



From EOP, Page 46: Functional Procedure #6) Winter Weather

- I. A winter storm watch is issued when severe winter conditions, such as heavy snow and/or ice are forecasted to occur within the next 24 hours. Upon receiving notification that the area surrounding our facility is under a Winter Storm watch, activate the following procedures.
- A. This Checklist will be forwarded to staff and posted on the exits in the office buildings notifying employees that they should follow the procedures listed below during inclement weather.
- Employees should verify materials are on hand to treat the effects of the event (shovels, salt, and sand).

 - Employees are advised to stock up on supplies that they may need in the event they are unable to leave the work site, including medical supplies and medication. Notify all available staff on duty.

 - Managers / Directors must address staffing issues using the “Call-Down List” in the event that employees report off or cannot make it to work. Employees on duty should not leave the work site until the next shift arrives in order to maintain a safe environment for the clients. Staff will understand Target’s position is that we believe the employee’s family members are welcome at the work site in order to encourage Target employees to assist with an emergency.

 - Employees should notify the individuals / clients of the storm watch.

 - Employees are advised to use caution when traveling or remain indoors until the threat passes.

- Keep in mind the 4 / 12 rule (keep 4 car lengths behind the car in front of you and allow 12 feet for stopping).
- Managers/Directors must address scheduled events during inclement weather in case they need to be cancelled.
- Employees should monitor the radio weather station or the local news stations for changing conditions.
- The CC vocational program will follow the closings and delays of the CC public schools and the MC office and vocational program will follow the Montgomery County College closings for inclement weather.

Functional Procedure #6) Winter Weather (continued)

- Regarding office and other salaried employees: **Carroll County employees:** The VP of Administration will send an email regarding office delays or closures. **Montgomery County employees:** Dan Pettingill will post a phone message on MC extension 22 for closings and delays, allowing staff to call in and hear the announcement.
- If schools are closed but the office is open all or part of the day, employees may take leave or comp time if they do not feel safe driving given the weather conditions or need to stay home with children who are home from school. However, you are asked to let your supervisor know your plans by sending an email or making a phone call.
- Target trainings: If schools are closed, **trainings will be cancelled and rescheduled** (MC and CC).
- If schools are delayed, morning trainings will be rescheduled, but **afternoon trainings** (scheduled to begin after 12 noon) **will continue as planned**.