



# Medina County Policy Manual



Policy: <b>Emergency Closing Procedure</b>	Section: <b>Health &amp; Safety</b>	Number: <b>6.005</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 3</b>

- A. The following provides procedures concerning weather-related closings of all county offices due to snow, weather or other emergency situations, along with the payroll actions to be followed in the event of such closings.
- B. This is the procedure which the Medina County Board of Commissioners will utilize to notify all County elected officials, department heads and employees of the closing of all County buildings due to weather or other emergency. Obviously, the policy cannot affect those departments who, due to unique circumstances, provide safety related functions or services directly related to the health and welfare of the general public. This notification procedure will eliminate any confusion should it be required to shut down county buildings in an emergency.
- C. The President of the Board of County Commissioners, or in the absence of the President, the President Protem, shall have the authority to close all Medina County Government offices due to a snow, weather, or other emergency. (Does not include Sheriff's Department or Highway Engineer road crews or any other offices who have filed written exemptions to this policy).
  - 1. The decision to close all offices will be made between 6:30 and 7:30 A.M. the day of the scheduled closing and will be reported on the major television and radio stations including: Television Channels 3, 23, 19, 43, and 25; and Radio Stations: WTAM, AM; WMVX-FM; WGAR-FM; WAKS-FM; WMMS-FM; WHLO-AM; WKDD-FM; WCRF-FM; WCPN-FM.
  - 2. The message will show the closing on the screen or on the air as: "MEDINA CO. GOV. OFFICES".
  - 3. This will include **ALL COUNTY OFFICES** located in or concerning:
    - a. Administration Building;
    - b. Old and New Courthouse;
    - c. Prosecutors Building;
    - d. Engineering Center;

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- e. Animal Shelter;
  - f. Veterans Office;
  - g. Human Service Centers (Medina & Brunswick);
  - h. Professional Building;
  - i. Old Achievement Center;
  - j. Community Center;
  - k. All Auto Title Offices;
  - l. Job and Family Services Building;
  - m. Child Support Enforcement Agency;
  - n. Agricultural Services;
  - o. Workforce Development.
4. Special provision will be made by the Elected Officials responsible for:
- a. Sheriff's Department;
  - b. Highway Engineer;
  - c. County Home;
  - d. Water and Wastewater Plants;
  - e. Juvenile Detention Facility.

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D. **iAlert** TV/Radio Alert System

- Below is a list of participating television and radio stations, including all Clear Channel Radio Stations in the Cleveland area:

**Television Stations**

WKYC, TV, Channel 3  
WVPX, TV, Channel 25  
WOIO, TV, Channel 19  
WUAB, TV, Channel 43  
WVIA, TV, Channel 25

**Radio Stations**

WTAM, AM, News Radio 1100 AM  
WMVX, FM, Mix 106.5 FM  
WMJI, FM, Magic 105.7 FM  
WGAR, FM, Country 99.5 FM  
WAKS, Kiss 96.5 FM  
WMMS, The Buzzard 100.7 FM  
WHLO, AM, 640 AM  
WKDD, FM, 98.1 FM  
WCRF, FM, 103.3 FM  
WCPN, FM, 90.3 FM

- Closing information will also be listed on the following web sites:

[www.wkyc.com](http://www.wkyc.com)

[www.wtam.com](http://www.wtam.com)

- In the event the County is closed due to an emergency on a scheduled payday, the following procedure will be followed:

- Employees on direct deposit will have their pay deposited directly into their accounts without any inconvenience caused by the emergency closing. Direct deposit authorization forms are located in the Human Resources Department.
- Generally, employees not on direct deposit will receive their warrants (checks) on the next business day the County re-opens.