



EMERGENCY RESPONSE PLAN OVERVIEW

Emergency Reaction Team:

The Emergency Reaction Team's membership will depend on the nature of the disaster. The basis of the team will consist of the **CEO, Business Manager, Human Resources Director, Grants and Technology Director, Fiscal Director,** and affected **Program Director(s)**. Membership may be expanded based on perceived need from/or expertise in other agency divisions.

Depending on the nature of the disaster and services available, the following items may be needed.

- If a move is required, you will need boxes, lots of boxes. Sources may be moving firms, U-haul, Ryder, etc.
- Camera (take pictures of damages for possible insurance claim)
- Packing tape
- Moving carts
- Bottled water & food for the moving crew
- Masks/eye protection (depending on nature of disaster)
- Gloves
- Auxiliary lighting
- Generators
- First aid kit
- Brooms, shovels, shop vacs (if cleaning contractor not available)
- Garbage bags
- Arrange for dumpster if necessary
- Arrange for moving van or take pickups
- Spare cell phone to leave with facility if line is disabled
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If office out of action, need to set up:

- Phone calls forwarded to another number
- Locate alternate site
- Contact Insurance Provider

EVENTS THAT CAUSE AGENCY EMERGENCIES

The events that are listed below may cause the activation of an Agency emergency response.

TYPE OF EVENT	RISK (high, medium, low)	COMMENTS
Ice Storms/Blizzards	High	Annual Event
Tornados/High Winds	Medium	Annual Event
Technology Crash	Medium	Exists
Fuel Shortage	Medium	Exists
Fire	Low	Exists
Utility Blackout	Low	Exists
Flooding/Water damage	Low	Exists
Bomb/Violence	Low	Exists
Pandemic	Low	Exists

**SNOW/ICE STORMS
PREPARATION**

Duration: 1-3 days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers. (Use Agency Crisis Manual)

SERVICE	COMPANY/INDIVIDUAL	PHONE NUMBER
Natural Gas		
Electrical		
Water		
Landlord (if applicable)		

- Prepare for snow removal function for sites.

SNOW REMOVAL CONTRACTOR (if applicable)	PHONE NUMBER
Sidewalks:	
Driveway:	

- All sites responsible for snow removal/sidewalk maintenance should have a minimum of a snow shovel and supply of ice melt.
- Keep copies of “Snow/Ice Closing” Policies at all sites.
- All agency vehicles equipped with ice scrapers/jumper cables.
- Flashlights at all sites.
- Blankets at certain sites.
- Emergency radios for all sites.

Radio local or emergency	Tune to:
AM	
FM	

- Master copy of AAA memberships (if applicable) and numbers available in administration office.
- Maintain list of media contacts for closing of services.

Media	Channel/Station	Phone number	Email address
TV (if applicable)			
Radio			
Radio			

BLIZZARDS/ICE STORMS
IMPENDING STORM
MITIGATE

PERSONNEL:

- Turn on emergency band radio if available.
- Personnel located outside of Kearney should advise their supervisors of the situation and follow their instructions regarding early closings. If unable to contact your supervisor by regular phone or cell phone, consult the “Snow/Ice Closing” policy. Instructions in Kearney regarding early closings will be made by the CEO or their designee.
- Individuals on the road should be contacted to advise them of the situation. Staff should use their own discretion on whether to continue, seek shelter, or return to home facility. Traveling staff with AAA should be reminded of this option and make sure they have the toll free number. If situation warrants, Staff will be allowed to take agency vehicle home in lieu of returning to home facility and exchanging for personal vehicle (please consult supervisor if available).

VEHICLES:

- Agency vehicles will be parked with the front of the vehicle facing the parking lot (backed in)
- Buildings with multiple agency vehicles should place cars together (bunch) to facilitate the cleaning of the parking lots.

FACILITIES

- If leaving the facility prior to normal closing, follow normal closing procedures making sure to switch on answering machines.
- Locate and move shovel and ice melt to location close to entry door.
- In the event staff are unable to leave the facility for the night, they should insure entrances/exits are secured. Advise your supervisor if possible so we know what your situation is. Please contact them if the situation changes and you are able to leave.
- If closing of facilities is required. Local radio, and television should be alerted to advise the public of canceled clinics, schools, or functions.

