

## **Inclement Weather/Emergency Closings Procedures for UUCA**

### Basic Process

The UUCA facility and property will be closed on days when inclement weather conditions and/or emergency conditions warrant. The decision to close the UUCA facility and property is made by the Senior Minister or his/her designee, after consulting with the Executive Team to assess safety and risk factors. Important factors in making the decision will include the weather forecast and other school and business closings.

When UUCA is closed due to inclement weather/emergency conditions, all activities shall be canceled. All activities scheduled for weekends and/or holidays shall be canceled if the weather emergency plan is in effect.

UUCA understands that the decision to open or close the facility/property in inclement weather/emergency conditions has a sizeable effect on the whole congregation. UUCA's top priority, as always, is the safety of our congregants and limiting exposure of the congregation to unnecessary risks.

### Announcements About Closing

The announcement about the closing will be made, if at all possible, no later than 6:00 a.m. The Senior Minister or his/her designee will notify the UUCA Board President first about the decision, and then he/she will make sure the designated television station, the UUCA website, and any affected groups are contacted promptly.

UUCA's closing announcement will be posted or communicated through:

#### Television

- WSBTV - Channel 2    <http://www.wsbtv.com/closings/index.html>

#### The Internet

- UUCA homepage: [www.uuca.org](http://www.uuca.org)
- Email to members and friends of UUCA, as possible

#### UUCA Main Phone

- 404-634-5134 with updated voice greeting

### Where To Take Questions

Congregants are urged to call the UUCA office line, check the UUCA website or WSB - Channel 2 first before contacting a staff member or board member.