



<p style="text-align: center;">City of Marco Island</p> 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: EMERGENCY PROCEDURES	
	NUMBER PER-6	REVISIONS 1	EFFECTIVE DATE: MARCH 1, 2020	PAGE 1 OF 3
	SUPERSEDES REVISION 0 (Employee Resources Guide May 2019)	APPROVED BY:  Michael A. McNeese, City Manager		

Emergency Duty Assignments

If civil emergency conditions exist, the City Manager or his/her designee may assign any employee under his/her jurisdiction to any duties to fulfill the mission of the City. Conditions constituting civil emergency may include, but are not limited to, riots, civil disorders, hurricane conditions or similar catastrophes.

Emergency Overtime

The Department Director or other person in charge of providing emergency service shall see that the overtime hours are properly recorded. During a "Declaration of Local Emergency," all hours worked by a non-exempt employee in excess of 40 hours per workweek shall be logged as overtime hours. Exempt employees called to duty during disasters, opening of Emergency Operations Center, and/or states of emergencies (i.e., hurricanes, etc.) shall be paid hour for hour for time worked during normal business hours, and 1.5 times their regular hourly rate for hours worked over and above normal business hours. Employees are expected to be available to be called in to work during emergency operations which could include before, during and/or after the emergency.

Emergency Procedures

A. General

1. Disasters and community-wide emergencies, whether manmade or natural, may affect the City to varying degrees. The success of the recovery effort is directly dependent on the response of the public service departments of the City. The employees of the City play a vital role in fulfilling the service mission of the City and its departments for response to community-wide emergencies.
2. Emergencies that cause disruption of services for City programs or other conditions, such as severe weather, may require modifications to normal City operations. In the event of a hurricane or tropical storm watch or warning,

employees shall refer to the City's Emergency Hurricane Disaster Preparedness Plan. For all other emergencies, the following procedures shall apply:

B. Procedures for Responding to Emergency Conditions

1. If an emergency condition is restricted to one building, department or limited area of City property without widespread impact, the affected Department Director will determine, in conjunction with the City Manager, whether to cancel scheduled programs, activities or services. Examples of limited impact conditions are utility outages, substance spills, or building damages affecting one building.
2. In the event of an emergency or forecast of severe weather conditions likely to affect the City, the City Manager and Department Directors will determine whether conditions warrant declaration of a community-wide emergency.
3. In making such determination, the City will consider the extent to which conditions will severely jeopardize the health or safety of citizens, employees, or visitors; and whether conditions will severely prevent employees from reporting for work or continuing to work according to assigned work schedules.
4. If conditions require cancellation of City services or closure of the City offices providing non-essential services, the recommended action will be conveyed to the City Manager.
5. If conditions require cancellation of City programs or closure of City offices, affected employees will be notified, and a public announcement made over local radio stations by the City Manager or designee. In the absence of a specific announcement to the contrary, programs and other functions will continue as scheduled and all employees must report to work.

C. Essential Personnel

1. Where emergency conditions warrant the cancellation of programs or public events, or temporary discontinuance of general operations for non-essential offices and administrative functions, the City shall provide for the continuance of essential functions. Department Directors are responsible for identifying these essential functions and for informing the staff responsible for performing them that they are expected to make every effort to report for duty.
2. "Essential functions" include: The Police Department, Fire Department, Code Enforcement employees, Information Technology Services, Public Works, Water & Sewer Department and other functions determined to be essential by the City Manager.

3. Every City employee has emergency response responsibilities, though not every position will be considered essential during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

D. Compensation for Employees

1. Each employee is expected to return to his or her work position as soon as possible after an emergency. Each employee should make every effort to contact his/her supervisor if he/she is unable to work because of abnormal conditions or immediate family needs following a community emergency.
2. During "Declarations of Local Emergency" all hours worked by both exempt and non-exempt employees over regularly scheduled hours shall be logged as overtime hours and shall be paid at an overtime rate of 1.5 times the employee's regular hourly rate.

- E. The emergency procedures set forth in this section will be terminated upon declaration by the City Manager that the emergency no longer exists.