

Calamity Day Policy

Delaware County Board of Developmental Disabilities

Board Review Date: September 15, 2011
Board Resolution #: 11-09-08
Effective Date: September 16, 2011
Next Review Date: September 2012
Reviewing Department: Administration

This policy supersedes all previous policies on Calamity Day. All employees are to report to work unless the Delaware County Sheriff declares a **Level 3 Snow Emergency** or supervisor has instituted the calling tree for Level 2. The following are the criteria for snow emergencies:

Level 1 – Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

Level 2 – Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. If it is determined it is too bad to have staff report to work you will be contacted by calamity calling tree process. Otherwise, it is a regular work day without regard to transportation being provided to our clients.

Level 3 – All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Board staff or contract agencies that have commitments to provide care for individuals with disabilities must ensure the health and safety of those we serve. Supervisors will determine what services must be provided during a Level 3 Snow Emergency and direct their employees accordingly. Unless directed otherwise, services that require clients to travel are closed and staff should not travel for routine appointments. Employees who have responsibility for monitoring health and safety should attempt to contact individuals by telephone. If you have concern that individuals need to be checked on or are in danger, you should contact your supervisor for direction. Those traveling on roadways during a Level 3 Snow Emergency may be subject to arrest under 2917.13 of the Ohio Revised Code (Misconduct During Emergency). This offense is a misdemeanor of the fourth degree.

Transportation Services – If there is a Level 3 Snow Emergency, no transportation services will be provided.

Preschool Transportation Services

- If there is a fog and/or weather delay for Delaware City Schools, all Delaware County Board of Developmental Disabilities preschool programs will be delayed two hours.
- If Buckeye Valley or Olentangy schools are delayed, but Delaware City Schools are not, Delaware County Board of Developmental Disabilities preschool classes will run as scheduled with no bus pick up for Buckeye Valley or Olentangy. Children would be transported home.
- If Buckeye Valley or Olentangy schools are closed, but Delaware City Schools is open, Delaware County Board of Developmental Disabilities preschool will have class, but have no bus pick up or drop off in those districts that are closed.
- If Delaware City Schools is closed, then Delaware County Board of Developmental Disabilities preschool programs are closed as well.
- If there is a delayed start, preschool employees are to report based on delay time (i.e., 9:00 a.m. or 10:00 a.m.). If closing and delays exceed state approved hours, school days will need to be made up.

Adult Transportation Services

Transportation will be provided unless you are notified otherwise.

Notwithstanding the following, it is the responsibility of each Department Head to ensure that their department and the department office has coverage during inclement weather or a Level 2 Snow Emergency unless the Superintendent has closed the agency.

Early Intervention and SSA Staff - Unless under a Level 3 Snow Emergency or supervisor has instituted the calling tree for Level 2, all staff is to report to work. In Level 2 conditions, it is the staff member's discretion whether or not to travel to home visits, particularly if school district of home visit is closed. Staff is responsible for notifying others as appropriate (i.e., families, consumers, providers, etc.). Staff may work from home or off-site but need to let the Office Manager know if this is occurring. If reporting to program site and inclement weather prevents you from getting to work at your scheduled time (8:00 a.m.), pull off of the road and call the Office Manager. You will not be docked hours if your arrival is delayed due to Level 2 weather conditions. Should the building be closed due to other calamity situations (gas leak, power outage, etc.), you will be notified via the phone calling tree and told not to report to work.

Early Intervention Specialty Groups - For morning Specialty Groups and Workshops - Before approximately 7:30 a.m., the Director of Early Intervention will determine if weather conditions (or other calamity) make it unsafe to transport children and conduct groups. If unsafe, the Specialty Group Coordinator will be notified and will telephone providers. Providers will telephone families to let them know group is cancelled.

For evening Specialty Groups and Workshops - By approximately 3:00 p.m., the Director of Early Intervention will determine if conditions are unsafe for evening groups. If unsafe, the Specialty Group Coordinator will be notified and will telephone providers. For evening Specialty Groups, the providers will call families to let them know group is cancelled. For Parent Workshops, the Specialty Group Coordinator will telephone the facilitator of the group and will call the workshop participants to let them know the workshop is cancelled.

If there is concern regarding the health and safety of specific individuals during a Level 3 Snow Emergency or other closing, please contact your supervisor. Supervisors may request their staff travel to check on individuals or they may contact the following individuals who will likely have staff out dealing with similar emergencies:

Mike Corbett – Delaware Creative Housing	(740) 272-0036
David Nuscher – The Alpha Group	(740) 272-1124

Questions and Answers on Calamity Day Policy

Question - What if I live outside of Delaware County and we have a Level 3 Snow Emergency in my county but not in Delaware County?

Answer – You should comply with the Level 3 Snow Emergency in your county and that day will be an excused Calamity Day for you.

Question – What if I am asked to go out during a Level 3 Snow Emergency and am stopped by law enforcement?

Answer – It is not likely you will be stopped unless you are involved in an accident or some other problem. In those cases you should explain your reason for being out and that you were directed to do so by your employer. We will verify your work related reason for being out during a Level 3 Snow Emergency.

