



Weather Alert/Building Closing Protocol

When the building is closed outside groups or individuals are not permitted in the building (even if they have the key or code). This is for safety and also so the premises can be prepared/plowed (if due to snow).

People who reserve the facility are to agree at the time of their request that if Adams 12 closes, then their event/activity is automatically cancelled. They will not be notified and should look to the website for closure info. They are responsible to contact their group participants.

SCENARIO 1:

Adams 12 Five Star School District Closes - all buildings are closed.

- If Adams 12 calls for late start - Buildings open 11am
- If Adams 12 cancels after school/evening activities, buildings closed from 3pm through the evening

Step 1: CEO - notifies ALL STAFF via Slack.

Step 2: Communications Director will then

- post an alert on homepage of website
- post on facebook
- send an APP notification
- alert news channels as appropriate

Step 3: Facility Managers (Thornton & Community Center)

- will then contact their appropriate staff and let them know of schedule changes/emergency snow clearing needs.
- will contact anyone who is scheduled in their building and let the leaders of that facility booking know about the closure
- post a sign on the main doors if they are able.

SCENARIO 2:

Leadership needs to close the building due to weather/emergency.

Same Steps as above

SCENARIO 3:

Individual groups decides to cancel. Individual group leader is responsible to let participants and Facility Coordinator know of their cancellation.

CROSSROADS CHURCH

53 E. 128th Avenue
Thornton, CO 80241

CROSSROADS COMMUNITY CENTER

10451 Huron Street
Northglenn, CO 80234

303.452.5332
crossroadsabc.com

Last Updated 3/2024