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Shoreline
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SHORELINE POLICY AND PROCEDURE

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City of Shoreline
Emergency Management
Employee
Standard Operating Procedures

1.1 Duty to Respond March 31, 2005

As provided in Section 5.05 of the City's personnel policies, "the City is in the business of providing vital public services. This means that the City does not cease its operations during times of inclement weather or natural disasters" and has a commitment to continue to provide vital services to the community during emergency conditions, while maintaining a primary concern for the safety of City employees and their families. "Therefore, all employees are asked to make every reasonable effort to report to work during such times even if it is inconvenient."

In the event of a widespread disaster that necessitates the activation of the Emergency Operations Center, each employee is required to report to work as outlined in their department's specific emergency "green and gold" staffing plan. For employees who are required to remain at work upon the occurrence of a disaster, Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in the City's Emergency Operations Plan.

1.2 Departmental Emergency Staffing Plan

Each department will maintain a "green and gold" staffing plan to provide emergency staffing for up to 72 hours, across the 24 hour clock, so that needed City services will be provided as expediently as possible. The plan will provide clear direction to employees as to their assignment in case of an emergency staffing plan. Department heads shall ensure every new

employee is aware of their assignment. It is imperative that all employees follow the plan and do not all respond at once to an emergency. Over response will not allow for relief of first responders and not all assignments will have been identified until after the first few hours into the emergency.

1.3 Emergency Contact Information

All regular employees are required to fill out the City of Shoreline Employee Emergency Contact Information form. A copy will be kept in Human Resources and in the department. Employees are required to update the form any time the information provided on the form changes.

Each department will have a protocol that allows for an appropriate way to contact their employees to relay any emergency information or need. In addition, employees are encouraged to use the City's Emergency Outgoing Hotline, (206) 546-6697, for general information and/or specific direction.

1.4 Emergency Preparation Encouraged.

All City employees are encouraged to preplan for the safety and welfare of their families and homes. All City employees are encouraged to have emergency provisions for their families and homes to survive a minimum of 72 hours if a crisis necessitates it.

1.5 Green & Gold Plan

Following is the Green & Gold team plan that will operate if and when the Emergency Operation Center (EOC) is activated for a response to an emergency and when the need for 24/7staffing is declared.

<u>During Business Hours</u>

If the EOC is activated due to an emergency during business hours, and the need for 24/7staffing is declared, the Green Team shall work the first 12 hours and the Gold Team shall leave and return to work the next 12 hours. . Preferably, the first team responding should include the department head.

<u>Outside Business Hours</u>

If the EOC is activated due to an emergency when you are not at work, please call the main emergency operations number (206-546-6697) for

directions as to which team is responding, Green or Gold. If there is a problem with the phone lines, e-mail may be used, so check your e-mail for messages. If you are unable to contact the City, this would be an indication that the City has activated its emergency plan and the EOC. The Green Team should report for a 12 hour shift and the Gold Team should report in 12 hours. Every attempt will be made to get information to staff as the means become available.

2.1 Issued Equipment March 31, 2005

The City of Shoreline has issued equipment to many employees to be able to communicate with other staff and to perform their assigned functions. If you have been issued such equipment, i.e. radios, phones, pagers, flashlights, etc., you are required to maintain the assigned equipment in a state of operational readiness and have immediate access to it.

1. If any assigned equipment becomes lost, damaged, or does not work the employee should report this to their supervisor immediately.
2. Supervisor will ensure all City owned equipment is repaired or replaced as soon as practical after being notified of its status by the assigned employee.