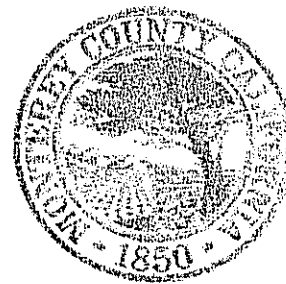


MONTEREY COUNTY



COUNTY ADMINISTRATIVE OFFICE

LEW C. BAUMAN
COUNTY ADMINISTRATIVE OFFICER

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March 5, 2007

Dear County Employees:

As we are in the midst of the winter storm season, I believe it is prudent to remind all County employees of the potential for winter storm and other disaster related incidents, which could require an emergency response from the County. To this end, I would like to remind each employee that pursuant to California law, all public employees are "disaster service workers". During any emergency, you may be required to assist in the effort to protect your fellow citizens and/or the property within the County. This means that you may be directed to perform duties outside of your normal job description. This direction could come from your direct superior or from another disaster service worker. The County expects you to perform these extra services diligently, but never to put yourself in peril.

The following excerpt from the California Government Code Section 3100 et. seq. describes the function of disaster service workers:

"[T]he protection of the health and safety and the preservation of the lives and property of the people of the State from the effects of natural, manmade, or war caused emergencies... is of paramount State importance.... In furtherance of the exercise of the police power of the State in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

For us to be effective disaster service workers, it is essential that our family members are safe and secure. The best way to have this assurance is to be prepared in advance for a possible emergency by having personal/family emergency plans. Accordingly, it is strongly recommended that employees take the following steps to prepare themselves and their families:

- Store food and water in one place, easily accessible in case of emergency (don't forget special needs and/or pets).
- Keep a flashlight, AM/FM portable radio, and batteries stored with emergency food and water.
- Make sure all family members know how and when to turn off utilities.
- Identify a meeting place outside of your house for family members to congregate in the event of a fire or other emergency event.

- Determine a contact person who can be called outside of California if family members are separated in the event of a disaster. Provide calling instructions to your children's schools and caregivers.
- Make a listing of all critical identification numbers such as credit cards, driver's license, etc. and place these in a safety deposit box or other secure location.
- Set aside emergency cash and change since ATM's, Check Approval, and Credit Card Approval might not be available.

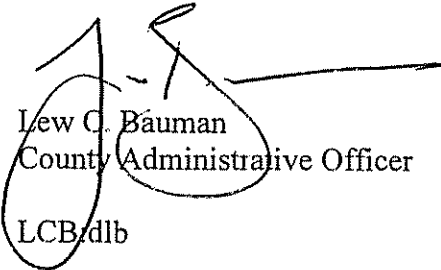
Understand your role and responsibility to the County of Monterey during a disaster:

- Employees assigned as Blue and Gold or Green Team members of the Emergency Operations Center (EOC) must report to the County of Monterey's EOC. If this is not possible, employees should go to the EOC headquarters of their communities or local agencies. In this event, employees should notify the County EOC of their location.
- Be prepared to respond as a disaster service worker.

For additional information and frequently asked questions regarding disaster service worker status, please visit the County's OES website @ <http://www.co.monterey.ca.us/oes>.

On behalf of the County of Monterey, I want to thank you for your current and future dedication to the citizens we serve.

Sincerely,



Lew C. Bauman
County Administrative Officer
LCB/dlb