

Formerly Great Lakes and North Central
Community Mental Health

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

527 Cobbs Street
Cadillac MI 49601
(231) 755-3463
(231) 775-1692 FAX

2715 Townline Road
Houghton Lake MI 48629
(989) 366-8550
(989) 366-9420 FAX

204 Meadows Drive
Grayling MI 49738
(989) 348-8522
(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/TDY
or (231) 922-4850

December 1, 2008

Dear Provider:

BAD Weather Procedure for Scheduled Trainings

When weather and road conditions are questionable and you are scheduled to attend one of our trainings, please do not rely on school delays or closings. Also, do not rely on receiving a telephone call from us, although we try, we cannot guarantee a call to each registered person in a timely manner.

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 morning of the training.** If there is a delay or cancellation, there will be a recorded message (on the day of training by 7:30 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.

Beth Burke
Training Coordinator