



ANTONIO R. VILLARAIGOSA  
MAYOR

## EXECUTIVE DIRECTIVE NO. 16

Issue Date: March 17, 2011

**To: Heads of all Departments of City Government**

**Subject: Disaster Service Workers**

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### **Introduction**

The protection of the health and safety and preservation of the lives and property of the people of the City of Los Angeles from the effects of natural or manmade emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount local importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the authority of the City in protection of its citizens and resources, all City employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Pursuant to this Executive Directive, the following instructions shall be implemented by Department Heads, including all Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, Bureaus and Agencies.

### **Disaster Service Workers**

The following definitions pertain to the Disaster Service Worker program:

- A "Disaster Service Worker" is any City employee registered with the City for the purpose of engaging in disaster service pursuant to the California Emergency Services Act.
- "Disaster Service Worker" **does not include** any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

- “Disaster service” means all activities authorized by and carried on pursuant to the California Emergency Services Act, including approved and documented training necessary or proper to engage in such activities.
- “Disaster service” **does not include** any activities or functions performed by a person if the City receives a fee or other compensation for the performance of that person's activities or functions.
- “Training” is a planned activity sponsored by the City and may include classroom instruction, disaster drills or exercises, or related activities that are designed to enhance the disaster response skills (including safety) of the disaster service worker.

### **Classifications and General Duties**

Each Disaster Service Worker in any classification shall, without regard to a formal designation or assignment, be considered to be acting within the scope of disaster service duties while assisting any unit of the City of Los Angeles Emergency Operations Organization (EOO) or performing any act contributing to the protection of life or property, or mitigating the effects of an emergency or potential emergency either:

- Under the authorization of a duly constituted superior in the emergency organization; or,
- Under the supervision and direction of the American Red Cross while carrying out its programs in consonance with state and local statements of understanding, or in carrying out a mission assigned to that agency by a responsible state or local authority.

The various classifications of Disaster Service Workers and the general duties of the members of each classification shall be limited to those described below:

1. Animal Rescue, Care and Shelter. Veterinarians, veterinary support staff and animal handlers providing skills in the rescue, clinical treatment, and transportation of all animals, including but not limited to companion animals, livestock, poultry, fish, exhibition animals, zoo animals, laboratory and research animals, and wildlife; assisting in the procurement of shelters, equipment, and supplies; documenting arrival, sheltering, treatment, and discharge or placement of animals.
2. Communications. Install, operate and maintain various communications systems and perform related service, to assist officials and individuals in the protection of life and property.

3. **Community Emergency Response Team Member.** Under the direction of emergency personnel or a designated team leader, assist emergency units within their block, neighborhood, or other area assignment; survey area conditions; disseminate information; secure data desirable for emergency preparedness planning; report incidents; and generally assist officials and individuals in the protection of life and property.
4. **Finance and Administrative Staff.** Perform executive, administrative, technical, financial and clerical functions for the emergency organization.
5. **Human Services.** Assist in providing food, clothing, bedding, shelter, and rehabilitation aid; register evacuees to promote reuniting families and to support the needs of special populations; compile authoritative lists of deceased and missing persons; and other phases of emergency human services, such as maintaining morale and administering to the mental health, religious or spiritual needs of persons suffering from the effects of the disaster.
6. **Fire.** As auxiliary fire fighters or auxiliary wildland fire fighters, assist regular fire fighting forces or fire protection agencies to fight fire, rescue persons, and save property; control forest or wildland fires or fire hazards; instruct residents in fire prevention and property defense methods, methods of detecting fire, and precautions to be observed in reducing fire hazards. Ratios of auxiliary fire fighters to regular firefighters shall be determined by the Fire Chief.
7. **Laborer.** Under the direction and supervision of the responding agency, performs general labor services and supports emergency operations.
8. **Law Enforcement.** As Auxiliaries, assist law enforcement officers and agencies to protect life and property; maintain law and order; perform traffic control duties; guard buildings, bridges, factories, and other facilities; isolate and report unexploded ordnance.
9. **Logistics.** Under the direction of the emergency organization, assist in procurement, warehousing, and release of supplies, equipment materials, or other resources. Assist in mobilization and utilization of public and private transportation resources required for the movement of persons, materials, and equipment.
10. **Medical and Environmental Health.** Staff casualty stations, establish and operate medical and public health field units; assist in hospitals, out-patient clinics, and other medical and public health installations; maintain or restore environmental sanitation; assist in preserving the safety of food, milk, and water and preventing the spread of disease; perform laboratory analysis to detect the presence and minimize the effects of nuclear, chemical, biological, radiological or other hazardous agents.

