



UUCY Closing Procedure

1.	Purpose	This procedure clarifies decision process and communication process for closing UUCY for weather-related or other reasons.
2.	Scope	This procedure concerns all UUCY on-campus scheduled activities and those sponsored by UUCY, but offsite.
3.	Definitions	Not applicable
4.	Procedural Guidelines	This procedure was written to clarify decision process and communication when closures are necessary for UUCY events or sponsored offsite events.
5.	References	Building Access Policies and Procedures, Building and Grounds Rental Policy
6.	Appendices	WGAL Notice Plan
7.	Approval	Staff, Board Chairman, and Operations of Program Council first approval, Final approval by UUCY Program Council.
8.	Approval Dates	This procedure was affirmed on: 12/2/2015 This version takes effect from: 12/2/2015 This procedure will be reviewed by: 10/01/2017
9.	Procedural Owner	Dir. Of Communications and Administration, Erika Juran, 717-845-8212 office@uucy.org

Staff Office Hours

Our Observed Staff UUCY holidays include: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Additionally, staff is not onsite the day after Thanksgiving, and staffing is very limited between Christmas and New Year's Day.

Days known in advance with no staff presence in the Office will be posted clearly on our Website Calendar, at least one month in advance, whenever possible. Known telecommuting hours for staff will also be posted. These limitations will also be communicated on our Office door and projected Sunday announcements.

Communication of Closing Plan for UUCY Events and Programs

There are four levels of urgency and importance to communicating closures.

From most urgent to least, these are:

Sunday Closures

Public Event or Program Closures
Limited Attendance Closures
Staff Team Offsite Presence

Sunday Closures and Communication Plan

The minister makes the determination by reviewing assessment reports of driving and lot conditions, as well as weather projections. On Sundays, this must be done by 7:30 AM. (the Board Chairman takes this responsibility if it is a Sunday with the Minister scheduled out of the pulpit). Minister and Board Chairman should email DCA, Music Director, LRED, and Worship and Ministry Chairmen, at minimum, after decision is made to close, no later than 8 AM. These leaders should be available to check their email on an inclement Sunday.

Sunday Procedure- Communication Plan After Decision to Close

1. If scheduled or reachable, DCA will update FaceBook, send eblast to UUCY all mailing list, Website, and Main Phone system Recording, and contacts Snow Removal Team through Church DB. Snow Removal Team must be updated annually in Church DB. DCA also turns off auto-door unlock, typically scheduled for Sundays, 9 AM- NOON.
2. Minister (or DCA) – on Sundays- contacts WGAL with closing information, and email those directly involved with the service, and staff
4. Sunday Worship Coordinator or Ministry or Worship Chairman- calls the pianist, speaker, worship leader and anyone involved in the service.
5. LRED- Sunday closures with notice- contacts childcare providers and teachers
6. Music Director- will contact Choir via phone tree or email list to cancel rehearsals.
7. Board Chairman- in case of absence or unavailability of Minister or DCA- Contacts the Operations Team members to ascertain driving conditions by 7:30 AM. Remotely changes phone recording. Calls WGAL to report closure using phone system. Uses on-site Building Access program to turn off auto-door unlock for Sundays, or contacts Emergency Response(Alarm Team) members to lock all exterior doors with the Abloy keys. The Abloy keys, phone message system, and building access programming system is very limited, and should be strictly managed.

Public Event or Program Cancellations/Postponements

If the event has been promoted to the public, the communication plan below should be enacted, so visitors are informed.

Leaders of scheduled UUCY meetings and sponsored events must communicate cancellations to their key members, and should keep an updated contact list of phone numbers. It is recommended that the cancellation notice be provided at least 4 hours in advance of the event. Postponement or cancellation of these events must be communicated to the Office so they can be shared on our website, social media, eblast system, calendar, and phone system.

Public Event or Program Communication Plan After Decision to Close

1. DCA- when scheduled and available- updates FaceBook, Website, and Main Phone system Recording, and Contacts Snow Removal Team through Church DB
2. Minister (or Board Chairman) – for larger public events- contacts WGAL with closing information, and emails those directly involved with the program, Executive Team, and Staff Team.

Limited Attendance/Audience Event and Meeting Cancellations/Postponements

Leaders of scheduled UUCY meetings and sponsored events must communicate cancellations to their members, and should keep an updated contact list of phone numbers. It is recommended that the cancellation notice be provided at least 4 hours in advance of the event. Postponement or cancellation of events should be communicated to the Office with notice whenever possible so they can be shared on our website, calendar, and phone system.

This recommendation applies to our Sponsored Building Rental Events, as well.

Contact the Office Team at 717-845-8212 x101, or at office@uucy.org.

The Group listings on Church DataBase and the Website Calendar are managed by the Administrator- currently DCA for both, and Vice-Chair as backup for Calendar, and Minister as backup for Church DB. If arranged in advance, group leader can administer an email group for communication to their closed group.

Staff Team/Office Attendance Closing Procedure

If Staff will unexpectedly not be onsite on a previously scheduled day, emailed notice with confirmation of receipt is required to the Minister and Board Chair. The DCA should then be contacted to share this information on the phone recording and office email account, at minimum. Generally, if the York School District is closed or has reduced hours on a weekday due to snow or ice, staff will not report onsite, or will have adjusted hours. These closures should be reported via email from the Chief of Staff to the Board Executive team via email.

Our staff team works flexibly and may work remotely, so it is always recommended that visitors to the Office call first to confirm that a volunteer or employee is onsite.

Calendar Cancellations

All events scheduled **on** UUCY Grounds or in UUCY Buildings must be listed on the Website Calendar, including host contact name. This serves not just for communication reasons, but also in case of an emergency, and for insurance purposes. Calendar listings will be updated to read "Cancelled."

Extended Power Outage Procedure

During extended power outages, the Operations Team or key Buildings and Grounds team members must be contacted to enact the following tasks.

1. Email Communication: At least, the Minister, Board Chair, and Staff Team should be contacted.
2. Public Communication: If available, the DCA should be contacted to enact Public Event Communications plan.
3. Phone System: Currently, the Carriage House houses a battery backup for the phone system, which is just a heavy-duty UPS power strip. It is expected to last 10 minutes. Once that battery is drained the phone system won't work, including our voicemail. The cable modem will be without power too, and that feeds our phone lines to the phone system.
4. Plumbing: For outages longer than one day in winter months, our HVAC contractor, currently Ron Barber, should be contacted to add antifreeze to drains and toilets. The Emergency Response Team should lock all exterior doors with Abloy keys. The Building Access system will not work.
5. The Alarm Company, currently Vector, must be contacted to put a no dispatch or calls for all error issues because of the power. They must be called when power is back.