Disaster Service Worker Volunteer Program

Guidance

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Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

The Disaster Service Worker Volunteer Program (DSWVP) Guidance is revised effective October 2016 and replaces the April 6, 2001 version.

This Document will be revised as regulations are amended or other significant changes are deemed appropriate.

DISCLAIMER

The DSWVP Guidance does not establish new standards.
It is informational only and does not replace regulations or statute.
Legal questions should be addressed with your city or county counsel.

Volunteers don't get paid, not because they're worthless,
but because they're priceless.

Sherry Anderson

Cal OES
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DISASTER SERVICE WORKER VOLUNTEER PROGRAM

Introduction

The State of California Disaster Service Worker Volunteer Program (DSWVP) was created as the result of legislation to provide worker's compensation benefits in the event a Disaster Service Worker (DSW) volunteer is injured while performing authorized disaster service duties. The Program also provides limited liability protection.

The California Governor's Office of Emergency Services (Cal OES) administers the Program whose authority is in the California Emergency Services Act (ESA), Government Code Section 8585.5. The appropriation for the DSWVP is approved by the State Legislature on an annual basis out of the General Fund. There is no cost to local government to use this Program.

This Guidance provides Program history, Program administration, step-by-step claim submission instructions, answers to frequently asked questions and related topics. It is to be used in conjunction with the DSWVP Regulations. (California Code of Regulations (CCR), Title 19, §2570-2573.3.)

Additional program information including Cal OES Program Point-of-Contacts and State Fund forms, is located on the Cal OES web page at:

http://www.caloes.ca.gov/For-Governments-Tribal/Plan-Prepare/Disaster-Service-Worker-Volunteer-Program

It is important to acknowledge that the DSWVP is not the sole source for providing workers' compensation and liability protections for volunteers. Government and other agencies may secure insurance or other coverage for their volunteers participating in activities not covered under the Program.

The Disaster Service Worker Volunteer Program is also referred to as:

- DSW Volunteer Program
- DSW Program
- Program
- DSWVP

Disclaimer

This guidance does not establish new standards. It is informational only and is not intended to be used as an interpretation of or supplement to any statute or the DSWVP Regulations found at California Code of Regulations (CCR), Title 19, sections 2570-2573.3. Legal questions should be addressed with your city or county counsel.

PROGRAM HISTORY

History

The history of the Disaster Service Worker Volunteer Program (DSWVP) dates back to the early 1940s when our country was involved in World War II. At that time, all counties in California had War Councils. Later, these War Councils were renamed Disaster Councils, which played a significant role in the development of the DSW Volunteer Program.

The War Powers Act and The California War Council

Due to concern of an invasion along the United States pacific border, the War Powers Act of 1943 created the California War Council. Its first job was to help city and county defense and local war councils. The California War Council recognized human resources in California were inadequate to address the problems of mass attack or natural disasters. As a result, local war councils recruited numerous civilian volunteers. Men and women from all walks of life trained for hazardous jobs and were on call at all times. These volunteers were subject to possible safety risks in the performance of emergency duties.

Prior to the War Powers Act, civilian volunteers were not provided compensation if injured while performing volunteer duties. In 1942, the State Attorney General issued an opinion finding that volunteers injured during civilian defense work were ineligible for workers' compensation benefits. The reasoning was that these volunteers donated their time for the benefit of California citizens without expectation of compensation and similarly could not expect compensation if injured because no employment relationship existed.

Realizing failure to compensate volunteers for injuries received while volunteering was not conducive to recruitment, the Legislature addressed the problem with the War Powers Act. The Act provided workmen's compensation benefits to volunteers injured in the course of their volunteer duties. One requirement was that volunteers must be registered with a local war council, which must be certified by the California War Council. On June 4, 1943, the Council certified all existing California War Councils as "accredited" to qualify enrolled Civilian Defense workers for workers' compensation.

DISASTER SERVICE WORKER VOLUNTEER PROGRAM, Continued

Volunteers and Workers' Compensation

As a result of the California War Council's action in accrediting local war councils (later called Disaster Councils), and the availability of workmen's compensation, volunteer groups were formed. These volunteers were called into action in many local crises. The California War Council succeeded in establishing the rights of injured volunteers to apply for Worker's Compensation benefits, even though the emergency in which they had acted was not due to enemy action.

Currently, Disaster Service Worker volunteers, like their predecessors, the Civilian Defense Workers, provide valuable services during emergencies. Workers' compensation benefits continue to be provided to registered volunteers who contribute their services to help protect lives and property of the State. Additionally, Disaster Service Workers are entitled to limited immunity from liability when acting in the course of their disaster service duties.

California Emergency Council/ Cal OES

The California Emergency Council (CEC) was established in the early 1900s to serve as the official advisory body to the Governor during times of emergency and on matters pertaining to emergency preparedness. One statutory duty of the CEC was to approve the accreditation of local Disaster Councils as required by law. As a result of Senate Bill 92, Budget Act of 2011, Chapter 36, Statutes of 2011, all duties related to the DSW Program, including certifying the accreditation of disaster councils, were transferred from CEC to Cal OES. (Gov. Code, § 8612.)

Accreditation is necessary for a Disaster Council to register DSW volunteers in the program, which provides workers' compensation benefits if they are injured performing authorized disaster service work. The program also provides limited immunity from liability for DSW workers.

Disaster Councils

A disaster council is a public agency established by ordinance which is empowered to register and direct the activities of disaster service workers within the area of the county, city, city and county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services. (Cal. Code Regs., tit. 19, § 2570.2 (d).)

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DISASTER SERVICE WORKER VOLUNTEER PROGRAM, Continued

Disaster Councils (continued)

Counties, cities and counties, and cities may create disaster councils by ordinance. A disaster council shall develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural or manmade disasters specific to that jurisdiction, or state of war emergency; those plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the Cal OES. (Gov. Code, § 8610.)

The governing body of a county, city and county, or city may, by ordinance or resolution, authorize public officers, employees, and registered volunteers to command the aid of citizens when necessary in the execution of their duties during a state of war emergency, a state of emergency, or a local emergency. (Gov. Code, § 8610.)

Accredited Disaster Councils

California law requires individuals to register with an Accredited Disaster Council (ADC), Cal OES, or an authorized state agency in order to become DSW volunteers. (Cal. Code Regs., tit. 19, § 2570.2.) Most cities and all counties in California have ADCs. Affiliation with an ADC and written delegated authority from that Council are required prior to administering a disaster service worker volunteer program. (Cal. Code Regs., tit. 19, § 2571.)

Any disaster council that agrees to comply with the rules and regulations established by Cal OES pursuant to Government Code section 8585.5 shall be certified by Cal OES. Upon certification, and not before, the disaster council becomes an accredited disaster council. (Cal. Code Regs., tit. 19, § 2570.2(e); Gov. Code, § 8612.)

If an accredited disaster council fails to comply with the established rules and regulations, Cal OES may revoke its certification and the disaster council shall lose its accredited status. It may again become accredited in the same manner as provided for a disaster council not previously accredited. (Gov. Code, § 8613.)

DISASTER SERVICE WORKER VOLUNTEER PROGRAM, Continued

Accreditation Eligibility

Eligibility for accreditation requires a Disaster Council to provide Cal OES with certified copies of the following:

1. An Emergency Ordinance which must include:
   a) Provision for the existence of a Disaster Council.
   b) Specification of a Chairperson or Director of the Disaster Council
   c) Recognition of the emergency management organization
   d) Statement of compliance with the Emergency Services Act

2. A DSW Volunteer Resolution
   ⇨ Allows cities and counties to register individuals as DSW volunteers to be eligible for workers' compensation benefits.

3. A Master Mutual Aid Agreement (MMAA)
   ⇨ Becoming signatory to the Agreement allows for participation in the statewide Mutual Aid system.

Model documents for cities and counties are located in Appendices E and F on pages 71 and 76 respectively of this Guidance.

Amendments

Any amendments or revisions to the Emergency Ordinance, the DSW Resolution, or the MMAA, *prior to approval or adoption*, require the ADC to submit certified copies to Cal OES to review for continued compliance.

Questions

Questions regarding the accreditation status of a Disaster Council may be directed to Cal OES Preparedness Branch. Other resources:

- Appendix D: California Accredited Disaster Council List (2012)
- Cal OES web address http://www.caloes.ca.gov/For-Governments-Tribal/Plan-Prepare/Disaster-Council-Accreditation

DEFINITIONS

Disaster Service Worker (DSW) Volunteer

A disaster service worker volunteer is *"…any natural person who is registered with an accredited disaster council…for the purpose of engaging in disaster service…without pay or other consideration."*

Registered DSW volunteers are persons who chose to volunteer their time to assist a disaster or emergency services agency in carrying out the responsibilities of that agency. The person must:

- be officially registered with the Accredited Disaster Council; and,
- receive no pay or compensation, monetary or otherwise, for the service being provided.

Food and lodging provided or expenses reimbursed for these items to DSW volunteers during their activation does not constitute other consideration and does not prevent them from receiving DSW Program benefits.

DSW Public Employee

Disaster service workers also include public employees.(Gov. Code, § 3101.) Public employees may be activated by their supervisor to perform disaster services. An injured DSW public employee has benefits and liability protections through his/her employer.

A public employee performing disaster work outside his/her regular job **AND** without pay, is eligible for program benefits. (Lab.Code, § 3211.92(b).) Registration is required with ADC, authorized designee, or Cal OES.

Example

A City Clerk is a search and rescue member with the Sheriff's Office that registered her as a DSW volunteer. Conditions met: performing duties outside her regular job **AND** receives no pay for her services.

DSW Comparison Table

DSW Public Employees	DSW Volunteers
Declared as DSWs assigned to perform disaster service duties by their superiors or law. (Gov. Code, § 3100.)	Term DSW includes volunteers registered by ADC, Cal OES or authorized designee. (Gov. Code, § 3101; Lab. Code, § 3211.92(a).)
Term DSW includes public employees employed by the state, county, city, city and county, state agency, public district. (Gov. Code, § 3101.)	Unpaid for performing disaster service duties.
Paid for performing disaster service duties.	If injured during authorized disaster service duties, eligible for worker's compensation under DSW Program.
If injured during activation, eligible for employer's worker's compensation.	

DEFINITIONS, Continued

Impressed into Service

Disaster service worker also means:

> "any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of the citizens in the execution of his or her duties." (Lab. Code, § 3211.92(b).)

Circumstances may occur when an emergency official (a fire fighter, law enforcement officer, or other public official having authority to command the aid of citizens to carry out assigned duties) requires the immediate assistance of another person who may not be a public employee or a registered volunteer. In such a time, that official can order a bystander to assist in an emergency situation. The bystander has just been impressed into service, and as such, is covered by worker's compensation and has immunity from liability to the same degree as a registered DSW volunteer.

Although rare, certain situations may warrant such action. The emergency official notates the impressed person's name, address, and phone number at the incident scene. The impressed person is under the supervision of that official until released from duty.

Disaster Service

Eligible disaster service means all activities authorized by and carried on pursuant to the California Emergency Services Act (ESA) while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue mission, including approved, documented, and supervised

- activities performed to mitigate an imminent threat of extreme peril to life, property and resources

  Example:

  As a result of heavy rains and rising flood water approaching a structurally compromised dam in the community, the emergency manager activated DSW volunteers to fill sandbags to prevent a potential evacuation. An imminent threat to public safety existed, and DSW volunteers were deployed. In this scenario, a proclamation was not necessary, and this activity would be eligible disaster service.

Continued on next page

DEFINITIONS Continued

Disaster Service (continued)

- training necessary to engage in such activities
  - includes out-of-state training which meets specific criteria pre-authorized by Cal OES
- official deployments (including out-of-state pre-authorized by Cal OES)
- official mutual aid

(Cal. Code Regs., tit. 19, §§ 2570.1, 2570.2.(b)(1).)

Disaster service, as defined for the DSW Volunteer Program, is designed primarily to aid in disaster events. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services.

Eligible Activities

Eligible DSW activities must be approved, documented and supervised by the Accredited Disaster Council or authorized registering entity. These activities include:

- ✓ Proclaimed emergencies
- ✓ Official deployments
  - In-state
  - Out-of-state
- ✓ Activities when mitigating an imminent threat of extreme peril to life, property, and resources*
  - Flyer distribution during a tsunami alert
  - Filling sandbags during high rising flood conditions that threaten an entire community
  - Traffic control during an evacuation

  **Imminent threat of extreme peril refers to a public calamity that presents a threat to public safety.*
- ✓ Vaccination clinics during a pandemic event
- ✓ Search and rescue (SAR) missions
- ✓ Evidence searches conducted by SAR
- ✓ Travel directly to and from the incident site. May include:
  - Stopping for gas on way to incident site
  - Picking up equipment located at a remote or different site which is required to perform disaster service duties

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DEFINITIONS, Continued

Eligible Activities (continued)

- ✓ Training, which must be authorized in advance
  - Commensurate with DSW classification
  - All levels: basic, intermediate, advanced, refresher
  - Exercises, drills
  - Classroom instruction
  - Vehicle operational training
    - Behind-the-wheel emergency response vehicle instruction
  - Equipment training
  - Planned events which present a unique opportunity to learn a specific skill that otherwise cannot be exercised. Example:
    - Operation of radio devices and satellite equipment to test communication capabilities across disciplines and among agencies.
  - Out-of-state training when conducted in a manner geographically and functionally specific to cross-border emergency response
    - Requires Cal OES Executive Office pre-authorization
  - Physical fitness testing when conducted as part of a pre-approved training activity AND not when conducted solely as part of a license or certification requirement.

Ineligible Activities

Not all duties volunteers are activated or tasked to perform by the registering government entity are eligible under the program including the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services, or emergency medical services. Other ineligible activities include but are not limited to:

- ⇨ Unapproved training
- ⇨ Out-of-state training not conducted in a manner geographically and functionally specific to cross-border emergency response
- ⇨ Meetings
- ⇨ Equipment/supply maintenance
- ⇨ Educational fairs
- ⇨ Physical fitness testing when conducted solely as part of a license or certification requirement.
- ⇨ First aid booths at concerts, races, etc.
- ⇨ Vaccination clinics in a non-imminent threat environment
- ⇨ Parades (except as described in Eligible Activities)

Continued on next page

DEFINITIONS, Continued

Ineligible Activities (continued)

- ⇨ Celebrations, ceremonies, community events
- ⇨ Fire safety events
- ⇨ Traffic control in a non-imminent threat environment
- ⇨ Travel to and from training
- ⇨ Self-deployment

Examples

An identical disaster service duty may be performed under different environments, which determines whether it is an eligible activity. See table below for examples:

Duty	Scenario	Eligible?
Distributing disaster kit	Two weeks after storm	Yes
Distributing disaster kit	At educational fair	No
Assist with crowd control	During an evacuation	Yes
Assist with crowd control	During a concert	No
Staff first aid booth	Airshow: crash injures spectators	Yes
Staff first aid booth	Airshow: no incident	No
Set up fire rehab area	High rise apartment complex on fire	Yes
Set up fire rehab area	Single structure fire	No

⚠ Local government and other entities using volunteers for activities not covered under the program may provide optional medical and liability protection insurance for these purposes.

Spontaneous Unaffiliated Volunteers

Spontaneous unaffiliated volunteers (SUVs) are not pre-registered volunteers and have not been impressed into service. They are volunteers who come forward spontaneously during the time of a disaster or post disaster to assist without pay or compensation.

Augment Existing Organizations

SUVs may be used to augment existing organizations. Pre-disaster registered volunteers are typically used before SUVs, who serve at the pleasure of the agency they assist. The agency may restrict assignments, control their level of participation, or prohibit their use all

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DEFINITIONS, Continued

Augment Existing Organizations (continued)	together. The agency's management assumes responsibility to ensure SUVs are physically and mentally capable of performing duties they are assigned, and provide training appropriate to the assignment. Training Examples: a) safety instruction in filling/moving sandbags in a flood response b) basic instruction in assisting at a shelter and processing incoming evacuees
Single Event Registration	SUVs may be registered as DSW volunteers for the duration of that single event. To be eligible for workers' compensation benefits, all program requirements must be met including proper registration, appropriate training, working under official supervision, etc. The local emergency plan is one resource to address registration and management of SUVs and may identify specific community-based organizations (CBO) to facilitate the registration process, i.e. assist volunteers in completing their section of the registration form. CBOs, however, cannot register volunteers as DSWs. Registration is the responsibility of the ADC or its authorized designee ensuring the oath requirement is fulfilled An SUV registered as a DSW volunteer is eligible for Program benefits.
Supervising Agency	A supervising agency is a government entity with delegated responsibility by the accredited disaster council (ADC) to supervise DSW volunteers during eligible disaster service activities. Example: County Animal Control gives written authority by the ADC to register volunteers as DSWs in the Animal Rescue, Care and Shelter classification. County Animal Control is a government entity with the responsibility of supervising the volunteers it registered as DSWs. The supervising agency and registering agency may not always be the same government entity. Using the above example, County Animal Control officially deploys its registered DSW volunteers to County 'D' at its mutual aid request to help evacuate and rescue large animals. County Animal Control is the registering agency, and County 'D' becomes the supervising agency.

DEFINITIONS, Continued

Good Samaritan Laws

Volunteers, as well as the disaster council with which they are affiliated, who engage in emergency response but who are not properly registered DSW volunteers *may* have some liability protection under state and federal good samaritan laws. However, these volunteers and the organizations with which they are affiliated may not be entitled to the same immunity afforded to properly registered DSW volunteers and their organizations. (Gov. Code, §§ 810 et seq., 280 et seq., 8657(b); Health & Saf. Code, § 1799.107; 42 U.S.C.A. §§ 14501-14505; Volunteer Protection Act of 1997 (Pub.L. No.105-19.)

Additionally, unregistered volunteers, except impressed persons, are not provided workers' compensation benefits through the DSW Volunteer Program.

DEFINITIONS, Continued

Immunity from Liability

<u>DISCLAIMER</u>: This is not intended to be, nor should it be construed as, legal advice. All DSW volunteers and accredited disaster councils must consult with their local legal counsel to determine what laws, if any, might apply to their particular set of circumstances.

<u>Personal injury or property damage sustained by a DSW volunteer</u>:

This section pertains to the liability of the Accredited Disaster Council, political subdivision, or any other public entity with which the DSW volunteer is affiliated. It does not address the liability of third parties who causes injury to a DSW volunteer. As provided in the Emergency Services Act, no political subdivision or other public entity is liable for personal injury or property damaged sustained by any duly enrolled or registered volunteer engaged in or training for emergency preparedness or relief activity. (Gov. Code, § 8657(b).) Workers' compensation is the exclusive remedy of a DSW volunteer for injury or death as against the state, disaster council with which he or she is registered, and the county which has empowered the disaster council to register and direct his or her activities. (Lab. Code, § 4351.)

<u>Personal injury or property damage sustained by a third party</u>:

Registered DSW volunteers, and unregistered persons duly impressed into service during a state of war emergency, state of emergency, or local emergency, who are complying with an order or performing authorized functions or duties, enjoy the same immunities as officers and employees of the state and its political subdivisions performing similar work for their respective entities. (Gov. Code, §§ 8657(a), 3101810 *et seq.*, 820 *et seq.*; Civ. Code, § 1714.5(b); Cal. Code Regs., titl 19, §§ 2570.2, 2572.2; *Volunteer Protection Act of 1997 (Pub.L. No. 105-19).)* Therefore, if while performing his or her authorized duties, a DSW volunteer causes injury or property damage to a third party, he or she *may* be able to assert an immunity defense if sued by that third party for the injury or damage. Generally, immunity from liability *will not* apply in cases where acts are intentional, willful, grossly negligent, criminal, or outside the scope of permissible DSW activities.

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DEFINITIONS, Continued

Immunity from Liability (continued)

It is important to note that immunity does not prevent a lawsuit from being filed against a DSW volunteer, the political subdivision, or political entity. Rather, immunity may be asserted as a defense to a legal action. A DSW volunteer, the political subdivision, or political entity may still be responsible for legal fees associated with defending any action, as legal fees are not covered by the DSW Program.

DSWVP

The California "Disaster Service Worker Volunteer Program" is also referred to as the DSW Volunteer Program, the DSW Program, the Program, or the DSWVP.

The DSWVP provides worker's compensation to individuals registered as DSW volunteers. Public employees who work within the scope of their regular job AND receive pay are DSWs, not DSW volunteers.

If injured, public employees are eligible to file a worker's compensation claim through their employer's insurance plan for reimbursement of lost wages and medical bills.

CLASSIFICATIONS OF DSW VOLUNTEERS

Classifications

DSW volunteers perform a wide variety of disaster service duties, which are categorized into classifications to comply with one of the registration requirements. Classifications also assist the registering entity in identifying potential gaps in their volunteer resources and help track the different disaster service duties their volunteers are performing.

The approved DSW volunteer classifications are listed below.

1. Animal Rescue, Care and Shelter
2. Communications
3. Community Emergency Response Team Member
4. Emergency Operations Center/Incident Command
5. Fire
6. Human Services
7. Laborer
8. Law Enforcement
9. Logistics
10. Medical & Environmental Health
11. Safety Assessment Program Evaluator
12. Search & Rescue
13. Utilities

If an Accredited Disaster Council determines it needs volunteer disaster services not included in one of these classifications, the Council may contact the Cal OES DSW Program Lead.

Multiple Classifications

Individuals may be registered as DSW volunteers in more than one classification depending on the disaster service duties they will perform as directed and needed by the registering government entity. In this case, the registering party enters the multiple classifications on the same registration form.

DSW volunteers are also protected under the Program if a person in authority redirects them to perform different duties, (other than the classification he/she is registered in), upon arrival at the disaster site or later in their shift. (Cal. Code Regs., § 2572.2.)

CLASSIFICATIONS OF DSW VOLUNTEERS, Continued

Specialties

Classifications may further be defined into specialty areas, e.g. *Human Services* may include providers of food, shelter, registration of evacuees, and religious or spiritual needs. *Laborer* may include a person under the direction and supervision of the responding agency who is doing general labor services and supporting emergency operations. Medical and Environmental Health may include, doctors, nurses, radiologists, laboratory technicians, etc. Specialty information assists the emergency organization in resource planning and management.

The DSW volunteer registration form includes an optional field for the specialty as shown on the example registration on page 26 of this Guidance.

REGISTRATION

Purpose

Disaster Service Worker volunteers are registered in order to:

- Assist advance disaster planning efforts by the emergency agency
- Assist in the dispatch and management of resources
- Facilitate administration of the loyalty oath, as required by law
- Protect the interests of volunteers who provide authorized disaster services to government agencies and;
- Provide documentation required for workers' compensation coverage under the DSW Program.

Required Information

All DSW volunteers must be registered prior to engaging in official DSW activities. To be properly registered, the required information below must be on file with Cal OES, if Cal OES registered the volunteer, or the appropriate authority as stated in the File Retention and Record Keeping section. (Cal. Code Regs., § 2573.2.)

1. name of registrant
2. address of registrant
3. date enrolled (established as date loyalty oath is administered)
4. name of registering government agency including
    a. signature and
    b. title of authorized person
5. classification (scope of disaster service duties)
    - more than one may be listed on a single registration
6. a signed statement that the loyalty oath or affirmation was subscribed to or taken

Participation of a Non-United States Citizen

An individual does not have to be a United States citizen to become a DSW volunteer; however, one of the registration requirements is to take and subscribe to the loyalty oath. It is recommended the non-citizen considers whether subscribing to another country's oath has any impact on their own country's allegiance.

Participation of a Minor

A minor may become a DSW volunteer by providing the required registration information including loyalty oath subscription by the minor, *not the parent or legal guardian*. The parent or legal guardian

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REGISTRATION, Continued

Participation of a Minor (continued)

must also provide written consent for participation. A designated section on the DSW volunteer registration form may be signed for this purpose or a similar document may be used.

One may not retroactively register a volunteer as a DSW. For example, if a person has been active with a volunteer organization, but not registered, and is injured, it is not permissible to register him or her after the injury in order to seek worker's compensation coverage through the DSW Volunteer Program. Doing so may lead to civil or criminal penalties.

Loyalty Oath

Each DSW volunteer must subscribe to the oath in order to be officially registered and to be eligible for workers' compensation benefits. (Gov. Code, § 3102(a).)

Oath subscription may be fulfilled in one of two methods:

1. self-certification or
2. authorized officer administered

Oath Administration

The Accredited Disaster Council (ADC), Cal OES, or a state agency granted DSW registration authority may have volunteers subscribe to the oath by reading the oath printed on the DSW registration form and self-certifying, under penalty of perjury, in a manner consistent with California Civil Code section 2015.5. Each Council, Cal OES or a state agency granted DSW registration authority, however, may, at its sole discretion, implement a more restrictive oath-taking process for its volunteers, such as administering the oath in person by an authorized officer.

If the ADC elects the second method, volunteers must take and subscribe to the oath before an officer with oath administration authority, i.e. city or county clerk, elected officials, notary public. (Code Civ. Proc., §2093; Gov. Code, §8205.)

At the county and city level, the respective clerk may deputize individuals to administer the oath according to legal authority and local laws within their jurisdiction.

Registration, Continued

Oath FAQ Table

Implementation of either one of these oath subscription methods has its own merits and is equally lawful. Comparisons between the two methods is shown in the *Frequently Asked Questions* Table below:

Question	Self-Certification	Officer Administered
Who has authority to administer the oath?	NA	An officer authorized to administer oaths, (e.g. elected officials, city/county clerks, notary publics). Also, department heads of state agencies, including Cal OES Director and any officer of Cal OES to whom the Director delegates this authority. Consult local legal counsel regarding your jurisdiction's specific laws and ordinances.
Who in ADC may administer oath or delegate its authority? What is the procedure and documentation?	NA	Any ADC member who has the authority as stated in law. Procedure varies according to the ADC. Documentation must be in writing. Consult local legal counsel regarding your jurisdiction's specific laws and ordinances.
Can oath authority be sub-delegated?	NA	Consult local legal counsel regarding your jurisdiction's laws and ordinances.
Can a volunteer administer the oath? or Can a volunteer be delegated oath authority?	NA	Delegating the oath administration authority may be permitted Consult local legal counsel regarding your jurisdiction's laws and ordinances.
Must volunteer be in presence of officer giving the oath?	No	Yes
Can oath be administered remotely via online, telephone or video?	NA	No; physical presence required to authenticate identification and have volunteer sign oath in administrator's presence.

REGISTRATION, Continued

Oath Destruction	The oath may be destroyed five years after termination of the DSW volunteer's affiliation with the authorized registering entity.
Oath Authorities	Gov. Code, §§ 1225,1362, 3102-3109, 8205, 11181, 24000, 24057; Code Civ. Proc., § 2093.

Expirations	The effective period of a registration may differ according to the needs of the ADC or authorized designee.
Single Event Registration	A DSW volunteer may be registered for a single event only, such as an exercise, a drill or an actual disaster, even though the person is not an active member of an affiliated emergency management organization or response team. The ADC or its designee may enter an expiration date on the registration form as the date after a training event concludes. The ADC may also extend a single event registration to a period of up to one calendar year. (Gov. Code, § 3102.)
Multi Event Registration	For an active DSW volunteer, the registration is effective for the period the person remains a member with that organization, and he or she may perform disaster service duties for multiple events. The Accredited Disaster Council has the discretion to establish a more limited oath/registration period such as a certain number of years.

Renewals	Registration renewals provide an opportunity for the registering agency to review the status of its current DSW volunteers and update outdated information such as address, telephone numbers, etc. The active DSW volunteer does not need to retake or re-subscribe to the loyalty oath with each registration renewal. If, however, the registration form includes an expiration date or the volunteer withdraws from service and later re-registers, the loyalty oath must be re-administered. (Gov. Code, § 3102.(c).)
Name Change	If a DSW volunteer has a name change as a result of marriage, divorce or other legal event, the volunteer is not required to re-register or re-subscribe to the loyalty oath. The registering agency, however, should implement a procedure for documenting name changes, such as notating the original registration as to action taken.

REGISTRATION, Continued

Background Investigations

Background investigations promote public safety and may minimize liability exposure. It is the responsibility of the local Accredited Disaster Council or its designated authority to determine the appropriate level of background check, including criminal and health, if any, for each classification. In some instances it may be determined that the appropriate level is "none."

Consultation with local legal counsel may assist the ADC in making its decision. It is also prudent to verify professional licenses or certificates, when these documents are pertinent to the duties of the DSW.

If the ADC decides to perform a background investigation, some considerations may include the:

- scope of disaster service duties required
- interaction of the DSW volunteer with the disaster survivor
- who will pay for this service
- who will update records
- discovery of potential findings and what criteria to use to make decision

REGISTRATION, Continued

Example: DSW Volunteer Registration Form (Rev. 8/2016)

LOCAL AND STATE INFORMATION
Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

TYPE OR PRINT IN INK: ***SHADED AREAS REQUIRED BY PROGRAM REGULATIONS***

ATTACH PHOTOGRAPH HERE

This block completed ONLY by Accredited Disaster Council, designated government agency or jurisdiction.

CLASSIFICATION: One or more of 13 approved, e.g. CERT, SAR, EOC/IC SPECIALTY: _____

REGISTERING AGENCY OR JURISDICTION: Name of authorized agency registering DSW volunteers

SIGNATURE OF AUTHORIZED PERSON: Authorized person's signature to register TITLE: Registering person's title

REGISTRATION DATE: mm/dd/yy RENEWAL DATES: _____ _____

EXPIRATION DATE:* _____ DSW CARD ISSUED?: NO? YES? #: _____

PROCESSED BY: _____ DATE: _____ TO CENTRAL FILES: _____

NAME: LAST Volunteer's Name		FIRST	MI	SSN:	
ADDRESS: Volunteer's Address		CITY:		STATE	ZIP:
COUNTY:		HOME PHONE:		WORK PHONE:	
PAGER:		E-MAIL:		DATE OF BIRTH: (optional)	
DRIVER LICENSE NUMBER: (if applicable)		DRIVER LICENSE CLASSIFICATION: A? B? C? OTHER DRIVING PRIVILEGES:		LICENSE EXPIRATION DATE:	
IN CASE OF EMERGENCY, CONTACT:				EMERGENCY PHONE:	
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

PARENT/LEGAL GUARDIAN CONSENT FOR MINOR

As the parent or legal guardian of _____, a minor, I hereby give my full consent and approval for him/her to participate as a DSW volunteer. I understand there may be risks of serious bodily injury inherent in DSW volunteer activities, as well as in traveling and other related activities incidental to his/her participation, and I hereby assume these risks on behalf of him/her.

_____ _____
SIGNATURE OF PARENT/LEGAL GUARDIAN DATE

Government Code (GC) §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GC §3102) **If SELF-CERTIFICATION approved by ADC, official's signature and title not required.***

I, Printed name of volunteer, do solemnly swear (or affirm) that I will support and defend the
PRINT NAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed on mm/dd/yy (DATE) in Name of City (City), Name of County (COUNTY), California. Signature of volunteer (SIGNATURE OF VOLUNTEER)

mm/dd/yy (DATE) Signature of official * (SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH) Title of official * (TITLE)

*Registration for the active DSW Volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is at the discretion of the Accredited Disaster Council but not to exceed one year. (See GC §3102)

Cal OES DSW Registration Rev. 8.2016

Form may be customized; however, shaded fields are required by Regulations.

Form online at: www.caloes.ca.gov: click on *For Governments & Tribal* tab, scroll down to *Plan and Prepare* and select *Disaster Service Worker Volunteer Program* link.

PROGRAM ADMINISTRATION

Cal OES Delegation

The Director of Cal OES may delegate the authority for registering DSW volunteers and administering the loyalty oath to internal Office divisions and branches and to other state agencies, which also includes State Universities and the University of California campuses. (Lab. Code, § 3211.92(a);Cal. Code Regs., § 2570.2(1).)

The Cal OES divisions and branches granted Program administration include the Fire and Rescue and Law Enforcement Branches, Telecommunications Branch, and the Recovery Division, which have registered DSW volunteers in the classifications of Search and Rescue, Communications, and the Safety Assessment Program Evaluator respectively.

State agencies granted this authority have registered individuals as DSW volunteers in the Community Emergency Response Team (CERT), Medical and Environmental Health, Communications and other classifications. A number of State Universities, for example, already have program responsibility and DSW volunteers trained in disaster response to perform radio communication operations, sheltering in place, and evacuations on their respective campus.

If a state agency is interested in administering its own DSW Program, a written request on the Agency's letterhead must include:

1. Name of the state agency requesting the authority
    - Signed by agency department head
2. Reason for request
3. Titles/positions and staff names, if desired, to be granted oath administration authority
4. Description of duties volunteers will perform including the DSW classification
5. Statement to comply with DSW Program Regulations and rules
6. Optional information to further clarify/explain
7. Mail request to:

    _____, Director
    Cal OES
    3650 Schriever Avenue
    Mather, California 95655

PROGRAM ADMINISTRATION, Continued

ADC or Authorized Designee

The ADC may also designate in writing another government entity within its jurisdiction to administer the DSW Program to allow greater flexibility and effectiveness. Authorized designees should be aware of local laws and rules of the ADC and comply with them accordingly.

Examples: Authorized Designees

1. Sacramento County ADC may authorize Sacramento County Animal Control to register a person in the Animal Rescue, Care and Shelter classification since it has the knowledge and expertise in this area.
2. City of Norwalk ADC may authorize Cerritos Community College to register students in the CERT classification. The Campus Police Department operates its own CERT Program and needs DSW volunteers trained to assist in evacuations and communications during a disaster.

Examples: Ineligible Designees

The following types of entities *cannot* be delegated Program administration, and *cannot* register individuals as DSW volunteers:

- Non-governmental organizations
- Non-profit agencies
- Volunteer organizations
- Emergency Volunteer Centers or Volunteer Reception Centers

Responsibilities

Key responsibilities in managing a DSW Volunteer Program include:

1. Registration
2. Supervision
3. Training
4. Activation

Registration

The ADC or authorized designee may register individuals as DSW volunteers at a meeting, event, or *before* an authorized training:

Step	Who	Action
1	ADC or its authorized designee	• Provides registration form to individual(s) ○ May e-mail in advance of activity to expedite process

Continued on next page

PROGRAM ADMINISTRATION, Continued

Registration (continued)

Step	Who	Action
2	Applicant	• Enters his/her name and address • Enters additional information as may be required by ADC, i.e. driver's license, training transcript, etc.
3	Authorized Person (as designated by ADC)	• Enters registering government name • Enters DSW classification(s) • Provides his/her signature and title • Date of registration
4	Official with Oath Authority	• Administers loyalty oath to applicant • Provides his/her signature, title, and date
5	Applicant ---------- Parent of 'Minor' Applicant	• Subscribes to loyalty oath • Provides his/her signature **OR** • Reads oath and self-certifies consistent with Civil Code §2015.5 **IF** ADC implements this option ---------- ⇨ Signs consent permitting minor to participate in disaster service duties
6	ADC	• Files DSW Registration with oath subscription (Refer to File Retention section)

Supervision

Supervision of DSW volunteers is required for all disaster service activities covered under the Program including pre-authorized training. (Cal. Code Regs., § 2573.1(b)(1)(2)(3).) This is critical to protect volunteers from potential injury and maximize safety during training and activation.

The ADC or authorized designee determines:

1. How supervision is performed:
   a. Onsite (direct): at the incident/on-scene
      ✓ performing search and rescue duties in the field
   b. Offsite (indirect): at remote location pre-designated according to emergency operations plan, standard operating procedures (SOP), etc.
      ✓ setting up a remote communications site as directed in written SOP

Continued on next page

PROGRAM ADMINISTRATION, Continued

Supervision (continued)

2. Who supervises:
    a. Paid staff
    b. Volunteers (e.g. team leader, SAR coordinator)
3. What qualifications required:
    a. experience
    b. training
    c. education

The ADC or designated agency is responsible for placing persons in a supervisory position who meet its established criteria. These standards will vary with individual ADCs. Suggestions:

- ✓ Use existing materials for paid staff in similar positions
- ✓ Develop a DSW Volunteer Supervisor's Duty Statement
- ✓ Create procedures for DSW Volunteer Supervisor
- ✓ Identify core curriculum of required courses
- ✓ Educate Supervisor candidates on the DSW Program and claim submission requirements

Training In-State

DSW volunteers should be trained prior to deployment to a disaster event to reduce the potential of an injury and to increase their safety and success in performing disaster service duties.

DSW volunteers are provided workers' compensation benefits while participating in training activities, if the training is pre-approved, supervised, <u>and</u> documented by the ADC or its designee/supervising agency. (Cal. Code Regs., tit. 19, § 2573.1(b)(1)(2).)

The ADC or designated authority determines the training requirements and ensures it is commensurate with the DSW volunteer's classification. Considerations may include:

1. Prior emergency management knowledge and experience
2. Classroom instruction and curriculum including number of hours
3. Special certificates, professional licenses, credentials

While some classifications require very basic training, others require extensive and specialized training. Some professionals, such as physicians, nurses, engineers, or architects may need additional training in how to provide their services under extreme circumstances

Continued on next page

PROGRAM ADMINISTRATION, Continued

Training In-State (continued)

or hazardous conditions. Regardless of the classification, DSW volunteers should be given basic safety instruction commensurate with the environment in which they may be performing disaster service duties.

Documentation

Training documents required to substantiate a worker's compensation claim:

1. copy of written pre-authorization, and
2. copy of verification of DSW volunteer's participation

Pre-Authorization

Requesting written pre-authorization to conduct training may occur on a one-time, monthly, quarterly, or annual basis provided it is in *advance* of the activity. It may be documented in different formats including ADC meeting minutes, letterhead, or e-mail. A training request includes:

- ✓ date(s)
  - if unknown, provide month, quarter, etc.
- ✓ location
- ✓ name of training/exercise
- ✓ objective(s)
  - learn evacuation procedures, cribbing, propelling skills
- ✓ supervisor's name and title
  - if unknown, indicate training to be supervised
- ✓ optional information as may be required by registering agency

Sample process for requesting training pre-authorization below:

Step	Who	Action
1	CERT Program Manager	Writes request for training to be pre-approved
2	CERT Program Manager	Submits request to Fire Chief, Authorized Designee
3	Fire Chief	Reviews request for DSW Program compliancy
4	Fire Chief	a. Approves in writing via letterhead, e-mail, etc. b. Provides pre-authorization to CERT Program Manager and retains copy c. Provides copy to Cal OES **IF** claim submitted
5	CERT Program Manager	Retains Training Pre-Authorization for files

Continued on next page

PROGRAM ADMINISTRATION, Continued

Pre-Authorization (continued)

Examples

TRAINING PRE-AUTHORIZATION

TO: NAME, CERT Program Manager

FROM: NAME, Fire Chief, (Authorized Designee)

RE: Training Pre-Authorization Decision(s)

DATE: February 27, 2014

I authorize the CERT Emergency Communications training scheduled on March 23, 2014 for the Department's CERT DSW volunteers. The CERT Team Leader is also approved to supervise this training.

I *DO NOT* authorize the *Walk/Run for Hunger* activity as it is a planned event, which is not covered under the DSW Program.

TRAINING PRE-AUTHORIZATION

TO: **NAME, SAR Instructor**

FROM: **SAR Coordinator, (Authorized Designee)**

RE: **Training Pre-Authorization Decision**

DATE: **February 27, 2014**

I authorize the Technical Rescue training scheduled on March 23, 2014 for the Department's SAR DSW volunteers. The Team Leader is also approved to act as supervisor for this training.

Verification of Participation

Verification of participation may be documented on a sign-in sheet or similar record. In the event a DSW volunteer is injured during a pre-authorized training activity, documentation helps substantiate the DSW volunteer's participation.

