



City and County of San Francisco



community  
agencies  
responding to  
disaster

## 2010 Citywide Nonprofit Monitoring Program

# Emergency Planning

Create a plan to keep your organization up and running even in an emergency  
And meet Nonprofit Monitoring Guideline Requirements

**PLEASE JOIN US FOR A FREE  
TECHNICAL WORKSHOP**

### Topics include:

- The need for an Emergency Operations Plan
- The Agency Emergency Plan - The process of writing your plan
- Having a Business Continuity Arrangement
- The Disaster Mission Statement - Where it all begins
- Risk Assessment - Internal and external risks that may affect your ability to deliver services
- Preparing staff and volunteers
- Emergency Management through ICS - Incident Command System
- Drills and exercises - practicing your plan
- Integrating your organization into the Community of Preparedness - VOAD, Citizen Corps, Bay Area CAN
- Documentation - Meeting city, county and other granting authority standards

***Technical Workshop will be held at***

***San Francisco City Hall, Room 421  
Monday, March 29, 2010  
9:00-11:30am***

***Sign-ups are limited so please reserve your seat now***

Please contact Patti Erickson at 415-554-4542 or [Patti.Erickson@sfgov.org](mailto:Patti.Erickson@sfgov.org)  
for more information or to sign up!