

2019-2020

## **BAD Weather Procedure for Scheduled Trainings**

Administrative Office  
105 Hall Street, Suite A  
Traverse City MI 49684  
(231) 922-4850  
(231) 935-3871 TDD/TTY  
(231) 935-3082 FAX

527 Cobbs Street  
Cadillac MI 49601  
(231) 775-3463  
(231) 876-3281 TDD/TTY  
(231) 775-1692 FAX

2715 South Townline Road  
Houghton Lake MI 48629  
(989) 366-8550  
(231) 876-3281 TDD/TTY  
(989) 366-9420 FAX

204 Meadows Drive  
Grayling MI 49738  
(989) 348-8522  
(231) 876-3281 TDD/TTY  
(989) 348-6434 FAX

For information  
about our services  
call Alpha Center  
at 1-800-49-ALPHA  
or (231) 922-4850

After-Hours  
Crisis Intervention  
1-800-442-7315 TDD/TTY  
or (231) 922-4850

When weather and road conditions are questionable and you are scheduled to attend one of our classroom trainings, please do not rely on school delays or closings. Also, do not rely on receiving a telephone call from us.

**The decision to remain on schedule or to delay or cancel training, in most cases, will not be made until the morning of the scheduled training.**

The best and most reliable way to determine whether training is delayed or canceled is to **call the training \*location on the morning of the training.**

If there is a delay or cancellation, there will be a recorded message (on the day of training) by 7:00 AM, stating that the training has been delayed or canceled.

**\*Cadillac Call (231) 876-3249**  
**\*Traverse City Call (231) 933-4914**

**Please POST and share this procedure with all staff so that they can become familiar with the process to follow when weather is questionable on training day.**

Thanks!

Beth Burke  
Training Coordinator

Clarisse Manny  
Training Specialist