

Procedure Part 1, General County Administration Chapter 5, Operations Section 2, Delayed Opening and Closure of County Buildings	Last Update: December 12, 2006
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References: County Policy Manual- Delayed Opening and Closure of County Buildings

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

Procedure: Delayed Opening and Closure of County Buildings

A. Sequence of Activity for County Government Weather Closures

1. For events that occur during the night:

- a. The designated representative from Road and Bridge shall contact the Director of Road and Bridge with road information by 4:15 am.
- b. The designated representative from Property Management shall contact the Director of Property Management with the status of parking and building systems by 4:15 am.
- c. The directors of Road and Bridge and Property Management shall report the status to the County Administrator, or Deputy County Administrator if the County Administrator is not available, by 4:15 am.
- d. The County Administrator shall contact the Chairman of the Board of County Commissioners for a delay or closure decision by 4:30 am. If the Chairman is not available, the Administrator shall forward 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 Administrator will make the delay/closure decision.
- e. If a decision to delay or close is made, the County Administrator and/or the Public Information Officer will notify the Chief Judge of the County Courts, R-1 Schools and the media by no later than 5:00 a.m.. If possible, the Administrator will also notify IT Operations.

2. For events that occur during the work hours:

- a. The designated representative from Road and Bridge shall contact the Director of Road and Bridge with road information throughout the day.
- b. The designated representative from Property Management shall contact the Director of Property Management with the status of parking and building systems throughout the day.
- c. The directors of Road and Bridge and Property Management shall report the status to the County Administrator, or Deputy County Administrator if the County Administrator is not available, throughout the day.
- d. The County Administrator shall contact the Chairman of the Board of County Commissioners for a closure decision when deemed necessary. If the Chairman is not available, the Administrator shall forward 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 Administrator will make the closure decision.

- e. If a decision to close is made, the County Administrator and/or the Public Information Officer will notify the Chief Judge of the County Courts, R-1 Schools and the media by no later than 5:00 a.m.. If possible, the Administrator will also notify IT Operations.

B. Informing Staff

- 1. If a delay or closure becomes necessary, all effort shall be made to disseminate the decision by 6:00 am through the following:
 - a. The "Emergency Closures" number shall be updated. Employees may call 303-271-8997.
 - b. Television Channels 2, 4, 7, 9 and 31 shall be notified.
 - c. Radio Station KOA-AM 850 and KYGO-FM 98.5 shall be notified.