





County Winter Weather Policy

As winter weather is fast approaching, the question arises “Will my training be cancelled?” The Resource Center has developed the following guidelines to assist us in making the decision to cancel or not to cancel a workshop.

Anticipated Inclement Weather Policy:

- The Regional Resource Specialist will contact the trainer 48 hours prior to the scheduled workshop to discuss the issue of possible inclement weather, or Friday for a Monday workshop.
- The Trainer and the Regional Resource Specialist together will make the decision on whether to cancel the workshop.
- If the workshop is cancelled, the Regional Resource Specialist will contact the training liaison to notify them of the cancellation via email and/or phone. The Regional Resource Specialist will also post the cancellation notice on the Resource Center’s Facebook  and Twitter  accounts.

Emergency Inclement Weather Policy:

- The **Trainer** is responsible for contacting the Regional Resource Specialist no later than 6:00 AM the day of the scheduled workshop to cancel the workshop due to inclement weather.
- The Regional Resource Specialist will then put a message on Facebook , Twitter  and voicemail indicating the cancellations for the day.
- The number to call for these cancellations is 1-877-CWP-PITT (1-877-297-7488).
- If a Charting the Course module is cancelled due to weather, the Regional Resource Specialist will contact the participating counties to reschedule on a per module basis. The remaining modules will go on as scheduled.