

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 9. HEALTH AND SAFETY

SECTION 9.3 WORKPLACE SECURITY & SAFETY

THE COUNTY EMERGENCY MANAGEMENT COORDINATOR AND COUNTY JUDGE WILL BE IMMEDIATELY NOTIFIED OF ALL SITUATIONS THAT AFFECTS OR HAS THE POTENTIAL TO AFFECT THE COUNTY SERVICES OR PROPERTY,

THE COUNTY'S FIRST OBLIGATION IS TO PROTECT THE PUBLIC AND EMPLOYEES IN THE EVENT OF A THREAT OR ACT OF VIOLENCE (NATURAL DISASTER OR TERRORISM) OR RELATED SECURITY ISSUE.

A SECURITY AND SAFETY ISSUE IS AN ACT OR THREAT OF SIGNIFICANT AND IMMEDIATE THREAT TO THE EMPLOYEES, PUBLIC OR COUNTY PROPERTY. A NATURAL DISASTER IS DEFINED AS ANY EVENT OR FORCE OF NATURE THAT HAS CATASTROPHIC CONSEQUENCES SUCH AS FLOOD, FIRE, LIGHTNING, TORNADO, EARTHQUAKE, OR HURRICANE RELATED SITUATION. (See Policy #13.4, Inclement Weather)

BASED ON LOCATION AND RELATED FACTORS OF THE SAFETY AND SECURITY ISSUES, THE FOLLOWING OFFICE HOLDERS ARE THE DECISION MAKERS REGARDING OCCUPANCY AND USE OF COUNTY PROPERTY AND BUILDINGS.

1. COURTHOUSE, ANNEX I, ANNEX II.

THE COUNTY JUDGE IS RESPONSIBLE TO DETERMINE WHETHER THESE BUILDINGS AND SURROUNDING PROPERTY SHOULD BE CLOSED/EVACUATED. THE JUDGE WILL DETERMINE THE SAFETY MEASURES NEEDED TO RE-OPEN.

THE JUDGE'S STAFF AND HUMAN RESOURCES WILL NOTIFY DEPARTMENT HEADS OF THE SAFETY ISSUE, WITH DEPARTMENT HEADS NOTIFYING THEIR STAFF.

2. SHERIFF DEPARTMENT, ROAD AND BRIDGE PRECINCTS AND JUSTICE OF PEACE OFFICES 2/3 AND 4.

THE ELECTED OFFICIAL OF EACH DEPARTMENT IS RESPONSIBLE TO DETERMINE WHETHER THE BUILDING AND SURROUNDING PROPERTY SHOULD BE CLOSED/EVACUATED AND THE SAFETY MEASURES NEEDED TO RE-OPEN. STAFF WILL BE NOTIFIED OF THE SAFETY ISSUE BY THE ELECTED OFFICIAL/DESIGNEE. THE COUNTY JUDGE WILL BE NOTIFIED OF THE CLOSURE/EVACUATION.

CERTAIN COUNTY EMPLOYEES MAY BE REQUIRED TO PROVIDE SERVICES DURING A SECURITY ISSUE. THESE MAY INCLUDE LAW ENFORCEMENT, ROAD AND BRIDGE AND EMERGENCY MANAGEMENT.

DEPARTMENT HEADS ARE ENCOURAGED TO PLAN IN ADVANCE FOR SECURITY AND SAFETY SITUATIONS TO ENSURE THAT THE CONTINUITY OF GOVERNMENT SERVICES AND INFORMATION IS PROVIDED FOR IN HIS/HER DEPARTMENT.

COORDINATION AND COOPERATION WITH EMERGENCY RESPONSE OFFICIALS IS REQUIRED AT ALL LEVELS, WHETHER THE SECURITY ISSUE IS A LOCAL, STATE OR NATIONAL ISSUE.

TIME REPORTING.

EMPLOYEES WHO ARE REQUIRED TO VACATE THE PREMISES BASED ON A SECURITY ISSUE WILL REPORT THE TIME AS "EMERGENCY" TIME. THE DECISION MAKER WILL DETERMINE THE AMOUNT OF TIME EMPLOYEES WERE AFFECTED BY THE SECURITY ISSUE.

NEW: 5-28-13