

Santa Barbara City Fire Department - Standard Operating Procedures Emergency Operations	Code: E-XI-1
Employee Disaster Response Procedures	
Chpt: XI Large Scale Emergencies	Revised: 1/24/12 Pages: 2

I. PURPOSE

A. The purpose of this Standard Operating Procedure is twofold:

1. To serve as an instructional guide for all Fire Department employees responding to a major emergency or disaster affecting the City of Santa Barbara.
2. To serve as a general informational guide to other City departments and employees who must be aware of Fire Department operational procedures and functions during a major incident.

II. RESPONSIBILITY

A. The California State Government Code confers on every government employee the responsibility to respond and report for duty when an emergency declaration is made.

B. It is the responsibility of every City employee who becomes aware of a major emergency incident that has occurred and is likely to affect the City of Santa Barbara to report for duty at the earliest possible moment.

III. PROCEDURES

A. NORMAL WORKING HOURS

1. When a disaster occurs during normal working hours, Fire Department employees will respond as stated in the “Large scale emergencies” SOPs.
2. Every effort will be made to relieve on-duty employees at the earliest possible moment to check on the welfare of their families.
3. Family preparedness information is available from the Public Education section of the Fire Prevention Bureau, and the City Office of Emergency Services.

Employee Disaster Response Procedures

B. OFF-WORK HOURS

1. The following should occur when a Fire Department employee becomes or is made aware of a disaster affecting the City of Santa Barbara:
 - a) Secure your home, see to your family's welfare, and return to your normally assigned duty station at the earliest possible moment. Use your dept. I.D. to get through checkpoints and roadblocks.
 - b) During travel enroute to your primary duty station, listen to the radio or check by cell phone for updates.
 - c) If you cannot get to your normally assigned duty station, go to the closest City Fire Station you can get to and report for duty.
 - d) If this is not possible, report to the Police Department, City Yard, City Hall, or any other high profile location in the City where your training and experience would be of obvious assistance.
 - e) If you cannot reach the City under any circumstance, the Fire Department recommends that you report to any Fire or Police Station in the affected area that you can get to and offer your assistance.

IV. GENERAL INFORMATION

- A. Off-duty employees reporting for work will be paid at the time and one half rate until their normal duty day begins.
- B. On duty employees will be paid at their normal rate until their regularly scheduled duty day ends at which point, if held over, they will be paid at the time and one half rate (excludes Management Staff).
- C. Meals and shelter will be provided as needed.
- D. Fire Department employees will be assigned to various emergency responsibilities depending on the extent and nature of the disaster.
- E. As the situation continues to unfold, Department employees will be placed on work shifts to be determined commensurate with need, and a continuing commitment to a high level of physical and mental performance.
- F. Generally speaking, Fire Department employees can expect to work in their normally assigned divisions: Operations and Training, Fire Prevention and Public Education, and Administration.