

EXTREME WEATHER CONDITIONS

Communication Channels for Notifying Employees of a Chicago Campus Closure

This information applies only when a full work day at Moody Global Ministries' Chicago campus is cancelled due to extreme weather conditions. On days that the Chicago campus is closed, employees should not report for work unless they are deemed essential personnel and notified by their supervisor.

Below are the two official channels that Moody will use to communicate information to employees about a Chicago campus closure due to extreme weather conditions. (*Note: The recorded message is no longer available.*)

- **Moody Alert:**

Moody Global Ministries' emergency mass notification system, *Moody Alert*, will be used to notify employees of a campus closure by approximately 5:00 a.m. If you'd like to receive messages from *Moody Alert*, please email publicsafety@moody.edu. Use the subject line, "Opt-In Moody Alert Contact Information," and in the body of the email please provide the following information:

- Full name
- Moody I.D. number
- Home phone number, office phone number, cell phone number (for phone and text messages) and/or email address(es) you'd like to opt-in
- Indicate which of the methods is your preferred way to be contacted

- **Moody Radio:**

Between 6–6:05 a.m., a campus closure will be announced on Moody Radio (90.1 FM).

If no announcement is made via either channel, employees are to assume the Chicago campus will be open for regular work day operations.

Supervisors: Upon learning the Chicago campus is closed, immediately notify your student workers and part-time professional staff.