



# TOWN OF NANTUCKET

## TOWN ADMINISTRATION

### Policy for Town Office Closure During Emergencies

*Effective date: May 2014*

*Applicability: This policy applies to all Town employees and Enterprise Fund Employees but does not apply to School Department Employees.*

#### *I. Purpose.*

This policy is for Town of Nantucket office closures due to extreme weather conditions or general emergency. This policy also provides general information and guidance regarding emergency leave.

#### *II. Policy.*

Under conditions such as extreme weather or a general emergency, the Town Manager may decide to close Town offices early, or delay the opening of Town offices, or to not open Town offices at all, provided that "essential services" will be maintained. Please note that some essential Town Departments and offices such as Police, Fire, DPW, and Marine may remain open during a general closure; however access to these offices may be limited during an emergency.

#### **What is the notification procedure?**

During a storm event or an emergency, all Town employees are instructed to contact the **Town's Closure Hotline (508-228-7200, x-5555)**. This line will be updated by 6:00 am on the day of a storm event and will be regularly updated during a storm event with information regarding office closures as well any public meeting cancellations.

The decision to re-open non-essential Town offices will be made by the Town Manager (or designee) and announced to the employees and the general public through the Town's Closure Hotline. When possible, and practical, the Town Manager will provide an estimated re-opening day and time at the same time s/he announces that offices are closed, depending on the information available.

#### **What is an extreme weather condition or general emergency?**

Examples of emergency conditions include, but are not limited to: snow, ice, wind, flood, power failure, explosion, or extreme heat or cold.

#### **Who makes the decision to close or not open Town Offices?**

The decision to close or not to open Town offices will be made by the Town Manager (or designee). The Town Manager may consult with various individuals such as the Chair of the Board of Selectmen, the Police Chief, Fire Chief or the Director of Public Works and ask for recommendations, but the Town Manager will make the final decision.

**When is the decision made not to open Town Offices?**

For a known approaching storm, such as a snow event or hurricane, the decision will normally be made by 6:00 a.m. on the day of the emergency. For events that occur during the work day, the decision will be made as appropriate to ensure the safety of employees.

**Who are essential services personnel?**

"Essential services" are those functions and personnel required to maintain or protect the health, safety, or physical well-being of the Town and Town facilities given the conditions of the emergency at hand.

Town Department Heads and Cabinet Chiefs will determine which operations under their respective supervision should be designated as essential services and under what conditions specific individuals will be required to work during a general closing. The determination of essential services and personnel may vary depending on conditions of the emergency at hand. Employees should contact their supervisors if they have questions about whether or not they are considered "essential services" personnel.