



**Town of Boscawen**  
**Inclement Weather & Emergency Protocol**  
**Approved 2/10/2022**  
**Reviewed 4/13/2023**

**Introduction**

Inclement weather or other emergency events can occur and the Town of Boscawen is prepared to respond to such events.

**Emergency Situations can include (but may not be limited to) the following:**

- Loss of Electricity
- Loss of Heating or Cooling
- Loss of Plumbing/Water
- Snow Storms
- Other Severe Weather Event
- Governor Declaration of an Emergency

**Protocol**

The Town Administrator will consult with the appropriate department heads and/or officials regarding the inclement weather or emergency event.

The Town Administrator will make a recommendation to the Select Board based on information received from the consultation(s).

Upon decision by at least two Select Board members to close the office, the Town Administrator will notify department heads and administrative personnel by telephone and email.

Notice shall be posted for residents to the Town website, Facebook page, WMUR, and a copy posted to the Municipal Office door.



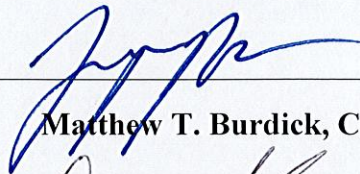
### **Employee Pay**

Employees will be compensated for their scheduled time when the Town makes the decision to close the office. Employees are expected to work from home whenever possible when the office is closed due to inclement weather & emergencies.

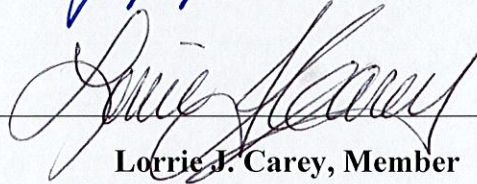
This policy was reviewed at a regularly noticed Select Board meeting on April 13, 2023.

#### **Town of Boscawen**

#### **Select Board**



**Matthew T. Burdick, Chair**



**Lorrie J. Carey, Member**



**Bill Bevans, Member**