

Hickory Neck Episcopal Church

Inclement Weather Communication Plan

The purpose of this document is to establish a communication plan in the case of emergencies, such as snow, ice storms, hurricanes, and flooding. Communication will provide parishioners with information regarding cancellation of worship services. The safety of our parishioners is of the utmost importance; therefore, ample advance notice should be provided when it becomes necessary to cancel worship services due to hazardous weather conditions.

The rector (back-up associate rector) will be responsible for initiating the plan, contacting staff members and the senior Warden. The senior warden (back-up junior warden) will contact all vestry members. The rector, associate rector, senior and junior wardens, and vestry communication liaison (back-up assistant communication liaison) will be responsible for implementing the necessary steps to ensure parishioners are notified of worship cancellation. The senior warden will ensure that the building and grounds vestry liaison is kept up to date on the status of services so necessary arrangements can be made to clear parking area and sidewalks. All vestry members should be familiar with this plan should it be necessary to call on them for assistance.

No later than 6:00AM

- A decision will be made regarding cancellation of the 8AM and 9AM services.
- The HNC answering machine will be immediately changed to reflect the status of the worship services cancellation.
- A message will be placed on the website regarding the worship service status.
- An e-mail will be sent to E-pistle recipients.
- A message will be added to the HNC Facebook page.

No later than 9:00AM

- A decision will be made as to whether to cancel/ proceed with the 11:15AM service.
- The HNC answering machine will be immediately changed to reflect status of 11:15AM worship service,
- A message will be placed on the website regarding the status of worship service.
- An e-mail will be sent to E-pistle recipients.
- A message will be added to HNC Facebook page.

Worship Services other than Sunday Morning

Should it become necessary to cancel these services, the answering machine and website will be updated 2 hours prior to the service.