

Why a Neighborhood Emergency Coalition?

- In the event of an emergency, responders may not be available.
- In a disaster, your neighbors can be a valuable resource
- Resources may be limited to what you have on hand; neighbors could potentially provide additional resources.
- Most valuable for small properties that have limited personnel, i.e. one engineer

Steps

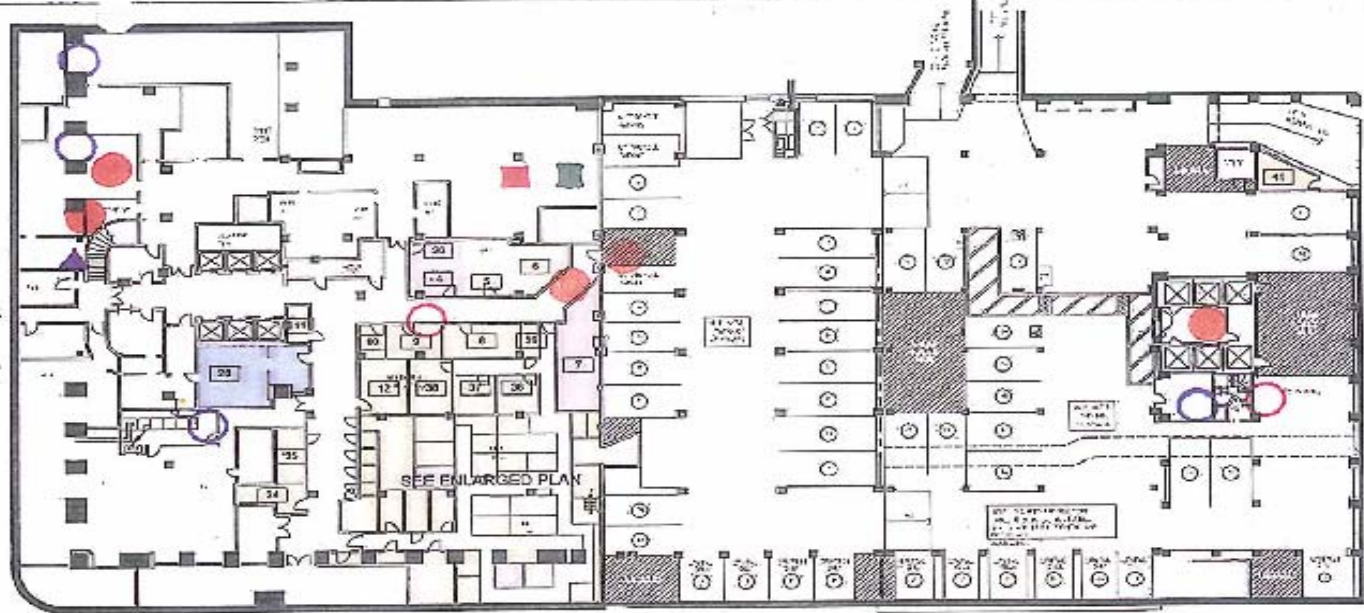
- Identify your 3 to 4 closest neighboring buildings and contact management
- Distribute survey to potential buildings and set-up a meeting to share survey responses
- Establish approval from ownership

Steps

- Gather and distribute emergency contact information of fellow coalition members
- Determine times and dates for touring coalition member buildings
- Establish your coalition's main means for communication and frequency

Steps

- Establish what each property has to offer in terms of resources i.e. emergency supplies, helpful tenants such as doctors
- Trade-off responsibilities regarding upkeep of contact information and changes in key personnel

