

# Protocol for Cancellation of an mRLC Network Session Due to Weather/Road Conditions

*If your network will be meeting during the winter months, please ensure that participants have recorded an emergency contact phone number on the sign-in sheet.*

## **If there is a forecast of inclement weather (probably a couple of days before your network):**

1. Email your network participants, indicating that a decision on cancelling the session will be made by 2:00 PM **on the day before** the scheduled network session. Indicate that you will use your best judgment based on the weather forecast and possible road conditions. Provide a phone number where your participants can contact you. Include Eileen, Lori, and Betty as cc on the email.
2. Confer with Eileen/Lori and Betty as needed.
3. Before making the decision, it is sometimes useful to get observations from your participants as to road conditions in their particular areas. Road conditions can vary; someone trying to make the decision in Winnipeg might be seeing very different conditions from someone in a rural area.
4. Make the decision, based upon your best judgment, and inform your participants.
5. Email Betty, so that the venue can be informed of the cancellation.

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## **If the decision NOT to cancel was made, but the weather/road conditions worsen:**

1. Cancel the session, if worsening weather/road conditions make this necessary.
2. Inform Eileen, Lori, and Betty, as above.
3. Inform your participants, possibly by phone. Eileen/Lori and Betty can help with this.
4. Betty will contact the venue.

### **Contact Information:**

Eileen Sutherland  
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