



## The Ocean Community YMCA Policy and Procedure Manual

<b>Date Issued:</b> 11/18/2014	<b>Date Revised:</b> 2/12/2019	<input type="checkbox"/> Policy
<b>Issuing Authority:</b> Senior Management	<b>By</b> Vice President of Operations	<input checked="" type="checkbox"/> Procedure

### Inclement Weather Closing & Cancellation Procedure

The YMCA reserves the right to cancel classes or close its facilities if it feels that remaining open will jeopardize the safety of staff, members and participants. In the event of inclement weather the following guidelines will be used.

Branches will follow their local school districts:

**ARCADIA – Chariho School District**

**MYSTIC – Stonington School District**

**WESTERLY-PAWCATUCK – Westerly School District**

- If schools are **closed in advance of opening** due to weather conditions All YMCA classes scheduled to begin prior to 3:00 pm will be cancelled. If storm continues throughout the day, a decision to cancel afternoon and evening classes will be made by Vice President of Operations by 1:00 pm.
- If schools are **dismissed early** due to weather conditions, a decision to cancel afternoon and evening classes will be made by Vice President of Operations by 1:00 pm.
- If schools are closed or dismissed early due to weather conditions, any program held at school facilities will be cancelled.
- If schools have a **delayed opening** due to weather conditions:
  - All YMCA classes scheduled to begin prior to 10:00 am will be cancelled.
  - Regular class schedules will resume at 10:00 am unless otherwise noted.

- If weather conditions deteriorate while a program is in session, the YMCA may elect to dismiss participants early after consulting with Senior Management.
- If weather conditions warrant, the YMCA may close one or more of its branches at any time.
- During **weekends days**, the Vice President of Operations and/or CEO will make a decision to delay opening, close early or close one or more branches.

#### INTERNAL COMMUNICATION PLAN

- When the forecast calls for the potential of inclement weather, the V.P. of Operations will schedule a conference call with the Executive Directors and President/CEO.
- The conference call will determine;
  - Timing of when any decision will be made, or
  - Determine timing of opening/closing of Y facilities
  - Timing of additional conference call if needed

#### EXTERNAL COMMUNICATION PLAN

- Once a decision is made by Vice President of Operations or President/CEO,
  - Executive Directors will immediately communicate the decision to Program Directors and Facility Staff
  - Program Directors will immediately communicate to scheduled staff/instructors
  - Facility Staff will alert snow removal vendors and prepare facility for storm
  - Westerly-Pawcatuck Membership Director will send an association-wide communication to membership via Website, Constant Contact, Facebook, and RI/CT broadcasting systems to communicate all delays and closings
- Each branch will be responsible for updating their phone messaging systems with weather related closings or delays