

# PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

## Emergency Operations Policy

---

<b>POLICY NUMBER:</b>	1.4000.100.004
<b>EFFECTIVE:</b>	February 17, 2021
<b>APPROVING AUTHORITY:</b>	Board Chair Prince George’s County Local Workforce Development Board
<b>RESPONSIBLE STAFF:</b>	Executive Director, Board Administrator, Policy & Compliance Director
<b>RESPONSIBLE OFFICE:</b>	Office of the President, Employ Prince George’s, Inc.

---

### SUMMARY:

The Prince George’s County Public Workforce System, branded as the Prince George’s County American Job Center Community Network, is the workforce system for the Prince George’s County Local Workforce Development Area, which is one of 12 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The County Executive is our Chief Local Elected Official, and our Local Workforce Development Board is the Prince George’s County Local Workforce Development Board (PGCLWDB). Based on the Prince George’s County Local Workforce Area agreement between the County Executive, the Prince George’s County Local Workforce Development Board and Employ Prince George’s (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George’s County Local Workforce Board.

### POLICY:

This policy was created to ensure the preservation and protection of human life, property, and to the extent feasible, the continuity of services provided, in the event of an emergency. An emergency may include, but is not limited to, an environmental or weather disaster, a utility or structural disaster, an infectious disease pandemic, a terrorist attack, or an active shooter situation. Though this policy cannot ponder every possible scenario, it is meant to serve as a flexible guideline to manage decision making in an emergent situation. The situation on the ground should be assessed by leadership, and a course of action should be decided that best achieves the above stated goals, culminating in an Emergency Operations Plan. The Plan will be highly specific, and may change as the situation changes.

### PROCESS:

In the case of a local, state, or national emergency, leadership should continue to monitor information released to the public by government officials. These sources may include the White House, the Federal Emergency Management Agency (FEMA), the Centers for Disease Control and Prevention (CDC), the Department of Homeland Security (DHS), the Governor of Maryland, and the County Executive of Prince George’s County

Each department is responsible for determining its most critical functionality and the appropriate staffing levels for business continuity during activation of the Emergency Operations Plan. Expectations and responsibilities for employees during such plan activation must be communicated to them with as much advance notice as is reasonably possible.

The following modifications may be taken into consideration to maintain adequate staffing levels during Emergency Operations Plan activation:

**A. Work Assignments**

In an emergent situation, it may become necessary to temporarily change an employee's job duties, work assignments, and the location in which the duties are performed. The department management will use their discretion to determine what work each employee will perform during the period.

**B. Scheduling**

Departments will notify Human Resources before modifying employee's schedules.

**C. Alternative Work Arrangements**

Alternative work arrangements may be created in order to maintain business operations during Emergency Operations Plan activation. To the extent possible, if physical locations have to be evacuated, operations should continue virtually in a work from home setting. Each site/building should have their own evacuation plan that is distributed to tenants by the building owner. Laptops of other items that permit working from home may be removed from the premises. All staff that have access to personal identifiable information (PII) shall continue to abide by that site's PII policy, including locking up files, and having password protection on laptops.

**D. Continuity of Coverage**

During a period in which an Emergency Operations Plan is activated, it is conceivable that members of the leadership team may not be able to fulfill the duties of their positions. It is imperative that departmental response plans include designated persons to assume certain decision making responsibilities in the absence of employees in leadership roles. In order to adequately prepare for the potential absence of leaders, departments should designate a multiple number of employees who could fill in. These employees would have to be properly cross-trained to effectively assume the additional responsibilities of a leadership role.

**E. Board Decisions**

Based on the nature and duration of the emergency, some decisions may have to be made by the Board regarding services and other aspects of operations. If these decisions are time sensitive, the Executive Committee shall have the authority to act on behalf of the entire Board. In cases of extreme urgency, the Board Chair, Vice Chair, and Chair of the Finance Committee shall have the authority to act on behalf of the Board. Additionally, during the state of emergency, contract extensions for service providers may be approved under an expedited timeframe.

**POLICY VIOLATIONS:**

N/A

**EXCLUSIONS TO THE POLICY:**

None

**FORMS:**

None

**APPROVING SIGNATURES:**



Feb 25, 2021

Charmetia Young (Feb 25, 2021 12:27 EST)

---

Board Chair  
Prince George's County Workforce Development Board

Date