

Procedure Snow Closures	Last Update: October 2020
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References: Temporary Closure of County Facilities, or Reduction or Suspension of County Services Policy

Purpose: To provide clear direction regarding the delayed opening or closure of county facilities.

Procedure: Snow Closures

A. Sequence of Activity for County Government Weather Closures

1. For snow/ice events that occur during the night:
 - a. The designated representative from the Road and Bridge Division (R&B) will contact the R&B Operations Manager with road information by 4:15 am.
 - b. The designated representative from the Facilities Management Division (Facilities) will contact the Facilities Director with the status of parking and building systems by 4:15 am.
 - c. The Directors of R&B and Facilities will report the status to the County Manager, or his designee, by 4:15 am.
 - d. The County Manager may obtain additional information from the on-duty Sheriff's watch commander or supervisor through JeffCom.
 - e. The County Manager will contact the Chairman of the Board of County Commissioners (BCC) for a delay or closure decision by 4:30 am. If the Chairman is not available, the County Manager will provide a recommendation to the Chairman Pro-Tem of the Board or the other Commissioner if the Pro-Tem is unavailable. If no BCC member is available, the County Manager will make the delay/closure decision.
 - f. If a decision to delay or close is made, the County Manager will notify the Public Affairs Director, Facilities Management Director, Deputy County Manager, and the Road and Bridge Director.
 - g. If a decision to delay or close is made, the Facilities Management Manager will notify,
 - Court Security and the Court Administrator
 - h. If a decision to delay or close is made, the Public Affairs Office will notify:
 - the media
 - BIT
 - i. If a decision to delay or close is made, the Deputy County Manager will notify:

- Food Service Provider(s)
2. For snow/ice events that occur during the work hours:
 - a. The designated representative from R&B will contact the R&B Operations Manager with road information throughout the day.
 - b. The designated representative from Facilities will contact the Facilities Director with the status of parking and building systems throughout the day.
 - c. The Directors of R&B and Facilities will report the status to the County Manager, or his designee, throughout the day.
 - d. The County Manager will contact the BCC Chairman for a closure decision when deemed necessary. If the Chairman is not available, the County Manager will provide a recommendation to the Chairman Pro-Tem of the Board or the other Commissioner if the Pro-Tem is unavailable. If no BCC member is available, the Manager will make the closure decision.
 - e. If a decision to close is made, notification shall occur in a manner consistent with the above.

B. Informing Staff

1. If a delay or closure becomes necessary, Public Affairs Office will disseminate the decision as soon as possible through the following:
 - a) A notification will be sent through the NotifyMe section of the new website to all subscribers via text and email.
 - b) The "Emergency Closures" number will be updated. Employees may call 303-271-8997.
 - c) An "all-employee" email will be sent out.
 - d) Social Media sites will be updated.
 - e) Television Channels 2, 4, 7, 9 and 31 will be notified.
2. When a delayed start is necessary, all county buildings will be opened at 10:00 am unless it becomes necessary for an additional delay.