Example

TRAINING SIGN-IN SHEET

EVENT:

DATE: **TIME:**

LOCATION:

SUPERVISOR NAME: **TITLE:**

	NAME	TIME-IN	TIME-OUT	*Optional: Cell #, ID #*	COMMENTS
1					
2					
3					
4					
5					

Continued on next page

PROGRAM ADMINISTRATION, Continued

Training In-State (continued)

Multi – Jurisdictions

Training may involve more than one jurisdiction with DSW volunteers from different registering agencies. Multi-jurisdictional training requires the same written documentation as a single jurisdiction:

- ⇨ pre-authorization from the sponsoring/hosting Accredited Disaster Council or its authorized designee, and
- ⇨ verification of volunteer's participation

In addition to the above requirements, written consent is needed from the registering agency for its DSW volunteers to participate in the training activity. Examples below:

Sponsor: County

Activity	Sponsor	Participants	Requirements in writing
Hospital Drill	County	DSW volunteers from five cities within County	1. Pre-authorization for training from the County's ADC 2. Consent from each registering agency for its respective volunteers to participate in training 3. Verification of participation

Sponsor: Multiple cities

Activity	Sponsor	Participants	Requirements in writing
Animal Shelter Exercise	11 Cities	DSW volunteers from 11 Cities within County D	1. Pre-authorization for training from <u>one</u> of the 11 Cities' ADC a. Select one City ADC, i.e. city where training located, designated city lead b. One pre-authorization satisfies Program regulations 2. Consent from each registering agency for its respective volunteers to participate. 3. Verification of participation

PROGRAM ADMINISTRATION, Continued

Training Out-of-State

Out-of-state training provides an opportunity for perfecting highly technical skill sets and working alongside emergency personnel from neighboring states often required in cross-border environments during mutual aid missions. It may be considered an eligible activity *if* specific conditions exist *and* Cal OES Executive Office provides written pre-authorization prior to the training date(s). (Cal. Code Regs., tit. 19, § 2570.1.)

Out-of-state-training must be geographically and functionally specific to cross-border emergency response, which requires the:

- presence of certain geographical features to exercise, i.e. glacier travel, crevasse rescue, rock climbing in hazardous terrain, and
- capability to practice Unified Command with bordering state emergency personnel and volunteers who will work side by side during mutual aid emergencies.

Out-of-state training provides a mechanism for cross border SAR teams to exercise together and learn how to best optimize performance of their disaster service duties within the Unified Command structure.

If out-of-state training cannot produce a specific geographic and functional purpose requiring a cross-border environment, it does not meet the regulatory criteria, and Cal OES will not grant pre-authorization.

Example

A cave in Clark County, Nevada provides an opportunity for San Bernardino County Sheriff's SAR to learn cave rescue techniques including real-life challenges found in this type of environment, i.e. tunnel climatic changes, steep vertical entrance drop, etc.

In addition to maximizing technical skill knowledge, both Nevada and California SAR teams share a functional area of responsibility in mutual aid missions and must practice Unified Command in working together as a team.

PROGRAM ADMINISTRATION, Continued

Activation

All registered DSW volunteers must be officially activated by their supervising authority before carrying out volunteer work. Official activation provides the DSW volunteer the benefits and protections of the DSW Volunteer Program. Activation must also be documented by the authorizing agency.

Official activation may include:

- ✓ verbal request by supervising agency
- ✓ written instruction via standard operating procedures, (SOPs), emergency operations plans, (EOPs), activation guidelines
- ✓ written procedures/training
- ✓ emergency radio announcements
- ✓ pre-determined text messages
- ✓ notification from supervisor, team leader

Examples

Scenario 1

A major flood disables communications preventing delivery of verbal instructions to respond in support of the disaster. DSW volunteers, however, are trained to follow written procedures to report to a pre-identified location to establish communications with the EOC.

- ✓ Official activation occurred via written procedures and training.

Scenario 2

A major earthquake severely impacts *City A*, and surrounding cities and counties. *City A* Emergency Manager contacts DSW volunteers but only reaches a few to report to duty at *City A* EOC. The Emergency Manager has an “Activation Sign-in Sheet” for volunteers to sign when they report for duty.

In nearby *City B* DSW volunteers are trained that in time of a major disaster to report immediately to their CERT Program Manager for signing-in and further instruction.

- ✓ Official activation occurred in both *Cities* using different methods.
  - *City A* activated volunteers via phone/auxiliary communication;
  - *City B* activated volunteers according to training procedures.
- ✓ Both Cities used sign-in rosters to substantiate activation status.

PROGRAM ADMINISTRATION, Continued

Mutual Aid

Volunteers may be requested to assist a disaster-impacted community when sufficient resources are unavailable locally and/or cannot be acquired through existing mutual aid or assistance agreements. DSW volunteers deployed for official mutual aid to assist jurisdictions outside their registering entity are eligible for program benefits.

The decision to use DSW volunteers for mutual aid is at the discretion of the registering ADC. If the decision is affirmative, procedures should be in place describing the responsibilities and roles of the requesting and sending agencies. Both must also work together when submitting a claim for an injured DSW volunteer.

(See Appendix C, Mutual Aid Claims Submissions Flowchart, page 58.)

FILE RETENTION AND RECORD KEEPING

Purpose

File retention and record keeping of the DSW volunteer's oath subscription or affirmation with registration is a requirement for program benefits.

Documented proof of the oath or affirmation of a registered DSW volunteer is a critical component and an integral part of an injury/illness claim submission to be considered for workers' compensation.

Responsible Entity

The authorized registering entity is responsible for file retention and recordkeeping, which follows the same rules as other public agency personnel records. The registration form with oath or affirmation shall be filed within 30 days of the date it was taken or subscribed as follows:

State Agencies
File DSW volunteer registration/loyalty oath within 30 days of the date it was taken or subscribed as prescribed by the State Personnel Board.

Counties
File DSW volunteer registration/oath in the office of the county clerk according to the same retention rules as other public personnel records.

Cities
File DSW volunteer registration/oaths in the office of the city clerk according to the same retention rules as other public personnel records.

Other Public Agencies or Districts
File DSW volunteer registration/oaths with an agency or district designated officer or employee according to the same retention rules as other public personnel records.

Record Retention

Record retention is essential to the outcome of a claim decision. A copy of the *original* registration with oath must be submitted with any DSWVP claim. Without a copy of the original, claim's processing is

Continued on next page

FILE RETENTION AND RECORD KEEPING, Continued

Record Retention (continued)

delayed, which affects the volunteer's claim status.

The key to record retention is the ability to retrieve the original to generate a copy for claim submission. Record retention requires advance planning to identify:

1. person(s) with access to maintain and store records
    a. primary person
    b. back-up person when primary unavailable, and
2. location of records
    a. hardcopy
        i. locked cabinet, office, etc.
    b. electronic (scanned) format
        i. protected computer folder, database
    c. other confidential site

If the electronic format is adopted, this method requires a written statement signed by the person who scanned the records stating the originals were copied/scanned. This statement serves as proof for auditing and legal purposes.

Records should be retained in an official file and available for review by the Governor's Office of Emergency Services or State Compensation Insurance Fund.

Disclosure

DSWVP documents may be subject to disclosure under the Public Records Act. (Gov. Code, § 6250 et. seq.)

Destruction

Records may be destroyed five years after the termination of the DSW volunteer's service with the authorized registering entity or, in the case of a public employee, five years after termination of the employee's employment. (Gov. Code, § 3105.)

TRIBES

Tribes and Disaster Councils	California Government Code section 8612 provides Cal OES the authority to certify and accredit a disaster council. Tribes are not eligible to become disaster councils as they do not meet the criteria as set forth in California Government Code section 8610.
Tribal Members as DSW Volunteers	Although tribes are not eligible to become disaster councils under Gov. Code §8610, their individual members may become registered DSW volunteers by a local ADC and are subject to the same rules and authority as the other DSW volunteers.

REIMBURSEMENT OF EXPENSES

Personal Expenses

Although DSWs volunteer their time without pay or other consideration, personal expenses incurred while performing disaster service may be reimbursed by the ADC or designated authority. Expenses may include per diem costs (meals, lodging, travel, etc.) while providing disaster service out of the home area or for extended shifts. Policies with regard to reimbursement of expenses are to be determined by the ADC or designated authority. The DSW volunteer should be informed of this policy prior to incurring such expenses.

Reimbursement of personal expenses incurred during the performance of disaster service is the decision of the ADC or designated authority, and may or may not be reimbursed to that entity by the State or by the federal government.

The DSW funding does not provide reimbursement of personal expenses.

WORKERS' COMPENSATION CLAIM PROCEDURES

Eligible Activities

DSW volunteers may file a claim for injuries sustained while engaged in approved, documented and supervised:

- activities authorized by and carried on pursuant to the California Emergency Services Act while assisting any unit of the emergency organization during a proclaimed emergency or during a search and rescue mission,
- activities performed to mitigate an imminent threat of extreme peril to life, property, and resources, and
- training necessary to engage in such activities; excludes travel to and from the training site.

Volunteers impressed into disaster service by a public official having the authority to do so, may also file a claim for injuries sustained while performing that service.

Unregistered volunteers and those not impressed into service <u>may not</u> file a claim.

Claim Initiation

A claim for injuries may be initiated under several situations

- Upon notice by claimant of an injury that requires medical treatment beyond first aid or results in lost time (Lab. Code, § 5401(a)); or
- A volunteer notifies supervising agency of his/her injury; or
- An injured volunteer presents a physician's note stating a work-related injury may have occurred

Guide to Worker's Compensation

At the same time a claim is initiated, the supervising agency provides the injured DSW volunteer with the *New Disaster Service Worker's Guide to Worker's Compensation.*

Access *Guide* on the Cal OES webpage: Click *For Governments & Tribal*, scroll down to *Plan & Prepare*, and then click *Disaster Service Worker Volunteer Program*.

Signing the claim form is not an admission of liability.

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Required Documents

To file a claim, the following required documents must be submitted as stated in section 2573.3 of Title 19 of the California Code of Regulations:

1. State Fund Form e3301, *Workers' *Compensation Claim Form*
2. State Fund Form e3267, *Employer's** Report of Occupational Injury*

   OR

   Call the 24-Hour Claims Reporting Center at (888) 222-3211 to verbally complete the 3267
3. Written incident report
4. DSW volunteer registration and loyalty oath subscription

<u>If injury due to training</u>, additional required documents to submit:

5. Training pre-authorization
6. Training participation document

The supervisor and injured DSW volunteer have responsibilities associated with the worker's compensation claim submission.

* Worker or employee refers to DSW volunteer.
** Employer refers to ADC or authorized designee.

State Fund Form e3301

The State Fund Form e3301, *Workers' Compensation Claim Form*, must be given to the injured DSW volunteer by the supervising agency within one working day of having knowledge of the injury.

Any sustained injuries should be reported to the supervisor immediately; however, this is not always the case. For example, a volunteer sustains an insect bite and reports it a week later when it requires medical care. The 24 hour period starts the date the volunteer informed the supervisor, which is later than the injury date.

Volunteer Instructions

Form e3301 Instructions for: Injured DSW Volunteer	
Complete	Lines 1-7 *If unable due to injury, relative or legal representative may complete.*
Sign	Line 8 *If unable due to injury, relative or legal representative may sign on behalf of injured volunteer.*
Deliver	Completed Form to supervisor or registering agency within three days (72 hours) of receiving it.

Continued on next page

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Supervisor Instructions

Form e3301 Instructions for: Authorized Supervisor	
Distribute	Copy to injured volunteer, which is volunteer's receipt of record that claim was filed.
Complete	Lines 9-10: Registering entity name and address Lines 11-13 Line 14: Pre-filled Line 15: Leave blank Lines 17-18
Sign	Line 16
Distribute	1. Mail completed Form to State Fund. 2. Fax or e-mail copy to Cal OES. 3. Deliver completed copy to injured DSW volunteer. 4. Retain copy for supervisor or registering agency's files.

Statute of limitations for filing a claim is one year from date of injury.

Access the e3301 on Cal OES webpage: click *For Governments & Tribal*, scroll down to *Plan & Prepare*, and then click *Disaster Service Worker Volunteer Program*.

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Example: COMPLETED E3301 FORM REV.1.12

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION

Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the **"Employee"** section and give the form to your employer. Keep a copy and mark it **"Employee's Temporary Receipt"** until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at **(800) 736-7401**. An explanation of workers' compensation benefits is included as the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: *Complete la sección* ***"Empleado"*** *y entregue la forma a su empleador. Quédese con la copia designada* ***"Recibo Temporal del Empleado"*** *hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la Division de Compensación al Trabajador al* ***(800) 736-7401*** *para oir información gravada. En la hoja cubierta de esta forma esta la explicatión de los beneficios de compensación al trabajador.*

Ud. también debería haber recibido de su empleador un folleto describiendo los benficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above ***Empleado—complete esta sección y note la notación arriba.***

1. Name. *Nombre.* Volunteer's Name Today's Date. *Fecha de Hoy.* 01/06/1956
2. Home Address. *Dirección Residencial.* Volunteer's Address
3. City. *Ciudad.* State. *Estado.* Zip. *Código Postal.*
4. Date of Injury. *Fecha de la lesión (accidente).* 01/04/1956 Time of Injury. *Hora en que ocurrió.* 9:15 a.m. p.m.
5. Address and description of where injury happened. *Dirección/lugar dónde occurió el accidente.* Training classroom located at 123 Street City, State Zip
6. Describe injury and part of body affected. *Describa la lesión y parte del cuerpo afectada.* Tripped over mannequin during training and injured left ankle.
7. Social Security Number. *Número de Seguro Social del Empleado.* xxx-xx-xxxx
8. Signature of employee. *Firma del empleado.* Volunteer's Signature

Employer—complete this section and see note below. ***Empleador—complete esta sección y note la notación abajo.***

9. Name of employer. *Nombre del empleador.* Name of accredited disaster council (ADC) or authorized government designee
10. Address. *Dirección.* Address of ADC or authorized government designee
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* 01/04/1956
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* 01/04/1956
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* 01/06/1956
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia adminstradora de seguros.* State Compensation Insurance Fund
15. Insurance Policy Number. *El número de la póliza de Seguro.* NA
16. Signature of employer representative. *Firma del representante del empleador.* Signed by person authorized by ADC or designee
17. Title. *Título.* Title 18. Telephone. *Teléfono.* (555) 555-5555

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

State Fund Form e3267

The State Fund Form e3267, *Employer's Report of Occupational Injury*, must be submitted by the authorized supervisor **within five days** of injury knowledge. It is imperative to meet this time frame as State Fund will send a letter to the injured volunteer **within 14 days of the injury**. Late reporting may result in penalties being paid out of the DSW fund.

This Form is completed in one of two ways:

1) typing or writing on the Form e3267, OR
2) calling the State Fund Claims Reporting Center and providing information over the telephone.

Injured DSW volunteer does not complete this Form!

Instructions

Form e3267 Instructions	
Line(s)	**Authorized Supervisor types or prints:**
1	Registering agency name
1a	Pre-filled
2-3	Registering agency address
4 & 6	Pre-filled
5	Leave blank
7-10	Self-explanatory
11-16	*If unknown, leave blank*
17-26	Self-explanatory
27-29	*If unknown, leave blank*
30-34	DSW volunteer information
35 & 41	Regular job; ***NOT*** DSW classification
36-39	*If unknown, leave blank*
40	Registering agency information
42-43	Self-explanatory

OR

Claims Reporting Center (CRC) Instructions	
Action	**Authorized Supervisor:**
Calls	(888) 222-3211, *(State Fund operated 24/7)*
Answers	Form 3267 questions via phone to CRC representative
Action	**State Fund CRC Representative:**
Completes	Form 3267, which establishes claim

Access the e3267 on Cal OES webpage: click *For Governments & Tribal*, scroll down to *Plan & Prepare*, and then click *Disaster Service Worker Volunteer Program*.

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Example: COMPLETED E3267 FORM REV.11-13 (front side)

State of California

EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS

STATE COMPENSATION INSURANCE FUND
24-Hour Claims Reporting Center
Telephone (888) 222-3211 Fax (800) 371-5905
ALSO SEND ONE COPY TO: CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES - ATTENTION PREPAREDNESS BRANCH
3650 SCHRIEVER AVENUE, MATHER, CA 95655
BOTH SIDES OF THIS FORM MUST BE COMPLETED
(Claims Management Service is a division of State Compensation Insurance Fund)

OSHA Case No.
DR
☐ Fatality

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

NOTICE: California law requires employers to report within **five days** of knowledge every occupational injury or illness which results in lost time beyond the date of the incident **OR** requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within **five days** of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be **reported immediately** by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

COUNCIL

1. LOCAL ACCREDITED DISASTER COUNCIL or AUTHORIZED REGISTERING GOVERNMENT AGENCY: Name of ADC, its government designee, Cal OES, or authorized state agency
1a. Policy Number: DIS REL
2. MAILING ADDRESS (Number and Street, City, Zip):
2a. Phone Number: (555) 555-5555
3. LOCATION, if different from Mailing Address (Number, Street, City and Zip): Address of authorized registering government agency
4. NATURE OF BUSINESS: e.g., Painting contractor, wholesale grocer, sawmill, hotel, etc.: Cal OES
5. STATE UNEMPLOYMENT INSURANCE ACCT. NO.: Leave blank
6. TYPE OF EMPLOYER: ☐ PRIVATE ☐ STATE ☐ COUNTY ☐ CITY ☐ SCHOOL DIST. ☒ OTHER GOVERNMENT - SPECIFY DISASTER COUNCIL

INJURY OR ILLNESS

7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy): mm/dd/yy
8. TIME INJURY/ILLNESS OCCURRED: ____ A.M. ____ P.M.
9. TIME EMPLOYEE BEGAN WORK: ____ A.M. ____ P.M.
10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy):
11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? ☐ YES ☐ NO
12. DATE LAST WORKED (mm/dd/yy): if known
13. DATE RETURNED TO WORK (mm/dd/yy): if known
14. IF STILL OFF WORK, CHECK THIS BOX ☐
15. PAID FULL DAY'S WAGES FOR DATE OF INJURY OR LAST DAY WORKED? ☐ YES ☐ NO
16. SALARY BEING CONTINUED? ☐ YES ☐ NO
17. DATE OF EMPLOYER'S KNOWLEDGE/ NOTICE OF INJURY/ILLNESS (mm/dd/yy): mm/dd/yy
18. DATE EMPLOYEE WAS PROVIDED (mm/dd/yy) CLAIM FORM: mm/dd/yy
19. SPECIFIC INJURY/ILLNESS AND MEDICAL DIAGNOSIS if available, e.g., Second degree burns on right arm, tendonitis on left elbow, lead poisoning: Bruised, swollen left ankle; possible fracture or severe sprain.
19a. BODY PART AFFECTED
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Address): Street, City, State
20a. ZIP: XXXXX
20b. COUNTY: County
21. ON EMPLOYER'S PREMISES? ☒ YES ☐ NO
21a. WAS ANOTHER PERSON RESPONSIBLE? ☐ YES ☒ NO
22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g., Shipping department, machine shop.: County conference training facility.
23. OTHER WORKERS INJURED OR ILL IN THIS EVENT? ☐ YES ☐ NO
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Acetylene, welding torch, farm tractor, scaffold.: (Name of injured volunteer) training with CPR mannequin.
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading boxes onto truck.: (Name of injured volunteer) stumbled over mannequin as moved to next training station.
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY.: (Name of injured volunteer) foot caught mannequin's arm causing fall and twisting left ankle.
27. NAME AND ADDRESS OF PHYSICIAN (Number, Street, City, Zip): Physician's name and address.
27a. Phone Number: (555) 555-5555
28. HOSPITALIZED AS AN INPATIENT OVERNIGHT? ☐ NO ☐ YES If yes, then, NAME AND ADDRESS OF HOSPITAL (Number, Street, City, Zip): If yes, enter hospital/medical facility name and address.
28a. Phone Number
29. Employee treated in Emergency Room? ☐ YES ☐ NO

ATTENTION: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2.
Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2."

DISASTER WORKER

30. EMPLOYEE NAME: Name of injured volunteer
31. SOCIAL SECURITY NUMBER: XXX-XX-XXXX
32. DATE OF BIRTH (mm/dd/yy): mm/dd/yy
33. HOME ADDRESS (Number, Street, City, Zip): Address of injured volunteer
33a. PHONE NUMBER: (555) 555-5555
34. SEX: ☐ MALE ☐ FEMALE
35. OCCUPATION/Regular Job Title, (NO initials, abbreviations or number). *DO NOT ENTER DSW classification.* EX: Engineer NOT: SAR, CERT, other class
36. DATE OF HIRE (mm/dd/yy)
37. EMPLOYEE USUALLY WORKS: ____ hours per day ____ days per week ____ total weekly hours
37a. EMPLOYMENT STATUS: ☐ regular, full-time ☐ part-time ☐ temporary ☐ seasonal ☐ disabled ☐ retired ☐ laid-off ☐ unemployed ☐ on strike ☐ other
37b. UNDER WHAT CLASS CODE OF YOUR POLICY WERE WAGES ASSIGNED?
38. GROSS WAGES/SALARY: $ ____ per ____
39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g., tips, meals, overtime, bonuses, etc.)? ☐ YES ☐ NO
40. NAME AND ADDRESS OF PRESENT EMPLOYER: EX: Engineering Company Street, City, State Zip

Completed By (type or print): Authorized person by ADC or designee
Signature & Title: Signature of authorized person with his/her title or position

(back side)

41. OCCUPATION/Regular Job Title. *DO NOT ENTER DSW classification.*
EX: Engineer, Retired, Nurse, etc. DO NOT ENTER DSW Classification!

