

PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

POLICY: SNOW STORM EMERGENCY

SERVICE AREA: ALL AREAS

APPLIES TO: ALL PERSONNEL, SERVICE RECIPIENTS, STUDENTS, VISITORS
AND VOLUNTEERS

PREAMBLE:

This policy outlines the procedures for the closure of Penticton and District Society for Community Living services in the event of an imminent snow storm threat. It ensures the safety of individuals and staff by defining when services will be suspended, how essential services will be maintained, and the responsibilities of staff during such closures. The policy aims to provide clear guidelines for decision-making and ensure the protection of all involved.

POLICY

The Penticton and District Society for Community Living services, excluding residential homes, will close in the event that the city faces an imminent threat of severe winter weather. This closure will occur if normal operations pose a safety risk to individuals and staff attending services, or if staff are unable to return safely to their worksite or home. Individuals are responsible for assessing their own safety and deciding whether to attend services under these conditions.

A “closure” of the Society means that services will be suspended, meetings and other scheduled events will be cancelled, and staff, except for those employed at PDSCL's homes, will not be required to report to work.

In situations where a weather conditions poses a threat but the Society has not officially closed, staff—especially those who live at a significant distance from the Society—may still be impacted. Employees who cannot work due to storm conditions will be required to use vacation time, personal leave days, emergency unpaid leave, or flexible working hours. This policy applies unless the employee is sent home by the employer due to a closure decision made by the CEO.

The Society will only close during operational hours in extreme circumstances. In such cases, the decision to close will be made by the CEO or their designated representative. The closure notice will specify whether it is "immediate" or scheduled for a particular hour. Unless otherwise stated, the closure will continue from the specified time until the start of the next working day.

During a closure, essential services must be maintained to ensure the care and protection of individuals residing in PDSCL's supported homes. The CEO or their designate will identify staff responsible for delivering these essential services, either at the homes or at designated emergency evacuation locations. Coordinators are accountable for assigning appropriate duties and ensuring the safety of both staff and home members. When requesting staff to work during a closure, Coordinators must consider the staff member's individual circumstances and their ability to reach the designated worksite. No department may designate essential services or require staff to work

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during a closure without prior approval from the CEO or their designate.

The CEO, Coordinators, and Managers are responsible for maintaining and ensuring access to an updated contact list for both staff and individuals served by the Society.

PROCEDURE

The Snow Storm Emergency Procedure is outlined in the Emergency and Safety Plan (also referred to as the Emergency Plan or Disaster Plan) for each Penticton and District Society for Community Living (PDSCL) operational site.

Each site's Emergency and Safety Plan includes detailed procedures for responding to Snow Storm Emergencies, ensuring a prompt, coordinated, and effective response that aligns with established safety protocols.

Since each site varies based on its demographic, service recipients, and worksite structure, a tailored procedure is implemented for each location within the framework of their specific Emergency and Safety Plan.

For detailed, site-specific procedures, please refer to the corresponding Emergency and Safety Plan for your location.

EMERGENCY AND SAFETY PLAN	WORKSITE ADDRESS	DEPARTMENT
Housing and Finance Emergency and Safety Plan	439 Winnipeg Street Penticton, V2A 6P4	Housing Office, Administration
Compass and Skaha Emergency and Safety Plan	1714 Main Street, Penticton, V2A 5G8 1722 Main Street, Penticton, V2A 5G8 2872 Skaha Lake Road, Penticton, V2A 6G1	Compass House Shelter, Compass Court, Skaha Motels
180 Emergency and Safety Plan	180 Industrial Avenue, Penticton, V2A 6X9	Day Services, Employment, Youth, Outreach, Community Inclusion
Chestnut Assisted Living Emergency and Safety Plan	453 Winnipeg Street, Penticton, V2A 5M6	Chestnut Place including Kitchen and Janitorial
Creekside Emergency and Safety Plan	524 Pickering Street, Penticton, V2A 4H2	Community Inclusion, Outreach
Reeds Corner Emergency and Safety Plan	885 Fairview Road, Penticton, V2A 5Y7	Community Inclusion, Outreach
Bruce House Emergency and Safety Plan	146 Bruce Court, Penticton, V2A 6C4	Bruce House, Bruce Court
Murray House Emergency and Safety Plan	110 Murray Drive, Penticton, V2A 7E4	Murray House