
	<b>General Policy</b>			
	<b>Chapter:</b>	Board Services and Program Administration	<b>Policy #</b>	2-16-1
	<b>Section:</b>	Program Operations During Severe Weather	<b>Revision #</b>	2

- I. **PURPOSE:** To establish guidelines for program operation during times of severe weather.
  
- II. **APPLICATION:** All CMH employees and all mental health programs operated by West Michigan Community Mental Health.
  
- III. **REQUIRED BY:** Not required.
  
- IV. **DEFINITIONS:**

Severe Weather: Means the occurrences of a tornado, severe thunderstorm, excessive snow accumulation, or ice storm or its result, which limits program operation.

Program Site: Means the location to which the employee normally reports.
  
- V. **POLICY:** It is the policy of the West Michigan Community Mental Health (WMCMH) that Lake, Mason, and Oceana program sites shall remain in operation within reasonable limits during severe weather, unless a program(s) is closed by the Chief Executive Officer or his/her designate. Community Mental Health emergency services shall be available 24 hours a day at all times.
  
- VI. **PROCEDURES:**
  1. The Chief Executive Officer or his/her designate is authorized to close any or all WMCMH programs (except emergency services) in cases of severe weather.
  2. Employees are expected to report to their respective program site unless all Community Mental Health programs are closed.
    - 2.1 Employees unable to report shall notify their appropriate program manager or supervisor at the earliest opportunity.
    - 2.2 Employees shall utilize Time Star to request paid time off for the time absent from work.
    - 2.3 In unusual circumstances, employees may submit a written request to the Chief Executive Officer for paid administrative leave of absence.
  3. CMH Crisis Stabilization Services shall be available 24 hours a day.
    - 3.1 The scheduled Crisis Stabilization Services (CSS), and Assertive Community Treatment (ACT) staff member shall assume responsibility for his/her contracted duties upon notification of the close of all CMH programs.
    - 3.2 The scheduled Crisis Stabilization, and Assertive Community Treatment On-Call staff member shall remain responsible for emergency services until relieved of this duty by another clinical staff member.
  4. During severe weather, the CMH staff member who is scheduled to administer medications shall be responsible for delivering medications to the consumer's place

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of resident between 4:00 p.m. and 6:00 p.m. The staff member, in addition, shall give the consumers his/her morning medication(s).

- 4.1 If the staff member scheduled to administer medications cannot do so due to severe weather, he/she shall be responsible for locating another staff member, who is on the schedule to administer medications, to deliver the medications.
- 4.2 In the event the responsible staff person cannot deliver medications due to severe weather and is unable to locate another staff member to deliver medications in his/her absence, he/she shall contact the Assertive Community Treatment (ACT) On-Call system for assistance.
- 5. In the event that severe weather may result in unsafe traveling conditions when programs are to remain open, staff members should tune into WLDN (98.7) WKLA (96.3) FM, WKZC (94.9 FM), WMOM (102.7 FM) or WWKR (94.1 FM), monitor weather apps, and/or check online resources (social media, news media webpages, National Weather Service webpage, etc.) before leaving the agency to get information about driving conditions. Staff members must exercise good judgment and common sense when conditions are questionable (icy roads, high winds, tornado watch, poor visibility, heavy rain or snowfall).
  - 5.1 It shall be understood that, at any time, if a staff member judges the road conditions to be too hazardous for travel, they may inform their supervisor or manager that they have decided not to travel.
  - 5.2 If there is cause for suspension of travel (extreme weather conditions, such as a tornado warning or flash flooding), notification of the suspension shall be given by the safety officer and posted at each location.

**VII. SUPPORT DOCUMENTS: n/a**

**VIII. POLICY/PROCEDURE REVIEW:**

REV#	APPROVED BY	Policy/Procedure	DATE
			01/2004
			02/2015
			01/2017
			04/2019
			07/2020
2	Corp. Comp. Comm.	Procedure	09/2021
<b>Board Approval Date: 01/27/1997</b>			

**IX. CHIEF EXECUTIVE OFFICER ENDORSEMENT:**

I have reviewed and approved of policy # 2-12-16 Revision # 2.

CEO: Lisa A. Williams Approval Signature: \_\_\_\_\_