

## WINTER 2016

### WEATHER EMERGENCY POLICY AT ACP

1. ACP will be open on each business day of the year unless announced to the contrary.
2. In case of severe weather, the ACP Board may decide to close the building or to have a delayed opening. In such cases, a recorded announcement will be placed on the "ACP Building Announcements Line" (301-209-3366) by 6:00 AM. Information will also be sent via a building wide e-mail and available on the ACP website (go to [www.acp.org](http://www.acp.org) and click on "Announcement"). Absent an explicit announcement that the building is closed on a given day, each staff person is expected to come to work on that day. (See item 4 below).
3. Each of the societies in the building will have the same snow-closing schedule. This will apply to full day closures, late openings or early closings.
4. Employees should follow their society's snow closing/delayed opening procedure for telecommuting and liberal leave.
5. Because the weather and driving conditions may vary significantly across the Washington DC region, each person must make his or her own decision about roadway traveling. In cases of questionable weather, each society will implement a liberal leave policy, which means that individuals may decide to use their accumulated vacation time in cases when the building is not closed.