Water & non-perishable food
Basic first aid supplies
Prescription medications
Radio
Flashlight
Batteries
Cash, small denominations
Sturdy shoes & change of clothes
Whistle
Dust mask

Remember to keep this pocket guide, contact info, & DSW ID badge with you.

During a Disaster:
Expect to receive an Emergency Notification from the Controller’s Office or DHR. If you do not receive a notification or cannot reach your supervisor within 12 hours, you must try the following until you receive instructions:

Controller’s Disaster Hotline: 916-552-6928 (recorded information)
Radio: KCBS 740 AM, KGO 810 AM, KNBR 680 AM
Web: www.sfcontroller.org
Twitter: @sfcontroller
Email: ControllerDOCHR@gmail.com
Employees are responsible for maintaining up-to-date contact information in PeopleSoft.

For more information visit: www.sf72.org

Check with supervisor for current emergency contact list
Staff that I need to contact during an emergency:
# Workplace Preparedness

## Mobilization Procedures

<table>
<thead>
<tr>
<th>Workforce</th>
<th>Review plans &amp; procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Injury &amp; Illness Prevention Plan</td>
<td></td>
</tr>
<tr>
<td>- Employee Safety Handbook &amp; Facility Emergency Plan</td>
<td></td>
</tr>
<tr>
<td>- Continuity of Operations Plan</td>
<td></td>
</tr>
<tr>
<td>- Emergency Response &amp; Recovery Plan</td>
<td></td>
</tr>
</tbody>
</table>

Get trained:

- **Personal Preparedness**
- **DSW Readiness**
- **Fire & Life Safety**
- **NIMS & ICS**
- **COOP & DOC Awareness**

## Workplace Emergencies

### In the event of a POLICE, FIRE, or MEDICAL emergency at work:

Dial: 9-1-1

- Notify Building Security
  - City Hall Security Control Room: 415-554-7251
  - One South Van Ness Security Desk: 415-701-5858
  - 1155 Market Street Security Desk: 415-863-3688
- Notify Controller's Office Administration Division
  - Emergency Management Unit: 415-802-6854 (24-hour cell)

### What to Do

**If you are at work:**

- Follow instructions given:
- Provide for safety first
- Check for & assist any injured personnel
- Check-in with your supervisor ASAP
- Notify your supervisor if you need to leave work
- If evacuated, take your DSW ID card & Go Bag with you

**If you are not at work:**

- Verify & ensure the safety of your family
- Check for emergency notifications on your phone/email & follow the instructions given
- If you do not receive a notification, or cannot reach your supervisor, try the other contact methods provided in this guide
- Listen to the radio
- Follow the Mobilization Procedures in this guide

---

**Remember to relax, keep calm & breathe, be positive & prepared.**