

**Gloucester County
Administrative Policy**
Gloucester, Virginia

Section: 102

Supersedes: N/A

Title: Inclement Weather/Emergency Closing
and Delayed Opening Notification

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Effective Date: October 1, 2013

Authorized By: County Administrator

Inclement Weather/Emergency Closing and Delayed Opening Notification

102.1 Purpose

During inclement weather or an emergency/disaster situation, it may be necessary to close county offices or modify office-operating hours. This policy establishes the procedure(s) used to notify employees of the closing and delayed opening of Gloucester County General Government facilities and offices during inclement weather or emergency/disaster situations.

102.2 Scope

This policy applies to all Gloucester County employees governed by the County's Personnel Policies and Procedures.

102.3 Procedures

A. Announcements and Notification for Employees

In the event government offices are opened to the public on a delayed schedule or closed, employees will be notified as follows:

1. Employees will receive notification through an automated notification system to their primary contact telephone number as it is listed in their official personnel file. Employees may view and change this information via the Employee Access Center.
2. When early closing, delayed opening, or closure only applies to a particular department or group of employees, the department/agency head is responsible for notifying the affected employees.

B. Announcements and Notification for Employees and Public

In the event government offices are opened to the public on a delayed schedule or closed, the public and employees may access information as follows:

1. Employees and the public may call the County Office Closure Line at 804-210-1915 for the latest announcement.
2. Employees and the public may access information through a link on the county's home page at www.gloucesterva.info.
3. Messages shall be broadcast on the following radio and television stations:
 - a. Radio: WXGM – 99.1 FM
 - b. Television: WTKR – TV3; WAVY – TV10; WVEC – TV13

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C. Office Closings and Delays

1. When offices are to be closed or delayed opening, announcements will be made and information provided as outlined above.
2. Department directors will notify designated essential employees when to report. (Department directors are responsible for identifying essential staff positions and notifying the employees who hold those positions of their designated essential status.)
3. When offices are closed employees not designated as essential are not to report for work. When delayed opening is in effect, employees not designated as essential are to report at the announced opening time.
4. Employees who are unable to arrive to work at the designated opening time must notify their supervisor.

D. Early Closings

1. In the event of an early closing, the County Administrator/designee shall notify employees via the county's e-mail system.
2. Department Directors/Constitutional Officers shall be responsible for implementing and executing a departmental communication plan to ensure that those staff members without access to e-mail are notified of the early closing in a timely manner.

E. Reporting During Declared Emergencies or Activation of the Emergency Operations Center (EOC)

1. Administrative Policy 101: *Employee Utilization in Adverse Weather and Emergency Conditions* discusses reporting responsibilities during declared emergencies and/or activation of the Emergency Operation Center (EOC).

102.4 Distribution of Emergency Closing and Delayed Opening Notification Policy to County Employees

A copy of the Emergency Closing and Delayed Opening Notification Policy shall be available for review in the Human Resource Department during normal business hours. A copy shall also be posted on the County's Intranet website.