SNOW/ICE CLOSINGS

Although weather remains unpredictable and individual tolerances for snowy/icy conditions exists, these are the guidelines for the closing of Mid offices.

Mid offices outside of Kearney:

The best barometer remains the closing of the county courthouse. When the local (outside of Kearney) courthouse closes, than the local Mid office can close. Staff should contact their immediate supervisor to verify the closing. In the event that the town the office is located in is not located in the county seat, the closing of the office will reflect that of the nearest courthouse to the office.

Mid offices in Kearney:

The Chief Executive Officer (CEO) will make the judgment call on all office closings in Kearney (*not the closing of the courthouse*). Factors that will be considered are snowfall/ice accumulation as well as the potential for increased snowfall or inclement weather for that day. If the weather warrants, a delay in the opening of the office may also be warranted. If it appears that an additional degree of snowfall is to be expected, than the office may remain closed. Each storm will be judged by its potential effect on our ability to operate the facilities.

Head Start:

1. Head Start classrooms will remain linked to the closure of the public school system.
2. When public school announces a later start:
 - Head Start part day/part year morning sessions will be closed.
 - Head Start part day/part year afternoon sessions will be operating at regular time.
 - Head Start/Early Head Start full day/full year will start at whatever time the public school designates as a late start.
 - Head Start/Early Head Start home-based programs' Family Educators will determine if home visits will occur if schools are closed based on safety and road conditions.

Fridays at Head Start Classrooms that do not have children in their classroom, should be linked to the courthouse system (or in Kearney to the judgment of the CEO). Head Start office personnel; see "Mid offices in Kearney".

Transportation:

RYDE closing will be at the discretion of the Transportation Director and the CEO. RYDE is closely linked to contracts, medical services and individuals going to work. This mandates a higher standard of service and more extreme conditions should exist before closing the system. Individuals not on a "need to go" basis can be discouraged or declined due to the road conditions. RYDE operations outside of Kearney should be linked to the courthouse closings or a closing criteria established by the Transportation Director. Please consult with the RYDE Director before closing.

WIC/Health Services/CSFP

The Program Director after consulting with the CEO will make the call on the outlying clinics. Courthouse closings remain a good barometer, but we need to give consideration to those clinics where we have staff coming in from outside the area. In the event of cancellation of an outlying clinic, individuals may be required to report to the WIC office for alternate assignments. Every effort should be made to deliver this service on the scheduled date. Late openings may be called if the weather looks like it may clear.

Meetings:

This call will fall to the individual going to the meeting. If they feel unsafe in being on the road, then they will need to report to their individual work site.

Public Announcements:

Local radio and/or television should be contacted to advise the public of any cancellations of services during a snow/ice emergency.

Please keep in mind that we are in the business of supplying a service to our customers. To do this, we will make every effort to remain open during inclement weather. If you feel you cannot make it to the work site, you will have the option of exercising PTO as outlined in the Personnel Manual.

BLIZZARD/ICE STORM RECOVER

- **Be Careful.** Snow and Ice represents both driving hazards and physical hazards to staff and clients.
- Insure that the walkways and entryways are cleared. Use salt to lessen the impact of packed snow and ice. *Look up:* Clear Icicles over entryway if possible.
- Clear the windshield and all the vehicle's windows prior to driving.
- Reschedule cancelled services and appointments.
- Notify your supervisor immediately if your facility has sustained damage.

**TORNADO/HIGH WINDS
PREPARATION**

Duration: 1-60 days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers. (Use Crisis Manual)
- Prepare reaction plan for minor storm damage
- All sites locate and identify storm refuge locations.
- Keep copies of “Tornado/High Wind” emergency procedures at all sites.
- Flashlights at all sites.
- Emergency radios for all sites.

Radio local or emergency	Tune to:
AM	
FM	

- **Maintain list of media contacts for closing of services.**

Media	Channel/Station	Phone number
TV (if applicable)		
Radio		
Radio		

**TORNADOS/HIGH WINDS
IMPENDING STORM
MITIGATE**

PERSONNEL:

- Turn on emergency band radio if available.
- Personnel located outside of Kearney should advise their supervisors of the situation.
- Individuals on the road should be contacted to advise them of the situation. Staff should use their own discretion on whether to continue, seek shelter, or return to home facility. If situation warrants, Staff will be allowed to take agency vehicle home in lieu of returning to home facility and exchanging for personal vehicle (please consult supervisor if available).

