



Disaster Service Worker Emergency Preparedness Checklist

You cannot be effective as a City and County of San Francisco Disaster Service Worker (DSW) if you are worried about your safety or the safety of your loved ones or home. Below are steps you can take to prepare yourself and your family for emergencies, and for the possibility that you may be assigned to serve as a DSW if an emergency occurs in San Francisco.

- Discuss emergency preparedness with your family:**
 - Take time each year to talk with your family about the fact that you may be assigned to serve as a DSW after an emergency occurs.
 - Let them know your first step when an emergency occurs is to make sure they are safe before reporting to your DSW assignment.
 - Make plans for how you will address family needs while you are serving as a DSW (e.g., caring for other family members and pets, grocery shopping, doing household chores).
- Learn about potential hazards** where you live and work:
 - Visit the state's My Hazards website, <https://myhazards.caloes.ca.gov/>. Type in your home or work address. You'll get information about hazards in your area and how to lessen their impact on your family and home.
 - Visit the Ready.gov website at <https://www.ready.gov/be-informed>, to download free preparedness materials for almost every type of hazard.
 - You can also visit San Francisco's emergency preparedness web site, <https://www.sf72.org/>, for additional hazard information and preparedness materials.
- Sign up for emergency alerts** from the city and county where you live and encourage loved ones to sign up as well.
 - Most cities and counties in California provide emergency alerts via text, email, or phone.
 - You can sign up for emergency alerts from San Francisco by visiting www.alertSF.org.
 - Sign up for emergency alerts for other California cities or counties by visiting <http://calalerts.org/signup.html>.
- Put together emergency supplies** for home, work, and your vehicle, and encourage family members to do the same.
 - The *DHR Disaster Service Worker Guide* includes a list of emergency supplies for home, work, and your vehicle at <https://sfdhr.org/disaster-service-workers>.

- Visit <https://www.ready.gov/kit> for additional guidance on what to include in your emergency preparedness kits.
- ☐ **Make a family emergency plan.**
 - A family emergency plan includes emergency contact information, escape routes, and safe places to meet if you cannot meet at home.
 - For help in developing a plan, visit <https://www.ready.gov/plan>.
 - Be sure each member of your family has a copy of and understands the plan.
 - Practice your plan with your family each year and keep it up to date.
- ☐ **Hold periodic home evacuation drills** so your loved ones know what to do and where to go.
 - Remember, in an emergency, you may not have time to plan. You may only have time to grab a “go bag” before leaving home.
 - Practice going to your established meeting place and meeting up with your family.
- ☐ **Be prepared at work.**
 - Learn the location of exits and evacuation routes for your building. You don’t want to figure this out while the building is filling with smoke or is otherwise unsafe.
 - Know the assembly location where your department or floor is to gather if you must evacuate your building. If you are not sure where to go, ask your supervisor or human resources representative.
 - Keep a “go bag” at work with items needed for your immediate safety. Visit the *DHR Disaster Service Worker Guide* at <https://sfdhr.org/disaster-service-workers> for a list of items to have in your work supply kit.
- ☐ **To learn more** about how to prepare for any emergency, take the San Francisco Fire Department’s Neighborhood Emergency Response Team, or “NERT,” training.
 - NERT training is free to anyone who lives or works in San Francisco.
 - Visit <https://sf-fire.org/nert> for NERT information.