42. WAS WORKER REGISTERED WITH A LOCAL ACCREDITED DISASTER COUNCIL or AUTHORIZED REGISTERING GOVERNMENT AGENCY? IF SO, WHICH ____
Name of ADC, its government designee, Cal OES, or authorized state agency

43. DID INJURY ARISE OUT OF ACTIVITIES AS A DISASTER SERVICE WORKER? ____ yes or no

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Written Incident Report

A written incident report is required as part of the claim submission. It is a brief narrative of how the injury occurred, where it happened, and may include witness statements.

This information is completed by the supervising authority and may be submitted via interoffice memo, e-mail, ICS 214 Activity Log or similar document.

Examples

INTEROFFICE MEMO

DATE: mm/dd/yy
FROM: (Name), Title
TO: (Name), Title

SUBJECT: (Name), Injured DSW Volunteer, Sheriff County SAR

INJURY: (Name) injured left knee during an authorized SAR training. Volunteer was dismounting when horse startled, causing volunteer to fall. Students heard noise and ran to assist. I was notified of the injury, and volunteer transported to Medical Center for treatment.

DATE/TIME/LOCATION: mm/dd/yy, 00:00, incident address

WITNESS: No witnesses; others only heard the incident.

Sent: Fri 11/20/2015 8:58 AM

Send | To... **DSW Claims Lead** | Cc... **DSW Program Lead** | Bcc... | Subject: **Incident Report**

(Name of DSW volunteer) injured left ankle while participating in a pre-authorized CERT Basic Skills Exercise at the County Fairgrounds on November 18, 2015 at 8:25 pm. During a search of a simulated building collapse, (Name of DSW volunteer) tripped over debris props resulting in a gash wound of left thigh area. (Name), Fire Department EMT, stopped the bleeding and examined the wound. Injured volunteer transported by ambulance to Hospital.

(Name) witnessed the incident.

Thank you.

(Name)
Division Chief, CERT Program Manager
Fire Department
Address
City, State Zip

WORKERS' COMPENSATION CLAIM PROCEDURES, Continued

Registration and Oath Subscription

A copy of the original DSW volunteer registration and oath subscription are essential components of the claim submission. Claim's processing will be delayed until receipt of this information.

Training Documents

If injury is due to a training activity, copies of the following *additional* documents are required:

- ✓ written pre-authorization, confirming training approved in advance, and
- ✓ verification of training to substantiate volunteer's participation

Claim Assembly and Distribution Table

The Claim Assembly and Distribution table below is a reference tool to assist in claim submissions.

INSTRUCTIONS for SUPERVISING AGENCY					
CLAIM ASSEMBLY AND DISTRIBUTION	DOCUMENT	STATE FUND	CAL OES	INJURED DSW VOLUNTEER	COMMENTS
	State Fund Form e3267	Fax Copy & Mail Original	Fax or Scan Copy	*DO NOT PROVIDE COPY!*	State Fund Fax: 707-646-0173 Cal OES Fax: 916-845-8736
	State Fund Form e3301			Provide copy of: ① *Temporary Receipt* - *volunteer's proof of filing* ② Completed & signed Form - after bottom section completed	
	DSW Registration & Oath	Fax Copy		*DO NOT PROVIDE COPY!*	
	Incident Report				
	*Training Pre-Authorization**				**Required for training injuries*
	*Training Verification**				
NOTE: Supervising Agency (and Registering Agency) retain copy of entire claim submission.					*11/2015*

Contact Information

State Compensation Insurance Fund
DSW Claims Adjuster
PO Box 65005
Fresno, CA 93650

Cal OES Preparedness Branch
DSW Volunteer Program
3650 Schriever Avenue
Mather, CA 95655

WORKERS' COMPENSATION COVERAGE INFORMATION

Medical Treatment

When an injury occurs, the DSW volunteer should be referred to a medical provider for evaluation and treatment. If the injury requires emergency care, the supervising agency can select the most appropriate medical provider.

If the DSW volunteer has designated a medical provider or facility prior to the injury, treatment with that provider must be allowed. If no designation was made, the supervising agency has the authority to select a medical provider or facility.

The supervising agency *may* exercise control over medical treatment on a State Fund accepted injury for the first 30 days. If treatment goes beyond 30 days, the DSW volunteer has the right to select his or her own doctor and may use State Fund's Medical Preferred Network (MPN) by Harbor Health at www/statefundca.com and click on Find a doctor.

Pre-existing Condition

The DSWVP is "No Fault" coverage. The existence of, and the percentage of disability from any pre-existing condition is factored into the percentage of compensation coverage under the DSWVP.

Claim Decision

State Fund is obligated to make a final decision to accept or deny a claim within 90 days after the date of the claim form or it is deemed accepted by operation of law subject to certain exceptions. The claimant, *aka injured DSW volunteer*, and Cal OES receive notification upon determination.

The decision process may involve medical evaluations and investigative interviews to assess the claim.

Acceptance: If within 90 days, State Fund decides the claim has merit, Cal OES and the claimant are notified. Retroactive benefits will be paid to the claimant.

State Fund monitors all medical treatment resulting from the injury and reports the status to Cal OES.

Denial: State Fund denies a claim based on the information provided by Cal OES, the supervising agency, and its own examinations and questions.

WORKERS' COMPENSATION COVERAGE INFORMATION, Continued

Disputes

If the supervising agency has cause to dispute a claim:

- Notify State Fund immediately by phone or fax.
- Report the dispute in writing.
- Provide names of supervisors, witnesses, and other relevant information.

Disputing a claim does not remove the supervising agency's obligation to provide the injured DSW volunteer with the State Fund Form 3301, *Worker's Compensation Claim Form*.

If the supervising agency does not dispute a claim within 90 days after notification of an injury, the claim is presumed compensable.

Mandatory Medicare Reporting

The Centers for Medicare and Medicaid Services (CMS) is a federal agency responsible for administration of the Medicare Secondary Payer Program which requires all workers' compensation payers to report payments issued on behalf of Medicare beneficiaries.

The DSW Program pays worker's compensation and is primary payer to Medicare; therefore, Cal OES must report DSW claimant data to CMS to be in compliance with the federal government.

Cal OES works with a Medicare Reporting vendor and State Fund to ensure federal requirements are met. Non-compliance may result in fees and penalties.

Appendix A: DSWVP Regulations December 17, 2012

TITLE 19. PUBLIC SAFETY
DIVISION 2. CALIFORNIA EMERGENCY MANAGEMENT AGENCY
CHAPTER 2. EMERGENCIES AND MAJOR DISASTERS
SUBCHAPTER 3. DISASTER SERVICE WORKER VOLUNTEER PROGRAM

§ 2570. Short Title.

This subchapter shall be known and may be cited as the Disaster Service Worker Volunteer Program (DSWVP) Regulations.

§ 2570.1. Purpose.

The Legislature has long provided a state-funded program of workers' compensation benefits for disaster service worker volunteers who contribute their services to protect the health and safety and preserve the lives and property of the people of the state. This Program was established to protect such volunteers from financial loss as a result of injuries sustained while engaged in disaster service activities and to provide immunity from liability for such disaster service worker volunteers while providing disaster service, including official out-of-state deployments to jurisdictions requesting mutual aid assistance. Out-of- state training conducted in a manner geographically and functionally specific to cross-border emergency response may also be considered a covered activity.

NOTE
Authority cited: Sections 8567 and 8585.5 Government Code. Reference: Section 8657, Government code, Sections 3211.9 through 3211.93a, Labor Code., Section 1714.5 Civil Code.

§ 2570.2. Definitions.

(a) Disaster Service Worker Volunteer

(1) A disaster service worker volunteer is any person registered with an accredited disaster council or the California Emergency Management Agency, or a state agency granted authority to register disaster service worker volunteers, for the purpose of engaging in disaster service pursuant to the California Emergency Services Act without pay or other consideration.

(2) Disaster service worker volunteer includes public employees, performing disaster work outside their regular employment without pay, and also includes any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties.

(3) Exclusion: Disaster service worker volunteer 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.

(b) Disaster Service.

(1) Disaster service means all activities authorized by and carried on pursuant to the California Emergency Services Act while assisting any unit of the emergency organization during a proclaimed emergency or during a Search and Rescue mission, including approved, documented and supervised:

- activities performed to mitigate an imminent threat of extreme peril to life, property and resources, and
- training necessary to engage in such activities.

Such activities are under the general direction of the accredited disaster council (or designated agency or authority) including how supervision will be performed (i.e. onsite, offsite) and who will act in a supervisory capacity, (i.e.

paid staff, volunteers). It is the responsibility of the accredited disaster council (or designated agency or authority) that only persons with appropriate supervisory skills, as determined by the accredited disaster council (or designated agency or authority), act in a supervisory capacity.

(2) Exclusions. Disaster service does not include any activities or functions performed by a person if the accredited disaster council with which the person is registered receives a fee or other compensation for the performance of that person's activities or functions.

(c) Training. For purposes of these regulations, training is a pre-authorized activity, sponsored by an accredited disaster council (or designated agency or authority) and may include classroom instruction, disaster drills or exercises, or related activities designed to enhance the disaster response skills (including safety) of the disaster service worker volunteer. Out-of-state training conducted in a manner geographically and functionally specific to cross-border emergency response may also be considered a covered activity.

(d) Disaster Council. A disaster council is a public agency established by ordinance which is empowered to register and direct the activities of disaster service worker volunteers within the area of the county, city, city and county, or any part thereof. In this respect, the disaster council is acting as an instrument of the state in aid of carrying out general state government functions and policy with regard to disaster services.

(e) Accredited Disaster Council. A disaster council may become accredited through certification by the California Emergency Management Agency when the disaster council agrees to follow and comply with the rules and regulations established by the California Emergency Management Agency pursuant to the provisions of the Emergency Services Act. Upon certification, and not before, the disaster council becomes an accredited disaster council. A disaster council remains accredited only while the certification of the California Emergency Management Agency is in effect and is not revoked.

(f) Auxiliary Fire Fighter. An auxiliary fire fighter is a person recruited, registered and trained as a supplement or reserve for unusual fire emergencies or disaster situations. Workers' compensation benefits for uncompensated auxiliary fire fighters may be provided by the state. An auxiliary fire fighter is not a "volunteer fire fighter," who is a person recruited and trained to meet the day-to-day operational requirements of a fire department. Workers' compensation insurance premiums for the volunteer fire fighter are the responsibility of the local government or fire entity.

(g) Public Employee. All persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed, are considered to be public employees.

(h) Convergent Volunteers. Convergent volunteers are individuals who come forward to offer disaster response and recovery volunteer services during a disaster event. Convergent volunteers are not persons impressed into service at the scene of an incident.

NOTE

Authority cited: Sections 8567, 8585.5, and 8585.7, Government Code. Reference: Sections 3100, 8610 and 8612, Government Code; and Sections 3211.9, 3211.91, 3211.92, 3211.93, 3211.93a, and 3600.6 Labor Code.

§ 2571. Accredited Disaster Council.

(a) Disaster councils shall be accredited in accordance with Sections 8585.7 or 8612, Government Code.

(b) When applying for accreditation, disaster councils shall furnish the California Emergency Management Agency with a certified copy of the ordinance which has provided for the following:

(1) a disaster council;

(2) a Chairperson or director of the disaster council;

(3) an Emergency organization; and,

(4) compliance with the Emergency Services Act.

NOTE

Authority cited: Sections 8567 and 8585.5, Government Code. Reference: Section 8612, Government Code.

§ 2572.1. Classifications and General Duties.

The various classifications of disaster service worker volunteers and the general duties of the members of each classification shall be limited to those described below. It is the responsibility of the accredited disaster council (or designated agency or authority) to determine the appropriate level of background check, if any, for each classification.

(a) Animal Rescue, Care and Shelter. Veterinarians, veterinary support staff and animal handlers/specialists providing skills in the rescue, clinical treatment, euthanasia, disposal and transportation of all animals, including but not limited to companion animals, livestock, avian, fish, equine, 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.

(b) Communications. Install, operate and maintain various communications systems and perform related service, to assist officials and individuals in the protection of life and property.

(c) 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.

(d) Emergency Operations Center/Incident Command. Under the direction and supervision of the EOC/IC assist at the city, county, region, State, or departmental level of government in the coordination of overall response and support to an incident including performing in one or more of the Standardized Emergency Management System functions.

(e) 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.

(f) 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.

(1) For purposes of these regulations only, the ratios between auxiliary fire fighters, volunteer fire fighters, and paid fire fighters shall be one auxiliary for one volunteer and three volunteers for one paid fire fighter. The basis for applying these ratios is that the staffing of an engine company, truck company, or a squad shall not exceed six paid fire fighters, and a salvage and rescue company shall not exceed two paid fire fighters. A fire department that has no volunteer fire fighters is limited to three auxiliary fire fighters for each paid fire fighter in the companies and squads, staffed as above. These staffing standards are based on the number of first line (not reserve) apparatus operated by the fire department.

(2) When auxiliary fire fighters are registered with other than an established fire service organization; for example, auxiliary fire fighters in a county or city emergency management services organization, a total number of eligible auxiliary fire fighters shall be computed for that city or unincorporated area. The emergency management services organization is entitled to register auxiliary fire fighters not otherwise registered with other established fire service organizations, and to a number not to exceed the allowable total as indicated in Section 2572.1 (f) (1), above.

(g) Laborer. Under the direction and supervision of the responding agency, performs general labor services and supports emergency operations.

(h) 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.

(i) 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.

(j) 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.

(k) Safety Assessment Program Evaluator. Survey, evaluate and assess damaged facilities for continued occupancy or use; assist in safety evaluations of facilities for utilities, transportation, and other vital community services; and provide recommendations regarding shoring or stabilization of damaged or unsafe buildings or structures.

(l) Search and Rescue.
Under the direction of the appropriate authority, perform search and rescue operations in one or more of several areas including, but not limited to: search and rescue; SAR conducted evidence searches; urban search and rescue; or mine and confined space rescue.

(m) Utilities. Assist utility personnel in the repair and restoration of public utilities damaged by disaster.

NOTE

Authority cited: Sections 8587 and 8585.5, Government Code. Reference: Section 8585.5, Government Code.

§ 2572.2. Scope Of Disaster Service Duties.

Each disaster service worker volunteer 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 emergency organization during a proclaimed emergency or during a SAR mission, or performing activities to mitigate an imminent threat of extreme peril to life, property and resources either:

(a) under the authorization and supervision of a duly constituted superior in the emergency organization; or,

(b) 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.

NOTE

Authority: Sections 8567 and 8585.5, Government Code.
Reference: Section 8585.5, Government Code.

§ 2573.1 Registration and Training.

(a) Registration. A person shall be deemed to be registered if the following information is on file with the California Emergency Management Agency or with the appropriate authority as indicated in Section 2573.2:

(1) name of registrant;

(2) address of registrant;

(3) date enrolled (established as the date the loyalty oath is administered);

(4) name of registering government agency or jurisdiction with signature and title of authorized person;

(5) classification of disaster service to which the volunteer is assigned; and

(6) a signed statement that the loyalty oath or affirmation was taken or subscribed before an officer authorized to administer oaths.

(b) Training.

(1) Accredited disaster councils may require each person registered as a disaster service worker volunteer to satisfactorily complete a course of training or instruction, including periodic refresher training. If warranted by the classification, disaster councils may require documented proof of professional certification or licensing.

(2) The accredited disaster council (or designated agency or authority) shall ensure disaster training is approved, documented and supervised, and shall ensure disaster training is commensurate with the duties of the disaster service worker volunteer.

(3) Exclusions: Unless the volunteer is directly providing disaster services, activities that are not covered include, but are not limited to, parades, public exhibitions, physical fitness training, out-of-state training not conducted in a manner geographically and functionally specific to cross-border emergency response or other training activities not related to disaster service.

NOTE Authority cited: Sections 8567 and 8585.5 Government Code. Reference: Section 8585.5 Government Code.

§ 2573.2 File Retention and Recordkeeping.

(a) Documented proof of the oath or affirmation of any disaster service worker volunteer 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 as follows:

(1) State. File as prescribed by the State Department of Personnel Administration within 30 days of the date it was taken or subscribed.

(2) County. File in the office of the county clerk or in the official department personnel file of the county employee who is designated as a disaster service worker.

(3) City. File in the office of the city clerk.

(4) Other Public Agencies or Districts. File with a public agency or district designated officer or employee.

(5) The oath or affirmation may be destroyed without duplication five years after the termination of the disaster service worker volunteer's service or, in the case of a public employee, five years after the termination of the employee's employment.

(b) All registration records shall be available for inspection by any officer or employee of the State Compensation Insurance Fund or of the California Emergency Management Agency.

(c) The personnel officer or other individual designated by the accredited disaster council shall be responsible for keeping the registration current, and for the accuracy and safekeeping of the official registration records.

(d) The California Emergency Management Agency may prescribe additional registration requirements as it may deem necessary.

NOTE Authority cited: Sections 8567 and 8585.5, Government Code. Reference: Section 3105, Government Code.

§ 2573.3 Workers' Compensation Claims.

Claim Packages. Workers' compensation claims for injuries/illnesses sustained by disaster service worker volunteers while performing disaster service, shall be filed under the same authorities and guidelines as claims filed by paid employees. The claim shall include:

(a) the appropriate claim and employer's report of injury/illness forms as prescribed by the State Compensation Insurance Fund;

(b) a written narrative account of the incident that may include witness statements; and,

(c) a copy of the claimant's current disaster service worker volunteer registration form indicating the loyalty oath or affirmation was administered.

(d) If injury due to a training activity, the claim shall also include:

(1) a copy of a training document verifying the disaster service worker volunteer's participation, and
(2) a copy of the written pre-authorization of the training activity by the accredited disaster council or its designee.

NOTE
Authority cited: Sections 8567 and 8585.5, Government Code.
Reference: Section 3211.92 and 5400 et seq., Labor Code; and Section 3102, Government Code.

Appendix B: DSW Volunteer Registration Form

LOCAL AND STATE INFORMATION
Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

TYPE OR PRINT IN INK: ***SHADED AREAS REQUIRED BY PROGRAM REGULATIONS***

ATTACH PHOTOGRAPH HERE

This block completed ONLY by Accredited Disaster Council, designated government agency or jurisdiction.

CLASSIFICATION: _____ SPECIALTY: _____

REGISTERING AGENCY OR JURISDICTION: _____

SIGNATURE OF AUTHORIZED PERSON: _____ TITLE: _____

REGISTRATION DATE: _____ RENEWAL DATES: _____

EXPIRATION DATE:* _____ DSW CARD ISSUED?: NO? YES?#: _____

PROCESSED BY: _____ DATE: _____ TO CENTRAL FILES: _____

NAME: LAST		FIRST	MI	SSN:	
ADDRESS:		CITY:		STATE	ZIP:
COUNTY:		HOME PHONE:		WORK PHONE:	
PAGER:		E-MAIL:		DATE OF BIRTH: (optional)	
DRIVER LICENSE NUMBER: (if applicable)		DRIVER LICENSE CLASSIFICATION: A? B? C? OTHER DRIVING PRIVILEGES:		LICENSE EXPIRATION DATE:	
IN CASE OF EMERGENCY, CONTACT:				EMERGENCY PHONE:	
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

PARENT/LEGAL GUARDIAN CONSENT FOR MINOR

As the parent or legal guardian of _____, a minor, I hereby give my full consent and approval for him/her to participate as a DSW volunteer. I understand there may be risks of serious bodily injury inherent in DSW volunteer activities, as well as in traveling and other related activities incidental to his/her participation, and I hereby assume these risks on behalf of him/her.

