COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

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To: All Department Heads

From: Lisa M. Garrett
Director of Personnel

DISASTER SERVICE WORKER PROGRAM

On March 4, 2020, the Chair of the Board of Supervisors proclaimed the existence of a local emergency in Los Angeles County as a result of the introduction of the novel coronavirus (COVID-19), a new communicable disease, which was first detected in December 2019. State and National emergencies have also been declared.

Los Angeles County is closely working with the Centers for Disease Control and Prevention (CDC) and State partners to prevent and mitigate the spread of COVID-19. Information on how to protect oneself and family has been provided to our County employees and the general public, including, but not limited to, the following websites:

Los Angeles County Department of Public Health

- Frequently Asked Questions
  http://www.publichealth.lacounty.gov/media/Coronavirus/FAQ.pdf

Centers for Disease Control and Prevention

- Information on COVID-19 Situation
  https://www.cdc.gov/coronavirus/2019-ncov/summary.html

- Frequently Asked Questions and Answers
  https://www.cdc.gov/coronavirus/2019-ncov/faq.html

To further assist the residents of Los Angeles County during the COVID-19 emergency, our County employees are ready to serve the community as Disaster Service Workers (DSWs).

Under California Government Code §3100, it is declared that all public employees are DSWs subject to such disaster service activities as may be assigned to them. As a DSW, County employees may be called upon to provide managerial, logistical, and hands-on support for Disaster Assistance Centers (DAC), County departments, and/or emergency organizations.

To assist you in providing information to prospective County employee DSWs, the Department of Human Resources (DHR), in collaboration with the Chief Executive Office (CEO) – Office of Emergency Management (OEM), developed the attached DSW Pamphlet, which provides links to helpful information for our employees, including the role of County employees as DSWs and helpful preparedness tips.

Additionally, the County's *DSW Awareness Online Training* introduces County employees to their roles and responsibilities as DSWs. Please ensure your employees have completed this online training. The course takes approximately 30 minutes to complete and can be immediately and remotely accessed on the Learning Management System at: https://learningnet.lacounty.gov/Saba/Web/Cloud/goto/RegisterLaunchCatalog?offeringId=dowbt000000000024041&launchRegisteredOffering=true.

When called upon to serve as a DSW, County employees provide critical services to assist the residents of Los Angeles County in the event of an emergency. Protecting the public health and well-being of County residents is a top priority. Our employees have always responded willingly to any emergency or disaster. The County continues to be proactive and will look at additional protocols and preparedness to address the threat posed by COVID-19.

Thank you for assisting us to address the needs of our communities during the COVID-19 emergency.

Should you have questions, please contact me at (213) 974-2406 or your staff may contact Marisa Lopez, Senior Human Resources Manager, at (213) 351-8945.

Attachment

LMG:JAWT:ML
DMM:ckc

c: Each Supervisor
Executive Officer, Board of Supervisors
Chief Executive Officer
Chief Executive Office – Office of Emergency Management
Chief Deputies
Administrative Deputies
Departmental Human Resources Managers

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
- **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

Department of Human Resources
County of Los Angeles

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