

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (excluding CSB)

Date: 08/20/2020

cc:

From: Executive Team

Subject: Contingency Plan When Work is Interrupted by a Power Shutoff or Equipment Malfunction

We are providing guidance on actions staff should take when they experience work interruptions because of rolling blackouts, Public Safety Power Shutoffs or equipment malfunctions. These events can affect workers working remotely and or an EHSD office.

FOR WORKERS WORKING REMOTELY:

When remote work is interrupted because of a rolling power blackout, Public Safety Power Shutoff (PSPS) or equipment malfunction, the remote worker must immediately notify their supervisor via email or text that their work has been interrupted and the reason. The supervisor will assess the situation. If the power will be restored or the equipment brought back up within 30 minutes, the remote worker will stand by. If the restoration is likely to go beyond 30 minutes, the worker will be advised that they may go to an EHSD site to continue to work or be authorized to use accruals.

FOR WORKERS WORKING IN AN EHSD BUILDING:

When power is interrupted by a rolling black out, PSPS event or equipment malfunction, the safety of staff and customers in a building is a critical concern. When electrical power is lost in a building, the emergency lighting stays on for about 30 minutes to allow for a safe evacuation of the building. The Department will follow the guidance in the Department Manual 23-100, Emergency Evacuation and Building Closure. Depending on conditions, staff may be redeployed to other buildings, asked to leave the building for a period of time, check in via a message line and to return when the problem is resolved. Staff may also be allowed to use accruals or dismissed based on the time of day when the event occurs. Managers and supervisors will follow the guidance in the Department Manual.

Equipment malfunctions should be reported to the Technology Help Desk at 925.521.7200.