



## Unitarian Universalist Congregation of Rockville



# Emergency Procedures

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## General Procedures

### For ALL emergencies:

- **Keep calm**
- **Evaluate** the situation quickly
- **Rescue** anyone in immediate danger if it is safe to do so
- **CALL 911** for:
  - fire or other life-threatening situation
  - if a situation may become life threatening
  - Do not hang up on the 911 Operator unless instructed to do so
- **Notify emergency personnel** of the address:
  - 100 Welsh Park Drive, Rockville, MD
- **Notify the Situation Leader**
  - The Situation Leader will be designated prior to Sunday Services
  - The Church Administrator or designee will be the Situation Leader at all other times
- **Direct individuals** not involved in situation away from immediate danger
- **Clear emergency area and access ways** to allow for emergency personnel to do their job
- **Use COMMON SENSE**

### *Situation Leader*

**The Situation Leader is responsible for implementing the emergency plan, making critical decisions and providing leadership during an emergency until Fire Rescue or Police personnel arrive (See Appendix D for a complete description).** Responsibilities may include:

- Evaluating an emergency and making appropriate decisions.
- Ensuring proper emergency communication.
- Delegating needed emergency actions to Emergency Response Team Members.
- Assisting responding emergency personnel until incident has concluded

The Situation Leader should immediately identify themselves to emergency personnel responding to an incident. Upon arrival of emergency services personnel the Situation Leader will allow them to assume command of the incident. The Situation Leader may be asked by the emergency agencies to aid in crowd control, building evacuation, or to provide information.

The Situation Leader may wish to designate assistants as needed to take notes or assure tasks are completed.

### *Emergency Response Team*

The Emergency Response Team includes staff members or volunteers trained in evacuation techniques, the use of fire extinguishers, or have medical training and assist the Situation Leader (e.g., an RE teacher). Emergency Response Team members know the evacuation and shelter in place plans. Responsibilities may include the following:

- Building evacuations—responsible for reporting to the Situation Leader that their assigned section has been cleared during an evacuation.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with Situation Leader or other team members.

Emergency Response Team members should immediately identify themselves to any personnel responding to the incident, and allow them to assume command.

## **Emergency Situations**

### ***Medical Emergency or Injury***

- Follow general procedures above
- Call 911 if deemed necessary
- Remain with the individual having the medical emergency
- If necessary, locate an individual with First Aid, CPR and AED training while awaiting emergency services
- Assign individual to guide EMS to the patient
- Allow responders to take control of situation

If appropriate, file incident report with church administrator. See Appendix E.

### ***Epidemic or Pandemic***

- UUCR staff and the Emergency Preparedness Committee will monitor situations which could impact the congregation
- Recommendations will be made to the Board of Directors after evaluation and consultation with appropriate agencies (e.g., CDC, local health department)
- Communication will be open and will occur when deemed necessary to protect our congregation

### ***Fire, Smoke, Electrical Short, Explosion***

- Activate fire alarm to initiate evacuation
- Follow the general procedures above, including calling 911 and notify the Situation Leader
- See **Appendix A: Evacuation Plan**
- Assign volunteers who will direct emergency vehicles to the emergency site
- Attempt to control or extinguish any fire by retrieving the nearest fire extinguisher and applying its contents to the fire only under the following conditions:
  - You are not in immediate care of children or responsible for evacuating people to safety
  - If the fire appears to easily be controlled or extinguished
  - You have been trained and understand how to properly use a fire extinguisher
  - Using the extinguisher will prevent the fire from becoming larger and creating a greater hazard or damage
- If using the extinguisher is not successful and it is safe to do so, confine fire to its present location by closing all doors to the area as you leave, ensuring that no one is still in the area. This will help to keep the fire from spreading.
- For external fire (e.g., brush, mulch or fire on adjacent property)

- Follow the general procedures above, including calling 911
- Evacuate as deemed necessary

### ***Fire Warning Alarm Sounds***

- See **Appendix A: Evacuation Plan**
- Do not use the elevator
- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.

*Note:* Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed to another stairwell and continue evacuation.

- Assist disabled persons in your area.
- If you encounter smoke, breathe through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening.
  - If the door is hot, do not open it. Use a different exit route.
  - If the door is cool, open it slowly, staying behind the door in case you have to close it quickly to protect yourself from oncoming smoke or fire.
- Move to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Avoid gathering near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” has been initiated by the Fire Department.

### ***Bomb Threat or Suspicious Package***

- Person answering phone should obtain as much information from the calling party as possible
- Remain calm and report bomb threat or package by calling 911
- Notify the Situation Leader
- Keep person who received bomb threat or found the package available for authorities to interview
- Follow evacuation plan for all buildings: See **Appendix A: Evacuation Plan**
- Do not touch suspicious packages, backpacks or boxes
- No one should re-enter the building until it has been cleared by authorities

### ***Hazardous Material Spill, Gas Leak***

- Major spill, gas leak or perceived hazard
  - Evacuate area
  - Close doors to prevent vapor spread
  - Once in safe area, follow the general procedures above including calling 911
- Notify the Church Administrator

### ***Broken Water Pipe***

- Shut off water supply to area

- Shut off locations:
  - Building 1: Electrical closet in Lobby, close to Founders Hall
  - Building 2: Behind wall panel in Room 26
  - Building 3: Behind wall panel in Room 36
  - Building 4: Behind wall panel in Room 45
  - Building 5: Out the street and down the bike path behind church
- Notify the Church Administrator

### ***Sustained Power Loss***

- Check elevator, call 911 if necessary
- Contact Church Administrator

### ***Environmental Emergencies***

#### **Tornado Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 mph; thus, prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff and church members in the facility.

#### **If a Tornado Warning is Announced or Severe Storm Approaching**

- Move to the lowest level or to an interior hallway – away from windows. Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area.
- Wait in the shelter area until you hear an announcement from a member or the **Situation Leader** and/or a hand-held radio system that it is safe to exit

**Other Environmental Emergency: Extreme Temperature, Heavy Snowfall, Hurricane, Local Flooding, etc.**

- Situation will be handled/monitored mainly by UUCR staff with assistance, if needed by the Emergency Preparedness Committee
- Extreme Temperature: Cold
  - Turn on heater in corridor to 62 to keep ceiling pipes from freezing
  - Shut off water to outside spigots to keep pipes from freezing/bursting; then open spigots to drain any water out of pipes
    - Building 1
      - Spigot in courtyard: shut off on back wall of Electrical Closet
      - Spigot behind shrubbery on sanctuary circle side: shut off must be in ceiling in closet. In lieu of shut off, let spigot drizzle water
    - Building 2
      - Could find no working outside spigots
    - Building 3
      - Spigot in courtyard: shut off in corner of Kim's office; must move filing cabinet. 6:00 position = closed. 3:00 position = open.
      - Spigot on backside of building: shut off in the furnace room. 6:00 position = closed. 3:00 position = open.
    - Building 4
      - Spigot on backside of building: shut off in the furnace room. 6:00 position = closed. 3:00 position = open.
    - Building 5
      - Spigot in front of sanctuary: shut off in back corner of coat room storage closet. 6:00 position = closed. 3:00 position = open.
      - Spigot on patio side of sanctuary: shut off must be in ceiling of Room 50. In lieu of shut off, keep fingers crossed.

**Earthquake:**

Earth shaking does not kill you, building collapse and resulting fires do. Injuries and deaths are increased by human panic, so it is imperative that you remain calm.

- Stay where you are if possible. Chances of injury increase with movement. Don't run outside. Stay calm; try to calm others.
- If indoors, stay there until the shaking stops. Move to a safe place such as an interior door jamb, under a strong table or desk, or in a corner or interior hallway away from windows.
- If outdoors, get into an open area away from trees, buildings, walls, or power lines.
- If ceiling debris falls on you, assume a crouching position with your back up, head down and shielded by your arms. If you are caught just outside a building, stand under the nearest strong doorway.
- Duck, cover, hold — hold onto whatever you are using as cover.
- After shaking stops, be conscious of possible falling debris and fires.

**Intruder (Criminal Trespass):**

Churches, by their nature, have an "open door" policy during worship services, so everyone is welcomed to attend.

### Dangerous People

A church cannot deal with the threat of dangerous people until it can first recognize the kinds of people who pose a threat. Someone panhandling near the church doors is probably a nuisance. A dangerous person is someone who poses—or threatens to pose—an actual danger to people or property.

Dangerous types of people include:

- People with weapons.
- People who are intoxicated or under the influence of drugs.
- The mentally ill who act out
- Aggressive homeless people and street people.
- People with grudges, including current and former church members and staff who may be intent on committing a crime.
- Family members embroiled in bitter child custody/divorce/separation battles.

