

## **SECTION 502: EMERGENCY NOTIFICATION AND DISPOSITION OF EMPLOYEES**

**502.1 POLICY:** In the case of an emergency that threatens the safety of employees and the public, or makes a county facility inaccessible to some or all of its employees, it may be necessary to close a county facility and notify its employees to stay away from the facility for a determinate or an indeterminate length of time.

**502.2 SCOPE:** County facilities may be closed upon the advice of public safety officials or at the discretion of the County Board of Supervisors. If county supervisors are informed by public safety officials that a county facility should be closed, all county supervisors should be notified as soon as possible, but steps to close the facility should begin immediately. If the County's Emergency Action Program is implemented as a result of the emergency, it shall take precedence over this policy.

### **502.3 PROCEDURES/REQUIREMENTS:**

**1. Contacting Departments.** The county supervisors shall have immediate access to an up-to-date list of home and/or mobile telephone numbers of department heads and elected officials for all offices in county facilities, including autonomous and semi-autonomous county offices, state offices and other occupants, and building security. The list shall also include phone numbers for at least one employee designated to act on the behalf of each department head or elected official in his or her absence. The Board of Supervisors or its designee's shall notify or insure the notification of each department of any emergency facility closing. Since an emergency in one facility may affect operations in other facilities, all departments shall be notified.

Each department head, elected official and designated employee (as described above) shall have immediate access to an up-to-date list of home and/or mobile telephone numbers of each employee in his or her office. These officials shall notify each affected employee in his or her office of the emergency.

**2. Assignment to Alternate Locations.** Employees who cannot work at their own facilities due to an emergency may be assigned to one or more alternate locations, if practical. Department heads and elected officials shall identify in advance more than one facility to which their employees may be assigned if their normal facility is closed due to emergency.

**3. Reporting Options.** Department heads and elected officials shall determine if their employees are required to report to work at an alternate location or if they are given an option to report.

a. If employees are required to report to work, they must report to work under established work rules at the location designated by the department head or elected official, or they may be allowed to take paid or unpaid leave time if they

are directly affected by the emergency or if they have other acceptable reasons for not reporting.

b. If employees are not required to report to work, they shall be given the option of either reporting at an alternate location, if available, or taking paid or unpaid leave time.

**4. Compensation.** If unable to work at his or her regular facility due to an emergency, an employee will be paid only for time worked elsewhere or for paid leave time used.