

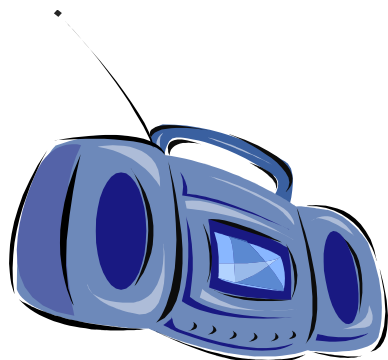
TO: All Staff
FROM: Suzanne (Steele) Martínez, Facilities & Safety Technician
RE: Incremental Weather Procedure
DATE: Thursday, November 1, 2012

Attached you will find a copy of our county's incremental weather procedure. Please read the procedure and keep this memo as handy reference.

1. To confirm if the Anderson site is open or closed due to incremental weather, call 503-570-1115.

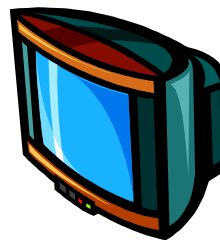


Once the system picks up dial "1" for English or "2" for Spanish. The system then asks you to key in the extension you wish, dial "**2207**" (this extension has changed recently). The message on this incremental weather line will be updated, as needed, no later than 6:15am daily.



2.

If you listen to the radio,



watch television or



go online to www.katu.com look specifically to see if OCDC Headstart-Multnomah County is closed. We will be listed under the organizations section (online that is at the bottom of the list).

Remember that the weather conditions here at the Anderson center may be totally different from those at your house. During this time of possible incremental weather it is very important that you stay informed at all times.