

Warren County Board of Supervisors

RESOLUTION NO. 123 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO

ADOPTING THE WARREN COUNTY EMERGENCY CLOSURE POLICY

WHEREAS, the County Administrator requested and the Personnel, Administration & Higher Education Committee agreed to approve the Warren County Emergency Closure Policy and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Emergency Closure Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Warren County Emergency Closure Policies, Resolutions or parts thereof inconsistent with the annexed Warren County Emergency Closure Policy are hereby repealed effective March 21, 2025.

SCHEDULE “A”

Warren County Emergency Closure Policy

I. Policy Statement

The Board of Supervisors recognizes that County government is an essential organization which provides important services to the citizens of Warren County. The Board of Supervisors values the safety and well-being of County officers and employees and must balance those concerns against the need for the County Government to continue essential operations during severe weather events and operational emergencies. This Policy states the procedures governing the closure of County Offices and Buildings during periods of severe inclement weather or when other unforeseen emergency conditions occur which make it either hazardous to life and property or in the alternative impossible for County Government officers and employees to continue government operations. This Policy is intended to be implemented in conjunction with the Warren County Emergency Action Preparedness Plan (EAP) adopted by Resolution No. 206 of 2023, section XIII.033, and any future updates or revisions to such policy.

II. Definitions

1. **Emergency:** Imminent, impending, or urgent threat of widespread or severe damage, injury, loss of life, or property resulting from any natural or human-made causes including severe inclement weather, epidemic, explosion, radiological accident, nuclear, chemical, biological, or bacteriological release, warfare, riot, terrorism, cyber-security event, or physical damage to County buildings, offices, or the County computer network by fire, water, vandalism, cyber-attack, or other cause, or any other condition making it either extremely difficult or impossible for County officers and employees to conduct business intended to be performed at that building or office.
2. **Employee:** Any individual employed by the County of Warren on a full-time, part-time, less than half-time, and on a temporary or a seasonal basis.
3. **Essential Employee:** Those departments responsible for public safety, public health and keeping County facilities operational and accessible during a time of public closure including the Sheriff’s Office Patrol and Corrections Divisions, 911 Communications, Office of Emergency Services, Public Works, Public Health and Social Services on-call caseworkers and investigators.
4. **Department Head:** Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County’s governmental operations.
5. **Facility:** A County owned or leased building or real property.
6. **Liberal Leave:** Allows employees to use any type of accrued paid leave time, except for sick time, on relatively short notice to cover their absence from work during an emergency, as defined by this Policy.
7. **Officer:** The same meaning as set forth by the Public Officers Law.

8. **Severe Inclement Weather:** Weather conditions resulting from rain, ice, snow, flood or other storm that limit travel by County residents and employees, or pose a widespread risk of injury to person or property.
9. **Volunteer:** An unpaid individual who volunteers and/or interns for a County program that receives no pay or benefits from the County.

III. Application

This Policy shall apply to all Warren County officers and employees and to every Warren County facility, as well as to members of the general public seeking to conduct business with the County government. This Policy shall not apply to the County officers and employees employed by each of these departments set forth below because those departments provide essential operational services to Warren County residents and visitors twenty-four (24) hours a day, seven (7) days a week, during 365 days per year:

- Sheriff's Office;
- Department of Public Works;
- Office of Emergency Services;
- Department of Social Services;
- Health Services Department; and
- Countryside Adult Home.

The decision to enact the policy and procedures set forth by this County closure plan shall rest with the Department Heads for these offices and department based on the operational needs for the essential employees employed by each department during the course of emergency operations.

IV. County Employees Expected to Report to Work

All county officers and employees are expected to report to work at their assigned locations during regularly scheduled days and times, unless excused from work pursuant to this Policy by the County Administrator.

V. Procedure to Close County Facilities

- A. The County Administrator, after consultation with the Chairman of the Board of Supervisors, shall have the authority to declare an emergency closure of a County office, department, or facility in the event of an emergency. The County Administrator may also consult with the Sheriff, the Superintendent of Public Works, the Commissioner of Social Services, the Director of Emergency Services, or the Director of Public Health concerning any plan to close County Facilities. Any emergency closure shall impact access to the facility by the general public and County officers and employees for the time period of the closure or until such time as the emergency is deemed adequately resolved by the County Administrator.
- B. The County Administrator, or a designee, shall communicate the decision to declare an emergency closure of a County office, department, or facility to officers and employees, as well as the general public in the following manner:
 1. The County 911 Communications Center shall be advised of the closure:

2. A message shall be sent to all officers and employees detailing the scope and timetable for the closure through the employee notification platform available to the Office of Emergency Services;
3. Notices shall be placed on the County webpage, County Facebook site, Office of Emergency Services webpage and Facebook site, the ReadyWarrenCountyNY application, and Warren County Sheriff's webpage and Facebook site;
4. A notice shall be sent to the local School Closing Network, which includes notifications for regional television and radio stations;
5. Closed notices shall be placed near the public entrances to the affected County facilities by Buildings & Grounds staff; and
6. Notification of the County closure shall be communicated to the Warren County Supreme & County Court Clerk's Office.

VI. Employee Time Off For Emergencies

- A. **LIBERAL USE OF PAID LEAVE TIME.** Department Heads are authorized to allow employees to use leave liberally in the circumstances described by this section. Liberal leave allows the employee to choose the use accrued paid leave time, other than sick or cancer screening time, to cover the period of absence. An employee who does not report to work on a workday when there is a delayed opening or an early closure may use paid time off for the balance of the work day. An employee with pre-approved paid time off shall not have their paid time off adjusted due to a delayed opening or early closure.
- B. **NO CLOSURE.** In the event of an emergency involving severe inclement weather and County offices and buildings are open, employees are expected to report to work at their regularly scheduled times. Employees must use their own best judgment to determine whether or not it is safe for them to travel to their assigned work location. If an employee decides that it is not safe to travel to work, then the employee must notify their Department Head of the intended absence and may use accrued paid leave time to cover the absence. If the employee has received prior written permission to work remotely from home via computer and internet connection during severe inclement weather, then they should punch into work remotely.
- C. **CLOSURE BEFORE EMPLOYEE REPORT TIME.** If County facilities are closed for an emergency, prior to the opening of the facilities for business, then employees will be notified that the facility is closed and not to report to work using the methods described in this Policy. Employees shall receive regular pay for the work hours of the day associated with the emergency facility closure. Employees with pre-approved paid time off shall utilize the paid time off during the time of the closure. Remote workers will not be expected to work prior to the closure time and will be paid regular time for the regularly scheduled workday.
- D. **CLOSURE AFTER EMPLOYEE REPORT TIME.** If the County facilities are closed for an emergency during the course of an employee's regular work hours and it is determined that the emergency requires employees to be dismissed from work, the employees shall promptly leave the closed County facilities. Members of the general public shall promptly exit the closed County facilities. Employees sent home during a regular workday because of a declared emergency shall be paid regular time for the remainder of the regularly scheduled workhours that day. Remote workers

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will not be expected to work prior to the closure time and will be paid regular time for the regularly scheduled workday.

- E. CLOSURE DUE TO OPERATIONAL CONSTRAINTS. If the emergency involves a significantly disruptive event, other than severe inclement weather, that does not present an immediate threat to life or property, but substantially impairs the ability of employees to perform their assigned job duties, then the County Administrator shall authorize Department Heads of the affected department to permit affected employees to either remain at their work location and perform what duties they can or authorize affected employees to use accrued paid leave time to cover the remainder of the employee's regularly scheduled work hours. An example of such an operational constraint would be a systemic failure of one or more of the County's computer information systems.