

St. Andrew's United Methodist Church And Pre-School

Emergency Procedures QUICK REFERENCE GUIDE FOR STAFF

Natural disasters (weather, earthquake, flood) and man-made disasters (fire, chemical accident, explosion, etc.) are potential threats to our church and community. St. Andrew's United Methodist Church (SAUMC) and Pre-School recognize its responsibility to provide appropriate instruction and practice to help ensure the safety and welfare of children, members and staff. Our church believes that the ability of people to respond appropriately in an emergency situation will depend largely upon how well they have been trained to react.

The purpose of this reference guide is to provide SAUMC and Pre-School administrators and staff with a set of easy to use guidelines when suddenly faced with an emergency.

GENERAL INFORMATION

You are calling from: **St. Andrew's United Methodist Church**
540 School St. SE, Lacey, WA 98509
Phone: 360-491-2030

All Emergencies Dial 9-1-1 Do not hang up until told to by operator	Persons to Notify
Answer all questions: <ul style="list-style-type: none"> - State need for Police or Fire - State the emergency - Your name - Your position - Building information - What has happened - The victim's name - The degree of emergency - Who authorities report to 	Minister: Melissa Ramming Office: 360-491-2030 Home: 360-628-4028 Trustee: Bill Bush 360-438-5304 Trustee: Ken Russell 360-943-8199 Nurse: Janie Stover 360-915-4466 Tacoma District Office 1-253-627-5442 Poison Control 1-800-222-1222 Child Protective Services 1-800-422-7517 PSE (Power Outages) 1-888-225-5773 Early Response Team: Rich Martin 866-2519
Thurston Cty. Sheriff Routine Calls 360-236-0396	Lacey Fire Dept. Routine Calls 360-491-2410

REPORTING EMERGENCIES – PHONE NUMBERS

The immediate concern is to aid the injured or ill person.

During the Emergency (See also Medical Emergencies and Reporting Emergencies –Phone Numbers)

First staff member on the scene:	<ul style="list-style-type: none"> ⇒ Assumes responsibility until an administrator/designee arrives. ⇒ Keep injured person still and quiet. ⇒ Check ABC – Airway, Breathing, Circulation and for bleeding. Administer immediate first aid and use defibrillator if needed.
Administrator or Designee will:	<p><u>First Aid Kits in Church Office and Kitchen</u></p> <ul style="list-style-type: none"> ⇒ Call 911 as needed. ⇒ Provide medical treatment until emergency medical team (EMT) arrives. ⇒ Provide requested medical information to EMT. ⇒ Contact: parent/guardian for child-relative/spouse for employee/member. ⇒ If child is transported without parent, a staff member must accompany the child. ⇒ Have staff member check site for body fluids and safety hazards. ⇒ Complete appropriate accident report: For member/child: Accident/Injury Report. For employee: Report of Accident/Incident. Supervisor’s Report of Investigation. ⇒ Send copy of report and eyewitness statements to District Office. ⇒ Continue to check on the condition of the injured child or staff member.

ACCIDENT

When a bomb threat is received either verbal or written - turn off all cellular phones and radios (walkie/talkies); transmission could trigger bomb.

Responding Staff:	<p><u>Threats by Phone</u></p> <ul style="list-style-type: none"> ⇒ Attempt to gain as much information as possible: <ul style="list-style-type: none"> * Don’t be bashful about asking direct, specific questions about the threat. * Keep the caller on the phone as long as possible. * Most important - when will it explode? Where located? ⇒ Verbally notify the building administrator of threat received. Do not use radio (walkie/talkies), phone or cell phone. <p><u>Written Bomb Threats</u></p> <ul style="list-style-type: none"> ⇒ Handle only on edges to preserve fingerprints – place note in a plastic sleeve. ⇒ Verbally notify the building administrator of threat received. Do not use radio, phone or cell phone ⇒ Evacuate building. Evacuation should be at least 300 feet, facing away from the building. ⇒ Call 911. <ul style="list-style-type: none"> * Secure all exits to prevent re-entry until building has been cleared. ⇒ Re-occupy buildings only when proper authorities have given clearance. <ul style="list-style-type: none"> • If necessary, determine relocation for staff.
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BOMB THREAT

