

Unity Village Chapel Inclement Weather Policy

Rationale

The purpose of this policy is to provide a mechanism that requires the Unity Village Chapel (UVC) Board of Trustees to be responsible for making prudent decisions about altering UVC events with regard to inclement weather conditions.

Section 1: Considerations

- A. Verification that Unity Village roads, parking lots, sidewalks and steps are in condition to provide safe ingress and egress for vehicles and pedestrians
- B. Determination that adequate personnel will be present at a UVC event such that the event can transpire as it was intended to
- C. Determination that a level of attendance at the UVC event will be sufficient to have the event be worth happening
- D. Consideration given to travel advisories as provided by departments of transportations and other legal authorities such as the Highway Patrol or police departments
- E. Consideration given to the volume of cancelations of other public events

Section 2: Employees, contract personnel and volunteers—policy statement

Employees, contracted persons and volunteers must be informed that they are under no obligation or expectation to attend a UVC event when inclement weather conditions create travel safety concerns or other hardships. Essentially anyone in this category must have the complete autonomy to freely make a personal choice to attend or not to attend free of any fear of reprisal or consequences (other than compensation considerations).

Section 3: Procedure

- A. Board Sub Committee—Inclement Weather Committee (IWC) shall consist of three UVC Board members, the Board President, Board Vice President and the Lead Minister
- B. When an inclement weather condition, that would impact an UVC event, is in progress or is eminent, any one of the three IWC members shall activate the committee for the purpose of determining if a UVC event should be cancelled, postponed, delayed or proceed as scheduled
- C. The IWC shall make their determination based on the considerations listed in Section 1 of this policy and any other pertinent information at their disposal.
- D. IWC members unable to be available when the committee is activated shall be replaced by another Board member
- E. Having taken into consideration all relevant information as outlined in Section 1 of this policy, the Board President (or highest ranking Board member) shall make the determination to cancel, postpone, delay or allow the UVC event to proceed as scheduled

Section 4: Communication

- A. Once the determination has been made by the IWC, the decision shall be communicated through the following channels
 - A posting on the UVC website homepage
 - An email blast to the UVC general distribution list
 - Posting on any pertinent social media outlets
 - Messaging on a UVC phone “hotline”
 - Notification to the appropriate broadcast media
- B. The UVC Board shall manage a structure to insure that responsible persons are able to process the communication channels in a timely manner