



Emergency Weather

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| Applies to: | <i>Non-Emergency Personnel</i> |
| Select Board Original Adoption: | <u>December 30, 2014</u> |
| Amended on: | -- |
| Last Reviewed by Select Board: | August 22, 2017 |

Policy

The Town of Southampton will make every effort to provide essential services to its residents, even in cases of extreme adverse weather or other emergency. Therefore, the Town will keep its offices open during regularly scheduled hours unless extreme inclement weather, extraordinary conditions or unforeseen circumstances necessitates its closure. This policy excludes emergency personnel, School Department, DPW, Police and Fire.

The Town of Southampton employs the following guidelines relative to its office closures. Under extraordinary circumstances, the Town of Southampton may:

- 1) Close entirely and cease operations prior to normal operating hours;
- 2) Close while asking essential personnel to report prior to normal operating hours;
- 3) Close during operating hours while asking essential personnel to remain and/or report;
- 4) Delay opening while asking essential personnel to report or;
- 5) Early release due to extreme adverse weather.

Definitions

- I. Closed. This status may apply under unusual, extreme condition. If the town offices are closed, non-emergency employees are not to report.
- II. Closed with Essential Personnel Reporting. This status may apply where severe weather conditions or other emergencies interfere with normal operations. Essential personnel are to report, unless told not to by a supervisor.
- III. Closing during Normal Business Hours. This status may apply where severe weather conditions or other emergencies interfere with normal operations after workday has begun.
- IV. Delayed opening. This status may apply when severe weather conditions interfere with employee travel but condition is expected to improve.
- V. Early Release Due to Extreme Adverse Weather. This status may apply when severe weather conditions interfere with employee travel.

Policy Descriptions



Decision to Close the Town Offices

The decision to close Town Hall Offices due to emergency situations (storm, power failure, heat loss, snow, etc.) is to be made by the Town Administrator following consultation with the Highway Superintendent and notification of the Board of Selectmen. The buildings included in this policy are the Town Hall (with the exception of public safety personnel) and the Library.

Communication and Information Sources Concerning Town Status

Following the determination that such a condition exists, the Town Administrator will ensure to the extent practicable, that all employees are notified of existing conditions and advise at that time, or if, they may report to work. (A calling tree is in place to accomplish this task.) The status will also be posted on Facebook, twitter, and the Town Webpage.

Safety

Irrespective of the Town of Southampton status, employees—even *essential personnel*—must make individual decisions about whether to travel between home and the Town or between the Town and home based on local conditions. Employees who cannot travel should notify their supervisors as soon as possible, if communication is practical.

Conditions for Closure/Delay

- 1) **Governor.** Governor announces State of Emergency or closure of Western State Offices, including early closing. Town Hall, Administrative Offices and Senior Center will close.
- 2) **Town Administrator.** The Town Administrator may close down Town Hall and administrative offices, if required for the Public Health and Safety of employees upon an assessment of the weather conditions as ***predicted*** by the Massachusetts Emergency Management Agency, National Weather Services, and the Town of Southampton Emergency Personnel.

Compensation during an emergency closing:

- *As declared by either the State or Federal government.* All employees are compensated for the regular hours they would have worked, but for the closing. Employees who had prescheduled time-off or called in sick will not be compensated for “regular hours they would have worked.”
- *As declared by the Town Administrator.* All employees are compensated for the regular hours they would have worked, but for the closing. Employees who had prescheduled time-off or called in sick will not be compensated for “regular hours they would have worked.”
- *During times of anticipated or actual inclement weather.* When employees are reasonably concerned for their own safety, they may use accrued vacation or personal leave owed to them. Alternatively, employees without any accrued vacation or personal leave may take an unpaid leave of absence.