Church staff and Situation Leaders should be trained to be vigilant not only for the types of people who may pose a threat, but also for certain kinds of behaviors that may indicate an imminent menace. These behaviors include:

- Display and use of weapons, including guns, knives, and blunt instruments.
- Assault or threats of assault.
- Arson.
- Burglary and robbery.
- Break-ins and vandalism. Sexual abuse and domestic abuse.
- Custody/divorce battles and attempted seizures of children.
- Verbal abuse, hate speech, threats, and taunts.
- Violent political activity, including hate speech.
  - Mental Disorders
- Any other kind of unusual or bizarre behavior.

Dangerous people are sometimes not so obvious and flamboyant in their behavior.

- A person enters the church carrying a large bag and keeps his hand in the bag after he is seated.
- In warm weather, a person comes into the church wearing a long coat and dark glasses and appears furtive while watching people around him. These coats are sometimes worn to conceal a weapon.
- An individual enters the worship service and goes to the stage, takes over the podium, and begins yelling at the congregation.
- A person is sweating profusely, not engaged in the service, or appears uneasy.
- Two or more people are grouped together, appearing not to be engaged in the church service, but looking at the surroundings. Those people may be conducting surveillance for a later crime.

If you suspect the person poses an imminent threat, a church staff member should be alerted. Staff, in conjunction with members of the Emergency Preparedness team, will determine the best course of action for the safety of the congregation.

Never touch anyone you do not know or is acting in a suspicious way

### Legal Considerations

Churches can be held liable for damages caused by the acts of a dangerous person when the church has been negligent in protecting others. Negligence is defined by church law attorney



Richard R. Hammar as "conduct that creates an unreasonable and foreseeable risk of harm to another person that results in injury. Negligent conduct need not be intentional. It may consist of a specific act or failure to act. It may be helpful to think of negligence as carelessness."

To avoid allegations of negligence, security consultants urge churches to overcome their reluctance to ask a dangerous person to conform to rules of behavior or to leave. The key legal consideration is that a church is not a public place, such as a park or a government building.

## **Protocol for Dealing with an Active Shooter Event**

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation.

If you find yourself involved in an active shooter situation, remain calm and use these **guidelines** to help you plan a strategy for survival.

### ***RUN, HIDE, FIGHT***

#### **1. If you can, evacuate the area in as safe a manner as possible.**

- If you flee, make sure you have a plan and escape route in mind. UUCR's off-site gathering point and shelter is Beall Elementary School. Get to the school via the wooded path at the end of Welsh Park Drive.
- Do not carry anything in your hands while fleeing; move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move any injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to drive away until told it is safe to do so by police.

#### **2. If an active shooter is in the same building – Secure your immediate area and hide:**

- Lock and/or barricade doors with any available object(s) (chairs, tables, desks, etc) Secure the room you are in by ... a wedge under the door, or barricade material such as a large desk or other heavy item.
- Turn off lights
- Block windows – with shades, curtains or large objects
- Keep occupants calm, quiet, and out of sight by laying low to the ground
- Keep yourself out of sight and take adequate cover/protection
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.

- Silence cell phones. Make sure someone has called 911 and leave the line open if possible.

Advise the dispatcher of what is taking place, give your location; remain in place until the police give the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.

**If an active shooter is outside your building,**

- Proceed to a room that can be locked such as the bathroom or one of the offices.

3. **If an active shooter enters your office or classroom**

- If there is absolutely no opportunity of escape or hiding, it might be possible to negotiate with the shooter.
- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted
- If the shooter leaves your room, determine whether it is safer/possible to barricade the room or escape from the building
- Do not touch anything that was in the area of the shooter because of possible explosives being left and crucial evidence being lost.

**Commented [JE1]:**

**Commented [JE2R1]:** My only concern here is that the typical protocol is to try to fight and overpower the shooter. I'm not sure negotiation is in order unless it is a room with children in it.

Contacting Authorities:

- Dial 911 on a cell phone.

• What to Report:

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Assailant(s)- location, how many, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc

What to Expect from Responding Police Officers

1. Police officers are trained to proceed immediately to the area where the shots were last heard; their purpose is to stop the shooting as quickly as possible. They will not stop to attend to wounded or injured individuals.
2. The first responding officers will form a contact team of four (4); they may be from different agencies and dressed in different uniforms. They may even be in civilian clothes and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

3. **Follow police direction. Officers may yell orders to you—follow them immediately but do not be afraid.** Put down any bags or packages that you are carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.
4. Rescue teams composed of other officers and emergency medical personnel will follow the first team into secured areas to treat and remove injured persons.
5. Once you have moved to a safer location, remember that the entire area is a crime scene; police will usually not let anyone leave until the situation is under control and witnesses have been identified. Until you have been released, remain at whatever assembly point authorities designate.

