



Gavin Newsom
Mayor

CITY AND COUNTY OF SAN FRANCISCO
**Office of Emergency Services
& Homeland Security**

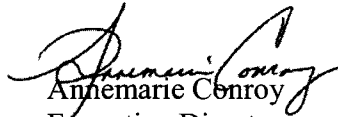


Annemarie Conroy
Executive Director

Date: March 23, 2006

To: All Department Heads

From:


Annemarie Conroy
Executive Director

Subject: **ACCESS LEVELS INDICATED ON DISASTER SERVICE WORKER IDENTIFICATION CARD**

As you know, staff from the Office of Emergency Services and Homeland Security and the Department of Human Resources have been working diligently to create a comprehensive and efficient City-wide Disaster Service Worker (DSW) Program. A key component of the program is the DSW Identification Card Project. In the event of a disaster or emergency event, this identification card will help distinguish City employees from the general public and allow appropriate personnel access to potentially hazardous locations. Our goal is to issue a Disaster Service Worker Identification Card to all CCSF employees is April 18, 2006.

In addition to a photo of the employee, the front of the DSW Identification Card identifies an "access level." Attached is a detailed explanation of the purpose of the access levels and some examples of personnel that might fit into each of the access categories. It is imperative that you review the attached document and identify the access level that is appropriate for each of your employees. Remember that access levels are meant to keep employees safe and allow only critical response staff into a hazardous area.

During the initial issue phase of the project, a blanket memorandum identifying all employees necessitating Level One or Two access is acceptable. This memorandum must include a justification for the identified access level and must be signed by you (see example). After the initial issue phase, a separate request must be made for each individual for whom a change is being requested. Submissions will be reviewed by the UASI Steering committee for approval (see attached form).

To support you in this process, Anne Reynolds from my staff is available to meet with you and members of your staff, to answer any questions, assist you in identifying appropriate access levels for your employees, and helping you complete the supporting documentation. Anne may be reached at 415-558-2797 or Anne.Reynolds@sfgov.org

Thank you for your support and cooperation in making the City and County of San Francisco's Disaster Service Worker Program a success.

Attachments