FACILITIES

- Close and secure all doors and windows. Lower blinds to absorb some impact of flying glass.
- If leaving the facility prior to normal closing, follow normal closing procedures making sure to switch on answering machines.
- In the event staff are unable to leave the facility for the night, they should insure entrances/exits are secured. Advise your supervisor if possible so we know what your situation is. Please contact them if the situation changes and you are able to leave.
- If closing of facilities is required. Local radio, and television should be alerted to advise the public of canceled clinics, schools, or functions.

TORNADOS/HIGH WINDS CLOSINGS

- In the event that facilities are closed due to severe damage or loss of power, local media, radio, television and newspaper should be alerted to advise the public. Every effort should be made to contact individual clients of the loss of service and plans for rescheduling.

TORNADOS/HIGH WINDS RECOVER

- **Be Careful.** Damage from these storms may present structural hazards and the risk of exposed electrical wiring and natural gas leakage. This not only applies to your facility but may apply to the roadways and your surrounding environment. Remember not to drive or step on downed power lines.
- Notify your supervisor immediately if your facility has sustained damage.
- Agency reaction team will assess major damages and take steps to secure building and contents.
- If warranted, temporary facilities will be located to continue to provide services and or operational support.
- Reschedule cancelled services and appointments if possible.

Emergency Computer Response Plan

Community Action Partnership of Mid-Nebraska

Purpose: To maintain core system functions (fiscal and transit capabilities) in the event of equipment failure or a building catastrophe.

Relevant Information:

- Currently all data that is placed on the Z: Drive or F: Drive is backed up on the MNCASV Server HP Tape Drive. All Exchange e-mail and ISA server data is also backed up on this tape drive. All backups are checked daily.
- All RYDE information is backed up on the RYDE (MNCA04) Server. Server data is backed up on a tape drive while the Dispatch software is backed up twice. The Backup has been modified so the RYDE staff can burn a Dispatch Sequel database copy to a CD or jump drive to take off site (should be done once a week). In the event of server failure, the backup data can be restored to a different server. If there are power issues, the information can be restored on a battery operated laptop for limited Dispatch use.
- MidVS, Mid04, Mid AD, HS01 and KC01 backup all their files nightly and store data tapes in a fire proof safe.
 - GMS data is backed up on K. Wright's C:Drive once a week. Fiscal makes monthly backups that are saved to a flash drive and taken off site.
- In the event of a server emergency, the tape drive would have to be installed on another server or PC to restore data. Sequel Server must be running to operate both GMS and Dispatch data. The Virtual Server provides more options to restoring data to another VS server if necessary. Downtime would still be estimated at one to three days.

Potential Emergency Situations:

Emergency Scenario #1

In case of an Administrative building emergency that would render all servers and PC's unusable (such as electronic failure, system crashes, lightning strikes) the following steps will take place:

1. All server backup software and information will be placed in a fireproof lock box. Weekly backup tapes will be taken off site every Friday.
2. The Head Start or RYDE Server will be used as our emergency server backups. In the event of a catastrophe, all fiscal data will be restored to their server or restored to a usable hard drive temporarily. It might be necessary to buy another tape drive and install it on a server or backup PC.
3. All transportation data will be restored to a staff laptop. The Transit Data system will be backed up onto flash drive/and laptop daily.
4. New equipment will be placed on emergency order – Expected one to two days for delivery and another two days to reset up the equipment and restore all data.

5. If needed replacement PC work stations and printers will also be ordered.
6. Intellicom be will notified of our emergency situation to help us restore and reset up the network.

Emergency Scenario #2

In case of a building catastrophe that renders the entire building and all equipment inside unusable: (Examples include fire, flood, and tornado)

1. The first priority would be to setup temporary office space for core system functions. Possible site locations include the RYDE facility or the service and education buildings. Office space that meets networking needs could also be rented on a short-term basis.
2. All fiscal backup data will be restored onto the Emergency Server (MidAD, HS, or RYDE) or an Emergency Backup PC with a compatible tape drive. Transit data will be restored on a laptop or hard drive. Emergency workstations will be setup so that limited staff can maintain core functions.
3. Steps 4-6 from Emergency Scenario #1 will be followed.

