

## Inclement Weather Notification in Selected Tennessee Cities

MTAS Research and Information Center | September 2018

Does your organization close during inclement weather? If yes, how do you notify **non-emergency employees** who do not have to report to work?

Organization	Yes/No	How notified
Gallatin	Yes	Local media, Code Red, text, Supervisors
Brentwood	No	
Mt. Juliet	Yes	Text
Cookeville	No	On rare occasions, should extreme snow fall occur, non-essential personnel may be allowed to go home early and that notification is an email from the City Manager to Department Directors.
LaVergne	Yes	Mass Email/Phone Calls via Dept. Head
Moscow	Yes	Text or phone call
Memphis	No	E-mail and Local News Media
Johnson City	No	
Crossville	Yes	Closings, early dismissal or delayed openings are few, but do occur. Mayor and City Manager gives order to City Clerk and/or Human Resources Administrator. Clerk or HR sends text messages to department heads to advise of closings, early dismissal or delayed openings.
Dyersburg	Yes	Use Everbridge software system that calls every employee's number with a message.
Bartlett	Yes	Telephone
Maryville	No	
Lawrenceburg	Yes	E-mail and phone

Are emergency workers required to report to work during inclement weather? How do you notify emergency employees who have to report to work? How do you notify emergency employees who do not have to report to work?

Organization	Yes/No	Emergency Notified – Reporting to Work	Emergency Notified- Not Reporting to Work
Gallatin	Yes	Department Heads	Department Heads
Brentwood	Yes	Regular Weekly Schedule	Regular Weekly Schedule
Mt. Juliet	Yes	if they are scheduled they work	They don't have to come in unless they would be called.
Cookeville	Yes		
Lavergne	Yes	Department Heads	Department Heads
Moscow	Yes	Text or phone call	Text or phone call

Organization	Yes/No	Emergency Notified – Reporting to Work	Emergency Notified- Not Reporting to Work
Memphis	Yes	N/A	N/A
Johnson City	Yes		
Crossville	Yes	Department heads make notification to their department employees if they are required to report in.	
Dyersburg	Yes	We have certain departments (fire, police, dispatchers, etc .) who are aware they are in essential function departments; therefore they are aware they must report to work.	Everbridge program
Bartlett	Yes	Telephone	Telephone
Maryville	Yes	When inclement weather is forecasted, employees leave for the day knowing they are on call. The supervisor calls the employee if necessary.	The employee will know his on call status when inclement weather is forecasted.
Lawrenceburg	Yes	E-mail and phone	E-mail and phone

### **Contact Information**

Name	Organization	# of Employees	Contact Number
Debbie Johnson	City of Gallatin	437	
Mike Worsham	City of Brentwood	265	615.371.0060
Janet Southards	City of Mt. Juliet	160	615.773.6290
Gail Fowler	City of Cookeville	425	931.520.5256
Cheryl Lewis Smith	City of LaVergne	250	615.287.8622
Loretta Bell	City of Moscow	12	901.877.3584
Eric Sabatini	City of Memphis	6,700	901.636.6411
Steve Willis	City of Johnson City	915	423.434.6016
Leah Crockett	City of Crossville	160	931.456.5681
Sue Teague	City of Dyersburg	260	731.288.7607
Ted Archdeacon	City of Bartlett	700	901.385.6430
Leslie Crawford	City of Maryville	309	865.257.0357
Doug Edwards	City of Lawrenceburg	133	931.762.4459X102

Thank you for completing the survey.