



Foul Weather Procedures 2023-2024- Ready for Anything

Sunday worship is held in the building and online.

Weekday office operations are held in building with the option for remote work if needed.

Foul Weather Procedures: When foul weather is in the forecast, we should prepare ahead of time in the event we won't be able to come in the next day. If you can do work from home, be sure to take work with you or upload to Google Docs or other online tools, just in case. Some office computers are set up to be accessible remotely. Be sure to bring home credentials, if needed.

The weekday before a predicted storm, the Business Manager should print out a building use report with contact information to take home and be prepared to call people in the event the building closes due to bad weather. This is a back-up in case power is out and remote access to office computers is not available.

Covid Closure Information: In the unlikely event that we decide that we cannot hold worship in the building due to Covid related conditions, we should follow foul weather procedures in terms of *cancelling worship in the building*. Online worship should be planned in lieu of worship in the building. Program Team and AV Team can also do a scaled down version of worship online in the event a last minute decision has to be made.

Weekday Procedures:

EEC closes

If EEC closes, the church office will also close. Staff can check EEC status on line at WJBR/WDEL's website, on the radio, or call/text the Business Manager at 610-745-3674 if they can't access internet during the storm.

Business Manager will update our Snowwatch status online for WDEL/WSTW 93.7
(Congregational Admin is backup for Business Manager for purposes of updating Snowwatch)

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/text Minister and other staff members.

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 also update our Snowatch status on line for WDEL/WSTW 93.7
(Congregational Admin is backup for Business Manager for purposes of updating Snowatch)

Business Manager will contact night custodian with instructions for the evening shift. Building may open in evening if conditions allow.

Even if the office is closed, any staff person who can safely get to work should feel free to come in if they want to.

For staff members who live outside the office's immediate area, conditions may differ. In that case, staff members should use their judgment to determine if they should come in to the office or work from home in the event the office closes. They should notify their supervisor.

For staff members with school age children, if school is closed but office is open, feel free to bring children with you to the office.

Sundays:

If bad weather is predicted for a Sunday, the person to decide whether to hold church via live stream from on site would be **either the First U Minister (Larry) leading the service that day, or, if a guest (Worship Associate or Guest Speaker) is speaking, the guest speaker should call Larry to decide.**

If a decision can be made on Friday, administrative staff can send out an email blast 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 phone. The decision to hold worship in the building should be made by 7:30 a.m. Sunday morning, the Business Manager can update the website and Facebook page from home. They can also send an E-news blast. The minister should first contact the Business Manager (to do the updated messages). The minister should then call the other people who planned to be on site that Sunday.

Minister contacts staff members who then follow up with their teams:

- AV Tech Lead contacts AV Team members on duty
- CYRE director contacts CYRE Staff and volunteers on duty
- Music director contacts Musicians scheduled for live performances
- Business Manager contacts custodial staff and head usher

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

Building Coordinator will contact snow removal contractor to let them know we are closed and to determine when best plan for plowing and shoveling based on conditions.