

**MARIN COUNTY OFFICE OF EDUCATION**  
**Disaster Service Worker Status**  
**for Marin County Office of Education Employees**

**INTRODUCTION:** California Government Code 53100 designates all public employees, including employees of school districts, as Disaster Service Workers (DSW). The responsibility to serve as a DSW is incurred when employees take and subscribe to the oath or affirmation at the time of hiring.

In the event of a declared national, state or local emergency, Marin County Office of Education (MCOE) staff may be called into service to perform activities that promote the protection of public health and safety or the preservation of lives and property. Office employees may need to remain on site to perform their emergency team roles or may be assigned to assist another government agency in its response efforts.

Employees acting as DSWs for another government agency will be assigned duties within their scope of training, skill, and ability. Examples of DSW responsibilities may include:

- Registering people at a shelter or mass prophylaxis clinic
- Translating for non-English speaking individuals
- Acting as a messenger at a designated site
- Serving food to emergency staff or to vulnerable populations
- Answering phones

Personnel are expected to report to their normal jobs at their regularly scheduled time if it is safe to do so and remain at work as directed, unless instructed to do otherwise by their supervisors.

Staff will be paid for performing disaster service worker duties and cannot be held liable for actions taken while acting within the scope of those responsibilities. If a staff member is injured while performing disaster services, a claim for workers compensation may be filed. Depending on the nature of the emergency, staff may be required to continue to work at an alternate location, in which case the employee would continue to receive regular pay for the period.

**STAFF RELEASE PROTOCOL**

Schools or offices should not be left without staff because of unauthorized, individual decisions to leave. Early dismissal may be considered as an option in the following circumstances: flood warning, severe windstorm, fire, strategic alert, post disaster.

The MCOE staff release protocol takes into consideration the personal and family needs of employees and release staff accordingly. Administrators will work with staff prior to an emergency to understand the staff release protocol. A phased procedure for the orderly and prompt release of staff under emergency conditions is described below.

**Phase #1 Release**

- Employees who are single parents with children
- Employees with sole custodial care for housebound/medically-fragile dependents
- Employees with health problems or disabilities

### **Phase #2 Release**

- Married employees with children in preschool or elementary school
- Employees living in areas of major damage
- Employees who live in another county

### **Phase #3 Release**

- All other staff

### **Instructional Staff**

When students are at school, staff will remain on site to provide supervision and care for students.

When students are not at school or have been released early in accordance with established procedures, staff will remain at their work site until reassigned or released by administration. All staff will be released when their services are no longer required or the emergency is declared ended.

### **Central Office Staff**

When students and staff are at school sites during an emergency, Marin County Office of Education Central Office staff will be needed to support efforts to coordinate assistance. As the emergency deescalates, the need for employees will diminish and release of employees will occur based on the following criteria.



Mary Jane Burke  
Marin County Superintendent of Schools

**Disaster Service Worker (DSW) Self-Certification  
for  
Marin County Office of Education Employees**

**CONFIDENTIAL SELF-CERTIFICATION**

I am aware that California Government Code §3100 designates all public employees as Disaster Service Workers.

I understand that in the event of a declared national, state or local emergency, I may be called into service to perform activities that promote the protection of public health and safety and the preservation of lives and property.

In accordance with the Marin County Office of Education DSW Plan to take into consideration the family needs of employees for early or phased release of staff as an emergency de-escalates, I am self-certifying for the following release protocol:

**Phase #1 Release (one or more of the conditions below apply)**

- I am a single parent with a child/children living at home.
- I have sole custodial care for housebound/medically-fragile dependents.
- I have health problems or disabilities that would inhibit my participation as a Disaster Service Worker.

**Phase #2 Release (one or more of the conditions below apply)**

- I am married with children in preschool or elementary school
- I reside in another county (name): \_\_\_\_\_
- May include living in area of major damage

**Phase #3 Release**

- All other staff

If any of the conditions checked above change, I will submit a revised Confidential Questionnaire to the Personnel Department of the Marin County Office of Education.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dept/School: \_\_\_\_\_

*[Please submit this Self Certification to your Program Manager / Site Administrator]*



Mary Jane Burke  
Marin County Superintendent of Schools