

Emergency Preparedness Policy and Procedures

PURPOSE: To provide for the safety and security of congregants, staff and facilities of UUCFW in the event of emergencies and to communicate this plan so it will be efficiently implemented in times of need.

WEAPONS POLICY

No guns, knives with blade 4" or longer or any implement whose intent is to cause bodily harm are permitted on UUCFW property or church sponsored events unless the weapon is secured in a locked vehicle regardless of whether the individual has a valid permit to carry the weapon. This policy does not apply to uniformed security officers who have been hired by the church to help with security during an event or to persons who are cooking in the UUCFW kitchen and require the use of their own knives.

THREAT/VIOLENCE POLICY

UUCFW will not tolerate any threatening behavior among staff, members or friends. This includes harassment, bodily harm, or vandalism to the facility. Such actions could result in filing charges with the police, termination, and/or loss of membership or participation with the congregation.

EMERGENCY POLICY

In the event of an emergency the Emergency Response Team/Congregational Administrator and/or the Minister has complete authority to direct the activities within the Meetinghouse and on the grounds.

DEFINITIONS

First Responder refers to the city/county employee who comes to the scene.

Emergency Response Team refers to trained congregational staff and laity.

Church Safety Officer is the Congregational Administrator.

PROCEDURES:

GENERAL PREPARATIONS

The Minister or Church Safety Officer may close the office to ensure the safety of all persons in the event of dangerous situations.

The Church Safety Officer is the Congregational Administrator. He/she is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Church Safety Officer is authorized to halt any operation of the church where there is danger of serious personal injury.

UUCFW will review and evaluate this policy when facility operational changes occur or when the plan fails.

The Vice President will recruit an Emergency Response Team to assist the Church Safety Officer. The Church Safety Officer will provide leadership during an emergency and fully implement this policy.

The Church Safety Officer will provide annual training for employees and leaders that will include location of pull-box alarms, fire extinguisher use, turn-offs for utilities and review of this policy. Additionally, UUCFW will provide training on basic first aid, how to use a fire extinguisher, and how and when to turn off water, gas, and electricity.

Evacuation directions will be given by word-of-mouth. Any employee who cannot immediately contact the Congregational Administrator should immediately begin word-of-mouth evacuation notification from the area, then immediately evacuate.

UUCFW will assure that alarm systems are maintained in operating condition except when undergoing repairs or maintenance.

A first-aid kit can be found in the kitchen cupboards to the left of the refrigerator, as well as in each classroom and the Admin Suite. Fire extinguishers will be found in the office, both furnace rooms, RE hallway, kitchen and the gallery.

The utility switches or valves will be marked so they can be turned off when time permits in an emergency.

A list of important telephone numbers, such as emergency (police and fire), paramedics, and medical centers, insurance agents, telephone numbers of the electric, gas, and water companies and radio and television broadcast stations to tune to for emergency broadcast information will be kept in the Congregational Administrator's Office.

Any person who is involved in an incident detailed in this policy is asked to complete an incident report, stating the incident details. The Congregational Administrator will assist the employee or member with the form as necessary. The Congregational Administrator will file the documents and report information to the appropriate agency such as Workers' Compensation, OSHA, IOSHA, Police, Fire department, EMS, Legal Counsel, Insurance Company, etc. All records are confidential however the report will be shared with the Board of Trustees and Minister, and released to the proper authorities.

UTILITY ISSUES:

ELECTRICITY IS OFF

If electricity is off when church is closed, the Congregational Administrator should make announcements on listserv and online home page that church is closed until power is restored.

If electricity goes off during functions or hours of operation report the outage online at **www.indianamichiganpower.com**. I & M monitors this page constantly.

Do not open refrigerators while electricity is off.

Unplug computers, appliances and non-essential electrical equipment.

Complete incident report and give to Congregational Administrator.

