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.

EMSGENCY POCKET GUIDE

GO BAG CHECKLIST
PERSONAL PREPAREDNESS

EMERGENCY NOTIFICATION

EMERGENCY CONTACT INFORMATION

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)

AM Radio:
KCBS 740, KGO 810, KNBR 680

Web:
www.sfcontroller.gov
Twitter: @sfcontroller
Email:
condochr@sfgov.org
ControllerDOCHR@gmail.com

Employees are responsible for maintaining up-to-date contact information in PeopleSoft.

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

For more information visit:
www.sf72.org

EMERGENCY POCKET GUIDE

Disaster Service Worker Instructions
May 2019
Do not attempt to report to work until instructions are given by:
- Your supervisor
- DHR or Controller’s Human Resources
- Controller’s Emergency Management
- Department Operations Center (DOC)
- Radio/television news stations

When instructed to report to work, BRING YOUR GO BAG & DSW ID CARD. Report to your assigned work location as soon as possible. Dress code is sturdy shoes & comfortable clothes.

All City & County of San Francisco Employees are designated by law as Disaster Service Workers (DSWs) & are required to return to work as ordered in the event of an emergency.

Review plans & procedures:
- Injury & Illness Prevention Plan
- Employee Safety Handbook & Facility Emergency Plan
- Continuity of Operations Plan
- Emergency Response & Recovery Plan

Get trained:
- Personal Preparedness
- DSW Readiness
- Fire & Life Safety
- NIMS & ICS

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
1155 Market Street Security Desk
415-863-3686

Notify a Supervisor or Manager*
*who will notify the Executive Office and HR, through the respective Director

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 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