

## DELAWARE COUNTY

Subject	Effective	Supersedes	This Sheet	Total
<b>Severe Weather Emergency</b>	<b>3/22/99</b>	<b>Policy of 1/1/97</b>	<b>1</b>	<b>4</b>

### 1.0 Purpose

The severe weather emergency policy is designed to address situations that are deemed as a severe weather emergency. The policy is to benefit Delaware County and its employees by assisting individuals/departments with the proper supervision of employees during a severe weather emergency.

### 2.0 Scope

All appointing authorities covered under the Delaware County Self-Insurance Program

### 3.0 Distribution

To all appointing authorities covered under the Delaware County Self-Insurance Program

### 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 Warden and Assistant Dog Warden, Emergency Communications personnel, maintenance personnel, road maintenance workers, etc.)

**Severe Weather Conditions** – Those conditions that have the potential of resulting in the loss of life or property. A severe weather condition or situation can consist of an event such as: tornado, flooding, high winds, or heavy storms that result in widespread power outages, winter storms, etc.

**Severe Weather Watch/Warning** – The issuance of a severe weather watch or warning is the responsibility of the National Oceanic and Atmospheric Administration (NOAA). These warnings are issued through the Emergency Alert System (EAS) and provide an operational public warning capability to national, state, and local governments.

**Snow Emergency Level 1** – Indicates that roads are hazardous with blowing and drifting snow or ice covered. Drive very cautiously.

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

Snow Emergency Level 3 – 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.

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 Watch – Watch for possible arrival of severe weather. 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.)

Weather Warning – Take immediate action. Severe weather is imminent or is 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.

## 5.0 Policy

### **Notification Procedure**

In the event a snow emergency is declared by the Delaware County Sheriff, or Severe Weather Watch/Warning is declared by the Delaware County EMA, the following procedures will take place:

1. In the case of a snow emergency, the Sheriff will notify Delaware County EMA of the snow emergency declaration and the level of the emergency,
2. Delaware County EMA will notify all county elected officials, EMS, and Fire Departments of the declared emergency
3. In the event that a Snow Emergency Level 2 or Severe Weather Watch/Warning is declared, each elected official will individually decide whether his/her employees should report to work or be sent home and will notify Delaware County EMA of this decision.
4. In the event that a Snow Emergency Level 3 is declared, only emergency personnel essential to the situation are to report to work.

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

### **Commissioners' Notification Procedure**

1. In the event that a Snow Emergency Level 2 or Severe Weather Watch/Warning is declared, the Delaware Board of County Commissioners will direct employees as follows:
  - A. Delaware County EMA will contact the Board of Commissioners and notify them of the situation,
  - B. The Board of Commissioners will make a decision to cancel or delay work or send employees home or not, and the Board of Commissioners will relay this decision to the Delaware County EMA,
  - C. Delaware County EMA will contact the County Administrator and notify him/her of the Commissioners' decision,
  - D. The County Administrator will notify the following of the Commissioners' decision:
    - a. Director of Administrative Services (or Personnel Coordinator or Safety Officer)
    - b. Director of Economic Development (or Economic Development Specialist)
    - c. Director of Emergency Services
    - d. Director of Environmental Services
    - e. Director of Human Services
    - f. Clerk to the Board of Commissioners
    - g. Operator/Receptionist
    - h. Secretary(ies), Public Defender
    - i. Secretary(ies), Adult Probation
  - E. Each director will notify his/her supervisors, lead employees, and employees of the Commissioners' decision and direct those supervisors and lead employees to notify their subordinates of the Commissioners' decision.
2. In the event that a Snow Emergency Level 3 is declared, only emergency personnel essential to the situation are to report to work. The same notification procedure for Snow Emergency Level 2 or Severe Weather Watch/Warning will be utilized.

### **Compensation Policy**

In the event that a Snow Emergency Level 2 or Severe Weather Watch/Warning is declared by the Sheriff or Delaware County EMA respectively, and the Board of Commissioners decides to close work for non-emergency personnel, or a Snow Emergency Level 3 is declared by the Sheriff, the following policy shall govern employees under the direction of the Board of Commissioners:

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.

If the Board of Commissioners 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. The supervisor will decide whether leave is justified and approve of such leave. If the supervisor 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.

During weather emergencies, those agencies and/or departments required to maintain twenty-four hour or emergency service 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 overtime as governed by the Delaware County Employee Handbook. Emergency personnel working their regular shift schedule will be compensated at their regular rate of pay and additionally, will earn compensatory time at one (1) hour for every one (1) hour worked during their regular shift schedule during the emergency. Time spent in non-duty status, such as sleep or recreation shall not be compensated.

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

### **Emergency Personnel**

#### **County Administrator**

##### **Administrative Services Division**

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

##### **Emergency Services Division**

1. All operational (EMS, 9-1-1, EMA) personnel with the exception of the administrative staff (receptionist, office manager, etc.) personnel.

##### **Environmental Services Division**

1. Director of Environmental Services & Facilities until notified as non-essential by the County Administrator
2. Facilities Supervisor, until notified as non-essential by the Director of Environmental Services & Facilities
3. Maintenance Supervisor, until notified as non-essential by the Director of Environmental Services & Facilities
4. Maintenance Staff, until notified as non-essential by the Maintenance Supervisor
5. Water Reclamation Operations scheduled shift staff, until notified as non-essential by the Water Reclamations Manager