



# CIVIC CENTER CAMPUS CHRONICLE

September/October 2012



A Real Estate Division Property Management newsletter created specifically for City employees

## DEAR TENANTS:



Welcome to the latest edition of the Civic Center Campus Chronicle.

School is back in session, summer vacations are behind us, and we are now enjoying our fall.

Now is the perfect time to run through your preparedness and emergency checklists for the year. This issue contains information on safety and fire prevention, as well as lists to get you prepared for an emergency.

I encourage comments and feedback regarding this publication or any building issue of concern that you might have.

Go Giants!



**John Updike**

ACTING DIRECTOR OF REAL ESTATE  
CITY AND COUNTY OF SAN FRANCISCO



## BE PREPARED!

September was National Preparedness Month, which presents the perfect opportunity to assess your 72 hour disaster kit, or start building one if you haven't already. After a major disaster, 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 that you can move easily. Visit **www.72hours.org** for more information.

### Your basic emergency kit should include:

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

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.

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

**www.72hours.org**  
**Are you prepared?**

**We Welcome your Feedback!**

City employees can send "Civic Center Campus Chronicle" questions and suggestions to  
**Lori.Mazzola@sfgov.org 415-554-5702**

# OCTOBER IS FIRE PREVENTION MONTH

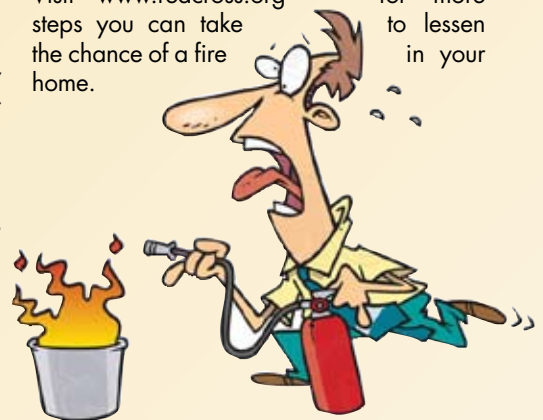
The U.S. Fire Administration reports that fires kill more than 4,000 Americans each year and approximately injure 20,000 more. U.S. fire departments respond to nearly 2 million fires each year, with three-quarters of them occurring in residences. This month, make sure your home is protected from (and your family is prepared for) a fire. Remember two key fire safety steps: **installing smoke alarms and developing a fire escape plan.**



Here are several simple tips to help you avoid fires and reduce the risk of injury should one occur:

- 1. Smoke Alarms** – Smoke alarms are a very important addition to your home and are widely available and inexpensive. Install a smoke alarm on every level of your home and test it monthly. Replace batteries once a year.
- 2. Prevent Electrical Fires** – Don't overload circuits or extension cords. Cords and wires should never be placed under rugs or in high traffic areas. Avoid loose electrical connections by checking the fit of the plug in the wall outlet. If the plug loosely fits, inspect the outlet right away. A poor connection between the plug and the outlet can cause overheating and can start a fire in minutes.
- 3. Keep Plugs Safe** – Unplug all appliances when not in use. Follow the manufacturer's safety precautions and use your senses to spot any potential disasters. If a plug is overheating, smells strange, shorts out or sparks – the appliance should be shut off immediately, then replaced or repaired.
- 4. Alternate Heaters** – Make sure ample space is left around any portable heating unit. Anything that could catch fire should be at least three feet away. Inspect your chimney annually and use fire screens to help keep any fires in the fireplace.
- 5. Fire Safety Sprinklers** When combined with working smoke alarms, home fire sprinklers greatly increase your chance of surviving a fire. Sprinklers are affordable and they can increase property value and lower insurance rates.
- 6. Create An Escape Route** – Create and practice your escape plan with your family from every room in the house. Practice staying low to the floor and checking for hot doors using the back of your hand.
- 7. Pets** – Don't forget to include pets in your fire escape plan.
- 8. Child Safety** – Keep lit candles, matches, and lighters away from and out of reach of children.
- 9. Be On Guard** – Don't leave the kitchen or your home while you're frying, grilling or broiling food.
- 10. Position Appliances Carefully** Keep TV sets, kitchen and other appliances away from windows with curtains. If there is a wiring problem, curtains can spread a fire quickly. Additionally, keeping your appliances away from water sources (like rain coming in from windows) can help prevent wiring damage which can lead to a fire.
- 11. Clean Dryer Vents** – Clothes dryers often start fires in residential areas. Clean the lint filter every time you start a load of clothes to dry or after the drying cycle is complete. Make sure your exhaust duct is made of metal tubing and not plastic or foil. Clean the exhaust duct with a good quality dryer vent brush to prevent blockage & check for lint build up behind the dryer at least twice a year.
- 12. Be Careful Around the Holidays** If you fill your home with lights during the holiday season, keep them away from anything that can easily catch fire. Check all of your lights prior to stringing them up and dispose of anything with frayed or exposed wires.
- 13. Conduct Regular Inspections** – Check all of your electronic equipment and wiring at least once a month.
- 14. Stay Out** – Once you are out, stay out! Call the fire department from a neighbor's home.