## Appendix A: General Evacuation Plan

Evacuation will occur upon activation of the fire alarm, at the discretion of the **Situation Leader** or upon advice of public safety personnel. If a fire alarm is activated in *any* UUCR building, all buildings will be evacuated until a full assessment of the situation can be made.

Evacuation Procedure:

- Remain calm
- Follow the instructions of the Situation Leader or designee
- If you occupy an enclosed office, close the door as you leave
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Follow evacuation routes for the building that you occupy which are posted in each room
- Do not use the elevator
- Assist those in need of help during egress
- Gather in the designated evacuation area in lower field, behind Bldg #4
- Avoid driveways and parking lots as they may be used by responding emergency personnel
- Parents may retrieve children after signing them out of their class groups
- Do not go to vehicles until advised to do so by the **Situation Leader** or upon advice of public safety personnel
- Do not return to the buildings until the “all clear” signal is given

See General Evacuation Guidelines handout on next page.

**GENERAL**

**Building Evacuation Guidelines**

In an emergency, everyone should proceed to the nearest exit immediately. The preferred exits are toward the back of the church property and closest to the Evacuation Area.

In the sanctuary a minister, staff, or usher will give additional instructions for evacuation, if feasible.

In RE classrooms, children and youth will follow their teacher’s instructions.

**Everyone** will proceed to the **Evacuation Area** which is in the lower field, next to the Memorial Garden behind Building 4.



**Parents-do not go to your children’s classrooms.** Go to the Evacuation Area. RE classes will go to the Evacuation Area. There, parents will see their children’s teacher and formally sign the child(ren) out.

**Everyone:** Evacuation toward the front of the church and into the circle/parking lots is discouraged. These are the areas where the First Responders will arrive and organize. UUCR folks should stay out of their way.

Please assist those in need, as long as it can be done safely.

A **Situation Leader**, assisted by the Minister, staff and volunteers, will be responsible to ensure that all areas of the building are checked and that everyone has been evacuated before leaving the building. Situation Leader will also communicate with First Responders.

Do not re-enter any building once you have evacuated. Inform Situation Leader if someone is missing.

Do not use the elevator during an emergency.

## Appendix B: Religious Education Evacuation Plan

- Teachers will take attendance at the beginning of each RE class each Sunday, and the completed attendance sheets are put in the class folder.
- Every RE class area/building will have a designated "Evacuation Coordinator" who will be in charge during an evacuation, ensure that all have vacated the building, and communicate with other emergency volunteers and staff. The "Evacuation Coordinator" is the teacher of the oldest class group in that area/building.
- Upon fire alarm activation, or under direction, the RE teachers will instruct students to line up at the door.
- RE teachers will evacuate the students in single file, with one teacher leading, carrying the class folder with attendance sheet and class sign, and one teacher/helper trailing each class, following the evacuation routes for the building that they occupy.
- The last teacher out of the room will assure all students are in line and that no one remains in the room.
- Close all doors upon leaving classrooms.
- Proceed to the evacuation area. Keep students together in class groups.
- Upon arrival in the evacuation area, perform a student accountability check and report any discrepancies immediately to the **Situation Leader**.
- Sign out each student to the parent/guardian's care.
- Await further instructions from the **Situation Leader**.

See Religious Education Evacuation Guidelines handout on next page.

**RELIGIOUS EDUCATION**  
**Building Evacuation Guidelines**

In an emergency, RE classroom teachers and assistants are responsible for the evacuation of the children and/or youth in their classrooms. The teacher of the oldest grade in each classroom area is the "Evacuation Coordinator" and will insure all children and adults have exited the building, checking closets, bathrooms and open areas in their classroom area. All RE teachers and volunteers should review the emergency evacuation routes displayed on the map in your classroom.

In RE classrooms, children and youth will follow their teacher's instructions. Both children and adults will proceed to the **Evacuation Area** which is in the lower field, next to the Memorial Garden behind Building 4.



**Teachers**-take your classroom folder with you when leaving the building (whether for an emergency or not). You will need your class roster to take attendance at the Evacuation Area in an emergency, and to sign the children out to their parents.

**Parents**-do not go to your children's classrooms. Go to the Evacuation Area. RE classes will go to the same Evacuation Area. There, parents will see their children's teacher and formally sign the child(ren) out.

**Everyone:** Evacuation toward the front of the church and into the circle/parking lots is discouraged. These are the areas where the First Responders will arrive and organize. UUCR folks should stay out of their way.

Please assist those in need, as long as it can be done safely.

A **Situation Leader**, assisted by the Minister, staff and volunteers, will be responsible to ensure that all areas of the building are checked and that everyone has been evacuated before leaving the building. Situation Leader will also communicate with First Responders

Do not re-enter any building once you have evacuated. Inform First Responders if someone is missing.

Do not use the elevator during an emergency.

## **Appendix C:            **Building Specific Instructions for RE Evacuations****

### **Building 2 Specific Instructions**

- The third grade teacher is the Building 2 designated “Evacuation Coordinator.” S/he will carry a walkie-talkie each Sunday.

#### **Third Grade**

- Third grade teacher (who is also Building 2 “Evacuation Coordinator”), will instruct third grade students to line up behind adult helper.
  - Helper will lead students from room 24-25, following evacuation route .

#### **Second Grade**

- Second grade teacher and adult helper will instruct students to line up behind teacher.
  - Teacher will lead students from room 26, following evacuation route .
  - Adult helper will follow at the end of the line.

**Building 2 “Evacuation Coordinator”**, wearing walkie-talkie, will check all classrooms, closets and bathrooms in Building 2, then will evacuate building by evacuation route posted in last room checked.

Once in the evacuation area, Building 2 “Evacuation Coordinator” will check with the third grade helper and the second grade teacher to make sure all students are accounted for, then call the DRE and Situation Leader to give status of all Building 2 students and adults .

### **Building 3 Specific Instructions**

- The K-1<sup>st</sup> grade teacher is Building 3 “Evacuation Coordinator”. S/he will carry a walkie-talkie each Sunday.

#### **K-1<sup>st</sup> Grade**

- K-1<sup>st</sup> teacher, who is also Building 3 “Evacuation Coordinator”, will instruct K-1st grade students to line up behind adult helper.
  - Helper will lead students from room 34-35, following evacuation route .

#### **Preschool**

- Preschool teacher and adult helper will instruct students to line up behind teacher.
  - Teacher will lead students from room 32, following evacuation route .
  - Adult helper will follow at the end of the line.



**Nursery**

- Director of Religious Education, or person covering the RE Office for the morning, will go immediately to the outside door of room 34-35 to assist with the evacuation of the nursery from room 33 through room 34-35.
- Nursery caregivers will gather children together.
- Nursery caregivers and DRE will lead the children, carrying children as needed, out of the building, following the evacuation route.

**Building 3 “Evacuation Coordinator”**, with walkie-talkie, will check all classrooms, closets and bathrooms in Building 3, then will evacuate building by evacuation route posted in last room checked.

Once in the evacuation area, Building 3 “Evacuation Coordinator” will check with the K-1st grade helper, Preschool teacher, and Nursery caregivers to make sure all students are accounted for, then call the DRE and Situation Leader to give status of all Building 3 students and adults.

**Building 5 Downstairs Specific Instructions**

- The Youth Coordinator or, in her absence the Senior High teacher, is Building 5 Downstairs “Coordinator.” S/he will carry a walkie-talkie each Sunday.
- The 4<sup>th</sup>-5<sup>th</sup> grade teacher will also wear a walkie-talkie.

**Every Building 5 Classroom**

- Each teacher in building five will instruct students to line up in their classrooms
- Classes exit by the evacuation route for the lower level of building 5 in single file in the following class order, with teacher leading each class and adult helper at the end of the line:
  - 4<sup>th</sup>-5<sup>th</sup> grade
  - 6<sup>th</sup> grade
  - Junior High
  - Senior High

Once in the evacuation area, the 4<sup>th</sup>-5<sup>th</sup> teacher will check with the 6<sup>th</sup>, Junior High, and Senior High teachers to make sure all students are accounted for, then call the DRE and Situation Leader to give status of all Building 3 students and adults.

**Building 5 Downstairs “Evacuation Coordinator”**, wearing walkie-talkie, will check all classrooms, closets and bathrooms in the lower level of Building 5, then will evacuate building by evacuation route posted in last room checked. Once in the evacuation area, the “Evacuation Coordinator” will call DRE and Situation Leader to give status that lower level of Building 5 is clear.

