

MAJOR EMERGENCIES AND DISASTERS

PURPOSE: The purpose of this policy is to provide general guidance to help you understand your role, responsibilities and expectations as Clackamas County employees when major emergencies or disaster strikes.

SCOPE: This policy applies to all Clackamas County employees.

POLICY STATEMENT: Everyone who lives or works in Clackamas County has a shared responsibility to minimize the impact of major emergencies and disaster on our community. Clackamas County is committed to providing critical public services, including incident response and recovery, during a major emergency or disaster. Employee skills and experience become more important than ever in meeting the demand for County services during a major emergency or disaster. Citizens expect government employees to be working to provide public safety and services during and immediately after a major emergency or disaster.

GENERAL EMERGENCY OPERATIONS GUIDELINES: The Clackamas County Emergency Operations Plan (EOP) may be implemented to provide emergency management functions including the activation of the Emergency Operations Center (EOC).

Employees are encouraged to prepare themselves and their families to be self-sufficient during emergencies and major disasters. Every employee should have an individual emergency plan and a disaster supplies kit readily available. Employees are also encouraged to participate in training in emergency skills. Information regarding these resources is available on the Department of Emergency Management web site at <http://www.clackamas.us/emergency>.

EMPLOYEE REPORTING EXPECTATIONS:

1. The County anticipates needing every available employee to effectively respond to the impact of a declared major emergency or disaster, whether it strikes during normal work hours, at night, on a weekend or a holiday. In a major emergency or disaster, employees should be prepared to report for work at any time and can expect to work non-regular extended hours under challenging conditions. Employees may be asked to temporarily perform work that is other than what they normally perform in their regular classification; provided however, employees will not be required to perform work that they believe is outside their

area of experience, beyond their capabilities or that they consider unsafe. During major emergencies or disaster, all employees will make a good faith effort to report to work on time, to include allowing sufficient travel time and using alternate routes or alternate methods of transportation.

2. If the major emergency or disaster occurs during work hours, employees are expected to remain on the job unless specifically released by their supervisor. The County will assist the employee, if requested, in checking on the status of immediate family members of on-duty-employees and report that status to the employee.
3. If the major emergency or disaster occurs during non-work hours, employees are expected to ensure the safety and welfare of their families, and then make every effort to contact their supervisor for reporting instructions. Employees can also check the Employee Hotline for emergency operations information at 503.655.8468. If unable to establish contact with a department representative, employees should assume they are needed and report as soon as practicable to the Public Service Building (PSB) or other reporting station as identified on the Employee Hotline.
4. Unless otherwise notified, employees are expected to make every effort to report to their regular department for work during major emergencies or disasters.
5. When your department or department hours of operations are temporarily modified, employees will check with your supervisor first and then the Employee Emergency Hotline (503) 655-8468 for reporting instructions and incident information.
6. Employees can also check the County's website at www.clackamas.us and monitor emergency information broadcasts on radio and television through the Emergency Alert System.
7. Each department, division and/or agency is responsible for developing an internal communication plan for employees to use during a major emergency or disaster, including an alternate department point-of-contact for employees when a supervisor is not available.

COMPENSATION CONDITIONS FOR DISASTER RESPONSE:

1. Employees, who report to their regular work locations to perform their normal tasks or who report to another emergency work location to perform tasks as instructed under their department's emergency operations plan, shall receive their regular rate of pay.
2. Employees who cannot report to work to their regular or emergency work location

shall use earned paid leave (vacation, compensatory time, personal holiday), request leave of absence without pay, or make up the time absent, subject to availability of work and supervisor approval. All absences shall be reported to the employee's immediate supervisor and are subject to approval by the division and department directors.

3. Employees who are late or unable to report to work shall report such inability to report to work as soon as practicable to their immediate supervisor. Requests to report to work at a later time and/or requests to leave early due to emergency conditions shall be made as soon as practicable to the immediate supervisor. Accrued paid leave time, requested leave without pay or a request to make up the time absent, shall be used.
4. An employee may request to be allowed to make up work missed due to major emergencies or disaster during the same or following pay period. A supervisor may allow an employee to make up time lost as long as work is available and does not create unauthorized overtime usage. Approval shall be at the sole decision of each Department.

(Note: Employees who make up time outside of the day or week in which it was lost may exceed limits established by the Fair Labor Standards Act or those established through a collective bargaining agreement requiring the extra hours be paid at time and one-half. Please consult your labor contract for additional information).

5. An employee may request to work at home during major emergencies or disaster. The employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit and other relevant issues in deciding whether to grant such request. Approval is required by the Division Director or Department Director. Supervisors should check with their department management prior to scheduling employees to work at home.
6. Employees (full-time, part-time, and temporary) who are released from work early, or who are instructed to not report or to delay reporting for work under circumstances dictated by emergency management operations, shall receive their regular compensation for the day and will not be charged leave time.
7. Employees who previously requested and have been approved for *scheduled* vacation, compensatory time or sick leave will not be charged leave time when county office/operations are closed.

AUTHORITY TO CLOSE OR MODIFY COUNTY OPERATIONS:

1. Only the Board of County Commissioners or the County Administrator has the authority to close general County government facilities, or to temporarily modify any county services because of major emergency or disaster conditions.

2. The Presiding Judge has the authority to close the County Courthouse and will notify the County Commission, County Administrator or designee prior to closure.
3. The District Attorney has the authority to close District Attorney's offices and will notify the County Commission, County Administrator or designee prior to closure.
4. If major emergency or disaster conditions threaten the immediate well-being and safety of citizens or employees at a specific location, Department Directors can temporarily close or modify any of their county services or functions. The County Administrator will be notified as soon as the situation permits.

UNUSUAL USE OF RESOURCES:

1. An employee may request to stay in a motel near work in order to report to work the next day. This must be pre-approved by the employee's supervisor to qualify for payment. The employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit and other relevant issues in deciding whether to grant such request.

(In some cases, approval may be required by Division Director or Department Director. Supervisors should check with their Department management prior to making decision for these expenditures.)

2. An employee may request alternative transportation in order to report to work. This must be pre-approved by the employee's supervisor. In the decision to grant a request, the employee's supervisor will consider the nature of the employee's job, the operating needs of the work unit and other relevant issues. Alternative Transportation may include but is not limited to cabs, bus, deputy sheriff transport, or other county vehicles.

(In some cases, approval may be required by the Division Director or the Department Director. Supervisors should check with their Department management prior to granting approval.)

INTERNET LINK to www.clackamas.us