

Medina County Commissioners

County Administration Building

144 North Broadway
Medina, Ohio 44256

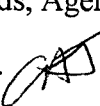
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MEMORANDUM

TO: Elected Officials, Department Heads, Agency Directors

FROM: Chris Jakab, County Administrator 

SUBJECT: Emergency Office Closing Procedures

DATE: December 9, 2011

Attached is a copy of the Board of County Commissioners' procedural policy for the closing of County offices and buildings due to weather or other emergency situations. Please ensure that appropriate staff members receive a copy of this policy. In addition, if your contact information has changed within the last twelve months, please forward updated information (home and cell phone numbers) to my attention at your earliest convenience.

Thank you.

Attachment

MEDINA COUNTY
EMERGENCY OFFICE CLOSING PROCEDURE

The President of the Board of County Commissioners shall have the authority to close Medina County Government offices due to weather or other emergency. (This provision does not include the Sheriff's Office, Highway Engineer road crews, or other offices that have filed written exemptions to this policy)

The decision to close County offices will be made between 5:30 a.m. and 7:00 a.m. on the day of the required closing and will be broadcast on multiple television and radio stations, including: Television Channels 3 and 25, and Radio Stations WTAM-AM, WMJI-FM, WMMS-FM, WKDD-FM, and WCLV-FM. In addition, a member of the Board or the County Administrator will attempt to contact each elected official, department head, and agency director by telephone to communicate the need to close the offices.

The message that is broadcast on television or radio will indicate the County office closing on the screen or on the air as: "Medina Co. Gov. Offices". This will include all County offices located in:

- Administration Building
- County Courthouses
- Prosecutor's Building
- Engineering Center
- Animal Shelter
- Veteran Services Building
- Human Services Center
- Professional Building
- Old Achievement Center
- Auto Title Offices
- Job & Family Services Building
- Child Support Enforcement Agency
- Agricultural Services Building

Separate operating provisions shall be established by the Officials and Department Heads responsible for:

- Sheriff's Office and Jail
- Highway Engineer Road Crews
- County Home
- Utility Plants
- Juvenile Detention Center

Please note that the closure of County offices due to illness-related causes will also, when necessary, be broadcast on the aforementioned television and radio stations. These closings will be selective and based upon conditions at individual office buildings. The broadcast message will so state specific buildings closed as a result of illness.