



Cochise County Board of Supervisors

Public Programs... Personal Service
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Policy Title: Emergency Declaration and Resources

Policy Number:

Effective:

Supersedes: Policy Number: 2218 - Emergency Declaration and Resources

Last Reviewed/Updated:

Scope/Coverage: All Cochise County Personnel

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

I. Declaration of an Emergency

- A. The Cochise County Board of Supervisors has a responsibility to prepare and respond to all hazards which affect the health, welfare, preservation of property, and safety of the people of this County.
- B. Per ARS §26-307, and Resolution R79-5 the Board of Supervisors may declare a Local Emergency or State of Emergency through a formal resolution filed with the Clerk of the Board.
- C. Emergency powers of the Chairman of the Board and the Board of Supervisors and the duties of the Director of Emergency Management are further described in Board Resolution No 79-5.

II. Allocation of Resources and Personnel

- A. Emergency Situations without, or prior to, a Declaration
 - i. 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.
 - ii. All County resources and appointed personnel shall be considered available in support of emergency management, public health, public works and other County Agencies/Offices efforts that could provide immediate support during operations to protect and preserve life, property, and evidence.
- B. During Declared Local Emergency or State of Emergency:
 - i. In situations declared a Local Emergency or State of Emergency it may be necessary to reprioritize the provision of County resources. This may involve reassignment of resources and appointed personnel to emergency assignments, including duties outside of normal assignments.

- ii. The Emergency Management Director, or their designee(s), shall act as the emergency coordinator to assign the resource and personnel requests. Resource and personnel requests shall be routed through the appropriate chain of command, with the County Administrator, or designee, making the final determination for appointed employees and resources, and Elected Officials, or designee, making the final determination for employees or resources typically under their authority. Department Directors and Elected Officials shall be regularly consulted and kept informed of events involving staff and resources typically under their authority.

III. Administrative Considerations:

- A. The Emergency Management Director shall coordinate with Human Resources, Risk Management, and relevant 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.
- B. 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.
- C. Cochise County recognizes that there may be legitimate reasons that would prevent personnel from responding when called upon. Personnel shall inform the applicable Department Director, Elected Official or 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.
- D. Work hours, equipment logs and expenses shall be tracked and documented per procedures implemented for the incident.
- E. 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; different reporting locations; and the suspension of Paid Time Off or other time-off requests. The County shall adhere to the applicable requirements of the Federal Fair Labor Standards Act.
- F. Special revenue funds – use of employees, supplies and equipment normally administered through special revenue funds shall be reimbursed or charged in accordance with Board of Supervisor's adopted fee schedules, or if there is not a Board adopted fee schedule, at the discretion of the Finance Director and/or Budget Manager.