Emergency Scenario #3

In case of a building catastrophe in which we are experiencing a long-term power outage:

1. An emergency power generator will be located to restore core office functions including lights, phones and server and limited PC usage.
 - a. Hooking up a generator to any type of hardware can cause issues. The backup power supply must generate enough power to not to cause interval spikes which can severely damage servers and PCs.
2. HS01 will use KC01 server in case of catastrophe.

Emergency Server Contact List:

Brian Hemmer – Intellicom – (308) 237-0684 Ext 226

Give them the agency name and my name.

If you cannot reach Brian Hemmer, please contact the **Help Desk at Intellicom – (308) 237-0684 - Press 1 for Technical Repair and Support**

DSL/Internet Issues:

Frontier Business Line: 800-921-8101

Press 1 for High Speed DSL Tech Support

Provide them with the fax number of the building location.

All Kearney Mid DSL lines are setup using the fax number (Admin, Service, Education, and RYDE Buildings)

FUEL SHORTAGE PREPARATION

Duration: 30-360 days

Scope: Agency wide **Note: Fuel shortages are linked to both automobiles and natural gas heating.**

- Install programmable thermostats at all agency owned sites.
- All agency vehicles to be equipped with locking gas caps.
- Keep copies of “FUEL SHORTAGE” emergency procedures at all sites.
- Blankets to be maintained at certain sites.
- Maintain list of media contacts for closing of services.
- Owned facilities will be checked for adequate insulation/weather stripping.

FUEL SHORTAGE MITIGATE

PERSONNEL:

- Dress appropriately for the reduced temperatures.
- Carpool when appropriate.
- Hours may be adjusted by supervisor to conserve energy.

VEHICLES:

- Vehicles without locking gas caps or deemed as non-essential may be drained of fuel and this fuel transferred to essential vehicles.
- Vehicles should be parked in the area of greatest security with the fuel entry side particularly visible.
- Vehicles may be restricted from driving over 55 mph.
- Personnel having to travel on agency business should attempt to carpool whenever possible.
- The CEO may restrict any or all travel as he/she deems appropriate.

FACILITIES

- Make sure doors are securely closed and windows latched. Check for air leakage. If air is entering facility notify Agency Maintenance personnel or landlord.
- During day open blinds to take advantage of solar heating. At night close blinds to conserve energy.
- The use of alternate heating sources, ie electric heaters will be authorized only by the CEO.

**FUEL SHORTAGE
CLOSINGS**

- In the event that facilities are closed due to lack of heat, local media, radio, television and newspaper should be alerted to advise the public. Every effort should be made to contact individual clients of the loss of service and plans for rescheduling.

**FUEL SHORTAGE
RECOVER**

- A fuel shortage may be of extended duration. While heating requirements may pass with the season, fuel for vehicles will continue to be an issue.
- An Agency reaction team will assess the extent of the shortage and make recommendations accordingly.
- If warranted, there may be a co-location of offices; shutting off heating services to some offices, working alternate or limited shifts.
- Providing for work at home opportunities for certain staff.

FIRE PREPARATION

Duration: 1-60 days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers.
- Prepare evacuation plan for building
- All sites locate and identify fire extinguishers/learn how to use them.
- Keep copies of “FIRE” emergency procedures at all sites.
- Flashlights at all sites.
- Fire Extinguishers for all sites.
- Maintain list of media contacts for closing of services.

FIRE MITIGATE

PERSONNEL:

- Call 911 immediately.
- If facility is equipped with intercom, announce that emergency evacuation of the facility has begun.
- Follow evacuation procedures. Make sure staff, clients, and visitors are safe. Check restrooms to insure complete evacuation.
- Personnel located outside of Kearney should advise their supervisors of the situation.

FACILITIES

- Close doors as you leave to contain blaze.
- Minor blazes may be controllable by the use of fire extinguishers. Locate & utilize. If in doubt, get out.
- If closing of facilities is required. Local radio, and television should be alerted to advise the public of canceled clinics, schools, or functions.

FIRE CLOSINGS

- In the event that facilities are closed due to severe damage or loss of power, local media, radio, television and newspaper should be alerted to advise the public. Every effort should be made to contact individual clients of the loss of service and plans for rescheduling.

FIRE RECOVER

- **Be Careful.** Damage from fires may present structural hazards and the risk of exposed electrical wiring and natural gas leakage. Remember not to drive or step on downed power lines.
- Notify your supervisor immediately if your facility has sustained damage.
- Agency reaction team will assess major damages and take steps to secure building and contents.
- If warranted, temporary facilities will be located to continue to provide services and or operational support.
- Reschedule cancelled services and appointments if possible.

