



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 3, 2021
TO: Parks and Recreation Department Employees
FROM: Andy Field, Parks and Recreation Director
SUBJECT: Emergency Management Procedures

Every year, we are required to review and retrain our employees on how to respond to emergencies and/or natural disasters. It is very important to remember the following:

IN THE EVENT OF AN EMERGENCY, EVERY GOVERNMENT EMPLOYEE (MUNICIPAL OR OTHERWISE) BECOMES A DISASTER WORKER.

This does not mean every employee will be utilized for the emergency, but it does mean that if you are on the scene, or if you are called to report to the scene, you are considered emergency personnel. In these situations, you may be required to perform a variety of job duties unrelated to your current job assignment. You may be asked to report to a different job site or take orders from emergency personnel.

The Parks and Recreation Department's role in emergencies can include assistance in sheltering operations in facilities, as well as parks; tree maintenance and/or removal of debris; search and rescue activities; provision of equipment; and crowd or traffic control, etc. If employees are off work when an emergency occurs, they will be contacted if they are needed for a specific emergency when telephone service is available. If telephone service is not available, staff should stay at home and attend to personal and family needs until notified by public service media announcements to report to a designated site. **All personnel should have a battery-operated transistor radio at home for this type of emergency.**

In order to provide you with information regarding what you need to do in the event of an emergency, your supervisor will review the following items with you:

- Department policy and specific division procedures
- Your first response should an incident occur while at work
- Your role as a City employee if a major incident occurs while off duty
- Specific tasks for individuals in your job class that are needed for the response
- Emergency evacuation procedures and location of fire extinguishers in your building
- Completion of the appropriate accident/injury/incident reporting forms

Take the time during these meetings to get your questions answered. This is your opportunity to prepare and practice for emergency situations so that you can be as effective as possible should a major incident occur. Thank you for your assistance.