

This employee guide was prepared as a means to help define your role (that of a County of Riverside employee) in the event of a disaster. When you started employment with the County, you became a vital link in the Riverside County Emergency Operations Plan. Without you, the careful preparations we have made for ensuring the safety of our residents in disaster situations may not succeed.

The California Government Code, under Title 1, Section 3100, Chapter 8, Division 4, in reference to Public Employees is paraphrased as follows:

"...all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them or by law."

This information is provided to you by
**RIVERSIDE COUNTY
 FIRE DEPARTMENT
 EMERGENCY SERVICES DIVISION
 OFFICE OF EMERGENCY SERVICES**

and the following County Departments:
 Executive Office
 Human Resources Department
 Risk Management
 Safety
 Information and Technology
 Communications
 Transportation and Land Management
 Building and Safety

For more information contact:
**Riverside County Fire Department
 Office of Emergency Services
 (909) 955-4700 (Riverside)
 or
 (760) 863-8318 (Indio)**

Copies of this form may be ordered through printing.
 Ask for form # Safety-7002-1, Revised 3/03.

As a Riverside County Employee...

...you must know what to do if disaster strikes.



Historically, Riverside County has been impacted by disasters of all types. During the 1990's, we experienced fires, floods, freezing temperatures, insects, winter storms, and even an earthquake. These disasters all have one thing in common- Citizens turn to the County for answers and solutions to the problems created by these disasters.

The information in this brochure is not meant to replace your department's more specific disaster response plan. Contact your immediate supervisor if you need clarification on what to do or where to report in the event of an emergency.

COUNTY EMPLOYEE RESPONSE TO A DISASTER DURING WORK HOURS

Contrary to recent earthquakes and other disasters which occurred on holidays and in the early mornings, disasters can strike at any time - even during a normal workday. Employees must remain prepared to act when disasters occur.

For most disasters, many of the same preparedness topics will apply and the same supplies and procedures will continue to be used. If inside during an earthquake, **DUCK** – crouch down to keep from being hit by falling debris, **COVER** – get under a sturdy table or desk, and **HOLD** – grab on to the table or desk to keep it over your head.

Once the shaking has ceased, cautiously leave the area. If others are hurt or trapped, attempt to provide first aid or removal if trained to do so. If not trained or unable to treat or free victims, exit the building via the stairs **DO NOT USE THE ELEVATOR**. Report the floor number and approximate location of the victims to arriving rescuers.



Evacuate and gather at the pre-arranged meeting site and check to see who is missing. Supervisors or assigned employees should bring rosters of all employees upon exiting. Report any missing persons to the building warden.

COUNTY EMPLOYEE RESPONSE TO A DISASTER DURING NON-WORKING HOURS

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

Tune to a local radio station such as **KFRG 95.1 FM, KDES 104.7 FM, KSSE 97.5 FM (Spanish), or KCLB 970 AM** for emergency updates and routing instructions. All attempts will be made to disseminate information through the **Emergency Alert System (EAS)**.

If the telephone system is out and radio/television is not forthcoming following a major disaster, employees should report to work as soon as possible. Make notes of damage observed on the way to your assignment.

Personnel equipped with County issued 2-way radios should report damage and casualty information to their Dispatch Center or Emergency Operations Center.

Clip and place in wallet

EMPLOYEE INFORMATION HOTLINES

Arlington:	(909) 358-3040 (83040)
Banning:	(909) 922-7070 (27070)
Corona:	(909) 272-5500 (25500)
Hemet:	(909) 791-3377 (23377)
Indio:	(760) 863-7700 (37700)
Lake Elsinore:	(909) 245-3111 (73111)
Moreno Valley:	(909) 413-5155 (35155)
Perris:	(909) 443-2244 (22244)
Riverside:	(909) 955-2151 (52151)
Temecula:	(909) 600-6191 (76191)
Internet:	http://www.co.riverside.ca.us/

WHERE TO REPORT

Staff with designated emergency assignments should report to their assignment and those with Emergency Management assignments report directly to the Emergency Operations Center (EOC) located in the basement of the County Administration Center (CAC) in downtown Riverside. The alternate EOC location is in the basement of the CAC in Indio. All other personnel should report to predetermined work locations designated by their department. If you are unsure of your assignment, ask your supervisor.