UTILITY BLACKOUT PREPARATION

Duration: 1-10 days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers.
- Prepare evacuation plan for building
- Keep copies of “BLACKOUT” emergency procedures at all sites.
- Flashlights at all sites.
- Maintain list of media contacts for closing of services.
- Emergency radios (battery) at all sites.

UTILITY BLACKOUT MITIGATE

PERSONNEL:

- Contact local electrical utility provider for update on the situation if possible.
- Tune radio to local news channel for additional information and follow their instructions. .
- Personnel located outside of Kearney should advise their supervisors of the situation
- Evacuation of the building may be an option depending on the weather. For larger facilities, or offices without windows, staff should gather in a common area with natural light. Senior staff should secure flashlights and escort staff if situation warrants. Check restrooms to insure that all personnel are accounted for.

FACILITIES

- If anticipated that blackout condition will continue; turn computers to off position, unplug; turn light switches to off position. Check stove to make sure burners/oven are in off positions.
- If blackout conditions are expected to last for less than a day, supervisor may send staff home and place them on a standby status. Designated person will monitor power, and may call staff back to work if appropriate.
- If blackout conditions are expected to last more than 48 hours, empty refrigerators of perishables, unplug and leave door ajar. If refrigerator is without power for more than a few hours, food may be un-useable.
- Move flashlight to position near entry door.
- Without power, your office telephone (land line) may not function properly. (secure cell phones and utilize accordingly)

- If blackout condition occurs in winter certain special conditions may apply.
- Depending on your heat source, it may be necessary to produce a small stream of water into a sink to inhibit the freezing of the pipes. Please consult the agency's maintenance department or your landlord for instructions.

UTILITY BLACKOUT CLOSINGS

- In the event that facilities are closed due to lack of utilities, local media, radio, television and newspaper should be alerted to advise the public. Every effort should be made to contact individual clients of the loss of service and plans for rescheduling.
- Follow normal closing procedures, lock and secure the building.

UTILITY BLACKOUT RECOVER

- Under certain conditions, damage from frozen pipes may be a factor. When running the water, carefully inspect around pipes that are exposed for evidence of water damage. Contact the agency's maintenance department or your landlord immediately if there is evidence of damage. If problem is out of control, contact the local city water department and have the water shut off in the street.
- If your utility loss was natural gas, and you have a natural gas water heater or furnace, you must ensure the pilot lights are lit after gas has been restored. (This may be an automatic function of the equipment) Normally the re-lighting of the pilot light will be handled by the gas provider if the problem was widespread. If in doubt, contact your landlord or Agency maintenance personnel for instructions.
- Notify your supervisor immediately if your facility has sustained damage.
- Agency reaction team will assess major damages and take steps to secure building and contents.
- If warranted, temporary facilities will be located to continue to provide services and or operational support.
- Reschedule cancelled services and appointments if possible.

**FLOOD/WATER DAMAGE
PREPARATION**

Duration: 1-30 days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers.
- Keep copies of “FLOOD/WATER DAMAGE Policies at all sites.
- Flashlights at all sites.
- Emergency radios for all sites.

Radio local or emergency	Tune to:
AM	
FM	

**FLOOD/WATER DAMAGE
IMPENDING FLOOD
MITIGATE**

PERSONNEL:

- Turn on emergency band radio if available.
- Personnel located outside of Kearney should advise their supervisors of the situation. Advise them of local emergency management recommendations regarding closing of the facilities. If no local emergency management instructions are available follow the supervisor’s recommendations regarding early closings.
- Individuals on the road should be contacted to advise them of the situation. Staff should use their own discretion on whether to continue, seek shelter, or return to home facility. If situation warrants, Staff will be allowed to take agency vehicle home in lieu of returning to home facility and exchanging for personal vehicle (please consult supervisor if available).

FACILITIES

- If high water is imminent, locate main electrical shutoff if possible and switch it to off. (Consult the map located in your Emergency Procedure Manual for location).
- If leaving the facility prior to normal closing, follow normal closing procedures.
- Locate flashlight close to entry door if you have cut off the electrical main. .
- In the event staff are unable to leave the facility for the night, they should insure entrances/exits are secured. Contact 911 and advise of emergency personnel of your situation. Follow their recommendations. If required, wedge towels, etc. on

entry thresholds to inhibit the entry of water. Advise your supervisor if possible so we know what your situation is. Please contact them if the situation changes and you are able to leave.

