



Department Policy

ARA Emergency Preparedness PolicyPolicy No.:
4-22Effective Date:
June 1, 2025**1. AUTHORITY**

- 1.1 Ordinance Article XVI, Section 2-503, Director-Powers and Duties.

2. PURPOSE

- 2.1 To define the Department's designated emergency staff, to provide emergency contact information and to distribute emergency preparedness planning information.
- 2.2 To establish an Administration & Regulatory Affairs Department (ARA) policy to implement Mayor's directives and City of Houston policy regarding employees reporting to work in the event of an emergency. Essential emergency-designated personnel have been identified, and these employees will report to work during the emergency, as specified.

3. SCOPE

- 3.1 This policy applies to all employees of ARA and supersedes all former departmental policies, procedures, and directives.

4. POLICY DETAILS

- 4.1. ARA has an emergency contact number (**866-603-3256**) for employees to call for emergency instructions. The Director of ARA or his/her designee is responsible for recording a message on ARA's toll-free number relaying the Mayor's instructions concerning whether employees should report to work or report to a temporary work location during an emergency. Additionally, all City of Houston employees automatically receive report to work notifications from the Office of Emergency Management (OEM) via City email, City issued mobile device, or any other email or mobile device associated with contact information provided in the City of Houston's HROne profile. Given the number of contact options and the designated ARA emergency contact number, there should be no instance where an employee would not have the ability to know whether or not to report to work during an emergency.
- 4.2. ARA has an Emergency Preparedness Employee Handbook that provides ARA employees with important emergency preparedness information.
- 4.3. All ARA employees are designated as Essential or Non-Essential Personnel. ARA employees are assigned Tier I, II, or III designations to ensure that City services and operations are delivered.

5. PROCEDURES OR EMPLOYEE RESPONSIBILITIES

- 5.1. In addition to calling the ARA emergency contact number during an emergency, each ARA employee is also directed to contact their supervisor, check their work email, register for alerts through the City of Houston emergency alert system, and monitor the news media for information from the Mayor about City services or conditions of the City.

Approved:

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- 5.2. Employees designated as essential personnel are expected to make emergency preparations for their family's safety prior to the event and then report to work according to the City's emergency plans. All ARA employees are designated as Tier I, Tier II or Tier III personnel, and are aware of their emergency designations.
- 5.3. ARA employees are required when hired, and thereafter, annually in the month of May, to complete the Tier acknowledgement form. (See Attachment). A copy will be given to each employee, supervisor and ARA's emergency single-point-of-contact.

6. DESIGNATED EMERGENCY STAFF

- 6.1. The divisions below activate appropriate staff as specified when emergency events are declared:
 - 6.1.1. **Payroll Services** – When instructed by the ARA Director, the Payroll division head will activate necessary personnel during an emergency. When activated, the designated personnel will report to work in person or remotely based on the emergency event at the direction of the division head.
 - 6.1.2. **Houston 311** - When instructed by the ARA Director, the 311 division head will coordinate with essential personnel on whether they will report to work in person or remotely in an emergency, whether advance notification of an emergency is given or not.
 - 6.1.3. **Regulatory Permitting** - When instructed by the ARA Director, the Regulatory Permitting division head will activate necessary personnel during an emergency to help facilitate emergency transportation services in cooperation with 311 and OEM. When activated, the designated personnel will report to work in person or a designated temporary work location based on the emergency event at the direction of the division head.
 - 6.1.4. **BARC** – The division head will coordinate with essential personnel and the ARA Director about reporting to work in person during an emergency, whether advance notification of an emergency is given or not. BARC employees may be required to assist with animal evacuations during inclement weather and emergency situations.
 - 6.1.5. **All division heads** (PG 30 and above) within ARA are classified as essential personnel, will serve as primary support staff, and be on-call to report to work.

7. COMPLIANCE

- 7.1. All employees in ARA will comply with this policy as well as related divisional, departmental, and citywide policies, executive orders, administrative procedures and ordinances. Failure to do so may result in disciplinary action up to and including indefinite suspension in accordance with AP 3-7: Positive Corrective Action Program.

8. ATTACHMENTS

- 8.1. Attachment A – ARA Tier Acknowledgement Form



Employee Name: _____

Employee ID: _____

Division: _____

In accordance with the City's AP 2-3: Severe Weather and Other Emergency Conditions, unless otherwise directed by the Mayor, the City will remain open for business to deliver City services during all hours of operation. Employees, unless otherwise directed by the Department Director or their Division Head, are expected to report for and remain at work as scheduled regardless of weather conditions or other emergency situations. Additionally, all ARA employees shall be designated as Tier I, Tier II, or Tier III.

Each employee is required to know and understand the responsibilities associated with their designation.

Based on your classification, assignment, duties, responsibilities and/or skills, you are designated as:

Tier Level: _____

I acknowledge that I have received notice of my Tier Designation and understand what is expected of me during severe weather and other emergency events.

Employee Signature _____

Date _____

Immediate Supervisor _____

Date _____