

LDWA PERSONNEL POLICIES AND PROCEDURES

SECTION XXII: DISASTER RESPONSE PLANNING

1. **GENERAL POLICY.** LDWA will work in conjunction with the Leeds Area Fire District and the Town of Leeds Municipality for Disaster Response Plan using, in part, a Disaster Response Planning Guide. All employees will be expected to adhere to this Disaster Response Plan to the maximum extent possible and practicable.

2. **EMPLOYEE DISASTER NOTIFICATION.**
 - A. The LDWA Board and/or employees are responsible for notifying all employees of the disaster response action to be taken in the event of a disaster or pending disaster, if possible.

 - B. Notification for employees will be made through the contact list developed by LDWA Board or designee.

3. **NATURAL DISASTER RESPONSE PLAN. (WIND, WATER, FIRE, EARTHQUAKE, VOLCANO).** Following a Natural Disaster:
 - A. Employees already at work will assess the disaster and take whatever evasive action is deemed necessary, within the law, to protect themselves, their fellow employees, and the public in general.
 - (1) Employees will report to an LDWA Board member and co-workers as soon as practical and await instructions.

 - (2) Use of all LDWA vehicles, equipment, tools, and office items, including telephones and computers, will be used only as directed by an LDWA Board member during an emergency situation.

 - (3) Employees will be allowed to contact their families as soon as possible and practicable.

 - B. Employees not at work will assess the disaster and take whatever evasive action is necessary, within the law, to protect themselves and their families.

 - C. Employees not at work will contact the LDWA Board or designee as soon as practical for further instructions.

4. **MAN-MADE DISASTER RESPONSE PLAN.** (NUCLEAR, TERRORIST, or I-15 RECONSTRUCTION). Following a Man Made Disaster:
- A. Employees already at work will assess the disaster and take whatever evasive action is deemed necessary, within the law, to protect themselves, their fellow employees, and the public in general.
 - (1) Employees will report to an LDWA Board member and co-workers as soon as practical and await instructions.
 - (2) Use of all LDWA vehicles, equipment, tools, and office items, including telephones and computers, will be used only as directed by an LDWA Board member during an emergency situation.
 - (3) Employees will be allowed to contact their families as soon as possible and practicable.
 - B. Employees not at work will assess the disaster and take whatever evasive action is necessary, within the law, to protect themselves and their families.
 - C. Employees not at work will contact the LDWA Board or designee as soon as practical for further instructions.
5. **MAIL LETTER AND PACKAGE BOMB THREATS.**
- A. Be Cautious. Visually assess the letter or package and inform an LDWA Board member or designee of anything unusual.
 - B. Be Careful. Observe unusual weight, shape, or other details about suspicious persons or assailants and provide information to local law enforcement officials to aid in the apprehension of suspects.
6. **SUSPICIOUS ARTICLE THREATS.** Be Alert. Report all suspicious articles to an LDWA Board member or designee. Do not touch, pick up, shake, or attempt to move, any articles of a suspicious nature.