

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 34 (R)

December 20, 2016

TO: All Departments, Boards, Agencies and Commissions
FROM: Jeffrey P. Hebert, Deputy Mayor and Chief Administrative Officer
SUBJECT: Personnel Assigned for Emergencies



I. POLICY

The purpose of this memorandum is to establish the procedures for the assignment of personnel when emergencies affect any operations of City government.

II. GOVERNING AUTHORITY

Chapter 3 Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

III. BACKGROUND

- A. Departments, Boards, Agencies and Commissions who perform functions related to the handling of emergencies and disasters need to possess readily available data citing City departmental/agency personnel who are able to respond immediately to an impending or actual emergency situation.
- B. Appointing authorities must notify personnel under their supervision of the employees' duties and responsibilities that are outlined in the responses being returned to this office.

IV. ESSENTIAL PERSONNEL ROSTER

- A. All Departments, Boards, Agencies and Commissions must designate each employee as essential, reserve, or non-essential. Essential employees are those who employees who by virtue of their presence, specialized function or necessary skills, are essential to conducting the business or certain operational needs of the City and are, therefore, required to report for duty. Whenever possible, the appointing authority will notify employees of essential designation and report for duty requirements in advance. Attachment A provides Guidance for designating employees in advance. Each essential employee is further assigned to a duty station as identified in Attachment B. Reserve employees are not required to report for duty during an emergency declaration, but report or

remain at work when requested by the Director of Homeland Security in consultation with the appointing authority. These employees become essential employees until their status is discontinued when they are released by the Director of Homeland Security in consultation with the appointing authority. Non-essential employees are employees who are not required to report for duty during an emergency declaration. Each category of employee is further defined in Policy Memorandum 112(R).

- B. All Departments, Boards, Agencies and Commissions who are requested to provide liaisons within the City Emergency Operations Center (CEOC) must assign two (one for each 12 hour CEOC shift).
- C. The departmental roster must be submitted to the Office of Homeland Security & Emergency Preparedness by June 1 annually. This roster should include the name, title, emergency designation, address, telephone and email contact information for each employee, and duty station, if applicable.
- D. Updates to this roster should be provided periodically to the Office of Homeland Security & Emergency Preparedness to account for departmental staffing changes throughout the year.

V. INQUIRIES

Any inquiries about this policy memorandum should be addressed to the Office of Homeland Security & Emergency Preparedness at 504-658-8700.

JPH/ALM/DDJ

Attachments

- A: Guidance Regarding Essential Personnel Roster
- B: Department Personnel Designation Roster