

Disaster Service Worker Checklist



It is important that all County employees understand their role as a DWS and be prepared if called upon to work during a disaster.

During normal working hours, County employees are required to remain at work to make themselves available for disaster relief.

Outside normal working hours, after ensuring that your family is safe, County employees with designated emergency roles shall respond according to their established procedures.

All other employees are expected to follow their department's emergency protocol and comply with any instructions given. In general, County employees are expected to report to work at their normally scheduled time unless they are informed otherwise.

Each employee should refer to their supervisor and department emergency plan for specific instructions.

Be Prepared at Work

1. Identify your building emergency coordinator and where you are to meet if your building is evacuated
2. Put an emergency kit together and keep it with you at work
3. Understand your department emergency plan and your role as a Disaster Service Worker
4. Sign up with SoCoAlert to receive emergency updates and follow the County of Sonoma on Facebook
5. Become familiar with the County's emergency website: www.SoCoEmergency.org

Get Trained

Educate yourself by taking online classes through Human Resources [Training Portal Sonoma Higher Ed](#)

Required classes:

- ICS 100
- ICS 700
- Intro to SEMS



SoCoEmergency.org or SoCoEmergencia.org
[Facebook/CountyofSonoma](https://www.facebook.com/CountyofSonoma)
[Twitter/ CountyofSonoma](https://twitter.com/CountyofSonoma)
sonomacounty.org/DEM/DSW

Prepare Yourself and Your Family

While you can't always predict when a disaster will strike, you can take action now to protect yourself and your loved ones in a time of crisis. Arm yourself with a stocked supply kit, a detailed plan of action and an arsenal of resources and information.

In recent years, *Staff Development and Wellness Benefit* was updated to include emergency preparedness equipment as an allowable reimbursable expense. [View a list of allowable items on the County website.](#)



Develop Your Family Emergency Plan

1. Identify an out-of town contact. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
2. Be sure every member of your family knows the phone number and has a cell phone, coins, or a prepaid phone card to call the emergency contact. If you have a cell phone, program that person as "ICE" (In Case of Emergency) in your phone.
4. Teach family members how to use text messaging. Text messages can often get around network disruptions when a phone call might not be able to get through.
5. Put the plan in writing. Go to the FEMA website, input your family's information and print out your family plan:
<http://www.ready.gov/make-a-plan>
6. Practice your plan. This will help your family become familiar with the plan so that everyone will be better prepared.

Emergency Supplies Checklist

Important Family Documents

- Identification: driver's licenses, birth certificates, passports, social security cards & bank information
- Insurance, loan documents, wills, trusts, etc.
- A list of family members and their contact information
- Copy important documents to a cloud or a flash drive and place in another remote secure location

Medical

- Medical provider information
- Medications with their instructions for use
- At least a seven-day supply of prescribed medicines and, if possible, copies of prescriptions
- If medications require refrigeration or special handling, make special plans (e.g., cold packs, ice cooler)

First Aid Kit

- Bandages, gauze, wipes, rubber gloves
- Rubbing alcohol and hydrogen peroxide

Tools

- Battery, solar powered or hand-crank AM/FM radio
- Flashlight with extra batteries
- Wrench for turning off gas

Supplies

- Cash - at least \$100-200 per person in small bills
- Soap, toilet paper, toothbrush & paste, plastic bags
- Two complete sets of clothing and shoes per person
- Blankets or sleeping bags for each person
- Extra set of keys
- Feminine products

Water

- Water – 1 gallon per person per day including children (a week's supply labeled with expiration date)

Food

- Non-perishable food that does not require refrigeration, cooking and little or no water
- Extra food (remember special dietary needs)

For Babies/Children

- Formula and bottles
- Diapers
- Medications
- Sanitary supplies
- Familiar toy or book
- Car seat

For Pets

- Identification tags
- Extra food & water
- Clean-up supplies
- Medicine
- Transport case
- Leash

Disability, Access and Functional Needs

If you have a disability, impairment or limited mobility, make sure your emergency kit includes items specific to your needs. If you have adaptive or supportive equipment you use, pack instructions on how to operate them.