

# First Unitarian Universalist Church of Nashville

## Policy and Procedures

Section: Communication

Adopted: March 2011

### Emergency Church Closure Procedure

#### Closure Criteria

The primary criterion for temporarily closing the church is safety. These include:

1. Is the church parking lot safe for anyone, including elderly or differently abled, to walk? If no, the church closes.
2. Is there power in the church? If no, the church closes.
3. Has TEMA (Tennessee Emergency Management Agency) issued a state of emergency, set at level 3 or lower? If at 3 or lower, the church closes.

These are just a few criteria for closing. The decision makers may be asked to make a call based on their best judgment, even if the above is all good.

#### Decision Making

The decision to close the church will be made by the parish minister. If the parish minister is unavailable, the decision will be made by the associate minister, then the president of the board, with responsibility flowing through the board. Whenever possible, the decision maker will consult with the operations committee or building chair for their input. Consultations should also take place with other appropriate or affected committees if needed. Examples might be, but are not limited to, the board, the DLRE, the AMFM, fellowship, and/or ARE.

If a committee cancels their activities for an evening due to weather conditions, they will both email and phone the office and the ministers.

If a decision is made to remain open, FUUN encourages each person to make their own safety a priority. The church congregants, friends and staff live in a wide range of areas which may be affected differently, particularly when it comes to weather. If congregants feel that there is any danger posed by traveling to the church, they are encouraged to stay home.

#### Communication Process

In the event of a closure of the church, communication will be made three ways:

1. An all-church email will be sent.
2. The website "Announcements Blog" will be updated with closure information.
3. The phone message will be changed to indicate the closure.
4. If possible, signs will be placed on the doors indicating that we are closed.

Option: An email with a timeline of decision making.

Please check your communication method of choice frequently as the situation may change. If there is no information given about a closure, please assume the church is open. We will attempt to ensure that any decision is communicated if closure might be ambiguous, but the default is open, unless otherwise noted.

#### Training

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The Administrator will ensure that all staff and the chair(s) of the Communication Committee will be trained in the above procedure and will update the list of trained personnel yearly.