CPTP Weather Cancellation Policy and Procedures

CPTP WEATHER CANCELLATION POLICY

In the event a serious weather condition is expected on the day of a CPTP class, CPTP will determine if class should be cancelled. CPTP will make every effort to announce class cancellations by 2 p.m. the day before the class. In the event of unforeseen circumstances, class cancellation may take place the day of the class. When CPTP cancels a class, LEO will send an email to those enrolled. If the situation permits, CPTP will make every effort to contact participants/training coordinators directly.

CPTP WEATHER CANCELLATION PROCEDURE:

In the even a serious weather condition is expected on the day of a CPTP class, CPTP will assess the situation to determine if class should be cancelled. Serious weather conditions include but are not limited to hurricane, tornado, flooding, icy road conditions, and snow.

Factors to consider:

- *Is the facility closing?*
- *Can the instructor and students safely reach the destination?*
- *Is it safe to hold training at that site?*
- *Can the instructor and students return home or to lodging safely?*

Cancellation should be made in enough time to avoid dangerous travel by anyone. Our goal: Cancel class by 2 p.m. the day before the anticipated weather condition. In the event of unforeseen circumstances, cancellation may take place the day of the class.

If class is cancelled, CPTP staff will:

1. Notify the instructor by email and phone if possible.
2. Notify the site contact by email and phone if possible.
3. Cancel students through LEO using Weather as reason.
4. Cancel the class in LEO.
5. If possible, call the students, but email those we can't reach, to notify them regarding the cancellation.
6. Notify the training coordinators of those enrolled who can't be reached.
7. Prebook the students for the cancelled course.
8. At a later date, reschedule the class. When the class is rescheduled, using a copy of the roster, email the previously-enrolled students and offer them seats in the new date.