

Disaster Preparedness Communication Plan: *Snow Storm/Blizzard/Tornado/Flooding/Other*

- 1) Pastor, Administrative Assistant, and Chair of Administrative Council will monitor severe weather reports, alerts, advisories, and warnings.
- 2) When a winter storm warning is issued by the National Weather Center within the church area, the Administrative Chair, and the Pastor will decide if church activities and services will be cancelled, based on snowfall and ice predictions, road conditions, risk of tornado activity, or other relevant risk factors.
- 3) If church closure is decided:
 - A) **The Pastor** will contact **Channel 9** and **Channel 5** to post the closure.
 - B) **The Administrative Chair** will contact the **Administrative Board members**
 - C) **The Chair of SPRC** will contact Church Staff:
 - Pianist
 - Nursery Attendant/s
 - Custodian
 - Youth Leaders
 - D) **The Pianist** will contact choir members.
 - E) **As needed, the Pastor will contact the following:**
 - As Needed: AV team (Sunday morning or other service)
 - As Needed: Sunday School Teachers (Sunday morning)
 - As Needed: UM Youth Sponsors (Sunday evening)
 - As Needed: Holy Grounds volunteers (Sunday morning)
 - As needed: UMW Chair to activate the Prayer Chain.
 - F) **The Administrative Assistant (weekdays)** will send an email to the church membership and contact the web-site point person. *Church members will be educated to check **Channel 9**, **Channel 5** and the church website and Facebook for church closure information.*
 - G) **If an alert is needed on Saturday or Sunday, the Administrative Council chair will contact the media point person to post closure information on the church website and Facebook. (Susan Summers)**
 - H) The Administrative Assistant will notify the leadership of scouting groups, as needed. *The church will educate scout leadership to check **Channel 9**, **Channel 5** or church website and Facebook for church closure information.*
 - I) The Administrative Assistant will notify the point person of guest groups, as needed. *The church will educate the point person for special events to check **Channel 9**, **Channel 5** or the church website and Facebook for church closure information.*
 - J) The Chair of Trustees will ensure that the church parking lot and sidewalks are cleared ASAP, based on the church schedule of events/office hours.
- 4) An evaluation will be completed after each emergency event.