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**808.13 SUBJECT: DISASTER PREPAREDNESS**

**:1 OBJECTIVE:**

To establish a policy that provides general response instructions to employees in the event of a disaster.

**:2 AUTHORITY:**

This procedure approved by City Council September 15, 2003; amended City Council April 27, 2009; amended City Council April 28, 2014.

**:3 DIRECTION:**

Human Resources Division Manager, as an Appointed Official, serves at the pleasure of the Mayor and receives direction through the Chief Administrative Officer (CAO) or designee.

**:4 METHOD OF OPERATION:**

Unless otherwise directed, this policy requires each Department/Office to determine, evaluate, and allocate necessary personnel to respond before, during, and after an emergency. After assessing departmental needs, a determination must be made, in advance of an emergency of the personnel available to respond in positions other than “regular duties”.

**:5 POLICY:**

All employees shall be required to report for duty. Employees not previously assigned an emergency function shall be available to assist departments lacking necessary staffing for the emergency. This means:

- A. All City of Orlando personnel are required to report to work in order to receive regular pay.
  - 1. Employees must report to work at the beginning of their normally assigned working hours/shift (unless otherwise directed by their supervisor/department).
  - 2. If unable to report to work, employees must contact their immediate supervisor, and if necessary employees must continue up their chain of command in their efforts to report in.
  - 3. If the office or worksite is not operational during normal working hours due to emergency conditions, employees must report to some other City location in order to receive regular pay. Employees must:
    - a) Contact their immediate supervisor (or further up their chain of command) for instructions, or;
    - b) Listen to local media stations for instructions, or;
    - c) Check the City’s Web Page if possible, (<http://www.cityoforlando.net/emergency>), or;
    - d) Call the City Employee Emergency Information Line (407-254-4633) for reporting instructions.

- B. If the Mayor closes normal City business and employees are told not to report to work, except for Emergency Services personnel, those employees told not to report to work will be paid for their normal working hours (if the closing is during their normal working hours). Employees already on leave will remain in their same leave status.
- C. Employees not assigned to or available for emergency/disaster recovery, will be placed on paid personal leave if available, or in a no-pay status if leave is unavailable.
- D. Non-exempt employees assigned to disaster preparation/recovery that work over 40 hours per week will be paid at the applicable overtime rate per Policy & Procedure 808.35, or bargaining unit contract.
- E. Exempt employees working more than 50 hours per week in disaster recovery may be granted Administrative leave by their Dept./Office Director at the conclusion of the Disaster Recovery Period.

:6 FORMS:

None.

:7 COMMITTEE RESPONSIBILITIES:

None.

:8 REFERENCE:

Procedure approved by City Council May 10, 1999, Item3-A; amended April 3, 2000, Item 2PPP; amended September 15, 2003; re-formatted only April 2004; amended April 27, 2009, Item A-9; amended April 28, 2014, Item ?-?.

:9 EFFECTIVE DATE:

This procedure effective April 27, 2009.