

## In Event of Severe Weather or Other Reason for Closure/Cancellation of RE/YM:

*Tips from the Diocesan Office of Communications and the Office of Families & Schools*

- Check the current communications policy of your parish for inclement weather/cancellations. There may already be a good plan in place; learn what it is.
- If no plan is in place, establish a policy for cancellation and a list of local radio/tv stations as well as a procedure for contacting them. A sample policy:

“When weather conditions are hazardous on a school day, our parish will follow the lead of the [name of local school district]. When the [name of school district] are cancelled for the day, there will be NO Faith Formation/Youth Ministry that night. If the weather becomes hazardous mid-day, a public announcement will be made in regards to the cancellation of Faith Formation. Please watch [e-mail, social media, parish website, whatever method of communication you’ll use] or tune into your local news channels [whatever channels you’ll be contacting].”

This policy should be in your student/parent handbook and submitted for publishing in the weekend bulletins in the fall/early winter months.

- Your parish/school should create a list of local radio and newspaper for this type of communication. Simply call the stations and newspapers in your area and ask to whom you would direct information on school/parish closings.
- For TV Stations (WBAY, WFRV, WGBA, WLUK in Green Bay):
  - TV stations WBAY and WFRV use an online venue for reporting closures. You’ll need to establish a username and password to log-in and verify your legitimacy.
  - TV stations WGBA and WLUK require you to call-in:
    - WGBA NBC 26: 920-494-2626
    - WLUK FOX 11: 920-490-1407
- For your parish’s website and social media, the Office of Communications recommends posting to a slider on the parish homepage or directly on the homepage in a way that draws attention to the communication as being important. The Office of Communications can provide examples if needed. Use same visual/image to push out into social media.

Make sure your message is concise, consistent and complete. Be sure to include:

- Name of your parish, its location, what event is being cancelled (date/day/time).
- Any secondary information (i.e. exceptions to the cancellation; postponement dates, etc)
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Whatever plan you have to communicate emergency closures, please review it annually and make any necessary adjustments/modifications. **DON’T WAIT UNTIL THE EMERGENCY ARISES!**

