

Emergency and Inclement Weather

In the instance that a trainer is ill or has an emergency that will preclude them from training on a scheduled training day, it is crucial that they contact the Resource Center in a timely manner so that necessary actions can be taken. In the event that a trainer must cancel on the day of training, the ***Emergency and Inclement Weather Policy*** should be followed. Please remember that this phone is for weather, emergencies or illnesses that cannot wait until 8:00 am when the office opens.

Anticipated Inclement Weather Policy:

- The 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 Resource Specialist together will make the decision on whether to cancel the workshop.
- If the workshop is cancelled, the Resource Specialist will call the participants to notify them of the cancellation and there will be a message put on The Resource Center's voicemail indicating the cancellations for the day. The Resource Specialist will also post the cancellation notice on the Resource Center's Facebook and Twitter pages.

Emergency and Inclement Weather Policy:

- The ***Trainer*** is responsible for contacting the Resource Specialist no later than 6:00 AM the day of the scheduled workshop to cancel the workshop due to inclement weather, or any immediate emergency that cannot be handled between the hours of 8 a.m. and 4 p.m.
- If you need to cancel a workshop due to inclement weather or emergency, please call the emergency number.
 - Resource Specialists will be on an on-call rotation to handle emergency situations.
 - The Resource Specialist will then put a message on The Resource Center's voicemail indicating the cancellations for the day.
- If a Charting the Course module is cancelled due to weather or other emergency, the Resource Specialist will contact the participating counties to reschedule on a per module basis. The remaining modules will go on as scheduled.