

SFMTA - TASC SUMMARY SHEET

PreStaff_Date: 6/15/2022 Requested_by: HSH Handled: Andy Thornley - 415-646-2162 Section Head : Ricardo Olea	<input type="checkbox"/> Public Hearing Consent <input checked="" type="checkbox"/> Public Hearing Regular <input type="checkbox"/> Informational / Other <small>PH - Regular</small>	No objections: _____ Item Held: _____ Other: _____
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Location: 2100 block, Jennings St (Bayview)

Subject: Street Closure

PROPOSAL / REQUEST:

ESTABLISH – TEMPORARY STREET CLOSURE (ending June 30, 2023)
Jennings Street, from Van Dyke Avenue to Wallace Avenue

(Supervisor District 10)

Proposal to temporarily close the 2100 block of Jennings Street through June 2023, at the request of the Department of Homelessness and Supportive Housing (HSH) and Supervisor Walton's office, to facilitate HSH's use of the area as a safe sleeping site for unhoused people.

Andy Thornley, andy.thornley@sfmta.com

BACKGROUND INFORMATION / COMMENTS

The Department of Homelessness and Supportive Housing (HSH) opened one of the City's first Safe Sleep Villages at 2111 Jennings Street in 2020 as part of their effort to provide safe places for people living unsheltered during the pandemic. Closure of this block of Jennings Street was permitted by the SFMTA under emergency authority; as the end of California's COVID-19 state of emergency approaches and the current temporary street closure permit expires, HSH and Supervisor Walton seek to continue operating this site through June 2023. This proposal would establish that temporary closure through conventional (non-emergency) action of the SFMTA Board of Directors.

The SFMTA's role and authority in this matter is limited to traffic regulation of the named street segment. HSH is responsible for securing necessary permits for use and occupancy of the street.

HEARING NOTIFICATION AND PROCESSING NOTES:

ENVIRONMENTAL CLEARANCE BY:

SFMTA **Attached** **Pending**

CHECK IF PREPARING SEPARATE SFMTA BOARD CALENDAR ITEM FOR PROPOSAL:



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Shireen McSpadden, Executive Director



London Breed, Mayor

June 7, 2022

San Francisco Municipal Transportation Agency
1 South Van Ness
Floor 7
San Francisco, CA 94103

Dear Director Tumlin,

The Department of Homelessness and Supportive Housing opened one of the City's first Safe Sleep Villages at 2111 Jennings Street in 2020 as part of our effort to provide safe places for people living unsheltered during the pandemic.

The Safe Sleep Village continues to provide an important resource for our unhoused neighbors as we work to provide them with services and more permanent housing opportunities.

The temporary street closure permit needed to operate this site on Jennings Streets comes to an end on June 30, 2022 and HSH requesting continued closure of the 2100 block of Jennings through June 2023.

We look forward to working with MTA on this process.

Thank you,

Emily Cohen
Deputy Director, Communications & Legislative Affairs
Department of Homelessness and Supportive Housing



