***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Severe Winter Weather Notifications**

We are now enjoying the winter weather season in this part of the state. When a strong storm approaches, we will be monitoring the situation. Depending on the time of day the storm hits us, a decision may have to be made on whether or not to keep the Bank open. The Emergency Response Team will make that decision. If the decision is made during office hours, the branch offices will receive a call informing the staff of the decision to close. If the decision is made during the hours we are closed, the calls will be made using our existing calling checklist. During the past few snow storms, the calls have been completed before anyone has left home in the morning however there is no guarantee that will always happen. Sometimes the storms come a little later in the day.

When a bad winter storm arrives, we will be keeping an eye on the situation and always try to keep a good balance between keeping the Bank open and employee safety.