

Emergency Preparedness Policy & Procedures
Unitarian Universalist Fellowship of Mankato (UUFM)
Approved November 15, 2017
Updated January 2, 2020

Purpose: To provide for the safety and security of the congregation, visitors, staff and facilities of UUFM in the event of emergencies and to communicate this plan so it will be efficiently implemented in time of need.

Weapons Policy: No guns or knives with blades 4” or longer are permitted on UUFM property or church sponsored events. This policy does not apply to uniformed security officers or to persons who are cooking in the UUFM kitchen and require the use of knives.

Threat/Violence Policy: UUFM will not tolerate any threatening behavior among staff, members or visitors. 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/Office Administrator and or the Minister has complete authority to direct the activities within the congregation and on the grounds.

Procedures

General Preparations: The Safety Coordinator is the Office Administrator. They are responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Coordinator is authorized to halt any operation of the church when there is danger of serious personal injury.

The UUFM Safety Coordinator will:

1. Lead the full implementation of the UUFM Safety Policy.
2. Provide leadership during an emergency.
3. Coordinate annual training for employees, leaders and Emergency Response team that will include: location of first aid kits, fire extinguishers, and turn-offs for utilities; and review of this policy.
4. Coordinate with fire and police departments to provide input on this policy, and training for emergency situations, first aid and use of fire extinguishers.
5. Keep record of all incident reports and witness statements.

The UUFM Board will review and evaluate this policy annually.

The Board will recruit an Emergency Response Team to assist the Safety Coordinator and to provide leadership when the Safety Coordinator is not available. The Safety Coordinator will

coordinate annual training for employees, leaders, and the Emergency Response Team that will include location of first-aid kits, fire extinguishers, turn-offs for utilities, and review of this policy.

UUFM Board will assure that alarm systems are maintained in operating condition.

A first-aid kit will be found in the kitchen downstairs and on the shelf in the coat closet across from the church office upstairs. Fire extinguishers will be found:

- a. Outside sanctuary by double doors
- b. Outside Minister's office by the sanctuary door
- c. By the downstairs bathrooms
- d. In the kitchen by the microwave
- e. Outside CFD rooms at the base of the stairs
- f. There are 3 in the boiler room; one mounted on the wall by the light switch and two sitting on the boiler

The utility switches or valves or circuit breakers will be marked so they can be turned off when time permits in emergencies. Electric circuit breaker boxes are located:

- In boiler room (north wall)
- East Stairwell, on wall
- In closet next to elevator (for elevator)
- In back of sanctuary, on West wall

In the office and by each phone in the building, there will be kept a list of important telephone numbers, such as public safety (911); insurance agent; electric, gas and water companies.

A person who is involved in an incident detailed in this policy is asked to complete an incident report, stating the incident details. The Safety Coordinator will assist with the form as necessary. The Safety Coordinator will file the documents and report information to the appropriate agency (such as Workers Compensation, OSHA, Public Safety, 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 appropriate authorities.

Utility Issues

Outages: If electricity or gas goes off during functions or hours of operation, report the outage to:

- Xcel (electricity): 1-800-895-1999 (Electrical main is in the boiler room on the west wall near the boiler.)
- Centerpoint (gas): 1-800-895-2999 (Gas main is in the boiler room near the ceiling [yellow handle] toward the southeast corner of the room.)

Complete incident report and give to Safety Coordinator.

Boiler Issues: Emergency shutoff is located outside the boiler room door near the top left side. Contact Lee Ganske 507-385-0176 or 507-766-5947 or PAAPE Company 507-345-4828

Bathroom Plumbing Overflowing: Turn off water. Whole building shutoff valve is located in the basement closet in the SE stairwell. Each individual fixture (sink, toilet) has a shut-off, but may require tools to operate.

Call 311 to have someone determine if the problem is with the city sewer line or a private matter. Refer to City Utilities website page for health/disease measures to consider during cleanup.

Call Building and Grounds Chairperson to report the problem.

Complete incident report and give to Safety Coordinator.

Natural Disasters

Basement Flooding: If storm water infiltrates the basement, contact the Building and Grounds Chairperson.

Check the affected areas and unplug any endangered electrical equipment and move it to desk/tabletop.

Access and use the shopvacs and fans stored in the boiler room.

Complete incident report and give to Safety Coordinator.

Snow Emergency: The safety of staff and participants is our first consideration when deciding to cancel activities in our facilities. If there is sufficient concern for risk while coming to, leaving, or remaining in the building, the activity will be cancelled by a decision of the Board President and/or the Minister, in coordination with the Office Administrator.

The decision to cancel will be made at least three hours before a scheduled activity. The Office Administrator will communicate the closing in the following ways: Facebook, e-mail, website, television, radio, answering machine. Staff will be contacted by their supervisor. If there is a guest minister/speaker for Sunday worship, the Worship Leader will contact them directly.

Whenever the city declares an emergency that requires people to stay off the streets, church activities will be cancelled, and (except for guest minister/speaker) will not need communication 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 parties.

