



Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR No. 07-2006

Date: April 12, 2006  
To: Department Heads  
From: Philip A. Ginsburg  
Human Resources Director  
Subject: **Disaster Services Worker ID Distribution**

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

Thank you for your assistance with the Disaster Service Worker (DSW) ID Card project. To date, DHR has issued over 20,000 ID cards and nearly completed production for all full time permanent employees. The ID cards were distributed to your Department Personnel Officers with a flyer summarizing the role and responsibilities of CCSF employees to serve as Disaster Service Workers during an emergency event.

It is imperative that the DSW ID cards be distributed to employees by close of business, Monday, April 17, 2006. Department Personnel Offices will receive a roster of employees that have not been issued DSW ID cards in the next few days. We will maintain a DSW ID photo station from 10:00 am to 4:00 pm at 44 Gough for those full time permanent employees who were not issued a DSW ID card. If you have any additional questions regarding your department's DSW ID card status, please contact Pierre Barolette at 415-557-4860.

Any inquiries regarding access levels should be directed to Anne Reynolds at the Office of Emergency Services (OES) at 415-558-2797.

Remember, as a City and County of San Francisco public employee, you are a Disaster Service Worker.

*What does it mean to be a Disaster Service Worker?*

California Government Code Section 3.100 et. seq. designates all public employees as "Disaster Service Workers." As a City and County of San Francisco public employee, you are therefore a Disaster Service Worker. Simply put, being a Disaster Service Worker means that at any time during a catastrophic event, which places life or property in jeopardy, you could be assigned to any disaster service activity that promotes the protection of public health and safety. Your assignment might require you to serve at a location, at times and/or under conditions that significantly differ from your normal work assignment. As a Disaster Service Worker, however, you have an absolute obligation to serve the public in a time of need in whatever role you are directed to perform by a superior or by law.

The Office of Emergency Services and the Department of Human Resources have been working together to develop and implement a comprehensive Disaster Service Worker Program. We have been working with your department's human resources and emergency services staff to develop a citywide Disaster Service Worker training program for city employees. A pilot program was introduced in September, and a comprehensive training schedule will be available soon.

In addition to training opportunities, you are encouraged to visit: [www.72hours.org](http://www.72hours.org) for assistance and information on emergency plans, family plans, and preparedness advice and checklists.

cc: Mayor Gavin Newsom  
Annemarie Conroy  
Anne Reynolds  
Ted Yamasaki  
Pierre Barolette