



## **Policy and Procedures for Closing due to Inclement Weather**

The Windsor Recreation and Leisure Services wishes to protect the safety of its community members, participants, staff and facilities during periods of inclement weather. The following policy and procedures applies for inclement weather.

### **Policy:**

- \* Recreation cancels all evening programs if school is cancelled or is let out early.
  - LP Wilson Community Center Closes at 5pm
- \* If school is let out early RISE & YSB after-school programs continues running from dismissal time until 5:30pm. 330 Windsor Avenue Closes at 6pm.
- \* If there is no school (weekends/school vacations) a decision must be made by 6am for morning and daytime programs. For evening programs a decision is made by 4pm to cancel.

### **Procedure:**

- Print Facility schedules(s) for both 330 Windsor Avenue Community Center and LP Wilson Community Center.
- Call everyone that is on the schedules to let them know of LP Wilson Community Center will be closing at 5pm, 330 is closing at 6pm or closed based on situation and all evening programs have been cancelled including programs held in Board of Education buildings.
- Any programs scheduled that evening, all participants must be called from roster.
- Contact facility monitors to let them know that there is no evening programs and they do not need to show-up for work.
- Put cancellations on the information line
  - \* For information line
    - Dial (860) 285-1945, press 9 then either 1990 for main line update or 1988 for information line
    - Security Code is 6969
    - Respond to programs by pressing 1 for YES and 2 for NO
    - Record your cancellation message.
- Send email blast to entire post office and via REC1
- Contact WFSB Early Warning Network and enter closing codes. Information is located in the closing early binder.
- Post signs around LP Wilson Community Center stating that LP Wilson Community Center will be closing at 5pm and all evening programs have been cancelled.

\*Please note that LP Wilson Community Center must stay open till 5pm (regular business hours) unless Town Manager shuts down the town or CT Governor shuts down the state\*