**DO**

- **Promote SAFETY**: Help people meet basic needs such as food and medical assistance.

- **Promote CALM**: Provide accurate information about the situation and listen to those who want to share their feelings and stories.

- **Promote CONNECTEDNESS**: Help people to contact their loved ones and keep families together.

- **Promote HOPE**: Acknowledge the difficulty of the situation and remind people that UCSF Medical Center is doing all it can to help and to manage it.

- **Promote SELF-SUFFICIENCY**: Give practical suggestions on what people can do.

**DON’T**

- **DON’T** force people to share their stories.

- **DON’T** tell people what and how they should feel.

- **DON’T** tell people how they should have acted earlier.

- **DON’T** make promises that cannot be kept.

- **DON’T** criticize services in front of those who are in need of them.

**DISASTER SELF-CARE TIPS FOR STAFF**

### Taking Care of Your Body

- Get enough sleep and rest. Eat healthy. Exercise as much you can. Avoid drugs and excessive drinking and smoking.

### Taking Care of Your Mental Health

- Learn about normal and abnormal reactions to disasters. Don’t ignore your own emotions. Know when to seek help. Do things you find relaxing.

### Taking Care of Your Spiritual Self

- Make time to reflect. Meditate or pray, as you feel led. Connect with your faith community, or find people who share your convictions. Pay attention to events that inspire you, move you, and make you feel grateful. Find a way to affirm and act on a positive value you hold that matters to you, even in this difficult time. Remember that your care for others honors the deepest wisdom of the world’s spiritual traditions.

### Increasing Your Resiliency

- Do something that will help you to regain a sense of control. Focus on your strengths and positive coping skills.

### Reaching Out

- Do not be afraid to express your feelings. If you feel overwhelmed reach out. Do not be afraid to accept help.

### Remaining Active

- Go back to your normal activities as soon as it feels comfortable to do so.

### Managing Your Workload

- Maintain a healthy balance between your work and rest. Take breaks and time off. Prioritize your tasks.

### Reducing Your Stress

- Do things you find comforting: exercise, reading, listening to music, talking. Be with people whose company you enjoy. Practice stress-reducing exercises.

### For More Information

Refer to Month 12 of the Be Aware Get Prepared Guidebook. [https://emergencymanagement.ucsfmedicalcenter.org/](https://emergencymanagement.ucsfmedicalcenter.org/)

Adapted from the New York City Medical Reserve Corps