

Clarence Senior Citizens, Inc. **EMERGENCY CLOSING POLICY**

The Center may close overnight or anytime during the day on any day of the year due to any of a number of reasons. Weather and utilities are the most common reasons. The Executive Director will make the decision based on input from sources such as Erie County Nutrition, New York State Police, Clarence Highway Department and others.

1. If electricity or water are cut off, the Erie County Health Department requires the Center to close.
2. If the Erie County Nutrition Program is unable to deliver food, The Nutrition Program at the center is cancelled.
3. If the Town Highway Department or the New York State Police advise that the roads are in poor condition or if especially bad weather is expected, the Center will be closed.
4. Closing of the Center is not dependent on the closing of the Clarence Schools.
5. When it has been determined that the Center will be closed, the following will happen:

A. CLOSE BEFORE OPENING:

If the Center will not open for the day, the decision will be made prior to 6:30am and:

- a. A message will be entered on the Center's answering machine (633-5138) for members and staff. The day and date will be included. Since the answering system is disabled if the power is off, it will be necessary to follow TV or radio reports in that case.
- b. *The Executive Director will call the following so information is available publicly:

WGRZ TV Channel 2
WIVB TV Channel 4
WBEN Radio, 930

B. CLOSE DURING THE DAY:

If the Center should close during the day:

- a. An announcement will be made in the Center and everyone will be expected to evacuate the Center IMMEDIATELY. The bus will return riders home.
- b. Announcements (A.a.) and (A.b.) above will be followed.