



Alameda County
Public Health
Department

DISASTER MOBILIZATION PLAN

revised 11/2001

BUILDING EVACUATION

- Try to stay calm and focused.
- Take your belongings with you – re-entry into the building may not be possible
- Get everyone out – help others with special needs.
- Put a post-it on your door and close it so searchers know the room is clear.
- Go directly to the “rally-point” – do not leave the area or go to your car.
- Follow directions of those in charge.

PRE PLAN AND PREPAREDNESS

- Be aware of your surroundings, report suspicious activities immediately to your supervisor.
- Know at least 2 escape routes out of the building that are not dependent on elevators. Know where your escape routes exit the building.
- Know where fire extinguishers are located around your work area and elsewhere in the building.
- Make plans ahead of time with loved ones to deal with a disaster – have contact numbers with you. Consider using an out-of-state contact for your family to check in with.
- Have an updated role sheet for your department.
- Have emergency supplies on hand (water, food, flashlight, radio, med kit, clothing).
- Know who in your area might need extra assistance and have a plan ahead of time.



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DISASTER NOTIFICATION

If you are **at home, in the field or on the way to work** during a disaster or terrorist attack:

- Listen to KCBS (740 AM) for specific information related to Alameda County Public Health employees.
- Be available by phone (if they are operating) at the number listed on your work phone tree list if possible.
- Call into the Public Health Employee Hot-line for current status and information related to PH employees only.

If you are **at work** (on site):

- Stay close to your workstation, check in with your supervisor, gather information.
- Collect essential personal effects (cell phone, keys, pager, medications)
- Consider those with special needs
- Use this time wisely – save documents possibly even shut down your computer.

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IMPORTANT PHONE #: (510)

- Public Health Employee Hot Line is **only** for PH employees, to be used **only** during a real event - recorded information only 208-1200
- Public Health (main number)..... 267-8000
- EMS Agency 618-2050
- Behavioral Care 567-8100
- Office of Emergency Services 925-803-7800
- Governors Office of Emergency Services non-emergency info line..... 800-550-5234

YOUR IMPORTANT PHONE #:

Supervisor: _____
 Division Director: _____
 Emergency contact #: _____

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