

COUNTY OF LOS ANGELES PROBATION DEPARTMENT DIRECTIVE

No.: 1291
Issued: 6/29/12
Post until: 7/29/12

SUBJECT: EMPLOYEES ROLE IN RESPONSE TO AN EMERGENCY

This Directive establishes the Probation Department policy related to the role of Probation Department employees in response to an emergency. The County of Los Angeles Emergency Ordinance referenced in Los Angeles County Code Section 2.68 establishes the County Emergency Organization. County departments, commissions, agencies, boards, districts, officers, and employees have emergency duties, responsibilities, and assignments for war and non-war incidents as prescribed in the Los Angeles County Operational Area Emergency Response Plan for Emergency Operations.

This Directive is separated into major sections and includes attachments as outlined below:

- Section A - Definitions and Explanation of Terms
- Section B –Employee Emergency Response Performance Expectations

SECTION – A: DEFINITIONS AND EXPLANATION OF TERMS

This section has been included to assist employees in their understanding and application of important terms used in this Directive. Key terms used in this Directive are defined as follows:

Emergency – Includes a “local emergency”, “state of emergency”, and a “state of war emergency” as defined in the California Emergency Services Act in Government Code Sections 8550 et seq.

Local Emergency – means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, the Governor’s warning of an earthquake, an earthquake, or other conditions (Government Code Section 8558).

State of Emergency – means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, the Governor’s warning of an earthquake, an earthquake, or other conditions (Government Code Section 8558).

State of War – means the condition which exists immediately, with or without a proclamation by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent (Government Code Section 8558).

SECTION – B: EMPLOYEE EMERGENCY RESPONSE PERFORMANCE EXPECTATIONS

Probation Department employees are members of the County's Emergency Response Team and in the event of an emergency are expected to report for emergency related duties once their critical personal and family emergency responsibilities have been met. Roles and responsibilities of Probation Department employees include, but are not limited to:

CRITICAL PERSONAL AND FAMILY RESPONSIBILITIES:

- No employee is expected to report for emergency-related duties until their critical personal and family emergency responsibilities have been met.

ON DUTY AT WORK LOCATION RESPONSIBILITIES:

- Personnel with pre-designated emergency response assignments are to respond in accordance with those assignments.
 - Employees delegated specific emergency response assignments, such as responsibility for acting in an Incident Command System (ICS) role (Emergency Control Center (ECC), etc.), or providing unit status reports, must respond in accordance with those assignments.
 - Employees who have been delegated specific emergency response assignments (pre-designated assignments) will be notified by their supervisor and provided with all necessary training, equipment, and other resources to facilitate response to the emergency.
- Personnel with no pre-designated emergency response assignments are to remain at work unless it is deemed unsafe. Wait for instructions from your supervisor or the Building Emergency Coordinator (BEC) as you are considered support resources.

OFF-DUTY RESPONSIBILITIES:

Employees and emergency response personnel can be called back from their regular day off or vacation during an emergency or disaster (pursuant to Los Angeles County Code Section 6.10.130). Employees called back will be compensated in accordance with applicable Memorandum of Understanding or as required by applicable state or federal law.

- Personnel with Emergency Assignments responsibilities include:
 - If your presence is required during an emergency, respond in accordance with your pre-designated assignment.
 - If you are unsure whether you are required to respond to an emergency, listen to the Emergency Alert System (EAS) announcements on the radio or television.

DIRECTIVE: Employees Role In Response to an Emergency

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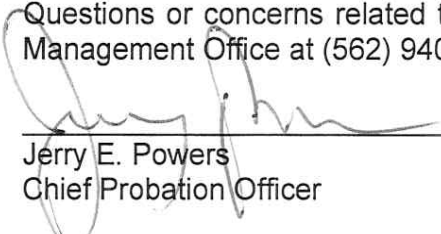
- Personnel with no Emergency Assignments responsibilities include:
 - Listen to the Emergency Alert System (EAS) announcements on the radio or television. If none, report to your workplace as scheduled.
 - If your workplace is inaccessible, report to the Probation Department facility nearest to your home.

COMMUNICATION RESPONSIBILITIES:

- Employees are reminded that in a disaster the telephone system may overload; employees should minimize the number of calls made.
- If you are unable to contact your facility, call Probation Department Communications Line at (323) 260-2779. The Probation Department Communications Line will provide information regarding the status of our facilities and what actions you are expected to take.

All Probation Department Employees will be required to sign an acknowledgement (Attachment-A) that they received a copy of this policy and agree to abide by its provisions. Acknowledgement of this policy will be included with the annual performance evaluation process, in new hire orientation and filed in the employee's official personnel file.

Questions or concerns related to this Directive may be addressed by contacting the Risk Management Office at (562) 940-2670.



Jerry E. Powers
Chief Probation Officer

PLEASE POST THIS DIRECTIVE IN A PROMINENT LOCATION FOR EMPLOYEE REVIEW.

**COUNTY OF LOS ANGELES PROBATION DEPARTMENT
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING
OF EMPLOYEES ROLE IN RESPONSE TO EMERGENCY POLICY**

NOTE: RETAIN IN OFFICE PERSONNEL FILE IN ACCORDANCE WITH PDPM SECTION 1000

NAME:	EMPLOYEE #:
POSITION:	

The above-referenced employee has received and reviewed the Probation Department Policy related to Employees Role in Response to an Emergency. In addition, I hereby acknowledge and agree to abide by this policy. I further acknowledge that Probation Department employees are members of the County's Emergency Response Team and in the event of an emergency are expected to report for emergency related duties once their critical personal and family emergency responsibilities have been met. Roles and responsibilities of Probation Department employees that I will abide include, but are not limited to:

CRITICAL PERSONAL AND FAMILY RESPONSIBILITIES:

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ACKNOWLEDGMENT OF RECEIPT OF INFORMATION

By signing below I acknowledge my receipt and review of the above-referenced information.

EMPLOYEE SIGNATURE:		DATE:
OFFICE HEAD OR DESIGNEE PRINT NAME:	OFFICE HEAD OR DESIGNEE SIGNATURE:	DATE: