



**ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT**  
Departmental Policy

Subject: **Emergency Planning**  
**Emergency Designated Personnel & Employees' Contact Responsibility**

Policy No. **4-22**

Effective Date:  
**June 16, 2010**

**1. AUTHORITY**

1.1 Ordinance Article XVI, Section 2-503, Director--Powers and Duties.

**2. PURPOSE**

2.1 To define the Department's designated emergency staff, to provide emergency contact information and to distribute emergency preparedness planning information.

**3. SCOPE**

3.1 This policy applies to all employees of the Administration & Regulatory Affairs Department and supersedes all former Finance and Administration Department policies, procedures and directives.

**4. POLICY**

4.1 In the event of an emergency, Administration & Regulatory Affairs Department has established a procedure to relay information from the Mayor regarding whether employees should report to work during the emergency. Essential emergency-designated personnel have been identified and these employees will report to work during the emergency.

**5. POLICY AMPLIFICATION**

5.1 The Mayor's Office has designated an emergency toll-free number, which all Directors must call to receive instructions concerning the Mayor's decision on whether City of Houston employees should report to work or remain home during an emergency.

5.2 Administration & Regulatory Affairs Department has a toll-free number --(866) 603-3256 for employees to call for emergency instructions. The Director of Administration & Regulatory Affairs designee is responsible for recording a message on Administration & Regulatory Affairs Department's toll-free number relaying the Mayor's instructions concerning whether employees should report to work or remain home during an emergency.

5.3 Each employee of the Administration & Regulatory Affairs Department must call the Department's toll-free number -- **(866) 603-3256** -- to hear the Director's instructions on whether they must report to work or remain home during the emergency. In the event the

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Date Approved:

Page 1 of 3

local telephone service has been interrupted, the employee shall continue efforts to call the toll-free number and watch or listen to the local news updates.

- 5.4 Employees designated as essential personnel are expected to make emergency preparations for their family's safety prior to the event and then report to work according to the City's emergency plans. All Administration and Regulatory Affairs employees are designated as Tier I, Tier II or Tier III personnel, notified as to their respective emergency designations and presumed that ALL employees can be utilized during an emergency.
- 5.5 Tier designations are determined by recovery time objectives (RTO) for ARA's essential functions. (Refer to ARA's Emergency Preparedness Employee Handbook for up-to-date information.)
  - 5.5.1 If the RTO for an essential ARA function is a matter of hours, then the personnel critical to executing that function is considered Tier I.
  - 5.5.2 If the RTO can be measured in days, the Essential employee is designated Tier II.
  - 5.5.3 If an RTO of one or more weeks is acceptable, then those are Non-Essential employees designated as Tier III.
- 5.6 All ARA employees are required when hired, and thereafter, annually in the month of May, to complete the appropriate Tier I, II, or III form. (See 7.0 Attachments)

## 6. DESIGNATED EMERGENCY STAFF

- 6.1 All Divisions in the Administration & Regulatory Affairs Department have been reviewed and the Divisions in need of essential emergency designated personnel have been identified. These Divisions are as follows: Strategic Purchasing, Payroll Services, 3-1-1, Bureau of Animal Regulation and Care (BARC), and Regulatory Services.
  - 6.1.1 For the Strategic Purchasing Division, the Purchasing Agent, the Deputy Assistant Director and the Division Managers are essential personnel who will report to work in an emergency, whether advance notification of an emergency is given or not. The Purchasing Agent, the Deputy Assistant Director and the Division Managers will report to the Houston Emergency Center located at 5320 North Shepherd Drive. Other essential staff members will serve as primary support and on-call to report for work, if needed.
  - 6.1.2 For Payroll Services, the Assistant Director, Deputy Assistant Director, and Division Managers are identified as the essential personnel who will report to work in an emergency, whether advance notification of an emergency is given or not (the day determines the process for payroll, which must occur on a specific day of the week). The essential personnel will report to the George R. Brown Convention Center located at 1001 Avenida De Las Americas. The Management Analyst IV and the Administrative Specialist of Payroll Services are essential personnel who will serve as primary support staff and on-call to report for work, if needed.
  - 6.1.3 For the 3-1-1 Division, all personnel are essential personnel who will report to work in an emergency, whether advance notification of an emergency is given or not. The Assistant Director, the Administrative Manager and other essential personnel will report to the Bob Lanier Building located at 611 Walker.

- 6.1.4 For the Regulatory Services Division, the Division Manager of the Transportation Section is the essential personnel designated to report to work in an emergency, as needed. The Assistant Director and Deputy Assistant Director of Regulatory Services are essential personnel who will serve as primary support staff and on-call to report for work, if needed.
- 6.1.5 For BARC, the two Animal Control Supervisors are essential personnel who will report to work in an emergency, whether advance notification of an emergency is given or not. The Deputy Assistant Director (or designee) and other essential personnel will report to the Bureau of Animal Regulation and Care facility located at 2700 Evella.
- 6.1.6 The ARA Department has certain personnel with different reporting responsibilities that may be designated as either essential or non-essential employees. During an emergency event, these employees' roles are included as part of another department's emergency function. These employees' roles/responsibilities should be incorporated within the appropriate EMP Plan.
- 6.2 Food, lodging, and water will be available and distributed during the emergency event to essential emergency-designated personnel.
- 6.3 All essential emergency-designated personnel are required sign an acknowledgement form to affirm notification of their status and acceptance of their responsibilities as essential employees during an emergency.
  - 8.3.1 The signed acknowledgement will be placed in the employee's personnel file.

## 6. COMPLIANCE

- 9.1 All employees in the Administration & Regulatory Affair Department will comply with this policy as well as related divisional, departmental and citywide policies, executive orders, administrative procedures and ordinances. Failure to do so may result in disciplinary action up to and including indefinite suspension.

## 7. ATTACHMENTS

- 7.1 Attachment A – Essential and Tier I Acknowledgement
- 7.2 Attachment B – Essential and Tier II Acknowledgement
- 7.3 Attachment C – Non-essential and Tier III Acknowledgement

**Attachment A**  
**Tier I Acknowledgement**



# CITY OF HOUSTON

Administration & Regulatory Affairs  
Department

## Interoffice

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Correspondence

**To:** Essential, Tier I Employee

**From:** Alfred Moran, Director

**Date:**

**Subject: ACKNOWLEDGEMENT OF ESSENTIAL  
EMPLOYEE STATUS AND TIER I  
DESIGNATION**

In accordance with the City's Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions, the Administration & Regulatory Affairs Department Director has designated all Administration & Regulatory Affairs Department (ARA) employees as either Essential or Non-Essential. Each ARA employee is to be advised of his/her designation and must sign an acknowledgement form to that effect. Employees should know their designations and be prepared to respond accordingly.

Each department has also been given the responsibility to utilize a tier designation to classify their Essential and Non-Essential personnel. All ARA employees, Essential and Non-Essential, have been designated as Tier I, Tier II or Tier III for emergency purposes. This designation presumes that ALL employees can be utilized during an emergency. Tier designations are determined by recovery time objectives (RTO) for the department's essential functions. If the RTO for an essential department function is a matter of hours, then the personnel critical to executing that function should be considered Tier I. If the RTO can be measured in days, then the Essential employee is designated Tier II.

You have been designated an **ESSENTIAL, TIER I** employee pursuant to the referenced policy. Please fill out the information below, as well as the Acknowledgement form on page 2, sign and forward to Ernest Davis. If you have any questions, please contact Ernest at 713-837-9617. Your cooperation is very much appreciated as this information is vital in planning for an emergency.

Zip Code \_\_\_\_\_

Languages \_\_\_\_\_

Training in: Healthcare/Emergency/CPR/other (specify) \_\_\_\_\_

National Incident Management System Training: NIMS ICS 100, 200, 300, etc \_\_\_\_\_

Emergency Contact # (Cell and Home): \_\_\_\_\_

Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions is available at [www.choice.cityofhouston.net](http://www.choice.cityofhouston.net).

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**ACKNOWLEDGEMENT OF ESSENTIAL PERSONNEL NOTIFICATION**

**DEPARTMENT Administration & Regulatory Affairs**

**ACKNOWLEDGEMENT STATEMENT OF:**

Name \_\_\_\_\_  
Last First Middle

Mailing Address (**mandatory**) \_\_\_\_\_  
City State Zip

In the event of a hurricane, disaster or emergency event or incident within the City and surrounding areas, the Administration & Regulatory Affairs Department has identified specific employees as Essential, Tier I personnel that must report to work during an emergency situation.

In signing this acknowledgement, I understand that I have been designated as an Essential, Tier I employee in the Administration & Regulatory Affairs Department. This acknowledgement will be placed in my personnel file.

I fully understand that I am required to report to work as assigned, during emergencies, natural disasters or special circumstances. In the event that I fail to do so, I also understand that there may be consequences up to and including indefinite suspension.

**ESSENTIAL ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT EMPLOYEE(S)  
REQUIRED TO COMPLETE, SIGN AND FILE:**

\_\_\_\_\_  
Name of Essential Employee/Employee ID Number

\_\_\_\_\_  
Signature of Essential Employee/Date

**Attachment B**  
**Tier II Acknowledgement**



# CITY OF HOUSTON

Administration & Regulatory Affairs  
Department

## Interoffice

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Correspondence

**To:** Essential, Tier II Employee

**From:** Alfred Moran, Director

**Date:**

**Subject: ACKNOWLEDGEMENT OF ESSENTIAL  
EMPLOYEE STATUS AND TIER II  
DESIGNATION**

In accordance with the City's Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions, the Administration & Regulatory Affairs Department Director has designated all Administration & Regulatory Affairs Department (ARA) employees as either Essential or Non-Essential. Each ARA employee is to be advised of his/her designation and must sign an acknowledgement form to that effect. Employees should know their designations and be prepared to respond accordingly.

