**Richland County Recreation Commission**

# INCLEMENT WEATHER

# Emergency Communication Action Plan

1. The Division Head of Safety, Security & Aquatics will collect information from the Governor’s Office, S.C. Department of Human Resources, and the various school districts.

1. The Division Head of Safety, Security & Aquatics will consult with the Executive Director or Chief of Staff, who in turn will make a decision as to the closing of facilities.
2. After a decision is made on facility closings, the Division Head of Safety, Security & Aquatics will disseminate the information to the Webmaster, and the Chief of Staff (if necessary).
3. The Chief of Staff will contact Executive Staff, Community Relations and all remaining Divisional Heads.
4. Division Heads will contact their respective departments. (See Emergency Communication Chart) In the event a Divisional Head or Chief of Staff cannot be contacted, the Division Head of Safety, Security & Aquatics will contact those departments affected.
5. When returning to work, employees should follow the Governor’s instruction for State Offices/Employees located in Richland County. This information will be available on all local networks and on the main office phone recording. Also, Divisional Heads and Assistant Executive Director will contact their respective departments to confirm this information.