

BUILD A KIT

After a major disaster the usual services we take for granted, such as running water, refrigeration, and telephones, may be unavailable. Experts recommend that you should be prepared to be self-sufficient for at least three days. Store your household disaster kit in an easily accessible location. Put contents in a large, watertight container (e.g. a large plastic garbage can with a lid and wheels) that you can move easily.

Your basic emergency kit should include:

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| ☐ Water – one gallon per person per day | ☐ Personal hygiene items including toilet paper, feminine supplies, hand sanitizer and soap |
| ☐ Food – ready to eat or requiring minimal water | ☐ Plastic sheeting, duct tape and utility knife for covering broken windows |
| ☐ Manual can opener and other cooking supplies | ☐ Tools such as a crowbar, hammer & nails, staple gun, adjustable wrench and bungee cords. |
| ☐ Plates, utensils and other feeding supplies | ☐ Blanket or sleeping bag |
| ☐ First Aid kit & instructions | ☐ Large heavy duty plastic bags and a plastic bucket for waste and sanitation |
| ☐ A copy of important documents and phone numbers | ☐ Any special-needs items for children, seniors or people with disabilities. Don't forget water and supplies for your pets. |
| ☐ Warm clothes and rain gear for each family member. | |
| ☐ Heavy work gloves | |
| ☐ Disposable camera | |
| ☐ Unscented liquid household bleach and an eyedropper for water purification | |

A component of your disaster kit is your Go-bag. Put the following items together in a backpack or another easy to carry container in case you must evacuate quickly. Prepare one Go-bag for each family member and make sure each has an I.D. tag. You may not be at home when an emergency strikes so keep some additional supplies in your car and at work, considering what you would need for your immediate safety.

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| ☐ Flashlight | ☐ Permanent marker, paper and tape | ☐ Prescription medications and first aid supplies |
| ☐ Radio – battery operated | ☐ Photos of family members and pets for re-identification purposes | ☐ Toothbrush and toothpaste |
| ☐ Batteries | ☐ List of emergency point-of - contact phone numbers | ☐ Extra keys to your house and vehicle |
| ☐ Whistle | ☐ List of allergies to any drug (especially antibiotics) or food | ☐ Any special-needs items for children, seniors or people with disabilities. Don't forget to make a Go-bag for your pets. |
| ☐ Dust mask | ☐ Copy of health insurance and identification cards | |
| ☐ Pocket knife | ☐ Extra prescription eye glasses, hearing aid or other vital personal items | |
| ☐ Emergency cash and quarters for phone calls | | |
| ☐ Sturdy shoes, a change of clothes, and a warm hat | | |
| ☐ Local map | | |
| ☐ Some water and food | | |



City & County of San Francisco

MAKE A PLAN

After a major disaster, it is unlikely that emergency response services will be able to immediately respond to everyone's needs, so it's important to be prepared to take care of yourself and your family. Plan to be on your own for at least the first 72 hours.

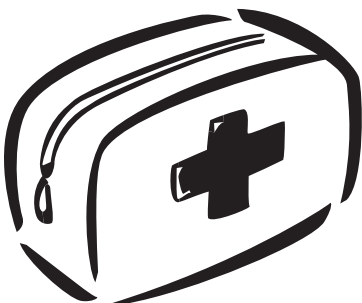
Talk with your family about potential disasters and why it's necessary to prepare for them. Involve each member of your family in the planning process. By showing them simple steps that can increase their safety, you can help reduce their anxiety about emergencies.

The following steps will help you prepare for any emergency:

- ☐ Designate an out-of-area contact person. Try to select someone that is far enough away to not be affected by the same emergency. Provide this person with the names and contact information of the people you want to keep informed of your situation. Instruct family members to call this person and tell them where they are. Long distance phone service is often restored sooner than local service.
- ☐ Duplicate important documents and keep copies off-site, either in a safety deposit box or with someone you trust. Documents may include: passport, drivers license, social security card, wills, deeds, financial statements, insurance information, marriage license and prescriptions.
- ☐ Inventory valuables, in writing and with photographs or video. Keep copies of this information off-site with your other important documents.
- ☐ Make a household/family plan. Involve all key people in planning.
- ☐ Make your home safe.
- ☐ Put together a disaster supply kit. Plan to have supplies for yourself and your family for at least 3 days following a disaster.
- ☐ When planning, consider the special needs of children, seniors or people with disabilities, family members that don't speak English and pets.

Prepare Your Family

- ☐ Make sure everyone knows where to find your disaster supply kit and Go-bags.
- ☐ Have a flashlight and a pair of shoes under everyone's bed in case there is an earthquake during the night. Use a plastic bag tied to the leg of the bed to keep these items from moving during an earthquake.
- ☐ Plan where to meet after a disaster if your home becomes unsafe. Choose two places, one just outside your home and one outside your neighborhood in case you are told to evacuate. Be sure your gas tank is always at least half full.
- ☐ Determine the best escape routes from your home. Try to identify two escape routes.



