Disaster Service Worker (DSW) Part 1
Awareness Training

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Emergency Management and Homeland Security Services

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Presentation Outline

• Home Emergency Preparedness
• Office Emergency Preparedness
• Basic DSW Definitions and Principles
• DSW Identification Cards
• DSW Job Categories and Duties
• DSW Reporting Instructions
• DSW Training Requirements
• National Incident Management System (NIMS) Training
• Optional Functional Response Training
• Conclusion
Home Emergency Preparedness
What Do You Need To Do To Be Prepared At Home?

• **Develop a plan, and remember: Family is First**
  - Establish escape routes and safe places
  - Account for Children, Seniors, People with Disabilities, Pets and anyone else
  - Ensure each family member has a copy of emergency contact information and knows the plan

• **Create an emergency supply kit with such items as:**
  - Manual can opener
  - Flashlight
  - Battery-powered radio, extra batteries
  - First aid kit, extra medicine
  - Blanket or sleeping bag
  - Personal Hygiene and special care items
  - Drinking water and non-perishable canned food
  - Tools (i.e. hammer, nails, wrench, bungee cords)
  - Large heavy duty bags and bucket for waste and sanitation
  - Phone that does not require electricity (not wireless)
What Do You Need To Do To Be Prepared At Home? (continued)

• Pack a household “Go-Bag” with some of the emergency supply kit items:
  - Bottled water and non-perishable food
  - Flashlight
  - Battery-powered radio, extra batteries
  - Copy of important documents
  - Extra set of car and house keys
  - Sturdy shoes, change of clothing
  - First aid kit, extra medicine
  - Personal hygiene and special care items
  - Household contact and meeting place info
  - Credit and ATM cards, cash in small denominations

• Practice home evacuation drills
Office Emergency Preparedness
What Do You Need To Do To Be Prepared At Work?

• Learn office evacuation routes
• Pack a work place “Go-Bag” with such items as:
  - Water and non-perishable food
  - Dust mask
  - Pocket knife
  - Whistle
  - Emergency cash
  - Flashlight
  - Battery-powered radio, extra batteries
  - Sturdy shoes, change of clothing
  - Emergency point-of-contact phone numbers
  - First aid kit, extra medicine, glasses, contact lens

• Consider what you would need for your immediate safety
• For a complete list of suggested disaster kit and Go-Bag items, please visit www.72hours.org
Basic DSW Definitions and Principles
What Is A Disaster Service Worker?

• Under the California Government Code, Section 3100-3109:
  - **All public employees** are **obligated** to serve as Disaster Service Workers (DSW’s).
  - **Public employees** (civil service) are **all persons employed** by any **county, city, state agency or public district** in the State of **California**.
  - DSWs provide services and aid during a declared emergency, disaster or catastrophic event.

• This does not include first responders such as law enforcement, fire services and/or emergency medical services.
What Does This Mean To You As A City And County Employee?

- **YOU** – as a City and County employee – are required to perform duties as a DSW when the Mayor declares a citywide emergency.

- At any time during a declared citywide emergency you are required to report to work and you may be assigned to disaster service work.

- Assignments may require your DSW service to be at locations, times and conditions, other than your normal work assignment.

- Your DSW duties may continue into the recovery phase of the emergency and your DSW service may be organized into daily and/or hourly shifts.
What Does This Mean To You As A City And County Employee? (continued)

- During **a declared citywide emergency while at work**, report immediately to your department supervisor or a department designated staging area.

- During **a declared citywide emergency while at home or otherwise away from work**, first ensure the safety of your family and follow your department’s emergency planning and/or DSW reporting instructions.

Photo by Marvin Nauman/FEMA
What Is A Disaster Service Worker Identification Card?

• Distinguishes YOU as a City and County employee from the general public. It is important to carry your card with you.

• If you do not have a Disaster Service Worker Identification Card, immediately contact your Human Resources Representative or Department Supervisor. It is the responsibility of your Department to issue you a Card.
DSW Job Categories and Duties
What Is A DSW Job Category?

- The State of California recognizes 13 DSW job categories
- The job categories fall into two divisions: **specialized** and **general**
  
  **Specialized Job Categories Include:**
  
  - Animal Rescue, Care and Shelter
  - Communications
  - Finance
  - Fire Fighter
  - Law Enforcement
  - Medical and Environmental Health
  - Safety Assessment Inspector
  - Search and Rescue
  - Utilities
What Is A DSW Job Category?
(continued)

• **General Job Categories Include:**
  - Administration
  - Human Services
  - Laborer
  - Logistics

• For City and County employees that **do not** have specialized DSW duties – you will have DSW assignments under one of the general categories
• Your department supervisor or the Department of Human Resources will provide you with a DSW general assignment
• Your general assignment will be based on the needs of City and County departments during the declared citywide emergency
What Is A DSW Job Category?
(continued)

- When possible, employees will be assigned duties that as closely as possible resemble their current job classification duties.
- There may be a need for employees to work outside of the general scope of their typical duties and responsibilities, but 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.
If You Are Assigned To A General Job Category, What Could You Be Asked To Do?

