

MUSKEGON COUNTY ADMINISTRATIVE PROCEDURE

EMERGENCY BUILDING CLOSURES DUE TO POWER OUTAGES/ INCLEMENT WEATHER/FACILITY DAMAGE

EFFECTIVE DATE: September 22, 2006

REVISED DATE: November, 2010

PURPOSE

To ensure the safety of employees, residents, clients and visitors of all County of Muskegon facilities.

PROCEDURE - Applies to only non-24 hour operations.

1. In the event of an emergency building closure, only the County Administrator or designees, have the authority to order the closing of any county-owned facility. Designees are in this order: Sheriff, Undersheriff, Jail Command.
2. In accordance with this procedure, an emergency line will be established for county employees to call-in and receive instructions regarding possible closures and/or return to work times.
3. If an emergency occurs after commencement of the normal work day (8:00 AM), the following procedure will be followed:

Power Outages: Facilities Management staff will monitor the outage and report directly to the Administrator's Office the following information:

- a. The buildings affected by the power outage.
- b. Of those buildings, which ones can operate on generator power and for how long.
- c. The nature of the power outage as reported from Consumers Energy.
- d. The estimated time the power will be back on as determined by Consumers Energy.

All Other Emergencies: Sheriff Department staff will monitor the situation and report directly to the Administrator's office the need for evacuation and/or closure.

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4. ONLY the County Administrator or designee will determine if the facility(ies) shall be closed, the duration of time to be closed and the time staff are expected to report back to work. In the case of a 24-hour facility, that Department Head must obtain authorization from the County Administrator or designee before making a determination to close. If, within a particular department, management feels certain staff are needed to maintain necessary operations, or for public safety reasons, the department head must consult with the Administrator or designee who will make the final determination.
5. If the facility(ies) are closed, this information will be communicated to the affected employees using the following procedures:
 - a. Hall of Justice
 1. An announcement will be made over the paging system by Facilities Management staff.
 2. The sheriff's department, with the assistance of Facilities Management, will go floor by floor and ensure that no one from the public is still in the building.
 3. A broadcast e-mail will be sent out by Information Systems upon direction from the Administrator or designee only, where possible.
 4. The front doors will be secured by Sheriff personnel.
 - b. All other non 24-hour facilities - this information will be communicated to the affected employees using the following procedures:
 1. Use of the First Call system.
 2. A broadcast e-mail will be sent out by Information Systems upon direction from the Administrator or designee only, where possible.
 3. On South Campus, Facilities Management will do a building sweep to ensure no one from the public remains in any building.
 4. All other facilities not located on South Campus, nor the Hall of Justice, the department head or designee will do a building sweep to ensure no one from the public remains in any building under their responsibility.
6. If the closure of a facility occurs prior to the start of the work day, and the Administrator or designee have determined that employees will not have to report for work, employees will be notified via the following methods:
 - a. Use of the First Call system for closure and reopening.

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- b. Announcements on local radio stations and television provided by Central Dispatch.

The Administrator or designee will call Central Dispatch and give them a secure code to initiate a message that will be put on the emergency line set-up expressly for employees to call for instructions. EMPLOYEES ARE RESPONSIBLE FOR CALLING THIS NUMBER **(231-724-4433)** FOR INSTRUCTIONS ON WHETHER OR NOT TO REPORT TO WORK, WHAT TIME TO REPORT TO WORK, OR ANY OTHER NECESSARY INFORMATION.

7. Payroll Procedures Related to Building Closures are as follows:
 - a. Employees who were scheduled to work and unable to work due to the building closure should be paid for their regularly scheduled hours.
 - b. Employees who were scheduled for annual leave, sick leave or personal day, should have that time charged against the appropriate leave balance for that day since they were scheduled to be absent and not available for work.
 - c. Those employees who worked during a building closure, will be paid their normal rate of pay and any applicable overtime for extended work time on the day, in accordance with the County Personnel Rules or applicable labor agreements.
 - d. Any employees who do not return to work when the building is reopened will be charged with annual leave.
8. The Information Systems department will maintain employee call information and will forward to First Call.

This policy does not supersede the Board approved Safety Policy & Procedure.

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