

February 23, 2010

SUBJECT:**Emergency Administrative Authority-
Building & Resource Operation & Use****ORIGINATING DEPARTMENT:**

County Administration

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POLICY:

It is the policy of the Board of County Commissioners to establish guidelines in the event of an emergency for County Administration to ensure the health, safety, and welfare of Citrus County citizens, employees, public facilities, resources, and programs. The ability to exercise this administrative authority is available to the County Administrator or their designee upon declaration of emergency and does not require formal Board action. This authority remains in effect until the emergency is deemed over or the Administrator deems it appropriate to return to normal operations.

PURPOSE:

The purpose of this policy is to establish guidelines for emergency authority to the County Administrator or their designee to open, close, or modify the hours of operation or use of any County facility in the event a natural disaster or manmade disaster threatens or strikes Citrus County. An emergency is defined as any significant occurrence whether accidental, natural, or caused by man, which results in substantial injury or harm to the population or substantial damage or loss of property.

PROCEDURE:

In the event a natural disaster or man-made disaster threatens or strikes Citrus County and upon Declaration of Emergency by the Board Chairperson, the County Administrator or in their absence, the appointed Acting Administrator may issue a written directive modifying building or resource allocation. This document will be released to the public as soon as practical. Copies shall also be provided to all constitutional officers and the managers of both cities. Formal notification shall also be provided to all senior staff, and they shall notify their respective staff by the best available means (phone, e-mail, written, etc.)

Upon issuance of the Declaration of Emergency, the following authority is available to the County Administrator or their designee:

- Closure of a County facility.
- Cessation of County programs, services, or scheduled meeting, whole or selectively, throughout the Emergency period.
- Re-assignment or relocation of essential services or programs to alternative locations, including but not limited to County-owned or leased facilities.
- Extension of hours of operation including holidays and weekends for essential services or programs.
- Modification of hours of operation, including holidays and weekends for essential services or programs.

- Modification of hours of operation for any County service or program
- Creation of new programs or services to meet community needs throughout an emergency period
- Assignment or allocation of County facilities or resources to non-County personnel or programs to assist in emergency management operations or recovery efforts
- Suspension or reduction of fees for services or programs to help facilitate emergency management or recovery effort

During the emergency the Administrator shall generate interim reports when possible to keep the Board and public aware of changes in operations and programs.

All of the above actions shall be documented in writing and, upon conclusion of the emergency, the Administrator shall issue an After Action Report to the Board within a reasonable time frame.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 2.19 dated September 23, 2008