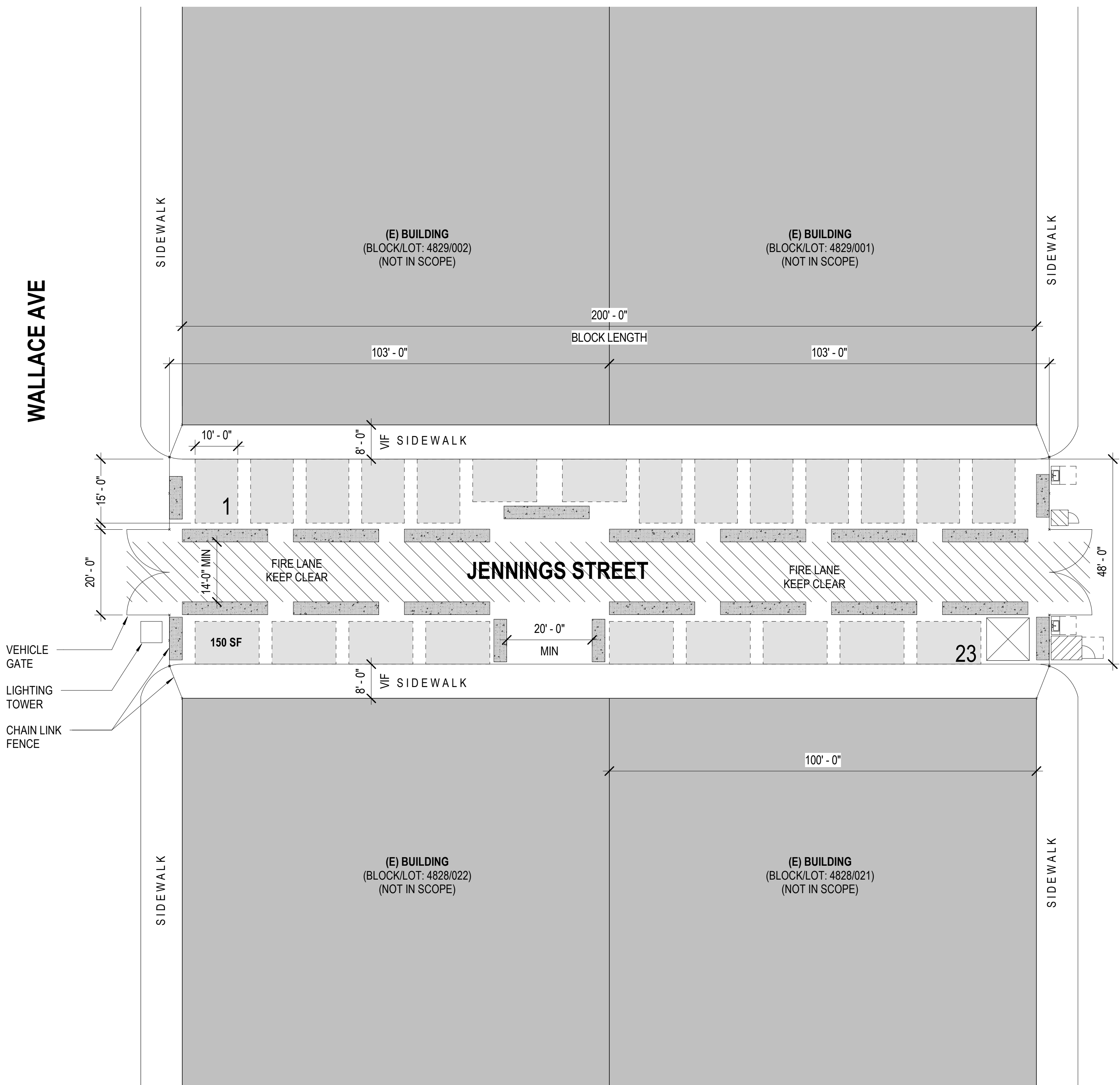
Ron Almeida - Acting City Architect
 Julia Laue - Principal Architect / Bureau Manager
 30 Van Ness Ave., Suite 4100, San Francisco, CA 94102
 Fax (415)557-4701, Phone (415)557-4700

SAFE SLEEPING SITE

JENNINGS STREET BETWEEN WALLACE AVE AND VAN DYKE AVE

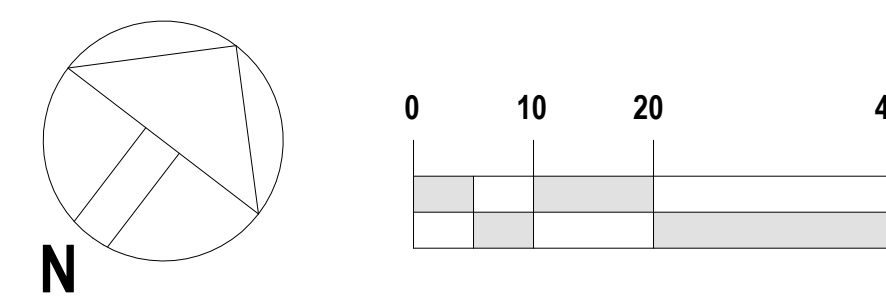
Consultant

TEST FIT
(NOT FOR CONSTRUCTION)



TEST FIT LEGEND & INFORMATION

TYPE	DESCRIPTION	QTY.
	INDIVIDUAL SPACES PER TENT / CLIENT	23 TOTAL
	PORTABLE RESTROOM (ADA UNIT)	1 TOTAL
	PORTABLE RESTROOM (STANDARD)	1 TOTAL
	HAND WASHING STATION (6'-0" SPACING)	2 TOTAL
	10'x10' TENTS FOR OFFICE	1 TOTAL
	3'x20' K-RAIL	15 TOTAL
	3'x10' K-RAIL	4 TOTAL
	FENCES AND GATES (TEMPORARY TYPE)	VERIFY IN FIELD 2 TOTAL; 20'-0" WIDE VEHICLE GATES APPROX. 92 -95 LF OF FENCE



1 SITE PLAN TEST FIT
 1/16" = 1'-0"

GENERAL INFORMATION

TYPE OF SITE: SAFE SLEEPING SITE
 ADDRESS: JENNINGS STREET (BETWEEN WALLACE AVE AND VAN DYKE AVE)
 BLOCK/LOT: STREET BLOCK
 AREA OF STREET: +/- 9,800 SF
 (EXTERIOR AREA ONLY DOES NOT INCLUDE SIDEWALKS)

TEST FIT NOTES:
 1) VERIFY EXISTING SLOPES FOR ACCESSIBILITY COMPLIANCE.

TEST FIT DRAFT #1 6/30/2020

No.	Date	Revisions

PM _____
 PA _____
 Drawn EM
 Checked LG



Drawing Title

SITE PLAN

Sheet No. A 2.1X

Scale: 1/16" = 1'-0"

Project No. Project Number

2111 Jennings Safe Sleep Program
All Hazards Plan

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Plan Overview

About the All Hazards Plan

This document provides critical information related to different types of emergencies, including fire, earthquakes and various types of facility emergencies, including power outages, gas leaks, and floods. Please review this information carefully so that you understand your role during any of these emergencies. If you have questions please refer them to the Site Lead. The last page of this document includes emergency response telephone numbers you may need.

San Francisco Emergency Response Telephone Numbers

San Francisco Fire Department	911
Non-emergency business	415-558-3200
San Francisco Police Department	911
Non-emergency dispatch	415-553-0123
Pacific Gas and Electric	1-800-743-5000
American Association of Poison Control Center	1-800-222-1222
SFGH Occupational Health Services (OHS)	415-554-2793
San Francisco Water Department	415-550-4911

Safe Sleep Program Contact Information

HSH Safe Sleep Program Manager: Angelica Varela, angelica.varela@sfgov.org, 415-254-6460

HSH Safe Sleep Program Lead: Louis Bracco, louis.bracco@sfgov.org, 518-860-7617

Site Contact Information

2111 Jennings Street – Safe Sleep Program

CBO: United Council of Human Services

Site Manager: Brenda Jackson, b.jackson@tuchs.org, 510-932-8007

Care Coordinator: Aisha Robinson, a.robinson@tuchs.org, 510-850-4402

Executive Director: Gwendolyn Westbrook, gwestbrook02@yahoo.com, work phone - 415-671-1100; cell phone – 415-573-6998

Direction and Control

Evacuation Sites

2111 Jennings – Mother Brown’s Resource Center
or
Pier 94 – Site F RV site

Evacuation Procedures

Safe Refuge Area and Population Count

A Safe Refuge Area (SRA) is an area nearby the safe sleep program that allows guests and staff to assemble relatively safe from debris and downed power lines. In some instances, the number of occupants is larger than the available surrounding spaces: therefore, multiple SRAs may be defined for a specific site. SRAs may be different dependent upon the incident. Please refer to the section below covering evacuation routes.

The SRA is an assembly area for people after a building evacuation. Status updates will be provided to staff and guests at the SRA. Staff may not leave the SRA unless instructed to do so by the Site Lead. Upon arrival, staff must check in with their Site Lead. The Site Lead will tally the employees and guests present against the roster to determine if any staff or guests are missing. Missing employee or guest information will be provided to the appropriate rescue personnel.

Some circumstances require calling 911. Use the following guidelines when calling.
<ol style="list-style-type: none"> 1. Dial 911. If using a desk phone, it may be necessary to dial "9" first to get an outside line. 2. Remain calm. 3. Speak slowly and deliberately. 4. Tell the operator why you are calling and be prepared to provide the following information: <ul style="list-style-type: none"> • The nature of the problem • The name of the structure or building • Address of facility • Exact location of incident within the facility • Access or entry into the building 5. Provide additional information as requested from the dispatcher 6. Assign staff to meet the emergency personnel.
<p>Answer all of the dispatcher's questions as accurately as possible. Depending on the situation, you may be asked to stay on the line with Dispatch until help arrives. You may have to assist the Emergency Responders, via the Dispatcher, in finding the incident's location.</p>

Evacuation Routes

Conduct a walkthrough of the site to identify the information below:

- Note the location of all emergency exits.
- Identify primary and secondary evacuation routes.
- Site staff should be informed of at least two evacuation routes.
- Identify the locations of fire extinguishers.
- Identify fire alarm pull stations' locations.
- Identify the SRA for where staff and guests will gather in the event of an evacuation.
- Write down the Safe Refuge Area in the Red Binder.

General Evacuation Procedures

An evacuation may be necessary in a variety of emergency situations. Notification to evacuate is given by the Site Lead. ***It is necessary for all people to exit the site in a safe and orderly fashion. The following process is to be followed regardless of the reason for the evacuation.***

- Direct all occupants to leave the site immediately.
- Shut, but do not lock, doors behind you, as applicable.
- Unless otherwise directed, proceed to the closest emergency exit.
- If necessary, use flashlights for evacuation. You may also wish to use flashlights from a cell phone.
- If an exit is blocked, use the next closest one.
- DO NOT run or push through the crowd in an effort to get out.
- Be attentive and look for any hazards as you exit the building.
- Stay close to the ground if heat or smoke from a fire is present.
- Report the name and location of people trapped, injured, or refusing to evacuate to a Site Monitor and Site Lead.
- Go to the assembly point for the designated site and check in with the Site Lead. Make sure your name has been listed as being accounted for.
- Wait at the Safe Refuge Area (SRA) for instructions or further information on the status of the situation. Do not leave this area until released by the Site Lead.
- Once outside of building, do not attempt to re-enter the site for any reason until instructed to do so. Access to the site will be secured during and after an evacuation.

COVID Mitigation During Evacuations

Site Leads should take a box of masks and a box of gloves to the safe refuge area/rally location. The masks are to distribute to guests who do not have a mask with them. The gloves are for staff to use to hand out masks.

