

CVUUS

2 Duane Court, Middlebury
(802) 388-8080

Emergency Procedures

Fire and Evacuation

- In Case of Fire: Yell, "FIRE!" and call 911
- Evacuate out the nearest safe exit
- Proceed safely across Charles Avenue to lawn across the street
- 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
- Point person(s) talks to Fire Department when they arrive to share whatever information is available about the fire/alarm.

Dangerous Person

- 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 XX!"
- **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.

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) who will notify parents.
- Designate someone to meet the ambulance and guide them to the injured person.

Unwelcome Visitor

- If it is determined the unwelcome visitor is unsafe or potentially dangerous, call 911 or find a designee to call 911.
- Notify Sanctuary/Fenn House to "**Secure the Building**"; people in sanctuary and ground floor **stay in place.**
- Keep outside doors locked and all children in the RE rooms
- Safety Volunteer will communicate further information as needed and determine when to resume normal activity