

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0017 **Subject:** Emergency Closing/Early Dismissal for all Wood County Board of DD Facilities and Programs

Effective Date: 02-22-88 **Last Revision:** 07-09-09

Person Responsible: Superintendent

Approvals/Date: Brent Brown 12/11/17 [Signature] 12/11/17
Superintendent, WCBDD Date Board President, 169 Board Date

The following definitions will apply to emergency closing:

- 1) Extreme weather conditions, which impede or may potentially, threaten to impede safe transportation of Enrollees;
- 2) Communicable disease in epidemic proportions;
- 3) Facility and/or facility equipment malfunction which would cause extreme discomfort or danger to Enrollees; or
- 4) Any other unspecified occurrences, which may cause extreme discomfort or danger to Enrollees.

The **Superintendent**, or designee, shall develop and implement procedures to be followed by each component in the event of an emergency closing. Emergency closing of programs in County Board Facilities shall include notification of all persons served in all Board programs. It shall be the **Superintendent's** or designee's responsibility to determine and consider sufficient reason for declaration of an emergency closing.