

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**SUBJECT:** Mass Notification System: Alert OC/Alert SSA  
**Approved:** Signature on File

**Number:** E 16  
**Date:** 5/19/15

**POLICY**

Social Services Agency (SSA) is required to collaborate with its partners during time of emergency or disaster. This includes the use of the Alert Orange County (OC), "Alert OC", OC system for disseminating early warning and time sensitive information. When utilizing Alert OC, SSA employees shall follow the guidelines set forth in the *Orange County Operational Area Countywide Public Mass Notification System Standard Operating Procedures (SOPs)*. The system can also be used for selective, non-emergency notifications to staff, provided SSA employees follow the Orange County Operational Area Countywide Public Mass Notification System SOPs and any divisional guidelines or operational checklist.

SSA staff will not be reimbursed for Short Message Service (SMS)/text or other fees incurred for receiving a text, voice or email message launched by the County Alert OC or Alert SSA system regardless of message content when using their personal mobile devices.

All employees will self-report their contact information via the Alert SSA portal. All information will be stored in a secured database with controlled access. SSA adheres to strict confidentiality guidelines.

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