

Parks Recreation and Cultural Arts Department Procedure

Title: Inclement Weather, Activity Cancellation and Facility Closure Procedure

Effective Date: 2/12/18

Recreation Superintendent - Joel Faber

Purpose:

- ❑ To establish a procedure that is consistent across all sections regarding activity cancellation and facility closures.

Procedure:

Edmonds School District Announced Delayed Start

- ❑ Swim lessons starting before 12:00 noon will be cancelled
- ❑ Senior Center classes starting before 12:00 noon will be canceled
- ❑ All Preschool classes (Ages 5 and under) starting before 12:00 noon will be canceled
- ❑ All remaining recreation classes will run as scheduled
- ❑ Facility will remain open
- ❑ Cancellation of off-site trips will be determined on a case-by-case basis
- ❑ Coordinate with Superintendent or Program Supervisor to initiate modified schedule EAP procedures

Edmonds School District Announced Cancellation

- ❑ All recreation programs scheduled in an Edmonds School District facility will be cancelled
- ❑ Swim lessons starting before 3:00 pm will be cancelled
- ❑ All Senior Center programs will be cancelled
- ❑ All preschool programs starting before 3:00 pm will be cancelled
- ❑ All remaining recreation class will run as scheduled
- ❑ Recreation and Senior Centers will remain open
- ❑ Cancellation of off-site trips will be determined on a case-by-case basis
- ❑ Cancellation of evening activities and lessons will be made by 2:00 pm
- ❑ Coordinate with Superintendent or Program Supervisor to initiate modified schedule EAP procedures

Mayor Announced Closure

- ❑ All facilities and activities will be canceled
- ❑ Coordinate with Superintendent or Program Supervisor to initiate closure EAP procedures

**Canceling Programs and Closing Facilities on the Weekends, Nights, Holidays
(Weather, Power outages, or Chemical Leaks)**

- The recommendation to close a facility will be made in coordination with the Facility Supervisor on duty, the Program Supervisor, Recreation Superintendent, or Department Director.
- Facility Supervisor on duty will communicate directly with Program Supervisor, Recreation Superintendent, or Department Director prior to making the decision to close a recreation facility.
- All facilities and activities will be canceled for the remainder of the day.
- Coordinate with Superintendent or Program Supervisor to initiate closure EAP procedures



Recreation Director - *PRCA* *2-12-18*
Date



Recreation Superintendent *2/12/18*
Date