• **Examples of duties you may be asked to perform include:**
  - Clerical support
  - Damage assessment
  - Drivers
  - Food preparation
  - Interpreters
  - Security
  - Sorters/packers/loaders
How Will You Know Your DSW Job Category?

• Each City and County Department, in conjunction with the Department of Human Resources, will assign their employees appropriate DSW categories either before or following an event.

  - City and County employees will be assigned DSW roles on the basis of their department’s full-time needs and employees’ day-to-day job classifications to the extent possible.
How Can You Be Classified In Other Job Categories? Do You Have Specialized Skills?

• If you have specialized skills that are not reflected in your current City and County job categories, contact your Department of Personnel Officer, Disaster Preparedness Coordinator or Human Resources Representative.

• Examples of specialized skills are:
  - Languages
  - Licenses and certifications
  - First Aid and CPR training
  - Commercial driver’s licenses
DSW Reporting Instructions
What Do You Need To Do To Report To Work?

• Remember to **Secure Your Family First**
• Listen to the radio to receive possible citywide reporting instructions:
  - KCBS (740AM & 106.9FM)

• Contact your immediate supervisor in
• your chain of command to receive reporting instructions
• Follow the procedures for reporting to your normal work location or designated Staging Area.
• Be sure to have your Disaster Service Worker Card with you. It will be required to rapidly access emergency transportation routes.
What If You Live Outside San Francisco And Have Been Instructed To Return?

• If possible, follow your normal transportation route, i.e. driving and/or public transportation

• If your transportation routes are obstructed, use alternate routes

• In the event that transportation routes are not available, the City will coordinate the emergency transportation of DSWs
What Happens Once You Get Into San Francisco?

• Once you have arrived in San Francisco, key City departments will provide transportation to move incoming Disaster Service Workers to various collection points in the City.

• Contact your Department Personnel Officer, Disaster Preparedness Coordinator, or Human Resources Representative for your department’s primary and secondary collection points.
DSW Training Requirements
What Are The DSW Training Requirements?

**All** City and County Employees **MUST** complete Part 1) and selected DSWs must also complete Part 2):

- **Part 1) DSW Awareness Training** *(completion of this slide presentation and the accompanying DSW video)*

- **Part 2) NIMS Training** *(details in the next few slides)*

- **Part 3) *OPTIONAL* Functional Response Training** *(details in the next few slides)*
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Part 2

National Incident Management System (NIMS) Training
What Is NIMS?

• The **National Incident Management System (NIMS)** “provides a consistent nationwide template to enable Federal, State, local and tribal governments and private-sector and nongovernmental organization to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity, including acts of catastrophic terrorism.”
What Does NIMS Mean To You As A City And County Employee?

Who MUST Take the NIMS Training?

• Employees with a pre-defined disaster response role
• Supervisors responsible for emergency field operations
• Personnel responsible to fill Command/Management or General Staff positions in an ICP, DOC or EOC.
• Managers and Directors with responsibilities for Public Safety, Emergency Response, Emergency Management, and Public Health services – for example: SFPD, SFFD, SFSD, DEM, DPH, DPW, PUC, etc.
What Are The NIMS Training Requirements?

NIMS training will be a total of two courses and will be provided separately than this presentation:

• **First course: IS 700 – Introduction to NIMS**
  - Approximately 3 hours to complete
  - Identifies purposes, principles, key components and benefits of NIMS
Second course: IS 100 – Basic Incident Command System (ICS)

- Approximately 3 hours to complete
- Introduces ICS and describes the history, features, principles and organizational structure of ICS
- Explains the relationship between ICS and NIMS
What Type Of Training Methods Are Available For NIMS?

• Both courses are designed to be taken online as an interactive web-based course
• The Federal Emergency Management Agency has more information regarding both of the mentioned courses on their website: http://www.training.fema.gov/EMIWeb
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Part 3

Optional Functional Response Training
What Is Optional Functional Response Training?

• This training is **optional** for you as a City and County employee to further your disaster service skills.

• Courses may include:
  - Basic First Aid
  - Stress Management
  - CPR
  - Shelter Management

• City and County employees interested in this training should discuss opportunities with your supervisor.
Conclusion
What Is Your Responsibility As A City And County Employee?

• When the Mayor declares a citywide emergency within the City and County of San Francisco, you need to take care of your family first and ensure their safety
• Follow your department’s reporting instructions
• Be prepared to be assigned to any type of disaster service activity
• Understand assignments may require your DSW service to be at locations, times and conditions, other than your normal work assignment