BATHROOM PLUMBING IS OVERFLOWING

Turn off water: immediate shutoff valves are located in the old furnace room behind the first set of furnaces. Each individual fixture (sink, toilet, etc.) has a shut-off but it may require tools.

Call 311 to have someone determine if the problem is with the city sewer line or a private matter. The City Utilities website has a page identifying health/disease measures to consider during clean-up.

Call Building and Grounds Committee chairperson to report the problem.

Complete incident report and give to Congregational Administrator.

NATURAL DISASTERS:

EARTHQUAKE

If heavy shaking occurs, **Duck & Cover:** Duck between the chair rows & cover the back of your head (large rooms), or in classrooms move to the walls and door frame;

Stay there until one of the Emergency Response Team gives the **All Clear** command;

See if anyone is hurt or needs assistance;

Evacuate the entire building, directing people to nearest exits. Exit the building carefully and calmly as possible;

Keep the driveways clear for emergency vehicles;

After-Shocks: Remember, once the disaster is over, there is the risk of fire, potential lack of utilities and basic services, plus the certainty of after-shocks;

No one should go back inside the church building until deemed safe by the Fire or Police department.

Complete incident report and give to Congregational Administrator.

FLOOD

When flood warnings have been issued, essential/expensive equipment such as the sound system and grand piano should be moved from the original section of the building to the addition.

Check the shed for valued items and move them to a safer location if a flood is predicted.
Complete sand bagging before the imminent danger of flooding.
Turn off water and electricity (in the old furnace room) if necessary. The gas shut-off is at the meter located by the air conditioner units near the Memorial Garden. A wrench will be necessary. The breakers for the HVAC are located in the circuit boxes in each furnace room. There is also a shut-off switch located on the front or side of each unit.
Following a flood, all utilities will be checked and the building will be cleaned to eliminate mold and loss of property.
The Congregational Administrator will direct the damage assessment.
Complete incident report and give to Congregational Administrator.

SNOW EMERGENCY

The safety of staff and participants will be our first consideration when determining whether to cancel activities within our facility. If there is sufficient concern for risk while coming to or leaving the building, or while in the building, the activity will be cancelled by a decision of three of the following five persons – executive committee and minister.
The decision to cancel will be made at least three hours before a scheduled activity. The Congregational Administrator will be contacted to communicate the closing in the following ways: Facebook, e-mail, television, radio, answering machine. Staff will be contacted by their Staff Supervisor, or if there is a Guest Minister/Speaker for Sunday Worship, the Worship Associate or Chairperson of the Worship Committee will contact them directly.
Whenever the city declares an emergency that requires people to stay off the streets, church activities will be cancelled but this will not be communicated as described in the prior item.
School cancellations will not dictate cancellations at the church. At these times, the person(s) responsible for activities will make the decision on whether to proceed and communicate with anticipated participants.

TORNADO

Tornado Watch: Conditions are favorable for formation.
Tornado Warning: A tornado has been sighted in the vicinity.
When tornadoes or extremely high winds have been reported in the area, all persons in the facility will immediately move out of the Sanctuary and Social Hall. Safer areas include all bathrooms, hallways, the inside walls of the Gallery, the library, classrooms, and the offices.
Persons should go at once to the nearest safe area when an emergency exists. The first person to arrive in each area becomes the leader there and assists people in taking safe positions, which they will maintain until an **All Clear** announcement is made.
People should sit with their back to the wall with their head on their knees. Hymnals may be taken to protect the back of the neck.
Quiet needs to be maintained to hear directions and to reduce anxiety. Everyone should stay in the shelter until an **All Clear** signal is given, or it is known to be safe outside the building.
When exiting the building all occupants should be careful of downed power lines, gas leaks, and flooding. The Congregational Administrator, Minister, or one of the Emergency Response Team will meet emergency personnel when they arrive at our facility.
All departments will maintain an inventory of all equipment and product levels to be provided to insurance adjusters in case of property damage or loss. The Congregational Administrator will direct the damage assessment.
Complete incident report and give to Congregational Administrator.

