



# Montgomery County Workforce Investment Board

**Policy:**

**Inclement Weather and Business Continuity**

Effective Date:

July 1, 2012

Policy Number: 2012-05

**SUBJECT: Inclement Weather And Business Continuity**

**PURPOSE:**

The Workforce Investment Board recognizes that its employees must be prepared for weather emergencies. This policy was prepared according to the Maryland Occupational Safety and Health Standards for General Industry (OSHA 29CFR1910.38) and the Montgomery County Government Employee Emergency Handbook. It provides detailed emergency instructions for employees, who work in the Montgomery County Designated One-Stop Center locations, to ensure employee and visitor safety and the protection of property during inclement weather emergencies.

**REFERENCES:** Occupational Safety and Health Standards for General Industry, (OSHA 29CFR1910.38), Montgomery County Continuity Policy,

**ACTION REQUIRED:** Within 15 days of the receipt of this policy it is the recipients' responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

**EFFECTIVE DATE:** July 1, 2012

**POLICY:**

The Montgomery County WIB requires that all WIB members and staff, MontgomeryWorks One-Stop Center staff and WIA Contract staff, and all WIB Partner Programs recognize inclement weather conditions and act to protect the safety of all customers and fellow employees to the fullest extent possible. This applies to all the above mentioned actors whether operating in a One-Stop Center or contractor sites or not. Employees and volunteers on duty must become familiar with duties and responsibilities of the inclement weather and business continuity emergency policy.

MontgomeryWorks One-Stop Centers' and contractor operations may be closed for specific periods of time when determined by the appropriate authority to be necessary. Announced closings will be handled as follows:

The Montgomery County One-Stop Centers and contractors will follow Montgomery County Government closures for inclement weather. If the County is closed, the Centers will be as well. All partner staff located in the Centers will abide by the closure policies of their respective agencies, thus if the Center are open but the partner agency is closed, the agency closure supersedes the center's opening. It is the responsibility of staff located at the One-Stop Center and contractor to inform their manager if they are not coming to work due to weather.

## **Business Continuity**

In the event of a disaster, staff and volunteers will be responsible for following each individual partner agencies procedures for ensuring the continuity of business. The MontgomeryWorks Center staff and contractor staff will be held to the WIB's continuity policy which will apply to the center operations. Emergency procedures for evacuating the building are posted.

### **Procedure:**

1. Each One-Stop Partner co-located in a WIB One-Stop Center and contractor site is required to make its employees aware of this policy and to have as a part of their respective organization's policies and procedures in their inclement weather policy and procedure that is not in conflict with this policy.
2. In the event that such emergencies occur in any WIB One-Stop Center or contractor site, the site's employees shall be notified by the Operation Managers to leave the premises. The Center Manager shall notify the site's customers as well as the WIB's Board Office, via phone call or e-mail or other means of notification, to ensure that the conditions are corrected prior to employees returning to the site. The length of the closure or curtailment of operations shall be determined by the One-Stop Operator in consultation with the Director of the Division of Workforce Services.
3. Agencies co-located in the MontgomeryWorks One-Stop Center shall be notified by the One-Stop Operator of the duration of the closure or curtailment of operations. Each co-located Agency shall be responsible for notifying its employees. One-Stop Partners will have procedures in place for securing customers records in the event of an inclement weather emergency including, but not limited to: detailing responsibility for locking file rooms, turning off computers and securing all other paper and electronic customer identifiable information, as required in Montgomery County Workforce Investment Board Policy #2012-4: Confidentiality.
4. The public and customers will be notified by notice posted on door of the MontgomeryWorks One-Stop Center and partner sites that the facility is closed for an emergency situation or that it is open, but operations have been curtailed (a description of the limited services should be included in the notice).
5. If operations are curtailed in a One-Stop Center, each co-located Workforce Partner shall ensure that it has identified essential staff that may be required to report during emergencies and non-essential staff that may not need to report during such emergencies.
6. Each co-located One-Stop Partner is required to establish an alternate phone message that can be selected by the managers to provide information to customers. All One-Stop Centers and contractor sites must post the inclement weather policy which states that the Centers are closed when the County is closed.
7. Customers should also know that they can call the main numbers to the center and the agency within the center they are trying to reach or the main number at each location to see if the Center/Site will re-open.

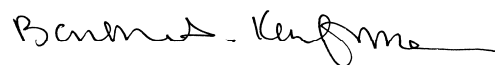
This policy is applicable upon approval and must be reviewed by current staff of the workforce system and by new employees as a condition of employment and as included in any partner Memoranda of Understanding with the Montgomery County WIB and its One-Stop Operator.

### **Approved:**

**March 28, 2012**

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Date of Board Approval



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Barbara Kaufmann, WIB Director