

The Emergency Closure Procedure was instituted last fall. Per the Emergency Closure Procedure, we are to contact the congregation yearly in the fall reminding you of the ways you have available for notification if an emergency rose justifying temporary closure. Types of events that may result in action are:

- Weather related
- Physical plant issues with heating, cooling, electrical

The Session wants to assure you that any decision for temporary emergency closure of the RCLPC facility is taking into account your safety and the safety of the RCLPC staff. To that end an emergency closure can only be declared by:

- Services - the Pastor and the Clerk of Session or the Pastor and a Session member
- Church Events like choirs, youth groups, committee meetings – the leader of the event

Notification to you will be accomplished by one or more of the following:

- Answering machine update on church office phone
 - An appropriate message informing callers of the church temporary emergency closure
- RCLPC Facebook
 - Notification of the church temporary emergency closure posted
- RCLPC Web Site
 - Notification of the church temporary emergency closure posted
- Phone Tree
 - Deacons call their group to inform them of the church temporary emergency closure
- Email
 - Email blast from the church office informing of the church temporary emergency closure
 - Inform via phone call those not on email distribution of the church temporary emergency closure
- Post closure on Emergency Closing Center (ECC)
 - The ECC feeds TV and radio stations on the church temporary emergency closure
 - Church members can register at the ECC (www.emergencyclosingcenter.com) at no cost to receive an email temporary emergency closure notification when one is posted.

Hopefully, we will never have to initiate a Temporary Emergency Closure. If we do, we have a broad-based action plan to inform you. An emergency contact information card is below if you want to cut it out for future reference or pick a card up at the church office. If you have any questions contact the office, the clerk (Lee Ekstrom) or Pastor John.

Congregation Emergency Closure Notification Card

**Ridgefield Crystal Lake Presbyterian Church
Emergency Closure Notification**

EMERGENCY CLOSING CENTER


www.emergencyclosingcenter.com
*(sign up to receive email notification from the
emergency closing center)*

• Check TV and radio stations for status update

• Check out our church website at
www.rclpc.org

• Find us on Facebook 

• OR Call the church office at 815.459.1132