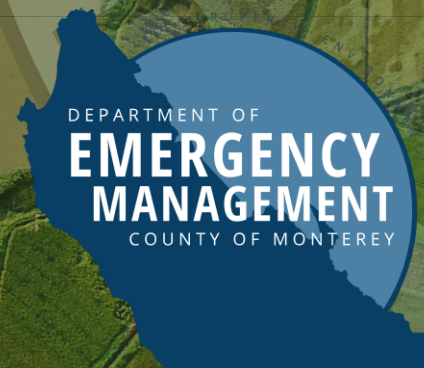


# DISASTER SERVICE WORKER PROGRAM

COUNTY OF MONTEREY





- Emergencies and natural disasters can and **will affect an entire region**.
- The County must be prepared to quickly respond to **maintain critical functions** and **deliver services** to residents affected by the emergency.
- **Mutual aid** resources may **not be available** or adequate.
- Having a **capable** and **accessible DSW workforce** allows the County to provide quality disaster services.



A group of public works employees, wearing high-visibility yellow and orange safety vests and hard hats, are gathered in a wet parking lot. In the background, a gas station with a red and white sign is visible. The scene is overcast and reflective from recent rain.

# THANK YOU

to all the employees who have  
served our communities in disasters.





# AUTHORITY



## STATE OF CALIFORNIA GOVERNMENT CODE

3100-3102; LABOR CODE  
3211.92(B)

- All public employees are disaster service workers subject to disaster service activities.
- All persons employed by the state or any county, city, city and county, state agency or public district



## MONTEREY COUNTY GOVERNMENT CODE

CHAPTER 2.68 EMERGENCY  
PROCEDURES AND  
ORGANIZATION

- Command the aid of as many citizens of this County as deemed necessary in the execution of emergency duties;
- Requisition necessary personnel or material of any County department or agency;





County Administrative  
Officer



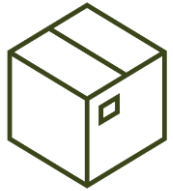
Department of Human  
Resources



Department of Emergency  
Management



# GOALS



## REGISTER & ASSIGN

Register all county staff as Disaster Service Workers. Assign all county DSWs to disaster roles.



## ON-BOARDING

Provide DSW training to all New Employees in the On-Boarding and orientation process.



## TRAIN

Train all county staff to serve the community in a disaster.



## SUPPORT

Provide county staff with resources to support our roles



Disaster Service Worker

Announcement

My Profile

Employee Profiles

Events

Last Updated : N/A



KELSEY SCANLON

DIRECTOR OF EMERGENCY MANAGEMENT

Dept : DEM

Unit: Emergency Mgmt

Employee Phone: 831-777-7777

Supervisor : DE LA ROSA, SONIA

Supervisor Phone:

Employee City:

Areas of Interest

Service in the Field

☐

Some DSWs may be called upon or choose to work in the field providing direct services to communities affected by disasters. Examples include:

- Serve as a shelter worker at an emergency shelter.
- Setting up equipment or at shelters.
- Commodity distribution, such as water and donations.
- Translating for non-English speaking individuals.
- Acting as a messenger at a designated site.
- Serving food to emergency staff or to vulnerable populations.
- Answering phones.

Emergency Operations Center (EOC)

☒

Some DSWs may be called upon or choose to work in the Monterey County Emergency Operations Center. The EOC is a physical or virtual location from which DSWs of a jurisdiction or organization coordinate information and resources to support incident management activities (on-scene operations).

Continuity of Operations (COOP)

☐

Some DSWs may be called upon or choose to work within their home agency to provide for the continuity of operations while other DSWs are responding to an emergency or disaster. COOP is necessary for ensuring and performing the continuation of essential government functions.



ITD

Innovate • Transform • Deliver

Are you CPR Characteristics



## REGISTRATION & ASSIGNMENT

- All county **employees shall be registered**
- Must register within **30 days** of the receiving a notice from the County Administrative Office.



# Assignment of DSW to Roles

- DSWs are provided the opportunity to volunteer for preferred assignments.

