



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 7-1.13

ISSUE

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BY KEN ECKERT

EFFECTIVE 7/94

DEPARTMENT MENTAL HEALTH

SUBJECT AIR POLLUTION EMERGENCY EPISODE PLAN

APPROVED

James McKeynolds
James McKeynolds, Director

I. PURPOSE:

- A. To inform staff of the actions that should be taken during smog alerts.
- B. To comply with the South Coast Air Quality Management District (SCAQMD) regulations.

II. OBJECTIVES

The primary objectives of the Plan during Health Advisory and Stage 1 and 2 alerts are to reduce vehicle traffic and subsequent air pollutants. During a Stage 3 alert, upon direction from the Board of Supervisors, the County would reduce operations to a holiday schedule.

III. PROCEDURES

A. Health Advisory Alert

Notification of a health advisory will be made to all County Employees via the news media. Employees working within the affected area(s) should be encouraged to reduce pollution emissions.

B. First Stage Alert

Notification of a forecast first stage alert will be made to all County employees via the news media. When a first stage alert is in effect or forecast for the next day, employees working within the affected receptor area(s) should be encouraged to car-pool to and from work or ride the bus.

C. Second Stage Alert

Upon notification that a second stage episode is in effect or forecast for the next work day, the Director's Office will:

1. Insure that internal notification procedures are carried out.
2. Insure the following emergency actions are implemented during these conditions to reduce the number of vehicle miles driven by employees as much as possible with a minimum impact on County operations:
 - a. Encourage employees previously registered in

the Ridesharing program to activate emergency car-pooling measures.

- b. Reschedule operations to reduce County Vehicle mileage to only essential travel.
- c. Reschedule non-essential public meetings, hearings, appointments and similar activities.
- d. Request employees to refrain from using personal vehicles to travel to and from noontime eating places.
- e. Operate County-owned vehicles for essential purposes only. Departments with public safety responsibilities will continue operations as necessary.
- f. Dispatch gasoline powered maintenance equipment to perform essential work only.

D. Third Stage Episode

Notification of a forecast third stage episode will be made from the Communications Center to the Administrative Office and the Chairman of the Board of Supervisors. After the Chairman's review and affirmation that the County will operate as a national holiday during the episode, those instructions will be transmitted to Department Heads who will in turn notify their employees. (Note: We have not yet experienced a third stage episode).

E. Episode Termination

Termination notices for all four episodes will be disseminated in the same manner as implemented. In the event the episode remains in effect after normal working hours, the episode may be assumed to be terminated for the next working day, unless a forecast for that day has also been issued.

F. Follow-up Actions

Following a second or third stage episode, the attached data sheet (Attachment) will be initiated by GSA staff and forwarded to appropriate agencies and non-agency departments for completion and return within four working days in order to comply with SCAQMD regulations. Staff Analyst, Building 3, will complete the form.

INTEROFFICE MEMO

ATTACHMENT 1 of 1

DATE

PHONE

FROM

MAIL CODE



TO

SUBJECT

SMOG EPISODE

The following information must be filled in regarding stage _____ smog episode on _____ in the cities of _____ and returned to GSA Administration within four working days of the date of this memo.

1. What actions were taken to notify your employees of the Smog episode?

2. Time of day notification actions were taken: _____

3. Estimated reduction in total vehicle miles traveled to conduct County business on smog episode day in applicable areas (County and private vehicles combined):

San Bernardino _____ estimated miles reduced

Fontana Branch _____ estimated miles reduced

Ontario Branch _____ estimated miles reduced

4. List any actions you believe should be taken in the future to improve the effectiveness of this program.