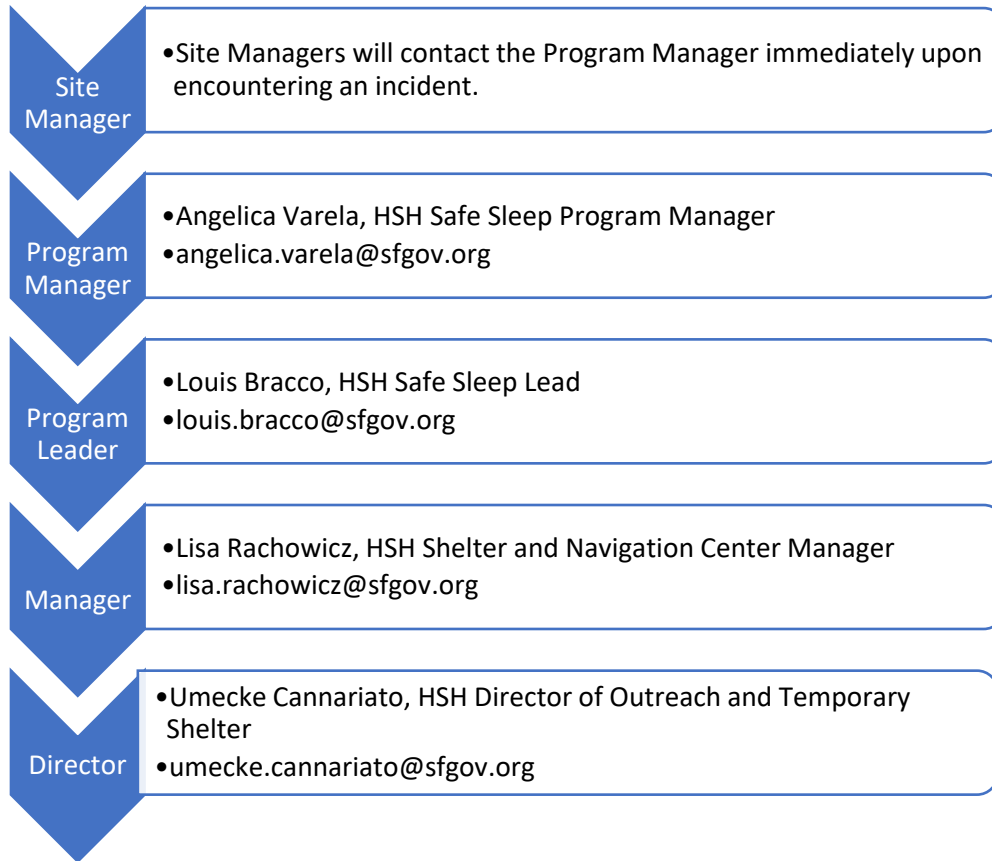
Please ensure that everyone is six feet apart to maintain social distancing, at the safe refuge area/rally point as much as possible.

Re-Entry to the Site

When it is time to re-enter the site, organize the re-entry to allow guests to enter in small groups to avoid unnecessary “choke points” during re-entry. For example, if the site has elevators, make sure that there is allowance for social distancing (6 feet between people) in the lobby, in front of and in elevators, and/or on stairs. For Safe Sleep Villages and one-story congregate shelter, allow guests to re-enter in a manner that maintains six-foot social distancing as much as possible.

Chain of Communication

Site Managers will contact the Program Manager immediately upon encountering a hazard. The Program Manager will contact the Program Lead, and so on.



Specific Hazards

Wet Weather

Objective

- Keep guests and their belongings safe and dry on site during wet weather.

Characterization of the Situation

- Less than 1.5 inches of precipitation in 24 hours.

General Plan of Action

- Intakes will continue during wet weather. Use canopies to shelter staff and guests at intake.
- Canopies will shelter charging stations.
- Tarps will be placed over tents and under tents.
- Pallets or platforms will raise tents up to avoid groundwater.
- Sandbags will help direct water away from tent spaces and towards storm drains.
- Provide rain ponchos and mylar blankets, if needed.

3-5 Day Sustained Storm

Objective

- Keep guests safe and dry during periods of sustained storm.

Characterization of the Situation

- More than 1.5 inches of precipitation in 24 hours.

General Plan of Action

Intakes will be suspended during a sustained storm.
Rain ponchos and mylar blankets will be provided.

Heat

Objective

- To keep guests cool and comfortable during hot weather and prevent heat illness.

Characterization of the Situation

- Hot temperatures over the course of several days reaching the low to mid 90s.

General Plan of Action

- A Safe Sleep cooling site may be activated for daytime use only.

Staff Roles & Responsibilities

The morning before the hot weather event:

- Talk to guests about the hot weather and remind guests to stay in the shade, wear light clothing, drink plenty of water, take a cool shower, use a damp cloth on the neck, head and chest to cool down, and avoid strenuous activity.
- Remind guests not to leave pets in a hot tent or car without supervision and to provide plenty of drinking water for pets.
- Talk to guests about going to public cooling centers at the libraries during the daytime.

