

INCLEMENT WEATHER PROCEDURES FOR CARDINAL USER LABS

Please use the procedures below in the event of situations where inclement weather or other events may impact Cardinal user labs.

In all cases, use your judgment during inclement weather, whether a delay or cancellation is posted or not.

1. If inclement weather is in the forecast for any of the Cardinal labs, the Cardinal Project will attempt to make a decision the day before regarding any lab cancellations or delays. Note, once the decision is made to **cancel**, that decision will be final (at any stage in the process).
2. If the decision is to **cancel**, a message will be posted on the Cardinal website homepage
3. If the decision is to **delay**, the Cardinal Project will determine the start time and a message will be posted on the Cardinal website [homepage](#)
4. If the Cardinal Project has not made a decision the day before to cancel or delay a lab, and the weather worsens and/or State or Local governments announce closures or delays, attendees and trainers should use the table below to stay informed (in addition to the Cardinal website homepage):

| User Lab Location | Corresponding Locality | Source(s) of Information |
|----------------------------|---|---|
| DOA | Richmond Metro Area State Offices | Radio: WRVA (1140 AM) or any Clear Channel affiliate (Q94, Lite 98, XL102, 106.5, or Sports Radio 910) |
| Paragon Place | | Television: WTVR (Channel 6), WRIC (Channel 8), WWBT (Channel 12) Website: Department of Human Resource Management (DHRM) – www.dhrm.virginia.gov |
| DOC Marion | Town of Marion Government Offices (Smyth County) | Radio: WMEV (1010 AM), WVTF Public Radio 91.9, 93.9, 102.5 Television: WCYB (Channel 5), WJHL (Channel 11) |
| VDOT Culpeper | Town of Culpeper Government Offices (Culpeper County) | Radio: WRCW (1250 AM), 88.9, 94.3, 101.5, 107.7 Television: NBC (Channel 4), FOX (Channel 5), ABC (Channel 7) |
| VDOT Fredericksburg | City of Fredericksburg Government Offices | Radio: WFVA (1230 AM), 99.3, 101.5, 103.1, 105.9 Television: NBC (Channel 4), FOX (Channel 5), CBS (Channel 6), ABC (Channel 7) |

5. The Cardinal Project may also independently decide to delay or cancel labs. In the event of delays or cancellations, the Cardinal Project will post messages as above (see steps 2 and 3) to notify of the delay/cancellation.
 - Use the table below to determine how to proceed
 - Be sure to check the Cardinal website for specific details about your lab

| Locality/Cardinal Project Determination | User Lab |
|--|---|
| Closed/Cancelled | <ul style="list-style-type: none">• Participants can attend another lab. See the Cardinal Website home page for additional scheduled labs. |
| Delayed Opening (for all labs) | <ul style="list-style-type: none">• Labs will take place on the same delayed schedule (e.g.; if state/local govt. offices open at 10 a.m. labs will start at 10 a.m., if there is a two hour delay, labs will start at 10 a.m.;• Labs may extend beyond the original end time (will not go beyond 4:00 p.m.) |