

the event of a closure:

2.2.1. Send an email to the "All Staff" distribution

2.2.2. Notify the Campus Pastors

2.2.2.1. Campus Pastors should notify their Admins and staff so to update their campus voicemail message and communicate to key leaders to share via their phone/ email trees.

2.2.3. Notify all Campus Receptionists

2.2.3.1. The receptionist will update the Voicemail system greeting

2.2.4. Notify the Web Master

2.2.4.1. Post announcement on Website and Social Media

2.2.5. Notify the Director of Communications.

2.2.5.1. Contact local news channels where applicable.

2.2.6. Notify Alpine Facilities Management

2.2.6.1. Adjust the automated timing for door locks

2.2.6.2. Ensure any preparations necessary for protection of the facilities (salt for sidewalks, generators, etc.)

2.3. A direct hotline for staff is set up to call in and check the status that will be updated with quick information regarding cancellations and closings. You can call 678-990-8102 (ext. 102) to check for regular updates regarding office closures.

2.3.1. The CFO, Director of Ministry Logistics or Central Campus Receptionist will update the recording and include the date and time the announcement was posted.

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