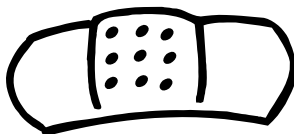
- ☐ Make sure each member knows who your family's out-of-state contact is and instruct them to call this person and tell him/her where they are.
- ☐ Locate the gas main and other utilities and make sure family members know when and how to turn them off.
- ☐ Practice your evacuation routes, Drop, Cover & Hold and Stop, Drop & Roll drills.
- ☐ Teach each member of your family how to use a fire extinguisher.
- ☐ Create emergency response cards for each of your family members.

Practice Home Evacuation Drills!

What Do You Need To Do To Be Prepared At Work?

- ☐ Learn office evacuation routes
- ☐ Pack a work place "Go-Bag" with such items as:
 - ☐ Water and non-perishable food
 - ☐ Dust mask
 - ☐ Pocket knife
 - ☐ Whistle
 - ☐ Emergency cash
 - ☐ Flashlight
 - ☐ Battery-powered radio, extra batteries
 - ☐ Sturdy shoes, change of clothing
 - ☐ Emergency point-of-contact phone numbers
 - ☐ First aid kit, extra medicine, glasses, contact lenses
- ☐ Consider what you would need for your immediate safety

For a complete list of suggested disaster kit and Go-Bag items, please visit www.72hours.org





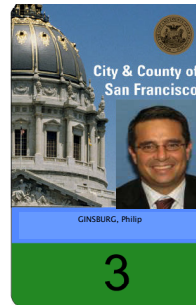
- ❖ Administration
- ❖ Human Services
- ❖ Laborer
- ❖ Logistics

For City and County employees that do not have specialized DSW duties – you will have DSW assignments under one of the general categories

Your department supervisor or the Department of Human Resources will provide you with a DSW general assignment

Your general assignment will be based on the needs of City and County departments during the declared city-wide emergency

GENERAL JOB CATEGORIES



When possible, you will be assigned duties that as closely as possible resemble your current job classification duties.

You may need to work outside of the general scope of your typical duties and responsibilities, but you will never be asked to perform any duty or function you do not know how to perform or have not received adequate training to complete.

Examples of duties you may be asked to perform include:

- ❖ Clerical support
- ❖ Damage assessment
- ❖ Drivers
- ❖ Food preparation
- ❖ Interpreters
- ❖ Security
- ❖ Sorters/packers/loaders

If you have specialized skills that are not reflected in your current City and County job categories, contact your Department of Personnel Officer, Disaster Preparedness Coordinator or Human Resources Representative

Examples of specialized skills are:

- ❖ Languages
- ❖ Licenses and certifications
- ❖ First Aid and CPR training
- ❖ Commercial driver's licenses

AFTER THE DISASTER

Reporting To Work

- ❖ Listen to the radio to receive possible citywide reporting instructions:
- ❖ KNBR (680AM)
- ❖ KCBS (740AM)
- ❖ KGO (810AM)
- ❖ Contact your immediate supervisor in your chain of command to receive reporting instructions
- ❖ Follow the procedures for reporting to your normal work location or designated Staging Area.
- ❖ Be sure to have your Disaster Service Worker Card with you. It will be required to rapidly access emergency transportation routes.

Getting to Work

- ❖ If possible, follow your normal transportation route, i.e. driving and/or public transportation
- ❖ If your transportation routes are obstructed, use alternate routes
- ❖ In the event that transportation routes are not available, the City will coordinate the emergency transportation of DSWs

Potential Emergency Ferry Pick-Up Points: (identified to date)

- | | |
|-------------------------------------|--------------------------------------|
| ❖ Alameda County | ❖ Sausalito Ferry Terminal |
| ❖ Bay Farm Island Ferry Terminal | ❖ Larkspur Ferry Terminal |
| ❖ Jack London Square Ferry terminal | ❖ Solano County |
| ❖ Contra Costa County | ❖ Vallejo-Mare Island Ferry Terminal |
| ❖ Berkeley Marina | ❖ San Mateo/Santa Clara County |
| ❖ Richmond Marina | ❖ Port of Redwood City Terminal |
| ❖ Marin County | |

Once You Have Arrived in San Francisco

'Operation Safe Return' will move incoming Disaster Service Workers to various collection points in the City

Collection points to date include such facilities as:

- ❖ Vital City Control/Communication Sites
- ❖ Fire Stations
- ❖ Police Stations
- ❖ Major Healthcare Facilities

Contact your Department Personnel Officer, Disaster Preparedness Coordinator, or Human Resources Representative for your department's primary and secondary collection points.