Following these tips could potentially save your life or the life of a loved one. Pass this list on to your friends and family and make this fire prevention month count! Visit [www.redcross.org](http://www.redcross.org) for more steps you can take to lessen the chance of a fire in your home.



## Free Employee Flu Shot Clinics in October

Avoid the fever, aches and pains that come with seasonal flu! Get a free flu shot to help protect yourself, your family and co-workers from getting this contagious illness. HSS is presenting a series of free flu shot clinics in association with Kaiser Permanente. Active employees only; bring your employee ID. Supplies are limited. Adult flu shots only. First come, first served – except at 850 Bryant, where sworn officers will go front of the line.

Flu Shot Clinic Date	Place	Time
Tuesday, October 23, 2012	City Hall Room 305	9:00am-3:00pm
Thursday, October 25, 2012	850 Bryant, 5th Floor Rooms 512 and 551	9:00am-3:00pm
Tuesday, October 30, 2012	MTA, Potrero Yard 2500 Mariposa, Room 226	6:30am-3:00pm

# • GREEN SCENE •

## SF TAP WATER – Too Good to Waste



Here in San Francisco, our delicious tap water comes from pristine snowmelt in Hetch Hetchy Reservoir in Yosemite National Park. Unlike bottled water, our delicious Hetch Hetchy tap water costs less than half a penny per gallon, is quality tested over 100,000 times a year, and goes straight to your tap. In fact, tap water is also highly regulated by the EPA and across state and local water quality standards.

Since 2010, SFPUC has installed outdoor water bottle refilling stations ("tap stations") around the City to provide everyone with free access to high-quality Hetch Hetchy tap water while on the go. These tap stations enable you to reuse your own container rather than purchase costly single-use bottled water. This encourages conserving our natural resources and reduces waste from single-use plastic water bottles.

The next time you are out and about in the City, remember to bring your reusable container and refill your bottle at one of SFPUC's tap stations. Find a map of the outdoor Free Water Refill Taps at <http://www.sfwater.org/index.aspx?page=447>. You will also be able to search for participating San Francisco restaurants that allow you to refill your reusable water bottle for free.



## SEEN AND HEARD



*Kristine Scully*  
Environmental Education Associate  
Department of the Environment  
11 Grove Street

### **What is your favorite lunch spot in the Civic Center?**

Brenda's French Soul Food on Polk St, they have the best crawfish beignets, and amazing grits.

### **What is your best "Green" Tip?**

Slow down global warming by composting your food scraps and dirty paper in the green bin. This simple action keeps organics out of landfills, and reduces the amount of methane (a powerful greenhouse gas) that is released into the atmosphere.

### **What's your favorite outdoor activity in SF?**

Hiking around Golden Gate Park. I recently saw Blue Jays, Blue Herons, squirrels, raccoons, turtles, American Coots, a Red Tailed Hawk, and a Coyote all on the same day!



*Richard O. Ortiz, BS*  
Department of Public Health  
101 Grove Street

### **What is your favorite website?**

Ebay.com.

### **What is your favorite lunch spot in the Civic Center?**

Saigon Sandwich

### **What's your favorite outdoor activity in SF?**

Play Softball



*Stacey Camillo,*  
Deputy Director  
Risk Management Division  
25 Van Ness Avenue

### **What is your favorite "tourist" activity to do in the City?**

I geek out at the Cable Car Museum. Every time I go, I get mesmerized by those big fly wheels with the working cables on them

### **What's your favorite outdoor activity in SF?**

I am a member of the Dolphin Club, and I love to ride my bike across town to take a morning swim in the Bay.

### **What is your favorite lunch spot in the Civic Center?**

Saigon Sandwich shop at 560 Larkin – inexpensive and delicious!



# SHAPE UP:



## Learn To Bike!

### Urban Bicycling Workshops

The San Francisco Bicycle Coalition is the leading resource for bicycle safety education in San Francisco. The Bicycle Coalition offers a series of free bicycling education classes to help people (ages 14+) feel safe, comfortable, and confident bicycling in the city. All of the adult bicycle safety classes are free and open to the public, welcoming for all skill levels.

- **Intro to Safe Bicycling:** One hour in-class course on bicycling in San Francisco
- **Traffic Skills 101:** Four hour in-class course on safe bicycling skills and techniques



- **On Road Street Skills Primer:** Six hour on-road course to practice urban bicycling skills
- **Adult Learn to Ride:** Personalized on-road instruction on how to balance, turn, and pedal

### Family Biking Classes

In response to the growing number of families biking together, the SF Bicycle Coalition offers free family biking classes. The four-part series covers everything from biking pregnant to biking as a family. If you are a parent, expecting, or just curious how to bike as a family, these classes are a great introduction.

