COUNTY OF MONTEREY
Emergency and Evacuation Action Plan

Procedures to Follow in the Event of a Power Outage
IIPP – 10.4
Procedures to Follow in the event of a Power Outage

- Floor Coordinators and Supervisors: Use the rechargeable flashlights and short wave radios located in your department. Use the flashlight to direct coworkers and clients away from hazards. Use the radios to communicate with other floor coordinators.
- Shut off computers and other sensitive electrical devices.
- Cease or modify service operations for clients if necessary.
- Contact Facility Operations (755-4855 work orders) and (755-4744 voice) to determine the cause of the power failure.
- Notify the Department Head or designee and report the impact on services.
- Do not attempt to trouble shoot or fix electrical equipment unless you are an electrician.

Power Outage: Non-Emergency Response

This policy formalizes baseline procedures to assure a safe and effective work environment for all County employees during a “Non-emergency power outage”. The policy is intended to ensure compliance with CalOSHA Title 8 §3364 regulation and to establish uniformity in handling office dependent employee concerns and as a guideline for Department Heads, managers, supervisors, and employees.

1. Government Center Building Complex
   a. When notified of a power outage affecting the Government Building (168 West Alisal, Salinas), the CAO will contact the County Facilities Manager or designee. The County Facilities Manager or designee shall contact PG&E or other responsible entity to solicit and collect information on the outage. The County Administrative Officer or his/her designee and the appropriate Union Member shall be briefed and kept apprised.
   b. If a building is without operational restrooms and to ensure compliance with CalOSHA Title 8 *§3364 regulation, the County Facilities Manager shall identify and inform employees of interim alternative sites for employees to utilize as restroom facilities.
   c. If after 30 minutes the power is not restored and restrooms are not operational, the CAO will determine the need for evacuation.
   d. Prior to evacuation of the building, Department Heads shall instruct their employees to call the designated phone number (each department will provide a designated phone number to their employees) after two hours has passed.
elapsed (from the time the building is evacuated) for further instructions and to remain available to return to work within 30 minutes of receiving the directive to return to work.

e. Employees will assemble at designated assembly areas and wait for instructions from CAO or designee (see Section C of Monterey County Emergency Action Plan).

f. Decisions regarding whether employees will be sent home for the remainder of the day, due to power outage, are the responsibility of the CAO or his/her designee.

g. Department Heads or their designees may relocate employees to other facilities and assign other responsibilities. Employees are eligible for mileage reimbursement if the County does not provide transportation and utilization of a personal vehicle is authorized.

h. If a facility is evacuated, the County Facilities Manager shall secure the building(s) and post signs informing the public of a phone number to call for information. The posted signs shall inform the public of the estimated duration of the closure.

i. The County Information Officer shall answer media calls and issue a press release on the closure and possible reopening of the County building.

j. Larger departments may consider establishing phone trees to avoid employees calling the designated number at the same time and receiving a busy signal. A simple phone tree might consist of employees calling their direct supervisors’ cell phones.

2. Other County Facilities

a. Department Heads should exercise their judgment if they occupy facilities outside of the Government Building complex. Where restrooms are operational, the buildings may be occupied for an extended period of time if it is otherwise deemed safe by the Department Head or his/her designee.

b. If Department Heads determine that without power their facilities are not functional, they may send employees home under the same condition of employees occupying the buildings in the Government Center.

c. Departments Heads shall contact the CAO or his/her designee (and the County Information Officer) before releasing employees.

3. Pay for Employees

a. If employees are directed to return to work:
   i. Employees are to be paid for the two-hour period they are on-call and waiting for information of whether they are returning to work.
   ii. Employees who are directed to return to work (or do not call the designated number) and do not return to work, may not be paid for the two-hour period (or other work-time lost due to the power outage) and may be subject to adverse action.
b. If employees are directed not to return to work:
   i. Employees who are directed not to return to work due to power outage and were scheduled to work for the full day will be paid for a full day (no use of leave).
   ii. Employees who are part-time or on an alternative work schedule will receive pay for the number of hours previously scheduled for the specific day in question.
   iii. Employees who had requested and received approval for use of leave on the day of the power outage shall utilize their leave.
   iv. If employees are directed not to return to work, the employee shall report to work the next day unless otherwise notified by the County Administrative Office.

*§3364 (b) Toilet facilities shall be kept clean, maintained in good working order and be accessible to the employees at all times. Where practicable, toilet facilities should be within 200 feet of locations at which workers are regularly employed and should not be more than one floor-to-floor flight of stairs from working areas. (Title 24, part 5, section 5-910(a)(1))