

## **Did you receive the Test call/text notification on Nov. 8? If not, submit a new form to the Personnel Office**

Did you get a text from the County Administrator on Friday, November 8?

If not, contact the Personnel Office to add your name and cellular telephone number & provider (and home number, if you have one) to the new *Swift 911* notification software. This automated (robo) call and/or cell phone texting system is used to inform employees when County office operating hours are impacted by adverse weather events or emergencies.

Want to have the *Swift 911* message emailed to your phone or home computer? Update your automated call/cell phone text form and submit it to the Personnel Office.

The logo for SWIFT 911 is displayed on a red rectangular background. The text "SWIFT 911" is in a large, bold, white sans-serif font. Below it, the tagline "Reach Thousands in Seconds!" is written in a smaller, white sans-serif font.

It is important to update your form each time you change cell phone carriers or get a new email address.

The *Swift911* text message/call identification will be listed as 302-460-2501.

Kent County Levy Court Policy 4-2 describes the procedures for addressing treacherous weather conditions.

If County offices are closed or have a delayed opening, it will also be announced on the following radio stations: WKEN-1600, WDOV-1410, WDSO-94.7, WRTX-92.9, WAFL-97.7, or WXPZ-101.3 as well as local television stations WBOC and WMDT.

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.

*(Posted 11/08/19)*



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



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

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

\_\_\_\_\_  
Email address on your phone

( ) \_\_\_\_\_  
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 \_\_\_\_\_  
**(We must know your provider for you to receive a call/text.)**

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

\_\_\_\_\_  
Date