
INTEROFFICE MEMORANDUM

KEWAUNEE COUNTY ADMINISTRATOR
EDWARD J. DORNER

DATE: January 8, 2001
TO: All Kewaunee County Employees
FROM: Ed Dorner
SUBJECT: Snow Emergency Procedure

The following Snow Emergency Procedure, which is part of Kewaunee County's Personnel Policy, is being sent as a reminder of what steps are taken to determine if County Offices will be closed due to hazardous weather conditions. Please note that our **Snow Emergency Information Line is 388-7167**. A message will be posted at this voicemail box if the offices will be closed, and it is the responsibility of all officials and employees to call this number in the event of severe weather.

- 18 Snow Emergency Procedure. The following procedures shall apply to all County Offices, except the Kewaunee County Sheriff's Department.
- 18.1 If there has been a heavy snowfall during the night prior to a regular workday, the following procedure shall be followed:
- 18.1.1 At about 6:00 a.m. the County Administrator or his designee shall consult with the County Highway Commissioner and Sheriff, in order to determine whether the roads are impassable or travel would be considered hazardous, and
- 18.1.2 The County Administrator or his designee shall then determine whether county offices shall open for business on that day. If it is determined that county offices shall not open, the County Administrator or his designee shall:
- 18.1.2.1 Notify local radio stations and the Kewaunee County Sheriff's Department of this decision.
- 18.1.2.2 Notify selected **department heads** of this decision, who **shall communicate this information to the county employees by telephone.**
- 18.1.2.3 Post a **message in a designated voicemail box.**
- 18.1.3 **All officials and employees shall be responsible to contact the voicemail box or monitor the radio.**
- 18.2 In the event than an official weather forecast for dangerous winter weather is issued for a normal work day, the following procedure shall be followed:
- 18.2.1 Upon receipt of such a forecast, the County Administrator or his designee shall consult with the County Highway Commissioner and Sheriff in order to determine whether the roads are likely to become impassable or travel hazardous, so that county employees should be sent home early.
- 18.2.2 If it is determined that county offices should be closed, the County Administrator, or his designee, shall notify all department heads of the time of closing.
- 18.3 If county offices are closed, employees may take leave without pay, use compensatory time or use vacation time.