



**Orange County Emergency Services
Standard Operating Guidelines**

SOG Name: Hazardous Weather Closing

SOG Number: GEN-033

Submitted By: Clint Osborn

Approved By: F.R. Montes de Oca

Date Effective: December 17, 2010

A handwritten signature in black ink, appearing to be "F.R. Montes de Oca", is written over the "Approved By" line.

I. OBJECTIVE

1. To define the expectations of OCES personnel during hazardous weather in order to assure accomplish the critical mission of continuous service to the community.

II. SCOPE

1. This applies to all OCES personnel.

III. PROCEDURE

1. Unless previously exempted by the Department Director, all personnel shall report for duty during the normal business hours or as scheduled.
2. Changes to the County government schedule do not apply to Emergency Services personnel.
3. It is the responsibility of the employee to:
 - a. Assure that he or she is able to report on time for duty
 - b. Make arrangements for family and dependents so as not to impact service availability
 - c. Notify the Watch officer via the Communications Center as problems arise that do not allow for adherence to this policy.
 - d. Hardships will be handled on a case by case basis.
4. Billeting for overnight stay are possible at all locations and will be coordinated by Logistics & Planning staff at the request of the EMS & Communications Branch Managers.
 - a. It is the employee's responsibility to provide for his or her own food, toiletries, linens, and any additional personal needs for up to 72 hours.