#### **Youth Worship Specific Instructions**

Youth Coordinator or Senior High Teacher will instruct youth, beginning with 6<sup>th</sup> grade, to line up by class in order listed above and follow evaluation instructions above, with the exception that after the Youth Coordinator or Senior High Teacher has checked the bathrooms, open kitchen area, and all classrooms and has reached the evacuation area, that individual will check with 6<sup>th</sup> grade, junior and senior high teachers and will then call the DRE and Situation Leader to give status of all Building 5 students and adults.

#### **Children’s Worship Specific Instructions**

DRE/RE Office Person immediately goes to the Nursery in Building 3 to assist with Nursery

- A designated Member of the Children’s Worship Committee is the Children’s Worship “Evacuation Coordinator.”
- The “Evacuation Coordinator” will instruct children to line up by class groups.
- Classes exit by the evacuation route for Founders Hall in single file in the following class order, with teacher leading each class and adult helper at the end of the line:
  - 4<sup>th</sup>-5<sup>th</sup> grade
  - 3<sup>rd</sup> grade
  - 2<sup>nd</sup> grade
  - K-1<sup>st</sup> grade
  - Preschool
- Once in the evacuation area, 4<sup>th</sup>-5<sup>th</sup> grade teacher shall check with the 3<sup>rd</sup> grade, 2<sup>nd</sup> grade, K-1<sup>st</sup>, and preschool teachers, and call the DRE and Situation Leader to say that all Children’s Worship attendees are accounted for.
- The designated “Evacuation Coordinator” will check Founders Hall, including the two closets in the back and will evacuate by the evacuation route. Once in the evacuation area, the individual will ask the 4<sup>th</sup>-5<sup>th</sup> grade teacher to call the DRE and Situation Leader to give status that Children’s Worship is clear.



## **Appendix D—UUCR Situation Leader Job Description**

**General Description and Duties:** The Situation Leader (SL) will be responsible for taking immediate charge of any serious incident at UUCR before, during and immediately after the Sunday Service. This will include making immediate decisions, such as evacuating or sheltering-in-place (if needed) and being the liaison with Fire/Rescue and Police once they arrive. The Situation Leader will also be part of the after-incident critique.

### **Qualifications**

1. Be a member of UUCR
2. Be willing and able to “take charge” and direct members to accomplish assigned tasks
3. Attend Sunday services with some regularity and be part of a rotating team of SLs

### **Knowledge, skills and abilities**

#### **Knowledge**

- Have a general knowledge of the buildings and grounds and acquire more in-depth knowledge through provided training
- Have knowledge of programs within UUCR – i.e. RE program
- Be familiar with UUCR’s board members, minister and other employees
- Have knowledge, through provided training, of the Emergency Preparedness Plans of UUCR
- Able to identify and direct key personnel for assignments as needed

#### **Skills and Abilities**

- Ability to ‘take charge’ and convey instructions, directions and assignments in a concise, authoritative manner
- Ability to communicate effectively to congregants and responding emergency personnel (Fire Rescue and/or Police)
- Ability to make effective, common-sense decisions in a timely manner
- Ability to Ensure/assign roles as needed
  - o Person in charge of sanctuary
  - o RE person-in-charge
- Ability to use radio and relay and receive pertinent information – (radio channel??)
- Meet responding Emergency Personnel and relay information as needed
- Liaison with Emergency Personnel throughout incident
- Assign “scribe” or assistant to stay with them, as available
- Be the person to whom others will report – person in charge of sanctuary, RE should report as to number of injuries and whether evacuation is complete
- Should have access to floor plans and staff contact numbers

- Able to attend training as necessary
- Situation Leaders are: Joel Buzy, Karen Pittleman, Jack Eisenhower, Sue Hedges, Andy Moore, Bill Newhouse, Antonio Carrillo and Patty Walker

### Appendix E—UUCR Incident Report

**Incident Report**

**Date of Report:** \_\_\_\_\_

<b>Incident Information</b>	Date		Time		am/pm
	Injured Name		Address		City, State, Zip
	Phone		Email		
Exact Location of Incident					
Describe circumstances causing injury					
Describe injury (location on body, size of wound, bleeding, loss of consciousness, etc.)					
Onsite treatment rendered					
Where did injured go after leaving church property?					
Describe any property damage caused by incident					
Any comments or statements made by injured					
<b>Witness</b>	Name	Address		Phone	
<b>Witness</b>	Name	Address		Phone	
<b>Witness</b>	Name	Address		Phone	
<b>Submitted By</b>	Name	Signature		Title	Date

Please submit to Donna Taylor, UUCR Church Administrator within 48 hours of incident.

