



## EMERGENCIES AFFECTING REGULAR BUSINESS OPERATIONS

### I. PURPOSE

To protect the health and safety of City employees in times of emergencies including man-made and natural disasters.

### II. SCOPE

This policy applies to all City employees.

### III. POLICY

The City is always open for business during normal working hours, however, due to weather or other emergencies, the City may be faced with temporary service closure or have limited operations. The City Manager is the only person with the authority to make a decision regarding the staffing requirements during an emergency.

### IV. PROCEDURE

A. Employees will be notified by their immediate supervisor on whether they are required to report to duty. The City may also use the media to notify employees if they are required to report to work by indicating the response levels. There are four response levels. An employee's response level is indicated in their job descriptions.

- Response Level 1: Includes most public safety officers and emergency management team.
- Response Level 2: Includes Response Level 1 personnel.
- Response Level 3: Includes Response Level 2 personnel.
- Response Level 4: Includes Response Level 3 personnel.

B. Employees who are not required to report to work may be granted administrative leave by the City Manager.

Also, See [Safety Responsibility #740](#).