

## **Procedures for Emergency Clean-up of Town's Property**

In cases of emergencies, the Town Manager should be contacted at 828-736-7448. If the Town Manager is not available, the Public Works Director should be notified at 828-736-1172.

Once the situation has been evaluated and prioritized, the Town Manager or Public Works Director will contact the two town "on call" employees to assist with the situation.

In cases where streets/sidewalks are involved, the Town Manager or Public Works Director will contact the Street Supervisor at 828-736-1165.

In limited and emergency situations where streets/sidewalks have to be cleaned and the use of the Fire Department truck is necessary, the Town may pay up to 3 volunteer fire fighters at a rate of \$10/hour to help with cleaning streets and sidewalks. Permission must be granted by the Town Manager or Mayor. Paid volunteer fire fighters will only be used when town employees are unavailable. The Fire Chief will be responsible for turning in a volunteer time sheet (attached) for each volunteer fire fighter that worked during the emergency. This should be done within two business days in order to process the checks in a timely manner.

Volunteer Name: \_\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	HOURS WORKED
MON				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HOURS WORKED				

I authorize payment of hours noted on this time sheet:

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Supervisor Signature                      Date                      Supervisor Name (Print)

Volunteer certifies all hours noted on this time sheet are accurate:

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Volunteer Signature                      Date                      Volunteer Name (Print)