The afternoon before the hot weather event:

- A Safe Sleep cooling site may be activated for daytime respite for up to 45 individuals with access to air-conditioning and bathrooms.
- Pets are allowed at the cooling site and must be under the person's control at all times.
- Masks must be worn at all times.
- Guests can go outside to smoke or relieve pets but coming and going should be limited as the time onsite is for a respite from the heat.
- Site Managers should plan to send at least two of their staff members to monitor the guests who want to relocate to the cooling site.
- Make a preliminary list of guests who want to relocate to the cooling site. The cooling site will only be activated if there are 10 or more guests who want to go before 1PM.
- Inform the Program Manager when these steps are completed

The morning of the hot weather event:

- Confirm that guests still want to relocate to the cooling site. The cooling site will only be activated if there are 10 or more people who want to go.
- Guests must be willing or interested in being transported to the cooling site by 1 – 1:30 PM.
- Contact the Program Manager with a list of names of guests who want to be relocated to the cooling center.
- The Program Manager will contact the Program Leader and so on. The Deputy Director Deputy Director, in consultation with Deputy Chief, will assess the situation and need to activate the cooling site.
- Program Manager will communicate the address of the cooling site to the Site Manager.
- Do not send people to the cooling site on their own. Request transport for guests to and from the cooling site. Provide a list of guests to the transport driver.
- Site Managers should plan to send at least two of their staff members to monitor the guests who are being transported to the cooling site.
- Arrange for lunches to be brought from Safe Sleep to the cooling site.
- Inform the Program Manager when these steps are completed.

What to Bring to the Cooling Site:

- Guests can only bring what they can easily carry – a single bag or backpack and blanket/pillow.
- Pet supplies - leash, water bowl, food, and poop bags.
- Masks.
- Phone, laptop, and charging cables; there is Wi-Fi access.
- Water and snacks.
- Reading material

Cold Weather

Objective

- Keep guests warm and safe during cold weather.

Characterization of the Situation

- Forecasted nighttime lows of 40 degrees or less.

General Plan of Action

- Intakes will continue during cold weather. Use canopies to shelter staff and guests at intake.
- Tarps will be placed over tents and under tents.
- Pallets or platforms will raise tents up to avoid cold ground.
- Provide mylar blankets and hand warmers to guests, if needed.

Fire

General Plan of Action

In event of a fire:

- Activate the nearest fire alarm.
- Call SF Fire Department by dialing 911.

- Notify the site lead about the fire immediately.

IF YOU ARE CAUGHT IN A FIRE

- Do not enter a room or area that is on fire.
- In smoke and heat, stay near the floor. Stoop or crawl, if necessary.
- If your ears begin to tingle or get hot, get closer the ground.
- Feel closed doors with the back of your hand before opening. If a door is warm or hot, do not open it.
- If unable to escape, keep doors closed. If smoke is entering, stuff coats or material in the cracks around the door. Signal for help from windows. Do not break windows out as long as there is clear air to breathe.
- If directly exposed to fire—STOP, DROP and ROLL.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are comfortable using it.

If there is a fire emergency, occupants must:

- Leave the building and site using the designated escape routes.
- Assemble in the Safe Refuge Area.
- Remain outside until the Site Lead instructs occupants to re-enter the building.

Staff Roles & Responsibilities

Site Leads must:

- Coordinate an orderly evacuation of staff and guests.
- Perform an accurate head count of staff and guests who report to the designated area.
- Maintain current version site roster in red binder and bring to the designated area.
- Provide the Fire Department or other emergency personnel with the roster.
- Inform the Fire Department or other emergency personnel if anyone is still in the building.
- Let everyone know when it is okay to reenter the building.

Site Monitors must:

- Put on orange vest.
- Follow the instructions provided, if any, from the Site Lead.
- Assist in evacuating the building by directing occupants out of the building consistent with the evacuation plan.
- Perform a sweep of the floor(s) and immediate area to make sure all individuals have evacuated.
- Pair individuals in need of assistance with a buddy.
- Notify Site Lead of individuals needing assistance who are unable to evacuate on their own.
- Report to safe assembly area.

