

# Adult Learning Centre - Weather Contingency Plan

Record a practical alternative when weather may disrupt a planned activity. Setting: Adult Learning Centre.

## Contact and reference

Name or team reference \*

---

Reply email, if needed

---

Date of record \*

---

## Weather Contingency Plan

Activity and weather-sensitive parts \*

---

Conditions to monitor and who will check them \*

---

---

---

Alternative location, timing or service arrangement \*

---

---

---

Decision time and communication plan

---

---

---

## Adult Learning Centre

Learning session and classroom reference \*

---

Teaching pack, exercise set or shared device involved \*

Reading format, room setup or facilitator coordination needs

## Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record \*

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA