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



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Disaster Service Worker Identification Card Access Levels

Background

Every City and County of San Francisco employee is designated as a Disaster Service Worker (DSW). Following a declared emergency event, City workers will be called upon to perform either their normal job duties or alternate Disaster Service Worker duties. A critical component in facilitating response and recovery efforts is the ability to expedite the movement of workers and to ensure only essential responders are permitted access to hazardous, potentially unsafe or secure areas. To accomplish this, the City and County of San Francisco is issuing a Disaster Service Worker Identification Card to all CCSF employees. In the event of a disaster or emergency event, this identification card will distinguish City employees from the general public and allow appropriate personnel access to sensitive locations. This program extends to all CCSF employees, including those who are issued badges as part of their prescribed duties (i.e. police and fire). It cannot be overemphasized that the individual assignment of an access level is not an indication of a worker's standing or criticality to an event.

Zone Identification

Access levels are indicated on the Disaster Service Worker Identification Card as Red, Yellow or Green and each level has a corresponding number 1, 2 or 3 respectively. Each level allows access to hazardous, potentially unsafe or secure zones as determined by Public Safety Officials or the Operations Branch of the Emergency Operations Center. Examples of locations that may have designated access levels are:

- Incident Command Posts
- Staging Sites
- Emergency Operations Center
- Field Treatment Sites

While only those with appropriate access levels would be granted entry, not everyone with the corresponding level would need to enter the area. Only those with legitimate duties in the area will be granted access.

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The Operations Branch of the Emergency Operations Center will define Red and Yellow areas within the City. Access level restrictions may be placed on public and private facilities at the direction of City officials. In some cases, mutual aid partners (first responder, medical, local, state, federal and volunteer) may be granted Red or Yellow access. Mutual Aid partners will be issued a CCSF “Mutual Aid Partner” Disaster Service Worker Identification Card. This identification card is similar to, but distinguishable from, the City employee Disaster Service Worker Identification Card.

Definitions of Access Levels

Level 1 (Red) access will be granted to City workers with direct life-saving or life-sustaining duties in and following an emergency event. It is also indicated for City employees responsible for coordinating City-wide emergency operations and/or who require access to secure areas. Examples of Level 1 employees are:

- Police Department (sworn peace officers)
- Fire Department (fire suppression and medical response staff)
- Sheriff’s Office (sworn peace officers)
- Animal Care and Control Officers
- Medical Examiner

The issuance of Level 1 access designation does **NOT** grant unlimited access to all areas or all City resources. It is intended to limit the number and type of personnel permitted into secure or potentially unsafe areas.

Level 2 (Yellow) access will be granted to City employees who will likely participate in activities near or around sensitive areas. Examples of Level 2 employees are:

- Building Inspector
- Environmental Health Inspector
- Transportation Service Providers
- Health Care Providers
- Select OES/HS Personnel

Level 3 (Green) access will be granted to all City employees.

Changing Access Levels

To obtain a Red or Yellow Access Level on a Disaster Service Worker Identification Card, the appropriate Department Head must complete the *Disaster Service Worker Access Level* application form for each individual and forward it to the Office of Emergency Services and Homeland Security. The form will be reviewed by the Homeland Security Committee for approval/disapproval. Additionally, based on personnel support needs, access levels may be upgraded during or following an event.

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