



www.hickokcenter.org

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To provide a safe, supportive environment that encourages people with brain injuries and other neurological challenges to design and direct their own life's journey.

Inclement Weather and Closing Policy

Policy: Safety of the Hickok Center participants, staff and volunteers is our utmost concern should inclement weather occur. Every attempt will be made to make a decision in the best interest of all involving on whether the Center will close or stay open.

Procedure: In the event of inclement weather, the CEO(or designee) along with input from Program Directors shall determine program closure because of unsafe weather conditions. This decision will be made by 5:30 am to allow for everyone to make the needed arrangements. When a closure occurs, every attempt will be made to contact program staff, volunteers, transportation providers and program participants. WHAM(channel 13) will receive notification by 5:45 am and it will be included in the cancellations that are scrolled along the bottom of the screen.

In the event of a program closure, staff should report to work unless otherwise notified.