



Responding to a Local Health Department Emergency Situation



March 24, 2010

Policy A-HR-12

Purpose: To assure staff is available for appropriate disaster response by the Local Health Department (LHD).

Policy: All personnel have a responsibility to respond to Local Health Department emergency situations. Supervisory personnel have an additional responsibility to inform employees of their duties and responsibilities in the event of future emergency situations. This policy is supported by 803 KAR 2:220.

Procedure

1. Each employee will have a preparedness response statement in their position description that states LHD personnel are required to report upon notice to respond to emergency situations as deemed necessary by the Appointing Authority.
2. Employees shall report to their workstation during an emergency situation during normal work schedule and/or contact their supervisor to receive instructions. Employees will be briefed on their responsibilities for the response and this may or may not require alternative work sites, extended or various hours of work, and duties outside of normal responsibilities.
3. Employees shall respond to the Ready Op Notification System within 8 hours of receiving and follow the instructions or contact their supervisor.
4. Employees shall review the agency Emergency Operations Plans at least annually and participate in any exercises and/or trainings as required by the Appointing Authority.
5. A 24/7 emergency contact number shall be maintained for emergency notifications or employee inquiries. This number will be the cellular phone of the Environmental Health/Preparedness Planning Manager and listed on the recording at all work sites.
6. Failure to report to work when requested during an emergency situation will be investigated by the Appointing Authority and may lead to disciplinary actions.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date