

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Disaster Service Worker/Oath	Number: 22-56
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: All City of Red Bluff employees are Disaster Service Workers (DSWs). DSWs may be called upon to perform work in an emergency. The information contained in this document will assist employees in understanding their role and obligations as a disaster service worker, and how to respond in an emergency.

Applicable to: All employees, including part-time.

Guidelines: **California Disaster Service Worker Program**
The State of California has a DSW Program which includes all public employees. By law, all disaster service workers shall, before entering the duties of their employment, take and subscribe to the Oath or Affirmation of Allegiance for Public Employees and Disaster Service Workers set forth in the California Constitution which declares them to be disaster service workers in a time of need. If a person cannot or will not take the oath, they are ineligible for public employment.

Employees will be provided a photo identification badge which officially identifies them as a City of Red Bluff employee. This badge may provide access to enter authorized facilities and Emergency Operation Centers (EOC). Employees should keep this identification badge with them at all times.

Disaster Service Worker Role and Responsibilities
Should an emergency occur, Department Heads will be contacted to know where employees should report for duty. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability. Employees may be assigned activities by a supervisor or their designee, or by legal authority.

Many City of Red Bluff employees and/or departments have been identified to fulfill specific assignments during a disaster response, such as staffing an EOC. Employees in these positions will be trained to fulfill their assigned duties. Employees who do not have a specific disaster assignment, and have not received specific training, may be asked to perform general duties as

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assigned under the Disaster Service Worker Program.

Examples of DSW responsibilities include:

- Registering people at a shelter or clinic
- Translating for non-English speaking individuals
- Delivering messages or supplies
- Serving or preparing food
- Answering phones
- Filling sandbags
- Managing volunteers
- Staffing barricades
- Providing clerical support

Every effort will be made to permit employees to check on the safety and security of family members during a disaster. Employees who are at work during a disaster should report to their supervisor or their department staging area for further instructions. Employees who are either not on duty or are on duty, but away from work when a disaster strikes, shall call their supervisor or designee and notify them of their location and status as soon as practical. The supervisor or their designee may provide the employee with instructions on where to respond or how to proceed. Employees are responsible for reporting to work if requested.

When considering an assignment of a DSW, accommodations may be made for employees with disabilities or functional needs.

For DSWs, there are many factors that can lead to increased risk of fatigue, accidents, and injuries, as well as reduced alertness and productivity. A chief contributing factor is the length of work shifts. Whenever possible, supervisors should work to ensure that exempt and non-exempt employees have a minimum of 8 hours of rest time in a 24-hour time period, with as much of that in consecutive hours as possible; and 48 hours' time off after 14 consecutive days of work.

Emergency Response Training

All City of Red Bluff employees are required to complete the online Standardized Emergency Management System / National Incident Management System (SEMS/NIMS) combined courses within the first thirty days of employment.

Required courses are listed below:

- IS-100.c – Introduction to the Incident Command System
- IS-200.c – Basic Incident Command System for Initial Response
- IS-700.b – An Introduction to the National Incident Management System

Employees will be provided an instructional handout with information on how to access the online training upon their City of Red Bluff appointment. Copies of certificates confirming successful course completion should be forwarded to the Human Resources Department for tracking and record keeping.

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Preparing Employees and Families

Being prepared for an emergency is essential. A DSW may be required to work additional hours outside of, and in excess of, their regular work schedule. Therefore, City of Red Bluff employees can help their families navigate an emergency by preparing an emergency preparedness plan for their loved ones, home, pets, and other responsibilities in the event they are called upon to assume their role as a DSW.

Information on how to prepare for a disaster can be found on the Red Cross website, the Federal Emergency Management Agency (FEMA) website, or the California Office of Emergency Services (CalOES) website.

Compensation

Disaster Service Workers shall be paid their regular rate of pay for work performed as a DSW. Non-exempt employees will be paid overtime and other compensation in accordance with the applicable memorandum of understanding. Exempt employees are not eligible for overtime pay for disaster work.

In the event of a long-term disaster (three days or more), hours of work and overtime will be determined by the supervisor or their designee. Supervisors and managers may revoke requests for paid leave, such as sick leave, paid time off, vacation leave, management leave, or compensatory time off, during a major emergency.

DSW Injuries

Injuries sustained by public employees while performing work as a DSW will be filed as worker compensation claims under the same authorities and guidelines as with all employees within the City of Red Bluff.

References: California Government Code §3100-3109; California Emergency Services Act; www.caloes.ca.gov; www.fema.gov; www.redcross.org.