During the Emergency

<p>Responding Staff:</p>	<p>Small Indoor Spill -if no immediate danger to member/children and/or staff:</p> <ul style="list-style-type: none"> ⇒ Isolate the area (close doors and prevent entry). ⇒ Notify office. <p>Large Spills or Emissions</p> <ul style="list-style-type: none"> ⇒ Evacuate member/children and staff in immediate area. ⇒ Isolate area (close doors, prevent entry). ⇒ Notify office. <p>Continue to monitor area until help arrives.</p>
<p>Administrator or Designee will:</p>	<p>Small Spills may be taken care of at the site. Staff should use proper procedures for clean up and disposal – refer to MSD (Material Safety Data) sheets. Call trustees for additional assistance.</p> <p>Large Spills or Emissions Senior administrator on the site will:</p> <ul style="list-style-type: none"> ⇒ Call 911. ⇒ Evacuate the building making sure evacuation site is upwind from spill. If you use your fire alarm system, be sure to verify the situation with the fire department. ⇒ Follow directions of emergency responders, it may be necessary to evacuate to alternate site. ⇒ Facility or area must be inspected by one or more of the following before reoccupation: <ul style="list-style-type: none"> ⇒ A, Church Staff/Trustee personnel. ⇒ B. Fire Department. ⇒ Determine if church will resume normal schedule for the following day.

CHEMICAL SPILL - TOXIC EMISSION

The following must be reported: non-accidental physical injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment where a child is deprived of the right to conditions of minimal nature, health and safety. Failure to report a suspected incident of child abuse, within 48 hours, is a gross misdemeanor. Protect the victim and protect yourself.

<p>Sexual Assault Child assaulted on or near church property:</p>	<ul style="list-style-type: none"> ⇒ Accompany victim to safe place at church and remain with her/him. ⇒ Protect evidence of sexual assault. ⇒ Notify Building Administrator or designee. Building Administrator will notify: <ul style="list-style-type: none"> • Police (without delay) and CPS. • Complete a Child Abuse and Neglect Report.
<p>Sexual Abuse Suspicion of past sexual incidents:</p>	<ul style="list-style-type: none"> ⇒ Notify Building Administrator. Building Administrator will notify: <ul style="list-style-type: none"> • District and CPS. Leave notification of family to CPS. • Complete a Child Abuse and Neglect report.
<p>Suspected Physical Abuse or Significant Neglect:</p>	<ul style="list-style-type: none"> ⇒ Notify Building Administrator. Building Administrator will notify: <ul style="list-style-type: none"> • CPS and describe evidence. CPS will notify you of your next step. Follow their directions. • Complete a Child Abuse and Neglect Report.
<p>Do Not Destroy Evidence of Rape:</p>	<ul style="list-style-type: none"> ⇒ Do not wipe away dirt, semen or dried blood. ⇒ Do not allow victim to wash or wipe body. ⇒ Do not wash clothes or victim’s body or underwear. ⇒ Stay with victim and reassure her/him of safety.

CHILD ABUSE/SEXUAL ASSAULT

Disturbance/Demonstration

During the Emergency

Administrator or Designee will:	If disturbance/demonstration threatens the safety of members/children/staff, the building administrator will: <ul style="list-style-type: none"> ⇒ Call 911. ⇒ Activate Lock Down/Modified Lock Down. ⇒ Keep staff and members/children informed as necessary. Calm fears and keep operations as normal as possible. Keep members/children away from windows. Close curtains and blinds. ⇒ Do not release members/children until their safety is assured. It may be necessary for members/children to leave grounds using an alternate route.
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After the Emergency

Administrator or Designee will:	<ul style="list-style-type: none"> ⇒ Determine if church will resume on normal schedule the next day or be closed. ⇒ Arrange for cleanup and repair as necessary.
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DISTURBANCE-DEMONSTRATIONS

Administrator:	<ul style="list-style-type: none"> ⇒ Initiate the Drop, Cover and Hold procedure: <ul style="list-style-type: none"> • <u>Classroom</u>: Drop, get under or beside desks or tables, and face away from windows, cover eyes by leaning face into arm. • <u>Sanctuary</u>: Drop between Pews and face away from windows, cover eyes by leaning face into arm. • <u>Hallways</u>: Drop position close to walls, away from glass areas, cover head with hands, and cover eyes by leaning face into arm. • <u>Playground</u>: Drop position, covering head, cover eyes by leaning face into arm. Stay away from electrical lines and building exterior walls. • <u>Remain calm</u>. Reassure your children and fellow workers. ⇒ When the ground stops shaking: <ul style="list-style-type: none"> • Check for injuries. • Check with staff. ⇒ Evacuate. <ul style="list-style-type: none"> • Evacuate building • <u>Injured member/children</u>: One usher/staff member will stay with injured members/children and wait for search and rescue/first aid to arrive. The other usher/staff member will escort members/children to assembly area. If you do not have another usher/staff member available, make members/children as comfortable as possible; protect members/children from falling debris with table, etc. Report injured members/children location to emergency responders. • Leave the door unlocked. ⇒ At assembly area past playground, take roll call to see if anyone knows of someone missing from the building. ⇒ In severe earthquake, be prepared to remain for 72 hours.
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EARTHQUAKE

During the Emergency

First staff member on the scene:	⇒ Call 911. ⇒ Evacuate to field past playground. ⇒ Notify building administrator of location.
Administrator or Designee will:	Small fires that are extinguished before calling 911 must be reported to the fire department by phone at 360-491-2410. For large fires: ⇒ Smoke detector alarm has sounded and building is evacuated. ⇒ Staff as needed: <ul style="list-style-type: none"> • Medical - assess need for medical attention. • Child Reunification – reunite children/parents.

After the Emergency

Administrator or Designee will:	⇒ Fire Department or trustees personnel must inspect building before it can be reoccupied. ⇒ For the following day, determine if: Church will be open as usual; or children will be relocated to alternate site or no preschool. ⇒ Send letter home to parents.
<u>False Alarm</u>	⇒ Notify Fire Department ASAP but if 911 has already been called, you must evacuate the building to field past playground and remain outside until the fire department arrives and releases the church for occupancy. Staff should not reset any smoke detector until the fire department clears the building.
FIRE	

This procedure is used with skin conditions, upper respiratory infections, elevated temperature, coughs, vomiting, and infectious diseases.

	⇒ Advise the administrator when a child possesses symptoms of an infectious disease. Consult or notify nurse.
Administrator or Designee will:	⇒ Contact the parents/guardian to advise him/her of the signs and symptoms. Determine when the parent or guardian will pick up the child. Keep the child isolated but observed until the parent or guardian arrives. ⇒ In the event of an infectious disease, it may be necessary for the child to have written indication from the physician that he/she is no longer contagious, or is under treatment and may return to school. ⇒ Report all suspicious and confirmed cases of infectious disease to the administrator. The administrator will notify the health department.
INFECTIOUS DISEASE	

<p>Responding Staff:</p>	<p>⇒ All guests in the building must be identified.</p> <p>⇒ Follow recommended procedures for approaching guest without proper identification.</p> <ul style="list-style-type: none"> • Try never to approach alone, especially in an isolated area. Always let someone know where you are and what you are doing. Introduce yourself giving your name and position. Ask if you can help. Try to get the guest to give their name and purpose for being in the building. Explain, “For the safety of the children, church policy requires guests to stop in at the office.” <p>⇒ If the guest becomes an intruder by refusing to accompany you to the office, notify the office immediately or have someone notify the office. Give a description of the intruder. From a safe distance, try to monitor intruder’s actions and location.</p>
<p>Administrator or Designee will:</p>	<p>⇒ Depending on the situation, you may want to approach the intruder with additional staff, and ask intruder to leave grounds.</p> <p>⇒ If you feel the children and staff are in danger, call 911.</p> <p>⇒ Initiate building Lock-Down.</p> <p>If a parent consistently enters the school without contacting administrator, the administrator may “<u>No Trespass</u>” the parent. If this action is taken, be sure to notify the office of the <u>No Trespass Notice</u> and the events that led up to the action.</p> <p>Notify the Thurston County Sheriff at 360-236-0396 of the <u>No Trespass Notice</u>.</p>
<p>INTRUDER</p>	

Lightning seeks the path of least resistance between cloud and earth and the path will course through any object that stands out because of its height or isolation. That object might be a building, a pole, a tree, an antenna or a human body.

The time reference from seeing the stroke of lightning to hearing the thunder is the Flash-to-Bang measurement of lightning distance:

For each five-second count, lightning is one mile away. 25 seconds = five miles away, 20 seconds = four miles away. At a count of 15 seconds (3 miles) take immediate defensive actions. **There are four types of lightning conduction: direct, contract voltage, side flash and lightning channels.**

If you are outdoors:	Avoid water, hilltops and trees. Avoid all metal objects such as electrical wires, fences, machinery, motors, tools, etc. Avoid direct contract with other people. Unsafe places include tents, small open-sided rain shelters or isolated trees. If any vehicle is nearby, get inside (a cloak of metal, not the tires, give protection), close windows completely.
If you are outdoors in a level field far from shelter:	If you feel your hair stand on end, it is possible that you will be struck by lightning. Drop to your knees and bend forward. DO NOT LIE FLAT ON THE GROUND.
If lightning strikes the church:	<p>⇒ Alert staff to initiate lightning procedures.</p> <ul style="list-style-type: none"> • Avoid touching any metal structures/objects connected to the building that have been struck. • Avoid touching telephones, computer terminals, and anything metal/electrical inside and outside of the building, however, if the opportunity exists, turn off or unplug all electrical devices. • Stay away from windows. • Avoid plumbing and plumbing pipes/fixtures. • Do not handle flammable materials in open containers. <p>⇒ Call 911 (UTILIZING CELLULAR PHONE). Report lightning strike.</p>

After the Emergency

Administrator or Designee will:	<p>⇒ Assess for damage to children, staff or building.</p> <p>⇒ Take appropriate actions.</p> <p>⇒ Determine if church will resume normal schedule for the following day, cancel school for the following day or meet at alternate site.</p> <p>⇒ Letter home to parents.</p>
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LIGHTNING STRIKES

Any report of a lost child brought to the attention of staff should be considered serious.

When child is reported lost

Building Administrator:	<ul style="list-style-type: none">⇒ Call 911.⇒ Call parent/guardian.⇒ Gather the following information for emergency responders:<ul style="list-style-type: none">• Who made the report?• Time last seen, where and with whom?• Physical description and how dressed?• Playmates, friend's names, addresses and phone numbers.
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When a student is reported kidnapped:

Building Administrator:	<ul style="list-style-type: none">⇒ Upon report of kidnapping, call parent/guardian and/or 911. Relay whatever available information to the dispatcher.⇒ Keep school procedures as normal as possible.⇒ Gather witnesses in private area to meet with the Sheriff.<ul style="list-style-type: none">• Suspect: height, weight, hair color, race, facial hair, clothing.• Vehicle: color, make, year, license plate number, noticeable damage.⇒ Clarify "type" of kidnapping – custodial or other.<ul style="list-style-type: none">• If suspect is custodial problem, obtain information from legal guardian/parent and relay to 911 dispatcher.• If suspect is other than parent/guardian:<ul style="list-style-type: none">➢ Obtain name of kidnapped student's best friend who may know ex-boy friend or girlfriend of the person kidnapped. He/she should be available for emergency responders.➢ Obtain photograph of victim from parent/guardian.
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LOST CHILD/KIDNAPPING

Designate someone to call 911 before beginning first aid procedure.

Breathing/CPR	<ul style="list-style-type: none">• Make sure mouth is clear of any blockage.• Gently tilt the head back and lift the chin to open the airway.• Forced breaths are not recommended.• Give 30 chest compressions.• Continue procedure for 4 sets of 30 compressions.• Use AED as soon as possible
To Stop Bleeding	<ul style="list-style-type: none">• Apply direct pressure to wound. You should always wear latex or rubber gloves. If you do not have gloves, if possible, have the patient apply the pressure.• Maintain the pressure until the bleeding stops.• If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
Treatment for Shock	<ul style="list-style-type: none">• Do whatever is necessary to keep the person's body temperature as close to normal as possible.• Attempt to rule out a broken neck or back.• If no back or neck injury is present, slightly elevate the person's legs.
Choking	<ul style="list-style-type: none">• Stand behind the person.• Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.• Grasp your fist with your other hand, give an abdominal thrust.• Repeat until the object comes out or victim becomes unconscious.
If Victim Becomes Unconscious	<ul style="list-style-type: none">• Open airway and look for an obstruction, if easily accessible, perform finger-sweep.• Open airway and listen for breathing, if obstructed, reposition the head and listen again.• Give 30 compressions.• Listen for breathing.• Repeat steps (Open airway etc.) until effective.
MEDICAL EMERGENCIES	

In an ideal situation, the church office would receive notification of an airborne hazard and the church could be evacuated. Shelter In Place is used when evacuation is not possible and we need to protect the people by keeping them inside of the building while preventing toxic or hazardous chemicals from entering the building. This can also be used during a police standoff in the neighborhood.

