

MEMO



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

From: Chief Officers

Date: 10/26/22

RE: Severe Weather Cancellation Procedures (a/k/a Snow Day)

Foothills Gateway, Inc. wants to safeguard the health and welfare of individuals receiving services and staff during severe weather conditions. To do so, it may be necessary, on occasion, to close our administrative, case management, 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:

1. Chief Officers will monitor weather conditions and will make the decision whether or not to close as early as possible
2. When the weather is severe enough to close programs; information will be posted on our website, Facebook page, Twitter feed, employee portal and main phone line. We will also notify staff members via text message who have signed up for FGI text alerts. If you have not signed up for text alerts, this is the quickest way to find out about important agency specific information, please contact IT to sign up. In addition, we will attempt to disseminate this information through local radio and television announcements. The greeting on the Foothills Gateway main phone line will be changed to indicate the full closure, **so if in doubt, please call the main phone line – 970.226.2345**. You can also check the Foothills Gateway website, employee portal or Facebook page for this information – www.foothillsgateway.org.
3. Currently, the following are the television stations used to relay this information:

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

Please note: 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.