

*Church of Christ*

*at*

*Bouldercrest*

Emergency Communication Process

*January 20, 2008*

# Bouldercrest Emergency Communication Process

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# Bouldercrest Emergency Communication Process

## ***Revision History***

<b>Date</b>	<b>Revision</b>	<b>Update</b>	<b>Editor</b>	<b>Role</b>
1/20/2007	V1.0	Initial Draft Document.	Rufus Martin	Owner

# Bouldercrest Emergency Communication Process

## ***Overview***

The purpose of this document is to define the emergency communication process in the event of inclement weather. This process will define the actions required and the responsible area.

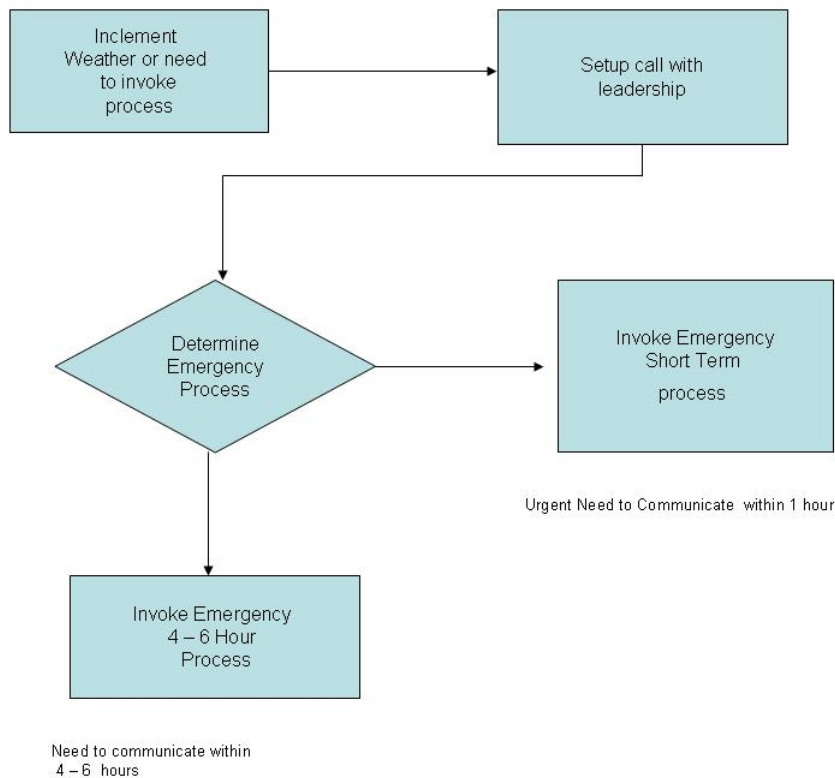
# Bouldercrest Emergency Communication Process

## Process Flow

The Emergency process must be involved by the leadership before executing. The Leadership is comprised of the Elders and the pulpit minister. As part of the process to setup the meeting with the leadership, the administrative team will send out a PhoneTree message to the leadership regarding the meeting. In the event of an emergency, the leadership must meet via conference with all available members to determine the next steps. Based on the outcome of that meeting, the go forward plan will be determined,

The Leadership will assign one person as the emergency process project manager to communicate the require actions to the team members for execution, or assign this role to a member of the leadership team. When the required actions are completed, each responsible person will communicate the completion status back to the emergency process project manager.

The emergency process is defined as immediate communications to the congregation within the hour, or longer term which will require 4 hour or longer communications period.



## Bouldercrest Emergency Communication Process

### **( 4 Hour or Longer) - Communication Period**

Communication Area	Process / Procedure	Responsible
Congregation Announcement	PhoneTree	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Communicate Status to Deacons	PhoneTree	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Church Sign	Complay 3.5	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>
Radio Station / News Channel	Phone call and emails to channels	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Setup greeting on phone system	Phone system	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Send out emails to members	Email	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Update Status on website	Web	<ul style="list-style-type: none"> <li>• Rex Martin</li> <li>• Antwan Parker</li> <li>• Angela Cleveland.</li> </ul>

### **Post Procedures**

Communication Area	Process / Procedure	Responsible
Reset Sign with normal worship service and communication	Complay 3.5	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>
Reset greeting on phone system	Phone system	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Update Status on website	Web	<ul style="list-style-type: none"> <li>• Rex Martin</li> <li>• Antwan Parker</li> <li>• Angela Cleveland.</li> </ul>

## Bouldercrest Emergency Communication Process

### **(Short Term) - Communication Period within the Hour**

Communication Area	Process / Procedure	Responsible
Congregation Announcement	Calling Post	<ul style="list-style-type: none"> <li>• IT Support or Frances Watts</li> </ul>
Communicate Status to Deacons	Calling Post	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Church Sign	Complay 3.5	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>
Radio Station / News Channel	Phone call and emails to channels	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Setup greeting on phone system	Change the telephone system greeting	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Send out emails to members	Email	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Update Status on website	Web	<ul style="list-style-type: none"> <li>• Rex Martin</li> <li>• Antwan Parker</li> <li>• Angela Cleveland.</li> </ul>

### **Post Procedures**

Communication Area	Process / Procedure	Responsible
Reset Sign with normal worship service and communication	Complay 3.5	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>
Reset greeting on phone system	Phone system	<ul style="list-style-type: none"> <li>• Francine McDonald</li> <li>• Frances Watts</li> </ul>
Update Status on website	Web	<ul style="list-style-type: none"> <li>• Rex Martin</li> <li>• Antwan Parker</li> <li>• Angela Cleveland.</li> </ul>

# Bouldercrest Emergency Communication Process

## **Teams**

### **Administrative Support**

- Frances Watts
- Francine McDonald

### **IT Support**

- Rufus Martin
- Robert Barron (Sign)
- Roderick Evans
- Eric Porter

### **Web Team**

- Rufus Martin
- Angela Cleveland
- Antwan Parker