

## ERC Procedure – EMERGENCY CLOSINGS

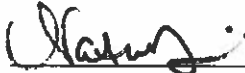
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1. **CLOSING FOR THE DAY** - ERC day programs may “close for the day” when severe weather conditions such as snow, ice, tornadoes, floods or other natural disasters that would affect the entire community may cause a health and safety risk for children and adults receiving services at any ERC facility.
  - a. If a local school district is closed for the day – then all children’s (CDCs) and adult day programs **located in that town** will be closed. (Except Waiver and ICF Homes)
    - i. If Fayetteville Public Schools close - Fayetteville CDC is closed.
    - ii. If Siloam Springs Public Schools close - Siloam Springs CDC is closed.
    - iii. If Huntsville Public Schools close – Huntsville CDC is closed.
    - iv. If Springdale Public Schools close:
      - (1.) Life Skills is closed for clients;
      - (2.) Richardson Industries is closed
      - (3.) No ERC transportation will be provided.
    - v. Transportation for adult programs will not be provided to any areas in which the local school district is closed.
2. **CLOSING EARLY** - ERC may “close early” when severe weather conditions such as snow, ice, tornadoes, floods or other natural disasters that would affect the entire community may cause a health and safety risk for ERC consumers.
  - a. If ERC programs are going to close early:
    - i. ERC staff will call the families of all children and adults receiving services who cannot be left alone.
    - ii. ERC case managers/coordinators or designee will call the phone numbers families have provided.
    - iii. ERC staff will let families know ERC is closing early and their family member is coming home.
  - b. If ERC staff is unable to contact the family at any of the numbers provided - ERC will **not** send the child or adult who cannot be left alone home on the bus.
    - i. Children will be kept at the CDC where they receive services until a person who is designated to pick them up arrives.
    - ii. Adults who cannot be left alone will be taken be with their Case Manager and the Case Manager will continue to reach the parent/guardian to make arrangements for them to get home.
      - (1.) Families of adults must call should contact their family member’s case manager to coordinate arrangements.
      - (2.) While this might be an inconvenience, ERC wants to ensure the individual is safe and not left unattended.
3. **WAIVER AND ICF** - are 24/7 programs. Arrangements will be made to ensure staff are present to supervise clients in the event day programs close early.

**Review/Revision/Approval Information**

- List all review/revision dates made by P&P Review Committee: 10/2010, 10/2014, 2/2017, 12/2018, 11/2019
- Reviewed/Approved by Board of Directors Committee (if required):
- Approved by:

  
CO-Director 11/18/19  
Date

  
Asst. Executive Director or Sr. Director of Administration 11/18/19  
Date

  
Corporate Compliance Officer 11/18/2019  
Date

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