

## DESIGNATED EMPLOYEES

HR Policy 510 has recently been revised. It was previously the “inclement weather policy” but now it applies to all declared emergency events.

The purpose of this policy is to;

- Assign “designated” or “non-designated” status
- Provide guidance on how you should decide whether someone is designated or not

If modified reporting is communicated to employees during an emergency event (this will normally be done via email or the “snow line”) and the Hospital Command Center (HCC) is not established, then reporting status by position is shown below;

- Prehospital Education Coordinator (Not designated)
- Operations Manager (Not designated)
- Medcom Supervisor (Not designated)
- Medical Transport Network Manager (Designated)
- EP&R/LSLC Coordinator (Designated)
- Admin Specialist, Emergency Management (Not designated)
- SEMM Coordinator (Designated)

If modified reporting is communicated to employees during an emergency event (this will normally be done via email or the “snow line”) and the Hospital Command Center (HCC) is established, then the following positions are “designated”;

- Emergency Response Coordinator (Blue - Fusion)
- EP&R Coordinator (Blue - Logistics)
- EP&R Coordinator (Blue - Liaison)
- EP&R/LSLC Coordinator (Blue - Clinops)
- Medcom Supervisor (Blue – Fusion)
  
- Medical Transport Network Manager (Orange - Fusion)
- NETS Supervisor (Orange - Logistics)
- Operations Manager (Orange - Fusion)
- Prehospital Education Coordinator (Orange – Liaison)
- SEMM Coordinator (Orange – Clinops)
  
- Admin Specialist (admin section - daytime shift only)
- Information Management Specialist (admin section – daytime shift only)

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When the HCC opens for extended periods we are often required to schedule shifts. The Blue team will always cover the first shift and depending on when the HCC is activated will either work till 0700 or 1900. For instance, if the HCC is activated at 2200 then the Blue Team will report first and remain till the 0700 shift change. HR Policy 502 directs that employees will not work more than 16 hours in a 24 hour period ... consequently; shift changes (0700 and 1900) may require modification from event to event. For instances when we only open the HCC for a portion of the day, shifts will be split in half. For example, if the HCC is open from 0400-2200 then two nine hour shifts will be formed. Modified reporting, continuous HCC activation, and the mobilization of Blue and Orange Teams will most likely occur for [Emergency Response Levels 2 through 4](#).

Please inform all employees annually in October whether they are designated or not. Try to make this simple ... if someone is assigned to work a shift, then they are expected (i.e. designated) to report as scheduled. For example, if a severe weather event occurs on Monday night and employee A is scheduled to work at 0700 on Tuesday morning then they are "designated". If a severe weather event occurs on Monday night and employee B is not scheduled to work until 1900 on Wednesday then they are "non-designated" all day Tuesday and during daytime hours on Wednesday. Employee B becomes "designated" for their shift on Wednesday evening at 1900. It's pretty common sense.

APPROVAL DATE	ORIGINATED AND APPROVED BY:
<b>09/23/2010</b>	<b>TOM BERRY- DIRECTOR</b>