

# INCLEMENT WEATHER PROCEDURE

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In the event inclement weather conditions, including snow, ice, high winds, or extreme temperature, it may be necessary to recess from the provision of employment services to clients. This is due to transportation and staffing problems.

- Each employee will follow the procedures for the assigned work place, whether an Edwards location or supported work.
- In case of inclement weather, group home staff will remain at home with residents (if necessary) until they are relieved by other staff.
- In the case of inclement weather, Tri-Met Lift will broadcast announcements of levels of Lift transportation along with school closure announcements. These are the levels of service and Edwards employment services response:
  - **Normal:** All services running (Edwards services open as usual):
  - **Limited:** Transporting to work (Edwards open as usual);
  - **Life-sustaining:** No transportation to work (Edwards open one hour late; these are scheduled work days. If staff arrives to work, this one hour will be paid work. If staff choose not to work that day, vacation leave may be requested).
- Questions regarding Edwards-provided transportation will be resolved by the supervisor in charge of said transportation on days of inclement weather.
- For Edwards clients who ride the regular Tri-Met bus system, the restrictions in #3 above apply. If Lift is operating under Limited or Life-sustaining levels, then clients should remain home until staff is notified otherwise by services coordinator.
- No vehicle, either personal or company is to be driven during work time periods if snow or ice is present, unless you have permission from the coordinator responsible. If it is not possible to reach a coordinator, you will find helpful guidelines in the vehicle's manual.
- When extreme cold weather is present, be sure bus riding residents wear protective, warm clothing, and if you question whether to send them out at all, use the Emergency Pager Schedule for help.
- A notice of inclement weather procedures will be provided to each client in November of each year.