



## EMERGENCY CLOSURES & INCLEMENT WEATHER

### Don't be left in the cold...Check Daily for Unplanned Closures

#### Emergency Preparedness Plan Highlights:

- \* Power outages—  
Evacuate if power is not restored within 24 hours. Follow internal protocol for loss of heat/AC. (*First, communicate w/supervisor*)
- \* Remember that any evacuations must be reported to DDA Southern Regional Office. (*DDA SMRO's Emergency Contact On-Call number is (410) 905-4985. This number can accept voice calls and text messages.*)
- \* Snow/ice removal—staff are responsible for removing snow and ice from walkways and driveways at residential homes; Maintenance Manager makes arrangements at Day Program and Headquarters.
- \* Keep emergency kits and numbers updated and available.

#### Notice of Closing:

People supported by EPIC's programs and Employees should follow notification from EPIC for weather closings/delays. Use the resources below during inclement/hazardous weather conditions after 5:30 AM to see if there is a delayed opening or closure.

- ⇒ local TV and radio station
- ⇒ our [Website](#)
- ⇒ check EPIC's [Facebook page](#)

*The exception are those individuals in Supported Employment who are scheduled to work at a local business.*



**Residential and Supported Employment Programs operate differently than Transportation and Day Programs and should do the following:**

Residential homes are open 24 hours 7 days a week and staff should report according to schedule.

Anyone in the Employment program that receives supports at headquarters should not report. Staff abide by internal direction from your supervisor. Independent placements follow their jobs closing procedures.

### What to do if you use MetroAccess!

#### MetroAccess' Inclement Weather Policy ([MetroAccess Customer Guide](#))

During severe weather, icy or hazardous road conditions, Metro Access might not transport riders from their homes or pick-up site, but instead focus on safely returning all riders.

Service changes due to inclement weather will be announced on local TV, radio, and their Website, [www.wmata.com/metroaccess](http://www.wmata.com/metroaccess).

**First Step:** Contact MetroAccess to determine their operating status.

**Second Step:** Cancel reservations for the morning and afternoon run if EPIC is closed.

**Third Step:** For late openings and/or early departures, you must call MetroAccess at least 2 hrs ahead or cancel the reservation.

**Fourth Step:** Do not send individuals supported by EPIC to the day programs or Admin. office when EPIC is closed or has a delayed opening. If MetroAccess

arrives to your home, remind them that EPIC is closed.

#### **\*\* Important \*\***

In the event that EPIC is open and MetroAccess is not transporting, EPIC is responsible for the transport. Pending conditions, EPIC residential staff may need to transport individuals to their assigned locations.

Additionally, Supported Employment staff may be need to transport individuals to their employment sites.

**Inclement Weather or Unplanned Events Can Happen...  
a Quick Guide for What to Do**