

Town of Chevy Chase Policy Regarding Public Use and Management of Town Facilities During Power Outages

I. Purpose

The purpose of this policy is to provide guidance on public use and management of Town facilities during power outages.

II. Goals

1. To designate Town facilities for public use during power outages.
2. To establish allowable uses of Town facilities during power outages.
3. To set hours of operation of Town facilities during power outages.
4. To establish a process for staffing Town facilities during power outages.

III. Designation of Town Facilities for Public Use During Power Outages

During a power outage, the Town Office and Town Hall may be open and available to the public, as specified herein. All uses set forth herein assume a fully operational generator.

IV. Allowable Uses of Town Facilities During Power Outages

If the Town Office is open during power outages, it shall be available to the public for the purpose of conducting Town business. If the Town Hall is open during power outages, it shall be available to the public for use as a temporary shelter.

At no time shall the number of persons in the Town Hall exceed fifty (50).

At no time shall the Town Hall be used overnight for any reason during power outages.

V. Hours of Operation of Town Facilities During Power Outages

If a power outage occurs on a weekday, the Town Office and Town Hall may be open and available to the public during normal business hours, 9:00 a.m. – 5:00 p.m., Monday – Friday. The Mayor, Town Manager, or a designee, shall have authority to modify these hours as necessary or warranted.

If a power outage occurs on a weekend, the Town Hall may be open and available to the public if consent is provided by Montgomery County at the request of the Mayor, Town Manager, or a designee. The Mayor, Town Manager, or a designee shall have the authority to determine hours of operation of the Town Hall during weekends.

VI. Staffing of Town Office and Town Hall During Power Outages

If the Town Office is open during power outages, the Town Manager is responsible for staffing arrangements. In the event the Town Manager is incapacitated, outside normal communication, or unable to perform his or her regular duties, the Mayor shall assume this responsibility.

If the Town Hall is open during power outages, at least two (2) staff members, Councilmembers, or volunteers designated by the Mayor or Town Manager shall staff the facility.

Approved December 10, 2018