

**Health Department Policy**  
**SERVICE DELIVERY DURING INCLEMENT WEATHER,**  
**POWER OUTAGE AND OTHER DISRUPTIVE EVENTS**

**I. Purpose**

To minimize the disruption to service delivery, caused by inclement weather, power outages and other disruptive events which impair Tribal operations.

**II. Scope**

This policy applies to all Health Department employees.

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In times of severe inclement weather, power outages, and similar events which impair Tribal operations, the Healthy Prosperous Tribe's Health Department will make every effort to provide services with minimal interruption.

All employees are expected to report for work, unless they are unable to travel safely due to unusually hazardous road conditions or are directed by their supervisor not to report. When appropriate, a telephone tree will be utilized, to inform staff of local conditions in the early morning (before work) and again during the day (if conditions improve.) Those positions which have direct contact with the people we serve are vital to the successful implementation of this policy. At the same time, each employee must take precautions to protect their personal safety, the safety of the people we serve, and others.

**III. Procedures**

**Telephone Tree**

A. The Health Department will develop and distribute a "telephone tree" to establish a system for communication.

B. In times of severe inclement weather, power outages, and similar situations which impair Tribal operations, the Health Department Director will initiate the "telephone tree", as early in the day as possible.

C. The Health Director will consult with program managers/supervisors, if necessary, to assess the situation and decide if steps should be taken to provide limited services.

D. If the decision is made to shut down or to limit delivery of services, staff members who are asked not to report to work will be expected to stand by, in case conditions improve. If conditions change during the day (i.e., local weather conditions improve and/or the power is restored), the telephone tree notification system will again be utilized.

### **Attendance**

A. Staff who are asked to report to work but are unable, due to unusually hazardous traveling conditions (or other reasons related to the situation), must call their supervisor, as early in the day as possible.

B. If limited services are provided and only vital staff members are required to report to work, they will be granted compensatory time off at one and one half hours off per hours worked.

C. At the Health Director's discretion, paid time off may be granted to employees who are unable to perform their work duties due to situations out of their control. These situations will be evaluated on a case by case basis.

D. Staff who choose not to work will be required to use annual leave or (if their job permits) arrange with their supervisor to make up the hours missed.