

For additional information and resources:

Home & Work Preparedness Tips

- ◆ www.ready.gov
- ◆ www.espfocus.org



Disaster Service Worker Resource Information

- ◆ **California Emergency Services Act**
<http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>
- ◆ **California Government Code 3100-3109**
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>
- ◆ **Governor's Office of Emergency Services - Disaster Service Worker Guidance Manual**
[http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/3.%20DSW%20Program%20Guidance%204.6.2001%20\(1\).pdf](http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/3.%20DSW%20Program%20Guidance%204.6.2001%20(1).pdf)
- ◆ **Los Angeles County Code 2.68 Emergency Services**
https://www.municode.com/library/ca/los_angeles_county/codes/code_of_ordinances

Contact Information:

- ◆ **Chief Executive Office, Office of Emergency Management**
Office: (323) 980-2260 Fax: (323) 881-6897
- ◆ **Department of Human Resources, Administrative Services**
Email: Covid19@hr.lacounty.gov



Disaster Service Workers

As a County of Los Angeles employee, you may be called to serve as a Disaster Service Worker in the event of a disaster. The information contained in this pamphlet will help you understand your role and responsibilities.





What is a “Disaster Service Worker” (DSW)?

A DSW is a volunteer or public employee who will provide assistance and service to the community in times of crisis.

If you are a County of Los Angeles employee and a U.S. citizen, you are most likely a public employee **Disaster Service Worker**.

DSW provides supplemental support to County departments and emergency organizations such as the Red Cross.

DSW duties may include: packing food boxes, registering shelter evacuees, transporting people & supplies, serving as a translator, and more.



Source: FEMA News Photo

As a DSW, you need to:

- 1) Take the **Oath/Affirmation of Loyalty (PPG 230)**;
- 2) Complete the **County of Los Angeles DSW Training**; and
- 3) Sign the **Annual Acknowledgement Form**.

Additional trainings such as National Incident Management System, Local Assistant Center Management Training, or Point of Dispensing Management Training, may be arranged by your department based on your designated roles and responsibilities.

You will be assigned to a duty category based on the needs of the emergency/ disaster response.

Benefits of being a DSW

As a DSW, you will learn to:

- ◆ Prepare for emergencies at your home & workplace.
- ◆ Help your Community recover after a disaster.
- ◆ Better understand the emergency preparedness of the County.



County Employees are Disaster Service Workers

California Government Code, Section 3100 – 3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...



As a County of Los Angeles employee, what do I need to do in a County-wide emergency?

- ◆ **Family First!** Employees should ensure the safety of their households (family, friends, pets) first before responding as a DSW.
- ◆ County employees respond as a DSW **only when requested**.
- ◆ You will be assigned either a **General** or **Specialized** duty.
- ◆ As a DSW, you may be asked to report to your normal worksite or an alternate location.

Most employees will be assigned a General Duty

General Duty:

Administration (executive, finance, clerical)
Human Services (interpreters, food or shelter distribution, interpreters, evacuee registration)
Laborer (sorter, packer, loader, security)
Logistics (warehouse supply, transportation)

Specialized Duty:

Only assigned to employees with specialized license or training.
 Duties may include : animal rescue, fire, law enforcement, medical, search & rescue, utilities, safety inspector, environmental health, and communications.



Source: FEMA News Photo

