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## POLICY 1.05

# The UUCLV Emergency/Crisis Response Plan

### Policy Statement:

In view of past experience of UUCLV with events of an emergency/crisis nature, the Congregation has a need to have in place a plan for handling these events, including dissemination of information and guiding appropriate responses for the Congregation. This document provides guidance for implementing a response plan and assigns the responsibilities for implementation.


### Definitions:

An **emergency/crisis** is defined as any situation occurring within the Congregation or on a local, state, or national level that will have a significant negative emotional impact on members of the Congregation. The decision as to whether or not a particular situation constitutes an emergency/crisis for members of the Congregation will be left to the discretion of the Minister and/or the President of the Board of Trustees, hereinafter referred to as the BOT.

### Procedures:

The Minister and the President of the BOT (Vice President in succession) jointly share the responsibility for implementing the following procedures:

1. Notification of a situation believed to potentially have an impact on members of the UUCLV is to be provided to the Minister/President of the BOT. This may be provided through the office administrator if the Minister and/or the President are unavailable. The office administrator will relay the message to the Minister, President, or another member of the BOT.
2. The decision on the level of the emergency/crisis will be made by the Minister and the President of the BOT.
3. The Minister and President of the BOT will determine the action(s) to be taken by the Congregation in response to the emergency/crisis.

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**Summary:** This document describes the UUCLV plan for dealing with emergency/crisis situations that may potentially affect the UUCLV. The policy and procedures will remain in effect until revision is required, completed, and approved by the Board of Trustees.

### Revision History

3/13/02—Rev. 0.

5/2/12—Rev. 1. Summary of Changes Made in the Revision:

- Statement regarding coordination of UUCLV activities with appropriate local, state and national entities in the event the UUCLV building is to be used as a shelter.
- Major abridgment of the basic “Emergency Information Form,” but with the option of adding more detail if desired.
- Complete elimination of the “Special Information Form” with another optional method of obtaining this information by adding a sheet to the “Emergency Information Form.”
- Several non-substantive editorial changes in wording and punctuation.

10/16/12—Rev. 2. Changed language in procedure item 4.

**OPTIONAL**

**EMERGENCY INFORMATION FORM  
GENERAL INFORMATION**

**Please complete this form with care and return it to the congregation office in a sealed envelope labeled on the front with your name and "Emergency Information." This information will be kept in a secure manner by the Minister until such time as it may be needed.**

**Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Cell phone** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Emergency Contact (preferably someone not living with you)**

**Name** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Phone Number(s)** \_\_\_\_\_

**Email address** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Signature**

If you wish, you may **optionally** attach a sheet to this Emergency Information Form describing any last wishes and/or special information such as the following:

- Plans/preferences for your body or organs after your death, e.g., medical donation, burial, cremation.
- Your preferences with regard to a memorial, funeral, or committal, including preferred funeral home.
- Special readings and/or music you may wish to have included in a service.
- Your preferences with regard to flowers or memorial gifts/donations to specified recipients, groups or organizations.
- Your obituary information.