

BP 3505C DISASTER SERVICE WORKER

References:

California Government Code Section 3100-3109

All employees of the District are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

Date Adopted: September 15, 2009

AP 3505C DISASTER SERVICE WORKER

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TRAINING

The District will provide all employees with disaster preparedness training appropriate to their level of responsibility in a disaster, throughout each school year in order to give employees (and students) the latest information on their role in the event of a declared disaster.

Mandatory Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS), training for managers, faculty and staff will also be offered throughout the year and will be available online.

DISTRICT EMPLOYEE RESPONSE TO A DISASTER DURING WORK HOURS

Pursuant to Board Policy 3505C, all employees of the District are declared to be disaster service workers, subject to such disaster service activities as may be assigned to them by their supervisors or by law. Employees should be prepared for assignment to special emergency operations teams.

The District will do everything possible to assist employees in contacting family members to ensure that they are safe and let them know that the employee is safe.

Once the situation is stabilized and everyone is accounted for, employees may be released, depending on circumstances, in the following order:

1. Single employees with dependent children, under the age of 14, an elderly dependent, or any individual with special needs, at home;
2. Married employees/employees with domestic partners with dependent children under the age of 14, an elderly dependent, or any individual with special needs, at home;
3. Employees with no children or dependents at home

DISTRICT EMPLOYEE RESPONSE TO A DISASTER DURING NON- WORKING HOURS

If physically able, employees are expected to report to work following a major disaster. Employees should not leave home until their critical personal and family emergency responsibilities have been met.

If communication networks are operational, employees should tune to a local radio station, such as KFRG 95.1 FM, KOLA 99.9 FM, KDES 104.7 FM, KCLB 970 AM, or KSSE 97.5 FM (Spanish), for emergency updates and routing instructions. All attempts will be made by the District to disseminate information through the District's Alert U, Emergency Alert System.

If local communication networks are down, employees should report to work as soon as possible, making notes of any damage observed en route to their work location, or designated disaster response assignment.

1. Where to Report

Employees with designated emergency assignments should report to their assignment and those with Emergency Management assignments should report directly to the Emergency Operations Center (EOC) located at the District Offices at 1533 Spruce St., Riverside, CA, OR to the Department Operations Center (DOC) located in the administrative offices on each campus.

All other employees should report to pre-determined work locations designated by their department. Anyone unsure of their assignment should check with their supervisor.

Employees unable to get to their assigned location should report to the nearest District facility. If that is not possible, employees should report to the nearest college campus. If a District facility is not accessible, employees should report to the nearest government facility and report in as a "Disaster Service Worker from Riverside Community College District" and contact their supervisor. Someone at that facility will contact the District emergency staff so that the employees' whereabouts are known.

Employees should not enter a building until it has been determined safe to do so.

Employees arriving on site first should register other arriving disaster service workers. The name, department, time of arrival, work assignment and location should be documented. Arriving supervisors will assume the registration duties. These rosters are to be forwarded to the Director of the EOC.

2. What You Should Expect

The day will not be "business as usual". Employees may not be doing things they usually do at their job. Each department will be assigned specific tasks which will mean that employees will be doing whatever is necessary to care for

and protect the District community. This could involve working for another department or being assigned to a different supervisor during the emergency. The District will do everything possible to assist employees in contacting their families.

Employees should expect to remain on duty until released by the supervisor or the Director of the EOC.

3. What To Bring With You

- ✓ RCCD Identification Card
- ✓ Prescription Eyeglasses
- ✓ Prescription Medications
- ✓ Sturdy Shoes/Comfortable Clothes
- ✓ Jacket/sweatshirt
- ✓ Personal Hygiene Items

Responsible Party: Vice Chancellor, Educational Services
Vice Chancellor, Diversity and Human Resources

Administrative Approval: February 22, 2010