_____ SIGNATURE OF PARENT/LEGAL GUARDIAN _____ DATE

Government Code (GC) §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GC §3102) **If SELF-CERTIFICATION approved by ADC, official's signature and title not required.**

I, _____, do solemnly swear (or affirm) that I will support and defend the
PRINT NAME
Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

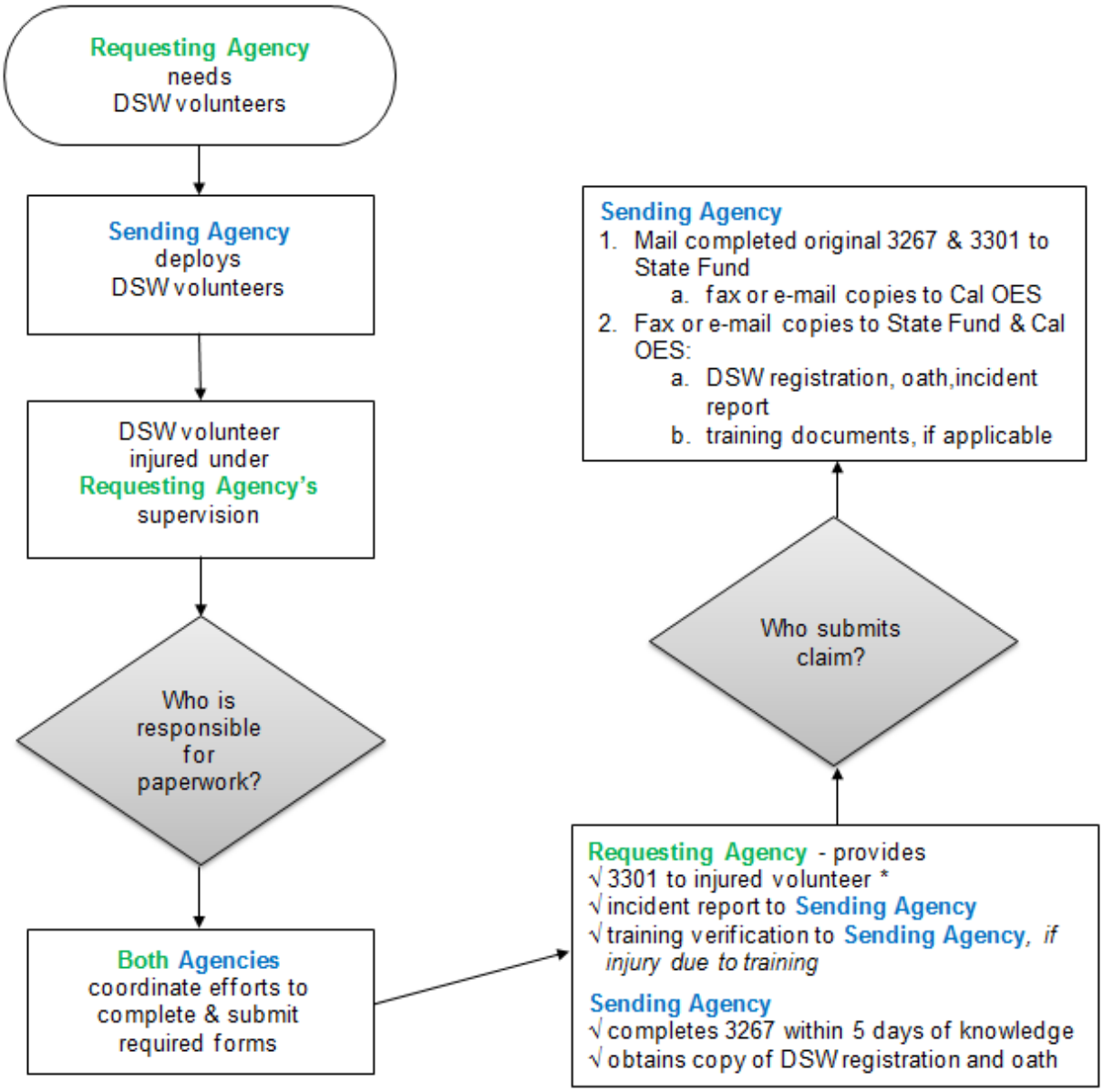
Executed on _____ in _____, _____, California. _____
DATE City COUNTY SIGNATURE OF VOLUNTEER

_____ _____ _____
DATE SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH TITLE

*Registration for the active DSW Volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is at the discretion of the Accredited Disaster Council but not to exceed one year. (See GC §3102)

Cal OES DSW Registration Rev. 8.2016

Appendix C: Flowchart - Mutual Aid Claims Submissions



NOTE:

1. *Sending Agency responsible for providing and completing the 3301 **IF** volunteer delays reporting injury and notifies Sending Agency instead of Requesting Agency.
2. Sending Agency must follow-up with injured volunteer if he/she does not return 3301.
3. Workers' compensation time lines **MUST** be met to avoid penalties.

Appendix D: California Accredited Disaster Council List (2016)

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Alameda	03/25/1853	12/19/46	07/09/91		11/28/50		07/02/46	
Alameda	04/19/1854	06/24/47	09/05/72		12/19/50		01/22/47	06/22/16
Albany	09/22/1908	06/24/47	10/09/73	11/01/95	12/19/50		10/02/50	
Berkeley	04/01/1878	12/19/46	10/08/74	03/29/16	12/12/50		12/11/46	
Dublin	02/01/1982	09/29/03	01/14/85		06/13/83		02/18/03	
Emeryville	12/08/1896	06/16/49	08/30/65		12/11/50		03/15/48	
Fremont	01/23/1956	02/01/57	10/02/73		05/29/56		05/29/56	
Hayward	03/11/1876	11/29/50	05/22/90		12/04/50		07/28/59	
Livermore	04/01/1876	04/27/48	01/17/72		12/04/50		02/04/57	06/10/85
Newark	09/22/1955	02/01/57	05/11/72	10/03/13	01/10/57		01/10/57	
Oakland	05/04/1852	12/19/46	03/16/76	06/23/92	12/12/50		07/25/46	
Piedmont	01/31/1907	04/27/48	07/03/72		12/07/50		03/04/48	
Pleasanton	06/13/1894	06/16/49	05/01/72		05/13/51		05/13/57	
San Leandro	03/21/1872	04/27/48	06/28/71	07/06/71	12/04/50		03/01/48	
Union City	01/26/1959	12/12/60	03/19/73		09/19/60		09/16/60	
Alpine	03/16/1864	12/19/46	10/05/70		12/02/03		12/04/03	
Amador	05/11/1854	06/24/47	02/05/51	11/14/95	04/01/63		04/01/63	
Amador	06/02/1915	06/15/51	05/09/51		12/13/50		05/09/51	
Ione	03/23/1953	01/26/54	12/21/64		12/16/53		12/16/53	
Jackson	12/14/1905	06/15/51	12/21/64		12/21/64		12/21/64	
Plymouth	02/08/1917	06/15/51	05/03/51		07/20/51		05/03/51	
Sutter Creek	02/11/1913	09/12/50	08/21/50		12/04/50		08/21/50	
Butte	02/18/1850	12/19/46	01/30/73	04/21/92	11/27/50		08/23/46	
Biggs	06/26/1903	06/15/51	07/10/72	04/15/74	12/04/50		09/11/50	
Chico	01/08/1872	09/12/50	01/16/51	03/08/62	12/05/50		08/01/50	
Gridley	11/23/1905	06/16/49	04/02/73		12/04/50		05/17/48	
Oroville	01/03/1906	06/24/47	05/04/88		12/04/50		07/19/88	
Paradise	11/27/1979	10/08/85	12/06/83		11/16/82		12/06/83	
Calaveras	02/18/1850	09/12/50	11/17/75		12/04/50		04/22/63	
Angels Camp	01/24/1912	11/29/50	12/02/58		12/05/50		08/01/50	
Colusa	02/18/1850	12/19/46	10/01/85		12/04/50		08/17/50	
Colusa	04/04/1870	06/15/51	09/26/72		02/19/51		06/04/51	
Williams	05/19/1920	06/15/51	06/04/73		06/05/59		04/24/51	
Contra Costa	02/18/1850	12/19/46	10/19/82		11/27/50		09/04/46	
Antioch	02/06/1872	06/16/49	06/26/73	09/12/54	12/11/50		03/08/54	
Brentwood	01/21/1948	09/12/50	03/13/51	02/10/76	12/19/50		07/11/50	
Clayton	03/18/1964	10/27/83	02/07/73		07/07/82		07/07/82	
Concord	02/09/1905	09/12/50	08/02/71		03/24/58		03/05/84	
Danville	07/01/1982	10/08/85	03/04/85		02/21/85		02/21/85	
El Cerrito	08/23/1917	06/16/49	05/19/75		12/04/50		01/03/49	
Hercules	12/15/1900	06/23/52	04/24/52		12/28/50		08/11/50	
Lafayette	07/22/1968	08/14/69	06/11/69		06/11/69		06/11/69	
Martinez	04/01/1864	06/16/49	01/06/71		12/06/50		04/06/49	
Moraga	11/12/1974	10/08/85	01/18/84		01/04/84		01/04/84	
Oakley	07/01/1999	04/23/10	03/09/10	04/13/10	03/23/10		02/23/10	

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Orinda	07/01/1985	08/16/89	11/24/86		08/26/86		08/26/86	
Pinole	06/25/1903	06/16/49	09/17/73		12/04/50		07/06/48	
Pittsburg	06/25/1903	05/01/51	09/08/59		12/04/50		01/06/86	
Pleasant Hill	11/16/1961	07/11/62	01/02/73		04/02/62		07/13/64	
Richmond	08/16/1905	06/24/47	04/30/73	06/04/84	12/11/50		12/30/46	
San Pablo	04/27/1948	09/12/50	02/05/51		12/04/50		07/10/50	
San Ramon	07/01/1983	08/16/89	12/23/85		12/10/85		12/10/85	
Walnut Creek	10/20/1914	11/29/50	02/07/72		12/06/50		09/06/50	
Del Norte	03/02/1857	06/24/47	03/22/76		12/12/50		04/15/47	
Crescent City	04/13/1854	06/16/49	05/10/76		12/11/50		10/11/48	
El Dorado	02/18/1850	12/19/46	07/22/75		12/04/50		12/03/46	
Placerville	05/13/1854	11/29/50	04/19/66		12/04/50		09/18/50	
South Lake Ta	03/30/1965	09/14/67	01/18/72		12/06/66		12/06/66	
Fresno	04/19/1856	04/27/48	12/05/78		12/05/50		09/23/47	
Clovis	02/27/1912	06/16/49	08/02/76		12/18/50		01/06/47	
Coalinga	04/03/1906	03/01/51	04/19/71		12/04/50		12/18/50	
Firebaugh	09/17/1914	01/26/54	07/22/74		11/27/50		07/15/53	
Fowler	06/15/1908	05/05/44	07/18/50		12/05/50		09/19/50	
Fresno	10/15/1885	09/12/50	01/13/87		11/30/50		09/28/50	
Huron	05/03/1951	01/26/54	06/20/79		06/03/53		06/03/53	
Kerman	07/02/1946	05/01/51	02/26/51		11/27/50		03/26/51	
Kingsburg	05/19/1908	06/20/55	09/05/72		07/16/51		07/19/54	
Mendota	06/17/1942	06/15/51	05/22/51		04/10/51		04/10/51	
Orange Cove	01/20/1948	11/29/50	08/15/50		12/04/50		10/02/50	
Parlier	11/15/1921	11/29/50	10/19/72		12/07/50		08/17/50	
Reedley	02/18/1913	06/15/51	05/18/71		12/05/50		05/15/51	
San Joaquin	02/14/1920	01/23/52	05/21/51		07/20/53		10/15/51	
Sanger	05/09/1911	05/01/51	03/07/51		12/06/50		04/04/51	
Selma	03/15/1893	07/07/50	09/01/71		12/04/50		04/17/50	
Glenn	03/11/1891	03/01/51	09/26/72		01/07/57		12/18/50	
Orland	11/11/1909	06/15/51	02/24/72		12/04/50		05/07/51	
Willows	01/16/1886	05/01/51	01/10/72		12/04/50		09/25/50	
Humboldt	05/12/1853	03/07/50	01/16/74		12/01/50		06/27/49	
Arcata	02/02/1858	11/29/50	03/05/75		12/01/50		10/06/50	
Blue Lake	04/23/1910	01/23/52	04/09/51		12/11/50		11/03/48	
Eureka	04/18/1856	03/07/50	06/03/75		12/26/50		06/07/49	
Ferndale	08/28/1893	06/16/49	12/07/48		01/02/51		12/07/48	
Fortuna	02/20/1906	03/07/50	11/19/73		01/06/51		07/05/49	
Rio Dell	02/26/1965	10/27/65	11/01/83		07/20/65	10/18/83	10/18/83	
Trinidad	11/07/1870	01/27/58	09/09/57		11/04/57		11/04/57	
Imperial	08/15/1907	12/19/46	05/31/73	03/29/90	12/04/50		02/06/73	
Brawley	04/16/1908	03/07/50	02/20/73		12/04/50		02/05/73	
Calexico	04/16/1908	09/12/50	10/21/86		12/05/50		09/19/50	
Calipatria	02/28/1919	04/30/57	02/13/73		03/19/59		04/09/57	
El Centro	04/16/1908	06/24/47	10/17/84		12/06/50		04/11/73	
Holtville	07/01/1908	11/29/50	11/23/54		12/13/50		09/20/50	
Imperial	07/12/1904	03/07/50	02/14/73		12/13/50		02/23/50	

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Westmorland	06/30/1934	11/29/50	02/26/73		12/11/50		10/30/50	
Inyo	03/22/1856	12/19/46	08/07/72		12/05/50		11/08/50	
Bishop	05/06/1903	11/29/50	09/11/73		12/11/50		11/10/75	
Kern	04/02/1866	06/12/46	04/26/90	11/26/92	12/04/50		05/27/46	
Arvin	12/21/1960	10/18/61	06/12/61		02/12/73	04/26/76	07/10/61	
Bakersfield	01/11/1898	06/16/49	05/27/68	08/27/73	12/04/50		08/09/48	
California City	12/08/1965	12/09/66	07/18/66		07/18/66		07/18/66	
Delano	04/13/1915	11/29/50	06/05/72		12/04/50		10/16/50	
Maricopa	07/25/1911	11/29/50	03/12/51		12/11/50		08/28/50	
McFarland	07/18/1957	06/25/58	05/21/58		05/21/58		05/21/58	
Ridgecrest	11/29/1963	10/08/85	01/03/74		06/11/73		12/05/83	
Shafter	01/20/1938	06/24/47	05/12/69		12/13/50		08/14/50	
Taft	11/22/1910	11/29/50	08/20/79		04/02/51		08/21/50	
Tehachapi	08/13/1909	11/29/50	12/18/72		12/04/50		10/02/50	
Wasco	12/22/1945	06/16/49	08/06/48		04/01/51		04/30/47	
Kings	03/22/1893	06/24/47	06/15/82		12/12/50		02/06/47	
Avenal	09/08/1979	06/16/82	05/27/82		05/13/82		05/13/82	
Corcoran	08/06/1907	06/16/49	11/15/82		12/04/50		04/04/49	
Hanford	08/12/1891	06/24/47	02/15/83		02/13/51		05/26/46	
Lemoore	08/04/1900	05/01/51	05/18/82		03/05/51		06/01/51	
Lake	05/20/1861	04/27/48	12/06/71	11/07/89	11/27/50		12/02/47	
Clear Lake	11/14/1980	02/26/87	12/02/85		12/02/85		12/02/85	
Lakeport	04/30/1888	06/15/51	06/19/72		12/05/50	09/02/52	04/16/51	
Lassen	04/01/1864	12/19/46	01/08/73		12/04/50		09/05/50	
Susanville	08/24/1900	05/01/51	06/15/70	02/05/73	07/23/56		04/23/51	
Los Angeles	02/18/1850	06/12/46	09/01/89		12/12/50		07/09/46	
Agoura Hills	11/08/1982	10/08/85	09/21/83		05/04/83		05/04/83	
Alhambra	07/11/1903	06/24/47	09/11/74		12/05/50		02/04/47	
Arcadia	08/05/1903	06/16/49	07/06/71		12/05/50		07/20/48	
Artesia	05/29/1959	11/09/59	07/09/79		08/03/59		09/14/59	
Avalon	06/26/1913	11/29/50	10/15/79		12/07/50		09/22/50	
Azusa	12/29/1898	06/16/49	09/16/85		12/04/50		04/04/83	
Baldwin Park	01/25/1956	05/24/57	03/15/67		11/05/56		02/18/57	
Bell	11/07/1927	06/24/47	06/20/83		12/04/50		12/16/46	04/15/74
Bell Gardens	08/01/1961	08/05/65	11/13/61		07/26/65		07/26/65	
Bellflower	09/03/1957	01/16/63	04/25/77		10/31/62		10/31/62	12/09/96
Beverly Hills	01/29/1914	06/24/47	12/08/90		04/29/52		01/21/47	
Bradbury	07/26/1957	12/12/60	06/08/67	12/15/81	11/01/60		11/01/60	
Burbank	07/15/1911	12/19/46	01/23/73		12/12/50		06/18/46	
Calabasas	04/05/1991	03/01/94	11/20/91		11/06/91		11/06/91	
Carson	02/19/1968	08/14/69	12/15/75		04/21/69		04/21/69	
Cerritos	04/24/1956	04/15/68	12/13/67	05/02/79	11/01/67		11/01/67	
Claremont	10/03/1907	06/24/47	11/14/72		12/05/50	12/11/84	12/11/84	
Commerce	01/28/1960	04/10/63	02/04/85		02/05/62		02/05/62	
Compton	05/11/1888	06/16/49	04/08/80		11/28/50		12/05/50	
Covina	08/14/1901	09/12/50	09/05/72		12/04/50		09/18/50	
Cudahy	11/10/1960	10/08/85	06/04/84		05/07/84		05/07/84	

