



## NEW ORLEANS REGIONAL TRANSIT AUTHORITY INTERNAL STATE OF EMERGENCY POLICY

### I. Purpose and Scope

The New Orleans Regional Transit Authority (RTA) is a public transportation authority that seeks to promote public transportation in all that it does. Furthermore, in providing the citizens of the greater New Orleans area with public transportation, RTA seeks to do so in a safe, reliable and efficient manner without losing sight of the fact that as an agency of the State of Louisiana it must be a good steward of public money and agency resources.

### II. Internal State of Emergency

Upon receiving written/verbal concurrence from the Chairman of the Board or his/her designee, this policy provides the RTA Chief Executive Officer (CEO) with the authority to declare an internal State of Emergency (SOE) during events that are the direct result of natural disaster, catastrophic events and/or infectious disease outbreak. During an SOE the following policies are immediately in effect:

- Any employee exhibiting symptoms of, or exposed to, any contagious or infectious disease identified by a Public Health Authority as a widespread outbreak, can be placed on administrative leave with pay and not be allowed to return until released by a licensed medical professional.
- The CEO has the authority to allow non-essential employees to work remotely and/or have leave from work without impact to their PTO balance. Said leave must be a direct result of natural disaster, catastrophic event or widespread outbreak of infectious disease.
- A temporary suspension of the RTA procurement policies is authorized to acquire necessary equipment, supplies and services to: (1) maintain a safe work environment for all RTA employees and vendors during an SOE; and (2) take steps to sanitize and maintain a safe environment in all facilities and on all revenue generating vehicles and equipment in the event of a widespread infectious disease outbreak. Every effort will be made to work with pre-existing suppliers and vendors that have been selected through RTA's procurement process and reflect the agency's commitment to its DBE goals.
- All records of emergency related expenditures are to be maintained separately in anticipation of the opportunity to file for reimbursement through FEMA, Department of Homeland Security or other applicable entities.

- The CEO has the authority to alter or suspend the transit service for all RTA modes to preserve the life and safety of RTA customers, employees and contractors during natural disasters, catastrophic events and/or infectious disease outbreak.

This policy shall be effective upon adoption and shall be enforced to the degree that it does not impair the obligations of any executed contract. RTA reserves the right, from time to time, to suspend, modify, or revoke the application of any part of these guidelines as it deems necessary to comply with legal mandates, facilitate its primary transportation function, to ensure the safety or security of RTA customers, RTA employees and RTA facilities. All provisions of this policy shall be deemed severable.

RTA may amend this rule as required to conform to applicable changes in law or deemed in the public's best interest. The Chief Executive Officer of RTA is authorized to develop and implement procedures, forms, guidelines and other tools as necessary to carry out the administration of this policy.

APPROVED:

Resolution Number:

Date:



Flozell Daniels  
Board Chairman



Alex Wiggins  
Chief Executive Officer