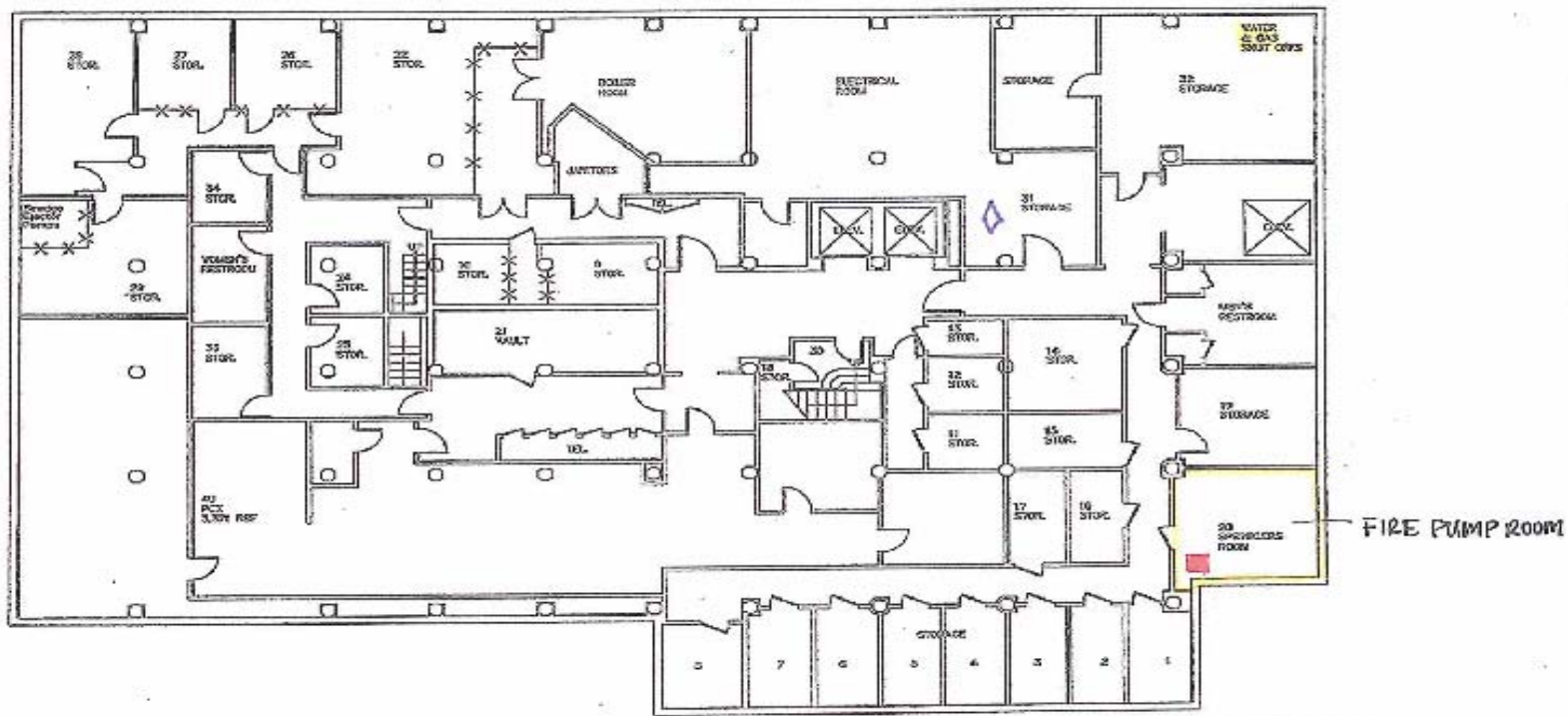


- STANDPIPE
- SPRINKLER SHUT - OFF
- ELECTRICAL SERVICE
- BASEMENT LEASING

- FIRE PUMP
- ▲ GAS SHUT-OFF
- SMOKE DETECTOR



Confidential



■ SPRINKLER SHUT-OFF
 ◆ EMERGENCY DOMESTIC WATER SHUT-OFF

NEIGHBORHOOD EMERGENCY COALITION

EMERGENCY CONTACTS

Building 1

Name	Title	Cell	Home	Lives	On-Site, M-F
	Chief Engineer			Pacifica	7:30 am - 4:00 pm
	Stationary Engineer			San Francisco	6:00 am - 2:30 pm
	Property Manager			San Francisco	9:00 am - 6:30 pm
	Operations Manager			San Francisco	8:00 am - 5:00 pm

