



Burlingame Emergency Cache Program

Cache Project Overview

The Burlingame City Council approved funding for emergency caches to be distributed to active blocks that participate in drills and other neighborhood activities. The caches, valued at over \$600, are for use by neighborhood blocks in the event of an emergency. They are filled with supplies to equip volunteers to protect themselves including: first aid essentials, basic tools, and materials needed to set up an emergency base and enable volunteer teams to aid victims and assess damage after a disaster.

The Burlingame Neighborhood Network (BNN) will distribute these caches to neighborhoods with a track record of engaging in emergency preparedness activities and training, including citywide Emergency Drills. The caches will allow neighbors to help one another in the immediate aftermath of a disaster, without having to scramble for supplies. Residents are advised to prepare to be on their own for a week or longer after a major catastrophe, while emergency responders are addressing critical incidents.

Qualifications

To receive a free cache, a neighborhood lead in Burlingame is invited to submit an application. Requirements include:

- a) participation in at least two Burlingame Citywide Emergency Drills (held annually),
- b) organized two or more block activities in recent years that help neighbors get acquainted, such as a block party, ice cream social, National Night Out gathering, or creating a neighborhood directory,
- c) agreement to comply with the Burlingame Emergency Cache Program responsibilities.

Cache Distribution and Review

Upon being awarded a cache, the block lead will identify a Cache Custodian, who is also a block resident, to store the cache. Distribution will include a meeting for the block lead and Cache Custodian to review the contents with BNN's Cache Program coordinator.

Storage and Security

Neighborhoods are responsible for safeguarding and maintaining their cache contents. Each year, blocks will complete a *BNN Cache Location Tracker* form confirming the stored location. Storage, likely in a secured backyard or beside a garage, should address weather protection, i.e. protected with a tarp and secured with bungee cords, placed under a roofline or in a shed. Note: BNN is required to provide an annual map of all distributed caches to Burlingame's City Manager and Central County Fire Dept.

Cache Access

To share awareness of the cache for use in an emergency, the *BNN Cache Location Tracker* form requires the names and addresses of 3-5 block neighbors who have seen the supplies and been given permission to access the cache custodian's property if they are not at home. This allows knowledge of the cache by involved and/or drill-experienced neighbors, while not widely broadcasting specific location information to prevent any tampering.

Annual Inventory

An annual cache review, using the *BNN Inventory Checklist* will identify any expired or missing items. Every year in October, block leads will inventory their caches and send the checklist to BNN's Block Leads Coordinator by October 15.

Ongoing Program Support

BNN will request annual City Council funding to maintain this Cache program and add new qualifying neighborhoods.

Note: BNN reserves the right to inspect and/or retrieve your cache for any reason at any time.

For more information, please contact Anne Hinckle, BNN Cache Program Coordinator: Anne@BurlingameNetwork.org.