

Emergency Preparedness

AND WHAT IT MEANS TO BE A DISASTER SERVICE WORKER

Oct. 15, 2014

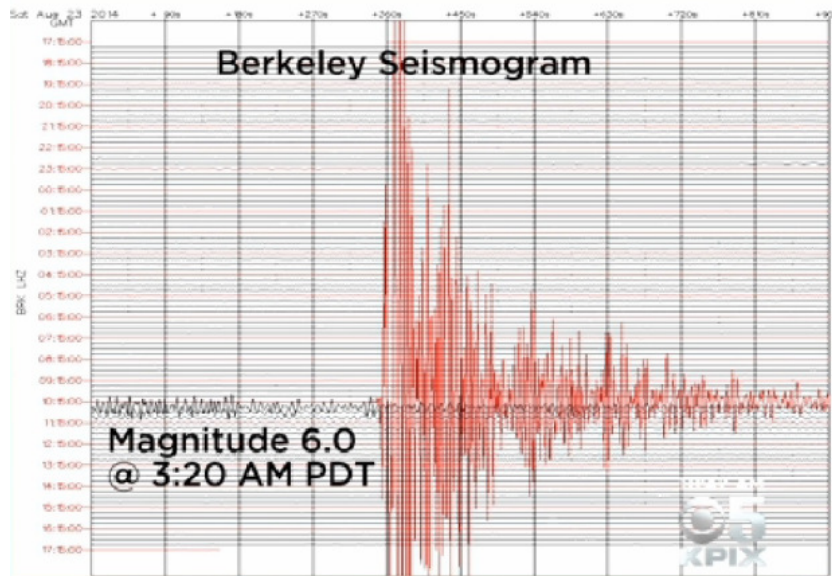
Brent Lewis & Susan Gard

Department of Human Resources



What Is Emergency Preparedness?

- Disaster can happen any time with little or no warning
- Know what to do before, during, and after an emergency
- South Napa Earthquake reminder to get connected, gather supplies, and make a plan

