

Employees who do not have specific disaster assignments will be assigned appropriate duties when they report.

Typical but important disaster duties include:

- Answering telephones
- Running messages
- Tracking information on EOC status boards
- Providing interpretation services
- Assisting in community Red Cross shelters
- Staffing barricades
- Guiding visiting workers around the County
- Managing volunteers
- Monitoring news reports on radio and TV
- Performing other assigned duties based on skill sets and current needs

If you wish to better understand your role as a Disaster Service Worker, ask your supervisor to discuss what your particular disaster responsibilities might be. Take stock of any special talents or skills you may have, even those beyond your present job requirements, and help your department identify your ideal role.

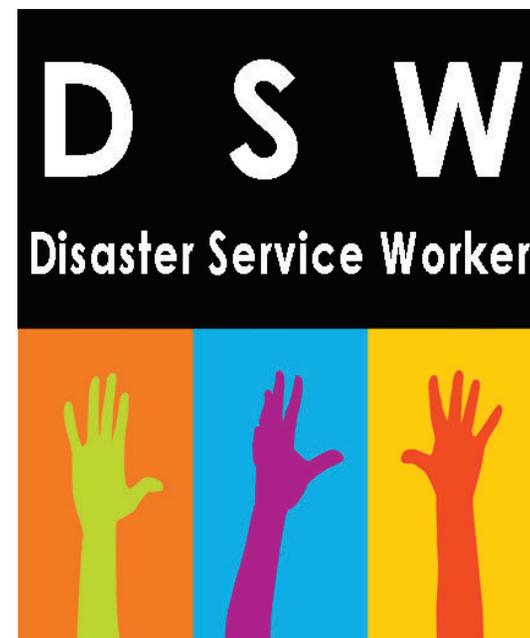
WHAT YOU CAN DO NOW:

- Prepare disaster plans and supplies for yourself and your family.
- Talk with your supervisor or department head about reporting procedures and your specific disaster responsibilities.
- In the event that it is not safe for you to travel back to your normal duty station after a disaster, consider volunteering your services in the area where you live. (Inquire with the Office of Emergency Services in your own community for more information.)
- Every Department should have its own Disaster Plan. Ask your supervisor or Manager about yours.



County of Alameda

**YOU
ARE
A
DISASTER
SERVICE
WORKER!**



WHEN DISASTER STRIKES...

PEOPLE TURN TO THE GOVERNMENT FOR HELP

As a County employee, you are a disaster service worker. California State law (Code Sections 3100-3109) mandates that, in addition to normal work duties, all government employees are required to assist with emergency recovery efforts in the event of a “natural, manmade, or war-caused” disaster.

Disaster could strike Alameda County suddenly and without warning. Your advance preparation at work *and* at home will enable you to perform your disaster service role most effectively.

If you are at work when catastrophe strikes, you will be expected to remain on duty for disaster service until you are dismissed or relieved. The County will make every effort to assist you in communicating with your family.

If you are at home when it hits, you will naturally ensure the safety of your family first. Contact your supervisor with your location and telephone number. If you cannot reach your supervisor, contact your Deputy Director. Next, assuming it is safe to do so, report to your normal work location. If you have a pre-assigned role at the Alameda County Emergency Operations Center (EOC), report to that facility at 4985 Broder Blvd., Dublin. Listen to radio station **KCBS (AM 740)** or **KGO (AM 810)** for disaster information and updates that could affect travel.



You will be paid your normal salary while performing disaster work. In order for the County to seek disaster reimbursement from FEMA it is essential that you carefully document: (1) what kind of disaster work you do, (2) the hours you spend doing it, and (3) exactly where you do it. This written information will be given to your supervisor at the end of each workday.

BEFORE THE NEXT DISASTER

Read the following checklist to see how well prepared you are for disaster service:

- *Do you have a home and family disaster plan?*

Your family will be among your very first concerns. You may wonder, “Where are they?” or, “Are they alright?” Since you don’t know where you will be when a disaster occurs, make emergency plans for each family member and for the family to be reunited.

- *Have you minimized earthquake hazards at home and work?*

Check for things around you that could fall and injure someone in an earthquake. Anchor tall furniture, equipment and shelving to the wall.

- *Do you know CPR and first aid?*

During a disaster, medical services will be inundated with emergency calls. Your knowledge and skills could make the difference between life and death for your family, neighbors or co-workers.

- *Do you have adequate supplies of food and water?*

Store high-energy snacks and other preserved food items not requiring heating or cooking and one gallon of bottled water per household member per day for a minimum of 5-7 days. This will ensure that your family will be self-sufficient until local services have been restored.

YOUR ROLE AS A DISASTER SERVICE WORKER

During a disaster, some departments, such as Fire and the Sheriff’s Office, will respond in their traditional roles. Other departments may be required to perform their day-to-day tasks or other duties to support the activities of the County’s EOC.