

## City Employee Responsibilities

It is important for every City employee to recognize that you represent a valuable resource which may be needed for responding to a disaster as a City of Los Angeles employee. Under the California Emergency Services Act, Government Code Section 3100-3109, you are expected to serve as a disaster service worker when called upon during natural, man-made, or war-caused emergencies.

Your responsibilities could include reporting to your workplace or another location to work in support of City operations.

### During Normal Working Hours

City employees are required to **remain at work** to make themselves available for disaster relief. Each general manager is responsible to ensure that their employees do so. No supervisor is authorized to release any employee from work in the event of a disaster without the approval of his/her general manager. The direction to release all non-essential City employees during a disaster must come from the Mayor.

### Outside Normal Working Hours

After ensuring that your family is safe, City employees with designated emergency roles shall respond according to their department's established procedures.

All other employees are expected to listen to local radio news broadcasts and/or call their department's designated emergency employee number and comply with any instructions given for City employees.

In general, City employees are expected to report to work at their normally scheduled time unless they are informed otherwise. Each employee should refer to their supervisor and department emergency plan for specific instructions.

## Develop Your Family Emergency Plan

- 1** Identify an **out-of town contact**. It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members.
- 2** Be sure every member of your family **knows the phone number** and has a **cell phone, coins, or a prepaid phone card** to call the emergency contact.  
If you have a cell phone, **program that person as "ICE"** (In Case of Emergency) in your phone. If you are in an accident, emergency personnel will often check your ICE listings in order to get a hold of someone you know. Make sure to tell your family and friends that you have listed them as emergency contacts.
- 3** Teach family members **how to use text messaging** (also known as SMS or Short Message Service). Text messages can often get around network disruptions when a phone call might not be able to get through.
- 4** Put the plan in writing. Go to the website sponsored by FEMA and input your family's information. Print out your family plan. <http://www.ready.gov/make-a-plan>
- 5** Practice your PLAN! This can be done at regular intervals such as during the month of September (National Preparedness Month). This will help your family become familiar with the plan so that **everyone will be better prepared**.

For more information:  
[dswready.lacity.org](http://dswready.lacity.org)  
[emergency.lacity.org](http://emergency.lacity.org)  
[ReadyLA.org](http://ReadyLA.org)

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**Who will you help in a disaster?  
Once it happens, it's too late!**

## A Guide to City Employee Preparedness



### City Employee Responsibilities:

- Prepare Your Family**
- Be Prepared at Work**
- Develop Your Family Emergency Plan**
- Get Trained, Take a Class**



## Prepare Your Family

Make a PLAN, get SUPPLIES, & SURVIVE!

Imagine yourself after an earthquake - stranded, no food, no water, no phone, no clothes and no plan. Disaster situations stretch us to the limits with fear and anxiety.

While you can't always predict when a disaster will strike, you can take responsibility to protect yourself and your loved ones in a time of crisis.

**TAKE ACTION!** By arming yourself with a stocked supply kit, a detailed plan of action, and an arsenal of resources and information, you can take action to prepare yourself for emergencies and natural disasters. Your safety and the safety of loved ones is in your hands.

### Safe and Well

Stay connected with your family after a locally declared disaster. Register yourself on the Safe and Well website which is a service provided by the American Red Cross. Through this site, you can post messages to your family and they will know that you are safe and well.

[www.safeandwell.org](http://www.safeandwell.org)

## Get Trained, Take a Class

Educate yourself by taking free online classes through <http://training.fema.gov/IS/>

Classes recommended:

IS-7 A Citizen's Guide to Disaster Assistance  
IS-22 Are You Ready? An In-depth Guide to Citizens Preparedness

The American Red Cross also offers a variety of preparedness classes. Register at <http://redcrossla.org/classes/>

Take Community Emergency Response Team (CERT) training. This is a FREE program taught by the Los Angeles Fire Department to help train you to become self-sufficient during major disasters. For additional information go to

[www.cert-la.com](http://www.cert-la.com)

## Complete Your Emergency Supplies Checklist

### Important Family Documents

- Identification: Driver's licenses, birth certificates, passports, social security cards & bank account information
- Insurance, loan documents, wills, trusts, etc.
- A list of family members and their contact information (home, cell, work, address, email)
- Copy important documents to a cloud or a flash drive and place in another remote secure location

### Medical

- Medical provider information
- Medications with their instructions for use
- At least a seven-day supply of prescribed medicines and, if possible, copies of prescriptions
- If medications require refrigeration or special handling, make special plans (e.g., cold packs, ice cooler, mini refrigerator)

### First Aid Kit

- Bandages, gauze, wipes, rubber gloves
- Rubbing alcohol and hydrogen peroxide

### Tools

- Battery, solar powered or hand-crank AM/FM radio
- Flashlight with extra batteries
- Wrench for turning off gas

### Supplies

- Cash - at least \$100-200 per person in small bills
- Soap, toilet paper, toothbrush & paste and plastic bags
- Two complete sets of clothing and shoes per person
- Blankets or sleeping bags for each person
- Extra set of keys
- Feminine products

### Water

- Water – 1 gallon per person per day including infants and children (a week's supply labeled with expiration date)

## Complete Your Emergency Supplies Checklist

### Food

- Non-perishable food that does not require refrigeration, preparation/cooking, and little or no water
- Extra food (remember special dietary needs)

### Disability, Access and Functional Needs

If you are a person with a disability, have an impairment or limited mobility, make sure your emergency kit includes items specific to your needs and have a list of the following:

- Adaptive or supportive equipment you use
- Instructions on how to operate any special equipment

### For Babies/Children

- Formula and bottles
- Diapers
- Medications
- Sanitary supplies
- Familiar toy or book
- Car seat

### For Pets

- Identification tags
- Extra food & water
- Clean-up supplies
- Medicine
- Transport case
- Leash

## Be Prepared at Work

1. Find out who your building emergency coordinator is and where your **safe refuge area** is located. This is the place where you are to meet if your building is evacuated.
2. Participate in all fire and evacuation drills.
3. Put an emergency kit together and keep it with you at work.
4. Understand your Department Emergency Plan.
5. Sign up with [www.twitter.com/ReadyLA](http://www.twitter.com/ReadyLA) to receive emergency updates.
6. Join [www.facebook.com](http://www.facebook.com) and become a friend of **ReadyLA**.
7. Become familiar with the Emergency Management Department's website: [www.emergency.lacity.org](http://www.emergency.lacity.org)
8. Sign up for **Alert LA** - LA County's mass emergency notification system at <http://alert.lacounty.gov/>
9. Understand your role as a Disaster Service Worker. Visit [dswready.lacity.org](http://dswready.lacity.org)