



TO: Participants, Families, Care Providers, and Favarh Employees  
FROM: Stephanie Hood, Director of Finance & Operations  
DATE: October 20, 2016  
RE: 2016/2017 INCLEMENT WEATHER / EMERGENCY PROCEDURES

Favarh's offices and programs will remain open during inclement weather. However, there will be occasions when our **Transportation Services will be cancelled** due to weather-related driving conditions. On these occasions, families and providers should make the decision as to whether it is safe to transport participants to a Favarh program location. If you choose to drive someone in on an inclement weather day, please call ahead to make sure we have had the opportunity to clear snow and ice so it is safe to enter and exit the buildings. Below is information for Day and Transitional services and Employment services for this purpose:

- **Day and Transitional Services** - Information on calling ahead will be sent under a separate notification to Participants, Families and Care Providers.
- **Employment Services** – Please call ahead by contacting Gail Nebel, Director, Employment at 860-459-7314.

Calling ahead will also alert you if there has been a change in program location for the day.

- Call the **Favarh Transportation Cancellation Line** at **(860)-693-6662 ext. 130** for cancellation information after 6:00 AM. If you get a busy signal, stay on the line and your call will be accepted in the order it was received.
- Transportation Cancellation announcements can be found at the following Broadcast and Internet Site. Please note that the only message that will be broadcast is: **"Arc of the Farmington Valley: No Transportation"**.

**CBS-WFSB Channel 3** or [www.wfsb.com/closings/index.html](http://www.wfsb.com/closings/index.html)

- **Text Alerts on WFSB.com.** To sign up for a text alerts or email alerts go to [www.wfsb.com](http://www.wfsb.com) and click on the "Closing and Delay" tab scroll down to sign up for text alerts and click. We are listed under schools and you should click the box for **ARC of the Farmington Valley** and follow the remaining instructions.
- **Recreation & Leisure Activities Hotline:** at (860) 693-6662 ext. 122

**ALL EMPLOYEES:** All employees should use their own best judgment regarding the safety of their commute to work. Planning ahead will keep delays to a minimum and will help prevent accidents. If a delay is unavoidable, Day Services, Employment, and Administrative employees must call their Supervisor before 8:00 AM (or as directed). Residential employees must provide notice to the Manager or the House at least two hours prior to the start of their shift. Employees should expect to be reassigned on Transportation Cancellation days based on program and Agency needs.

**IMPORTANT:** It is your responsibility to wear appropriate clothing, especially proper footwear, for snow and ice conditions. Program and Group Home employees should expect to assist, as needed, with clearing of snow and ice to make agency vehicles, entrances and emergency exits safe for use.

**Let's work together and have an accident free winter.**