

M E M O R A N D U M

TO: PARENTS, GUARDIANS AND CARETAKERS OF WESTCHESTER Arc PROGRAM PARTICIPANTS

FROM: RICHARD P. SWIERAT, EXECUTIVE DIRECTOR

DATE: OCTOBER 2008

RE: DELAYS OR CLOSINGS DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES

The winter season will soon be here so I would like to take this opportunity to notify you of our process for alerting families and caretakers of delays or closing of the day program sites in the case of inclement weather. There are three ways for you to get the announcement.

1. Radio: Westchester Arc uses a number of local radio stations to broadcast the announcement about a delay or closing. Attached to this note please find the list of stations we are currently using. We will make every attempt possible to have our decision made early enough in the morning regarding a delay or closing so that the radio stations may report this by 7:30 am. However, we have no control over the radio stations. In the past, we have experienced up to a 45 minute delay from the point of decision to when it was announced on a radio station. We ask for your understanding and patience with these difficulties.

2. Westchester Arc switchboard: We will also place a “Snow Delay/Closing” message at the 265 Saw Mill River Road switchboard (914) 949-9300. This message is recorded as soon as the decision is made. However, you may receive a busy signal if there are a significant number of call-ins to the switchboard, Please be patient and continue to call if you hear a busy signal.

3. Westchester Arc website: www.westchesterarc.org
We place a notice on the front page of the Westchester Arc website labeled: Weather Alert. This notice is posted as soon as the decision is made.

- **NOTE: In the case of a power failure in the Hawthorne NY area, the telephone switchboard and website may not be accessible. Please remember that the radio & TV broadcasts may be your only primary source of information.**

During inclement weather, I would encourage each parent, guardian, or caretaker to consider weather in your own area. Westchester County is a large geographic area, and often the weather varies from community to community. Please understand that a decision to delay or remain open is made by a number of individuals in the organization who are, quite frankly, looking out their own windows while listening to the closing decisions of the local businesses and school districts. If you feel hesitant about sending your family member to a day program, I would encourage you to make that decision on your own. Safety is utmost in our minds as we make these decisions. However, we also must make every attempt to stay open to provide services whenever possible to those families whose family member, in our judgment, can be transported with reasonable assurance of safety.

2008 – 2009 Weather Emergencies

In the event of weather emergencies, please tune into the radio stations listed below for information on Westchester Arc closing or delays.

<u>STATION</u>	<u>CALL LETTERS</u>
WFAS	AM 1230
WFAS	FM 103.9
WPDH	FM 101.5
MIX 97 (WCZX/WZAD)	FM 97.7/FM 97.3
WRRV	FM 92.7/FM 96.9
WHUD	FM 100.7
WLNA	AM 1420
WINS	AM 1010
WBNR	AM1260
	K104.7
EL RITMO (WALL/WEOK KICKS (WKXP)	AM 1340/AM 1390

TV – NEWS 12

Please note that we have no control over the radio stations as to when they will announce the closing or delay. We will make every effort to call the radio stations by 7:30 am.