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POLICY TRANSMITTAL NO. 10-05	DATE: APRIL 27, 2010
HUMAN RESOURCES MANAGEMENT DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF INTERGOVERNMENTAL RELATIONS AND POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-1-58.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:2-1-58 is revised to: (1) clarify how Oklahoma Department of Human Services (OKDHS) operates and delivers services to the citizens of Oklahoma during hazardous weather conditions and temporary office closings due to imminent peril or unsafe conditions; and (2) remove language that is internal OKDHS procedures.

Original signed on 2-18-10

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Diane Haser-Bennett, Director  
Human Resources Management Division

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Sandra Harrison, Coordinator  
Office of Intergovernmental Relations and  
Policy

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WF # 09-21 (NAP)

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## **INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

### **REMOVE**

340:2-1-58

### **INSERT**

340:2-1-58, pages 1-2, revised 5-13-10

**340:2-1-58. Reduced services and temporary office or facility closures**Revised 5-13-10

(a) **Reduction of services due to hazardous weather conditions.** Based on authorization received from the Oklahoma Department of Public Safety (DPS), the Oklahoma Department of Human Services (OKDHS) may reduce services available to clients during hazardous weather conditions.

(1) OKDHS is responsible for maintaining its essential functions and client services regardless of weather conditions. ■ 1

(2) Services provided by OKDHS hot lines, institutions, shelters, and other residential care facilities are not reduced during hazardous weather conditions.

(b) **Temporary office closings due to imminent peril or other unsafe working conditions.**

(1) An OKDHS office may be temporarily closed because of an imminent peril threatening the public health, safety, or welfare. ■ 2

(2) All or a portion of an OKDHS institution or residential care facility may be closed because of an imminent peril threatening the health, safety, or welfare of residents. Residents are relocated to other institutions or facilities as appropriate. ■ 2

**INSTRUCTIONS TO STAFF 340:2-1-58**Revised 5-13-10

1. Refer to OKDHS:2-1-33.1 regarding Oklahoma Department of Human Services (OKDHS) regulations for procedures and employee responsibilities when services are reduced due to hazardous weather conditions. Also refer to Merit Rules OAC 530:10-15-70 and 530:10-15-71.

2. (a) Examples of reasons for temporarily closing an office, institution, or residential care facility are:

(1) leaks of toxic fumes in buildings;

(2) life threatening damage to building structures;

(3) emergency operations that would be disrupted by the presence of the usual work force; or

(4) any other condition that poses a significant threat to the safety of clients, residents, or the work force.

**(b) Refer to OKDHS:2-1-33.1 regarding OKDHS regulations for procedures and employee responsibilities when offices or facilities are temporarily closed. Also refer to Merit Rules OAC 530:10-15-70 and 530:10-15-71.**