

VII. ROLE AS A DISASTER SERVICE WORKER

Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency. This means that County employees are responsible to help in a disaster. Employees will perform duties as described in the Business Continuation Plans for their respective programs, or duties as assigned.

Every effort will be made to permit employees time to check on and secure the safety of their families. It is possible, however, that some employees may be required to remain at work or to immediately report in following a disaster. With this in mind, employees are encouraged to follow the steps in Attachment 1 to Site Emergency Response Plan – Home and Family Preparation to prepare their families now for disasters. If an employee must leave the worksite to check on their family, prior to leaving the employee should work out a plan with their supervisor or designee for when to return to work and how to be contacted.

VII. ROLE AS A DISASTER SERVICE WORKER



WALTER F. EKARD

CHIEF ADMINISTRATIVE OFFICER
(619) 531-6226
FAX: (619) 557-4060

County of San Diego

CHIEF ADMINISTRATIVE OFFICE

February 1, 2002

1600 PACIFIC HIGHWAY, SAN DIEGO, CALIFORNIA 92101-2472

TO: My Fellow County Employees:

FROM: Walter F. Ekard

Since the events of 9-11-01, there has been increased concern about preparedness for all disasters as well as the potential for future terrorist incidents. While there is nothing to indicate that San Diego is any more likely to be a target for a terrorist attack than other major cities, I want to assure you that we are prepared to respond should an attack occur.

I also want to remind you that as County employees, we are a vital and important part of the San Diego County Operational Area Emergency Plan. Under State law, all government employees are *DISASTER SERVICE WORKERS* who can be called upon in any emergency. Specifically, the California Government Code states, in part, that: "All public employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law":

This means that in addition to our everyday duties, we have an added responsibility to help in a disaster. This is important. All the advanced preparation and planning which has been accomplished can succeed only if we are fully aware of, and prepared to carry out, our responsibilities.

Many of us are already trained to respond. During a disaster, some departments will respond in their traditional roles (such as police and fire). Other departments may be required to perform their day-to-day tasks as well as other duties to support the activities of the County's Emergency Operations Center (EOC). Employees who do not have a specific disaster assignment, and who have not received specific training, may be asked to perform duties as may be assigned. These duties will normally be non-technical, but important duties such as:

- Answering telephones
- Delivering supplies
- Rendering first aid
- Guiding visitors
- Managing volunteers
- Monitoring news reports
- Picking up tree limbs
- Staffing barricades
- Cooking, etc.

- Running messages
- Tracking information in the EOC
- Helping in a Red Cross shelter
- Being an interpreter
- Crisis Counseling
- Reshelving library books
- Stacking bricks
- Filling sandbags

Fellow Employees
Page 2

I also want to assure you that I share your concern for the security of your family, and we will make every effort to allow employees time to check on their families. It is possible, however, that some employees may be required to remain at work, or immediately report in, following a disaster. With this in mind, I encourage you to take some basic steps that can help reduce the hazard to yourself and your family.

- Have an emergency kit in your home, which contains food, water and basic supplies for at least three days.
- Each member of the family should know how to turn off the gas, electricity and water to the dwelling.
- Have a portable radio and flashlight with spare batteries. These will provide a source of information and lighting in an emergency.
- Develop a family emergency plan so that each member of the family knows what to expect in an emergency. Include an out-of-state telephone contact and keep the number with you.
- Keep an emergency supply of water and food snacks in your car and at the office.

Although we may not be able to stop a disaster, the precautions we take NOW can reduce the effects on our families and ourselves.

I believe that the citizens of this region can have great confidence that we, the employees of San Diego County, are ready, willing and able to step up and serve in the event of an emergency. Thanks for your help and support as we face these uncertain times, together.

Sincerely,



WALTER F. EKARD
Chief Administrative Officer