

Inclement Tropical Weather Policy

August 30, 2023

Office Closure

N2N leadership will close the office if it is determined that any one of the following conditions *exists or is forecasted* by the National Weather Service or NOAA during office hours **due to a tropical storm or hurricane**:

- Sustained winds in excess of 40 mph [[Source](#)]
- Wind gusts in excess of 55 mph [[Source](#)]
- “Moderate” or higher chance of flash flooding [[Source](#)]
- Hurricane-strength storm making landfall within 100 miles [[Source](#)]
- Hurricane warning issued for any section of the county’s coast (Cameron County for the Harlingen office, Brazoria or Galveston County for the Houston office) [[Source](#)]

Call-Offs Due to Tropical Systems

Furthermore, staff should feel free to call off and stay home when any one of the following conditions exist or are forecasted to exist during office hours **due to a tropical storm or hurricane**:

- Any tropical cyclone making landfall within 75 miles [[Source](#)]
- Tropical storm warning issued for any section of the county’s coast (Cameron County for the Harlingen office, Brazoria or Galveston County for the Houston office) [[Source](#)]

Communications

N2N leadership will notify staff of any office closures due to tropical weather before 8:00 am of the morning in which the tropical weather event occurs. Notifications will be posted to the Nation-2-Nation Discord server in the General channel.

Furthermore, leadership will make an effort to proactively communicate about the possibility of an office closure as soon as possible in the days leading to tropical weather.

Staff who wish to call off due to a tropical storm should notify HR before the start of their shift. Any questions regarding this policy or any weather-related issues should be directed to HR.