

Local Emergencies

(Revised 10/08/21)

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Description

A local emergency must be proclaimed by the Chief Administrative Officer and ratified by the Board of Supervisors when there is a disaster or extreme peril caused by natural occurrences or other circumstances.

It is necessary to declare a local emergency in order to utilize State/Federal resources and aid in response to a crisis. HHSA employees must be prepared to provide care and shelter to victims until disaster relief organizations are able to fulfill that responsibility.

Additional information can be found on the Office of Emergency Services' County intranet page.

Employee role

All County employees are disaster service workers and are expected to assist with disaster care and shelter operations under the leadership of the Office of Emergency Services. Refer to the HHSA Staff Safety Manual for emergency procedures. Employees will be responsible for:

- Establishing communication between County offices and the public
- Providing usual public assistance services
- Assisting in activating and staffing Local Assistance Centers (LACs).

Staff may be used to help with shelter operations, distribute emergency supplies, and provide other support services such as recruitment and coordination of volunteers.

HHSA plan

In case of local emergency, the Director of HHSA will proceed to the County's Emergency Operations Center (EOC) where he/she will work with OES staff to coordinate the use of HHSA employees.

HHSA employees shall respond based on when the disaster occurs:

If the disaster occurs...	Then...
Within 2 hours of the start of a work day	All HHSA staff will proceed to their respective offices unless they are told to do otherwise.
During non-working hours	All staff will proceed to their work sites at the start of regular hours on the direction of the OES or the HHSA Director.

Alignment with SET

This policy aligns with [SET Value 6](#) a proactive workplace culture of reflection, responsiveness and shared responsibility.
