

Overview

1. The Ohio National Guard and its components do not close or shut down operations during inclement weather conditions. Each Major Command, Air Base, Major installations and directorates must determine which employees are emergency essential and non-emergency. When Weather or other State emergency conditions occur, non-emergency employees may be released IAW published guidelines. Leave status will be determined based on the specific emergency and individual situation.

2. Think Safety at all times. If the weather conditions are severe and a State declaration of road conditions has been made, call your supervisor to determine the real need, analyze the conditions considering safety and make good decisions. Mission essential personnel should make every attempt to reach their work station balancing risk with need.

3. Stay Informed, monitor radio and television announcements and pay special attention to weather advisories. Maintain communication with the chain of command and keep your supervisor informed.



MY SUPERVISOR'S CONTACT INFORMATION:

NAME:

BUSINESS PHONE:

CELL PHONE:

HOME PHONE:

ALTERNATE:



**ADJUTANT
GENERAL'S
DEPARTMENT**



GUIDE TO EMPLOYEES RESPONSIBILITIES DURING INCLEMENT WEATHER AND STATE EMERGENCIES

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JOC Phone: 614-734-7550, 7551, 7552
DSN: 346-7550, 7551, 7552
Toll Free: 888-637-9053
FAX: 614-336-7200
E-mail: NGOHJ3JOC@ng.army.mil

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Adjutant General's Department Employee Responsibilities During Inclement Weather and State Emergencies

WEATHER EMERGENCY DESCRIPTION

EMPLOYEE ACTIONS

Level I

Level One means roads are hazardous with blowing and drifting snow, roads are icy and drivers are warned to be cautious.

EMPLOYEE: Plan to come to work if conditions are expected to remain the same or get better. Call supervisor for guidance,
SUPERVISOR: Standard leave procedures apply.

Level II

Level Two means roads are hazardous, only those who feel it is necessary to drive should do so, and drivers are encouraged to call their employers to verify that they need to report to work. At level two, liberal approval of leave for employees is encouraged.

EMPLOYEE: Non-emergency employees may ask to stay home. Mission and weather will dictate the need to come to work. Call supervisor for guidance.
SUPERVISOR: Liberal use of unscheduled leave for non-emergency employees is encouraged.

Level III

Level Three means all roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary. Those traveling on the roadways may subject themselves to arrest unless on official duty. An ONG facility located in a county that has a declared level three snow emergency should implement emergency operations to maintain only essential facility/mission activities.

EMPLOYEE: Only emergency essential employees should plan to come to work. Non-emergency employees will only be called in if they are vital to a specific operation or mission. Individuals should attempt to call supervisor to verify status.
SUPERVISOR: highly encouraged to grant liberal use of unscheduled leave for non-emergency personnel.