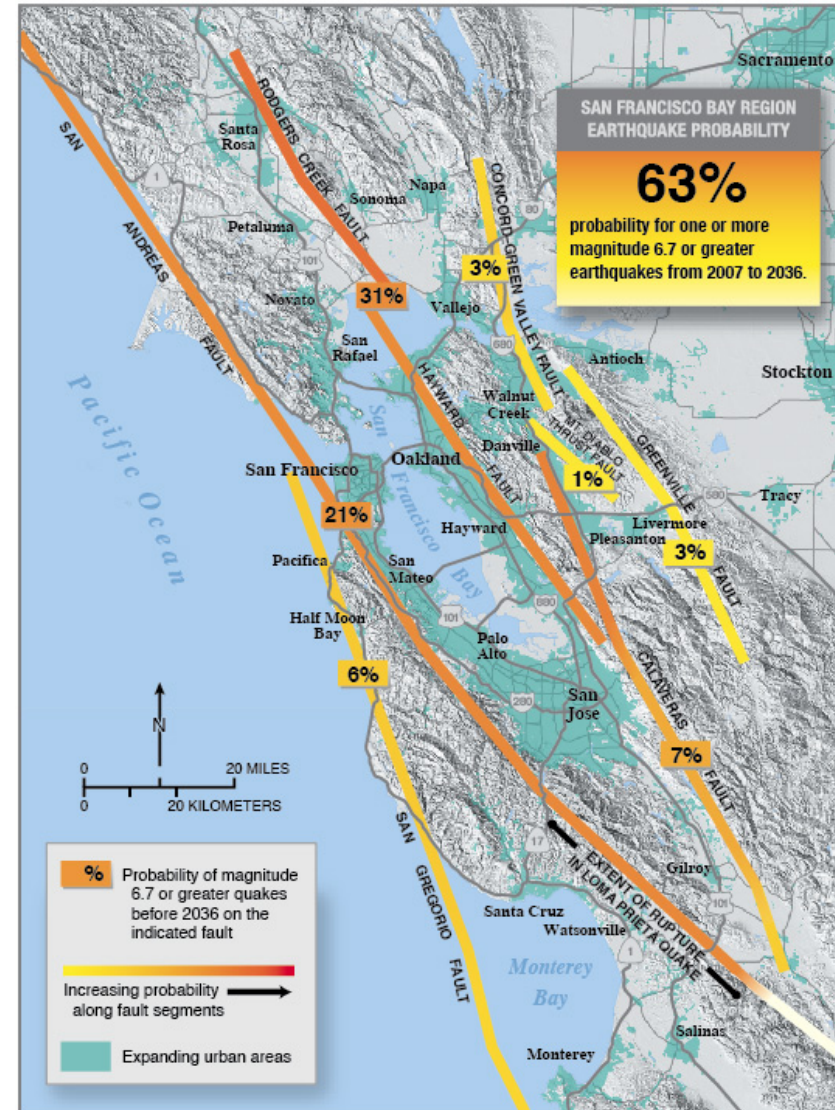


How Do We Get Prepared?



- Last four weeks series of memos on preparation outlined seven steps:
 - **Step 1:** Secure your space
 - **Step 2:** Create a disaster safety plan—72 hours is key
 - **Step 3:** Organize your disaster supplies
 - **Step 4:** Have your financial documents ready
 - **Step 5:** Drop, cover and hold on when the earth shakes
 - **Step 6:** Take action to improve safety when shaking stops
 - **Step 7:** Reconnect and recover

Participate in the ShakeOut

- Statewide drop, cover, and hold-on drill Oct. 16 @ 10:16 a.m.
 - Department of Building Inspection
 - Department of Elections
 - Department of Emergency Management
 - Department of the Environment
 - Department of Human Resources
 - Department of Public Health
 - General Services Agency
 - Public Works
 - Real Estate
 - Fleet
 - Port of San Francisco
 - Public Utilities Commission
 - Recreation and Parks
 - SFMTA



More Ways to Get Connected

- Visit www.sf72.org
- Follow @SF_emergency for emergency alerts 
- Follow @SF72org for emergency preparedness and resilience conversations 
- Sign up for www.AlertSF.org for emergency notifications, alerts and warnings to be emailed and text messaged to you
- Join the City's Loma Prieta Earthquake 25th Anniversary Commemoration October 16-17 www.lp25.org
- Take San Francisco Fire Department's free Neighborhood Emergency Response Team (NERT) training

What is a Disaster Service Worker?

- All public employees serve as Disaster Service Workers (DSWs)
- When Mayor declares citywide emergency, City and County employees perform DSW duties



DSW Job Categories

Specialized

- Animal rescue
- Care, and shelter
- Communications
- Finance
- Fire fighter
- Law enforcement
- Medical and environmental health
- Safety assessment inspector
- Search and rescue
- Utilities

Generalized

- Administration
- Human services
- Laborer
- Logistics

What Does this Mean to City and County Employees?

- May need DSWs to work at locations, times and under conditions outside normal assignments
- Duties may continue into recovery phase of emergency and may be organized into daily and/or hourly shifts
- Employees will never be asked to perform any duty or function they do not know how to perform or have not received adequate training to complete

How Do We Communicate About Disasters?

- **CORES is the DSW notification system**
 - Administered by DHR in partnership with DEM
- **In an emergency CORES will provide vital information about event and advise employees of when and where to report for duty as DSW**
- **CORES receives contact information from eMerge**
 - Campaign to ensure correct contact information in eMerge



Special Skills

- **Employees should contact their Departmental Personnel Officer, Disaster Preparedness Coordinator or Human Resources Representative if they have specialized skills not reflected in current City and County jobs**
 - **For example: languages, commercial driver's license, CPR training, etc.**



