



Weather Alert/Building Closing Protocol

When the building is closed outside groups or individuals are not permitted in the building (even if they have the key or code). This is for safety and also so the premises can be prepared/plowed (if due to snow).

People who reserve the facility are to agree at the time of their request that if Adams 12 closes, then their event/activity is automatically cancelled. They will not be notified and should look to the website for closure info. They are responsible to contact their group participants.

SCENARIO 1:

Adams 12 Five Star School District Closes

- If Adams 12 closed due to weather - all Campuses are closed.
 - If Adams 12 calls for late start - Campuses open 11am.
 - If Adams 12 cancels after school/evening activities - Campus closed from 3pm through the evening.

Step 1: Communications Director will then

- post an alert on homepage of website
- send an all-staff email
- post on facebook
- send an APP notification
- (checking into 9 news?)

Step 2: Facility Manager will then contact his appropriate staff and let them know of schedule changes/emergency snow clearing needs.

SCENARIO 2:

Leadership needs to close the building due to weather/emergency.

Step 1) Directional Team Leads are to communicate with each other to coordinate closure.

Step 2) Pastor of Operations contact their Facility Coordinator with the time frame of the closure.

Step 3) **Facility Coordinator** will then

- contact anyone who is scheduled in their building and let the leaders of that facility booking know about the closure.
- contact their Child Care Coordinator, so they can contact childcare workers.
- post a sign on the main doors if they are able.
- contact the Facility Manager (will follow Step 2 above)
- contact the Communications director (will follow Step 1 above)

SCENARIO 3:

Individual groups decides to cancel. Individual group leader is responsible to let participants and Facility Coordinator know of their cancellation.

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