

CVUUS Emergency Procedures

EMERGENCY NUMBERS AND IMPORTANT INFORMATION

Champlain Valley Unitarian Universalist Society (CVUUS)

Address:

2 Duane Court, Middlebury, VT 05753

Phone Number:

(802) 388-8080

NOTE: The Safety Volunteer should be considered as the primary point person in case of emergency on Sunday mornings. At other times the Gatekeeper will be the point person.

Revised draft from Safe Congregation Team meeting: August 21, 2019
Drafted 2019

EVACUATION PROCEDURES (IN CASE OF FIRE OR HOSTILE INTRUDER)

EVACUATE THE BUILDING (Sanctuary)

- Primary point person: Minister/ Worship Associate and Safety Volunteer
- In Case of Fire: Pull alarm if smoke alarms have not already triggered alarm
- Evacuate out the nearest safe exit (do not use the elevator)
- Identify anyone needing assistance with the evacuation (ushers, DRE/DRE Sub, teachers) and assist with evacuation
- Safety Volunteer(s) and Sound Tech will sweep the sanctuary building (last ones out)
- Make walkie talkie contact with ground floor and Fenn House to notify of fire or other emergency and the need to evacuate
- Proceed safely across Charles Avenue to lawn across the street (or hide in case of active shooter)
- Point person(s) talks to Fire Department or Police when they arrive to share whatever information is available about the fire/alarm or other situation
- If safe to do so, adults with children in the Nursery should go to the Nursery to assist staff and exit out through the Nursery. Parents should stay with the Nursery staff

EVACUATE THE BUILDING (Fenn House)

- Primary point person: Director of Religious Exploration (DRE) and Safety Volunteer
- In Case of Fire: Yell, "FIRE!" and call 911
- Evacuate out the nearest safe exit
- Identify anyone needing assistance with the evacuation and assist with evacuation
- Make walkie talkie contact with the sanctuary to notify of fire or other situation and the need to evacuate
- Proceed safely across Charles Avenue to lawn across the street
- All RE leaders should have their attendance sheets with them. DRE/DRE Sub brings emergency contact lists and cell phone.
- DRE/DRE Sub will sweep the Fenn House; they will shut doors as they sweep the building.
- Children should remain with RE Leaders until attendance is taken. Children may be reunited with their parent(s) shortly thereafter.

Fire Extinguishers are located:

Sanctuary Building:

- Main floor kitchen
- Attic
- Nursery
- Fellowship Hall South Wall
- Ground floor kitchen
- Boiler mechanical room
- Elevator room

Fenn House

- Kitchen (on left as you enter)
- Basement main room (south side)

BOMB THREAT

- First individual to be notified of a potential bomb threat, call 911; ask 911 to notify State Police of the need for the bomb squad
- If Sunday worship is in progress: notify Minister/ Worship Associate, DRE & Safety volunteer of potential threat.
- EVACUATE the building

UNWELCOME VISITOR: SECURE THE BUILDING

- To respond to a non-threatening situation in the building or in the case of a potential concern coming from outside the building.
- Keep outside doors locked and all children in the RE rooms.

Fenn House:

- Director of Religious Exploration (DRE) /DRE Sub or Minister/Worship Associate will call or designate someone to call 911 and provide information about the potential threat.
- DRE makes walkie talkie contact with Safety Volunteer between the buildings and says that we need to “Secure the building.”
- DRE/DRE Sub will make sure all external doors are locked (kitchen door, front of Fenn House, back door).
- DRE/DRE Sub will walk through the Fenn House alerting RE leaders to “Secure the building.”
 - Ensure all exterior doors are locked.
 - Lock interior doors if possible, pull blinds, ensure all children remain in their RE rooms.
 - Engage children in quiet calm activity
- DRE/DRE Sub will ensure any children outside the Fenn House come inside.
- DRE/DRE Sub will check bathrooms for people and make sure they join a RE group.

