

## ***No Text after the Snowstorm? Update your First Call form!***

Did you get a robocall or text Sunday night about the impact of the snowstorm on Kent County operations?

If not, you need to update your First Call form and submit it to the Personnel Office before the next winter storm arrives - likely this coming weekend.



A number of Kent County employees received no text notification or call. It appears the reason has to do with the individual cell telephone carrier. The First Call system needs the cell phone carrier name in addition to the cell phone number.

The message to be broadcast will likely be one of the following (listen for “Delaware”, since Kent County, Maryland is just across the State line):

- *Kent County Delaware employees—Liberal leave is in effect. Essential employees report as scheduled*
- *Kent County Delaware employees—Delayed arrival (one or two) hours. Liberal leave in effect. Essential employees report as scheduled.*
- *Kent County Delaware employees—Offices closed for the day. Essential employees report as scheduled.*

“Liberal leave” means an employee should report to work as normal, but is NOT required to report to work. The employee must promptly call his/her supervisor to advise if he/she will not be in. The time off will be deducted from accrued vacation.

“Essential employees” are those persons required to deal with the emergency. These include paramedics, dispatchers, and some wastewater and facilities management workers. Employees should ask their supervisor now if they are “essential”, so you know if you have to come to work when it snows.

As government employees we are all subject to call-in to help in an emergency, even performing duties outside of the “routine”. Most importantly, always be safe.

Most Kent County employees completed the Emergency/Inclement Weather Call Form during new hire orientation or when the system was launched. When emergencies arise or a building is closed or has a delayed opening, the Department of Public Safety will automatically send out alerts to enrolled employees.

If you did not receive a call or text on Sunday (Jan. 13) night, please promptly complete the attached form and promptly submit it to the Personnel Office. The department of Public Safety intends to “test” the system on Friday in advance of the next big winter storm.

*(Posted 01/14/19)*

EMERGENCY/INCLEMENT WEATHER  
INFORMATION CALL LIST  
BY THE AUTOMATED CALL SYSTEM

**\*ESSENTIAL PERSONNEL ALWAYS REPORT AS SCHEDULED\***

\_\_\_\_\_  
Employee Name

(    ) \_\_\_\_\_  
Home Phone

(    ) \_\_\_\_\_  
Cell Phone

Would you allow a text message to be sent to your cell phone? \_\_\_\_\_

If so, please indicate your cell phone provider \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date