Facility Emergency

Characterization of the Situation

All Facility emergencies, such as flooding, gas leak, power failure, small explosion or site problems.

General Plan of Action

All Facility emergencies should be reported to the Site Manager. **If you smell gas and** are unable to make verbal contact with the Site Manager call PG&E (1-800-753-5000) to report the problem.

Staff Roles & Responsibilities

Site Lead

If building needs to be evacuated,

- Notify Site Monitors to assist with evacuation.
- Notify the Site Manager.
- Notify SFPD/SFFD of any known individuals trapped, needing assistance or that are unaccounted for.

Site Monitors

- Be prepared to assist in evacuating the site, if necessary.
- Put on your orange vest.
- Direct guests out of the building as instructed and consistent with evacuation plans.
- Perform a sweep of the tents and site area to make sure all individuals have evacuated.
- Pair individuals in need of assistance with a buddy.
- Notify the Site Lead of individuals needing assistance or are unable to evacuate.
- Report to safe refuge area.

All Staff

- Report any facility problems to the Site Manager.
- Stay clear of the area involved. If evacuated, do not go back inside the building until safe to do so. Cooperate with emergency personnel and the Site Lead.
- **Be aware of possible ignition sources. Do not use electronic items with visibly poor wiring.**
- Any situations that threaten the safety of building occupants may be cause for a partial or full building evacuation. Evacuate when given notice.
- **Don't turn on switches or light a match.**

Earthquake

Characterization of the Situation

Earthquakes are a natural occurrence in California. Not every quake will result in damage or evacuation of the site. All staff must be aware of their surroundings and potential hazards during a quake.

Staff Roles & Responsibilities

All Staff

- Identify the best place in your area to take cover in the event of an earthquake.
- Practice good housekeeping to make sure that exits are not blocked, and loose, heavy materials are not stored high. Make sure heavy items are stored on bottom shelves.
- Keep vehicle fuel tanks at least half-full, as it may be difficult to obtain fuel immediately after an earthquake.
- DO NOT Panic.
- If inside, DUCK, COVER and HOLD! Go immediately under a desk, other sturdy object, or brace yourself against the wall, protecting your head with your arms. Watch for falling objects and/or breaking glass. Move into a safe area away from windows and stay there until the shaking stops. DO NOT try using the stairs or elevators while the building is shaking.
- If outside, get into an open area, away from buildings and power lines.
- If you are driving, STOP when it is safe to do so and wait until it is safe to proceed. DO NOT STOP under a bridge or overpass, in a tunnel, under trees, light posts, electrical power lines or signs. Move the vehicle as far out of the normal traffic pattern as possible.
- If you are not notified to evacuate, proceed with your usual work routine.
- When notified to evacuate, do so in a calm and orderly fashion. Turn off all easily accessible electronic devices.
- Report to and stay in the Safe Refuge Area until given further instructions from the Site Lead.
- Report the location and condition of any trapped persons seen.
- Be aware that aftershocks may follow.
- Take precautions to protect yourself and others from injury.
- Do not attempt to move seriously injured persons unless they are in danger of further injury.
- Do not smoke or strike a match.
- Do not use the phone unless necessary.
- If injured or trapped, do not attempt to move. Wait for emergency personnel. When you hear people calling out "Is anyone there?" respond to the best of your ability. Do not start screaming. Repeat until they have located you.

Site Lead

- Be prepared to assist in evacuating the building, if necessary. Ask Site Monitors to assist with this process.
- Put on your orange vest and ask Site Monitors to do the same.
- Direct all staff and clients out of the building as instructed and consistent with evacuation plans.
- Perform a sweep of the floor(s) and immediate area to make sure all individuals have evacuated.
- While performing a sweep of the area, call out "Is anyone there?" and listen for response. If someone is trapped, they may not be able to respond audibly. So be sure to listen for tapping, soft moans or whistles.
- Pair individuals in need of assistance with a buddy.