- If closing of facilities is required. Local radio, and television should be alerted to advise the public of canceled clinics, schools, or functions.

FLOOD/WATER DAMAGE CLOSINGS

Public Announcements:

Local radio and/or television should be contacted to advise the public of any cancellations of services during a flood emergency.

FLOOD/WATER DAMAGE RECOVER

- **Be Careful.** A flood represents both driving hazards and physical hazards to staff and clients.
- Notify your supervisor immediately if your facility has sustained damage. An Agency reaction team will assess the damage and take steps to secure the building and the contents.
- Take pictures of damages for possible insurance claim.
- Clear debris/water from the facility and open windows (if appropriate) to aid the drying process.
- If carpeting and floor remain wet, furniture should be placed on wood or styrofoam blocks to aid the drying process.
- Inventory all items you are throwing away for possible insurance claim.
- Reschedule cancelled services and appointments.

BOMB THREAT PREPARATION

Duration: 1- days

Scope: Limited to specific sites

- Keep list of utility providers in area and contact numbers.
- Prepare evacuation plan for building
- Keep copies of “BOMB THREAT” emergency procedures at all sites.
- Flashlights at all sites.
- Fire Extinguishers for all sites.
- Maintain list of media contacts for closing of services.

BOMB THREAT MITIGATE

PERSONNEL:

- Call 911 immediately.
- If equipped with intercom facilities. Announce that an emergency evacuation of the facility has begun.
- Follow evacuation procedures. Make sure staff, clients, and visitors are safe. Check restrooms to be sure everyone has exited.
- Personnel located outside of Kearney should advise their supervisors of the situation.

FACILITIES

- Leave doors open to aide in an official search of the facility.
- Senior staff may assist emergency response personnel in search if requested. If in doubt, get out.
- If closing of facilities is required. Local radio, and television should be alerted to advise the public of canceled clinics, schools, or functions.

BOMB THREAT CLOSINGS

- In the event that facilities are closed due to the threat, or due to damage, local media, radio, television and newspaper should be alerted to advise the public. Every effort should be made to contact individual clients of the loss of service and plans for rescheduling.

BOMB THREAT RECOVER

- **Be Careful.** In the unlikely event of an actual explosion, Damage may present structural hazards and the risk of exposed electrical wiring and natural gas leakage. Remember not to drive or step on downed power lines.
- Notify your supervisor immediately if your facility has sustained damage.
- Agency reaction team will assess major damages and take steps to secure building and contents.
- If warranted, temporary facilities will be located to continue to provide services and or operational support.
- Reschedule cancelled services and appointments if possible.

DISASTER EMERGENCY PROCEDURE
(Personnel/Payroll)

In the event of a widespread natural or man-made disaster, Community Action Partnership of Mid-Nebraska will follow its own office closing procedure and/or the recommendations of governmental officials; and/or the public health department regarding the closing of agency facilities. In the case of a disaster that is limited in area and causes major external/internal damages to individual facilities, the CEO or their designee will make the decision.

In the event of worksite closing the following guidelines will be followed:

- If the funding source agrees to the payment of full or partial wages during the emergency, we will follow the funding sources procedures.

In the absence of guidelines from program funding sources; the agency will implement the following:

- If alternate worksites are available staff will report to those sites.
- If sites are not available and staff does not report for agency emergency services as authorized by the CEO or their designee, staff may be allowed up to three days of Administrative Leave at the discretion of the CEO or their designee.
- After Administrative Leave, individuals with PTO will use it. Staff without PTO will be placed on LWOP status. Benefit dollars and the accrual of leave will continue until all paid leave is exhausted.

Agency emergency status personnel working in their primary job function will be paid their normal rate of pay during the period of emergency service. Personnel serving in a capacity other than their normal job function may receive a wage comparable to that Agency pay scale for similar positions.

Community Action Partnership of Mid-Nebraska has limited reserves that may be used to meet agency financial obligations during this shutdown. Primary emphasis and resources will be used to ensure a return to normal operations as soon as possible.

Personnel/Payroll Procedure last updated: January 25, 2007