



## **EMERGENCY, DISASTER & INCLEMENT WEATHER GUIDELINES**

Linn Benton Lincoln Education Service District (LBL) employees are required to report for duty on all designated workdays if conditions permit and the agency remains open.

Because of the vast area of service delivery, LBL is often in a situation where, on any given day, some of our districts are significantly impacted by weather, while others are not. Constituent district closure does not constitute a hazardous condition in itself. If a district has a delayed start, early release or closure, staff members are still expected to report to work at a constituent or LBL site.

Because of the above, the following guidelines will be used when the Superintendent or designee makes a decision to delay the start time or close LBL.

- All LBL employees with an assigned home base in **Linn** or **Benton Counties** will be expected to report to a work site if any of the 11 districts in Linn and Benton counties are open unless the LBL Superintendent has announced a decision to close the agency or delay the start time. A work site is defined as an LBL location or other school district site where work can be accomplished. If the regular work site is in a closed district, LBL employees are expected to report to another, open work site.
- Employees with an assigned home base in **Lincoln County** are expected to follow the decisions made by Lincoln County School District regarding a delay in start time or closure. In addition, the Lincoln County EI/ECSE program will follow Lincoln County School District decisions. In the event that Lincoln County School District adds an additional day to the calendar to make up for a delay or closure, LBL employees impacted by the initial closure decision are expected to work, including the EI/ECSE program staff.
- Employees of the Long Term Care and Treatment Education Program will follow the LBL agency closure decisions.
- Closures due to pandemic influenza will be addressed individually because of the unique circumstances for each situation.

LBL is concerned for the safety of our employees. Because employees live in a variety of areas, we support any employee's use of personal/emergency leave if the employee determines that road or other conditions are hazardous and the employee cannot report to work. If an employee chooses to use personal/emergency leave for this reason, and LBL announces a closure for that day, the employee's personal/emergency leave account will not be charged. Partial day closures will be prorated as needed.

If a personal/emergency, sick leave, or vacation day has been previously scheduled, and that day happens to unexpectedly become a closure day, the personal/emergency, sick leave, or vacation day will still be taken. If LBL schedules a make-up day, the employee will not be required to work the make-up day or LBL will return the personal/emergency, sick leave, or vacation day.

In order to maintain necessary services and critical functions of the ESD, staff members may be asked by an administrator to work during an LBL closure. In such situations, employees will be notified as early as possible on the day of closure. No additional compensation will be given for a regular scheduled workday. Employees may elect not to work if they feel conditions are so hazardous that they cannot safely report.

In the event that the agency remains open and an administrator is not physically able to report to work, they are expected to be available by phone and/or electronically in order to provide support to the program.

When the Superintendent or designee announces a delayed start, early release, or closure, staff will be notified in the following ways:

1. **Program phone tree - Every program will create an Inclement Weather Phone Tree. Participation in the phone tree is voluntary. Each program will determine how they will notify members on their phone tree in the event of a delay or closure (e.g. phone call, individual or group text message.)**
2. **LBL Website posting**
3. **FlashAlert (www.flashalert.net) – You can find the link to LBL FlashAlert announcements under the Resources tab on the LBL Website at:**  
<http://www.flashalert.net/news.html?id=997>
  - **Check this site for the latest information on LBL closures and review any emergency closure information posted.**
  - **You may choose to subscribe and receive emergency alert emails from LBL by entering your email address.**
  - **You may also choose to add additional email addresses and cell phone numbers to receive text messages to your cell phone.**
  - **You must re-subscribe to FlashAlert every year in order to continue to receive emergency alert emails and text messages.**
4. **FlashAlert provides school closure information to the following radio stations:**

**KRKT 99.9 FM  
KTHH 990 AM**

**KLOO 106.3 FM  
KEJO 1240 AM (Joe Radio)**

Linn Benton Lincoln Education Service District's Emergency, Disaster, and Inclement Weather Guidelines shall be available to all employees. Program Administrators are responsible for reviewing the contents with staff annually.