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Culver City	09/20/1917	06/16/49	03/22/71		12/11/50		06/05/89	
Diamond Bar	04/18/1989	01/28/92	05/21/91		04/18/89		05/07/91	
Downey	12/17/1956	06/25/58	05/08/79		05/26/58		05/26/58	
Duarte	08/22/1957	11/09/59	03/09/71		12/08/58		12/08/58	
El Monte	11/18/1912	06/16/49	12/05/72		12/04/50		12/06/48	
El Segundo	01/18/1917	06/16/49	01/04/77		11/29/50		10/27/48	
Gardena	09/11/1930	06/24/47	06/05/67	07/10/79	11/28/50		12/16/46	
Glendale	02/15/1906	12/19/46	07/27/71		11/16/50		07/30/46	
Glendora	11/13/1911	11/29/50	08/10/71		11/28/50		01/14/92	
Hawaiian Gard	04/09/1964	03/22/73	09/12/72		03/27/73		08/22/72	
Hawthrone	07/12/1922	06/16/49	01/12/81		11/28/50		12/12/50	
Hermosa Beac	01/10/1907	06/24/47	01/11/77		12/05/50		04/15/47	
Hidden Hills	10/19/1961	01/09/79	02/17/86		03/07/78		03/07/78	
Huntington Pa	09/01/1906	06/12/46	06/27/77		12/04/50		05/06/46	
Industry	06/18/1957	12/15/98	12/01/86	08/27/98	08/27/98		08/27/98	
Inglewood	02/14/1908	06/16/49	06/04/85		11/28/50		06/22/48	
Irwindale	08/06/1957	04/10/63	10/09/75		11/27/62		11/27/62	
La Canada Flin	11/30/1976	01/09/72	06/20/77		06/20/77		11/20/78	
La Habra Heig	12/04/1978	11/14/79	06/21/79		12/11/73	06/07/79	06/07/79	
La Mirada	03/23/1960	10/31/63	08/09/77		09/24/63		09/24/63	
La Puente	11/21/1977	12/04/61	03/13/90		11/14/61		11/14/61	
La Verne	08/20/1906	06/16/49	04/04/77		12/04/50		11/01/48	
Lakewood	04/16/1954	08/14/59	02/05/74		06/09/59		06/09/59	
Lancaster	11/21/1977	11/14/79	09/03/85		08/06/79		08/06/79	
Lawndale	12/28/1959	04/25/66	09/20/76		01/16/61		09/20/76	
Lomita	06/25/1964	01/14/65	10/25/76		11/09/64		10/04/76	
Long Beach	12/13/1897	12/19/46	11/09/71		12/19/50		03/06/51	
Los Angeles	04/04/1850	12/19/46	07/25/89		02/26/51		07/01/46	
Lynwood	07/16/1921	06/16/49	05/06/80		12/05/50		10/19/48	
Malibu	03/28/1991	03/01/94	07/16/91		12/17/91		12/17/91	
Manhattan Bea	12/07/1912	06/16/49	11/16/71	09/07/76	12/05/50		09/07/76	
Maywood	09/02/1924	06/24/47	01/09/51	03/26/91	11/28/50		05/27/47	
Monrovia	12/15/1887	06/16/49	09/20/83		12/04/50		09/06/83	
Montebello	10/16/1920	12/19/46	05/08/90		12/04/50		06/17/46	
Monterey Park	05/29/1916	07/07/50	07/10/89		12/11/50		03/13/50	
Norwalk	08/26/1957	10/18/61	04/10/72		02/08/60		02/08/60	
Palmdale	08/24/1962	05/24/63	11/02/62	03/14/85	03/15/63		03/15/63	
Palos Verdes E	12/20/1939	04/30/57	12/14/76		11/29/56		02/26/57	
Paramount	01/30/1957	05/08/59	07/14/77		04/21/59		04/21/59	
Pasadena	06/19/1886	06/24/47	02/01/72		01/30/51		04/22/47	
Pico Rivera	01/29/1958	06/24/59	12/17/79		06/01/59		06/01/59	
Pomona	01/06/1888	06/12/46	05/16/83		12/05/50		04/25/50	
Rancho Palos	09/04/1973	11/25/74	09/17/74		09/03/74		09/03/74	
Redondo Beac	04/29/1882	11/29/50	02/14/77		12/11/50		03/28/77	
Rolling Hills	01/24/1957	08/14/59	08/07/74		07/13/59		07/13/59	
Rolling Hills Es	09/18/1957	10/31/63	08/11/71		06/10/59		06/10/59	
Rosemead	08/04/1959	04/25/66	07/13/76		09/23/59		09/23/59	
San Dimas	08/04/1960	04/10/63	11/24/75		01/14/63		02/23/76	
San Fernando	08/31/1911	09/12/50	06/29/73		12/04/50		07/05/49	
San Gabriel	08/24/1913	06/16/49	08/03/71		12/12/50		10/19/48	
San Marino	04/25/1913	11/29/50	05/09/51	06/14/89	12/13/50		04/27/49	
Santa Clarita	12/15/1987	08/16/89	07/11/89		06/13/89		06/13/89	
Santa Fe Sprin	05/15/1957	06/24/59	08/08/77		05/28/59		05/28/59	

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Santa Monica	12/09/1896	12/19/46	09/26/78		12/12/50		11/28/61	
Sierra Madre	02/07/1907	06/16/49	11/12/69	10/27/81	12/12/50		04/12/49	
Signal Hill	04/22/1924	06/24/47	06/19/79		12/04/50		03/19/51	
South El Monte	07/30/1958	09/03/64	09/19/61	07/01/76	07/21/64		10/17/61	
South Gate	01/20/1923	06/16/49	08/13/84		11/27/50		11/29/48	
South Pasadena	03/02/1888	06/24/47	08/18/71		11/30/50		01/08/47	
Temple City	05/25/1960	09/14/67	12/01/80		06/21/66		04/18/67	
Torrance	05/12/1921	09/12/50	04/15/75	08/09/11	12/12/50		09/11/73	
Vernon	09/22/1905	07/16/51	03/18/80		04/18/51		05/01/51	
Walnut	01/19/1959	08/14/59	06/08/83		06/15/59		06/15/59	
West Covina	02/17/1923	11/29/50	02/11/80		05/25/51		08/27/79	
West Hollywood	11/29/1984	02/26/87	10/20/86		09/18/86		09/18/86	
Westlake Village	12/11/1981	10/08/85	12/20/84		11/14/84		11/14/84	
Whittier	02/25/1898	06/16/49	09/20/83		11/28/50		11/08/48	
Madera	03/11/1893	09/12/50	03/28/72	04/09/91	12/07/50		07/05/50	
Chowchilla	02/07/1923	03/01/51	09/07/66		01/05/51		02/01/51	
Madera	03/27/1903	09/12/50	09/18/78		11/28/50		09/18/50	
Marin	02/18/1850	12/19/46	12/14/82		12/11/50		12/09/46	
Belvedere	12/24/1896	09/12/50	11/01/71		12/04/50		08/07/50	
Corte Madera	06/10/1916	07/16/51	01/03/72		05/19/58		05/19/58	
Fairfax	03/02/1931	06/16/49	03/12/73		12/08/50		12/10/48	
Larkspur	03/01/1908	05/01/51	12/01/71		12/06/50		01/03/51	
Mill Valley	09/01/1900	06/16/49	03/06/72		12/06/50		01/19/49	
Novato	01/20/1960	06/30/72	12/07/71		12/07/71		12/07/71	
Ross	08/21/1908	09/12/50	04/08/71		12/14/50		05/11/50	
San Anselmo	04/09/1907	06/24/47	01/25/72		12/12/50		04/08/47	
San Rafael	02/18/1874	06/16/49	01/15/73		12/04/50		03/22/55	
Sausalito	09/04/1893	09/12/50	10/19/71		12/05/50		07/25/50	
Tiburon	06/23/1964	12/09/66	12/13/71		10/10/66		10/10/66	
Mariposa	02/18/1850	05/01/51	05/24/83		01/05/51	12/06/88	10/25/50	
Mendocino	02/18/1850	12/19/46	03/24/87		12/01/50		01/22/51	
Fort Bragg	08/05/1889	09/12/50	10/26/81	11/09/81	04/09/51		08/16/50	
Point Arena	07/11/1908		07/26/05		12/05/50			
Ukiah	03/08/1876	09/12/50	09/19/73		12/06/50		08/16/50	
Willits	11/19/1888	05/01/51	05/25/83		11/27/50		02/19/51	
Merced	04/19/1855	09/12/50	11/20/90		08/26/58		08/26/58	09/20/72
Atwater	08/16/1922	06/15/51	11/26/62		12/06/50		04/04/51	
Dos Palos	05/04/1935	06/15/51	03/20/51		04/17/51		04/17/51	
Gustine	11/11/1915	09/12/50	03/05/51		12/04/50		08/07/50	
Livingston	09/13/1922	03/01/51	08/07/50		12/04/50		01/16/51	
Los Banos	05/08/1907	06/16/49	01/19/49		01/17/51		01/19/49	
Merced	04/03/1889	11/29/50	01/15/51		12/04/50		11/04/46	
Modoc	02/17/1874	06/24/47	05/19/86	03/20/89	03/04/57		08/21/50	05/19/86
Alturas	09/16/1901	01/27/58	06/11/56		07/09/56		07/09/56	
Mono	04/24/1861	06/16/49	12/10/85		12/04/50		11/22/83	
Mammoth Lake	03/21/1893	02/26/87	11/20/85		11/06/85		11/06/85	

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Monterey	02/18/1850	12/19/46	06/05/90		11/27/50		07/15/46	
Carmel-By-The	10/31/1916	06/16/49	05/14/79		12/06/50	02/06/63	05/07/79	
Del Rey Oaks	09/03/1953	12/09/66	05/27/75		01/24/55		02/28/55	
Gonzales	01/14/1947	05/01/51	05/05/75		12/05/50		04/03/51	
Greenfield	01/07/1947	03/01/51	04/16/74		12/19/50	03/17/70	03/17/70	
King City	02/09/1911	06/16/49	02/07/51		12/06/50	05/12/70	05/12/70	
Marina	11/12/1975	05/13/77	10/25/76		10/11/76		10/11/76	
Monterey	06/14/1889	06/16/49	12/20/71		12/05/50		09/19/78	
Pacific Grove	07/05/1889	06/16/49	03/21/90		12/20/50		01/05/49	
Salinas	03/04/1874	06/16/49	03/01/71		12/04/50		01/17/49	
Sand City	05/31/1960	10/27/83	07/20/82		07/20/82		07/20/82	
Seaside	10/13/1954	03/15/55	04/20/72		11/18/54		01/20/55	
Soledad	03/09/1921	06/16/49	04/10/51		12/12/50		04/10/51	
Napa	02/18/1850	06/16/49	09/19/72		03/11/52		01/11/49	06/13/67
American Can	01/01/1992	11/21/97	08/07/97		08/21/97		08/21/97	
Calistoga	01/06/1886	06/15/51	11/01/88		12/01/50		12/01/50	
Napa	03/23/1872	06/16/49	11/05/73		12/18/50		05/09/49	
Saint Helena	03/24/1876	06/16/49	01/23/73		11/28/50		08/10/48	
Yountville	02/01/1965		03/04/03		02/04/03		02/04/03	
Nevada	04/25/1851	03/01/51	11/28/89		01/02/51		01/02/51	
Grass Valley	04/15/1861	09/12/50	11/28/72		12/12/50		07/25/50	
Nevada City	04/19/1856	06/15/51	04/12/51		04/12/51		04/13/51	
Truckee	03/23/1993		06/03/93					
Orange	03/11/1889	12/19/46	02/24/87		11/28/50		11/19/46	
Aliso Viejo	07/01/2001	10/23/02	06/05/02		06/05/02		06/05/02	
Anaheim	03/18/1878	06/19/49	09/27/77		11/28/50		04/07/59	
Brea	02/23/1917	06/16/49	04/20/76		12/06/50		05/03/83	
Buena Park	01/27/1953	03/15/55	09/21/87		12/29/53		09/05/78	
Costa Mesa	06/29/1953	03/15/55	11/03/80		04/19/54		04/19/54	
Cypress	07/24/1956	01/27/58	10/21/57		10/21/57		10/28/91	
Dana Point	01/01/1989	03/06/07	04/17/16	04/17/16	01/22/03		01/22/03	04/19/16
Fountain Valle	06/13/1957	04/10/63	02/04/92		12/14/59		01/21/92	
Fullerton	02/15/1904	12/19/46	03/06/51		11/28/50		05/21/46	
Garden Grove	06/18/1956	01/27/58	06/22/71	06/24/75	11/26/57		11/26/57	
Huntington Be	02/17/1909	06/16/49	11/17/80		02/05/51		06/07/76	
Irvine	12/28/1971	12/07/77	04/26/77	03/26/91	04/12/77		04/12/77	
La Habra	01/20/1925	03/01/51	11/06/73		12/05/50		12/11/73	
La Palma	10/26/1955	01/27/58.	11/04/57		10/07/57		10/07/57	
Laguna Beach	06/29/1927	06/24/47	09/06/72		12/06/50		12/04/46	
Laguna Hills	12/20/1991	12/15/98	10/28/97		10/14/97		10/14/97	
Laguna Nigel	12/01/1989	12/17/98	06/21/94		06/06/90		04/16/93	12/01/98
Laguna Woods	03/24/1999	09/29/03	12/18/02		11/20/02		11/20/02	
Lake Forest	12/20/1991	12/02/99	08/02/94		02/16/99		02/04/92	02/16/99
Los Alamitos	03/01/1960	04/15/68	08/28/72		11/14/67		08/14/72	
Mission Viejo	03/31/1988	01/28/92	12/09/91		06/26/89		06/26/89	
Newport Beach	09/01/1906	12/19/46	10/09/73		12/26/50	12/10/73	12/10/73	
Orange	04/06/1888	06/16/49	08/28/73		12/05/50		08/21/73	
Placentia	12/02/1926	06/16/49	11/06/73		12/05/50		11/16/48	05/19/81

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Rancho Santa	01/01/2000	08/23/04	09/18/03		09/04/03		09/04/03	
San Clemente	02/28/1928	06/16/49	11/01/72		12/06/50	11/01/72	11/01/72	
San Juan Capi	04/19/1961	06/30/70	10/23/61		10/23/61		10/23/61	
Santa Ana	06/12/1886	06/16/49	03/19/84		12/21/50		01/07/74	
Seal Beach	10/27/1915	06/16/49	08/21/67		12/27/50		11/25/74	
Stanton	06/04/1956	05/23/58	11/27/72		03/24/58		03/24/58	
Tustin	09/21/1927	06/16/49	04/21/75		12/04/50	06/15/59	04/07/75	
Villa Park	01/11/1962	12/07/77	07/21/77		06/16/77		11/17/77	
Westminster	03/27/1957	01/27/58	09/12/72		12/02/57		08/22/72	
Yorba Linda	11/02/1967	06/30/70	05/17/82		01/15/68		05/03/82	
Placer	04/25/1851	03/07/50	11/16/90		01/22/51		12/13/49	
Auburn	05/02/1888	06/16/49	01/25/72		12/14/50		07/21/48	
Colfax	02/23/1910	12/19/46	11/26/46		04/24/51		11/26/46	
Lincoln	08/07/1890	09/12/50	09/14/71		11/28/50		09/12/50	
Loomis	12/17/1984	11/20/06	12/10/96		10/13/04		10/12/04	
Rocklin	02/24/1893	03/01/51	12/20/71		04/16/51		10/09/50	
Roseville	04/10/1909	06/24/47	10/20/71		12/13/50		04/23/47	
Plumas	03/18/1854	12/19/46	11/09/76		12/04/50		01/03/51	
Portola	05/16/1946	11/29/50	03/26/73		12/01/50		08/24/50	
Riverside	03/11/1893	12/19/46	11/15/88		12/04/50		12/09/46	
Banning	02/06/1913	07/07/50	06/12/90		11/28/50		12/14/48	
Beaumont	11/18/1912	12/19/46	01/13/75		01/24/51		08/28/46	
Blythe	07/21/1916	03/01/51	11/23/71		04/10/51		02/06/51	
Calimesa	12/01/1990	12/15/98	04/20/91	04/05/93	12/01/90		04/05/93	
Canyon Lake	12/01/1990	11/21/97	12/16/92		01/06/93		01/06/93	
Cathedral City	11/16/1981	10/08/85	01/18/84	02/10/10	01/04/84		01/04/84	
Coachella	12/13/1946	11/29/50	03/21/72		04/02/58		06/18/58	
Corona	07/13/1896	12/19/46	11/20/90		12/05/50		09/07/65	
Desert Hot Spr	09/24/1963	02/24/64	10/08/87		02/19/64		09/15/87	
Eastvale	10/01/2010	10/18/13	12/14/11		08/24/11		11/09/11	
Hemet	01/20/1910	06/16/49	09/25/94		12/04/50		11/01/48	
Indian Wells	07/07/1967	03/30/72	09/08/67		08/01/74		08/01/74	
Indio	05/16/1930	09/12/50	11/03/71		07/17/63		08/02/50	
Jurupa Valley	07/01/2011							
Lake Elsinore	04/20/1988	06/16/49	06/27/77		12/11/50		10/18/48	
La Quinta	05/01/1981	10/08/85	02/07/84		01/17/84		01/17/84	
Menifee	10/01/2008	01/05/10	06/02/09		05/20/09		05/20/09	
Moreno Valley	12/03/1984	03/01/94	08/13/91		06/25/91		06/25/91	
Murrieta	07/01/1991	03/01/94	02/04/92		11/05/91		11/05/91	
Norco	12/23/1964	06/19/67	07/03/72		03/20/67		03/20/67	
Palm Desert	12/16/1973	05/13/77	04/08/76		09/11/75		02/26/76	
Palm Springs	04/20/1938	12/19/46	07/06/83		12/06/50		08/06/80	
Perris	05/26/1911	09/12/50	08/12/68		12/01/50		08/04/50	
Rancho Mirage	07/17/1973	04/08/75	02/06/75		08/01/74		08/01/74	
Riverside	10/11/1883	04/27/48	06/02/87		12/19/50		12/19/72	
San Jacinto	04/20/1888	11/29/50	09/08/70		12/19/50		10/24/50	
Temecula	12/01/1989	11/21/97	08/27/91		02/23/93		02/23/93	
Wildomar	07/01/2008	02/28/10	01/27/10		04/22/09		01/13/10	

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Sacramento	02/18/1850	12/19/46	10/01/73		12/06/50		08/16/50	
Citrus Heights	01/01/1997							
Elk Grove	07/01/2000	01/05/11	10/27/10		06/28/06	10/13/10	10/13/10	
Folsom	04/20/1946	11/29/50	12/17/70		12/06/50		09/01/50	
Galt	08/16/1946	09/12/50	08/30/63		11/28/50		05/31/50	
Isleton	05/14/1923	06/16/49	06/02/75		12/04/50		12/06/48	
Rancho Cordo	11/05/2002							
Sacramento	02/27/1850	06/24/47	04/21/81		12/07/50		12/27/46	
San Benito	02/12/1874	12/19/46	02/03/86		12/04/50		10/09/50	
Hollister	03/26/1874	01/23/52	05/20/74		12/18/50		12/18/50	
San Juan Baut	05/04/1896	06/24/47	12/23/41		12/05/50		12/15/46	
San Bernardi	04/26/1853	12/19/46	01/09/84	06/08/04	01/08/51		10/01/72	08/06/13
Adelanto	12/22/1970	03/30/72	01/26/72		01/12/72	11/09/93	01/12/72	
Apple Valley	11/28/1988	01/28/92	10/31/89		11/27/90		11/27/90	
Barstow	09/30/1947	06/16/49	03/20/78		04/02/51	07/17/78	03/06/78	
Big Bear Lake	11/24/1980	06/16/82	01/13/82		01/27/82		01/27/82	
Chino	03/05/1910	06/16/49	08/05/86		12/19/50		11/05/48	
Chino Hills	12/01/1991	11/21/97	10/11/94		06/14/94		09/27/94	
Colton	07/20/1887	06/16/49	03/16/71		12/19/50		12/20/84	
Fontana	06/25/1952	02/28/53	05/19/87		03/02/54		05/03/83	
Grand Terrace	11/30/1978	06/27/79	01/18/79		01/18/79		01/18/79	
Hesperia	05/23/1988	04/18/90	08/17/89		07/01/88		08/17/89	
Highland	11/23/1987	03/12/90	08/08/89		07/25/89		07/25/89	
Loma Linda	09/29/1970	05/13/77	12/13/76		05/23/72		12/13/76	
Montclair	04/25/1956	04/30/57	09/17/56	05/16/83	02/04/57		05/16/83	
Needles	10/30/1913	06/15/51	04/17/51		12/05/50		04/17/51	
Ontario	12/10/1891	06/16/49	07/18/89		12/04/50		11/21/89	
Rancho Cucan	11/22/1977	06/16/82	05/21/80		12/02/77		04/07/82	
Redlands	12/07/1888	04/27/48	02/01/72		01/18/72		01/18/72	
Rialto	11/17/1911	03/07/50	12/08/77		09/20/71		09/20/71	
San Bernardine	08/10/1869	06/16/49	06/29/71	10/17/90	02/19/51		06/20/82	
Twentynine Pa	11/23/1987	08/16/89	11/08/88		12/02/87		10/25/88	
Upland	05/15/1906	04/27/48	07/06/71	09/02/80	12/07/50		09/02/80	
Victorville	09/21/1962	07/19/63	11/03/87		07/10/63		02/15/83	
Yucaipa	11/27/1989	12/05/97	10/06/97		12/01/89		10/06/97	
Yucca Valley	11/27/1991	10/23/02	11/27/91	05/13/02	08/01/02		06/06/02	
San Diego	02/18/1850	12/19/46	05/12/81		12/11/50		09/03/46	
Carlsbad	07/16/1952	01/26/54	01/02/73		07/21/53		07/21/53	
Chula Vista	10/26/1911	06/16/49	08/01/72		04/10/51		07/29/82	
Coronado	07/13/1896	12/19/46	08/15/72		12/05/50		11/08/50	
Del Mar	07/15/1959	10/18/61	12/04/72		12/01/60		01/30/61	
El Cajon	11/20/1912	06/24/47	01/16/73		12/18/50		10/09/50	
Encinitas	10/01/1986	11/10/87	07/13/87	06/28/89	07/27/87		07/27/87	
Escondido	10/08/1888	11/29/50	09/13/72		12/06/50		10/04/50	
Imperial Beach	07/18/1956	06/30/58	07/18/72		04/02/57		02/23/50	04/02/57
La Mesa	02/16/1912	09/12/50	03/13/51		11/28/50		06/08/82	
Lemon Grove	07/01/1977	01/09/79	11/20/78		11/06/78		12/05/78	
National City	07/28/1887	06/16/49	11/14/72		12/05/50		11/08/50	
Oceanside	07/12/1888	06/16/49	05/23/73		12/13/50		11/10/48	

