



Policy Location: GSA - 13
Title: Emergency Closing Procedure
Policy Owner: Administration Shared Ministry Team
Associated Documents: GSA – 1 Administration Shared Ministry Team Policy
Last Reviewed:

Procedure

1. Closing decision is made by 7:30 AM, in consultation among:
 - a. Minister
 - b. Worship Associate
 - c. Board President
 - i. Vice-President in the President's absence
2. When possible, post sign
 - a. On the front doors
3. Minister Contacts Staff
4. Operations Director will:
 - a. Puts out an eNews/Constant Contact Message (with the Minister's wording)
 - b. Electronically provide the following news stations with closing information
 - i. KTTC
 1. <https://closings.gdm-connect.com/login>
 - a. Organization ID('s) – 312128
 - b. login ID is 3043
 - c. password is 2857
 - ii. KIMT
 1. <https://www.kimt.com/weather/submit-closings/>
 - a. First Unitarian Universalist Church
 - b. User ID – 1120
 - c. Password – 7805
 - iii. KAAL
 1. ID Code is: 5500
 2. Password is: snowplow.
5. Coordinator of Congregational Life will:
 - a. Puts a Facebook message out on our private Facebook account
6. Director of Faith Development will:
 - a. Sends an email to their distribution list of parents
7. Co-Director of music will:
 - a. Contact the guest musician if applicable
8. Choir Director will:
 - a. Contact choir members if applicable