

# State of Florida Employees Answer the Call

## *“Help!”*

Sometimes the plea comes from the stunned look on the faces of the families whose home has been destroyed by a fire, sometimes it comes from hurricane evacuees seeking shelter from the storm. As an Employee of the State of Florida, you can answer this plea if you're an American Red Cross Disaster Services Volunteer. As an American Red Cross Disaster Services Volunteer, you can become eligible to receive up to 15 days per year of Disaster Leave without any loss of pay, annual leave, sick leave or earned overtime.

It's really simple to become an American Red Cross Disaster Services Volunteer. As a State of Florida Employee you will need to complete several basic Disaster Services courses such as:

- **Introduction to Disaster Services**
- **Mass Care: An Overview**
- **Shelter Operations**
- **Logistics: An Overview**
- **Damage Assessment I**
- **Disaster Health Services I**
- **Emergency Assistance to Families I**

These courses are offered at no cost by American Red Cross Chapters throughout Florida. You will also need to take an American Red Cross First Aid & CPR course.

Upon completion of the required training, you will be asked to join the Disaster Services Human Resource (DSHR) System. By becoming a member of the DSHR, you will be eligible to receive Disaster Leave during a disaster or emergency.

## *Your Volunteer Assignment Might Include...*

• **Damage Assessment** – volunteer teams make visual overview and door-to-door surveys to assess the boundaries of affected areas and the extent of damage.

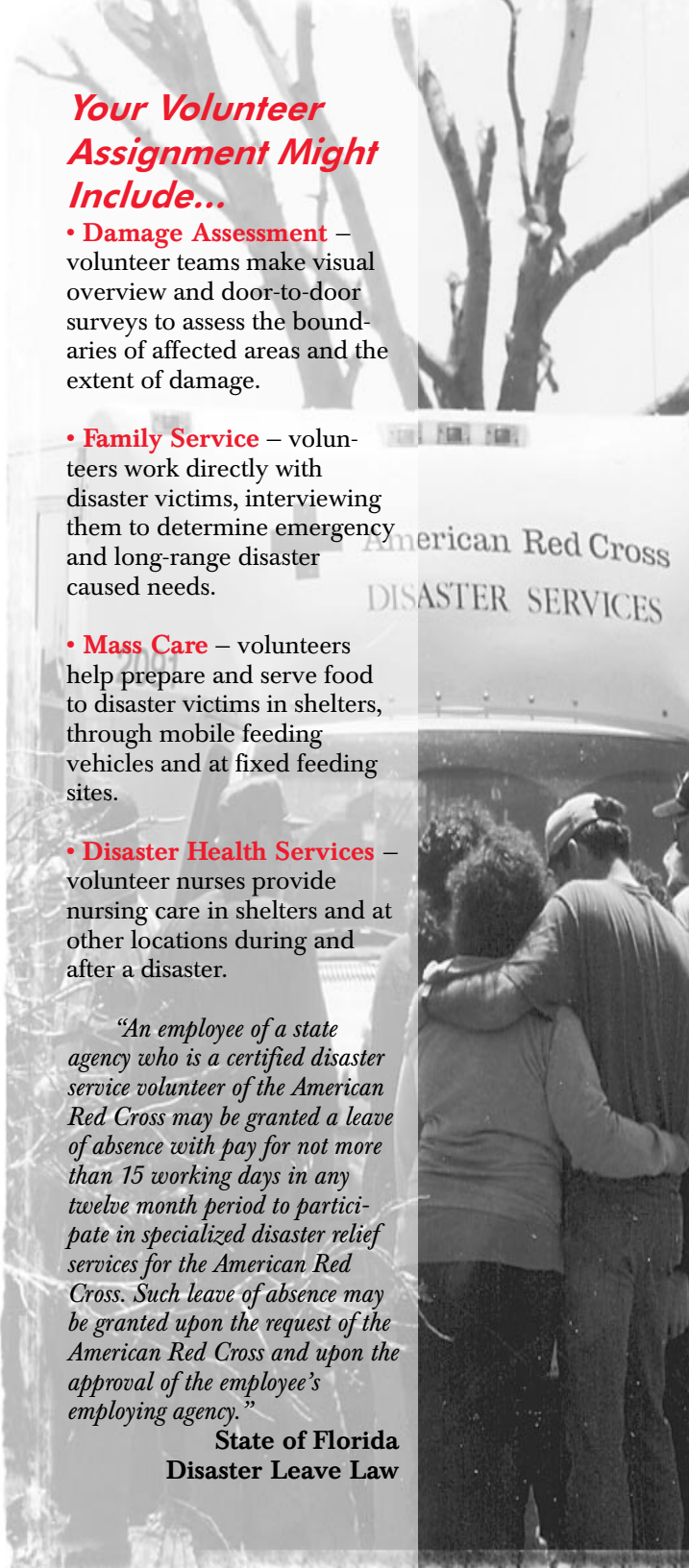
• **Family Service** – volunteers work directly with disaster victims, interviewing them to determine emergency and long-range disaster caused needs.

• **Mass Care** – volunteers help prepare and serve food to disaster victims in shelters, through mobile feeding vehicles and at fixed feeding sites.

• **Disaster Health Services** – volunteer nurses provide nursing care in shelters and at other locations during and after a disaster.

*“An employee of a state agency who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than 15 working days in any twelve month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the employee's employing agency.”*

**State of Florida  
Disaster Leave Law**



# Here's How It Works...

- +** As a state employee, you train with your local American Red Cross Chapter to become a member of the Disaster Services Human Resource System. All American Red Cross Disaster Services training is offered at no charge.
- +** Your local American Red Cross Chapter will send a letter to your supervisor indicating that you have met the training requirements and have become a member of the Disaster Services Human Resource System. This will certify you as being eligible for the State of Florida's Disaster Leave Law.
- +** In the event of a disaster or emergency, you will be notified by your local American Red Cross Chapter as to where you need to report for your assignment. You will notify your supervisor that the American Red Cross has called you and asked for authorization to take Disaster Leave. You will need to have your supervisor sign the American Red Cross form #6520B.
- +** You report to your local American Red Cross for your assignment.
- +** For additional information on the State of Florida Disaster Leave Law and how it works, log on to [www.tallytown.com/redcross](http://www.tallytown.com/redcross).

## City and County Disaster Leave Laws

Some cities and counties in the State of Florida have their own version of the Disaster Leave Law. Please check with your personnel or human services department to see if your employer has a version of the Disaster Leave Law.

## Your Local American Red Cross Chapter:

This brochure was produced by the Capital Area Chapter of the American Red Cross in Tallahassee, Florida as part of the Shelter Manager Rapid Response Team project.



**American  
Red Cross**

**You Can Make the  
Difference As a  
State of Florida  
Employee...**

**...Volunteering  
for the American  
Red Cross**