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Poway	12/01/1980	03/10/82	11/10/81		11/10/81		11/10/81	
San Diego	03/27/1850	12/19/46	02/05/74		12/05/50		08/13/46	
San Marcos	01/28/1963	07/19/63	01/22/74		06/25/63		06/25/63	
Santee	12/01/1980	03/10/82	11/09/81		10/26/81		10/26/81	
Solana Beach	07/01/1986	08/16/89	11/16/87		11/02/87		11/02/87	
Vista	01/28/1963	08/05/65	12/11/72		06/25/63		06/25/63	
San Francisc	02/18/1850	12/19/46	02/22/72		04/23/51		09/30/46	
San Joaquin	02/18/1850	07/07/50	03/16/71		01/29/51		06/02/09	
Escalon	03/12/1957	05/08/59	06/21/71		06/02/58		03/12/57	09/03/58
Lathrop	07/01/1989							
Lodi	12/06/1906	09/12/50	06/02/71		04/06/11		07/19/50	
Manteca	06/05/1918	11/29/50	03/05/51	08/04/71	12/04/50		11/21/49	
Ripon	11/17/1945	09/12/50	02/20/51		12/19/50		07/18/50	
Stockton	07/23/1850	06/16/49	04/12/71		12/26/50		11/15/48	
Tracy	07/22/1910	06/16/49	12/15/70		12/05/50		02/15/49	
San Luis Obis	02/18/1850	12/19/46	09/11/86		12/04/50		10/28/46	
Arroyo Grande	06/11/1911	03/01/51	04/22/75		04/04/51	11/09/71	04/08/75	
Atascadero	07/02/1972	02/26/87	02/14/89		07/14/86		07/14/86	
Grover Beach	12/21/1959	12/04/61	10/04/61		10/04/61		10/04/61	
Morro Bay	07/15/1964	04/25/66	04/27/65		04/27/65		04/27/65	
Paso Robles	03/11/1889	08/11/52	04/16/51		12/04/50		06/02/52	
Pismo Beach	04/25/1946	05/01/51	07/23/73		12/04/50		03/05/51	
San Luis Obisp	02/19/1856	05/01/51	04/17/72		12/04/50		11/06/72	
San Mateo	04/19/1856	05/01/51	02/01/72		12/05/50		02/20/51	
Atherton	09/12/1923	06/16/49	04/24/73		11/28/50		10/26/48	
Belmont	10/29/1926	06/16/49	03/10/75		12/11/50		09/25/50	
Brisbane	11/27/1961	07/11/62	04/07/75		06/11/62	10/26/64	06/11/62	
Burlingame	06/06/1908	06/24/47	03/15/71		12/04/50		03/07/77	
Colma	08/05/1924	06/15/51	06/11/75		12/13/50		05/09/51	
Daly City	03/22/1911	06/24/47	11/28/77		12/26/50		03/24/47	
East Palo Alto	01/01/1983	08/23/04	12/05/83	12/15/03	11/21/83		11/21/83	
Foster City	04/27/1971	08/20/73	04/14/75	05/21/84	05/29/73		06/11/73	
Half Moon Bay	07/15/1959	12/09/66	09/18/73		01/07/64		07/18/67	
Hillsborough	05/05/1910	06/24/47	02/05/51		12/11/50		09/11/67	
Menlo Park	11/23/1927	06/16/49	12/14/76		11/28/50		10/26/48	
Millbrae	01/14/1948	11/29/50	10/28/75		12/05/50		10/17/50	
Pacifica	11/21/1957	05/23/58	07/09/75		04/05/58		04/05/58	
Portola Valley	07/14/1964	10/08/85	01/15/84		10/14/64		07/28/82	
Redwood City	03/27/1868	06/16/49	02/14/72		12/11/50		08/02/48	
San Bruno	12/23/1914	06/16/49	12/13/71		12/13/50		10/27/48	
San Carlos	07/08/1925	06/24/47	12/10/74		12/13/50	01/14/53	11/24/48	
San Mateo	09/04/1894	12/19/46	09/01/71		04/02/51		10/02/50	
South San Fra	09/19/1908	06/16/49	09/20/71		12/12/50		11/15/48	04/07/58
Woodside	11/16/1956	01/27/58	05/09/57		05/09/57		12/12/57	
Santa Barbara	02/18/1850	12/19/46	02/21/78		12/04/50		03/13/78	
Buellton	02/01/1992	03/01/94	02/01/92	06/09/94	02/20/92		02/20/92	
Carpinteria	09/28/1965	06/19/67	07/10/72		02/27/67		10/29/73	
Goleta	02/01/2002	11/27/06	09/16/02		09/03/02		09/03/02	

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Guadalupe	08/03/1946	06/15/51	02/05/51		12/18/50		05/14/51	
Lompoc	08/13/1888	05/01/51	11/16/71		12/19/50		04/03/51	
Santa Barbara	04/09/1850	06/24/47	05/20/75		12/07/50		01/16/47	
Santa Maria	09/20/1905	06/16/49	01/03/72		12/04/50		12/06/48	
Solvang	05/01/1985	07/30/86	10/10/85		09/26/85		09/26/85	
Santa Clara	02/18/1850	12/19/46	06/15/71		12/04/50		09/03/46	
Campbell	03/28/1952	12/11/52	11/08/71		09/15/52		11/08/71	
Cupertino	10/10/1955	01/27/58	01/18/71	09/18/95	05/20/57		05/20/57	
Gilroy	03/12/1870	05/01/51	09/02/75		03/05/51		03/05/51	
Los Altos	12/01/1952	09/06/55	04/25/67		03/15/55		03/15/55	
Los Altos Hills	01/27/1956	04/16/64	08/20/75	06/19/14	01/20/64		01/20/64	
Los Gatos	08/10/1887	06/16/49	01/18/71		12/18/50		11/13/50	
Milpitas	01/26/1954	03/15/55	08/07/90		09/21/54		10/19/54	
Monte Sereno	05/14/1957	01/14/65	04/21/64		07/07/64		07/07/64	
Morgan Hill	11/10/1906	05/01/51	11/21/84		12/06/50		04/05/51	
Mountain View	11/07/1902	06/16/49	11/28/88		12/06/50		06/04/47	
Palo Alto	04/23/1894	06/24/47	12/20/71		12/26/50		09/25/50	
San Jose	03/27/1850	06/24/47	04/27/76		12/04/50		01/06/47	
Santa Clara	07/05/1852	06/24/47	04/13/71		12/04/50		08/28/79	
Saratoga	10/22/1956	05/08/59	02/17/77		10/01/58		10/01/58	
Sunnyvale	12/24/1912	06/24/47	09/23/75		12/05/50		05/05/47	
Santa Cruz	02/18/1850	12/19/46	02/21/78		11/25/50		10/09/50	
Capitola	01/11/1949	07/07/50	03/12/51		01/08/51		06/05/50	
Santa Cruz	03/31/1866	12/19/46	02/13/51		11/06/50		07/15/46	
Scotts Valley	08/02/1966	08/14/69	03/13/69		03/13/69		03/13/69	
Watsonville	03/30/1868	09/12/50	03/22/72		12/12/50		09/12/50	
Shasta	02/18/1850	03/01/51	06/06/79		12/04/50		01/25/51	
Anderson	01/16/1956	02/01/57	12/04/56		12/04/56		12/04/56	
Redding	10/04/1887	11/20/50	11/03/58		12/18/50		09/05/50	
Shasta Lake	07/02/1993	09/29/03	06/17/03		06/17/03		06/17/03	
Sierra	04/16/1852	12/19/46	11/20/79		12/01/50		11/01/46	
Loyalton	09/21/1901	06/16/49	09/14/71		11/28/50		06/22/48	
Siskiyou	03/22/1852	03/01/51	03/13/73		04/03/51	01/29/57	12/14/54	
Dorris	12/23/1908	01/27/58	11/04/57		11/04/57		11/04/57	
Dunsmuir	08/07/1909	11/29/50	02/07/51		12/05/50		10/18/50	
Etna	03/13/1878	01/27/58	11/05/56		04/02/51	11/05/56	10/06/58	
Fort Jones	03/16/1872	09/16/74	08/05/74		12/05/50	08/05/74	08/05/74	
Montague	01/28/1909	04/30/57	02/07/57		11/01/56		11/01/56	
Mount Shasta	05/31/1905	01/23/52	01/19/51		12/04/50		01/12/51	
Tulelake	03/01/1937	05/01/51	05/04/59		05/04/59		05/04/59	
Weed	01/25/1961	04/25/66	11/18/65		03/05/64		03/05/64	
Yreka	04/21/1857	11/29/50	03/15/51		12/21/50		06/16/49	
Solano	02/18/1850	06/24/47	03/01/83		11/29/50		01/27/50	
Benicia	03/27/1850	06/16/49	02/06/73		12/05/50		11/03/48	
Dixon	03/30/1878	09/12/50	06/20/72		12/05/50		07/18/50	
Fairfield	12/12/1903	11/29/50	10/05/71		12/05/50		08/22/50	
Rio Vista	01/06/1894	11/29/50	12/05/74		12/07/50		09/07/50	

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Suisun City	10/09/1868	11/29/50	08/05/75		12/05/50		10/31/50	
Vacaville	08/09/1892	11/29/50	07/23/74		12/05/50		09/05/50	
Vallejo	03/30/1868	06/24/47	09/11/73		12/04/50		12/11/50	
Sonoma	02/18/1850	12/19/46	03/04/74		11/27/50		10/22/46	
Cloverdale	02/28/1872	06/16/49	03/04/75		12/11/50	01/06/59	08/13/48	
Cotati	07/16/1963	01/14/65	04/19/73		12/17/64		12/17/64	
Healdsburg	02/20/1867	06/16/49	12/21/71		12/04/50		12/04/50	
Petaluma	04/12/1858	06/16/49	08/20/72		12/04/50		04/19/48	
Rohnert Park	08/27/1962	07/19/63	08/20/73		06/03/63		06/03/63	
Santa Rosa	03/16/1868	04/27/48	12/07/71		12/05/50		01/19/51	
Sebastopol	06/13/1902	11/29/50	11/05/73		01/02/51		07/05/50	
Sonoma	06/22/1900	09/12/50	09/25/72		12/06/50		08/02/50	
Windsor	07/01/1992	11/21/97	11/05/97		11/05/97		11/05/97	
Stanislaus	04/01/1854	12/19/46	12/21/79	04/08/08	12/11/50		12/13/46	
Ceres	02/26/1918	06/23/52	07/10/51		12/27/50		06/09/52	
Hughson	11/30/1972	06/06/74	03/21/73		03/21/73		03/21/73	
Modesto	08/06/1884	05/01/51	12/22/71		12/06/50		03/21/51	
Newman	06/10/1908	06/15/51	08/08/72		12/12/50		05/08/51	
Oakdale	11/24/1906	11/29/50	09/02/58		04/02/51		09/11/50	
Patterson	12/24/1919	05/01/51	10/03/72		11/28/50		04/06/51	
Riverbank	08/23/1922	05/01/51	08/28/72		04/09/51		04/09/51	
Turlock	02/15/1908	07/07/50	08/03/71		12/05/50		04/04/50	
Waterford	11/07/1969	03/22/73	04/03/72		03/02/70		02/05/73	
Sutter	02/18/1850	12/19/46	06/28/88		11/30/50		11/04/46	
Live Oak	01/22/1947	06/15/51	04/18/73		05/02/51		05/02/51	
Yuba City	01/23/1908	06/24/47	05/20/74		12/04/50		01/16/50	
Tehama	04/09/1856	12/19/46	07/30/85		12/24/56	05/24/66	08/07/50	
Corning	08/06/1907	11/29/50	07/12/71		12/05/50		10/03/50	
Red Bluff	03/31/1876	05/01/51	03/12/74		03/05/51		04/02/51	
Tehama	07/05/1906	05/08/59	05/01/74		02/05/58		02/05/58	
Trinity	02/18/1850	12/19/46	07/05/72		01/08/57		09/04/46	
Tulare	04/20/1852	09/12/50	07/17/90		10/31/50		07/11/50	
Dinuba	01/06/1906	06/16/49	06/11/70		11/09/50		11/26/48	
Exeter	03/02/1911	11/29/50	07/14/70		04/11/51		09/13/50	
Farmersville	10/05/1960	04/16/64	06/24/70		03/11/64		03/11/64	
Lindsay	03/05/1910	09/12/50	02/11/63		12/11/50		08/14/50	
Porterville	05/07/1902	06/24/47	11/05/70		12/05/50		05/06/47	
Tulare	04/12/1888	04/27/48	12/01/70		11/08/50		05/01/51	
Visalia	02/27/1874	06/16/49	01/02/62		11/06/50		10/03/50	
Woodlake	09/23/1941	11/29/50	06/08/70		11/27/50		09/19/50	
Tuolumne	02/18/1850	06/24/47	04/29/86		12/01/50		04/02/51	
Sonora	05/01/1851	06/15/51	06/07/71		12/04/50		05/07/51	
Ventura	03/22/1872	12/19/46	01/18/72		03/11/58		01/25/72	
Camarillo	10/22/1964	07/27/70	06/10/70		06/10/70		06/10/70	
Fillmore	07/10/1914	06/16/49	04/27/71		12/12/50	08/24/71	08/24/71	

	Date Incorporated	Date Accredited	Date Emer. Ord.	Emer. Ord Amended	Date of Master Mutual Aid Res.	MMA Res Amended	Date of DSW Resolution	DSW Res. Amended
Moorpark	07/01/1983	08/16/89	03/01/89		03/01/89		03/01/89	
Ojai	08/05/1921	06/16/49	03/28/49		12/26/50		03/28/49	
Oxnard	06/30/1903	07/07/50	02/14/84		12/05/50		04/18/50	
Port Hueneme	03/24/1948	09/12/50	08/18/71		12/26/50	10/06/71	10/06/71	
San Buenaven	04/02/1866	06/24/47	12/13/71		02/05/51		02/05/51	
Santa Paula	04/22/1902	09/12/50	09/08/70		12/18/50	09/08/70	09/08/70	
Simi Valley	10/10/1969	03/13/74	07/30/84		06/28/71		08/23/71	
Thousand Oak	10/07/1964	03/30/72	03/09/71		02/16/71		03/02/71	
Yolo	02/18/1850	06/24/47	11/20/79		12/01/50		12/17/46	
Davis	03/28/1917	09/12/50	02/13/51		02/13/51		07/24/50	
West Sacrame	01/01/1987	08/16/89	04/05/89		08/09/89		08/02/89	
Winters	02/09/1898	11/29/50	08/20/74		12/05/50		07/06/48	
Woodland	03/24/1874	06/16/49	09/05/72		12/04/50		07/06/48	
Yuba	02/18/1850	12/19/46	05/25/71	07/21/92	03/05/51		10/07/46	
Marysville	02/05/1851	11/29/50	07/07/71		03/05/51		08/15/50	
Wheatland	04/12/1874	11/29/50	07/06/71		04/02/51		08/21/50	

Appendix E: Model City Emergency Ordinance

Disclaimer: This is merely intended to be a sample ordinance. Local jurisdictions must consult local legal counsel in drafting or amending their ordinances.

The ___**(Name of City)**___ governing body does ordain as follows:

Section 1 – PURPOSES

The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the protection of persons and property within this jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions with all other public agencies, corporations, organizations, and affected private persons.

Section 2 – DEFINITION

As used in this ordinance, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this jurisdiction caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

Section 3 – DISASTER COUNCIL MEMBERSHIP

The _____**(Name of City)**_____ Disaster Council is hereby created and shall consist of the following:

A. The mayor, who shall be chair.

B. The director of emergency services who shall be vice chair[1].

C. The assistant director of emergency services[2].

D. Such chiefs of emergency services as are provided for in a current emergency plan of this jurisdiction, adopted pursuant to this ordinance[3].

E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the governing body.

Section 4 – DISASTER COUNCIL POWERS AND DUTIES

It shall be the duty of the _____**(Name of City)**_____ Disaster Council, and it is hereby empowered, to develop and recommend for adoption by this governing body, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year, upon call of the chair or, upon call of the vice chair (in the absence of the chair).

Section 5 – DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES

A. There is hereby created the office of director of emergency services. The **(City Manager, Chief Administrative Officer, or Mayor)**, shall be the director of emergency services[1].

B. There is hereby created the office of assistant director of emergency services, who shall be appointed by the director.

Section 6 – POWERS AND DUTIES OF THE DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES

A. The director is hereby empowered to:

(1) Request the governing body to proclaim the existence or threatened existence of a "local emergency" if the governing body is in session, or to issue such proclamation if the governing body is not in session[4]. Whenever a local emergency is proclaimed by the director, the governing body shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect[5].

(2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the circumstances are beyond the jurisdiction's capacity to adequately respond to or recover from the emergency.[6].

(3) Control and direct the effort of this emergency organization for the accomplishment of the purposes of this ordinance.

(4) Direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.

(5) Represent this jurisdiction in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor, or the existence of a "state of war emergency," the director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the governing body;

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the jurisdiction for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as deemed necessary in the execution of duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster services workers;

(d) To requisition necessary personnel or material of the departments or agencies; and

(e) To execute all ordinary power as **(City Manager, Chief Administrative Officer, or Mayor)**, all of the special powers conferred by this ordinance or by resolution or emergency plan pursuant hereto adopted by the governing body, all powers conferred by any statute, by any agreement approved by the governing body, and by any other lawful authority[7].

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform duties during an emergency. Such order of succession shall be approved by the Governing body.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the director.

Section 7 – EMERGENCY ORGANIZATION

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of SEC. 6.A. (6) (c) of this ordinance, be charged with duties incident to the protection of life and property during such emergency, shall constitute the emergency organization of the city of **_____(Name of City)_____**[8].

Section 8 – COMPLIANCE WITH THE CALIFORNIA EMERGENCY SERVICES ACT

The **_____(Name of City)_____** Disaster Council shall comply with the California Emergency Services Act.

Section 9 – EMERGENCY PLAN

The **_____(Name of City)_____** Disaster Council shall be responsible for the development of the Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the governing body.

Section 10 – EXPENDITURES

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of **_____(Name of City)_____**[9].

Section 11 – PUNISHMENT OF VIOLATIONS

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars ($1,000), or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

Section 12 – REPEAL OF CONFLICTING ORDINANCES[10]

Section 13 – EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage.

Section 14 – SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

ENDNOTES

[1]In city manager or chief administrative officer jurisdictions, that officer should be named director of emergency services; where there is no city manager or chief administrative officer, or in strong mayor jurisdictions, the mayor should be named director.

In the latter case, subsection B of this section should be deleted and the following subsections should be relettered since, under SEC. 5.A. supra, the mayor would be appointed director of emergency services.

[2]Where the mayor is the director of emergency services (see footnote 1) this subsection would read as follows: "The assistant director of emergency services, who shall be vice chair."

[3]See Sections 5 and 6, providing for the structure, duties, and functions of the emergency organization.

[4]See Emergency Proclamations – State Emergency Plan (April 2009).

[5]Note the provisions of Section 8630 of the California Emergency Services Act which require that the governing body review, at least every fourteen days until a local emergency is terminated, the need for continuing the local emergency, and further require that the governing body terminate the local emergency at the earliest possible date the conditions warrant.

[6]Section 8625 (b) of the California Emergency Services Act provides that such request is to be made, (1) in the case of a city, by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisor's or the county administrative officer.

[7]General law cities see Section 38791 of the Government Code, regarding authority to provide for a chief executive with special powers during emergencies.

[8]The State of California has provided workers' compensation benefits for all registered volunteers of an accredited disaster council organization. Requirements for the accrediting of local disaster councils and for the manner in which volunteers must be registered in order to be protected by these workers' compensation benefits are contained in rules and regulations of the California Governor's Office of Emergency Services adopted pursuant to Section *8585.5* of the California Emergency Services Act.

