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Local Commissioners Memorandum

Section 1

Transmittal:	05-LCM-12
To:	Local District Commissioners
Issuing Division/Office:	Commissioner's Office
Date:	September 15, 2005
Subject:	Local District Emergency Closings
Contact Person(s):	Commissioner's Office 518-474-4152
Attachments:	None
Attachment Available On – Line:	

Section 2

I. Purpose

The purpose of this Local Commissioner's Memorandum is to update the proper procedures for reporting emergency closings of local district offices. This LCM supersedes 97-LCM-42. An emergency is a sudden, generally unexpected occurrence or set of circumstances requiring immediate action, e.g., inclement weather.

II. Background

Prompt reporting of emergency closings will enable OTDA to lend necessary assistance in serious emergency situations and to coordinate its activities with the district in less serious, more temporary emergency situations. It will also enable OTDA to respond to any inquires in an informed manner.

In the event of an emergency closing, each local social services district should designate a staff member and alternates as may be needed, to be responsible for notifying the following, although not necessarily in this order:

- A. The Commissioner's Office in Albany 518-474-4152. The type of emergency necessitating the closing, its probable duration and any other significant impact should be described. Any required assistance from the State should be requested at this time, and arrangements made for contacting the local designee should that become necessary.

- B. Local police, sheriff, fire department and other local governmental entities as required by the nature of the emergency.
- C. Local media, especially radio stations, requesting announcement of the closing and advising the public how to obtain emergency services.
- D. Clients scheduled for appointments, if possible, to advise of the emergency closing.

The designated staff should also assure that the district's plan for providing 24-hour emergency services (e.g. CPS, fuel emergencies, and shelter) is operational and appropriate local authorities and agencies are aware of how to access these services.

Issued By

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