

ATHELAS INSTITUTE, INC.  
**INCLEMENT WEATHER POLICY**

Following a weather forecast that hazardous weather conditions will prevail, the Transportation Services Director, in concert with the Executive Director or designee, will determine if transportation services will be provided and whether or not Athelas Day Programs will be opening late, dismissing early or closing for the day.

Once this decision is made, approved agency personnel will contact the designated radio stations.

This broadcast ideally will occur by the 6:30 am news so that all Consumers and staff can prepare accordingly. The Coordinator of transportation services is responsible for contacting all Team Leaders who in-turn contact their assigned drivers and aides in the Transportation Services Program. All Directors of programs and main office personnel will be notified of official closings through a pre arranged phone chain.

By 6:30 a.m., all program staff should listen to the radio stations listed, call the Administrative Office for a recorded message or check the Athelas website for possible closing or delay information. If there is question of their program's status, staff should contact their manager. Each Program Manager/facility must appoint a "Snow Emergency Person" so that any Consumers who may show up for contracts or special projects can be assured safe entry to the facility and/or safe return home.

In most instances, facilities and the main office will be open unless severe weather conditions prevent opening without transportation. Specific announcements will be made.

Department heads need to plan with relevant program staff for those days when our transportation services may not be running and consumers will be transported by their Care-holders.

A liberal leave policy may be in effect. This will mean that non-emergency staff may use vacation time (non-emergency or non-essential) if they are unable to come in. Attendance records for the day should reflect the following codes:

W - If program was officially closed with no transportation.

V - If program was open and Consumers weren't in, even if transportation services were not provided.

In the event of early dismissal, Directors will be notified so that Case Managers can assist in contacting all residential agencies and other Care-holders to prepare for the early departure. An emergency Care-holder call list should be maintained by each program/department to document who contacted which agencies and job sites to avoid missing anyone or duplication of effort. Designated main office staff will notify Care-holder agency offices by fax or email.

Prior to dismissal, the Main Office receptionist should be notified of Care-holders that were not contacted and given information of where the Consumer should be taken in these circumstances. (Alternate addresses) Families of Consumers who provide transportation should be notified so that they can make appropriate arrangements as well.

***At least one staff must remain on duty until the last Consumer leaves our facilities.***

*Revised 11/5/2008*

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