[9]See Section 53021 of the Government Code.

[10]Under the provisions of Section 8668 (a) of the California Emergency Services Act, existing civil defense and disaster ordinances will remain in full force and effect until revised, amended, or revoked; therefore the existing ordinances should be expressly repealed by number. In subsequent revisions of a city emergency services ordinance, the following proviso should be included in the repealing section in order to preserve existing rights and privileges:

"Provided, that it is the intent of the city council in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified, or superseded as provided in this ordinance."

Appendix F: Model County Emergency Ordinance

Disclaimer: This is merely intended to be a sample ordinance. Local jurisdictions must consult local legal counsel in drafting or amending their ordinances.

The **(Name of County)** governing body does ordain as follows:

Section 1 – PURPOSES

The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the protection of persons and property within this jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions with all other public agencies, corporations, organizations, and affected private persons.

Section 2 – DEFINITION

As used in this ordinance, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this jurisdiction caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities, requiring the combined forces of other political subdivisions to combat.

Section 3 – DISASTER COUNCIL MEMBERSHIP

The **(Name of County)** Disaster Council is hereby created and shall consist of the following:

A. The Sheriff/Director of Emergency Services, Chief Administrative Officer or his or her designee who shall be chairman.

B. The chairman of the board of supervisors or his or her designee who shall be vice-chairman.

C. One representative from each of the cities, appointed by the city councils.

D. Such chiefs of emergency services as are provided for in a current emergency plan of this jurisdiction, adopted pursuant to this ordinance[3]. Such as: One fire representative appointed by the Fire Chief's Association and One law representative appointed by the chiefs of police.

E. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the governing body. Such as: One representative from the school district and One representative of each of the special districts.

F. Such representatives of other organizations, either civic, business, labor, veterans, professionals or other organizations having an official group or organization having disaster responsibility. Director/agency heads of county departments having disaster responsibility or their designees.

G. The emergency services coordinator.

Section 4 – DISASTER COUNCIL POWERS AND DUTIES

It shall be the duty of the _____**(Name of County)**_____ Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet at least once per year, upon call of the chair or, upon call of the vice chair (in the absence of the chair).

Section 5 – DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES

A. There is hereby created the office of director of emergency services. The sheriff/director of emergency services or his or her designee who shall be chairman, shall be the director of emergency services[1].

B. There is hereby created the office of assistant director of emergency services, who shall be appointed by the director.

Section 6 – POWERS AND DUTIES OF THE DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES

A. The director is hereby empowered to:

(1) Request the governing body to proclaim the existence or threatened existence of a "local emergency" if the governing body is in session, or to issue such proclamation if the governing body is not in session[4]. Whenever a local emergency is proclaimed by the director, the governing body shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect[5].

(2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency[6].

(3) Control and direct the effort of this emergency organization for the accomplishment of the purposes of this ordinance.

(4) Direct cooperation between and coordination of services and staff of this emergency organization; and resolve questions of authority and responsibility that may arise between them.

(5) Represent this jurisdiction in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor, or the existence of a "state of war emergency," the director is hereby empowered:

(a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the governing body;

(b) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the jurisdiction for the fair value thereof and, if required immediately, to commandeer the same for public use;

(c) To require emergency services of any officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as deemed necessary in the execution of duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster services workers;

(d) To requisition necessary personnel or material of the departments or agencies; and

(e) To execute all ordinary power as (sheriff/director of emergency services or his or her designee who shall be chairman), all of the special powers conferred by this ordinance or by resolution or emergency plan pursuant hereto adopted by the governing body, all powers conferred by any statute, by any agreement approved by the governing body, and by any other lawful authority[7].

B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform duties during an emergency. Such order of succession shall be approved by the Governing body.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this jurisdiction; and shall have such other powers and duties as may be assigned by the director.

Section 7 – EMERGENCY ORGANIZATION

All officers and employees, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of SEC. 6.A. (6) (c) of this ordinance, be charged with duties incident to the protection of life and property during such emergency, shall constitute the emergency organization of the county of **_____(Name of County)__** [8].

Section 8 – COMPLIANCE WITH THE CALIFORNIA EMERGENCY SERVICES ACT

The **_____(Name of County)_____** Disaster Council shall comply with the California Emergency Services Act.

Section 9 – EMERGENCY PLAN

The **(Name of County)** Disaster Council shall be responsible for the development of the Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this jurisdiction, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the governing body.

Section 10 – EXPENDITURES

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of **(Name of County)** [9].

Section 11 – PUNISHMENT OF VIOLATIONS

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars ($1,000), or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

Section 12 – REPEAL OF CONFLICTING ORDINANCES[10]

Section 13 – EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage.

Section 14 – SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

ENDNOTES

[1]In city manager or chief administrative officer jurisdictions, that officer should be named director of emergency services; where there is no city manager or chief administrative officer, or in strong mayor jurisdictions, the mayor should be named director.

In the latter case, subsection B of this section should be deleted and the following subsections should be relettered since, under SEC. 5.A. supra, the mayor would be appointed director of emergency services.

[2]Where the mayor is the director of emergency services (see footnote 1) this subsection would read as follows: "The assistant director of emergency services, who shall be vice chair."

[3]See Sections 5 and 6, providing for the structure, duties, and functions of the emergency organization.

[4]See Emergency Proclamations – State Emergency Plan (April 2009).

[5]Note the provisions of Section 8630 of the California Emergency Services Act which require that the governing body review, at least every fourteen days until a local emergency is terminated, the need for continuing the local emergency, and further require that the governing body terminate the local emergency at the earliest possible date the conditions warrant.

[6]Section 8625 (b) of the California Emergency Services Act provides that such request is to be made, (1) in the case of a city, by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisor's or the county administrative officer.

[7]General law cities see Section 38791 of the Government Code, regarding authority to provide for a chief executive with special powers during emergencies.

[8]The State of California has provided workers' compensation benefits for all registered volunteers of an accredited disaster council organization. Requirements for the accrediting of local disaster councils and for the manner in which volunteers must be registered in order to be protected by these workers' compensation benefits are contained in rules and regulations of the California Governor's Office of Emergency Services adopted pursuant to Section *8585.5* of the California Emergency Services Act.

[9]See Section 53021 of the Government Code.

[10]Under the provisions of Section 8668 (a) of the California Emergency Services Act, existing civil defense and disaster ordinances will remain in full force and effect until revised, amended, or revoked; therefore the existing ordinances should be expressly repealed by number. In subsequent revisions of a city emergency services ordinance, the following proviso should be included in the repealing section in order to preserve existing rights and privileges:

"Provided, that it is the intent of the city council in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified, or superseded as provided in this ordinance."

Appendix G: Model DSW Volunteer Resolution

RESOLUTION NO._____

RESOLUTION BY THE GOVERNING BODY OF THE
(Name of CITY or COUNTY)
RELATIVE TO WORKERS' COMPENSATION BENEFITS FOR
REGISTERED DISASTER SERVICE WORKER VOLUNTEERS

WHEREAS, Section 8585.5 of the Government Code provides:

The California Governor's Office of Emergency Services (Cal OES) shall establish by rule and regulation various classes of disaster service worker volunteers and the scope of the duties of each class. Cal OES shall also adopt rules and regulations prescribing the manner in which disaster service worker-(DSW) volunteers of each class are to be registered. All of the rules and regulations shall be designed to facilitate the payment of workers' compensation; and

WHEREAS, Cal OES adopted rules and regulations establishing classes of DSW volunteers, the scope of duties of each class, and the manner of registration; and

WHEREAS, Section 8612 of the Government Code provides:

> Any disaster council which both agrees to follow the rules and regulations established by Cal OES pursuant to the provisions of Section 8585.5 and substantially complies with those rules and regulations shall be certified by the office. Upon that certification, and not before, the disaster council becomes an accredited disaster council; and

WHEREAS, the __(Name of City or County)__ has registered and will hereafter register DSW volunteers; and

WHEREAS, the __(Name of City or County)__ desires to become an "accredited disaster council" organization in order that injured DSW volunteers registered with it may benefit by the provisions of Chapter 10 of Division 4 of Part 1 of the Labor Code;

NOW, THEREFORE, the **Council** of _(Name of City or County)_ hereby agrees to follow the rules and regulations established by Cal OES pursuant to the provisions of Government Code Section 8585.5.

The Clerk/Recorder is hereby instructed to send a certified copy hereof to Cal OES.

EFFECTIVE: _____, _____ _____
(Date) City Manager/Mayor/Chair of Board

ATTEST:

_____
Clerk/Recorder

— —

Mail a certified copy to: California Governor's Office of Emergency Services
Preparedness Branch
3650 Schriever Avenue
Mather, CA 95655

Appendix H: Acronyms

ACS	Auxiliary Communications System (includes RACES)
ADC	Accredited Disaster Council
ARC	American Red Cross
CAL OES (State)	California Governor's Office of Emergency Services
CAP	Civil Air Patrol
CARDA	California Rescue Dog Association
CBO	Community Based Organization
CCR	California Code of Regulations
CERT	Community Emergency Response Team
DART	Diving Accident Recovery Team
DC	Disaster Council
DHV	Disaster Healthcare Volunteer
DSW	Disaster Service Worker
DSWVP	Disaster Service Worker Volunteer Program
EOC	Emergency Operations Center
ESA	Emergency Services Act
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
MRC	Medical Reserve Corps
NGO	Non Governmental Organization
NVOAD	National Voluntary Organizations Active in Disasters
OA	Operational Area
OEM	Office of Emergency Management – often synonymous with OES
OES (Local)	County or City Office of Emergency Services
RACES	Radio Amateur Communications Emergency System – part of ACS
REOC	Regional Emergency Operations Center
RTW Coordinator	Return to Work Coordinator
SAR	Search and Rescue
SAP	Safety Assessment Program
STATE FUND	State Compensation Insurance Fund
SEMS	Standardized Emergency Management System
SOC	State Operations Center
SUV	Spontaneous Unaffiliated Volunteer
TCOMM	Telecommunications
USAR	Urban Search and Rescue
VIP	Volunteers in Police Service
WOOF	Wilderness Organization of Finders

Appendix I: Frequently Asked Questions

OATH		
1	How can the loyalty oath be administered?	Oath administration may be fulfilled in one of two methods at the discretion of the ADC. The two methods are self-certification and officer administered. **Self-Certification:** volunteer reads oath and self-certifies by signing oath, under penalty of perjury, consistent with Civil Code §2015.5. **Officer Administered:** volunteer takes and subscribes to oath before an officer with oath administration authority.
2	Who can administer the loyalty oath?	An officer authorized to administer oaths, such as elected officials, city/county clerks, or notary publics. Also, Department heads of State Agencies, including Cal OES Director and to any officer of OES to whom the Director delegates this authority. County/city ordinances and local rules may also dictate who has delegation authority. Consult local legal counsel regarding your jurisdiction's specific laws and ordinances.
3	Do you need to be a US citizen to take the oath?	A non United States citizen may take the loyalty oath; however, the person may need to research whether subscribing to the loyalty oath has any impact on his/her own country's allegiance.
4	Who in the Accredited Disaster Council (ADC) may administer oath or delegate its authority? What is the procedure and documentation?	An ADC member does not inherently have authority to administer the oath by virtue of being a member. Any ADC member may have the authority as stated in law. (Gov. Code, §3104.) Procedure varies according to the ADC. Documentation must be in writing. Consult local legal counsel regarding your jurisdiction's specific laws and ordinances.
5	Can a volunteer be delegated oath authority?	Delegating the authority to administer the oath may be permitted. Consult local legal counsel regarding your jurisdiction's specific laws and ordinances.
6	Must volunteer be in presence of the officer giving the oath?	Yes, if the ADC elects the Officer Administered method of oath administration.
7	Can the oath be administered remotely via online, telephone, or video?	No. If the ADC elects the Officer Administered method of oath administration, then the DSW volunteer must be present for oath administration.
8	Who subscribes to the loyalty oath if minors are registered?	If the ADC or its designee decides to register minors, the minor must subscribe to the loyalty oath, not the parent or legal guardian. (Gov. Code, §3102(a).)
9	What is the effective period of an oath subscription for the DSW volunteer?	The oath subscription is effective for the period the DSW volunteer remains a member with the authorized registering entity. (Gov. Code, §3102.)

10	Can the oath be retained electronically rather than in hardcopy?	The oath may be retained electronically provided a signed statement by the person (who scanned the DSW records) is on file to substantiate original records were reproduced.
11	When can the oath be destroyed?	The oath can be destroyed five years after the DSW volunteer's service has been terminated. (Gov. Code, §3105(e).)
	REGISTRATION	
1	Can non-US citizens be registered as DSW volunteers?	An individual does not have to be a United States citizen to become a DSW volunteer; however, one of the registration requirements is to take and subscribe to the loyalty oath. It is recommended the non-citizen considers whether subscribing to another country's oath has any impact on their own country's allegiance.
2	Is a volunteer considered registered after he/she subscribes to the loyalty oath?	Oath subscription is only one of the requirements to comply with a valid registration. To be properly registered as a DSW volunteer, the ADC or authorized registering agency must have the name and address of the registrant, date of enrollment, name of registering entity with signature and title of authorized person, classification, and oath subscription. (Cal. Code Regs., tit. 19, §2573.1.)
3	Can minors be registered as DSW volunteers?	Minors may be registered as DSW volunteers. If the ADC decides to register minors, the minor must subscribe to the oath and his/her parent or legal guardian must provide written consent for the minor's participation in disaster service duties.
4	Does minor's parent or legal guardian take the oath?	No. Only the DSW volunteer is required to take and subscribe to the oath. (Gov. Code, §3102(a).)
5	Can one registration form be used to register a group of people for a training activity?	A group registration is allowed provided the form created for this purpose includes all regulatory information as well as incorporation of the loyalty oath. Each volunteer must provide an original signature for the oath subscription along with a section dedicated for the authorized oath official's signature and title. (Cal. Code Regs., tit. 19, §2573.1.)
6	If a person is volunteering in County A as a SAR member and also volunteering in County B as a CERT member, does the person need to register with both Counties?	Yes, since County A and County B have different jurisdictional responsibilities and authority for the DSW volunteer performing disaster service duties at the direction and supervision of each respective County.
7	Are background checks required as part of the DSW registration process?	It is not a requirement. However, the ADC or its designee may implement the requirement and conduct a background check of its members.

	SUPERVISION	
1	Is supervision required?	Supervision of DSW volunteers is required for all authorized disaster service activities, including training.
2	Who can supervise DSW activities?	The ADC or its designee determines who acts in a supervisory capacity. Both paid staff and volunteers may serve in this role.
3	How is supervision performed?	Supervision may be performed onsite or offsite as determined by the ADC or its designee.
4	What training and experience should the person have to be a supervisor?	The criteria for who is selected to supervise a DSW activity is determined by the ADC or its designee. Considerations may include: prior supervisory experience, related training, education, or worker's compensation knowledge.
	CLASSIFICATION	
1	What classification is selected if volunteer used in role of disaster survivor during an exercise?	Enter the same classification as the one being trained/exercised (e.g.*CERT Exercise, CERT classification).*
2	If DSW duties overlap, what classification should be used?	More than one classification may be entered on a single registration to capture the disaster service duties the DSW volunteer will perform (e.g. *CERT and Communications).*
3	If a volunteer is used in more than one classification, is a separate registration required for each one?	Only one registration is required. Multiple classifications may be entered on a single registration if the volunteer is being trained and utilized for different disaster service duties (e.g. *EOC and Animal Rescue and Shelter).*
	MUTUAL AID	
1	Are DSW volunteers covered under the Program if they are used in mutual aid deployments?	DSW volunteers are eligible for Program benefits when officially activated to perform disaster service duties in support of a mutual aid deployment. A valid DSW registration and compliance with all Program regulations are required.
2	What agency is responsible for submitting the claim for an injured DSW volunteer?	Both the requesting and sending agencies are responsible for an injured DSW volunteer's claim submission. Both agencies coordinate efforts to meet worker's compensation time lines.

TRAINING		
1	What training, course work, classes, and/or qualifications are required for DSW volunteers?	The training, curriculum, licensing, and credentialing requirements are determined by the ADC or authorized registering authority. Each classification has a different scope of duties, which dictates a certain skill set, proficiency, and or licensing for volunteers to succeed at performing their disaster service duties. Minimum recommendations are basic first aid, Incident Command System, Standardized Emergency Management System, National Incident Management System, other related emergency management training.
2	Are 'victim' or 'survivor' volunteers for an exercise covered under the DSW Program?	Yes, provided the volunteer is registered as a DSW volunteer and adheres to all Program requirements.
3	Can one registration form be used for registering a group of volunteers for an exercise?	Yes, provided the group form includes all required registration fields including a section for the loyalty oath subscription for each volunteer's signature. (Cal. Code Regs., tit. 19, §2573.1.)
4	Can preparedness and planned events be approved as training?	Preparedness and planned events are not considered eligible training activities under the Program. Exception: A planned event which provides a unique opportunity to train in an environment which cannot be duplicated in the classroom or the field may be eligible. Example: A parade, in which different emergency response disciplines are present, provides an environment to practice highly technical skills and use specialized communication equipment to test interoperability capabilities.
5	Does the DSW Program pay for training related expenses?	The DSW Program does not provide any funding for training expenses. The funding is authorized to pay worker's compensation benefits, i.e. disability benefits, death benefits, survivor benefits, reimbursement of eligible medical expenses, and other related benefits on behalf of injured DSW volunteers and eligible dependents.

ACCREDITED DISASTER COUNCIL (ADC)		
1	How is DSW training pre-approved if the ADC is not meeting?	The ADC's bylaws, local ordinances, or other document may address this topic and identify a Council member who has the authority to pre-approve DSW trainings in the absence of a meeting. The method and procedure will vary by jurisdiction.
2	Can any ADC member delegate DSW Program administration to another government entity?	It depends on the ADC and its business operations as to who is identified and authorized to execute this action, which may be addressed in local ordinances, by-laws, charters, or other similar authority The procedures for delegation will vary by jurisdiction.
3	Who has oath administration authority in the ADC?	ADC members do not automatically have oath authority by virtue of being a member. State and local laws dictate who has oath administration authority. Consult with local counsel regarding your jurisdiction's specific laws and ordinances.
FILING AND RECORDKEEPING		
1	Who should file the DSW records?	The DSW registration with oath subscription must be filed according to legal requirements and the government entity that registered DSW volunteers. (Cal. Code Regs., tit. 19 §2573.2.) The authorized registering entity is also responsible for designating a person with this duty.
2	Can County OES retain DSW records on behalf of the County Clerk?	County OES may be designated in writing by the County Clerk as the repository for the records, which facilitates access to these required documents when a claim is filed. It would be prudent for the County Clerk to also retain copies.
3	How often should DSW records be updated?	The timeline for updating records is at the discretion of the ADC or the authorized registering agency. No mandated schedule exists; however, records should be updated to reflect current contact information and other changes, which may affect timely claim's processing.
BACKGROUND CHECKS		
1	Are background checks required in order to become a DSW volunteer?	The DSW Program does not require background checks; however, the ADC or its authorized registering agency may require one for their volunteers or for a given DSW classification. (Cal. Code Regs., tit. 19, §2572.1.)
2	Who pays for the background checks?	The DSW Program does not provide reimbursement for background checks. The ADC or the registering agency may have funding allocated for this purpose.

MISCELLANEOUS		
1	Can community colleges register students as DSW volunteers to assist in campus disasters?	A community college security or law enforcement unit, such as campus police or emergency management department, may request DSW Program administration from its local city or county ADC to register students as DSW volunteers.
2	Can tribal members be registered as DSW volunteers?	Tribal members may become registered DSW volunteers by a local ADC or its authorized designee. In taking such action, the individuals agree to follow the ADC's rules/authority and the DSW Program Regulations.
3	Who has authority to impress a person into service and under what conditions may this be executed?	Unregistered persons may be impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his or her duties. (Cal. Code Regs., tit. 19, §2570.2(a)(2); Lab. Code, §3211.92(b).) Persons authorized to command emergency aid must be granted such authority by statute or ordinance or must have emergency duties from which such authority may reasonably be implied. Consult with local counsel regarding your jurisdiction's specific laws and ordinances.