



DIVISION OF FISHERIES & WILDLIFE

1 Rabbit Hill Road, Westborough, MA 01581

p: (508) 389-6300 | f: (508) 389-7890

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Inclement Weather Procedure and Guidance

Severe weather can cause major disruptions in New England. Each year we experience weather events, usually in the winter, that prompts us to cancel and reschedule one or more of our hunter education courses. It's important that all Team Leaders, and instructors, know how the program will react to such events and what steps can be taken to alleviate any problems.

Please consider the following:

- Teaching teams should monitor weather conditions in their area. As a rule of thumb, cancel a class if public school or other events in that town have been cancelled due to weather. Program staff will also check for possible weather disruptions and will contact the team leader of the course to discuss whether or not to cancel a class.
- The Team Leader of a course must collaborate with the Hunter Ed Program informing the office about all schedule changes. Sometimes the weather causes other problems such as power outages or issues with the facilities roads or parking lots. Please let us know.
- The program office will assist by contacting students about the change/issue and we will also revise the agency website immediately. If the weather event occurs before the start of a course we will have the best contact information available but if it occurs after the course started, the team leader will have the most up to date information and will need to share it with the office. Please provide the names and phone numbers of all registered students so we can contact them.
- Helpful actions that can be taken by the facility/club hosting the event include - a sign on the front door or at the gated entrance and a message on the answering machine.
- The Teaching team may need to re-schedule a portion of the course to meet the 12-hour minimum. This rarely occurs because most courses are typically about 15 hours long, so simply adding some hours to the remaining scheduled course dates may suffice.
- In order to keep the students up to date with the course materials, team leaders should assign homework for the missed day. This may also alleviate the need for an additional class day since the students can learn some of the material on their own. Let the program office know which chapters/pages the student should read and we, in turn, will inform the students when we send notice about the revised class schedule.

If you have any questions or need further guidance, please reach out to the program office by calling (508) 389-7820 or by sending an email to hunter.education@mass.gov

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