

**DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES**



**SUBJECT:** ROLE OF DHS' EMPLOYEES IN THE EVENT OF AN EMERGENCY

**POLICY NO:** 911

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**PURPOSE:** To relate County policy regarding the role of DHS employees in response to an emergency.

**POLICY:** Chapter 2.68, Los Angeles County Code, Emergency Services Ordinance, establishes the County Emergency Organization. County departments, commissions, agencies, boards, districts, officers, and employees have emergency duties, responsibilities, and assignments for war and nonwar incidents as prescribed in the Los Angeles County Operational Area Emergency Response Plan for Emergency Operations.

DHS' employees are members of the County's Emergency Response Team and in the event of an emergency are expected to report for emergency-related duties once their critical personal and family emergency responsibilities have been met.

Direction for overall medical and health emergency response is coordinated by the Emergency Medical Services (EMS) agency, as the department designated emergency coordinator. These activities are directed by the Departmental Operation Center (DOC).

Employees delegated specific emergency response assignments, such as responsibility for acting in an Incident Command System role (DOC, PH Emergency Control Center (ECC), Hospital Emergency Incident Command System (HEICS), Public Health Incident Command System (PHICS)), or providing unit status reports, must respond in accordance with those assignments.

Employees who have been delegated specific emergency response assignments (pre-designated assignments) will be notified by their supervisor and provided with all necessary training, equipment, and other resources to facilitate response to the emergency.

Employees at work during an emergency who do not have pre-designated emergency response assignments are support resources and should wait for instructions from their supervisor (or designee), an emergency management officer, or the Building Emergency Coordinator (BEC).

Employees and emergency response personnel can be called back from their regular-day-off or vacation during an emergency or disaster. Employees

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**APPROVED BY:**

**EFFECTIVE DATE:** October 1, 2004

**SUPERSEDES:** PH Policy 911, 3/1/98  
DHS Policy 911, 11/24/75

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called back will be compensated in accordance with applicable Memorandum of Understanding or as required by applicable state or federal law.

Each DHS employee will be required to sign acknowledgment that they received a copy of this policy and agree to abide by its provisions. Acknowledgment of this policy will be included with the annual performance evaluation process, in new hire orientation and filed in the employee's official personnel folder.

Employees shall refer to the attached document entitled "Employee Responsibilities During Emergencies" for a description of responsibilities and procedures for all employees during an emergency.

**DEFINITION:** The Incident Command System (ICS), is applicable to all hazards and varying magnitudes of emergencies for the coordination of interagency and mutual-aid resources and services. The Hospital Emergency Incident Command System (HEICS) and the Public Health Incident Command System (PHICS) are based on this system.

**AUTHORITY:** Los Angeles County Code, Chapter 2.68

**CROSS**

**REFERENCES:** Los Angeles County Multihazard Functional Plan for Emergency Operations Employee Responsibilities During Emergencies or Disasters, 7/1/97

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