

July 2007

# In Response

san francisco

card

SF CARD is a proud member of the [Prepare Now Partners](#) of the Bay Area.

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community  
agencies  
responding to  
disaster

## Step by Step [Agency Emergency Plan](#)

We know how difficult it is for nonprofits to get through each day. Staffing, operations, budgets, getting services to your clients—it's almost as if every day is an emergency. And we know you understand having a disaster plan for your agency is essential. It's just finding the resources to develop your plan and put it in place.

To that end SF CARD is going to help through [our newsletter](#). Each month we will include one or two elements of the Agency Emergency Plan in the newsletter. Doing these few items each month will not place an undue burden on you, and when finished you will have an entire plan developed. Then we can work together to further inform your plan, help you with drills, and connect you to the community response and recovery networks.

### Step 1:

Define Your Disaster Mission Role – before you can make a plan you need to decide what your agency's role will be in a disaster. It may be very different from your every day roles. Here are some questions to help guide you:

- Who are you going to be for your clients and community when disaster strikes?
- Does your current mission statement encompass how you see your agency functioning in a disaster?
- Think about your commitments and your resource limitations and create a disaster mission statement.

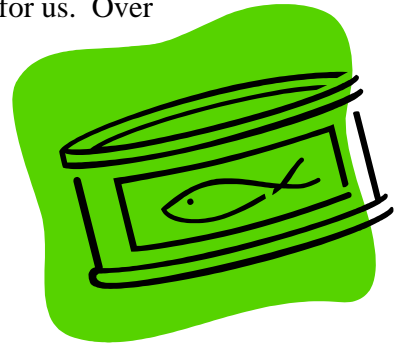
Best practice will be to discuss these questions at your next staff meeting. A disaster plan should be a group activity involving your organization as much as possible. After discussion and consensus write your mission disaster statement—a clear, concise and meaningful statement of what your agency's role will be to your clients and community.

To complete step 1 announce your Disaster Mission Statement to your staff at the following staff meeting. Post it and distribute a copy to each staff member. Then encourage each staff member to be personally prepared. It is essential that your staff and their families have a home emergency plan.

Take the opportunity to call SF CARD to come to your agency and teach your staff how to prepare themselves and their families for disaster. Next month we will be working with how to manage staff and volunteers in a disaster response.

### Disaster Survival Recipes (Yummy!)

In a disaster, one of the most important items a person can have is food. Well who says [disaster food](#) has to be boring or taste bad! SF CARD's own - Ruth Hu has commissioned her father (Wei Hu), who is a professional chef, to create some wonderful disaster recipes for us. Over the next five issues of the newsletter, we will provide one of the recipes Mr. Hu has created exclusively for SF CARD. This issue we are introducing the wonderful disaster dish – *Sweet, Salty, and Sour*.



### Sweet, Salty and Sour Ingredients:

- 1 can tuna
- 1 tablespoon of Mayonnaise
- 1/4 cup of Pickle leaks

#### *Materials needed:*

- Spoons or Fork
- Can openers
- Bowl or plate

**Directions:** Open the can of tuna with a can opener and drain the water/oil. Empty the tuna into a bowl or onto a plate. Mix in a tablespoon of mayonnaise and 1/4 cup of pickle leaks. Continue to mix until the mayonnaise and pickle leaks are blended well with the tuna. Once the tuna is mixed with the mayonnaise and pickle leaks, your dish is ready to eat.

### Bust A Myth Section...

**MYTH** – Disaster kits are expensive and complicated to build.

**FACT** – Many disaster related organizations sell disaster supplies and kits like the [Red Cross](#). Additionally, you can save money by building your own kit. One suggestion we have is to purchase a small number of items each month to spread the cost of assembling your kit throughout the year. Additionally, there are organizations that offer lists providing a description of what should be included in your kit. Some of those partner organizations are [www.72hours.org](http://www.72hours.org) and CARD at <http://firstvictims.org/downloads/Go%20Kits.pdf>.