

UUFBR BUILDING CLOSURE POLICY
Approved by the BOT 2023-5-25

UUFBR generally follows the Palm Beach County school closure schedule in event of hurricane or other emergency. There may also be events specific to our Fellowship that may cause us to decide to close the premises. The following are general guidelines and procedures to follow for all such situations, for both the main building and (as applicable) the RE building:

CONDITIONS WHEN THE PREMISES MAY BE CLOSED:

- Approach of a tropical storm or hurricane
- Chance of tornados spawned by such named storms
- Storm trajectory that includes Boca Raton in the cone
- Premises-specific events or conditions such as live wires, floods, car collision on premises, toxic air conditions, fire, civil unrest, contagious disease/pandemic conditions

I. In Case of Storms:

a. Factors to consider when preparing the premises

Trajectory:

- If the wind will hit the buildings from the north and shift to the northwest and west as the eye moves past us, the most protected areas will be on the east side of the buildings.
- If the wind will be coming from the east, the most protected areas will be on the west side of the buildings.
- If the wind comes from either south or west, the most protected areas will be on the north and east sides of the building
- Outdoor furniture left outdoors should be placed as far away from glass windows and doors as possible.
- Indoor furniture should be placed as far from all windows as possible.
- Movable items should be stored in closets and interior rooms and hallways to the extent possible.
- Fragile and non-water-resistant treasures should be stored in watertight plastic bins.

Contemplated strength of storm:

- If Category 1 or less, focus on outdoor furniture and large furniture in Sanctuary
- If Category 2, take further precautions inside: move items away from windows in every office and classroom as much as possible (and alert Sharex partners occupying space to do the same), assess flood risk and move items off the floors as needed
- If Category 3, move furniture out of the Sanctuary into hallways and rooms as much as possible.

b. Preparation:

i. Outdoor preparation for Category 1 and 2 storms:

- turn the metal tables upside down
- put away (inside) objects that might be blown by high winds, such as recycling bins and playground toys. Back hallway in the main building is the best place for trash and recycling bins.

- Lay metal chairs on west side of main building down onto the ground next to outside sanctuary garden wall
- Lay metal chairs on east side of main building down onto the ground next to the memorial garden wall
- Securing gates shut with bungee cords, twist ties or sections of rope or twine: playground gate, gate out of the sanctuary garden, gate near the labyrinth, picket fence gate near main entrance

ii. Outdoor preparation for Category 3 and up storms:

- Bring into the back hallway all outdoor furniture that will fit, including iron chairs; leave outdoor iron tables outdoor, turning them upside-down.
- Consider protection for windows (shutters, plywood sheets, etc.)

iii. Indoor preparation:

Sanctuary:

- move the piano and chairs away from the windows: best position is in the middle of the Sanctuary, against wall next to Osias or next to chancel
- move small items up onto the chancel or if possible into closets or the choir room
- unplug all A/V and tech equipment, and move into closets where possible

Offices and Classrooms:

- move items away from windows/off windowsills
- put trash bags over computers
- turn appliances off and unplug

PROCEDURES IN THE EVENT OF A STORM:

Before Storm:

- Admin: work with officers to create emergency email distribution list that should include co-presidents, vice president of facilities, treasurer, secretary, Sharex committee chairs, minister, administrator, IT team
- Admin: identify liaison with city, county, other officials for guidance and direction
- Admin: contact local TV station to have UUFBR placed on the Facility Closure List
- Admin: put out call for volunteers to prepare premises day before storm hits
- VP/Facilities or designee: assess conditions and inform core emergency email list
- Admin: announce official closing schedule
- Team of volunteers goes to premises to do preparation

After storm passes/conditions abate:

- VP/Facilities or designee: assess damage/loss of electric power/other dangerous conditions and advise emergency contact list as to schedule of re-opening and any mitigation or repair that will be needed
 - If buildings are anticipated to be empty for some time, take steps to protect against mildew, mold, vandalism, etc. (turn off and empty refrigerators)
 - Congregation and Sharex partners: follow Building Closure Policy (do not enter buildings or premises unless and until cleared to do so – ASSUME NOTHING)
 - Schedule periodic building checks
 - Admin: put out call for volunteers if preparations, patrols or after-the-fact help is needed
 - Make decision whether to return to entirely remote operations and cancel onsite meetings and events
 - Notify Sharex partners of anticipated length of building closure
- II. **In Case of Other Events Warranting Closure Of Buildings** (including live wires, floods, car collision on premises, toxic air conditions, fire, civil unrest, violence, contagious disease/pandemic conditions)
- a. **Factors to consider:** same as for storms as applicable, plus:
- Extent of emergency situation: applicable only to Fellowship property or to wider community?
 - Authorities to contact: Fire Department, Police, Ambulance, Sanitation Department, etc.
 - Need for law enforcement and continued security enhancement
 - Need for public relations assistance if public statements are necessary and press is involved
- b. **Preparation** in case of event other than storms: same as for storms as applicable, plus:
- Install security measures to deter intruders and prevent violence
 - Install and maintain carbon monoxide sensors, smoke detectors, fire extinguishers, AED equipment, etc.
 - Comply with requirements for inspections, backflow prevention certifications, etc.
- c. **Procedures** in case of event other than storms: same as for storms as applicable, plus:
- Follow all directions of authorities
 - Inform congregation of necessary measures
 - Sharex committee: inform Sharex partners of all measures necessary