

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4490]-[2005]-[03]
	LG 05-28
TITLE: EARLY RELEASE/SAFETY CONTINGENCY PLAN	
EFFECTIVE DATE: JANUARY 1997	
REVISION DATE: FEBRUARY 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The City of Spokane has implemented an Early Release/Safety Contingency Plan, which is to be activated in the event of a natural disaster, weather emergency, or other significant security situation. The Spokane Regional Solid Waste System (Regional System) has implemented a departmental plan that is consistent with the City's Plan, for the orderly release of employees, while ensuring employee safety.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Regional System.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of the Regional System to comply with the Early Release/Safety Contingency Plan (Plan). It is recognized that during a natural disaster, weather emergency, or other significant security event, employees may need to leave their work stations for their own safety and/or the safety of their families and others. The procedures set out below define the process to be followed during such events.

6.0 PROCEDURE

- 6.1 The Deputy Mayor's Office will contact the Regional System to initiate the Plan.
- 6.2 Upon notification that the Plan is to go into effect, employees will be allowed to terminate their work assignments in an orderly manner, secure the office to the extent possible, and leave for home. If this event occurs on a day when one or both of the Tour Guides is working at the Waste to Energy Facility, they will be notified and this procedure will apply to them as well.
- 6.3 The Director or his/her designee has the option of keeping the office staffed by a skeleton crew during the emergency. In this event, employees will be released in a staged manner based on factors such as availability of transportation, distance, and special needs.

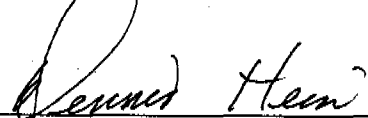
7.0 RESPONSIBILITIES

The Deputy Mayor will activate the Plan; the Regional System Director or his/her designee will implement the Plan.

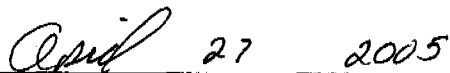
8.0 APPENDICES

Not Applicable


APPROVED BY:




Director



Date



City Attorney



Date