

INTEROFFICE MEMORANDUM



DATE: August 21, 2013

TO: All Regular County Employees

FROM: County Administrative Officer

SUBJECT: County Employees' Responsibilities as Disaster Service Workers

All County of Mono regular employees are, by law, Disaster Service Workers. The state has declared that the protection of the health and safety and preservation of the lives and property of the people of the state of California from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of this vitally important policy, all public employees have been declared disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Government Code Section 3100.) **If a State of emergency, State of war emergency, or Local emergency is declared during normal work hours, employees will be expected to remain at work to respond to the emergency needs of this community. If the emergency is declared outside of normal work hours, employees may be called back to work, either in Mono County or in their home communities.** Duties will be assigned pursuant to the California Emergency Services Act (Government Code Sections 8550 et seq.) or by other state, federal, or local laws.

In order for us to be effective Disaster Service Workers, it is important to first make sure that our family members are safe and secure. The best way to do this is to:

- Talk to your family; make sure they understand that you might be away from home for several days assisting with a disaster or emergency.
- Make sure your home is stocked with emergency supplies such as food and water. Make sure you have enough for every family member (including pets) for a minimum of 72 hours.
- Make sure your family has a plan on how to contact each other in the event of a disaster or emergency. Have an out-of-state family member be a designated contact person so that all members of your immediate family can call to check in.

For more information on how you can self prepare for a disaster or emergency, please see the attached brochure "Your Family Disaster Plan" from the American Red Cross.

I have read the above and acknowledge that I will have a role as a Disaster Service Worker in the event of a declared emergency as an employee of the County of Mono. I certify that I have taken and subscribe to the oath of office set forth in Section 3 of Article XX of the Constitution of California.

Employee's Signature

Date