
Human Resources Annex

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Human Resources Annex

This annex describes how City and District employees can help, as well as how unorganized volunteers can be incorporated into the County emergency organization. Organized volunteers (such as amateur radio operators), however, are not included in this annex; they will report directly to the person coordinating their emergency function (in this case, Communications). The Human Resources Leader is the Director of the Department of Human Resources or his/her designee.

I. OBJECTIVES

- A. Coordinate available personnel resources.
- B. Identify emergency personnel requirements.
- C. Recruit and place needed personnel.
- D. Recommend priorities to help resolve conflicting needs for personnel.

II. PHASES OF THE EMERGENCY

A. Before

- 1. Pre-print cards or forms for registering volunteer workers.
- 2. Establish procedures for registering Disaster Service Workers.
- 3. Identify departments which will have limited responsibilities in a disaster and whose personnel can help with emergency tasks.
- 4. Train the staff so they know their responsibilities during an emergency.
- 5. Keep a list of personnel related contacts in Cities and other agencies in the County.
- 6. Train City employees so that they understand their potential role

during an emergency.

- 7. Work with departments to help them pre-identify sources of supplemental personnel.

III. ORGANIZATION AND RESPONSIBILITIES

A. Unincorporated areas of the District

The Human Resources Unit has dual responsibilities:

- 1. It is responsible for placing employees in assignments they are capable of filling and as requested by the Logistics Section Chief.
- 2. It is responsible for recruiting, registering, classifying and placing volunteers to augment emergency community services and to meet other essential personnel requirements.

B. Operational Area

As a staff function, the Human Resources Unit is responsible for coordination of personnel matters with the Emergency Organizations of cities within the County and for providing assistance, as available, to these organizations in meeting their personnel requirements. If more assistance is needed than is available in-county, a request may be made through the Office of Emergency Services to the Mutual Aid Region.

C. State

- 1. Principal Personnel provider: Employment Development Department.
- 2. Personnel Support: Departments of Correction, Education, and Forestry and Fire Protection.

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