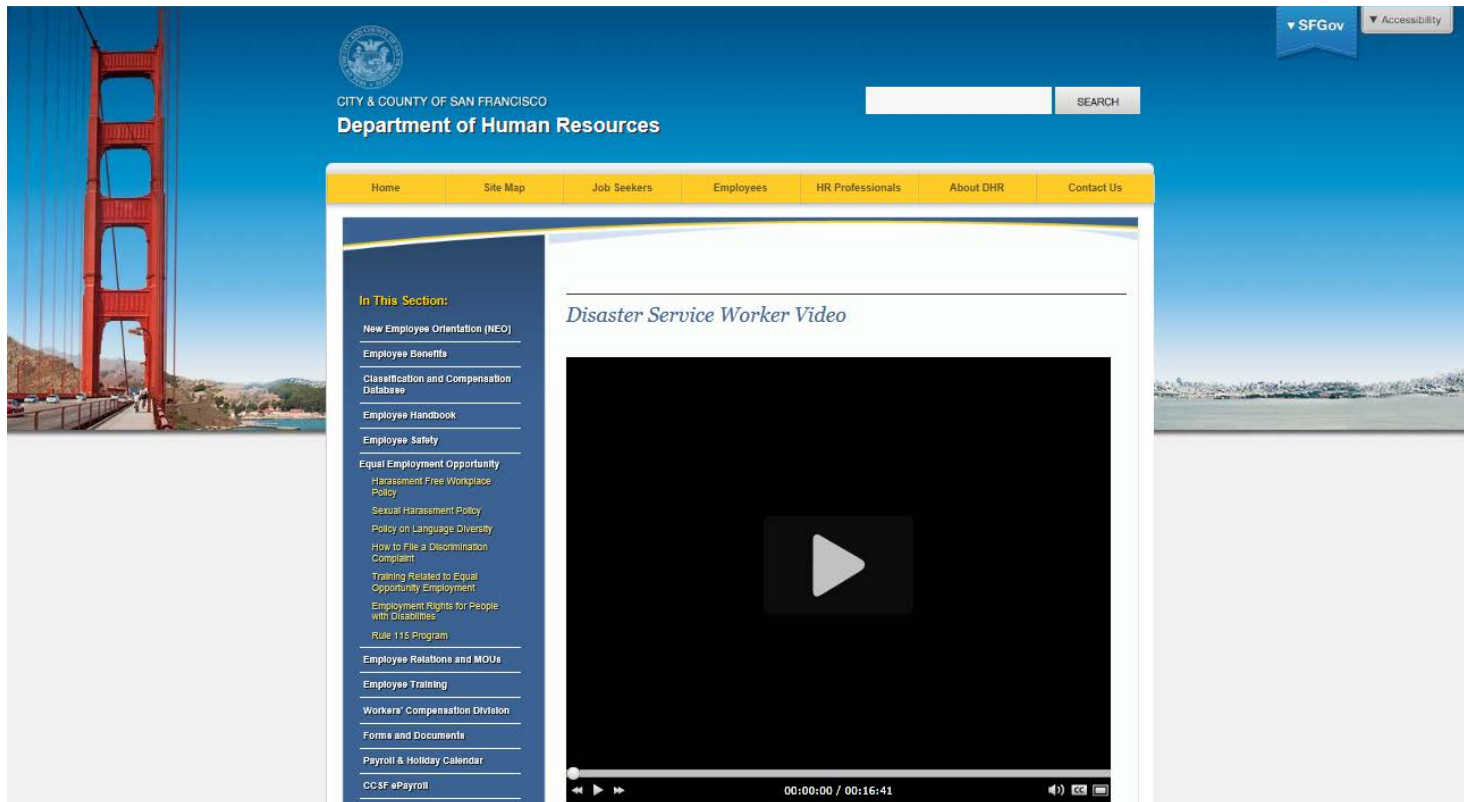
What Should DSWs Do When Disaster Hits?

- During declared citywide emergency while at work:
 - Report to supervisor or department designated staging area
- During declared citywide emergency while home or away from work:
 - Ensure safety of family FIRST then follow department's emergency planning and/or DSW reporting instructions
- Listen to the radio to receive citywide reporting instructions:
 - KNBR (680 AM)
 - KCBS (740 AM)
 - KGO (810 AM)



TRAINING

- All employees are required to watch the DSW awareness video located online at <http://www.sfdhr.org/index.aspx?page=447>



The screenshot displays the official website of the City & County of San Francisco Department of Human Resources. The page features a blue header with the city seal and a search bar. A navigation menu includes links for Home, Site Map, Job Seekers, Employees, HR Professionals, About DHR, and Contact Us. The main content area is titled "Disaster Service Worker Video" and contains a video player with a play button. A sidebar on the left lists various HR resources such as "New Employee Orientation (NEO)", "Employee Benefits", and "Employee Training". The video player shows a timestamp of 00:00:00 / 00:16:41.