

WHAT TO DO IN AN EMERGENCY

If you are at work: During a declared citywide emergency report immediately to your department supervisor or a department designated staging area.

If you are at home: During a declared citywide emergency while away from work, first ensure the safety of your family.

Do NOT attempt to re-enter the City unless you receive instructions to do so from your Department Operations Center, Human Resources Representative, Supervisor, or through instructions via radio, television, or other emergency communications.

- Listen to the radio to receive possible citywide reporting instructions, including information on transportation options for returning to the City: **KCBS (740AM); KNBR (680AM); KGO (810AM)**
- Contact your supervisor to receive reporting instructions and work locations.
- **Disaster Service Worker ID Card** will be required to rapidly access emergency transportation routes, such as ferries, buses or other transport services.
- **Bring a WORK GO-BAG with you.**

WORKPLACE PREPAREDNESS AND GO-BAG CHECKLIST

- Learn your office evacuation routes and emergency procedures.
- Pack a workplace Go-Bag with such items as:
 - Water and non-perishable food
 - Dust mask
 - Pocket knife
 - Whistle
 - Emergency cash in small denominations
 - Flashlight
 - Battery-powered radio, extra batteries
 - Sturdy shoes, change of comfortable clothing
 - Emergency point-of-contact numbers
 - First-aid kit, extra medications/prescriptions, glasses, contact lenses
 - Anything else you would need for your immediate safety
- For a complete list of suggested disaster kit and Go-Bag items, please visit **www.72hours.org**

PERSONAL REFERENCE GUIDE

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EMERGENCY POCKET GUIDE



City & County of San Francisco

www.SFDSW.org



Department of Human Resources

GENERAL

- Check for injuries.
- Check utilities (gas & electric).
- Wear comfortable and sturdy shoes.
- Turn AM radio to KCBS 740 or KNBR 680 for Emergency Alert System announcements regarding the state of emergency or changes in mobilization plans.
- Be prepared for quake aftershocks.
- Advise your family that you may be required to work a minimum 12-hour shift following a declared emergency 3 or more days.
- Follow the "Mobilization Procedures" in this guide.

FIRST AID PERFORMANCE TIPS:

- 1) Start breathing
- 2) Stop bleeding
- 3) Treat for shock

IN THE OFFICE

- Report to your supervisor.
- Supervisors account for employees and equipment.
- If appropriate, refer to your facility's evacuation plan.
- Follow the "Mobilization Procedures" in this guide.

IN THE FIELD

Supervisors account for employees & equipment.

IF assigned a 2-way radio and channels ARE operational:

- Stay on your regularly assigned channel, unless directed to go to another channel for your emergency team assignment.
- Halt all unnecessary radio traffic.
- LISTEN FOR INSTRUCTIONS.
- Give your name and location, if requested.

- Use Channel ____ to report life/safety emergencies, then return to regular channel.
- Use Channel ____ to report major damage observed.

If radio channels NOT operational:

- In the event of a complete radio system failure, monitor Channel ____ for instructions.

Employees WITHOUT 2-way radios:

- Follow the "Mobilization Procedures" in this guide.

AT HOME OR ENROUTE HOME

If returning home, continue on your way to ensure family & home are safe.

- Listen to AM radio - 740 or 680.
- Employees with radios, tune to Channel ____ and report in.
- Follow the "Mobilization Procedures" in this guide.

MOBILIZATION PROCEDURES

- Do NOT attempt to re-enter the City unless you receive instructions to do so from your Department Operations Center, Human Resources Representative, Supervisor, or through instructions via radio, television, or other emergency communications. Once you receive instructions to report to work, BRING A WORK GO-BAG (see checklist) and report to your assigned area as soon as possible.
- If your normal workplace or other Staging Area is non-functioning, report to _____.
- If travel is difficult or you cannot access the sites above, report to the Department of Human Resources Operations Center or the Emergency Volunteer Center located at 44 Gough or the back-up location advertised through radio and television.