Sanctuary:

- If Safety Volunteer determines the unwelcome visitor is unsafe or potentially dangerous, he/she/they calls 911 or finds a designee to call 911.
- Safety Volunteer notifies by walkie-talkie Fenn House to “Secure the Building”; notify people in sanctuary and ground floor to stay in place.

Nursery:

- Ensure exterior doors are locked.
- Lock interior door, pull the blinds, ensure all children remain in the room
- Engage children in quiet calm activity
- DRE/DRE Sub and Safety Volunteer will communicate further information as needed and determine when to resume normal activity

MISSING CHILD/PERSON

If a child or person goes missing after they have been in attendance:

- Let the Director of Religious Exploration (DRE) /DRE Sub know a child is missing and let the Safety Volunteer know if an adult is missing
- DRE/DRE Sub informs parent(s)/guardian and Safety Volunteer of missing child
- DRE & Safety Volunteer designate three people to search the exterior of the buildings.
- DRE & Safety Volunteer designate two people to search throughout Sanctuary building; DRE/DRE Sub searches the Fenn House thoroughly.
- Parent/Guardian will notify the Police when deemed necessary:
 - Obtain a detailed description of child/person's clothing, appearance, age, etc.

MEDICAL/HEALTH EPISODE

If a person is having a serious medical episode, ensure the environment is safe, then

- Call 911
- Find someone trained in responding to medical emergencies
- For children, tell Director of Religious Exploration (DRE) /DRE Sub. DRE/DRE Sub will notify parents as soon as necessary (fill out a red *Incident Sheet* in RE binders).
- Designate someone to meet the ambulance and guide them to the injured person.

Commented [1]: From Worship Committee: Who should lead on these?

First Aid Kits are located:

Fenn House

- Hall closet next to kitchen
- Next to sink in Fenn Chapel and Spirit Play room
- In basement, on bookshelf by back door

Sanctuary:

- Fellowship Hall Kitchen - on counter to left, as you enter
- Nursery - in cupboard above the sink

CVUUS people with First Aid training: [FILL IN](#)

CVUUS people with CPR training: [FILL IN](#)

Epi-pens: Provided by individuals.

Narcan: Located in the sanctuary first aid kit. **

** To be administered by trained individuals only.

HOSTILE INTRUDER: RUN, HIDE, FIGHT

➤ This procedure will be used if there is a hostile intruder who has entered the building/ come on site and presents an immediate threat to those inside the building.

Fenn House

- Director of Religious Exploration (DRE) /DRE Sub will yell loudly, “**Intruder: Run, Hide, Fight.**” Inform of exact location of dangerous intruder.
- RE leaders will determine the best option for safety depending on the location of the intruder:
 - **RUN:** Evacuate out nearest exit (see evacuation instructions) and relocate to a “safe spot;” RE leaders lead students away from the building.
 - If RUN is not an option: **HIDE:** Lock interior door, move furniture and find ways to barricade; hunker down, behind tables or furniture.
 - If RUN and HIDE are not options: **FIGHT:** Find ways to counterattack.
- Safety Volunteer & DRE will contact 911 immediately
- DRE/DRE Sub or any available adult will alert Sanctuary using walkie talkie

Sanctuary

- First person to observe hostile intruder will yell loudly, “Intruder: Run, Hide, Fight.” Attempt to include specific language like “Armed intruder coming in from the nursery!”
- Safety team will determine the best option for safety depending on the location of the intruder
 - **RUN:** Evacuate out nearest exit (see evacuation instructions) Relocate to a “safe spot”
 - If RUN is not an option: **HIDE:** Lock interior doors, move furniture and find ways to barricade; hunker down, behind tables or furniture.
 - If RUN and HIDE are not options: **FIGHT:** Find ways to counterattack.
- Safety Volunteer or next in command will contact 911 immediately
- Safety volunteer will alert Fenn House using walkie talkie