- **Part 1:** Biking While Pregnant
- **Part 2:** Biking With Your Baby or Toddler
- **Part 3:** Biking Your Child to School
- **Part 4:** Freedom From Training Wheels

See class schedules and register at [sfbike.org/edu](http://sfbike.org/edu).

## → EMERGENCY RIDE HOME PROGRAM ←

Did you know that as an employee of the City and County of San Francisco, you are automatically enrolled in the Emergency Ride Home program? Commute Smart, an initiative of the San Francisco Department of Environment, will reimburse your ride home if you have an unexpected emergency.

### How does the program work?

#### Step 1:

Share a ride, take transit, bike or walk to work.

#### Step 2:

If an unexpected emergency arises, take a taxi, rental car or transit ride home.

#### Step 3:

Complete the online Reimbursement Request and Ride Questionnaire, then mail original receipts with the Supervisor Approval Form to SF Environment.

#### Step 4:

SF Environment reimburses you for your ride, if it adheres to all program rules.

For more information, visit [www.sferh.org](http://www.sferh.org).

### Who is eligible to participate?

All permanent part-time or full-time City and County of San Francisco employees are eligible to participate. In addition, employees must use one of the following commute modes on the day they take an Emergency Ride Home trip:

- Public Transit (bus, train, ferry)
- Vanpool/Carpool (including Casual Carpool)
- Bicycling
- Walking

### What qualifies as an emergency?

- Illness or crisis of employee or immediate family member
- Employee is unexpectedly required to work late (employee was not aware of the situation before the start of the workday). Supervisor authorization is required
- Carpool or vanpool ride is unavailable due to unexpected changes in the driver's schedule or vehicle breakdown
- Bicycle problem, including flat tire, mechanical failure, vandalism or theft

### What does not qualify as an emergency?

- Personal errands or pre-planned medical appointments
- Medical emergencies (i.e. when an ambulance is needed)
- Business-related travel
- Working late that was planned or known prior to the start of a workday, or that was not authorized by a supervisor
- Natural disasters or civic emergencies (e.g. earthquake, demonstration, etc.)
- Transit service breakdown or interruption in service
- Transportation to a doctor or hospital resulting from an on-the-job injury (ERH cannot be used to replace an employer's legal responsibility under workers' compensation regulations)
- Non-emergency related side-trips on the way home
- Trips before 10pm by regular transit riders who have unscheduled overtime



**SF Environment**

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

**Reimburse  
My Ride!**



## DEM: PRACTICE KEY TO EMERGENCY TRAINING

By: Jill Raycroft, Exercise Planner, DEM

The US won 104 medals at this summer's Olympic Games; 46 of which are gold. As news of the summer games began flooding the media earlier this year, the focus was on individual athletes and teams and their rigorous training regimens. We read about predawn punishing workouts that an average, even exceptional, athlete would have pushed the snooze button for. This practice, and more specifically, the Olympian training lifestyle, is what brought home so many medals.



set up at an Ocean Beach parking lot, the Department of Public Works (DPW) Department Operations Center (DOC) was activated, and communications apparatuses were set up at Pier 96 and a parking area near the DPW DOC. Unlike many past city exercises, this exercise included Marine Corps, Navy, California National Guard, Federal Emergency Management Agency (FEMA), National Park Service (NPS), California Emergency Management Agency (Cal EMA) and other non-city agency emergency management, route opening and communications experts.

The city has a unique partnership with the armed forces. Most local governments will only interact with the Department of Defense (DoD) in the worst case scenario; when local, state, and federal support systems become so overloaded that the DoD will need to assist. Our relationship is unique because we've planned and exercised with DoD in preparation for the worst case scenario. As any emergency manager can attest, the time to get to know someone is not during an emergency.

In keeping true to the philosophy of training and exercise, much like that of an Olympian in training, it is an ongoing process. We always want to be ready for the big event. DEM wishes to thank the participants in the exercise; it truly is a team effort.

Preparing the team for the big event is the keystone to emergency management and a major focus of SF Department of Emergency Management (DEM). DEM is responsible for 911 Dispatch, the Emergency Medical Services system, and the myriad of activities involved in preparing for, responding to, and recovering from disasters. We want our City to be ready for anything.

In San Francisco, we practice how we would respond to emergencies through exercises. One recent example is the multiagency exercise we hosted on August 14th in support of Fleet Week 2012. The purpose of the exercise was to assess the ability of local, state, and federal agencies to coordinate emergency route opening activities and interoperable communications at a tactical level 72 hours after a catastrophic earthquake.

A command post and communications equipment were