Each department has also been given the responsibility to utilize a tier designation to classify their Essential and Non-Essential personnel. All ARA employees, Essential and Non-Essential, have been designated as Tier I, Tier II or Tier III for emergency purposes. This designation presumes that ALL employees can be utilized during an emergency. Tier designations are determined by recovery time objectives (RTO) for the department's essential functions. If the RTO for an essential department function is a matter of hours, then the personnel critical to executing that function should be considered Tier I. If the RTO can be measured in days, then the Essential employee is designated Tier II.

You have been designated an **ESSENTIAL, TIER II** employee pursuant to the referenced policy. Please fill out the information below, as well as the Acknowledgement form on page 2, sign and forward to Ernest Davis. If you have any questions, please contact Ernest at 713-837-9617. Your cooperation is very much appreciated as this information is vital in planning for an emergency.

Zip Code \_\_\_\_\_

Languages \_\_\_\_\_

Training in: Healthcare/Emergency/CPR/other (specify) \_\_\_\_\_

National Incident Management System Training: NIMS ICS 100, 200, 300, etc \_\_\_\_\_

Emergency Contact # (Cell and Home): \_\_\_\_\_

Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions is available at [www.choice.cityofhouston.net](http://www.choice.cityofhouston.net) .

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**ACKNOWLEDGEMENT OF ESSENTIAL PERSONNEL NOTIFICATION**

**DEPARTMENT** Administration & Regulatory Affairs  
Department

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**ACKNOWLEDGEMENT STATEMENT OF:**

Name \_\_\_\_\_  
Last First Middle

Mailing Address (**mandatory**) \_\_\_\_\_  
City State Zip

In the event of a hurricane, disaster or emergency event or incident within the City and surrounding areas, the Administration & Regulatory Affairs Department has identified specific employees as Essential, Tier II personnel that must report to work during an emergency situation.

In signing this acknowledgement, I understand that I have been designated as an Essential, Tier II employee in the ARA. This acknowledgement will be placed in my personnel file.

I fully understand that I am required to report to work as assigned, during emergencies, natural disasters or special circumstances. In the event that I fail to do so, I also understand that there may be consequences up to and including indefinite suspension.

**ESSENTIAL ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT EMPLOYEE(S)  
REQUIRED TO COMPLETE, SIGN AND FILE:**

\_\_\_\_\_  
Name of Essential Employee/Employee ID Number

\_\_\_\_\_  
Signature of Essential Employee/Date

**Attachment C**  
**Tier III Acknowledgement**



# CITY OF HOUSTON

Administration & Regulatory Affairs  
Department

## Interoffice

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Correspondence

**To:** Non-Essential, Tier III Employee

**From:** Alfred Moran, Director

**Date:**

**Subject: ACKNOWLEDGEMENT OF NON-  
ESSENTIAL EMPLOYEE STATUS AND  
TIER III DESIGNATION**

In accordance with the City’s Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions, the Administration & Regulatory Affairs Department Director has designated all Administration & Regulatory Affairs Department (ARA) employees as either Essential or Non-Essential. Each ARA employee is to be advised of his/her designation and must sign an acknowledgement form to that effect. Employees should know their designations and be prepared to respond accordingly.

Each department has been given the responsibility to utilize a tier designation to classify their Essential and Non-Essential personnel. This system operates under the premise that all personnel can be utilized during an emergency and those not in a First Responder or Support Role should be utilized for other duties.

You have been designated a non-essential, Tier III employee pursuant to the referenced policy. Please fill out the information below, as well as the Acknowledgement form on page 2, sign and forward to Ernest Davis. If you have any questions, please contact Ernest at 713-837-9617. Your cooperation is very much appreciated as this information is vital in planning for an emergency.

Zip Code \_\_\_\_\_

Languages \_\_\_\_\_

Training in: Healthcare/Emergency/CPR/other (specify) \_\_\_\_\_

National Incident Management System Training: NIMS ICS 100, 200, 300, etc \_\_\_\_\_

Emergency Contact # (Cell and Home): \_\_\_\_\_

Administrative Procedure 2-3, Severe Weather and Other Emergency Conditions is available at [www.choice.cityofhouston.net](http://www.choice.cityofhouston.net) .

Employees in Tier III levels will be utilized for other duties during an emergency. Please identify your availability to work during an emergency.

Tier III availability to work:

Yes \_\_\_

No \_\_\_ (Please attach justification if you are not available for work. Only exceptional circumstances may be acceptable justification , i.e. single parent, caregiver for elderly parent.)

### **Acknowledgement of Tier III Status**

I acknowledge by signing this memo that I am designated as a Tier III Employee.

I fully understand that I am required to acknowledge my availability to work as assigned, during emergencies, natural disasters or special circumstances. I also understand that I must submit a statement of justification if I am not available to work during such circumstances.

In the event that I fail to do so, I also understand that there may be consequences up to and including indefinite suspension.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Date

cc: Department Personnel File