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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 97 LCM-42

Date: June 9, 1997

Division: Commissioner's  
Office

TO: Local District Commissioners

SUBJECT: Local District Closings

ATTACHMENTS: None

Prompt reporting of emergency closings will enable the Department to lend necessary assistance in serious emergency situations and to coordinate its activities with the district in less serious, more temporary emergency situations. It will also enable the Department to respond to any inquiries in an informed manner.

In the event of an emergency closing, each local social services district should designate a staff member and alternates, as may be needed, to be responsible for notifying the following, although not necessarily in this order:

1. The Commissioner's Office in Albany by calling 1-800-343-8859, extension 3-6369. The type of emergency necessitating the closing, its probable duration and any other significant impact should be described. Any required assistance from the State should be requested at this time, and arrangements made for contacting the local designee should that become necessary.
2. Local police, sheriff, fire department and other local governmental entities as required by the nature of the emergency.
3. Local media, especially radio stations, requesting announcement of the closing and advising the public how to obtain emergency services.
4. Clients scheduled for appointments, if possible, to advise of the emergency closing.

Date June 9, 1997

Trans. No. 97 LCM-42

Page No. 2

5. Network Control (1-800-343-8859, ext. 4-5254) if there are any questions concerning systems operations. Staff there will determine if any actions affecting management systems are necessary and advise district staff of procedures to follow.

The designated staff should also assure that the district's plan for providing 24-hour emergency services (e.g. CPS, fuel emergencies, shelter) is operational and appropriate local authorities and agencies are aware of how to access these services.

Any questions concerning this LCM may be directed to Debra Stark at 1-800-343-8859, ext. 3-6369.

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Brian J. Wing  
Acting Commissioner  
Department of Social Services