

County of Santa Barbara

On-line Policies & Procedures Manual

Approved Dec. 22, 1997

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**SANTA BARBARA COUNTY POLICY FOR EMPLOYEES IN THE
EVENT OF A DECLARED EMERGENCY/NATURAL
DISASTER/INCLEMENT WEATHER**

Services provided by County employees to the citizens of the County are an important element in ensuring the health and safety of Santa Barbara residents.

Occasionally events such as serious inclement weather, natural disasters and declared emergencies occur that may effect an individual employee's ability to report to work and perform his/her duties.

The following POLICY is provided to all employees to be used to guide them in the event of a declared emergency/natural disaster or inclement weather:

I. Serious Inclement Weather or Natural Disaster that has **Not been Declared an Emergency.**

A. All emergency employees should report to work as soon as possible in accordance with department policy and emergency procedures.

B. Occasionally inclement weather (fire, floods, earthquake) occurs and employees who are non-emergency workers may either be prevented from reporting to their normal duty location or may feel it is necessary to stay home. In these events, employees are to (1.) first contact their supervisor to determine that they are not, in fact, needed to perform emergency response activities or other community support functions; and (2.) if the employee's supervisor believes that the employee's absence would not be a hardship for the department, the supervisor may authorize the employee to not report to work. In these cases, personal leave time (e.g., vacation etc.) may be used by the employee.

C. If a County building or facility is determined by the County Administrator to not be operational due to fire, flood, earthquake, etc., and is not available for employees to work in, the County will make an alternative arrangement for affected employees as soon as possible. If no other work

location is available, employees will be on paid time off until alternative arrangements are made. The employee's supervisor shall direct employees where to go in the event a County facility cannot be used.

A general statement on the radio or television that says that people are discouraged from driving on public roads or that people should not go out due to hazardous conditions is not to be construed as authorization not report to work. In those circumstances, employees should contact their immediate supervisor for instructions. If these employees are non-emergency workers who for personal reasons do not wish to travel to work, they may request time off from their supervisor and use personal leave (e.g., vacation) time as needed.

II. Declared Emergency

A. The State Government Code and the Santa Barbara County Code gives every employee of Santa Barbara County the responsibility to report to work when an emergency declaration is made. Although it rarely happens, the County Administrator has the authority to direct all County employees to report to work locations, either to perform their regular duties or as emergency workers if he/she deems it necessary.

B. Each Department Head shall establish and communicate to their employees procedures that explain what employees should do in the event of a declared emergency, i.e., procedure for contacting their supervisor, alternate work location, etc. Department Heads shall designate employees as Essential Personnel, Back-Up Personnel, and Stand-By Personnel in the event of an emergency declaration. Department Heads shall maintain a current list of employee home addresses, phone numbers and pagers as necessary. Employees must keep their department head informed of any changes in their address, phone numbers, etc.

C. When an emergency is declared, all employees are encouraged to ensure that his/her family/home situation is taken care of prior to reporting to work. Taking care of one's family and home situation is considered

personal business and employees shall use their personal leave time (e.g., vacation) as needed.

D. In the event of a declared emergency, all employees are expected to report to work unless there is clear direction not to report to work from the employee's supervisor and/or a public announcement on a radio station or television from the County Administrator or Director of Emergency Management that explicitly states that County employees are not required to report to work. Any public statement must be verified by the employee by contacting their supervisor to verify whether he/she should report for duty. If employees are directed not to report to work at any location, then this time off will be coded as paid time off not chargeable to leave balances.

A general statement on the radio or television that says that people are discouraged from driving on public roads or that people should not go out due to hazardous conditions is not to be construed as authorization not report to work. In those circumstances, employees should contact their immediate supervisor for instructions. If these employees are non-emergency workers who for personal reasons do not wish to travel to work, they may request time off from their supervisor and use personal leave (e.g., vacation) time as needed.