



Foul Weather Procedures 2019-2020 – Web Site Version

When foul weather is in the forecast, we prepare ahead of time in the event we won't be able to work in the office.

Weekday Procedures:

EEC closes

If EEC closes, the church office will also close. Church Members can check our status at WJBR/WDEL's website, or listen to the radio. We will also update Facebook and place notification on the web site if possible based on internet availability.

Our Building Coordinator may need to be on site to supervise snow removal contractor or to check status of the building.

EEC is open

If EEC is open, the church office may open for business, even if schools are closed in the area. We have a contractor responsible for snow removal on sidewalks and parking lot. Building Coordinator, building volunteers or Business Manager may also be on site.

The Business Manager will check conditions with WJBR/WDEL web site for school closures in New Castle County, and may call local staff for a report on local conditions. Business Manager will make a decision about office closure based on conditions in New Castle County. If the office closes, the Business Manager will call Minister and other staff members.

What is next? Staff members are responsible for notifying their direct reports, volunteers and participants of any program changes or meeting cancellations due to the weather. Business Manager will contact the weekday office volunteers.

Business Manager will contact night custodian with instructions for the evening shift. Building may open in evening if conditions allow. Check WDEL/WSTW Snow watch or our Facebook/Website for updates

Sundays:

If bad weather is predicted for a Sunday, the person to decide whether to hold church would be **either the First U Minister (Pam) leading the service that day, or, if a guest (Worship Associate or Guest Speaker) is speaking, the Worship Associate in consultation with the First U Minister.** If a decision can be made on Friday, administrative staff can send out an email blast, change the voicemail message and put a notice up on the web site and Facebook or other social media. All staff can be contacted by their supervisors.

If the decision is made on Sunday morning, the minister can contact the Business Manager by cell. Business Manager can update the voicemail message, website and Facebook page from home. They can also send an E-news. The minister on duty should first contact the Business Manager (to do the updated messages). The minister should then call the other staff members as well as head usher and head greeter.

Staff members with volunteers on duty should contact their own volunteers to let them know of the cancellation. Business Manager will contact the Sunday office volunteer. Business Manager will contact Sunday custodian.

Business Manager will also update our Snowwatch status on line for WDEL/WSTW 93.7 (Congregational Admin is backup for Business Manager for purposes of updating Snowwatch) and voice mail message.

Building Coordinator will contact snow removal contractor to let them know we are closed and to determine when best for contractor to plow.