

2016

Employee Emergency Manual



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The purpose of this handout is to provide information that will be helpful in the event of an emergency – weather or otherwise. The Emergency Management Director (EMD) may partially activate or deactivate the Emergency Operations Center at any time, including when the Village is open for regular business. The Emergency Operations Center (EOC) may be partially or fully activated once an emergency is declared.

In order to keep you informed during a weather event, you will receive periodic updates from the EMD and via CodeRED, the Village’s emergency management communications system. These updates will serve as your primary source of communication up until it may be determined that all non-essential employees are released from work.

QUESTION & ANSWER

WHO IS REQUIRED TO WORK DURING AN EMERGENCY?

All employees may be required to report to the Emergency Operations Center (EOC) before, during and/or after an emergency. Employees will be notified prior to the emergency if they are required to work during the event. In some cases, the Village will ask for volunteers before assigning additional employees to assist in the EOC before, during and/or after the event.

HOW WILL I RECEIVE UPDATES?

The Village of Wellington utilizes the CodeRED system to communicate with both residents and employees during an emergency event. Each employee is required to register with CodeRED with personal contact information, should the Village need to send out notifications before, during, and/or after an emergency event. When entering information into the CodeRED system, employees must use their PERSONAL phone number and PERSONAL email address since the CodeRed system is intended to be used after business hours to quickly disseminate important information.

Employees who have not yet registered in the CodeRED system, or who need to update their contact information can log into <http://wellingtonfl.gov/employeeCR>. Employees who do not have access to a computer may send a request to HumanResources@Wellingtonfl.gov for assistance.

The data employees provide in the CodeRed system is kept confidential and the information is protected from unauthorized access or disclosure. CodeRed will not sell, rent or lease customer lists to third parties.

HOW DO I KNOW WHEN TO COME BACK TO WORK?

All employees must physically (in person) report back to work at their regularly scheduled time when the winds fall below 40 mph **and** there is daylight, as instructed by the EMD. If there are any issues and an employee is physically unable to report to work as instructed, the employee must communicate the situation to the EMD or Liaison Officer. Adequate documentation (including, but not limited to photographs, videotape, and or digital pictures) must be provided immediately upon return to work (if the employee does not report back as instructed).

Employees will get periodic updates via the CodeRED system and information is also available by logging onto www.wellingtonfl.gov. The following phone number will also provide pre-recorded updates, but is not intended to receive messages-please do not leave a message on the number below.

866-791-WELL (9355)

WHAT TYPE OF PAY WILL I RECEIVE IF I WORK DURING AN EMERGENCY?

During a state of emergency, regular pay rules apply and any changes will be approved at the Village Manager's discretion. The Emergency Management Director (EMD) or designee must approve all regular and overtime hours once the state of emergency has been declared.

WHAT IF I AM NOT REQUIRED TO WORK DURING AN EMERGENCY?

Even if you are not required to work during an emergency, **you will still be required to report "on site" to work immediately after the emergency** at your regularly scheduled time, as long as the winds are below 40 mph and it is daylight; additional employees may be needed to assist depending on the magnitude of the emergency event. If winds are below 40 mph and it is after 5pm, employees are to report to work the following day at their regularly scheduled time. In some cases, the Village will ask for volunteers before assigning additional employees to assist immediately following an emergency.

WHAT TYPE OF PAY WILL I RECEIVE IF I AM SENT HOME DURING AN EMERGENCY?

Regular and supplemental full time employees who are sent home during an emergency event will be paid for their regularly scheduled hours based on their standard work week and "OPS" employees will be paid based on their standard weekly schedule. Seasonal and temporary employees, as well as interns will only be paid for the hours worked. Hours paid but not worked (including holidays occurring during a declared emergency) will not be included in calculations for purposes of overtime.

HOW ARE MY HOURS TRACKED?

All employees (including both exempt and non-exempt employees) who work during the state of emergency must use the approved timekeeping system and sign in on an "Incident Check-In List" for each day assigned during the state of emergency. The "Incident Check-In List" (ICL) will be used as a resource and for employee management and assignments. The approved timekeeping system will be used for tracking pay during the emergency event and all employees will be required to clock in using the approved timekeeping system. All completed ICL's must be given to the designated Time Unit Leaders.

WHAT IF I AM REQUIRED TO REPORT TO WORK DURING A CURFEW?

If an employee is required to report to work and/or be on the road during a declared curfew, the Village will provide an Authorization Letter signed by the Village Manager or his designee. The letter will be provided prior to the need to report back to work.

HOW CAN I ENSURE THE SAFETY OF MY FAMILY IF I AM REQUIRED TO WORK DURING AN EMERGENCY?

If you are required to report to the EOC during an emergency, your family may be provided shelter in the Park gymnasium in accordance with the information regarding shelter needs outlined later in this document. This option is for the benefit of the employee and the employee’s family, and is offered as an option during an emergency event.

WHAT IF THE EMERGENCY OCCURS DURING A HOLIDAY?

