

# INTEROFFICE MEMORANDUM



**DATE:** November 16, 1999

**TO:** All Regular City Employees

**FROM:** Herb Moniz, City Manager

**SUBJECT:** City Employees' Responsibilities as Disaster Service Workers

All City of San Ramon regular employees are, by law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. If the City of San Ramon declares a "Local Emergency" during normal work hours, employees will be expected to remain at work to respond to the emergency needs of this community. If a "Local Emergency" is declared outside of normal work hours, employees may be called back to work, either in San Ramon or in their home communities.

In order for us to be effective Disaster Service Workers, it is important to be assured that our family members are safe and secure. The best way to have this assurance is to be prepared for a possible emergency by having personal/family emergency plans. Accordingly, it is strongly recommended that employees take the following steps to prepare themselves and their families:

- Store food and water in one place, easily accessible in case of emergency (don't forget special needs and/or pets).
- Keep a flashlight, AM/FM portable radio, and batteries with stored food and water.
- Make sure all family members know *how and when* to turn off utilities.
- Identify a meeting place outside of your house for family members to congregate in the event of a fire.
- Determine a contact person who can be called outside of California if family members are separated in the event of a disaster. Provide calling instructions to your children's schools and caregivers.
- Make a listing of all critical identification numbers such as credit cards, driver's license, etc. and place these in your safety deposit box.
- Set aside emergency cash and change since ATM's, Check Approval, and Credit Card Approval might not be available.
- Understand your role and responsibility to the City of San Ramon during a disaster:
  - Employees assigned as Primary and Secondary members of the EOC  
Staff must report to the City of San Ramon's EOC. If that is not possible, employees should go to the EOC headquarters of their communities or local agencies.
  - Employees who cannot report to San Ramon because the disaster has made that transition impossible should see if their communities or local agencies need their services.

I have read the above and understand my role in a disaster as an employee of the City of San Ramon.

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Initials