



Inclement Weather Policy for Volunteers

There will be times where we will need to close our Council on Aging offices due to inclement weather, power outages, and fires. This document outlines how office closures may impact your work as a volunteer and how we will contact you in the event of a delayed opening or closure.

1. We elect to delay opening the buildings by 2 hours.

- a. If we open at 10:00 am rather than 8:00 am, we will inform you of the delay as follows:
 - i. We will email your email address on record letting you know we will be opening 2 hours later and that all shifts are moved back two hours. If an email address is not on record, we will call you at the phone number on record.
 - ii. The inclement weather hotline will be updated with an inclement weather message stating that there is a 2 hour delay. The inclement weather phone number is 541-527-0541.
 - iii. All emails and calls will be sent or made by 7am the morning of the delay and the inclement weather hotline will also be updated by 7am.
- b. If you can no longer volunteer that day for any reason, please contact your site coordinator so they can find a backup volunteer.
- c. If this day is not your normally scheduled day, you can offer to help by calling your meal site coordinator as they will be scheduling any backup help needed that day.

Cathy: 541-604-5763 in Bend
Steven: 541-797-9367 in Sisters
Denise: 541-797-9107 in La Pine

- d. If we need to close on subsequent days we will contact you by 7:00 am and update the inclement weather hotline so you can plan your days accordingly.

2. We close for the day.

- a. **If we close for the day, all meal services will not go out.** This includes Meals on Wheels, Community Dining/Grab-N-Go lunch meals. Meals on Wheels clients have 5-shelf stable meals on hand for short term closures.
- b. We will inform you as follows of the closure:
 - i. We will email your email address on record letting you know we will be closed for the day. If an email address is not on record, we will call you at the phone number on record.
 - ii. The inclement weather hotline will be updated with an inclement weather message stating that we are closed for the day. The inclement weather phone number is **541-527-0541**.
 - iii. All emails and calls will be sent or made by 7am the morning of the closure and the inclement weather hotline will also be updated by 7am.
- c. If we need to close on subsequent days we will contact you by 7:00 am and update the inclement weather hotline so you can plan your days accordingly.