

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: **Air Pollution Emergency Plan**

Number: E 15

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Approved:

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**I. PURPOSE**

To establish a Social Services Agency plan to be enacted in the event of a prediction or occurrence of second or third stage air pollution emergency episode.

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**II. POLICY**

The plan provides the basis for taking action to prevent air pollution concentrations from reaching levels that could endanger or cause significant harm to the public, or to abate such concentrations should they occur.

The stages of alerts are designated Stage II and III. Regulation 7, Air Quality Management District Rule Book, was amended to take out the requirement for employers to take action on Stage I alerts. Please note that Stage II alerts do not allow employees to be absent from work.

The SSA Management Services unit within the Administration Division shall be responsible for the overall efficient and effective implementation of this plan; for notifying employees; and for initiating the actions as herein directed.

**REFERENCE**

Air Quality Management District Rule Book

Resolution 75-1719 of the Board of Supervisors

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**III. PROCEDURE**

- **A. Initial Actions by SSA Administration**
  - **B. Subsequent Actions for Stage II Alerts**
  - **C. Subsequent Actions for a Stage III Alert**
- For Stage III alerts, the Agency Director or designated top manager places follow-up calls immediately through the chain of command to orally confirm actions to be taken.
- 1. Once the County Executive Office notifies the 888 N. Main Street SSA on-site coordinator of a Stage II or III Air Pollution Episode Alert, the coordinator forwards this information to the Manager of SSA Management Services.
  - 2. In the case of a Stage III alert, the Manager of SSA Management Services notifies the Agency Director. The Agency Director, or top manager designated by the Agency Director, will oversee actions to implement this procedure.
  - 3. The Manager of SSA Management Services will:
    - a. Maintain an electronic mailing list based on building contacts from latest SSA space database.
    - b. Notify on-site coordinators and/or building contacts if their location is affected from the list based on building contacts to carry out actions in this procedure.
    - c. Place telephone calls to contacts not on electronic mail

or if electronic mail is not functioning. Calls are also to be placed to site contacts if electronic delivery receipts are not returned within one (1) hour.d. Report any problems to the appropriate SSA Management Services staff analysts for action.

- o 1. On-site coordinators and/or site contacts or designees post Stage II Air Pollution Episode Alert signs, as appropriate, (see [Attachment I](#)) requesting staff to restrict driving and to carpool. Compliance by employees is voluntary, allowing critical caseload services and delivery needs to be met. A list of site contacts or designees will be maintained pursuant to item III A.3.a. above.2. On-site coordinators and/or site contacts must post these signs at each affected SSA area within their site(s), including all appropriate floors of a multi-floor complex, and each main entrance for each division occupying the same site.3. On-site coordinators and/or site contacts must keep a log or note of actions taken.4. For Stage II alerts only, site contacts must also issue an oral notification through the chain of command or voice mail broadcast, to result in all staff being orally notified that (a) a Stage II alert has been declared, (b) driving should be restricted as much as possible, c) written authorization from supervisors must be obtained for fleet vehicles, and (d) all non-emergency travel for appointments with other governmental employees must be cancelled. Emergency travel is defined as travel related to child/adult abuse investigations, fire, safety, security, emergency medical treatment, and delivery of perishable goods.5. Copies of signs are attached to this procedure and can be copied by the site contacts.6. All employees are still required to report to work.
- o 1. Close all facilities in affected areas to the public.2. Instruct personnel to stay home with the exception of those employees designated as required to maintain critical services.3. Critical staff include:Director, SSA, and SecretaryHuman Resources Manager, SSAAll Children and Family Services - Special Programs Intake Unit, Intake, Court Officers, Emergency Response and Child Abuse Registry staff through Senior Program Manager All Orangewood Children's Home staff through Senior Program Manager.All Child Abuse Sexual Team (CAST) staff through Senior Social Services Supervisor, for each CAST unit.Adult Protective Services Registry staff, "Officers of the Day," and Program Manager.Any employee who has been subpoenaed to appear in Juvenile Court, unless the Court is also closed.4. On-site coordinators and/or site contacts or designees (see section III A.3.a) places sign at the entrance to the facilities indicating there is a Stage III condition and the office is closed to the public. (See [Attachment II](#))5. If the weather and pollution conditions are such that a Stage III alert does not develop the following day, the entire work force shall report back to work. Employees shall monitor local radio stations for announcements of episode alert stage predictions.

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## **ATTACHMENTS**

Attachment I

Attachment II