

Disaster Service Worker (DSW) Awareness Training



Who is a Disaster Service Worker (DSW)?

Under California Government Code, Section 3100-3109:

- All public employees are obligated to serve as Disaster Service Workers (DSW).
- Public employees are all persons employed by any county, city, state agency, or public district in the State of California.
- All public employees (full and part time), are required to take loyalty oaths.
- Legally employed immigrants are exempt from taking the loyalty oath.

When did you become a DSW?

- Oath Administered by the City Clerk
- “I, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I...”



What does a DSW do?

- DSW provide services and aid when the Mayor/Council or City Manager declares a citywide emergency.
- You are required to report to work.
- You may be assigned to be a DSW.
- Your DSW duties may 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 may be organized into daily and/or hourly shifts.

What should I do after a declared emergency?

- While at work, report immediately to your immediate supervisor.
- While at home or otherwise away from work, first ensure the safety of your family and follow your DSW reporting instructions.



How do you report to work?

● Listen to the radio to receive information:

- KLSD (1360AM)
- KOGO (600AM)



● Check the City's website for disaster information or an emergency phone number for reporting instructions to be announced.

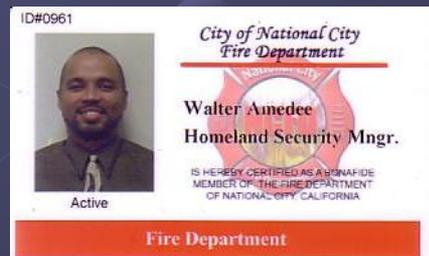
● Contact your immediate supervisor to receive reporting instructions.

● Follow the procedures for reporting to your normal work location or designated staging area.

● Be sure to have your DSW ID card with you.

What is a DSW ID Card?

- Distinguishes you as a City employee from the general public. It is important to carry your ID Card with you at all times.
- Your ID Card **MAY** allow you into sensitive areas.
- Your ID Card **MAY NOT** grant unlimited access to **all** areas or **all** City resources.
- Human Resources will be issuing ID Cards to all employees on a prioritized schedule.
- If you lose or misplace your ID Card, notify your immediate supervisor and Human Resources.



What if you are outside of National City and are instructed to return?

- If possible, follow your normal transportation route, i.e. driving and/or public transportation.
- If your transportation route is obstructed, use alternate routes.
- If transportation routes are not available, try to notify your immediate supervisor.



What DSW Job Categories exist?

- The State of California recognizes 13 DSW job categories.
- The job categories fall into two divisions:
 - *Specialized*
 - *General*



What are the DSW Specialized Job Categories?

● Specialized Job Categories include:

- Care and Shelter
- Communications
- Utilities
- Finance
- Search and Rescue
- Safety Assessment Inspector
- Fire Fighter
- Law Enforcement
- Medical and Environmental Health
- Animal Rescue



How can I be classified in a Specialized Job Category?

- If you have specialized skills that are not reflected in your current City and job categories, inform the Human Resources Department.
- Examples of specialized skills are:
 - Languages
 - Licenses and certifications
 - First Aid and CPR training
 - Commercial driver's license



What are the DSW General Job Categories?

● General Job Categories include:

- Administration
- Human Services
- Laborer
- Logistics





What does it mean to be assigned a DSW General Job Category?

- Your general assignment will be based on the needs of the City during the declared citywide emergency.
- When possible, you will be assigned duties that closely resemble your current job classification.
- You will never be asked to perform any duty or function you 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?

- Clerical support
- Damage assessment
- Driver
- Food preparation
- Interpreter
- Security
- Sorter/packer/loader



How will you know your DSW Job Category?

- Your department supervisor or the Human Resources Department will provide you with a DSW general assignment.
- Employees that **do not** have a Specialized Job Category assignment, will be given General Job Category assignment.



What optional training may be available?

- This training is **optional** for you to further your disaster service skills, when available.
- Courses may include:
 - AED/CPR
 - Basic First Aid
 - CERT
 - Shelter Management



As a DSW, am I liable for damages/injuries?

- You are protected from liability if you act within the scope of your responsibilities at the time of the act or omission which resulted in damage/injury.
- You are liable if you engaged in a willful or criminal act, gross negligence, or reckless misconduct.
- If liable, the City has discretion to discipline based on:
 - Personnel rules/MOU
 - Consistency and fairness
 - Due Process



As a DSW, am I compensated by the City?

- Yes, you are entitled to your normal wage and any associated overtime.
- Executives and Management are not entitled to overtime.

As a DSW, are there worker's compensation benefits?

- You may file workers compensation claims for your injuries while:
 - Traveling to/from incident sites to perform disaster service work.
 - Performing disaster service work.
 - Participating in a search and rescue operation.
 - Participating (excluding travel) in an authorized disaster service training exercise.

Conclusion

- When the Mayor or City Manager declares a citywide emergency 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 work.
- Understand assignments may require your service to be at locations, times, and conditions, other than your normal work assignment.