There may be occasions when there is no notification and the church experiences one of the following occurring from outside the building:

- An unusual odor, sound, vibration
- Visible smoke, vapor cloud or fire
- Skin or eye irritation
- Any breathing difficulty

If there is no time to evacuate to your alternate site and you fear harm to people, the building administrator may determine to initiate Shelter in Place.

Building Administrator or Designee will:	<ul style="list-style-type: none"> ⇒ Initiate Shelter In Place. ⇒ Water and emergency supplies are located in the kitchen. ⇒ Initiate reverse evacuation for people outside. All people should be in either a classroom or a room that can be secured. ⇒ Notify emergency contact. ⇒ Encourage parents who call in to remain at home and not expose themselves to the hazard. If hazard is in the neighborhood, they should also Shelter in Place. Reassure parents that children are being cared for using the church's Shelter In Place procedures. ⇒ Staff needs to: <ul style="list-style-type: none"> ○ Turn off pilot lights if gas odor is detected ○ Shut off ventilation system ○ Move people as far away as possible from windows. Place wet towels at bottom of door. ○ Take roll ○ Wait for further instructions.
SHELTER IN PLACE	

Suicide Threat

First Responder will:	⇒ Notify Building Administrator or Designee immediately.
Administrator/ Designee will:	⇒ Gather information and assess the facts concerning the threat. ⇒ All threats should be taken seriously.

Suicide Attempt No Injury

First Responder will:	⇒ Notify Building Administrator or Designee immediately. ⇒ Do not leave person alone; wait till help arrives.
Administrator or Designee will:	⇒ If weapon involved – call 911 immediately. ⇒ Notify District Office. ⇒ Gather information and assess the facts concerning the attempt.

Suicide Attempt Injury

First Responder will:	Assume responsibility until an administrator arrives. ⇒ Keep injured person still and quiet; call 911. ⇒ Check for breathing and bleeding, administer immediate first aid. ⇒ Contact relative/spouse. ⇒ Notify District Office.
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Suicide – Death

First Responder will:	⇒ Notify Building Administrator immediately call 911. ⇒ Isolate the area- Treat the area as a crime scene. ⇒ As much as possible, do not disturb area. ⇒ Stay at scene until help arrives. ⇒ Cooperate with emergency responders and police office to gather information on incident. ⇒ Call District Office.
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Non-Suicide Death of Staff or Student

Administrator or Designee will:	⇒ Notify District Office. ⇒ Notify parents and members ⇒ Activate prayer chain.
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SUICIDE OR DEATH

THEFT

Reporting a Theft Incident:	<ul style="list-style-type: none">⇒ Notify the building administrator.<ul style="list-style-type: none">• Gather all information before making report:<ul style="list-style-type: none">➤ Where was item located, if in a locked room or locked closet, how was entry made?➤ When was item last seen? Make, Model, Serial Number.⇒ Check that item has not been “borrowed” or is in another location.⇒ Call Sheriff to file a police report. Be sure to use the non-emergency 360-236-0396.⇒ Within 24-hours of discovery of loss, all information needs to be reported to the District office. Complete an Incident Report. Please include police report number.
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VANDALISM

Minor damage to church property:

Administrator or Designee will:	<ul style="list-style-type: none">⇒ Notify trustees for clean up and repair. Note date, description, hours you spent on clean-up/repair, cost of materials or if repair for insurance.⇒ Make every effort to identify the person or persons responsible for the damage.⇒ Fires: All fires must be reported to the fire department at 360-491-2410.⇒ Graffiti: All incidents involving graffiti that indicates gang affiliation must be reported to the Sheriff - Call 360-236-0396. Do not remove graffiti before police or trustees has documented incident and taken pictures.
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Major damage to church property

Administrator or Designee will:	<ul style="list-style-type: none">⇒ Call 911.⇒ Report incident to trustees.⇒ Consider the benefit of offering reward for information leading to the arrest and conviction of person(s) responsible.⇒ Caution – do not clean-up graffiti before the Sheriff or trustees has documented incident. Take photo documentation of damage. Keep careful records of staff time and material costs for vandalism report.⇒ Call insurance company.
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THEFT/VANDALISM

