

Winter Road Conditions Communication Process

Purpose: To proactively communicate a consistent message to the public during winter weather conditions. To communicate with internal key stakeholders, School Superintendents and the public to keep them advised of road conditions and the actions taken to address adverse conditions.

Routine Winter Weather Events		
Action	Responsible	Communicate To
When winter weather advisories, watches and warnings are issue by the National Weather Service (NWS), post information on the Porter County Government page. Share on other county affiliated pages as appropriate depending on severity of NWS alert. Make additional posts when appropriate based on NWS alerts from NWS.	Assistant To Commissioners	General Public
Post relevant “Who Plows What Roads”, “How You Can Help Highway Help You”, “Winter Driving Tips” and “Plowing/Salting Logistics” videos as appropriate on Porter County Government Facebook page and share on other county affiliated pages.	Assistant To Commissioners	General Public
When Highway Department trucks are deployed during a winter weather incident, provide notification including road conditions and actions being taken via text message or phone call.	Highway Supervisor	Assistant To Commissioners
Upon receiving deployment and road conditions report from Highway Department, notify Board of Commissioners via text message	Assistant To Commissioners	Commissioners
Upon receiving deployment and road conditions report from the Highway Department, notify key internal stakeholders and school superintendents via email.	Assistant To Commissioners	Internal Stakeholders & School List
Upon receiving deployment and road conditions report from Highway Department, post information on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public
Upon receiving deployment and road conditions report from Highway Department, send information to the subscribers of Winter Weather Road Conditions Updates via the website Alert Center module.	Assistant To Commissioners	Road Conditions Reports Subscribers
Provide updates on road conditions and progress on plowing/salting remediation every two or three hours as appropriate during prolonged winter weather events via text message, phone call or email.	Highway Supervisor	Assistant To Commissioners
Upon receiving updates on road conditions and progress on plowing/salting remediation, communicate information to the Board of Commissioners via text message.	Assistant To Commissioners	Commissioners
Upon receiving updates on road conditions and progress on plowing/salting remediation, communicate information to internal key stakeholders and School Superintendents via email.	Assistant To Commissioners	Internal Stakeholders & School List
Upon receiving updates on road conditions and progress on plowing/salting remediation, post information on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public
Upon receiving updates on road conditions and progress on plowing/salting remediation, send information to the subscribers of Winter Weather Road Conditions Updates via the website Alert Center module	Assistant To Commissioners	Road Conditions Reports Subscribers

For Travel Advisory & Travel Watch Alerts		
Action	Responsible	Communicate To
When road conditions deteriorate to the point where a Travel Alert Level may be warranted, the EMA Director shall consult with the Highway Department Supervisor and the Sheriff's Department as to what travel alert level should be put in place. (The Highway Department Supervisor may initiate the consultation if necessary)	EMA Director	Highway Department Supervisor & Sheriff's Department
If the EMA Director determines that Travel Advisory or Travel Watch is warranted, he may declare the Alert and upgrade the County's Status on the Indiana Department of Homeland Security	EMA Director	Indiana Department Of Homeland Security
The EMA shall notify the Assistant to Commissioners via phone call of a Travel Alert or Travel Watch status and advise what conditions warranted the Advisory.	EMA Director	Assistant To Commissioners
Upon receiving notification of Travel Advisory or Travel Watch status, the Assistant to Commissioner will notify the Commissioners via text message.	Assistant to Commissioners	Commissioners
Upon receiving notification of Travel Advisory Or Travel Watch status, the Assistant to Commissioner will notify the Internal Key Stakeholder and School Superintendents via email.	Assistant to Commissioners	Internal Stakeholders & School List
Upon receiving notification of a Travel Advisory or Travel Watch status, the Assistant To Commissioners shall update the "ALERT STATUS" on the county website.	Assistant To Commissionoens	General Public
Upon receiving notification of Travel Advisory or Travel Watch status, post Travel Advisory or Travel Watch status on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public
During a Travel Advisory or Travel Watch Status, the Assistant to Commissioners shall continue to provide regular updates every three or four hours as outlined in the "Routine Winter Weather Events" section of this document.	Assistant To Commissioners	Commissioners/Internal Stakeholders/School Superintendents/General Public
During a Travel Advisory or Travel Watch Status, the EMA Director will continue to monitor road conditions via internal stakeholders emails, along with consultations with the Highway Supervisor and Sheriff's Department. When it is determined that a Travel Alert Status can be lowered or lifted, the EMA Director shall notify the Assistant To Commissioners	EMA Director	Assistant To Commissioners
Upon receiving the notification of the lifting or lowering of a Travel Alert Status, the Assistant to Commissioners shall notify the Commissioners via text message.	Assistant To Commissioners	Commissioners
Upon receiving notification of the lifting or lowering of a Travel Alert Status, the Assistant to Commissioners will notify the Internal Key Stakeholder and School Superintendents via email.	Assistant To Commissioners	Internal Stakeholders & School List
Upon receiving notification of the lifting or lowering of a Travel Alert Status, the Assistant to Commissioners shall update the "ALERT STATUS" on the county website.	Assistant To Commissioners	General Public
Upon receiving notification of the lifting or lowering of a Travel Alert Status, post the lifting or lowering of the Travel Watch Status on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public

