

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 34 (R)

May 31, 2022

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer



**SUBJECT: Personnel Assigned as Essential Employees During
Emergencies**

I. POLICY

The purpose of this revised memorandum is to establish the procedures for the assignment of personnel when emergencies affect any operations of City government.

II. GOVERNING AUTHORITY

Chapter 3, Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

III. BACKGROUND

- A.** The New Orleans Office of Homeland Security & Emergency Preparedness (NOHSEP) is responsible for coordinating emergency response and relief efforts on behalf of City government. To effectively respond to emergencies, NOHSEP must have an accurate and up-to-date list of Essential and Reserve personnel.
- B.** Departments, Boards, Agencies and Commissions who perform functions related to the handling of emergencies and disasters need to possess readily available data citing City departmental/agency personnel who are able to respond immediately to an impending or an ongoing emergency situation.
- C.** Appointing authorities must notify personnel under their supervision of the employees' duties and responsibilities that are outlined in the responses being returned to this office.

IV. ESSENTIAL PERSONNEL ROSTER

- A.** All Departments, Boards, Agencies, and Commissions must designate each employee as Essential or Reserve in the format required by NOHSEP. The Director of NOHSEP may exempt certain public safety entities that assemble their rosters in collaboration with NOHSEP from this roster submission requirement.

For Essential employees, duty stations must be identified for each designated employee. For Reserve employees, NOHSEP will request additional information about each designated employee's availability, skills, and competencies. Essential employees are those employees who, by virtue of their presence, specialized function, or necessary skills, are essential to conducting the business or certain operational needs of the City and are, therefore, required to report for duty in the event of an emergency. Reserve employees may not initially be required to report for duty during an emergency declaration but are required to report to or remain at work within thirty-six (36) hours when ordered by the Director of Homeland Security. When activated, Reserve employees become Essential employees until they are deactivated by the Director of Homeland Security. Each category of employee is further defined in Policy Memorandum 112 (R). Appointing authorities must communicate each employee's designated status to them upon roster submission.

- B.** All Departments, Boards, Agencies, and Commissions who are requested to provide liaisons within the City's Emergency Operations Center (CEOC) must assign two (2) employees (one for each 12 hour CEOC shift).
- C.** The organizational roster must be submitted with accurate and up-to-date employee information whenever requested by the Director of Homeland Security, and at least once annually. All Departments, Boards, Agencies, and Commissions must submit their rosters within fifteen (15) business days of receiving the Director of Homeland Security's request, unless otherwise requested by the Director.

V. INQUIRIES

Any inquiries about this memorandum should be addressed to the Office of Homeland Security & Emergency Preparedness at (504) 658-8700.

GAM/cah