Responding Staff:	Immediately notify office of problem. If failure has created hazardous condition, isolate area until help arrives.
Staff	Depending on emergency: ⇒ Electrical – immediately shut off service at main power switch. Located in the Furnace Room. ⇒ Gas- if leak is suspected or confirmed, isolate area, notify administrator it may be necessary to evacuate building. Gas shut off next to building on north side (near office). ⇒ Ventilation problem – notify building administrator ⇒ Sewer/Septic – notify building administrator ⇒ Furnace – shut unit down; notify building administrator. ⇒ Water – shut water off; notify building administrator. Water shut of under sinks and under commode. Main water shut off is located in ground on 5 th St. next to driveway.
Administrator or Designee will:	On being notified of an operational failure that endangers building occupants or the building(s): ⇒ Evacuate the building. ⇒ If failure could adversely affect operation of church, determine if children should be transported to alternate site. ⇒ Continue to update staff on the building status. ⇒ Notify Trustees. ⇒ Call appropriate utility company.
UTILITY/OPERATIONAL FAILURE	

It is assumed that the church will be notified through the state and/or local emergency network of an impending volcanic ash emergency. The wind direction will be the biggest factor in the course of action to be taken by the church. Building administrators will be alerted to the possible emergency by telephone or by radio. The following are some basic guidelines for staff if an ash fallout alert is given.

Trustees:	<ul style="list-style-type: none"> ⇒ Activate Incident Command Team. ⇒ Evaluate the information provided by the Thurston County Office of Emergency Management. ⇒ Trustees will instruct Building Administrators as to course of action.
Building Administrator:	<ul style="list-style-type: none"> ⇒ If instructed to do so; institute “Shelter in Place” procedures for the church. <ul style="list-style-type: none"> • Keep all children, staff and volunteers in buildings. • Close windows and doors. Cover and tape plastic sheeting over windows and put wet cloth under doors. • Shut down ventilation system to avoid bringing outside air into the building. • Reduce and/or restrict all physical activities. • Take roll call to account for all children, staff and volunteers. • Caution those that need to leave the building to cover their mouths with dust masks (when available), handkerchiefs or some piece of clothing. • Prepare to provide shelter for staff and students if transportation is restricted. • Review your building list of children and employees with respiratory problems. These students and employees should be carefully monitored and their health care needs met to every extent possible.
Teachers:	<ul style="list-style-type: none"> ⇒ Follow Shelter In Place procedures (see above). ⇒ Keep children calm. ⇒ Prepare to shelter students for an undetermined amount of time.
<p>VOLCANIC ACTIVITY</p>	

Developing Overnight	If weather conditions cause the roads to become unsafe overnight, the administrator determines if pre-school will be closed the following day based on the North Thurston School District's decision.
Developing During the Day	If the weather conditions during the day becomes such that pre-school should dismiss early, the school closure decision will be made by the appropriate administrator. Dismissal information will be communicated to parents in time to implement dismissal procedures.
When to Shelter-in-Place	<p>If the weather conditions worsen to the point that children would be in danger on their way home, the administrator initiates a modified Shelter-In-Place plan.</p> <p>Rooms would not need to be sealed but students should be sheltered in a safe location in the building. Be aware of dangers of wind blowing trees over and blowing windows out.</p> <p>Children should be sheltered until weather conditions improve. Students may be released to parents/guardians or emergency contact person.</p>

Notification that an Emergency Exists:

Church should activate phone trees to notify all employees.

Late pre-school starting time: Employees should make a reasonable effort to get to work on time. Employees are not encouraged to take unreasonable risks and supervisors have the authority to accommodate individual situations by revising work schedules and allowing make up time.

Early Dismissal for Children: Employees are expected to complete their regular workday unless conditions are such that staff safety is a major concern. In that case, supervisors have the authority to revise work schedules and to allow make up time.

If, because of inclement weather, an employee is **unable to report to work** for the day, the following alternatives are available to the employee:

- The employee may take a day of personal leave or vacation if available.
- If an employee has an accident on the way to work, said employee may request emergency leave.
- The employee may take the day off without pay.
- The employee may, with the approval of their supervisor, reschedule the workday.

WEATHER