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## OFFICE CLOSURE POLICY

### **Purpose**

The Falmouth Housing Authority recognizes that inclement weather and other emergencies can affect the Authority's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency situation. While this policy applies primarily to snowstorms it shall also apply to other emergency conditions that result in office closure.

### **Definition**

Official closure means that the Falmouth Housing Authority administrative office will close in the event of an emergency and employees will be asked to leave early (or to stay at home) if the announcement is made at night or in the early morning. The only staff who shall be expected to report to work is the Maintenance staff. Examples of emergencies include, but are not limited to:

- Over a foot of snow falls,
- Electricity is out
- Heat in the winter is not available
- Flooding affects transportation, or
- The governor declares a weather emergency and asks people to stay off the roads

The Authority will remain closed for the briefest period of time possible.

### **Policy**

The Falmouth Housing Authority will be officially closed whenever the Executive Director declares an emergency or determines current or forecast conditions to be unsafe. In the event of his/her absence, the Assistant Director shall make the declaration.

The first-updated and accurate information shall be the Falmouth Housing Authority's webpage ([www.falmouthhousing.org](http://www.falmouthhousing.org)), emergency automated call system, and the Falmouth Community Television Station (FCTV), Channel 13. These procedures assume that electricity and access to the internet will be available. Employees are encouraged to own, for example, a radio that runs on batteries so that they do not lose contact with local information. When the Authority is unable to notify employees of the closure, employees are asked to use common sense and make their best assessment of the safety and practicality of

the situation. No pressure is extended by the Authority, at any time, that would encourage employees to take unsafe chances to attend work.

The Maintenance Department will post notices regarding the closure at the Authority's administrative office and at the following public housing sites: (1) Harborview, (2) Tatakot, (3) Salt Sea, (4) Choate and (5) Rose Morin. The automated emergency call system will be dispatched to all tenants and employees, assuming regional power and telephone connections are available.

The Executive Director will also use an internal phone tree, which includes notification by telephone call, text to cellular phone and email) to notify all staff regarding the office closure and office reopening. All staff are required to subscribe to the internal phone tree. Those employees designated as Supervisors must also contact their respective staff via telephone to provide staffing assignments and/or to relay office closure information from the Executive Director. Employees should check before leaving work whenever a serious weather-related event is anticipated or occurring. Employees are strongly encouraged to check their local weather conditions before leaving for work in the event of inclement weather. When the Authority remains open, but local conditions are unsafe for travel, such affected employees should contact their Supervisor to request approval to use vacation or accrued compensatory leave. Such approval shall not be unreasonably withheld. Supervisors are to immediately inform the Executive Director of any such approvals made.

In the event that circumstances require additional staff, managers may contact staff and request them to come to work. All staff who report to work shall be entitled to Compensatory Leave (per the Union Contract or Employee Handbook, whichever applies based on the classification of the staff member).