



**Forest County Office on Aging  
Policies and Procedures**

Policy Title	Inclement Weather Cancellations		Approved
Policy #		Effective:	02/15/2019
Training Required:		Revised:	
Date of Review:		Next Review Date:	

**PURPOSE:** To assure employees, volunteers, and all program participants’ safety during inclement weather.

**POLICY:** All Forest County Aging Programs will be closed and/or cancelled if Forest County’s schools are cancelled (Goodman-Armstrong Creek, Crandon, Laona, and Wabeno) due to snow or ice storms. Any other cancellations such as extreme cold temperatures or other inclement weather or emergency, Aging Program closures will be at the discretion of the Aging Director, COA Committee Chair and/or County Board Chair.

**DEFINITIONS:**

- Extreme cold temperature that warrant Wind Chill Warnings
- Snow or ice storms that warrant snow storm warnings or freezing rain advisories
- Emergency closure may be anything other than inclement weather (power outage, building issue, mechanical issue, illness epidemic, etc.)

**PROCEDURE:**

1. If schools are cancelled due to snow and ice storms, all meals, activities, classes and transportation are cancelled.
2. If schools delay opening or close early, meals will be served but activities, classes and transportation may be cancelled at the discretion of the Aging Director, Instructor, or bus driver.
3. If Forest County government (courthouse) offices delay opening or close early, Meal Sites and Aging Department programs will open or close accordingly.
4. If Forest County government (courthouse) offices are closed, Meal sites and all other Aging Programs will be closed.
5. If schools are not in session due to regularly scheduled closing (winter break, in-service days, etc.) participants should contact Meal Site Managers, class instructor, bus driver or office on Aging to check if meal sites, classes or activities are still scheduled before venturing out in potentially life threatening inclement weather.
6. Aging programs closures will be on WAOW, WSAW, radio stations WRJO, coyote 93.7, WHDG 97.3. In addition, Meal Site Managers, bus drivers and class instructors will call and let participants who are in the class, have reserved meals, or are scheduled to ride the bus know of closures.

**REFERENCES:**

Wisconsin Policy and Procedure Manual for the Wisconsin Aging Network