

# ArtStart Winter Weather Policy

## Purpose

This policy ensures the safety of staff, volunteers, program participants, and visitors during periods of severe winter weather. It establishes clear procedures for building closures, program cancellations, communication expectations, and emergency contacts.

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## 1. Alignment With Rhinelander School District Closures

To maintain consistency and prioritize safety, our organization will follow the **Rhinelander School District (School District of Rhinelander – SDR)** in weather-related closures.

- **If SDR closes due to winter weather, our building will also be closed.**
- **If SDR delays start times, our building will open at the delayed time only if conditions allow safe access for staff and the public.**
- **If SDR cancels after-school or evening activities due to weather, all of our evening programs and events will be cancelled as well.**
- **If SDR is closed for reasons other than weather, our building will close in alignment with the Rhinelander District Library.**

Exceptions may be made only by the **Program and Operations Director** in circumstances where the building can be safely staffed and accessed.

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## 2. Building Closure Protocol

When a closure is triggered:

### a. Staff

- Employees scheduled to work onsite will **not be required to report**.
- Staff who can work remotely may do so.

### b. Volunteers

- All volunteer shifts will be **cancelled automatically** during building closure.
- Volunteers should never attempt to report in unsafe travel conditions.

### c. Programs & Events

- All programs, rentals, and public events scheduled during the closure period are cancelled or postponed.
  - Program managers will notify partners and participants as soon as possible.
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## 3. Communication

The **Program and Operations Director** or designee will issue closure notifications through:

- Email and/or text alerts to staff and volunteers
- Social media posts
- Website updates
- Signage posted at the building entrance when possible

Efforts will be made to communicate closures by **8:00 AM** for daytime operations and **2:00 PM** for evening activities.

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## 4. Safety Expectations

- Staff and volunteers are encouraged to always use personal judgment when deciding whether travel is safe—even if the building remains open.
  - No one should risk personal safety to report to work or a program.
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## 5. Reopening After Closure

The building will reopen when:

- Local road conditions allow safe travel
- The parking lot and walkways are plowed and treated
- Heat, power, and essential systems are fully operational

The **Program and Operations Director** will notify staff and volunteers of reopening timeframes.

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## 6. Emergency Contact Procedures

During winter weather events, and especially during closures or delays, staff and volunteers should follow the emergency contact procedures listed below.

### **Primary Contact – Weather or Building Operations Emergency**

#### **Ashley McLaughlin**

Program and Operations Director

[amclaughlin@artstartrhinelander.org](mailto:amclaughlin@artstartrhinelander.org)

 **715-550-0177**

Contact Ashley immediately if:

- You encounter unsafe building conditions (power outage, heating issues, ice hazards, etc.)
- You witness or experience an accident or injury
- You are unsure whether to report to the building
- You cannot safely travel to a shift or program
- Immediate direction is required regarding building access, event status, or safety concerns

If Ashley is unavailable, staff and volunteers should follow internal communication protocols or reach out to Traci Stinebrink [tstinebrink@artstartrhinelander.org](mailto:tstinebrink@artstartrhinelander.org) or Melinda Childs [mchilds@artstartrhinelander.org](mailto:mchilds@artstartrhinelander.org).