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| Policy 8.2 | Emergency Preparedness | | |
| <u>Effective Date:</u> 9/14/10 | <u>Applicable Law/Statute:</u> None | <u>Source Doc/Dept.:</u> None/HR | <u>Authorizing I.C. Sec.:</u> None |
| <u>Last Amended Date:</u> 2/28/12 | | | |

EMERGENCY PREPAREDNESS

8.2

POLICY

It is the policy of DuPage County to provide for the safety of its staff and the citizens of DuPage County, as well as to ensure continuity of essential services in those situations declared to be a State of Emergency or State of Disaster, or incident of significant impact to the County by the County Board Chairman. Due to the nature of DuPage County being a public service organization, it is expected that employees be available to respond to the needs of citizens during such situations.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A.** For the purpose of this policy, all County employees will be considered to be first responders who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence and the environment, including emergency response providers as defined in Section Two of the Homeland Security Act, as well as emergency management, public health, clinical care, public works and other skilled support personnel that provide immediate support services during prevention, response and recovery operations.
- B.** In situations declared as a State of Emergency or State of Disaster or incidents of significant impact to the County, it may be necessary for the County to reprioritize the provision of services. This may involve reassignment of staff to emergency assignments, including duties outside of their normal job classification.
- C.** Employee skills and capabilities will be taken into account when being provided with emergency assignments.
- D.** All efforts will be made to schedule employees to work at or near their normal work facility.
- E.** Emergency or disaster situations may require changes to employee work hours or

locations outside of what is typical in order to meet the needs of the situation. Work schedules may be adjusted including, but not limited to: longer hours per day; different starting and ending times; evening, weekend or holiday assignments; suspension of vacation; or other time off requests.

- F. All necessary precautions will be taken to ensure the safety of employees. Employees will not be asked to perform activities that knowingly jeopardize their health or safety.
- G. DuPage County recognizes that there may be legitimate reasons that would prevent an employee from responding when called upon. Employees are required to get approval from their Department Head if they are not able to report to emergency assignments.
- H. Refusal to report to emergency assignments may be cause for disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)
- I. Upon hire, employees are expected to provide accurate emergency contact information so that they may be called upon in the event of an emergency. It is the responsibility of the employee to keep their emergency contact information current, and to notify their supervisor if there is a change in their emergency contact information.

PROCEDURES

1. Only the County Board Chairman or designated successor may declare a County-wide State of Emergency or Disaster.
2. The Comprehensive Emergency Management Plan, developed by County Departments and maintained by the Office of Homeland Security & Emergency Management, shall include protocol to determine the number of employees needed to respond or assist in emergency situations.
3. The Comprehensive Emergency Management Plan shall also include procedures for partial activations based on the type of emergency being experienced.
4. The Director of Emergency Management, or designee, will coordinate the assignment of employees to emergency duties as determined necessary.
5. Employees will document arrival and departure per protocol.
6. Upon arrival, employees will be informed of, and expected to adhere to, incident requirements related to the use of safety or personal protection equipment.
7. Employees will receive appropriate emergency response training through the County's Emergency Preparedness program.
8. Employees will receive compensation in accordance with the guidelines of Emergency Call-Back pay. (Personnel Policy 4.2: Special Compensation)