

MEMO



To: All Staff, Parents & Guardians, Providers and other Interested Parties

From: Timothy S. O’Neill, Executive Director

Date: 9/30/11

RE: Severe Weather Cancellation Procedures (Snow Day)

Foothills Gateway, Inc. wants to safeguard the health and welfare of clients and staff during severe weather conditions. To do so, it may be necessary on occasion to close our administrative, case management, and/or day programs and/or Adult Care Services Program to decrease the need to be out and driving in dangerous weather conditions.

During such times, the following procedure is used to determine if Foothills Gateway will be closed or if Essential Personnel Only* need to report:

1. Management Team members are to monitor weather conditions.
2. The Executive Director (or designee) will make the decision whether or not to close or have Essential Personnel Only* and will inform the Management Team members as early as possible.
3. When the weather is severe enough to close program; staff, clients, parents and providers will be informed through local radio, television announcements, posts on our website and Facebook page. If the decision is made to have Essential Personnel Only*, this information will be communicated through local radio, television, website and Facebook as well. The greeting on the Foothills Gateway main phone line will also be changed to indicate the full closure or essential personnel only*, **so if in doubt, please call the main phone line – 970.226.2345**. You can also check the Foothills Gateway website or Facebook page for this information – www.foothillsgateway.org.
4. Currently, the following are the radio and television stations used to relay this information:

Radio: KUAD – K99.1 FM
KTRR – Tri 102 FM
KPAW – The Bear 107.9 FM
KCOL – News Radio 600 AM
KISS – 96.1 FM
KRFC – 88.9 FM
KXBG – 97.9 FM

Television: KCNC – News 4
KMGH – Channel 7
KUSA – 9 News

Please note: Radio and Television stations are subject to change and may be slow in getting this information posted. Please call 970.226.2345 or check our website at www.foothillsgateway.org if in doubt.

**DEFINITION: Essential Personnel Only = All staff who work at the main facility*

Essential Personnel Only may be required to report after an assessment of weather and road conditions is made by the Executive Director (or designee). Essential Personnel would include all administrative staff, case management, and day program staff. Residential and Adult Care Services staff will report to work as scheduled unless they hear directly from their supervisor regarding a change in schedule. A shortened schedule may be provided for all staff for travel time to and from work. Clients will not attend day services and staff are expected to work on needed, work related duties as specified by their supervisor. This information will be broadcast on local radio, television stations, website and Facebook as “Essential Personnel Only”.