



Policy on Potential Weather Disruptions

Weather conditions in Florida have a potential for disrupting class schedules. In the event of approaching storms and officially issued storm watches, employees, students and instructors should closely monitor **local** weather conditions and public announcements and act accordingly, taking all suggested safety precautions seriously and preparing themselves and their property to safely weather any storm.

Tropical storm watches and warnings are quite frequent in Florida and are usually short term with little major damage caused. In the event of a **tropical storm watch or warning** classes will continue, but individuals should protect themselves as needed.

However, in the event of a **Hurricane Warning** officially published by local governments, all classes will be cancelled (a **warning** denotes hurricane storm conditions possible in the area within 24 hours). Attention should be paid to public announcements, transportation shut downs, evacuation areas, etc., allowing sufficient time for a safe return to home or shelter prior to the storm's arrival. All inlingua Centers will be closed early enough for employees to return to their homes and make final preparations for the arrival of any such storm.

This type of cancellation will be considered "no-fault." No late cancellation procedures will apply to private or semi-private classes. Group English classes will be cancelled and not rescheduled, although such cancellations will have no effect on the student's attendance record.

Employees should communicate with coworkers and the inlingua Head Office as soon as possible after the hurricane. Since local storms affect different areas (only a few miles apart) to a different extent, each center staff member will report to work as soon as safely possible and assess local conditions for their center, reporting an "all clear" or any problems (power outages, damage, etc.) to the inlingua Head Office. Employees and Head Office personnel will work closely to arrange for any repairs to be made to guarantee the safe reopening of the center.

Classes will resume as soon after the storm passes as possible and as allowed by the local government.

Students and instructors should contact the center to find out whether it has reopened.