

First Parish Brewster Unitarian Universalist Policy (Template)

Policy Title: Severe Weather Decision-Making Policy

Policy Number: 4.2

Purpose: To describe the process for making decisions about severe weather

Revisions: April 25, 2019

Board Review Date: April 25, 2019

Congregations' Review Period: Starting May 10, 2019

Effective Date: July 2019 – exact date unknown

POLICY STATEMENT

This policy establishes procedures and guidelines on how to make decisions and respond when severe weather threatens the FBUU campus so that it might be dangerous for congregants and visitors to travel.

PROCEDURES

If the weather forecast is for a severe weather event in the next two days to the extent it might be dangerous for congregants and visitors to travel, the Minister and staff members will make a decision on whether to postpone or cancel the event.

GUIDELINES

1. Canceling Sunday Service

- a. In case of a severe weather forecast on Friday, the Minister will alert the staff to the possibility of cancelling the service. The staff will notify the people involved in the service (sexton, childcare providers, pianist, ushers, greeters, etc.) about this possibility. No later than Saturday at 5:00 PM, the Minister will make the decision and the Administration & Finance Director will send an e-mail blast, put a notice on the website and alert local radio stations.
- b. If the Minister is absent and unable to participate in the Sunday Service decision making process, she/he shall designate another person to make this decision before leaving.

2. Inclement Weather

- a. In the event of severe or life-threatening weather events, the Minister and staff may be required to announce changes to regularly scheduled worship, small-group meetings, or special events.
- b. On weekdays, the campus will be closed, including all programming, if the Nauset school system is closed.

- c. If snow is falling or roads are freezing before or during a church event, the Minister and staff will monitor conditions closely, and cancel events early if roads and sidewalks become unsafe to travel on.
- 3. Hazard identified during a FPBUU event:**
- a. If a severe weather hazard develops during a FPBUU event, the Minister and staff will monitor conditions closely and determine if the best course is to evacuate or to shelter in place.
 - b. During a Tornado/Severe Thunderstorm Watch, monitor emergency alerts and other reporting systems
 - c. During a Tornado/Severe Thunderstorm Warning, move congregants, visitors and staff to the basement of the various buildings, a hallway or a room with few windows. Close all doors. Staff should check all rooms.
- 4. Notifications**
- a. Prior to a severe weather event that may pose a risk to the safety of FPBUU people, visitors or property, the Minister and staff will determine whether the event shall continue or be rescheduled.
 - b. Notification should be made via email blast and social media as soon as possible.
 - c. When the weather hazard has abated, the Minister and staff will inform all those present that it is now safe.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

A **severe weather watch** means that atmospheric conditions are favorable for severe storm development. The severe weather watch outlines an area where an organized threat of severe weather is expected generally during a three- to six-hour period. **A WATCH means that you have TIME.**

A **severe weather warning** means that a severe storm is imminent, is occurring or is about to occur.

For the purposes of this policy, **“FPBUU staff”** will include the Administration & Finance Director, the Children and Youth Director and the Music Director.