

Emergency Management Plan

1001.1 PURPOSE AND SCOPE

This policy addresses the preparation, maintenance, and activation of any applicable emergency management plan.

1001.2 POLICY

The agency will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

1001.3 RESPONSIBILITIES

An employee should be appointed as the person responsible for the emergency management plan and agency coordination with applicable local and state departments and entities for disaster planning, mitigation, response, and recovery efforts.

1001.4 ACTIVATING THE EMERGENCY MANAGEMENT PLAN

The emergency management plan should include clear direction on how to activate the plan and who can activate it in response to a major emergency.

1001.4.1 RECALL OF PERSONNEL

In the event that the emergency management plan is activated, all employees are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary.

Failure to promptly respond to an order to report for work may result in discipline.

1001.5 LOCATION OF THE EMERGENCY MANAGEMENT PLAN

Copies of the emergency management plan should be available to appropriate personnel. All supervisors should familiarize themselves with the emergency management plan and assist employees in familiarizing themselves with the roles they will play when the plan is implemented.

1001.6 EMERGENCY MANAGEMENT PLAN REVIEW

The emergency management plan should be reviewed at least once every two years, including a review to identify whether the plan conforms to any revisions made by the National Incident Management System (NIMS). The designated employee should appropriately address any needed revisions.

1001.7 TRAINING

Training on the emergency management plan should be provided for appropriate personnel.

Training should incorporate a full or partial exercise or a tabletop or command discussion.

IMPLEMENTATION GUIDANCE

The following information is provided to assist you and should be deleted before the policy is issued to agency personnel.

Emergency Management Plan

This policy is being provided to contribute to the ongoing discussions and actions regarding COVID-19 (coronavirus disease 2019).

This policy is intended as a starting point for local governments and agencies preparing policies for dealing with large-scale emergencies. This is a national-level policy and does not include applicable state or local requirements.

Lexipol is not your agency's policy maker. Your agency is responsible for reviewing, customizing, and adopting any version of this policy for your agency. Neither the policy nor any information provided should be considered to contain legal advice or opinions. You should contact your legal counsel to obtain legal advice.

This policy addresses the preparation, maintenance, and activation of your emergency management plan. If you do not have an emergency management plan, now would be the time to put one in place and train your employees on their responsibilities under the plan.

CUSTOMIZATION

You should customize this policy to meet your agency's practice, paying particular attention to the following sections:

RESPONSIBILITIES The policy recommends appointing an employee to be responsible for your emergency management plan and coordination efforts. You should modify the section to reflect your expectations for this person.

RECALL OF PERSONNEL You should modify this section to reflect any requirements or limitations on recalling personnel to work found in any applicable collective-bargaining or other employment agreements.