

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
<b>Severe Weather and Other Emergency Policy</b>	<b>12/22/2016</b>	<b>1/1/1997 3/22/1999</b>	<b>1</b>	<b>4</b>

### 1.0 Purpose

The policy is designed to address situations that are deemed as a weather or other emergency resulting in altered operation of Delaware County offices.

### 2.0 Scope

All appointing authorities, supervisors, and employees of Delaware County.

### 3.0 Distribution

To all appointing authorities, supervisors, and employees of Delaware County.

### 4.0 Definitions

**Emergency Personnel** – Employees who work in departments that respond to emergency safety and care of the public. (e.g. Sheriff's Deputies, EMS crews, EMA personnel, Dog Wardens, Emergency Communications personnel, maintenance personnel, road maintenance workers, etc.)

**Level 1 Snow Emergency – (Advisory)** Indicates that roads are snow or ice covered. Drive very cautiously.

**Level 2 Snow Emergency – (Caution)** Indicates that roads are hazardous with blowing and drifting snow or ice covered. Drive cautiously and travel on the roads only if necessary.

**Level 3 Snow Emergency – (Emergency)** All roads are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those non-emergency personnel traveling on the roads may be subject to fines or arrest.

**Other Emergency** – Conditions that have the potential of resulting in the loss of life or property. Examples of other emergency conditions are hazardous materials spills, imminent dam failure, public disturbances, or terrorism events.

**Weather Advisory** – Preemptive. Normally issued in advance of a weather watch. Indicates that radar reflects a weather front with existing conditions that are favorable for producing severe weather.

**Weather Warning** – Take immediate action. Severe weather conditions are imminent or already occurring. Tornado or severe thunderstorm warnings are usually in affect for an hour or less. If a warning is issued for your area, take action immediately.

**Weather Watch** – Watch for possible arrival of severe weather conditions. Watches are usually in effect for several hours and indicate that atmospheric conditions are favorable for these storms to develop. Tornadoes or severe thunderstorms need not be present for a watch to be issued. Flood or flash flood watches are issued when widespread flood and/or flash flooding is possible, but not imminent. Watches are usually issued up to 18 hours in advance of possible flooding.

## 5.0 Policy

### **Notification Procedure**

In the event a snow emergency is declared by the Delaware County Sheriff, or other emergency is issued, the following procedures will take place:

1. In the case of a Level 2 or 3 Snow Emergency, the Sheriff will notify the Delaware County Emergency Communications Center of the snow emergency declaration. All other emergencies will have information flow originating from the Delaware County Emergency Communications Center.
2. The Delaware County Emergency Communications Center will notify the Emergency Communications Director, the Safety and Security Director and the Emergency Management Director. The Safety and Security Director, Emergency Communications Director and Emergency Management Director will coordinate information and facilitate a recommendation to the County Administrator.
3. The Director of Safety and Security will communicate with the County Administrator. In the absence of the Director of Safety and Security, the Director of Emergency Communications will assume this role. In the absence of the Director of Emergency Communications, the Emergency Management Director will assume this role.
4. The County Administrator will either make a decision to cancel or delay work or send employees home based on the recommendation or seek further guidance from the County Commissioners. In the absence of the County Administrator, the Assistant County Administrator will be consulted. If neither are accessible, the Director of Safety and Security or Director of Emergency Communications (in the absence of the Director of Safety and Security) will contact the Commissioners with the recommendation for action. If the Commissioners are not accessible, the Director of Safety and Security or Director of Emergency Communications (in the absence of the Director of Safety and Security) will proceed with action.
5. The Director of Safety and Security or Director of Emergency Communications (in the absence of the Director of Safety and Security) will notify all county elected officials and Department Directors of the emergency and action to be taken by the entities under the Board of Commissioners based on who can accomplish the task the most rapidly. If necessary, the Director of Emergency Management may assist with notification of the county elected officials and Department Directors.
6. In the event that a Level 2 Snow Emergency is declared or other emergency is present that has caused action, each elected official will individually decide whether his/her employees should report to work or be sent home. Each elected official is responsible for his or her employee notification procedures. The decisions of each elected official will be communicated to the Emergency Communications Center. The County Administrator and Safety and Security Director (or designee in their absence) will be kept apprised of the emergency by the Emergency Communications Director.
7. In the event that a Snow Emergency Level 3 is declared, only emergency personnel essential to the situation are to report to work.
8. In the event of a fast moving incident (such as a hazmat spill or imminent dam failure), the order for evacuation or that a location is off limits will likely come from the on-scene incident commander. Relay of this information will be coordinated through the Emergency Communications Center.

