

INCLEMENT WEATHER

Policy

We hold the health and safety of our congregants and visitors above all else. We will attempt to make a reasonable decision as to when to close the campus for services, meetings and activities when inclement weather requires it. However, we are all aware how localized weather conditions can be in the mountains, so it is up to individuals to determine if their route to UUCA would be a safe one for them.

Procedure

Sunday mornings

The Executive or his/her designee is responsible for the decision to cancel services, working with both the Minister of Faith Development and the Director of Administration to make that decision. Once a decision to cancel one or both services is made, the Executive will notify the Music Director, the Worship Associate and the chair of Ushers/Greeters via email. The Director of Administration will notify other staff members, our coffee hour server, the A/V Technician and will update the website and telephone message. A Religious Education Coordinator will be asked to update Facebook.

The decision whether to cancel one or both Sunday services will be made by 5 PM on Saturday if at all possible. The administrator or his/her designee will announce the cancellation through the scrolling weather closings on WLOS, on our website and on a voicemail message on the congregation's phone number. If no cancellation is announced, the buildings will be open and discretion for travel will be left to individuals.

It is also possible that only the 9:15 service could be cancelled. In that case, the announcement will note that there will be an "11:15 Service Only." In this case, there will also be no RE (Sunday school) classes held at the 11:15 service.

Weekdays or Saturdays

The Executive and/or the administrator or his/her designee will be responsible for the decision to close the campus. On weekdays, the status of UNC-Asheville will be the guide. If UNCA is closed during the day due to weather, UUCA is closed as well. If UNCA is closed for evening classes, our evening events are cancelled. If UNCA closes early, the church closes at the same time for the rest of the day. If UNCA opens late, the church opens at the same time. In the event bad weather comes after school lets out, one must use their own judgment, but the prudent thing to do is stay home and call the office before coming in.

In case of closing, the cancellation will be announced through the scrolling weather closings on WLOS, on our website and on the outgoing message from the congregation's phone number, all

actions taken by the administrator or his/her designee. Additionally, the administrator will send an email to the leaders of all groups scheduled to meet on campus that day notifying them of the closing.

If no cancellation is announced, the buildings will be open and discretion for travel will be left to individuals.

Revision History	
Responsible Staff Member: Director of Administration	
Date	Description of revision
Oct 2014	Update to new format
June 2015	Changed “guiding organization” from Asheville City Schools to UNCA
December 2018	Minor wording changes