Building 2

	Chief Engineer			Half Moon Bay	9:00 am - 5:30 pm
	Sr. Property Manager			Hercules	8:30 am - 6:30 pm

Building 3

	Chief Engineer		N/A	Benicia	7:00 am - 3:30 pm
	Assistant Chief Engineer		N/A	San Francisco	8:00 am - 4:30 pm
	Assistant Property Mngr		N/A	San Francisco	8:00 am - 5:00 pm
	Tenant Services Coordinator		N/A	San Francisco	8:30 am - 5:30 - pm

ENGINEERING STAFF

Building 1

Name	Title	Cell	Home	Lives	On-Site, M-F
	Chief Engineer			Pacifica	7:30 am - 4:00 pm
	Stationary Engineer			San Francisco	6:00 am - 2:30 pm
	Stationary Engineer			Castro City	8:00 am - 4:30 pm
	Stationary Engineer			San Bruno	9:00 am - 5:30 pm

Building 2

	Chief Engineer			Half Moon Bay	9:00 am - 5:30 pm
	Watch Engineer			Fairfield	9:30 am - 6:00 pm
	Utility Engineer			San Francisco	8:00 am - 4:30 pm

Building 3

	Chief Engineer		N/A	Benicia	7:00 am - 3:30 pm
	Assistant Chief Engineer		N/A	San Francisco	8:00 am - 4:30 pm
	Stationary Engineer		N/A	East Bay	6:00 am - 2:30 pm
	Stationary Engineer		N/A	San Francisco	7:00 am - 3:30 pm
	Stationary Engineer		N/A	San Francisco	9:30 am - 6:00 pm, T-S

SECURITY POSTS & STAFF HOURS

Building 1

Post **Staffed Days / Hours**
 Mon - Fri, 7:00 am - 11:00 pm
 Mon - Fri, 6:00 am - 3:45 pm
 Mon - Sun, 24 hrs
 Mon - Sun, 24 hrs
 Mon - Fri, 7:00 am - 6:00 pm
 Mon - Fri, 12:00 am - 5:00 am & 7:00 am - 12:00 am; Sat - Sun, 24 hrs

Site Supervisor:
 Building 24 Hour Phone: (415) 555-5555

Building 2

Mon - Sun, 24 hrs
 Mon - Fri, 8:00 am - 4:00 pm

Account Manager:
 Security Desk Phone: (415) 555-5555

Updated 5/10/13

Building 3

Lobby Mon-Sun, 24 hrs
 Rover Mon-Sun, 24 hrs

Site Supervisor:

TENANT RESOURCES AND / OR BUILDING SUPPLIES

Building 1

Tenant	Location	Type of Business/Resources	Hours
		Medical supplies and equipment	
		Medical supplies and equipment	
		Medical supplies and equipment	Mon - Fri, 9:00 am - 5:00 pm
		Chiropractor	

Building Supplies: plywood, 2 portable generators, battery spill kits, domestic water on , liftemergency power, gravity water tank

Building 2

Tenant	Location	Type of Business/Resources	Hours
	24th Floor		Mon - Thurs, 8:00 am - 5:00 pm
	23rd Floor		Mon - Fri, 8:00 am - 5:00 pm
	23rd Floor	Medical equipment	Various hours
	21st Floor	Insurance specialists	

Building 3

(tenant) has 3 defibrillators: 1) 17th Floor reception; 2) 24th Floor copy room; 3) 30th Floor copy room

Building Supplies: portable generator with lights and water pumps; wet spill response equipment; wood materials and full carpenter shop with onsite general contractor; 15,000 gallons of onsite fire water; 2,000 gallons of diesel fuel; domestic water system on emergency power