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## Disaster Services Policies and Procedures Manual

# GUIDELINES FOR CANCELATION OF DISASTER RESPONSE COURSES

## I. PURPOSE: TO PROVIDE GUIDELINES FOR WHEN AND HOW A DISASTER RESPONSE COURSE WILL BE CANCELED

## II. A DISASTER RESPONSE COURSE MAY BE CANCELED FOR THE FOLLOWING REASONS:

- a. Low Enrollment
  - i. 3 days prior to the scheduled course date if the enrollment is less than 6 participants for a Basic level course or less than 10 participants for an Advanced level course.
- b. Onsite Cancellation
  - i. May occur at instructor's discretion if less than the minimum numbers of students have arrived 30 minutes after the scheduled course start time.
- c. Instructor Sick or Personal Emergency
  - i. If an Instructor becomes ill or has a personal emergency within the 3 days prior to the course and a replacement can not be found.
- d. New Course / Updated Course Released
  - i. If a new course or updated course materials are released which replace an existing course on the schedule.
- e. Unable to secure an Instructor
  - i. If an instructor is not able to be secured for a scheduled course.

## III. THE FOLLOWING STEPS MUST OCCUR WHEN CANCELING A COURSE:

- a. Low Enrollment
  - i. The instructor will be notified 4 days prior to the course if the enrollment is less than 6 participants for a Basic level course or less than 10 participants for an Advanced level course.
  - ii. The instructor will be given the option to teach the course; a decision must be made within 24 hours of notification.
    1. If the course is a simulation with less than 4 students enrolled; the instructor will not have the option to teach the course.
  - iii. If the instructor decides to teach the course, no further action will occur.
  - iv. If the instructor decides not to teach the course, the students will be notified of cancellation 3 days prior to the course by email and phone and the course status will be changed to canceled.
- b. Onsite Cancellation

- i. The instructor will make the decision 30 minutes after the scheduled start time if less than the minimum number of students has arrived for the course.
    - ii. Students will be directed to register for a future course.
  - c. Instructor Sick or Personal Emergency
    - i. If a scheduled instructor becomes sick or has a personal emergency within 3 days of the scheduled course all authorized instructors for that course will be notified of the need and will be requested to teach.
    - ii. If a replacement can not be found within 24 hours of the course, the course will be canceled and the students will be notified by email and phone.
    - iii. The course will be rescheduled for a date within the next two weeks that aligns with the same time slot as the originally scheduled course.
  - d. New Course / Updated Course Released
    - i. If a new course or updated course materials are released which replace an existing course on the schedule the existing course may be canceled and students will be notified by email.
    - ii. If time allows for the instructor(s) to be trained / familiarized with the new material, the existing course will be canceled and the new course or updated course will be scheduled in its place.
    - iii. If time does not allow for the instructor(s) to be trained / familiarized with the new material, the existing course will be canceled and the new course or updated course will be scheduled for a later date.
  - e. Unable to secure an Instructor
    - i. If an instructor is not able to be secured for a scheduled course the students will be notified by email and phone within 3 days of the scheduled course and the course date will be rescheduled.

**IV. THE FOLLOWING INDIVIDUALS WILL BE NOTIFIED WHEN A COURSE IS CANCELED:**

- a. Corresponding Instructor(s) (by phone and email)
- b. Corresponding Enrolled Students (by phone and email)
- c. Corresponding Response Coordinator (by email)
- d. Corresponding District Chair (by email)
- e. Corresponding District Vice Chair (by email)

Cross References:

Also see:

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