

1 [DSW Training and Reporting and Employee Contact Information.]

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3 **Ordinance requiring departments to update employee contact information and report**  
4 **annually on the status of required Disaster Service Worker Training.**

5 Note: *This entire section is new.*

6 Be it ordained by the People of the City and County of San Francisco:

7 Section 1. The San Francisco Administrative Code is hereby amended by adding  
8 Section 7.20, to read as follows:

9 *Section 7.20: Disaster Service Worker Training, Reporting and Contact Update*

10 *All City departments shall ensure that their staffs have completed personal preparedness training by*  
11 *December 31, 2008. All City departments shall ensure that their staffs have completed both the*  
12 *Department of Human Resources Disaster Service Worker (DSW) and any federally required National*  
13 *Incident Management System (NIMS) and Incident Command Systems (ICS) training no later than*  
14 *December 31, 2008. All City Departments shall annually update the contact information of all*  
15 *employees including home phone, personal cell phone, work phone(s), home address, work address and*  
16 *worker skill sets. Further, departments shall ensure that employee contact information, skill sets,*  
17 *required NIMS/ICS compliance and DSW training compliance data is entered into the designated*  
18 *Citywide Human Resource Management System each year no later than June 30. Departments shall*  
19 *report compliance with this section annually as part of the Performance Goals Reporting and*  
20 *Evaluation required by Administrative Code Chapter 88.*  
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1 APPROVED AS TO FORM:  
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