

Severe Weather Closing Procedure

Revised 12/2016

If a decision is made to close any ERC program for any reason, ERC will post this announcement on our Facebook page at ([facebook.com/ercnwa](https://www.facebook.com/ercnwa)), on Twitter and on the home page of our website at www.ercinc.org . We will also post closings on KNWA-TV.

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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.
 - 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 Farmington Public Schools close – Farmington CDC is closed.
 - v. If Springdale Public Schools close:
 - (1.) Springdale CDC is closed;
 - (2.) Life Skills is closed for clients;
 - (3.) Richardson Industries is closed for all clients except waiver if they can be transported to RI safely;
 - (4.) No ERC transportation will be provided.
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 to the Jones Home at 2005 Kim Avenue, Springdale.
 - (1.) Families of adults must call 479-872-4666 to let ERC staff know when they will be coming to pick up their family member.
 - (2.) While this might be an inconvenience, ERC wants to ensure the individual is safe and not left unattended.

LA FLEUR TRANSPORTATION SEVERE WEATHER PROCEDURES

- **If facility is closed for entire day:**
 - ERC will contact Le Fleur Transportation at 1-855-548-4517 once the decision has been made to close with a list of closed facilities.

- **If facility closes early:**
 - Facilities will need to contact the parents of children and the guardians of individuals who are not their own guardian and let them make the decision to transport the individuals home themselves or leave them at the facility for early pickup by LeFleur Transportation.
 - Le Fleur Transportation should be contacted at 1-855-548-4517 once the decision has been made to close with a list of individuals needing early transport and a list of individuals that need to cancel their ride.
 - Le Fleur will contact its' providers or arrange a secondary means of transportation at that time.
 - (LeFleur will do their best to pick up within two (2) hours of being called, but may take longer to get vans lined up on short notice)
 - Le Fleur will only transport individuals back to the approved drop off location.