



## DISASTER SERVICE WORKERS

## MOBILIZATION PROCEDURES

## WORKPLACE PREPAREDNESS

## WORKPLACE EMERGENCIES

## WHAT TO DO

## IN A DISASTER

All City & County of San Francisco Employees are designated by law as Disaster Service Workers (DSWs) & are required to return to work as ordered in the event of an emergency.

Do not attempt to report to work until instructions are given by:

- Your supervisor
- DHR or Controller's Human Resources
- Controller's Emergency Management
- Department Operations Center (DOC)
- Radio/television news stations

When instructed to report to work, BRING YOUR GO BAG & DSW ID CARD. Report to your assigned work location as soon as possible. Dress code is sturdy shoes & comfortable clothes.

Review plans & procedures:

- ▶ Injury & Illness Prevention Plan
- ▶ Employee Safety Handbook & Facility Emergency Plan
- ▶ Continuity of Operations Plan
- ▶ Emergency Response & Recovery Plan

Get trained:

- ▶ Personal Preparedness
- ▶ DSW Readiness
- ▶ Fire & Life Safety
- ▶ NIMS & ICS
- ▶ COOP & DOC Awareness

In the event of a **POLICE, FIRE, or MEDICAL** emergency at work:

**Dial: 9-1-1**

**Notify Building Security**

City Hall Security Control Room  
**415-554-7251**

One South Van Ness Security Desk  
**415-701-5858**

1155 Market Street Security Desk  
**415-863-3688**

**Notify Controller's Office Administration Division**

Emergency Management Unit  
**415-802-6854** (24-hour cell)

**If you are at work:**

- ▶ Follow instructions given:
- ▶ Provide for safety first
- ▶ Check for & assist any injured personnel
- ▶ Check-in with your supervisor ASAP
- ▶ Notify your supervisor if you need to leave work
- ▶ If evacuated, take your DSW ID card & Go Bag with you

**If you are not at work:**

- ▶ Verify & ensure the safety of your family
- ▶ Check for emergency notifications on your phone/email & follow the instructions given
- ▶ If you do not receive a notification, or cannot reach your supervisor, try the other contact methods provided in this guide
- ▶ Listen to the radio
- ▶ Follow the Mobilization Procedures in this guide

**REMEMBER**

**TO RELAX,**

**KEEP CALM**

**& BREATHE,**

**BE POSITIVE & PREPARED**