

### 3.6.1.5 Personnel Assignments and Responsibilities



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Personnel Assignments and Responsibilities

**SECTION/TOPIC:** Organizing for Disaster

**NUMBER:** 3.6.1.5

**ISSUE DATE:**

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**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 changes in normal operating assignments and responsibilities to accommodate new disaster missions and responsibilities (family issues, temporary roles, teams, task forces, etc.).

#### 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 Changes in Normal Operating Assignments and Responsibilities to accommodate New Disaster Missions and Responsibilities:**

## ESSENTIAL EMPLOYEES

To ensure essential operations can function during and after an incident, maintain and establish a staff trained in emergency actions.

1. Identify emergency duties, essential positions, and staff assignments including two alternates for every designated primary.
2. Ensure essential primary and backup personnel are identified and that contact information is kept current and available during an incident.
3. Provide essential employees clear explanations as to when they will be needed for duty and what their position will be.
4. Disperse and assign critical equipment to key personnel.
5. Train personnel assigned to an essential position and conduct necessary monitoring, testing, and refresher training to ensure adequate levels of readiness at all times.
6. Anticipate who should replace persons vacating essential positions, and assign replacements early enough to allow time for training before the replacement assumes the essential position.
7. Ensure upon Plan activation that essential employees are informed of their roles and are not released from the City despite closure.

### **5.2 Family Issues:**

### **5.3 Temporary Roles:**

### **5.4 Teams:**

### **5.5 Task Forces:**