

Inclement Weather or Emergency Closure Policy

Policy Statement and Rationale

FUCO recognizes that the safety of congregants, renters and staff is paramount in any situation. Inclement weather resulting in unsafe conditions or other emergencies may affect the church's ability to be open and provide services, or prevent employees from getting to or from work safely.

Policy Details

When weather conditions or emergency situations as outlined below occur, or are predicted, the church may be closed. This decision is left to the discretion of the Operations Manager or Chief of Staff.

The church may close if:

- The electricity is scheduled to be out for over 4 hours,
- There is no heat in the building and it is expected to be out long enough for the internal temperature of the building to fall to an uncomfortable level for an extended period of time,
- Snow, flash freezing or freezing rain accumulation results in or is predicted to result in unsafe road and walkway conditions,
- Environment Canada or other local authorities issue warnings or declare a weather emergency* and ask people to stay home.

Part Day Closure

If a weather or emergency situation arises while the church is open, management will determine whether the church should be closed. All occupants will be asked to leave before conditions worsen.

Protocols

Notification

Every effort will be made to notify the congregation, renters and staff that the building is closed, through email, posting on the church website, posting notices on the building and phone calls.

Please see attached, *What to Do on Sunday, if Service is Cancelled*.

In the instance of severe weather, the building will be checked by the Operations Manager or their designate.

Employee Compensation

During the time when the church is closed, employees will be compensated according to current ESA (Employment Safety Standards) policy.

No pressure is extended at any time that would encourage staff to take unsafe chances to attend work.

*Weather emergencies include, but are not limited to: heavy snow, freezing rain, flash freezing, tornado warnings or extreme heat.

<https://www.canada.ca/en/environment-climate-change/services/types-weather-forecasts-use/public/criteria-alerts.html>

Decision-Making Authorities Operations Manager or Chief of Staff	Who Drafted This Policy Jen Brennan, Operations Manager
Who is Responsible to Review/Update and Draft Amendments Operations Manager	Who Approves This Policy Board of Directors
Date of Initial Approval	Date of Posting Policy on Website

Revision History

Revision Date	Version	Comments	Approval Date

What to do on Sunday, if Service is Cancelled