## **Board of Commissioners' Procedures and Compensation Policy**

### **Commissioners' Office Notification Procedure**

1. In the event that a Snow Emergency Level 2/3 or Other Emergency is declared, the County Administrator per Resolution 10-211 will direct employees as follows:
  - A. The decision to cancel or delay work or send employees home will occur as outlined above.
  - B. Each Director under the BOC, Clerk to the BOC, and BOC Receptionist will be notified by the County Administrator. Each director will notify his/her supervisors and lead employees of the Commissioners' decision and direct those supervisors and lead employees to notify their subordinates of the decision. To assist in this notification, each Department Director shall develop a phone tree system so that every effort is made to promptly notify each employee as to the decision. Social Media (Facebook, Twitter, etc.) will be used to communicate to the public as well as employees.
2. In the event that a Snow Emergency Level 3 is declared, only emergency and essential personnel to the situation are to report to work. The same notification procedure for Snow Emergency Level 2 or Other Emergency will be utilized.

### **Compensation Policy**

In the event that either a Level 2 or 3 snow emergency has been declared by the Sheriff, or an Other Emergency warning has been issued, and the Board of Commissioners or County Administrator per Resolution 10-211 decides to close work for non-emergency personnel, the following policy shall govern employees under the direction of the Board of Commissioners unless otherwise addressed in a collective bargaining agreement:

Employees will be compensated for the number of hours they were scheduled to work during the emergency period. Employees not scheduled to work because of scheduled vacation or sick leave will be charged for leave regardless of the declared emergency. If vacation or sick leave ends prior to the end of the declared emergency, no leave time will be charged for the remainder of the emergency. Employees who call off that morning, prior to the declaration that the offices are closed, will not be compensated and will be required to use appropriate leave for their individual situation. Employees who have already reported for work and are then permitted to go home, will be paid for the hours worked and compensated for the remainder of hours they were scheduled to work during the emergency period.

If the Board of Commissioners or County Administrator per Resolution 10-211 decides not to close its departments, employees who are not able to report to work at their regularly scheduled start time due to inclement weather should contact their respective supervisor and request to use available vacation, compensatory time, or unpaid leave to cover the period not worked. Unpaid leave will only be permitted if the employee has no vacation leave or compensatory time to cover the absence. The Department Director will decide whether leave is justified and approve or disapprove such leave. If the Department Director does not approve of the leave, and the employee does not report to work at the scheduled time, the employee will be considered absent without excused leave and may be subject to disciplinary action. Inclement weather is not a valid excuse for use of sick leave per Ohio Revised Code Section 124.38 and will not be permitted.

Employees living or located in another county shall follow the above policy in accordance with any event or snow emergency declared by the Sheriff for the county in which the employee lives or is located or is required to pass through on his or her route to work. If an employee resides in another county and is unable to report to work due to the event or snow emergency, compensation for such absence(s) will be consistent with the compensation policy as described above.

During weather emergencies, those agencies and/or departments required to maintain twenty-four hour or emergency service operations may continue to use available personnel beyond regularly scheduled hours to cover for non-available staff. Eligible employees required by their appointing authority to work beyond their regular shift shall be paid according to policy or collective bargaining agreement.

Appointing Authorities with statutory authority to set rates of compensation may establish their own weather emergency policy.

## **Essential Personnel**

### **County Administrator**

1. County Administrator
2. Assistant County Administrators, until notified as non-essential by the County Administrator

### **Safety and Security**

1. Director of Safety and Security, until notified as non-essential by the County Administrator
2. Assistant Dog Warden, for emergency pages and care of dogs in the Kennel only

### **Emergency Medical Services**

1. Director of Emergency Medical Services and Assistant Chief's, until notified as non-essential by the County Administrator.
2. All operational personnel with the exception of the administrative staff personnel.

### **Emergency Communications**

1. Director of Emergency Communications, until notified as non-essential by the County Administrator
2. All personnel as identified as essential by the Director of Emergency Communications

### **Emergency Management Agency**

1. EMA Director and all personnel identified as essential by the Director of EMA

### **Environmental Services / Sanitary Services**

1. Director of Sanitary Engineering and Development until determined as non-essential
2. Operations Manager until notified as non-essential by the Director of Sanitary Engineering and Development
3. Water Reclamation Operations shift staff, until notified as non-essential by the Operations Manager

### **Facilities / Maintenance**

1. Facilities Director, until notified as non-essential by the County Administrator
2. Maintenance Staff, until notified as non-essential by the Director of Facilities

All employees designated as essential employees must report to work unless otherwise directed as identified above. The task of this notification may be delegated to the Department Directors. If such essential employees, are not able to report to work due to the weather or road conditions, they shall notify the County Administrator or Assistant County Administrator.