If you are unable to get to your assigned location, report to the nearest facility operated by your department. If that is not an option, report to the nearest Riverside County facility. Again, if one is not accessible, report to the nearest municipal facility and report in as a Disaster Service Worker from Riverside County.

Do not enter a building until it has been determined safe to do so. In the unlikely event your work location is determined

unsafe, you should stand-by for reassignment to another work site.

Employees arriving first at the work site should register arriving work forces. Document the name, department, time arrived, work assignment and location. The responsibility of registering employees will be assumed by the first arriving supervisor. These rosters are to be forwarded to the Department Director or the EOC.

WHAT YOU SHOULD EXPECT

It will not be "business as usual". You may not be doing the things you usually do at your job. Each department will be assigned specific tasks and that will mean that you will be doing whatever is necessary to care for and protect our citizens. You should dress appropriately to fulfill whatever role you may be placed in. You may be working under a different organizational structure. You may be assigned to a different supervisor during the emergency. Likewise, if you are a supervisor, you may have different people assigned to you.

The citizens of Riverside County will be depending upon County employees to be organized and to deliver support and service in a timely manner. We will do everything we can to meet those expectations.

You should expect to remain on duty until released by your supervisor or the Disaster Corps Commander. This responsibility makes it especially important for you to prepare your family. It will give both you

and them peace of mind to know that they are well prepared. The County will also do everything possible to assist you in contacting your family to ensure their safety.

PREPARE YOUR HOME AND TRAIN YOUR FAMILY

Participate in emergency preparedness training offered by the County and study Emergency Preparedness handbooks and brochures.

- Develop a family/home emergency preparedness plan
- Stock emergency supplies
- Establish an out-of-state contact
- Pre-arrange childcare with relatives or friends in the event you are called for disaster duty
- Pre-arrange pet care with relatives, friends, or an animal care facility in the event you are called for disaster duty

WHAT TO BRING WITH YOU

- County Identification Card
- Eyeglasses
- Prescriptions/medications
- Sturdy shoes
- Jacket, sweatshirt
- Personal hygiene items

Other appropriate items as suggested in #5.

EMPLOYEE WORK STATION PREPAREDNESS

Conduct a hazard check of the work area to identify hazardous conditions. Report findings to a supervisor for correcting.

Prepare and stock a personal survival kit in a sturdy container or bag (place small items in plastic containers).

Keep a survival kit at your workstation or in your personal car. It is preferable to keep a survival kit in both locations.

Suggested articles (modify the list to fit your individual needs, work environment, and responsibilities):

At-work kit:

Sweat pants, shirt, jacket
Change for telephone
Comfortable, sturdy shoes
Portable radio (AM/FM)
Medications, prescriptions, glasses
Flashlight and extra batteries
Gum, snacks, bottled water
Small first aid kit, tissues
Office supplies; i.e. pen, paper
Personal hygiene items
Ziplock bags, toilet tissue
Leather gloves, blanket
Tape recorder, whistle
Emergency phone list in a waterproof bag

*If you must evacuate your workstation, take your survival kit with you.

Car kit (in addition to items listed above):

Flares, car fire extinguisher
Map of area, road atlas
Books, magazines, cards, large trash bags

In an emergency of large magnitude, emergency information lines will be established to provide information to County Employees. If a major event occurs, recordings will be placed on these phones which will provide timely updates of current conditions, situations and instructions to County Employees. If your local hotline is not available, contact the next closest hotline. Information may also be found on the internet at <http://www.co.riverside.ca.us/>