

3.6.1.6 Personnel Notification Procedures



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Personnel Notification Procedures

SECTION/TOPIC: Organizing for Disaster

NUMBER: 3.6.1.6

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR	
NFPA	
NIMS	

2.0 PURPOSE

This standard operating procedure/guideline addresses steps to locate and assign personnel, both during and after normal work hours in a disaster: communication methods, information conveyed, and procedures for tracking the process and resolving problems.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Steps to locate and assign Personnel, both during and after Normal Work Hours in a Disaster:

RESPONSE ACTIVITIES

1. ACTIVATION OF THE EMERGENCY COORDINATION CENTER (ECC)

a. EMERGENCY COORDINATION CENTER (ECC) ACTIVATION

Any City employee may activate the ECC; activation does not entail command of the ECC. The activation process is delineated in the City's Emergency Operations Plan (EOP).

b. EMERGENCY COORDINATION CENTER (ECC) ACTIVATION LEVELS

First Level: *Monitoring Condition*. A notification, prediction, or forecast has been issued for an incident. Appropriate departments are notified to monitor the situation and take precautionary actions.

Second Level: *Limited Activation*. This may involve a smaller incident that a limited number of responders can handle, or it may involve the early stages of what later becomes a larger problem. During limited activation, some positions may not be needed.

Third Level: *Full Activation*. The ECC is activated, and all or most of the positions needed are filled. This involves an incident requiring a full scale City (or regional) response effort.

c. PROCLAMATION OF EMERGENCY

The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with responding to an incident. The Proclamation is normally a prerequisite to state and federal disaster assistance. The City Council is advised of the Proclamation as soon as practical.

The City is a non-chartered code city, as such, policy states the succession of authority by which the Proclamation may be issued. In the absence of the Mayor, such proclamation may be made by the Mayor Pro Tem (Council President) and in the absence of the Mayor Pro Tem, by the Vice President of the City Council.

The Proclamation authorizes the City to take necessary measures to respond to an incident, protect lives, property and the environment and exercise the powers vested in

Policy Statement.

The ECC Director is responsible for the preparation of the Emergency Proclamation, and once signed, is responsible for the notification of appropriate county, state, and federal agencies following the Proclamation.

Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the County Emergency Coordination Center (CECC). Declaration by the Governor is necessary for federal disaster relief funds.

2. NOTIFICATION

Each City department is responsible for notifying their own personnel. The Department will determine when and how to contact each employee. Key departments will be notified whenever the Emergency Coordination Center (ECC) is activated per the Emergency Operations Plan (EOP).

a. PERSONNEL REPORTING TO WORK

It is the policy of the City that all City offices remain open and in operation during established work hours. City employees are responsible for supporting the needs of the citizens of the City. See the City Personnel Manual for specific policy information. All essential employees will make a concerted effort to report to work in the event a significant incident should occur.

5.1 Communication Methods:

5.2 Information Conveyed:

5.3 Procedures for Tracking the Process and Resolving Problems: