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## Communicating Emergency Roles to New Employees

*Contributed by Emergency Management*

Emergency response is an important function of Pinellas County. Before, during and after an emergency, all of our employees are required to take an active part in preparation, response and recovery.

### Hiring

It is important that when an employee is hired, they come on board aware of these responsibilities and are willing and able to take them on. This is not only fair to the new hire, but it is essential that we have trained and competent staff to perform the necessary duties. All expectations should be discussed during the initial interview with a job candidate. Once an offer is made, this requirement should be repeated. The candidate should discuss these responsibilities with family members before making a decision.

### Onboarding

There should be no confusion about emergency response duties as a new employee is welcomed into the County. During the onboarding orientation session conducted by Human Resources, new employees are introduced to the County's approach during emergencies and are given a high-level summary of personal and public storm preparations.

### Assessment

As part of onboarding, supervisors should explain *specific* Department Essential

Disaster Assignment duties. If appropriate, they should explain the County Essential Disaster Assignment Program to give the new employee the opportunity to choose their disaster assignment. The supervisor should then have the new employee complete the [Disaster Assignment and Preparedness Assessment](#).

If employees have not yet taken the Disaster Assignment and Preparedness Assessment, please reach out to your [Departmental Disaster Assessment Coordinator](#).

### Resources

To help employees make personal emergency plans, the internal [Emergency Management intranet](#) includes summaries of County programs. The external [Emergency Management internet site](#) has an abundance of tools. The supervisor has a responsibility to convey to their new employees the importance of making their personal preparations early so that they are ready to put their plans into place when it becomes necessary.

***It is imperative that every employee understands and accepts the requirements of County employees during emergencies.*** This strengthens the ability of Pinellas County to serve our citizens in any emergency.