Tornado:

When tornadoes or extremely high winds have been reported in the area, everyone in the facility will immediately move to a safe location. Safe areas include:

- a. Under doorways downstairs or in the small hallway between the CFD rooms by the elevator
- b. Of course these areas would not accommodate a large number of people
- c. Open spaces in the fellowship hall or sanctuary is a secondary choice, particularly if crowd is large.

People should go at once to the nearest safe area. 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 given.

When exiting the building all occupants should be careful of downed power lines, gas leaks, and flooding. The Safety Coordinator, Minister, or one of the Emergency Response Team will meet emergency personnel when they arrive at our facility.

Complete incident report and give to Safety Coordinator.

Fire or Explosion:

C=Contain: Contain fire by closing doors to the rooms with fire;

A=Alert: Alert Public Safety at 911;

R=Rescue: Evacuate from building, well away from fire and smoke;

E=Extinguish & Evacuate: Fire extinguishers are located:

- a. Outside sanctuary by double doors
- b. Outside Minister's office by the sanctuary door
- c. By the downstairs bathrooms
- d. In the kitchen by the microwave
- e. Outside CFD rooms at the base of the stairs
- f. There are 3 in the boiler room; one mounted on the wall by the light switch and two sitting on the boiler

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 grassy area on the south side of the Parking Lot where they will stay until claimed by a 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 southernmost Parking Lot for quick access by ambulance.

People should stay out of the driveways to avoid emergency vehicles which should arrive in 5-10 minutes.

The Safety Coordinator will prepare a detailed report of what happened for Minister and Board of Trustees as soon as possible.

Medical Emergencies

Medical emergencies include fainting, lacerations, heart attack, stroke, seizure, and unconsciousness. Stay with the victim. If the victim is conscious, ask what the problem is. Do not move the victim.

If the person is not breathing, use compression-only CPR.

If vomiting, turn the person on their side.

Keep victim still, comfortable, and warm.

If the person is unconscious, search for an emergency ID (bracelet, necklace).

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

Once medical help is arranged, the Safety Coordinator/Minister/Safety Committee shall be notified when a medical emergency occurs.

Complete incident report and give to Safety Coordinator.

Electrocution

Turn off electricity at the circuit box. Note: This will interfere with the computer/HVAC programming, so be very sure you want to do this.

Call 911

Do not move the victim. Cover loosely (may be burned) and stay with them until professional help arrives.

Do compression-only CPR if victim is not breathing.

Complete incident report and give to Safety Coordinator.

Violent Acts

During an event in the church, CALL 911. DO NOT HESITATE.

CFD teachers should lock children inside their classrooms; turn off lights, keep out of sight of doors and windows if possible, and be very quiet.

Your immediate goal is to prevent anyone from being injured or killed. In many cases the assailant will not harm anyone as long as they perceive 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 Safety Coordinator.

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 line of 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 their 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, cover them and keep everyone back until the police arrive. If a weapon was left, don't touch it or move it.

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

During building evacuation, assist the disabled and 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 who witnessed the crime to write down what they saw and to save it for the police.

The Minister and Board President will be our spokesperson to the media.

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

Complete incident report and give to Safety Coordinator.

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 Board President. If neither is available, call the Safety Coordinator.

Complete incident report and give to Safety Coordinator.

Break-In/Robbery

Procedures During a Robbery

Turn over money on church property upon demand. If you don't have access to the key for the safe, call the Office Administrator or the Minister and ask for the key. 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/members in a better position to provide information to police that will assist in capturing the robber and protecting employees and members 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 potential evidence.
- Ask witnesses to remain until the police arrive
- Complete incident report and give to Safety Coordinator.

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 incident report and give to Safety Coordinator.

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 anyone 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 or friend making such calls will need to meet with the Minister to determine if the issue can be mutually resolved.

The UUFM will prosecute anyone found to be engaged in harassment to the fullest extent of the law.

Complete incident report and give to Safety Coordinator.

Suicide Threat/Attempt

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

If person is armed, immediately evacuate everyone and yourself. If the person is not armed, do not leave them alone.

Express concern to the person and if possible isolate them from others. Wait with the person until the police arrive.

Complete incident report and give to Safety Coordinator.

Suspicious Package or Letter, or Contact with a Suspected Biological or Chemical Agent

If anyone at UUFM 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 packages 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 any air-conditioning units (if they are on). Air-conditioners are located in the Minister's Office, the Church Office, the Vestibule, the Chalice-Children Classroom, and 3 in the Sanctuary (1 in the front, two in the back).

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 Safety Coordinator.

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 Office 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 Safety Coordinator.

Contact List

- Minister – Rev Rita Capezzi 1-(716) 903-7935
- Board President: Tony Filipovitch (507-388-2264)
- Office Administrator/Safety Coordinator: Linda Ganske (507-388-5022 or 507-380-9264)
- Emergency Response Team: Tricia Nienow (507-340-7263), and Andrew Roberts (507-514-3334)
- Chair of Building & Grounds: Dick Nienow (507-340-7263)