

POLICY #33

**NOTIFICATION PROCEDURE REGARDING TEMPORARY ROAD CLOSINGS**

DATE ADOPTED: 3-20-00  
PAGE DATE AMENDED: 7-28-08  
MINUTE BOOK: 36 PAGE 207

---

PURPOSE: To establish formal procedures to be followed in the event of a road closing.

PROCEDURE: The following procedure is hereby established with regard to the notification of entities affected by road closings:

- 1) Road and Bridge will notify EMA of any road closings due to construction or emergency. Location, reason for closure, and estimated time to reopen will be provided.
- 2) EMA will notify County Road Department of any road closings due to emergency giving same information as item #1.
- 3) Road Department will notify the Town Hall or Mayor of towns affected by the closure giving same information as item #1. If after hours, message is to be left if possible or contact is to be made first thing the following morning.
- 4) EMA will notify affected school systems in emergency situations. County Road Department will notify school systems concerning preplanned construction.
- 5) EMA will notify all emergency personnel and law enforcement via page giving same information.
- 6) Repeat process in reverse when road reopens.