For Travel Warning Alert (State Of Emergency)		
Action	Responsible	Communicate To
When road conditions deteriorate to the point where a Travel Warning (State Of Emergency) level may be warranted, the EMA Director shall consult with the Highway Department Supervisor and the Sheriff's Department as to what travel alert level should be put in place. (The Department Supervisor may initiate the consultation if necessary)	EMA Director	Highway Department Supervisor & Sheriff's Department
As only the Board of Commissioners have the authority to declare a Travel Warning (State of Emergency), the EMA Director shall consult with the President of the Board of Commissioner via telephone, providing the necessity and justification for said declaration.	EMA Director	President of Board Of Commissioners
The President of the Board of Commissioners shall consult with the other Commissioners and render a decision as to whether or not to declare a Travel Warning (State of Emergency).	President of Board	Other Commissioners
The President of the Board of Commissioners shall notify the EMA Director of their decision.	President Of Board	EMA Director
If a Travel Warning (State Of Emergency) is declared by the Board of Commissioners, the EMA Director Shall upgrade the County's Status on the Indiana Department of Homeland Security	EMA Director	Indiana Department Of Homeland Security
If a Travel Warning (State of Emergency) is declared by the Board of Commissioners, the EMA Director shall notify the Assistant to Commissioners via telephone.	EMA Director	Assistant To Commissioners
Upon receiving notification of Travel Warning (State of Emergency), the Assistant to Commissioner will notify the Internal Key Stakeholder and School Superintendents via email.	Assistant to Commissioners	Internal Stakeholders & School List
Upon receiving notification of a Travel Warning (State Of Emergency, the Assistant To Commissioners shall update the "ALERT STATUS" on the county website.	Assistant To Commissioners	General Public
Upon receiving notification of Travel Warning (State of Emergency), post the Travel Warning (State Of Emergency) status on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public
During a Travel Warning (State of Emergency) status, the Assistant to Commissioners shall continue to provide regular updates every three or four hours as outlined in the "Routine Winter Weather Events" section of this document.	Assistant To Commissioners	Commissioners/Internal Stakeholders/School Superintendents/General Public
During a Travel Warning (State of Emergency) status, the EMA Director will continue to monitor road conditions via internal stakeholder emails, along with consultations with the Highway Supervisor and Sheriff's Department. If a consensus is reached between the EMA Director, Highway Department Supervisor and the Sheriff's Department to lift or lower the Travel Alert status, the EMA shall contact the President of the Board of Commissioners via telephone and request permission to lift or lower the Travel Warning (State of Emergency) status.	EMA Director	Assistant To Commissioners
The President of the Board of Commissioners shall consult with the other Commissioners and render a decision as to whether or not to lift or lower the Travel Warning (State of Emergency) status.	President of Board	Other Commissioners
The President of the Board of Commissioners shall notify the EMA Director of their decision.	President Of Board	EMA Director
Upon receiving notification of the lifting or lowering of a Travel Warning (State of Emergency) status, the Assistant to Commissioners will notify the Internal Key Stakeholder and School Superintendents via email.	Assistant To Commissioners	Internal Stakeholders & School List
Upon receiving notification of the lifting or lowering of a Travel Warning (State of Emergency) status, the Assistant to Commissioners shall update the "ALERT STATUS" on the county website.	Assistant To Commissioners	General Public
Upon receiving notification of the lifting or lowering of a Travel Warning (State of Emergency) status, post the lifting or lowering of the Travel Watch Status on Porter County Government Facebook page and other county affiliated pages as appropriate.	Assistant To Commissioners	General Public

