

GLOW YMCA

Emergency Closing/Cancellation Policies and Procedure

The following is offered in an effort to establish;

- clear guidelines for cancellation of programs due to weather emergencies
- policies and procedures for closing of YMCA facilities
- communication protocol for use in emergency situations

YMCA Facility Operations, Opening and Closings, Media Communication

The branches of the GLOW YMCA have established themselves as community resources and places of safe haven during community emergencies. When possible, contingent of staff availability, facility accessibility, staff and member safety and the ability of the YMCA to open and operate, the YMCA's will open and remain open during community emergencies for regular business hours.

Who can make the decision to close a branch(s) or the Association;

Rob Walker, CEO or his designated leadership in conjunction with communication from branch executives

The YMCA may fail to open or close and programs will be canceled when there is a;

- Travel ban in the County or City/Village of operation
- Power outage that prohibits sustained and or safe operations
- Mechanical failure that prohibits heating or cooling making operation safe
- Water emergency that limits or curtails the YMCA's ability to provide bathroom use, drinking water and or showers
- Chemical spill that makes operations unsafe
- Staffing shortage due to a weather or other emergency making operations unsafe

The YMCA will cancel Youth Programming at its branches when;

- There is a snow day called by the Batavia, Medina or Warsaw School districts
- The school day is cut short and children are sent home by the Batavia, Medina or Warsaw School districts due to a weather emergency
- Staffing shortage due to a weather emergency making operations unsafe
- Optional - based on school holiday in the Batavia, Medina or Warsaw school districts (based on budget)

In the case of weather related or other emergency in Genesee, Orleans's or Wyoming Counties the YMCA will do the following;

- Update on Association Website www.glowymca.org – Main page on which updated information as to facility and program status will be posted.
- Use a phone tree to communicate to Association and key branch operations staff, support and program staff as to a decision to close or cancel programs

YMCA staff scheduled to work at a branch or off-site delivery site are expected to do the following in the case of an actual or assumed emergency;

- Check Association website for updates: www.glowymca.org
- Based on the protocol established by their department heads and or the phone tree communication system, report by phone to the designated supervisor as to personal travel problems, emergency issues and or questions.
- In the event that staff is unable to reach their supervisor they will contact the next person up the phone tree.
- YMCA staff person will show up for their regularly scheduled shift unless the YMCA branch they work at has been closed; the program they work in has been canceled; and or they have spoken with a supervisor.

Media Outlets;

- Branch Leadership will be responsible for communicating to local media outlets. A branch plan including local media outlets, responsible staff person and "how to" should be developed and circulated to all branch and key association staff.
- Association staff, designated by the CEO will communicate to Major Media outlets covering multiple/all service areas as directed based on the closing and/or cancellation emergency.

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