



# Cochise County Board of Supervisors

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**Policy Title:** Emergency Declaration and Resources

**Policy Number:** 2218

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**Effective:** January 1, 2020

**Supersedes:** Resolution No 02-01

*Human Resources Manual*, Emergency Personnel Policy, Feb 1, 2017; p57

**Last Reviewed/Updated:** December 16, 2018

**Scope/Coverage:** All Cochise County Personnel

**Policy Contact:** Director of Emergency Management / Director of Risk Management

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## I. Declaration of an Emergency

- A. Per ARS §26-307, only the Board of Supervisors may declare a [Local Emergency](#) or [State of Emergency](#) through a formal resolution filed with the Clerk of the Board.
- B. Emergency powers of the Board and the duties of the Director of Emergency Services are further described in [Board Resolution No 79-5](#).

## II. Allocation of Resources and Personnel

- A. The County Administrator, Emergency Management Director or designee may allocate county resources and [appointed personnel](#) in the early stages of an incident. Elected officials may choose to make their resources and personnel available to the County Administrator or Emergency Management Director for duty assignment.
- B. All County resources and appointed personnel shall be considered available in support of the protection and preservation of life, property, evidence and the environment, including emergency response resources as defined in Section Two of the Homeland Security Act (2002), as well as emergency management, public health, public works and other specialty resources that could provide immediate support during prevention, response and recovery operations.
- C. In situations declared a State of Emergency or incidents of significant impact to the County, it may be necessary to reprioritize the provision of County resources. This may involve reassignment of resources and personnel to emergency assignments, including duties outside of normal assignments.
- D. The Emergency Management Director, or their designee(s), shall act as an emergency coordinator to assign the resources and personnel requests through the appropriate department chain of command. Department heads shall be consulted and kept informed of events involving staff and resources typically under their authority.



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- E. The Emergency Management Director shall coordinate with Department Directors to assign only appropriately trained personnel to safely and efficiently complete emergency assignments. Such training certifications shall be maintained by the Department Directors.
- F. Upon arrival at their assigned workplace, personnel shall be informed of, and expected to adhere to, incident requirements related to the implementation of safety procedures or use of personal protection equipment.
- G. Cochise County recognizes that there may be legitimate reasons that would prevent personnel from responding when called upon. Personnel shall inform the Emergency Management Director if they cannot respond due to concerns for their own safety, or that of citizens or property within their assigned service area.
- H. Work hours shall be tracked and documented per procedures implemented for the incident.
- I. Availability and work schedules may be adjusted including, but not limited to: longer hours per day; different starting and ending times; evening, weekend or holiday assignments; and the suspension of vacation or other time-off requests. The County shall adhere to the applicable requirements of the Federal Fair Labor Standards Act.