

CONTRA COSTA WATER DISTRICT
Interoffice Memorandum

DATE: May 20, 2009

TO: All Employees

FROM: Peter T. Schoemann
Director of Operations & Maintenance/ Emergency Operations

SUBJECT: **Employee Emergency Communication Plan**

The purpose of this memorandum is to remind all employees of their responsibilities for emergency response and present the Employee Emergency Communication Plan which instructs employees what to do following an emergency event in the District's service area.

Reminder – You are a “Disaster Service Worker” By State law, all District employees are declared to be “Disaster Service Workers.” As a Disaster Service Worker, you will be called upon to support the activities of the District during an emergency situation. Your District identification card, which has Disaster Service Worker information on the back, will ensure authorities grant you access to designated areas that may be off limits to others.

[Employee Emergency Communication Plan](#)

After ensuring the safety of their families, all District employees are expected to report to work following an emergency event. A major disaster in the Bay Area, like an earthquake, may disrupt the District's typical communication infrastructure (e.g., phone, radios, e-mail) making it difficult for employees to know where to report or if their reporting location needs to change.

In recognition of expected post-disaster communication difficulties, the District has developed an Employee Emergency Communication Plan to ensure all employees can obtain information on how they should respond to the emergency (copy attached). There are a couple of new features to the plan of which you should take note: 1) A new “Employee Emergency Hotline” has been established and will provide specific reporting instructions through pre-recorded messages; 2) If access to the hotline is unavailable, employees should then report to their pre-designated District emergency reporting location for further instruction.

Each employee has been assigned a pre-designated emergency reporting location based on their home address. The emergency reporting locations are District Center and Antioch Service Center. During the Health & Safety Fairs in June, each employee will be issued a sticker with the Employee Emergency Hotline number and a pre-designated emergency reporting location. The sticker is to be affixed on your District identification card so this critical information is easily accessible. **Please bring your District identification card to the Health & Safety Fair.**

It is inevitable the District will face a disaster requiring activation of the Employee Emergency Communication Plan, and we must all be prepared to respond.

PTS/JP/cb

Attachment