TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 207 LAST REVISED 8/1/08

SUBJECT: EMERGENCY RESPONSE

STATEMENT OF POLICY:

All Town employees are designated as Disaster Service Workers under the State of California Emergency Services Act.

Any work performed by a Disaster Service Worker is considered to be within the scope of the employee's official duties whenever the employee is assisting any emergency unit of the organization or performing an activity that contributes to the protection of life, property, or mitigating the effects of an emergency.

If a state of emergency or disaster is declared, employees may be required to remain at work after regular business hours or to return to work. If an employee is given a specific emergency response assignment, he or she is expected to report to the designated location. In the event of a disaster the employee should check in either by phone or in person as explained in the Emergency Action Plan.

The Town's Emergency Plan defines the roles of most workers in the event of a disaster, and provides important information regarding the resources available within the County.

If an employee cannot return to work as a Disaster Service Worker, he or she should report to the nearest City Hall or public agency and offer assistance. Such employees should register with the agency and keep track of hours worked in order to receive compensation.

All employees are provided with ID cards, which should be kept with them in the event of an emergency.