FIRE OR EXPLOSION

R = Rescue: Evacuate from building well away from fire and smoke;
A = Alert: Alert fire department and/or 911;
C = Contain: Contain fire by closing doors to the room/s with fire;
E = Extinguish and Evacuate. Fire extinguishers are located in the office, RE hallway, both furnace rooms, kitchen and gallery.
If a person is on fire, make them **STOP, DROP AND ROLL**;
When a fire is beyond the beginning stage and is uncontrollable, start evacuation immediately. Any children who are not with their parent/guardian will be taken to the Temple or the Temple Parking Lot where they

will stay until claimed by their parent/guardian.

Take injured people out of building by nearest exit and then, only if you are sure that moving them will not be harmful, move them to the Temple or the Temple parking lot for quick access by ambulance;
People should stay out of the driveways to avoid emergency vehicles which should arrive within 5-10 minutes;
The Congregational Administrator will prepare a detailed report of what happened for Minister and Board of Trustees as soon as possible.

UUCFW will conduct annual training with all employees and leaders on the correct usage of the fire extinguisher, which is ONLY used during the beginning stages of a fire. The Congregational Administrator will document the training required and keep on file the records of all training and incident reports.

MEDICAL EMERGENCIES:

The Congregational Administrator or Minister will be notified immediately when a medical emergency occurs. This includes fainting, lacerations, heart attack, stroke, seizure, and unconsciousness.

Stay with the victim. If they are conscious, ask what the problem is. Do not move them.

If person is not breathing use compression-only CPR;

If vomiting, turn the person on his/her side;

Keep victim still, comfortable, and warm;

If the person is unconscious, search for any emergency ID (bracelet, necklace);

If first aid is inadequate, call 911 immediately. Affected persons will be encouraged to seek attention by a physician in the above cases

There will be signs posted in the Kitchen and by the RE classrooms that state: **MEDICAL OR OTHER EMERGENCIES DIAL 911.**

Complete incident report and give to Congregational Administrator.

ELECTROCUTION

Turn off electricity in the old furnace room. Note: this will interfere with the computer/HVAC programming, so be very sure you want to do this.

Call 911.

Do not move victim. Cover loosely (may be burned) and stay with them until professionals arrive;

Do compression-only CPR if they are not breathing.

Complete incident report and give to Congregational Administrator.

VIOLENT ACTS

Your immediate goal is to prevent anyone from being injured or killed. In many cases the assailant will not harm anyone as long as he or she perceives that his or her objectives are being met CALL 911 as soon as possible. Relay all the information requested to help the dispatcher determine the extent of the emergency to dispatch the appropriate services.

DO WHAT THE ASSAILANT SAYS: In most cases the best thing to do is to cooperate. Remember as much as possible concerning the incident, write notes after the fact if possible.

IMPORTANT – During an actual emergency resulting in building evacuation, **HEADCOUNTS** are to be performed at assembly sites. If possible, write the names of those present at the assembly point. Do not return to the evacuated building until told to do so by emergency response personnel.

Complete incident report and give to Congregational Administrator.

ACTIVE SHOOTER/HOSTILE INTRUDER

If you witness (or have reason to believe) an active shooter/hostile intruder is on church property, call 911 if possible. If you are notified that an active shooter/hostile intruder is on church property by any emergency

communication method (verbal, email, phone, reverse 911), consider the following actions:

Run away from the threat if you can, as fast as you can, and never run in a straight line.

If you are in a classroom or office, lock all persons with you in the room and move away from the windows that are in direct sight of the hallway. Keep everyone together and move away from the doors.

If you are in the hallway, seek shelter in the nearest securable room, lock yourself in the room and cover the windows if you can. Move away from the doors.

If you are outside, seek shelter in the nearest building.

Watch for vehicles, bushes, trees or anything that could possibly block your view of the hostile person while you are running outside.

If caught by an intruder, never look in his/her eyes, obey all commands, and try to remain calm. Do not pose any challenges; be submissive.

If there is a shooting and the assailant leaves, lock all doors, so the assailant cannot easily return. Call 911 if you haven't already done so. Tell the dispatcher what has happened and do not let anyone inside the building until the police arrive. Disturb the crime scene as little as possible.

If someone is injured, render first aid until help arrives. If someone is dead, then cover them and keep everyone back until the police arrive. If a weapon was left, don't touch it or move it until the police arrive.

When the police arrive, obey all their commands even if you question them.

During building evacuations, assist the disabled and all children.

Follow the fire evacuation procedures. Keep walkways and streets open for the arrival of emergency vehicles and personnel.

A Command Post may be set-up near the emergency site. Keep clear of the Command Post unless you have official business.

Instruct anyone that witnessed the crime to write down what they saw and to save it for the police.

The Minister or Congregational President will be our spokesperson to the media.

UUCFW asks all persons involved to cooperate in church investigations, local Police, FBI, Fire, OSHA, IOSHA, EPA, or any other agency that has jurisdiction in the incident. The Minister or the church attorney will help arrange any interviews that need be conducted. In addition, the UUCFW will have present the church attorney as needed in the matters related to the UUCFW.

Complete an incident report and give it to the Congregational Administrator.

BOMB THREAT

First person to learn of a bomb threat should call 911 immediately

Evacuate the building if you believe this is a genuine threat.

Keep the caller on the phone as long as possible, ask questions, and write down details such as:

When will it explode? Where is it right now?

What does it look like? What kind of bomb is it?

Who is the target? What is your name?

What is your address? Did you place the bomb?

Notice things about the caller: speech patterns, emotional state, background noise, age and gender

Write down other data: date and time of report, how threat was received (letter, note, telephone).

If you evacuate the building, secure the office, and take your notes with you.

Give details of the call to emergency personnel when they arrive.

Call the Minister and the Congregational President. If neither is available, call the Congregational Administrator.

Complete incident report and give to Congregational Administrator.

BREAK-IN/ROBBERY

Procedures During a Robbery

UUCFW instructs you to turn over money or company property upon demand. If you don't have access to the safe combination, call the Congregational Administrator or the Minister and ask for the safe code. Say you have an unexpected need for cash, which will be a clue for the receiver of the call to phone 911. If someone is expected back soon or if you must reach or move in any way, tell the robber what to expect so they will not be startled.

Follow the robber's commands, but do not volunteer help.
Try to keep everyone calm during the robbery.
Try not to leave with the robber as a hostage.
Be observant and plan to be a good witness. Write notes after the fact.
If you are out of sight of the assailant, cautiously notify 911.

Procedures After the Robbery

Preparedness for a post-robbery situation can place the employee/lay person in a better position to provide information to police that will assist in capturing the robber and protecting employees and customers from harm.

Do not chase or follow the robber.
Secure the doors so the robber cannot re-enter the church. Don't let anyone in except for emergency personnel.
Call the police immediately.
Care for injured people.
Try to note the robber's method of escape and direction of travel. Try to recall the robber's vehicle, model, license plate number.
Preserve any potential evidence.
Ask witnesses to remain until the police arrive.
Complete incident report and give to Congregational Administrator.

DISRUPTIVE BEHAVIOR or WEAPONS/CONCEALED WEAPONS

During an event in the Meetinghouse, CALL 911. DO NOT HESITATE.
RE teachers should lock children inside their classrooms; turn off lights, keep out of sight of door and windows, if possible, and be very quiet;
Quietly let first responders know to keep other people away from the area.

FIGHTING ON CHURCH PROPERTY

Physical fighting among employees will result in an investigation that may lead to termination of the person responsible for the assault. If the assailant is a member or friend, the board will investigate the incident and determine whether the person may continue to be a member and participate in congregational activities.

The employee will have the right to appeal the determination through grievance procedures. The objective will be to eliminate the potential for future occurrences.

