



Memorandum

To: All Public Works Managers, Supervisors and Staff
From: Kristine Shaff, Safety Training & Public Service Administrator
Date: November 25, 2014
Re: Annual Memo on Emergency Management & Preparation Training

Please share this information with your staff as part of our Department's ongoing commitment to emergency management preparation.

1. All City employees are designated by both state law and City ordinance as **Disaster Service Workers**. In the event of a declared emergency, all public employees are obligated to serve as Disaster Service Workers and may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Complete the City's [mandated training requirement for Disaster Service Worker](#) (required only once).
2. **NIMS/SEMS** training has been conducted over many years and previously completed certificates have been submitted to OES and may have also been entered into [PDPlace](#). You and any of your staff who have not done so, need to complete the mandated training. Classes can be taken **online at** <http://training.fema.gov/IS/>. You must submit your certifications of completion to Safety First.

National Incident Management System (NIMS)

Mandated by Homeland Security Presidential Directive 5, NIMS provides a consistent, nationwide approach to work effectively to prepare for, prevent, respond to and recover from domestic emergencies:

- **All directors, managers and supervisors must take ICS 100, 200, 300, 700 and 800b.**
 - Every City employee must take **NIMS IS-700** training, which provides an overview of protocols for emergency response, covering basic information on incident command system, mutual aid, etc.
 - All employees who have a direct role in responding to an emergency disaster, such as building inspectors, environmental representatives, operations crews must also take IS-100 (once only).
3. Safety Tailgates on personal and family emergency preparedness, so that all of Public Works is ready – in all ways – to respond as **Disaster Service Workers**, if and when the need should arise, are available on our [Safety First Intranet](#).
 4. All staff is required to have safety vests, City photo ID and Departmental emergency contact lists (see your supervisor as needed).
 5. We encourage everyone to have a family plan, emergency “Go Kits” and be aware of their responsibilities as a City employee in the event of a disaster.

What to Do in an Emergency:

- If you are at work: During a declared city-wide emergency while at work, report immediately to your supervisor (or a department-designated staging area).
- If you are at home: During a declared city-wide emergency while you are at home or otherwise away from work, first ensure the safety of your family, then follow your department's emergency planning and reporting instructions.
- Subscribe to Sign up for **Employee Off-Hour Notifications** – The City has setup a **voluntary**, opt-in system for staff to self-subscribe for Employee Off-Hour Notifications via personal email addresses and/or SMS/text messages to phones. To subscribe, visit <http://bit.ly/1xmO2TG>.

- Contact your immediate supervisor to receive reporting instructions. Follow the procedures for reporting to your normal work location or designated staging area.
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