11. **Safety Assessment Inspector.** Survey, evaluate and assess damaged facilities for continued occupancy or use; assist in emergency restoration of facilities for utilities, transportation, and other vital community services; and provide recommendations regarding shoring or stabilization of damaged or unsafe buildings or structures.
12. **Search and Rescue.** Under the direction of the appropriate authority, perform search and rescue operations in one or more of several areas including: search and rescue; urban search and rescue; or mine and confined space rescue.
13. **Utilities.** Assist utility personnel in the repair and restoration of public utilities damaged by disaster.

### **Oath of Affirmation**

All Disaster Service Workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this document. In the case of intermittent, temporary, emergency or successive employments, all with the City of Los Angeles, an oath taken and subscribed as required by this document shall be effective for the purposes of this document for all successive periods of employment which commence within one calendar year from the date of that subscription.

The oath or affirmation may be taken before any officer authorized to administer oaths. The oath or affirmation of any Disaster Service Worker may be taken before his appointing power or before any person authorized in writing by his appointing power.

Neither compensation, nor reimbursement for expenses incurred shall be paid to any Disaster Service Worker unless such Disaster Service Worker has taken and subscribed to the oath or affirmation required by this chapter. It shall be the duty of the person certifying to public payrolls to ascertain and certify that such disaster service worker has taken such oath or affirmation.

The City of Los Angeles ensures access for City employees - acting as Disaster Service Workers - to workers' compensation benefits. This program is made available to protect those workers from financial loss as a result of injuries sustained while engaged in disaster service activities and to provide immunity from liability while providing disaster service.

Worker's compensation claims for injuries sustained by disaster service workers while performing disaster service, shall be filed under the same authorities and guidelines as claims filed by paid employees. The claim shall include: the appropriate claim and employer's report of injury forms as prescribed by the State Compensation Insurance Fund; a written narrative account of the incident that may include witness statements;

and, a copy of the claimant's current disaster service worker registration form indicating the loyalty oath or affirmation was administered.

### **Records Management**

An employee shall be deemed to be registered if the following information is on file as stated in the section entitled "Records Management".

1. Name of the employee.
2. Address of the employee.
3. Date enrolled in the program (established as the date the loyalty oath is administered).
4. Classification of disaster service to which the volunteer is assigned.
5. A signed statement that the loyalty oath or affirmation was taken or subscribed before an officer authorized to administer oaths.

Each person registered as a disaster service worker must satisfactorily complete a course or courses of training or instruction, including periodic refresher training. Documented proof of professional certification or licensing may also be requested.

The Emergency Management Department (EMD) shall ensure disaster training is approved, documented and supervised, and shall ensure disaster training is commensurate with the duties of the disaster service worker.

Documented proof of the oath or affirmation of any Disaster Service Worker is an integral part of an injury claim for workers' compensation. File retention should follow the same rules as other public personnel records. The oath or affirmation shall be filed with the Personnel Department, The Office of the City Clerk, and the employee's own department.

The specific employee shall be responsible for keeping their registration current and accurate.

Executed this 17 day of March, 2011

A handwritten signature in black ink, appearing to read 'A. Villaraigosa', written over a horizontal line.

ANTONIO R. VILLARAIGOSA  
Mayor