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|  INCLEMENT WEATHER | NO. 422 |
| POLICY:The staff at Winning Wheels will remain on duty and/or report to duty as scheduled during inclement weather or any other external emergencies unless otherwise determined by the Administrator.PROCEDURES:1. In the event of inclement weather or other external emergency which affects transportation, all staff will remain on duty until incoming staff arrive for relief.
2. If a department head is considering closing the department or reducing staff due to the above problem, clearance must be obtained from the Administrator.
3. If a department is severely short staffed so as to affect the operation, as a result of inclement weather, the Administrator must be notified to insure proper notification of other staff affected departments.
4. The Director of Nursing may request staff from certain units to assist in other areas or units of the facility until such times as additional or replacement staff is available.
5. The facility maintains a contract with a local contractor to provide for snow plowing and removal services.
6. Maintenance staff members will typically by involved in snow removal or emergency clearing activities.
7. Oncoming shift personnel should be encouraged to bring in a change of clothing and personal items they may need should they have to stay over for additional shift coverage during snow storm situations.
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| Approved: | Effective Date: | Revision Date | Change No.: | Page:  1 of 1 |