

COUNTY OF TULARE

OFFICE OF THE COUNTY ADMINISTRATOR

ADMINISTRATIVE REGULATION NO. 13, Revision #1 (Resolution No. 96-0561 (as amended by Resolution No. 2009-0936))

SUBJECT: EMPLOYEE EMERGENCY RESPONSE PROCEDURE

EFFECTIVE DATE: November 3, 2009

This Regulation implements Part I, Chapter 15 of the Ordinance Code as it pertains to employees of the County through Section 1-15-1035. EMERGENCY SERVICE ORGANIZATION. This Section states in part, "All officers and employees of the County, together with those volunteer forces enrolled to aid them during an emergency, and all . . . [others who may] be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the Emergency Service Organization of the County of Tulare Operational Area."

The California Government Code and this Ordinance provide that all County employees will be available during a disaster for assignment to emergency duties.

ADMINISTRATIVE POLICY\PROCEDURE:

1. DEFINITIONS:

For the purposes of administering this policy, the following words and phrases shall mean:

- A. "Disaster" An extraordinary emergency situation resulting in great loss or destruction requiring resources beyond the County's ability to respond as an individual entity.
- B. "Emergency Operations Center (EOC)" The location from which emergency response and recovery operations are managed providing centralized coordination and decentralized or centralized direction depending on the level of response required. Normally located at Tulare County Fire Department Administration, 907 W. Visalia Rd. Farmersville, CA 93223.
- C. "Emergency Operation Center Staff (EOCS)" Staff responsible for organizing, staffing, and operating the Emergency Operations Center, for the purpose of prioritizing incidents; coordinating information and resources; coordinating mutual aid requests and responses; overall management of emergency responses and recovery operations.

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- D. "Disaster Service Worker (DSW)" Employees identified by their department heads as those who will serve as the first individuals to be recalled in a disaster to perform immediate information and resource coordination, take action to reduce damage or future damage as a result of the incident and restore essential department systems.

2. PROCEDURE:

Each department head shall establish, maintain and publish a roster of his/her Disaster Service Workers, including their emergency duty assignments and reporting responsibilities. Each department shall maintain an up-to-date phone tree of Disaster Service Workers and other department employees in order to quickly recall them when required. **Current copies of the rosters and phone trees of Disaster Service Workers only shall be forwarded to the Department of Emergency Services each May 1** and whenever they are updated.

In the event of a major disaster, the Tulare County Emergency Operations Center (EOC) will be activated to serve as the operational area coordinating center for information and resources for disaster response and recovery throughout the course of the emergency.

The staff of the EOC shall be known as the **Operational Area Emergency Operations Center Staff**.

Disaster Service Workers will perform immediate duties to save lives, protect property, reduce damage or future damage as a result of the incident and shall take all such action needed to restore essential departmental services following major catastrophic emergency.

Other employees will be recalled by their department heads on an as needed basis.

3. ACTION DURING A MAJOR EMERGENCY

- A. Upon receiving notification of a major emergency, employees who are members of the Emergency Operation Center Staff (EOCS) should do the following:

- 1) If at work:
 - a) Check on safety of co-workers, treat injured. Insure that injuries are reported to supervisor.

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- b) Insure that essential and classified documents are secured and protected. Insure that damage or threat of damage is identified for reporting when requested.
 - c) If telephone communications are available, contact the Tulare County Sheriff's Department Command Center 733-6218 for reporting requirements.
 - d) If no telephone communications are available, tune your radio or television to one of the local Emergency Alert System (EAS) stations, which are AM – Station KMJ, 580KHz or KFSN-TV Channel 30, to determine if any reporting requirements have been announced.
 - e) If telephone communications are not available, and there is no radio announcement to not report, assigned staff members shall report to the Emergency Operation Center, 907 W. Visalia Rd. Farmersville, CA 93223.
- 2) If at home:
- a) Treat injuries and make family members as secure as possible.
 - b) If telephone communications are available, contact the Tulare County Sheriff's Department Command Center 733-6218 for reporting requirements.
 - c) If no telephone communications are available, tune your radio or television to one of the local Emergency Alert System (EAS) stations, which are AM – Station KMJ, 580KHz or KFSN-TV Channel 30, to determine if any reporting requirements have been announced.
 - d) If telephone communications are not available, and there is no radio announcement to not report, assigned staff members shall report to the Emergency Operation Center, 907 W. Visalia Rd. Farmersville, CA 93223.
- B. Upon receiving notification of a major emergency, employees who are "Disaster Service Workers" should do the following:
- 1) If at work:

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- a) Check on safety of co-workers, treat injured. Insure that injuries are reported to supervisor.
 - b) Insure that essential and classified documents are secured and protected.
 - c) Take action to reduce damage or future damage and restore essential department systems in assigned work area or as directed by supervisor.
 - d) Insure that damage and/or threat of damage or danger to employees or clients is reported to supervisor.
 - e) Report as soon as possible to emergency duty stations as pre-designated by department head.
- 2) If at home:
- a) Treat injuries and make family members as secure as possible.
 - b) Tune your radio or television to one of the local Emergency Alert System (EAS) stations, which are AM – Station KMJ, 580KHz or KFSN-TV Channel 30, to determine if any reporting requirements have been announced. Radio and television stations will likely provide information regarding the emergency, including reporting procedures for the County employees. **Unless information reported is to the contrary, report to normal duty station at regular reporting times.**
 - c) If directed by phone, radio or television announcement, report as soon as possible to emergency duty stations as pre-designated by department head. (If the emergency has knocked out phone, radio, or television communication report as soon as possible to your pre-assigned emergency station.)
- C. All other County Employees: Employees shall make every effort to contact their regular supervisor or department head at County of Tulare beginning immediately after a major disaster.
- 1) If at work, report to supervisor for direction.

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- 2) If at home:
 - a) Treat injuries and make family members as secure as possible.
 - b) Tune your radio or television to one of the local Emergency Alert System (EAS) stations, which are AM – Station KMJ, 580 KHz or KFSN-TV Channel 30, to determine if any reporting requirements have been announced. These stations will provide information regarding the emergency, including reporting procedures for the County employees. **Unless information reported is to the contrary, report to normal duty station at regular reporting times.**
- 3) In a major emergency, employees are expected to report to work even though they may not carry out their normal job responsibilities. Employees should dress appropriately so they are prepared to do the emergency work assigned.
- 4) Employees recalled as a result of a disaster will record their hours worked, and equipment, supplies and materials used in the manner required by the County Auditor. At the earliest possible time, recalled employees shall inform their department payroll clerk of the dates and times worked and equipment supplies and materials they have expended.
- 5) If, during major disaster, a County employee is unable to report to their regular work location, they should report to the nearest department facility for reassignment. The employee should:
 - a) Obtain the name and title of the person they work for during the emergency; and
 - b) Maintain a record of dates and hours they work.
 - c) If unable to reach a department facility due to road or traffic conditions, employees are expected to report to the nearest major County facility until access to their normal worksite is possible.
 - d) Obtain the name and title of the person they report to during the emergency, and
 - e) Maintain a record of dates and hours they work.

