



# ADMINISTRATIVE PROCEDURES

<b>SECTION:</b> 200 – General Administration	<b>PROCEDURE #:</b> 201-A
<b>TITLE:</b> Inclement Weather	<b>IMPLEMENTS POLICY #:</b> 201
<b>SPONSORING DEPARTMENT/DIV:</b> County Administrative Office	
<b>EFFECTIVE DATE:</b> 11/1/2017	<b>REVIEWED:</b> 10/30/2017

**OBJECTIVE:** To establish procedures for providing quality and cost-effective public services, including many mandatory and emergency-related functions, in all types of weather and conditions.

## **PROCEDURES:**

### 1. All Employees and Supervisors:

Employees and their supervisors should work out staffing plans prior to and throughout inclement weather events. In some cases, department directors and managers, in coordination with the County Administrative Office, may curtail normal operational hours and adjust staffing patterns so essential functions can continue while other services temporarily cease. In rare cases, a County building may not be safe to approach or work in, in which case it will be closed.

The following steps are to guide employees and supervisors, ideally before an inclement weather event occurs:

#### Pre-event Discussion:

- 1.1. Employees and supervisors should make sure they have after-hours contact information for each other.
- 1.2. Supervisors should remind employees of the various channels listed in Attachment A through which the County Administrative Office would communicate the status of County facilities.
- 1.3. Supervisors should discuss safe transportation options for employees to report to work during inclement weather.

- 1.4. Supervisors should discuss job tasks employees can perform if others in their work unit, office or department are not able to report to work.
- 1.5. Supervisors should consider and discuss work employees may perform from home, if necessary. If appropriate based on an employee's job classification, an employee should gather materials needed to accomplish this work and bring these materials home before an inclement weather event. Confidential documents or those documents that contain protected or personal information are not to be removed from County facilities.
- 1.6. As an alternative, employees and supervisors should review the list of tasks and trainings in Attachment B and described under the Closures section of this procedure. In some cases, materials from these tasks and trainings can be printed ahead of time and stored at home.
- 1.7. Monitor information about the weather forecast from Washington County Emergency Management and the National Weather Service and updates about the County's operational status from department directors, managers and the County Administrative Office. See Attachment A for key information sources.

Operational Curtailment:

Managers of County departments and offices may adjust staffing patterns at their discretion to ensure continuity of operations during periods of inclement weather. Employees and supervisors should follow these procedures when doing so:

- 1.8. Employees and supervisors should assess the period of time that weather is likely to impact service delivery.
- 1.9. Based on the information gathered, supervisors should discuss safe travel options for employees and how employees might be able to cover for those not able to get to work.
- 1.10. If working from home is authorized by a department director, manager or supervisor, employees should gather the materials and supplies necessary prior to the onset of inclement weather. In some cases, employees may be doing work outside of their usual area of expertise, so additional guidance may be necessary from supervisors and other work colleagues.
- 1.11. Employees should contact clients and colleagues to cancel or reschedule any appointment, event or meeting that could be postponed until after the weather improves.
- 1.12. As appropriate based on position, coordinate with the County Administrative Office about any outreach to the media.
- 1.13. If needed, forward phone lines and/or change message recordings to inform callers about the adjustments to hours of operation. Similarly, activate "out of office" auto reply messages for email and post changes in hours on department/program web pages.
- 1.14. Lock entrance doors within work areas and place signage informing the public about closure. Shut down computers, lights and other equipment as appropriate.
- 1.15. Place similar signage on the exterior doors of the building used by the public *only if* the building is occupied solely by your program or work unit (such as a health clinic or the

animal shelter). Facilities and Parks Services will be responsible for signage on buildings where multiple departments or agencies are co-occupants in the same building.

Public Closures:

The County Administrator may decide to close one or more County buildings to the public due to inclement weather. Employees and supervisors should follow these procedures whenever this occurs:

- 1.16 Follow the same procedures as with Operational Curtailment (1.8 – 1.15) when the County Administrator decides on a Public Closure of your building.
- 1.17 Supervisors may arrange for some employees to continue to work within a building or facility that has been closed to the public.

Facility Closures:

The County Administrator may decide to close one or more County buildings to the public *and* employees due to inclement weather. Such a closure would likely be associated with a prolonged power outage, heating or air conditioning failure, building damage or similar circumstance.

Employees and supervisors should follow these procedures whenever this occurs:

- 1.18. Employees and supervisors should assess the period of time that the building is likely to remain closed to both the public and employees through information provided by Facilities and Parks Services or the County Administrative Office.
- 1.19. Supervisors should determine through communication with the Facilities and Parks Services Division or the Support Services Department Operations Center (if activated) if an alternate work location is being identified and how soon such work space will be available.
  - 1.19.1. In some cases – such as when a Facilities Closure is declared part way through a workday or shift – no alternate work location may be immediately available and Section 4.1 of the Inclement Weather Policy may be invoked allowing employees to return home with pay for the remainder of that work day or shift. In such cases, employees and supervisors should assume that the remaining procedural steps (1.20 – 1.26) should be taken in case the Facility Closure lasts beyond a single day.
- 1.20. Based on the information available, supervisors should discuss safe transportation options for employees to report to work during inclement weather and tasks they can perform if they are not able to get to work.
- 1.21. Employees should contact clients and colleagues to reschedule any appointment or meeting that could be canceled or postponed until after the weather improves.
- 1.22. As appropriate based on position, coordinate with the County Administrative Office about any outreach to the media.

- 1.23. Forward phone lines and/or change out-going phone message recordings to inform callers about the adjustments to hours of operation. Similarly, activate “out of office” auto-reply messages for email and post changes in hours on department/program web pages.
- 1.24. If working from home is authorized by a department director, manager or supervisor, employees should use the materials and supplies already gathered prior to the onset of inclement weather to complete assigned work tasks. In some cases, employees may be doing work outside of their usual area of expertise, so additional guidance may be necessary from supervisors or other work colleagues.
- 1.25. If a Facilities Closure is still in effect and employees have completed or do not have any work approved by department directors, managers or supervisors to perform from home, supervisors may consider assigning tasks and training options listed in Attachment B. In such cases, employees must complete and sign a Facilities Closure Tasks and Trainings Form shown as Attachment C. Employees are responsible for attaching supporting documentation and having these forms signed by supervisors before work hours generated under this provision of the procedure may be accepted as part of an employee’s timesheet.
- 1.26. If no other option described under this Facilities Closure section is available to an employee and a request to make up missed hours during the same work week is not applicable, then these employees must draw from their accrued leave, such as compensatory time, vacation leave, administrative leave, and/or floating holiday in accord with Section 3 of the Inclement Weather Policy.

## 2. Department Directors and Manager Responsibilities:

Although the County plans to keep County facilities open for business during almost any weather scenario, department directors and managers are to coordinate with their management teams to address staffing and operational decisions whenever weather conditions warrant.

Department directors and managers should follow these procedures with respect to inclement weather:

### Pre-event Discussion:

- 2.1. Before an inclement weather event occurs, discuss the Pre-event procedures for employees and supervisors (1.1 – 1.7) with the management and supervisory team.
- 2.2. If a director or manager is going to be on leave or out of the office, they should communicate with the appropriate liaison at the County Administrative Office about the duration of this leave and the person who will be managing the department or office during their absence.

- 2.3. Ensure that the County Administrative Office has the latest contact information for the top-level staff who will serve during the absence of a director or manager.
- 2.4. If the weather situation warrants, begin contingency planning with a departmental or office management team to ensure continuity of operations for essential functions should the County Administrator decide on a Public Closure or Facility Closure.

Operational Curtailment:

Department directors and managers may adjust staffing patterns at their discretion to ensure continuity of operations during periods of inclement weather. This preparatory work can be done prior to an official decision regarding a Public or Facility closure. When doing so:

- 2.5. Communicate with the County Administrative Office and Facilities and Parks Services Division about potential changes in service delivery.
- 2.6. Coordinate with the County Administrative Office about any outreach to the media.
- 2.7. Work with the departmental/office management team to execute the procedural steps under Operational Curtailment above (1.8 – 1.15).

Public and Facility Closures:

Should the County Administrator, or designee, decide to close a building to the public or to both the public and employees, follow these steps:

- 2.8. Work with the departmental/office management team to execute the procedural steps under Public Closures (1.16 – 1.17) or Facility Closures (1.18 – 1.26).
- 2.9. In some cases, the closure of a County facility will be coincident with the activation of emergency response entities such as the Support Services Department Operations Center or the Washington County Emergency Operations Center or both. In such cases, the County Administrative Office may convene department directors and managers in their roles as members of the Policy Group for a recurring series of decision-making meetings and briefings.

3. Facilities and Parks Division and County Administrative Office:

In the event of inclement weather, the Facilities and Parks Services Division will coordinate with the County Administrative Office to ensure that current information regarding the status of County buildings is provided in a timely manner for decision making.

