



## In Response

A publication of SFCARD made possible by a grant from the United Way.

### Emergency Preparedness Training Events



#### The Information Exchange: Volunteer Management in a Disaster

Have you ever considered how your agency would function in a disaster? Will you need volunteers to provide services to your clients? What type of skills will your volunteers need to have? Will your regular volunteers be able to cope, or will you need additional volunteers? Where will you find more volunteers? How will you manage your volunteers? What will you do if you have a difficult volunteer?

Join **SFCARD** and the **Disaster Volunteer Advocates** (DVA) for the third **FREE** disaster preparedness seminar on Thursday, December 5<sup>th</sup> from 9-11am to learn about these vital issues and more!



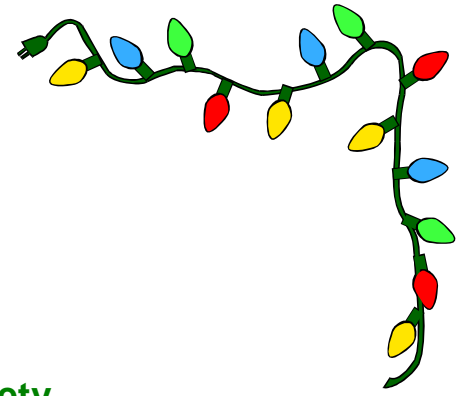
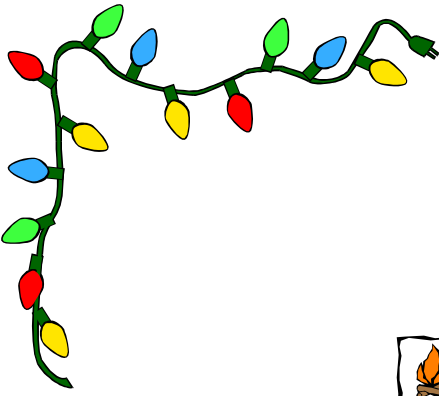
### What's Shaking - SFCARD News

Last month's information exchange seminar dealt with emergency planning for seniors and people with disabilities. If you were unable to attend and would like some information, please do not hesitate to email us at [sanfranciscocard@yahoo.com](mailto:sanfranciscocard@yahoo.com) or leave a message on (415) 558-2737

Alternatively, try the FEMA website for a fact sheet of assisting people with disabilities: <http://www.fema.gov/rrr/assistf.shtm>

You may also want to try these other websites:

- The Community Preparedness Website Project: [www.PrepareNow.org](http://www.PrepareNow.org)
- National Organization on Disability: [www.nod.org](http://www.nod.org)
- National Association of the Deaf: [www.nad.org](http://www.nad.org)
- National Center on Emergency Preparedness for People with Disabilities: [www.disabilitypreparedness.com](http://www.disabilitypreparedness.com)
- Disability Resources: <http://www.disabilityresources.org/DISASTER.html>



## In Response



### The Disaster Files: Holiday Fire Safety

With the Holidays just around the corner be sure that you protect yourself and your loved ones from fire. Here are some holiday fire safety tips to keep in mind. **Pass them along to your co-workers, clients, and friends.**

#### General Tips:

- Test your smoke detectors.
- Clean the oven and stove prior to the holiday season to prevent grease fires.
- Keep kitchen clutter away from the stove and oven.
- Be extra careful with matches and candles.
- Avoid loose, flammable clothing. Clothing often catches on fire around candles, matches, fireplaces and stoves (both electric and gas).
- Keep decorations away from sources of heat such as open flames, electric heaters and exposed electric bulbs.

#### Heating Tips:

- Keep anything that can burn at least three feet away from stoves, fireplaces, space heaters, and portable heaters.
- Have furnace installations and all chimneys inspected and cleaned once a year (before heating season begins) or whenever you suspect a problem.
- Keep space heaters and portable heaters at least three feet away from walls.
- Always use the proper fuel for liquid-fuel heaters, be sure they are vented properly, and refill them only in well-ventilated areas and when they are cool.

#### Fireplace Safety:

- Keep fireplace fires small, and always use a fireplace screen to prevent sparks from flying into the room.
- Do not leave children alone in a room with a fireplace fire.
- Never burn trash or paper in a fireplace; burning paper can float up into your chimney and onto your roof or into your yard.
- Remove ashes into a metal container and store them outside.



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### Holiday Fire Safety Cont.

#### Party Safety

- Provide smokers with large, deep, non-tip ashtrays, and keep an eye on anyone who is drinking and smoking.
- Empty ashtrays often - wet their contents before dumping them.
- After the party, check cushions and furniture for smoldering cigarette butts.

#### Candles

- Put candles in non-tip candle holders and light them only when they are securely in their holders.
- Never burn candles near a Christmas tree, decorations, or displays.
- Keep candles well away from curtains and other combustibles and never put candles in windows or near exits.
- Don't leave candles burning unattended or within reach of small children.
- Extinguish candles before you leave a room or go to bed.

#### Christmas Trees

- Keep your Christmas tree in a sturdy base filled with water and check the water level daily.
- Place the tree away from heat sources, such as fireplaces and heaters.
- Do not use candles on or near the tree.
- Safely dispose of your tree before it becomes dangerously dry, however never burn tree or tree parts in your fireplace.

#### Christmas Lights

- Purchase only UL approved lights.
- Check all indoor and outdoor lights for frayed cords, replace if necessary.
- Never use lights that have an empty socket.
- Lights should not touch combustible materials.
- Use only outdoor lights for "outdoors"
- Turn off all Christmas lights, prior to leaving your home or going to bed.
- Mini lights are safest because they produce less heat.
- Avoid using extension cords, but if you do follow instructions carefully.
- Do not overload electrical circuits, such as wall outlets and extension cords, use a circuit strip.



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Other Announcements 

The San Francisco Fire Department is holding it's annual

**H O L I D A Y   O P E N   H O U S E**

on Saturday, November 30, 2002 from 1:00 pm to 5:00 pm

for the public to tour neighborhood Fire Stations and receive information on holiday fire/life safety, and earthquake preparedness. (Children are Encouraged to Attend). Contact your local fire station for more details.

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The **San Francisco Firefighters Toy Program** is accepting toy donations at all neighborhood Fire Stations. Call **558-3555** for more information.