

RESOLUTION NO. 2017-22
UNITARIAN UNIVERSALIST FELLOWSHIP
OF CENTRAL OREGON

A Resolution to approve a Policy on emergency site closures

The Unitarian Universalist Fellowship of Central Oregon (UUFCO) makes the following findings:

- a. Emergencies that would warrant the closure of the UUFCO site can and do happen
- b. Authority to act to close the site, and responsibilities for informing potential site users and for properly closing the building, are important in cases of emergency
- c. The following policy attempts to clarify authority and responsibility in emergencies.

Therefore, the UUFCO Board resolves as follows:

The following policy on emergency site closures shall be adopted.

This resolution takes effect immediately upon adoption.

Date of first majority board vote: _____(Date)

Date of 2nd majority board vote, or first **unanimous vote**: _ Date)

BOARD APPROVAL AND ADOPTION: _____ [Date]

Max Merrill
Board President

Adoption and date attested by:
Erika Beard-Irvine
Board Secretary

UUFCO Policy on Emergency Site Closures

Date initially approved: August 14 2017

Policy:

Emergencies that may lead to a building closure include but are not limited to:

Weather events (snow, ice, tornado, floods)

Fire

Earthquake

Criminal or terrorist activity

It is the responsibility of staff to attempt to alert the Minister of any emergency conditions that may warrant the closure of the building. If the Minister is not available, staff shall attempt to alert the Board President. These people shall determine if the conditions described warrant a sufficient emergency to close the building. If neither the Minister or the Board President are available in a timely manner, staff onsite may make an emergency decision themselves.

In general, if the neighboring schools have decided that they need to close, we will also choose to close the Church building.

If a decision is made to close the building, the following actions must happen, unless the nature of the emergency makes some of these actions not feasible.

1. Building doors shall be locked, and a sign posted on the front door stating the closure and the reason for the closure.
2. A notice shall be posted on the home page of the UUFCO website describing the closure, and reasons for the closure.
3. Local media and law enforcement shall be notified of the closure and reasons.
4. An email shall be sent to all members notifying them of the closure and reasons.
5. All staff must be personally notified, including all those involved in children's programming and child care.

The same people and process shall be used to make the decision and communications about re-opening the building after an emergency closure.