

Operations Policy

Inclement Weather Closure

In the event that the forecast is predicting inclement weather, UUAA will use the following procedure to determine whether to close the building.

Sundays

The senior staff (Senior Minister, Assistant Minister, Assistant Minister for Spiritual Growth and Development, Director of Music and Worship, and Administrator) will consult the weather forecast and local safety considerations (including driving and sidewalk conditions) to determine if Sunday services and other activities need to be cancelled. The final decision will be made collaboratively by the senior staff and announced by 7:00am on Sunday morning or as warranted by emerging weather conditions.

Business Week

During the business week (open building hours outside of Sundays), the decision to close due to weather will be based on weather forecasts and local safety considerations (including driving and sidewalk conditions), factoring in information such as public school and university closures. The final decision will be made by the Senior Minister's designee (typically the Assistant Minister with responsibility for congregational operations) in consultation with the coordinators and building staff, and announced by 8:00am that morning or as warranted by emerging weather conditions.

Getting the Word Out

In the event that the building is closed for any reason (weather, power outages, etc.), the coordinators will arrange to send out an announcement via email, Facebook page, UUAA website, UUAA voicemail, and (when physically possible) signs posted at all the major entrances to the building.

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

Revision History

DATE	DESCRIPTION OF REVISION	REVISED BY
March 5, 2019	Created policy	Rev. C. Hartley