures to be taken in the field of national economic defense and those measures intended to ensure that the country is supplied with those goods and services of vital importance in cases of serious shortage which the country cannot remedy by its own means. Article 2 considers to be of vital importance those goods and services which allow the country to resist when threatened and to cope with situations of serious scarcity or crisis, that is:

- a. Foodstuffs, drugs and other goods essential for covering daily needs as well as raw and auxiliary materials intended for agriculture, industry and crafts, sources of energy and all the means needed to produce them.
- b. Transport and telecommunication services.
- c. Entrepot and storage installations.

Regulations define the modalities of implementation of this law, particularly in so far as the general principles of building-up reserves and the specific areas of obligatory stock building and preparatory measures in the field of transport are concerned. Federal Councilor Furgler further stressed in his speech that to ensure provisioning it is not enough to be able to depend on the work and the knowledge of a small number. We need to know that all citizens are ready to participate in a task on a national scale. For what is the use of stocks and entrepots distributed throughout all of Switzerland, what use are the best preparations for an equitable distribution of the means available if food becomes scarce because of a lack of individual foresight during the period when the emergency measures are being put into effect, during the transitional period which is inevitable even when planning has taken all the details into account? For it is only on condition that all households have their provisions that a well prepared system - but one which will inevitably have serious repercussions on our daily habits - can be brought into force quickly and in an orderly manner.

ROSTER PREPARATION by Dennis Kelley

Most organizations prepare and maintain personnel rosters, membership lists. Such lists have many immediate uses such as callouts, mailing, organization hierarchy, etc. However, many of these lists will be used sometime in the future for historical purposes. Some hints to make these lists more useful in the future follow:

Date roster.

Spell names correctly and consistently.

Catagories and/or titles of membership should be well defined.

Effectivity of a members participation should be identified, both start and termination, for each catagory.

Update and publish roster for each and every personnel change.