

<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Policy/Procedure: Severe Weather Closings &amp; Delays Primary Author – B. Cherry</b>	<b>Document No: PP-008-00</b>  <b>Page 1 of 4</b>
<b>Procedure Approved by: Sr. Minister, Rev. Chris Buice</b>		<b>Signature/Date Signed</b>

**A. Purpose of this Policy/Procedure**

1. To ensure that threats of severe weather are assessed by the Executive Team in a timely fashion and that any decision to cancel events, to delay the church opening or to close the church early are made and communicated as quickly and as completely as possible
2. To reinforce the basic principle of “safety first” in making decisions involving potentially dangerous road conditions

**B. Scope**

1. This policy/procedure applies to all church events whether or not they are held at the church or at another location and to all individuals associated with those events as either organizers or participants.

**C. Responsibility**

1. The Executive Team is responsible for the execution of this policy with specific tasks being assigned to the Director of Administration or other staff as appropriate.
2. Any individuals planning to attend an event must share this responsibility by being aware of the potential for severe weather, recognizing that scheduled activities may be impacted and by periodically looking for messages, etc. that are intended to provide information. Also, individuals are ultimately responsible for their own safety and should not venture outside if road conditions are reported to be dangerous.

**D. Policy Statement**

Decisions on whether to close the church or to cancel or delay events because of severe weather will be made by the Executive Team and communicated in a timely fashion to the broadest audience possible. The safety and well-being of the attendees, church staff and others involved in a given event will be the primary factor in making these decisions.

<b>The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive;</b> <b>Yes <input type="checkbox"/> No <input type="checkbox"/> If “No”, the Board retains authority to approve associated procedures.</b>	
<b>Approved by: Linda Randolph, President</b>	<b>Signature/Date Signed</b>

## **E. Procedure**

1. Whenever there is a threat of severe weather, all staff members will periodically check radio, television, web sites, etc. so as to be aware of deteriorating conditions that could require the church to delay opening, close early or to cancel a scheduled event.
  - a. Any information of note will be conveyed to the Director of Administration at the earliest, reasonable opportunity.
2. As conditions warrant, the Senior Minister and Director of Administration will confer and, should it become necessary, make the decision to cancel events, delay opening of the church or to close the church early.
  - a. This decision will be made after carefully considering all ramifications including, as appropriate, the level of preparation for a given event, the number of people impacted, whether or not out-of-towners are involved, etc. and the consequences of cancellation or delay.
  - b. Any decision will give primary consideration to the road conditions and the concern for individual's safety.
3. Once a decision is made to delay or cancel an event, to delay the church opening or to close early, every possible effort will be made to communicate the decision as quickly and as completely as possible. Means by which the decision might be communicated are as follows:
  - a. A notice will be posted to both the Announce2 and the tvuuc.el listserv lists.
    1. Since these lists can be used from a staff member's home, they are the quickest and easiest means for communicating these decisions. Any member or friend who is not on at least one of these two lists will be encouraged to sign-up for one or the other. The Announce2 list is the most obvious choice for many.
  - b. A notice will be posted to our TVUUC.org web site and to the church's Face Book page
    1. This can also be managed by a staff member from home so is the second best way to communicate these decisions. Anyone with

internet access can check the web site but will need to do so deliberately. Individuals will need to register for the Face Book page so as to get these postings.

- c. A recorded message will be placed on the church's voice mail answering system
  - 1. If someone is at the church when the decision is made, a recorded message will be placed on extension #272. Individuals may call the church number (523-4176) and go to this extension to get the information available.
- d. A message will be posted to the "Closing/Delays" page on WBIR.com
  - 1. While the information posted here is somewhat minimal and not always timely, it may be appropriate for certain situations. Once posted, the information can be retrieved from the WBIR web site. It will NOT be available on the TV scroll.
- e. Communications within specific groups
  - 1. As many individuals are associated with specific groups and it may be a group event that is impacted, group emails and telephone trees may be utilized by some to convey these decisions. For example, the Wednesday night choir rehearsal may be cancelled and the Music Director or someone in the choir may send an email to the group notifying them of this decision.
  - 2. Any group that meets on a regular basis is encouraged to have a group email list, a Face Book page, phone tree or other means of communicating these decisions to the group.
- f. Individual judgment and personal initiative
  - 1. While the church has a clear responsibility to inform individuals of these decisions, every individual must take some responsibility as well.
    - a. When conditions warrant, pay close attention to the various weather reports.

- b. Always assume that if the authorities are advising people to stay at home, that the church will decide to delay or cancel events.
- c. Seek out information that might be made available by any of the previously identified means.
  - i. If you see that the church has been closed or events delayed or cancelled, share the information with others that may be in your circle. Never assume that others already have the information. It is better for them to have the same information twice than to not have it at all.