

RESOLUTION NO. 70-16

RESOLUTION AMENDING RESOLUTION 06-13 UPDATING THE 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;

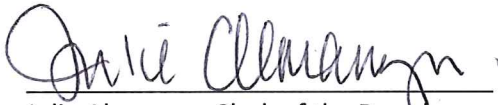
WHEREAS, a procedure was established in the event County offices are closed and that procedure needs to be updated to include the involvement of the Emergency Management and Information Technology Departments;

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

DATED this 18th day of October, 2016.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


ATTEST:


Julie Almanzor, Clerk of the Board


Terri Jeffreys, Chair

APPROVED AS TO FORM:


Tim Sheldon, Commissioner


Tim Whitehead, Chief DPA


Randy Neatherlin, Commissioner

County Office Closure Procedure

(October 2016)

- ☐ 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 Support Services staff to update the County closure information message number (360-427-9670 ext. 678) with information regarding the duration of the suspension. Support Services will contact the media and the Emergency Management/InformationTechnology Manager or designee.
- ☐ The Emergency Management/Information Technology Manager or designee shall update the County website with the closure information and broadcast an AlertSense message
- ☐ If closure occurs during regular work hours, Support Services staff 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. Emergency Management shall broadcast an AlertSense message.