If a holiday falls during a declared emergency, regular holiday pay rules apply and any changes will be approved at the Village Manager’s discretion. The Emergency Management Director (EMD) or designee must approve all regular and overtime hours once the state of emergency has been declared. Hours paid but not worked (including holidays occurring during a declared emergency) will not be included in calculations for purposes of overtime.

WHAT IF I HAVE A VACATION OR TRAINING PLANNED WHEN THE EMERGENCY IS DECLARED?

The Village Manager has the authority to declare a state of emergency for the Village at any time. During Hurricane Season (June 1-November 30), all “Paid Time Off” (PTO) or scheduled training may be cancelled upon declaration of a state of emergency. Previously approved PTO may be granted by the Emergency Management Director (EMD) or designee, and recommendations to grant previously approved PTO requests will also be considered if from a Department Director. **It is the responsibility of the employee requesting PTO to obtain approval from the EMD or designee prior to utilizing PTO during an emergency event.** If the employee is already on vacation, using PTO, or out of town at scheduled training when the emergency is declared, the employee must make every effort to check in with his or her supervisor for further instructions and may be required to report back to work. The Village will make every effort not to call back employees while on PTO or at scheduled training but should the decision be made to call an employee back, the employee will incur any costs associated with returning to work.

All employees taking PTO during the “Hurricane Season” shall be required to provide updated contact information to their supervisor (prior to leaving for time off) in the event that he/she is directed to return to work.

HURRICANE CAMP

The Village of Wellington offers Hurricane Camp to Village employees with elementary and middle school-age children who require supervision on days when their parents are required to work and the Palm Beach County school district is closed due to the effects of a hurricane or other emergency event.

The department of Parks & Recreation will offer a Youth Day Camp during the weekdays immediately following a hurricane or other emergency event that has caused the closing of public schools. All camp activities will be held at the Village Park, provided the facility is safe and secure following the emergency event. This camp is free of charge to all Village employees who are required to work and is available for children ages 5-14.

- A. All campers must be registered at the Village Park front desk by a parent upon arrival at Village Park gymnasium. Parents will be required to sign a waiver.
- B. Parents will be required to show their Village of Wellington ID badge and sign in/out their child(ren) at the time of registration and pick up
- C. Hours for Hurricane Camp will be 7:30 am to 6:00 pm
- D. All Camp activities will be supervised by Village employees who have been fingerprinted and background screened and are eligible to work with children
- E. Campers are required to wear sneakers and comfortable clothing
- F. Food, drinks, and snacks must be supplied by parents – ice packs must be provided for any perishable food or drink
- G. Any medications must be accompanied by a doctor's prescription and administered by the parent; the Village of Wellington will not be responsible for administering any medication
- H. Children must not exhibit signs of illness and all immunizations must be current
- I. Any allergies must be indicated on the waiver form
- J. The Village of Wellington may not be able to accommodate all special needs children and will review each situation on a case-by-case basis
- K. All possessions and food items must be labeled. The Village of Wellington is not responsible for lost, stolen or broken items
- L. The duration of Hurricane Camp is contingent on the School District's closure dates, facility availability, and/or other situations as determined by the Village Manager or his designee

EMPLOYEE SHELTER

In the event of a hurricane or other severe weather event, employees required to work will be able to allow "immediate" family members to utilize the Village gymnasium as a shelter. ("Immediate" family members include any dependent persons currently residing at the employee's residence).

- A. Employees utilizing the Employee Shelter must notify HR in advance of the need and provide information related to the number of family members who will be utilizing the shelter
- B. Only immediate family members of employees in "lock down" are eligible to participate

- C. Participants must not exhibit signs of illness and children must be current with all required immunizations
- D. The Village of Wellington may not be able to accommodate all special needs participants and will review each situation on a case-by-case basis
- E. All possessions and food items must be labeled. The Village of Wellington is not responsible for lost, stolen or broken items
- F. Participants must bring enough food, water, and medication to last 2 days
- G. Participants must provide their own bedding and toiletries for both themselves and their children
- H. Participants bringing young children are encouraged to bring activities, toys, games, etc.
- I. The gymnasium will only be open for the duration of the storm

Note: The Village Park gymnasium is not an approved Red Cross shelter.

PET SHELTER

In the event of a hurricane or other severe weather event, employees required to work will be able to bring their domestic (household pets) to the Village Park gymnasium. All animals are required to remain in a cage or kennel. For the safety of staff and other animals, the Village reserves the right to refuse aggressive animals. No animals classified as potentially dangerous or registered guard dogs will be accepted.

- A. Domestic (Household Pets) Only
- B. No Exotic or Farm Animals
- C. Employees must bring enough food and water for 2 days as well as any necessary medication, toys, blankets, etc.
- D. Animals must not exhibit any signs of illness and must be up-to-date on all required immunizations
- E. Employees bringing a dog(s) must supply a leash
- F. The employee (or a family member in the Village Park gymnasium shelter) must feed and walk his/her pet
- G. The kennel or cage should be large enough for the animal to stand and turn around, and have enough space for two bowls and a litter box (if appropriate)
- H. Cats must have litter box and litter
- I. Employees are responsible for cleaning up after their pets

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