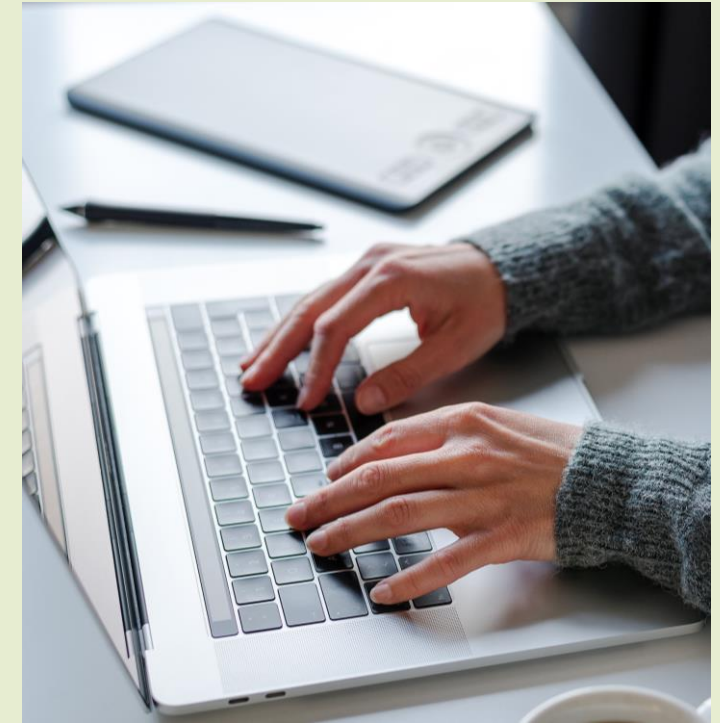
The County Administrative Officer **reserves the right to assign any and all Disaster Service Workers** to an assignment within the County to support response and recovery operations, regardless of preference.



**Service in the Field**



**Emergency Operations Center (EOC)**



**Continuity of Operations (COOP)**





# ON-BOARDING & ORIENTATION

## Loyalty Oath

- Administering of the Loyalty Oath during the new employee on-boarding process.



I, Scanlon, Kelsey, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

## DSW Affirmation Form

- All current and new employees must sign the DSW Affirmation Form.

   COUNTY OF MONTEREY  
Department of Emergency Management  
Department of Human Resources

**AFFIRMATION OF  
DISASTER SERVICE WORKER (DSW) STATUS**

- By State law and County ordinance, all County employees are designated as Disaster Service Workers ("DSWs").
- This means when the County Administrative Officer proclaims a countywide emergency, County employees may be required to serve as DSWs in support of the county's response and recovery efforts.
- When you receive a notice to report to an assignment as a DSW, you are required by law to report and serve.
- To ensure you receive notifications during an emergency response, please keep your emergency contact information up to date by visiting the County Employee Self Service [Webportal](#) by clicking "Update Address".
- As a DSW, you may be directed to perform duties which may be different from your regular work responsibilities, to report to a different work site, or to report at times that are different from your normal work schedule.

Your contribution as a county employee is appreciated. Together we are building a stronger, safer, and more resilient community for our staff and residents.

I, \_\_\_\_\_, acknowledge this information  
Printed Name

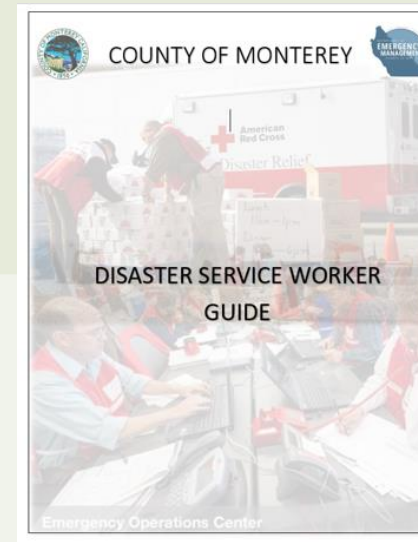
was received and understand my role as a Disaster Service Worker is a condition of my employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised January 2024

## DSW Training Video

- Provide all current and new employees with a training video and resource guide.



## New Employee Orientation

- DSW New Employee Orientation Presentation & Registration.



CONGRATULATIONS ON  
YOUR NEW POSITION!





# TRAINING REQUIREMENTS

- All Permanent FTE must complete the below courses within **365 days** of issuance of the Directive.

- Emergency Operations Center Introduction/DSW Course – 10-15 min Online or In Person

**AND**

- IS-100: Introduction to the Incident Command System (ICS) – 2 Hours Online
- IS-200: Basic Incident Command System for Initial Response – 2 Hours Online

**OR**

- One (1) in-person training course provided by DEM staff- 2.5 hours



**FEMA**

# Project Roadmap



DSW WebApp  
Development

Policy and  
Procedure  
Evaluation and  
Update

Training Material  
and Capability  
Development

Department  
Head  
Presentation

Notice to Unions

**Presentation to  
BOS**

Issuance of  
Directive to  
Department  
Heads

Registration  
Implementation

Training  
Implementation



# RECOMMENDATION



Receive a presentation on the Disaster Service Worker Program updates and requirements.



Provide staff direction on updates to the Disaster Service Worker Program.



Authorize the County Administrative Office to take all steps necessary to implement the Disaster Service Worker Program.







Thank You