



EMERGENCY PREPAREDNESS INFORMATION FOR TENANTS

Preparedness 101

10 tips to keep in mind or staying prepared

1. **Bring your team together** – If you haven't already, put together a preparedness team of mission-critical staff and develop "what if" exercises and drills.
2. **Communicate well and often** – Develop a multi-layered crisis communication plan that creates a fast and effective line of communication from local authorities to upper management.
3. **Define your policy** – Determine how your company's leave and salary policies will apply in emergency situations.
4. **Cross-train** – Cross-train essential personnel to provide critical services to ensure all available personnel can respond to an emergency.
5. **Think locally** – Review local evacuation procedures and identify the individuals that will issue evacuation orders and how those orders will be carried out.
6. **Don't think locally** – Develop a list of primary, secondary and out of region suppliers to ensure your organization's ability to rebound from a catastrophe.
7. **Work remotely** – Identify off-site work facilities or telecommuting capabilities to ensure business continuity.
8. **Drill it in** – Make certain all your staff and employee's is award of the evacuation procedures.
9. **Educate yourself, share your knowledge** – Talk to industry colleagues to see how they are designing their plans and share information.
10. **Stock up** – In case of shelter in place (5 min up to 72hrs) or delay in getting home or work have water, food, extra shoes & clothes and a flash light in your home, car and work.

TOOLS FOR PREPAREDNESS

Links with a focus on emergency preparedness and survival preparedness supplies

www.AreYouPrepared.com
www.QuakeKare.com

Links with a focus on Information on how to get prepared, be prepared and stay prepared

www.Ready.gov
www.72hours.org – includes local agency involvement during an emergency
www.MakeaPlan.org – includes on wide range of agency hotlines and contact numbers from local to National
www.DisasterSafety.org - focus on "zip code" emergency preparedness and various tips

Links that focus on Community and Work Place Training and Preparedness

Both these organizations offer free training classes

www.sfgov.org/site/sfnert_index.asp

www.citizencorps.gov/cert

BUILDING EMERGENCY PREPAREDNESS

What we are doing at 303 Second Street to stay prepared:

- ▲ Conduct annual fire drills
- ▲ Upload Building Emergency Procedures Online
- ▲ Teach Fire Life Safety Training (please call mgmt office to schedule)
- ▲ Teach Floor Warden and Team training

Please take the time to look at our website at our [Building Emergency Information](#) and contact the Building Management Office regarding [Life Safety Training](#) for your suite!