

I. Policy Statements

- A.** Department of Health (Department) staff are subject to activation for mandatory emergency duty to meet the needs of a public health emergency, incident or event. Mandatory emergency duty may include deployment outside their county of employment for staff designated as Emergency Duty Group 1 (EDG1) and within their county of employment for staff designated as Emergency Duty Group 2 (EDG2) as described in “Emergency Duty” (IOP 310-2).
- B.** The State Surgeon General, delegated authority, or designee may grant staff exemptions from emergency duty activation or deployment as appropriate.
- C.** The Division of Administration, Bureau of Personnel and Human Resource Management (BPHRM), must announce the implementation of emergency duty provisions of this policy. These provisions do not apply to routine Department business. This policy may be implemented:

 - 1. To support a declaration of a local, state, or federal emergency.
 - 2. To support a public health event at the request of the delegated authority or designee and approval of the State Surgeon General, delegated authority, or designee.
- D.** Each division, office, and county health department (CHD) must exempt or designate staff as EDG1 or EDG2 for emergency duty purposes based on their job duties, responsibilities, and capabilities as specified in “Emergency Duty” (IOP 310-2).
- E.** The Department will train and use staff as necessary to meet the needs of an emergency, disaster, or public health emergency.
- F.** All staff designated as EDG1 should apply for, and maintain, a current State of Florida Purchasing Card (P-Card), with travel and fuel provisions, to ensure they are ready and prepared for deployment.
- G.** The State Surgeon General, delegated authority, or designee, may elevate staff designated as EDG2 to EDG1, if necessary, to support the needs of the incident.
- H.** All Department staff must be registered, via a group manager, in the Department’s Health Alert Network, alerting and notification system in accordance with “Emergency Alerting and Notification System” ([DOHP 310-1](#)).
- I.** Upon implementation of emergency duty provisions, the State Surgeon General, delegated authority, or designee, may activate and assign emergency duties to staff designated as EDG1 or EDG2 or direct EDG1 responders to deploy. With prior notification to and concurrence of the delegated authority or designee, the Emergency Coordination Officer may also make these assignments.

- J. Upon implementation of emergency duty provisions, the State Surgeon General, delegated authority, or designee, shall ensure that, in the absence of mitigating circumstances, staff designated as EDG1 within their chain of command, is available for emergency duty including deployment.
- K. Upon implementation of emergency duty provisions, the State Surgeon General, delegated authority, or designee, may cancel or alter pre-approved annual and/or compensatory leave.
- L. All Department supervisors must ensure that staff in their organizational unit are aware of, and in compliance with, this policy and that staff maintain training requirements, certifications, or licenses necessary to perform assigned duties in accordance with this policy.
- M. Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

II. Authority

- A. [Section 381](#), Florida Statutes
- B. [Chapter 252 Section 36](#), Florida Statutes
- C. [Chapter 60L-34](#), Florida Administrative Code
- D. [Title 29, Code of Federal Regulations \(CFR\), Part 825](#)

III. Scope

- A. Executive management
- B. Personnel liaisons
- C. Emergency Coordination Officer
- D. Managers and supervisors
- E. Department staff

IV. Related Policies and Procedures

- A. [IOP 310-2](#), "Emergency Duty"
- B. [DOHP 60-3](#), "Attendance and Leave"
- C. [DOHP 60-7](#), "Classification"

- D. [DOHP 60-8](#), "Discipline"
- E. [DOHP 60-13](#), "Grievances"
- F. [DOHP 60-18](#), "On-Call Fees for Career Service Employees"
- G. [DOHP 60-21](#), "Recruitment and Selection"
- H. [DOHP 30-32](#), "Americans with Disabilities Act Accommodations"
- I. [DOHP 60-39](#), "Family Medical Leave Act (FMLA)/Family Supportive Work Program (FSWP)"
- J. [DOHP 310-1](#), "Emergency Alerting and Notification System"
- K. Collective bargaining agreements between the state and the Florida Nurses Association (FNA); American Federation of State, County, and Municipal Employees (AFSCME); and the Federation of Physicians and Dentists (FPD)
- L. [Emergency Support Function 8 Public Health and Medical Standard Operating Guidance](#)
- M. [Responder Management Standard Operating Guidance](#)

V. History Notes

This policy replaces and supersedes DOHP 310-2-18, dated April 24, 2018, and its predecessor DOHP 60-40-13, "Emergency Duty Policy," dated June 24, 2013.

VIII. Signature and Effective Date



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Interim Chief of Staff


Date