

## Your Disaster Service Worker ID Card

As an employee of the City and County of San Francisco, you may be issued a Disaster Service Worker ID Card. The card may be issued in one of 3 color-coded access levels. These levels are meant to keep employees safe and limit the number of employees in potentially hazardous areas. The assignment of an access level does not change your role or importance in a disaster response. The Disaster Service Worker ID Card:

- Distinguishes **YOU** as a City and County employee from the **general public**. It is important to carry your card with you.
- Indicates your level of access to City and County property during an emergency
- **MAY** allow you into sensitive, restricted, or unsafe areas based on the access level granted and your job duties
- Does **NOT** grant unlimited access to **all** areas or **all** City and County resources
- **Access levels** are indicated by a color code, on the front of your Identification Card
- Card levels may be used by the City and County to inform employees when to report back to work

If you do not have a Disaster Service Worker Identification Card, contact your Human Resources Representative or Department Supervisor. It is the responsibility of your department to ensure you have been issued a card and that your access level is correct.

## Additional Disaster Service Worker Information

For additional information on the Disaster Service Worker Program, training requirements and opportunities, home and work preparedness, and related topics, please view the Disaster Service Worker Program website:

[www.SFDSW.org](http://www.SFDSW.org)

### Preparing your Family and Home

For guidance on how to prepare your family and home for disaster.

[www.72hours.org](http://www.72hours.org)

### Emergency Messaging for your Family

The City's AlertSF system will send tsunami alerts, severe weather/flooding notifications and post-disaster information to your registered wireless devices and email accounts. To register:

[www.AlertSF.org](http://www.AlertSF.org)

### Neighborhood Emergency Response Team Training (NERT)

For information on how to become involved in the Neighborhood Emergency Response Team Training Program:

[http://www.sfgov.org/site/sfnert\\_index.asp](http://www.sfgov.org/site/sfnert_index.asp)

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City & County of San Francisco

# What You Need To Know

[www.SFDSW.org](http://www.SFDSW.org)



Department of Human Resources

*As an employee of the City and County of San Francisco, you are a designated **Disaster Service Worker**. The designation of public employees as Disaster Service Workers exists in California Government Code Section 3.100 et. seq.*

*This brochure provides an overview of your role as a Disaster Service Worker and provides information on how to prepare for this role as well as how to find out more on the Disaster Service Worker Program. **The members of our community depend on you in your role as a Disaster Service Worker. Recent events have shown us that we must rely on ourselves and our local governments immediately following a disaster. We must each take this responsibility seriously and prepare our families for the day when we may be called upon to use the skills and abilities we each possess to restore and protect this great city.***

*Please refer to the back of this brochure for websites with additional information.*

## **What To Do In An Emergency**

**If you are at work** during a declared citywide emergency, report immediately to your department supervisor or a department designated staging area.

**If you are at home** during a declared citywide emergency, first ensure the safety of your family.

**DO NOT** attempt to re-enter the City unless you receive instructions to do so from your Department Operations Center, Human Resources Representative, Supervisor, or through instructions via radio, television, or other emergency communications.

- Listen to the radio to receive possible citywide reporting instructions, including information on transportation options for returning to the City: KCBS (740 AM); KNBR (680 AM); KGO (810 AM); KQED (88.5 FM); KSJO (92.3 FM)

Contact your supervisor to receive report instructions and work locations

**Make sure you have your Disaster Service Worker ID Card** with you to quickly access emergency transportation routes such as ferries, buses or other transport. If you need a Disaster Service Worker ID Card, please contact your Human Resources representative, Disaster Preparedness Coordinator or Supervisor.

**Bring a WORK GO-BAG with you. See list on next page.**

If travel is difficult or you cannot access your assigned department reporting location, report to the Department of Human Resources Operations Center or the Emergency Volunteer Center at 44 Gough or the back-up location advertised through radio and television.

## **Work GO-BAG checklist**

You may be called back to work immediately following a disaster, when vital services have not yet been restored. In order to perform the duties you may be assigned, you'll need to make sure you're prepared. You'll need to bring a Go-Bag with you, which, as a rule, should include at least the following:

- Flashlight
- Radio – battery operated
- Batteries
- Whistle
- Dust mask
- Pocket knife
- Emergency cash in small denominations and quarters for phone calls
- Sturdy shoes, a change of clothes, and a warm hat
- Local map
- Some water and food
- Permanent marker, paper and tape
- List of emergency contact phone numbers
- List of allergies to any drug (especially antibiotics) or food
- Copy of health insurance and identification cards
- Eye glasses, hearing aid or other vital personal items
- Prescription medications and first aid supplies
- Toothbrush and toothpaste
- Any special-needs items