

Disaster Preparedness Phone Bank Policy
City of Dunedin, FL

PURPOSE:

To establish guidelines for staffing a City-wide phone bank before, during and after an emergency/disaster situation has been declared.

POLICY:

When a state of local emergency is declared by the City Commission or Board of County Commissioners, the Emergency Operations Center (EOC) will be activated. The EOC will determine the number of staff needed to operate a 24 hour phone bank.

RESPONSIBILITIES:

The Human Resources Director will appoint a phone bank coordinator to be responsible for implementing a rotating shift schedule utilizing office staff city-wide. All Department/Divisions may be called upon for staffing the phone bank. Employees should be prepared at all times to be called upon during an emergency/disaster situation to work in all areas city-wide. The following Department/Divisions will be key areas for staffing the 24 hour phone bank; however, all office staff may be called upon to assist.

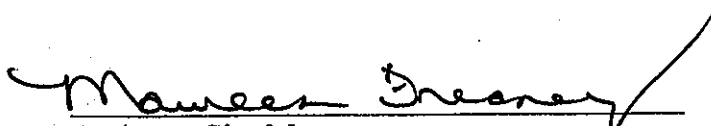
1. Human Resources
2. Finance (all sections)
3. Library
4. City Hall
5. City Clerk's Office

EFFECTIVE DATE OF POLICY: July, 2005


Approved:



Director of Human Resources & Risk/Safety



Assistant City Manager



City Manager

July, 2005

