

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

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

1155 Market Street Security Desk
415-863-3688

Notify a Supervisor or Manager*

**who will notify the Executive Office and HR, through the respective Director*

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 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