- Notify SFFD/SFPD, if on scene, of individuals needing assistance or are unable to evacuate.
- Report to safe refuge area.
- Participate in post-incident review and complete related assignments.
- After a minor quake, conduct a walk through to survey the area for damage. Report any damage to the Site Manager.
- If evacuated, urge staff and guests to remain calm and stay until given further instructions.

Site Monitors

- Put on an orange vest.
- Assist with the orderly evacuation of guests.
- Assist the Site Lead to perform a sweep of the floor(s) and immediate area to make sure all individuals have evacuated. While performing a sweep of the area, call out "Is anyone there?" and listen for response. If someone is trapped, they may not be able to respond audibly. So be sure to listen for tapping, soft moans or whistles.
- Be prepared to give emergency personnel any relevant information about any person who is trapped in the building.

Civil Unrest

Objective

- Maintain the security of the Safe Sleep village during civil unrest and keep guests safe from any outside violence.

Characterization of the Situation

- Non-peaceful demonstrations adjacent to Safe Sleep villages

General Plan of Action

Before the demonstration:

- The Site Manager must assess the security of perimeter of the village and determine if it needs to be strengthened, either by securing wobbly fences with sandbags or setting up barricades to create a larger buffer zone around the village. Report any needs to the Program Manager.
- The Site Manager must assess security personnel and staffing needs. Consider increasing security personnel and staff with team members from the provider's organization.
- The Site Manager must make sure emergency exits are clear and accessible.
- Staff must talk to guests about the possibility of demonstrations near the village. Remind guests to stay inside the village during demonstrations and return to the village before dark to ensure personal safety. If guests plan to participate in the demonstration, remind guests to wear a face mask and practice social distancing.
- Staff must remind guests of emergency procedures and the location of the Emergency Muster Point if evacuation becomes necessary.
- Site Manager must inform Program Manager when these steps are completed.

During the demonstration:

- Security personnel must walk the perimeter of the village every half hour to assess security.
- The Site Manager must regularly assess security personnel and staffing needs in real time. Contact the Program Manager to request additional security from community partners, such as the SFPD. The Program Manager will contact Program Leader, who will contact the Deputy Director. Deputy Director, in consultation with Deputy Chief, will assess the situation and need for community partner security.
- The Site Manager must maintain clear access to emergency exits for the duration of the demonstration.
- Staff must remind guests to stay inside the village during the demonstrations and return to the village before dark to ensure personal safety. Remind guests to wear a face mask and practice social distancing when participating in the demonstration.
- Remind guests of emergency procedures and the location of the Emergency Muster Point if evacuation becomes necessary.
- The Site Manager must stay in close contact with the Program Manager throughout the duration of the demonstration.

If evacuation becomes necessary:

- The Site Manager will notify the Program Manager that evacuation of the village is necessary. The Program Manager will contact Program Leader, who will contact the Deputy Director. Deputy Director, in consultation with Deputy Chief, will assess the situation, the need for evacuation, and, if necessary, activate the relocation site.
- Staff will blast air horn 3 times to alert the residents to evacuate the village. Staff will tell guests to meet at the Emergency Muster Point East. Remind guests to wear a mask and practice social distancing as they travel to the Emergency Muster Point.
- The Site Manager and staff will escort guests to the Emergency Muster Point. Staff will safely help guests across street traffic, if necessary.
- Deputy Director and Deputy Chief will communicate to Program Leader and Program Manager the relocation site.
- The Site Manager and staff will escort guests to the relocation site. Remind guests to wear a mask and practice social distancing as they move to the relocation site.
- Inform the Program Manager when all guests are at the relocation site.

Resources

Emergency Muster Points for Fulton and Stanyan can be found in the Appendix under Emergency Response Plans. All other sites should follow

Supply List**Wet Weather, Sustained Storms, Cold Weather**

Rain ponchos
 Mylar blankets
 Hand warmers
 Sandbags
 Canopies
 Rope

Tarps
Insulated tarps
Rakes

Heat

Drinking water
Canopies

Fire

Fire Extinguishers
Smoke detectors
Fire Alarm System

Poor Air Quality

N-95 masks

Civil Unrest

N-95 masks
Water

