

ALBUQUERQUE EMERGENCY OPERATIONS PLAN

ANNEX 11

LOGISTICS & RESOURCES

Lead Department:

Human Resources

Support:

Employee Relations & Department of Finance & Administrative Services

I. Introduction

The purpose of this annex is to provide an outline for personnel administration in the event of a natural or man-made disaster or other widespread emergency. Effective communication, tracking and documentation of personnel assignments are essential for appropriate distribution of duties and compensation for City and non-City employees.

II. SCOPE

The scope of this annex is to outline the responsibilities and activities relating to personnel administration in the event of an emergency. Upon activation of the Emergency Operations Center (EOC), The City of Albuquerque Human Resources Department will initiate the following functions:

Communicate with the EOC Commander for direction regarding those functions that should be maintained, reduced or strengthened during the emergency period.

Coordinate with City departments to identify those personnel who will need to assume emergency functions and/or work additional hours.

Coordinate with City departments to determine the scope of duties assumed by employees working outside of their job descriptions and determine appropriate levels of compensation. For Public Safety employees, emergency assignments will be assumed to be within the normal scope of duties, although overtime compensation will be paid in accordance with the Fair Labor Standards Act.

Coordinate with the Department of Finance & Administrative services for the procurement and processing of temporary employees as directed by the EOC.

III. OPERATIONS

A. General

The Human Resources Department will take direction from the EOC and the Office of the Mayor/CAO regarding staffing levels and communications.

Emergency personnel administration will be an expansion of normal Human Resources functions and responsibilities. These responsibilities include the communication and enforcement of emergency policies and procedures; tracking, intake and processing of personnel transactions; assistance in maintaining appropriate staffing levels in critical areas as directed.

B. Preparedness

1. Develop Administrative Instructions for CAO approval, which establish emergency protocols and define expectations for City employees in an emergency situation. Communicate Instructions to employees.
2. Develop Memorandums of Understanding with the City's collective bargaining units to establish agreement on conditions of employment in emergency situations.
3. Work with City departments to update and maintain emergency contact information for all City employees.
4. Work with EOC to develop an emergency contact plan for employee's families in the event of an emergency.
5. Work with EOC and ISD to determine requirements for locating personnel and equipment, and maintaining access to city personnel systems and records outside of the normal facilities.

C. Response

1. Communicate to City departments any instructions regarding the retention or release of personnel as directed by the EOC and Office of the Mayor/CAO.
2. Ensure Human Resources personnel are available to answer inquiries and perform personnel transactions as needed.
3. Serve as point of contact and/or deploy a City emergency contact plan as developed with the approval of the EOC and Office of the Mayor/CAO.

D. Recovery

1. Continue emergency support services as long as necessary.

2. Assist in return of personnel and other return operations.
3. Maintain records of all personnel transactions.
4. Assist DFA with reconciliation & payment of personnel expenditures.

E. Responsibilities

1. The Human Resources Department will provide direction for personnel related activities. All public safety activity will be at the direction of the EOC.
2. The Human Resources Director, or designee, will serve as the human resources representative at the EOC or at such location designated by the EOC.
3. Under the direction of the EOC and/or Office of the Mayor/CAO, the Human Resources department will:
 - a. Be responsible for organizational personnel administration and logistics.
 - b. Provide interdepartmental communication regarding personnel activities.
 - c. Coordinate with DFA to provide additional personnel to supplement city resources.
4. The development and maintenance of this annex is the responsibility of the Human Resources Department, in coordination with the EOC, Department of Finance and Administrative Services and other City departments.