

RESOLUTION NO. 06-13
RESOLUTION ESTABLISHING A PROCEDURE FOR COUNTY OFFICE CLOSURE DUE TO WEATHER
CONDITIONS OR NATURAL DISASTER

WHEREAS, the County Commissioners shall establish the hours of most county offices for the transaction of business;

WHEREAS, during times of inclement weather or natural disaster it is essential that the County continue to provide vital public services and it is expected that employees make every reasonable effort to report to work without endangering their personal safety;

WHEREAS, in the event County offices are closed, a procedure needs to be established;


NOW THEREFORE BE IT HEREBY RESOLVED to adopt the County Office Closure Procedure as outlined in Attachment A.

DATED this 12th day of February 2013.

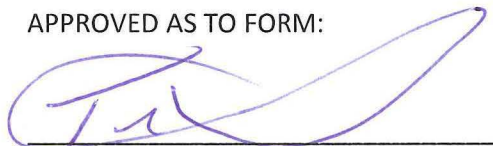
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

ATTEST:


Shannon Goudy, Clerk of the Board


Randy Neatherlin, Chair

APPROVED AS TO FORM:


Tim Whitehead, Chief DPA


Tim Sheldon, Commissioner


Terri Jeffreys, Commissioner

County Office Closure Procedure

(January 2013)

- When a major snow, ice or storm event is taking place or appears to be imminent, the road operations manager or their designee, shall collect information from a variety of community sources to prepare a road condition report as early as possible, but no later than 4:45 a.m. if possible.
- On or about 4:45 a.m. the designated road operations manager shall contact the Public Works Director or their designee to discuss the road and weather conditions and latest weather forecast.
- On or about 5:00 a.m. the Public Works Director or designee calls the Commission Chair to advise them of road conditions throughout the county and latest weather forecast and makes recommendation regarding suspending standard operations.
- The Chair shall decide that:
 1. **Situation does not merit suspending standard operations:** The County will observe normal business operations because road conditions in **most** areas of the County are not hazardous; all County operations will be conducted to facilitate justice and commerce. Staff may use leave as provided in the Personnel Policy 4.5 Unusual Weather Conditions/Extreme Circumstances; **or**
 2. **Opening standard operations will be delayed until specified time later in the day (preferably 10:00 a.m. or 12:30 p.m.) [or closed early if conditions merit] because extremely hazardous conditions currently exist** and the safety risks of travel for employees and the public and the associated County liability outweigh the benefit of commencing designated standard operations at the normal time. **or**
 3. **Extremely hazardous conditions exist and are likely to persist throughout the day** and the safety risks of travel for employees and the public and the associated County liability outweigh the benefit of conducting designated standard operations this day. **Conduct of standard operations is suspended until a specified time the following day.**
- The Chair will contact the Presiding Judges of Superior and District Courts to determine if it is necessary to make special accommodations for any of their operations during the suspension of standard operations.
- By 6:00 a.m. the Chair calls Central Operations staff to update the County closure information message number (360-427-9670 ext. 678) with information regarding the duration of the suspension. Central Operations will contact the media.
- The Public Works Director or designee shall update the County website with the closure information.
- If closure occurs during regular work hours, Central Operations updates the County closure information message number (x678), contacts each county office, sends out an "all county" email, sends notice to website and the media.