

CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYORAARON L. MILLER
DIRECTOR**Policy Memorandum 34 (R) Attachment A:**
GUIDANCE REGARDING ESSENTIAL PERSONNEL ROSTER

The Office of Homeland Security & Emergency Preparedness (NOHSEP) develops a comprehensive city employee roster prior to each hurricane season. This personnel list includes all city departments and agencies with the exception of public safety entities, which assemble their own rosters in coordination with NOHSEP. The personnel roster is utilized during large-scale crises to ensure accountability and compliance as we prepare for, respond to and recover from the incident or event.

Methodology & Instructions

City departments and agencies should use the spreadsheet template provided in Policy Memorandum 34 Attachment B to identify the assigned emergency designation and duty station (if applicable) for each employee. All employees should be identified as either essential, reserve or non-essential in the designation column. The essential designation is for employees who remain on-duty during emergencies and disasters, or remain in the City during mandatory evacuation. Each essential employee should further be classified by primary duty station. The reserve designation is for employees who are not required to report for duty during an emergency declaration, but who 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. The non-essential designation is for employees who are not required to report for duty during an emergency declaration.

Designation	Duty Station
Essential	<ol style="list-style-type: none"> 1. City Hall (including City Emergency Operations Center and Joint Information Center) 2. Task Force Site (one of five task force locations for first responders) 3. Other facilities within the City 4. Continuity of Operations (COOP) facility in Carville, LA
Reserve	Assigned as needed by Director of Homeland Security and appointing authority
Non-Essential	N/A

Contact Information

Comments and questions regarding this process can be addressed to the Chief, Planning & Preparedness for NOHSEP at plnsec@nola.gov.