

Emergency Communications Plan

When emergency notification is required, the following plan will go into effect.

Senior Minister or Acting Head of Staff initiates notification plan through as many of the following avenues as possible:

- Email to all staff and key church leaders
- Phone call follow-up as able
- Initiation of First Church “phone tree” (attached – please call most recent person to hold position)
- Initiation of congregation/community-wide announcements.

Senior Minister or Acting Head of Staff will take responsibility and/or delegate responsibility for making any and all public announcements. Announcements will be made via the following channels:

- Home page of the website
- First Glance email
- Outgoing VM on main church number
- Building Signage when possible
- Notification via radio and tv