

POLICY MANUAL

Subject: Inclement Weather-
Outpatient Closings

Effective Date: 12/11/02

Initiated By: Russell E. Taylor
Safety Director

Approved By: Timothy A. Tull
Chief Financial Officer

Review Dates: 07/10 RT/Committee, 08/11 RT
12/13 RT, 11/14 RT, 1/15 CH

Revision Dates: 10/08RET

POLICY:

In order to assure the continuum of care for our patients and the safety and security of patients and staff at our outpatient locations, the following procedure will be followed in the event that an outpatient location needs to close due to threatening or bad weather.

PROCEDURE:

1. The Manager/Supervisor or designee at each site, with consultation with the Director of IOP, The Safety Director or the Executive Management team, will make the decision if a location needs to be closed due to Inclement Weather.
2. This decision will be based on the severity of the weather at the time of decision, the forecast of severe weather, the history of weather problems at the site, the location of the site (i.e. roadways are hilly or narrow), etc.
3. Once the decision to close the location the following will be completed:
 - A. Executive Management will be notified of the decision.
 - B. When Executive Management is informed of decision, the following information must be supplied.
 - a. All patients and staff have been accounted for at the time of the decision, and that all have been safely evacuated from location.
 - b. Estimated length of the closure.
 - c. A preliminary plan to transfer treatment to another location if necessary due to the situation.
 - C. The Admissions department and receptionist at the River Road site are notified of the closure and plan.
 - D. The Program Manager/Supervisor will place a message of the closing on the voice mail system at the site.
 - E. The media are notified of the closure using the account specified for this purpose.
 - F. Please see the related plan for [Inclement Weather-Aftercare Closings](#) as well.
 - G. Inform Johnny Rosen at 615-308-9195 of the closing, he will contact the media of the closing.