The following procedures are intended to guide this process on each normal workday that inclement weather is predicted to have an impact:

- 3.1. Upon learning of the possibility of inclement weather from the National Weather Service or Emergency Management, the County Administrative Office will prompt department

directors and managers to begin taking the steps outlined under Pre-event Discussion above (2.1 – 2.4).

- 3.2. By approximately 5 a.m., the Facilities and Parks Services Division should provide a report to the County Administrative Office about the functionality of County buildings, any issues with ingress or egress to these buildings and nearby parking lots and any useful observations about the status of roads or public transit serving County buildings.
- 3.3. By approximately 6 a.m., the County Administrator or designee should determine whether or not a Public Closure, Facility Closure or some combination will be in effect for some or all County facilities.
- 3.4. By approximately 7 a.m., the County Administrative Office should complete dissemination of operational status information as appropriate through the various channels listed in Attachment A.
- 3.5. Depending on the severity of the inclement weather event, the County Administrator or designee may direct the activation of the Support Services Department Operations Center or the Washington County Emergency Operations Center or both. The County Administrator may also convene the department directors and managers in their roles as the Policy Group by phone conference or in person.

In some cases, an inclement weather event could occur after the workday or shift has begun. In such cases, the County Administrative Office will coordinate with Facilities and Parks Services as well as with department directors and managers when taking the steps listed above as quickly as possible.

#### 4. Emergency Management:

The Emergency Management Office will monitor current weather conditions and National Weather Service forecasts and advise the County Administrative Office, County department directors and managers and Support Services division managers of expected/predicted severe weather events.

## Attachment A

Official channels for information about the operational status of County facilities:

Channel	Access
<b>Employee email accounts</b> (Log-in and password required.)	<a href="https://exch.co.washington.or.us/owa/auth/logon.aspx?replaceCurrent=1&amp;url=https%3a%2f%2fexch.co.washington.or.us%2fowa%2f">https://exch.co.washington.or.us/owa/auth/logon.aspx?replaceCurrent=1&amp;url=https%3a%2f%2fexch.co.washington.or.us%2fowa%2f</a>
<b>County Twitter feed</b> (Member account not required.)	<a href="https://twitter.com/WashcoOregon">https://twitter.com/WashcoOregon</a>
<b>County Facebook feed</b> (Member account not required.)	<a href="https://www.facebook.com/WashCoOregon/">https://www.facebook.com/WashCoOregon/</a>
<b>FlashAlert notices</b> (Member account not required, but employees have the option to subscribe for email updates.)	<a href="http://www.flashalert.net/id/WashingtonCounty">http://www.flashalert.net/id/WashingtonCounty</a>
<b>County Operations Status Line</b>	855-230-7495
<b>KUIK Radio</b> (This channel of communication would most likely be used when power outages or damage might take other channels off line.)	AM 1360

## Attachment B

Approved tasks and trainings for employees during Facility Closures:

1. Complete these emergency management independent study courses.

IS-100 <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

IS-200 <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>

IS-700 <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

2. Develop your household's emergency preparedness plan and kit using guidance found at:

“3 to Get Ready” web page on Horizons:

<http://county/3ToGetReady/index.cfm>

“3 to Get Ready” guide on the County's Inclement Weather web page:

[http://www.co.washington.or.us/Support\\_Services/HR/InclementWeather/index.cfm](http://www.co.washington.or.us/Support_Services/HR/InclementWeather/index.cfm)

3. Explore and research your wellness options.

[http://www.co.washington.or.us/Support\\_Services/HR/EmployeeWellness/index.cfm](http://www.co.washington.or.us/Support_Services/HR/EmployeeWellness/index.cfm)

4. Review sustainability programs and practices

[http://www.co.washington.or.us/Support\\_Services/Sustainability/in-your-office.cfm](http://www.co.washington.or.us/Support_Services/Sustainability/in-your-office.cfm)

Upon completing any of these tasks or trainings, please keep associated certificates, receipts or other documentation and attached them to a completed Tasks and Trainings Form to be signed by you and your supervisor.

**Attachment C**



**Facilities Closure  
Tasks and Trainings Form**

Pursuant to Section 4 of the Washington County Inclement Weather Policy, I verify that I pursued or completed the following tasks or trainings included in the County's Inclement Weather Procedures. This work was authorized by my supervisor and performed away from my usual workplace due to a building closure announced by the County Administrative Office. Additional documentation is attached to this form.

Name: \_\_\_\_\_ Date range of remote work: \_\_\_\_\_

Department/Office: \_\_\_\_\_

**Tasks or Trainings**

Task/Training: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_

(Add sheets as necessary)

Employee signature: \_\_\_\_\_ Supervisor signature: \_\_\_\_\_

Document version: Sept. 2017