Complete an Incident Report and give to the Congregational Administrator and Minister.

HARASSING PHONE CALLS

If you receive harassing phone calls at church, notify your Staff Supervisor immediately.
If you know who the caller is then report the incident to the local police, and the phone company. If any person threatens you on the phone, they could be charged.

As soon as the call is over write down any details of the incident to the best of your recollection.
In the case of a harassing call, simply hang up if the call is offensive to you.
Any employee found to be placing harassing calls will be considered for immediate termination. Any member of friend making such calls will need to meet with the Committee on Ministry and the Minister to determine if the issue can be mutually resolved.

The Unitarian Universalist Congregation of Fort Wayne will prosecute anyone found to be engaged in harassment to the fullest extent of the law.
Complete incident report and give to Congregational Administrator.

SUICIDE THREAT/ATTEMPT

Take the threat seriously. Call 911 and ask for a Crisis Intervention Officer/CIT Team to come immediately.
Notify office staff, Minister, or a member of Board of Trustees as soon as possible.

If person is armed, immediately evacuate everyone and yourself.

If person is not armed, do not leave them alone.

Express concern to the person and if possible, isolate him/her from others.

Wait with the person until the police arrive.

Complete incident report and give to Congregational Administrator.

SUSPICIOUS PACKAGE OR LETTER, OR CONTACT WITH A SUSPECTED BIOLOGICAL OR CHEMICAL AGENT

If anyone at UUCFW receives a package or letter that has excessive postage, strange odor, oil stains, discolorations, crystallization on wrapper, lopsided or uneven, apparent air pockets, unusual bulk or unknown contents, regular stamps rather than commercial canceling, no return address, unknown origin, misspelled words, badly typed or written, protruding wires or excessive tape or string, **call 911**;
Without touching items, place suspicious envelopes or package in a plastic bag or other type of container to prevent the contents from leaking, or at least cover the item with anything (trash can, paper, clothing, etc.) and do not remove it.

It is necessary to prevent spread of airborne particles so turn off the heating/ventilation/air-conditioning system which are located in each furnace room.

Report anything suspicious immediately to a first responder;

Do not touch, attempt to collect, or spread the chemical;

Leave the area and close the door.

Wash your hands with soap and warm water as soon as possible.

Complete incident report and give to Congregational Administrator.

THREATENING EMPLOYEE OR VISITOR

If a confrontation occurs and is not getting resolved through communication, immediately ask the threatening person to leave.

If they do not leave, immediately go to the Congregational Administrator or the Minister, and notify 911 immediately, and have the authorities remove the threatening person.

All parties involved or witnesses of the incident should complete an incident report and give to Congregational Administrator.

CONTACT LIST

Rev. Misty-Dawn Shelly	793-3043 (H)	1-774-230-5550 (c)
Kirsten Eckert-Smith	755-8220 (c)	
Toni Kring	704-4266 (c)	
Lisa Johnson	414-7747 (c)	
Jim Reeder	432-2704 (H)	615-7744 (c)
Danny Swim	238-4539 (H)	260-573-1248 (c)

**UNITARIAN UNIVERSALIST CONGREGATION OF FORT WAYNE
EMERGENCY PLAN INCIDENT REPORT**

Incident _____

Time _____

Location _____

Person Completing Report _____

Address _____

City _____ State _____

Phone _____

E-mail _____

Possible Assailant:

Name _____

Address _____ City _____ State _____

Phone _____ Age _____ Height _____ Weight _____

Car Make _____ Model _____ Color _____

License No. _____

Statement Regarding the Incident: (Continue on the back or attach additional sheets, if necessary. Include as much detail as you can recall.)

Signed _____

Date _____

**Unitarian Universalist Congregation of Fort Wayne
Emergency Plan
TRAINING ROSTER**

DATE: _____

SUBJECT OF TRAINING: _____

INSTRUCTOR: _____

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Policy Adopted by the Board of Trustees on:
July 8, 2014