

**INSTRUCTION LETTER**

**INSTRUCTION NUMBER: 15-14, Amendment 2**

**TO: Upstate Workforce Board Contractors and Partners**

**SUBJECT: Internal Emergency Notification Procedure**

**DATE**

**ISSUED: July 11, 2023**

**DATE**

**EFFECTIVE: Immediately**

**DATE**

**EXPIRES: Indefinitely**

**PURPOSE:** This policy delineates the process for notification when there is a change in the operational status of the Upstate Workforce Board's office during emergency situations. The procedure describes the process for informing our Grantees. All WIOA funded programs are required to have an Internal Emergency Notification Plan. Grantees located in a One Stop Center will follow that entity's plan.

Events/Incidents that may require use of notification procedures include, but are not limited to:

- ✓ Inclement Weather (snow, ice, severe storms, tornadoes, flooding, etc.)
- ✓ Utility Changes
- ✓ Criminal Activity (bomb threat, intruder, lock-down, terrorist attack, etc.)
- ✓ Fire
- ✓ Any other condition, event or incident that may affect the operation of any county government building or facility.

**BACKGROUND:** The Upstate Workforce Board chose Spartanburg County in 2003 to be its Fiscal Agent. Upstate Workforce Board staff will follow the Spartanburg County Emergency Notification policy. Notification to Grantee is explained below:

1. Spartanburg County has a phone system in place that will call the Executive Director and Associate Director and leave a recording should the operation status of Spartanburg County change. This only occurs when there is a change from our normal business hours. A message was sent to the Spartanburg County Emergency Manager on October 2, 2017, giving the current phone numbers of the Executive Director and Associate Director. These numbers are in the Emergency Management System. Should either of these numbers change, the Executive Director will inform the Spartanburg County Emergency Manager as soon as possible.
2. The Upstate Workforce Board's Associate Director will call or text all staff of the Upstate Workforce Board with the change in schedule. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text all staff. DO NOT call 911 for information on closing or delays. It is imperative that staff advise both the Executive Director and Associate Director of changes to phone numbers.

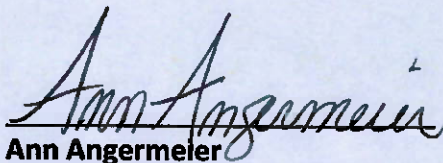
3. In addition to the above notification, Spartanburg County also sends the operational status to local media outlets. Depending on the timing of the call, an employee may find out about the operational status this way.
4. The Associate Director should text the WIOA funded program Directors to inform them of the operational status of the Upstate Workforce Board office. If the Upstate Workforce Board's Associate Director is on leave, the Executive Director will call or text the WIOA funded Program Directors. Program Directors may follow the same policy as the Upstate Workforce Board or create a policy of their own for their location. If the policy is different from that of the Upstate Workforce Board, it should be sent to the Upstate Workforce Board Associate and Executive Director. The Associate Director will notify the State of SC Works office closures.

**ACTION:** Grantees should be knowledgeable of the above procedures. Grantees should also develop and maintain a disaster recovery plan for its computing resources. The plan shall cover all relevant platforms (personal computers, networks, workstations, and midrange systems as appropriate).

Attached is the Emergency Notification List. Distribute this policy and attachment to all applicable staff. Please ensure that the Upstate Workforce Board Associate and Executive Director are advised when staff and/or phone numbers on the attached list change.

Upstate Workforce Board staff will include checks for these procedures during monitoring visits.

**INQUIRIES:** Should you have any questions concerning this instruction, please contact Dana Hudgins at (864) 596-2028 or [Dana@upstatewb.org](mailto:Dana@upstatewb.org).



**Ann Angermeier**  
**Executive Director**  
**Upstate Workforce Board**

Attachment Included

Replaces Local Instruction letter 15-14, Amendment 1

**EMERGENCY NOTIFICATION LIST**  
Current as of 7-11-23

**GRANTEE ORGANIZATION**  
SC Works Greater Upstate

**NAME AND TITLE**  
Nikki Burgess  
Project Director

**PERSONAL CELL #**  
(864) 251 - 3072

Kenneth Taylor  
Comprehensive Center Manager

(864) 621 - 4518

ACHIEVE Program

Anna Oswald  
Director

(803) 413 – 0108