



Office Of Emergency Services

EMPLOYEES

EMERGENCY OPERATIONS AND COUNTY

Public Employees Are Disaster Service Workers

All County employees are Disaster Service Workers. The State of California Emergency Services Act authorizes, and the California Labor Code defines the roles and responsibilities for **Disaster Service Workers**. The scope of the Disaster Service Worker's duties in any class shall, without regard to his or formal designation or assignment, be considered to be acting within the scope of disaster service duties while assisting any unit of the emergency organization or performing any activity contributing to the protection of life or mitigating the effect of an emergency: *"...under the authorization of a duly constituted superior in the local emergency organization, or under the supervision of the American Red Cross while carrying out its programs in consonance with state and local statements of understanding in carrying out a mission assigned to that agency by the responsible state or local authority."*

When the County of Tuolumne declares a Local State of Emergency, some county employees could be expected to remain at work. Some could be called to return to work to assist with disaster mitigation activities. All should check in by phone or in person to your department. If you have been given a specific disaster assignment, you are expected to report to that designated location and begin a log of your work equipment and hours.

County Emergency Operations Plan

The County Emergency Operations Plan is a document that serves as the guide for handling an external emergency within the County. This plan is divided into three parts:

Part I - Overview of possible emergencies and lists all the responsibilities and authorities

Part II – Common Management Functions and responsibilities

Part III – Hazard Specific Operations

This plan identifies key components of the emergency management organization, provides operational concepts for various emergency situations and describes the individual responsibilities of the organization.

County Business and Disaster Recovery Plans

The County has also developed Business and Disaster Recovery plans. These plans will be activated when there is either an internal or external disaster or event that effects county departments/programs. The purpose of a Business and Recovery Plans is to serve as a guide for the Business Recovery Team and the Crisis Management Team following a disruption of business critical functions and operations. The plans include information, procedures, and resources the Teams' will need during recovery efforts.

What The County Expects From Its Employees

Whether it is a disaster/emergency that affects the whole County or just county operations, various county employees may be called upon to work in the Emergency Operations Center (EOC). Currently, the Board of Supervisor's Chambers has been designated as the County's EOC.

A reporting site for those employees not assigned a role in the EOC but who may be called back to work, will be identified by each Department Head and/or your supervisor. In preparation for an emergency, county employees should follow these concepts:

1. Each Department Head has the responsibility for the safety and well-being of employees assigned to the department's facility. The site manager shall be responsible for implementing department and divisional preparedness procedures.
2. Employees should take steps to prepare themselves and their families **NOW**, before a disaster happens, by getting training, develop a Family Disaster Plan, and stock up on supplies.
3. If an emergency/disaster happens while you are at home, immediately protect yourself, see to the well-being of your family and those around you, check your home for damage, then report to your assigned County location.
4. If you cannot report to your assigned location because of road conditions, you should report to the nearest Public Safety Agency or County Facility. Register with the agency and document your job and hour worked.

What To Do

You will be paid the normal salary while performing disaster work. However, in order for the County to collect this money from FEMA, you must account for (1) what kind of disaster work you did, (2) the hours you spent doing it, and (3) exactly where you did it. Report this information in writing to your supervisor at the end of each workday on a daily log provided by your department.

During a disaster, some departments will respond in their traditional roles (such as Fire and Sheriff). Other departments may be required to perform their day-to-day tasks as well as other duties to support the activities of the Emergency Operations Center (EOC).

Employees who do not have a specific predefined disaster assignment, will be assigned duties when they report to work. Some typical duties include:

- answering phones
- running messages
- delivering supplies
- tracking information on EOC status boards
- guiding visitors working around the County
- staffing barricades and directing traffic
- assisting in emergency shelters
- delivering food and/or supplies to disaster workers

If you need a better understanding of your role as a Disaster Service Worker, ask your supervisor for assistance or contact the Tuolumne County Office of Emergency Services.

