



**Emergency Plan for
Unitarian Universalist Church
of Urbana-Champaign
309 W. Green St., Urbana,
Illinois
217-384-8862**

April 16, 2019

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Attachment: map of the church

Emergency phone numbers

For all emergencies, dial 911

Church staff cellphones

Florence Caplow, minister: 360-480-9636

Jenny Hunt, board chair: 217-417-9103

Sherry Bohlen, membership coordinator: 217-417-1148

Brian Franklin, office administrator: 312-343-1447

Michele Grove, interim director of religious education: 605-237-1319

Shornor Vineyard, custodian and building caretaker: 773-556-1342

Building emergency procedures

Leader responsibilities (definition needed here: staff members, teachers, ushers, other volunteers?)

At least four leaders will carry and know how to use a church-provided walkie-talkie when there are church services. Organizers of other church events will be similarly responsible during their events. **(where are the walkie-talkies?)**

Leaders will know

- how to alert others in the building of an emergency
- how to respond to, and summon help for, a medical emergency
- the locations of fire alarms
- the locations of, and how to use, fire extinguishers
- how to respond to an activated fire or smoke alarm
- the shelter-in-place procedure for weapons incidents
- the locations of shelters and precautions for a weather emergency
- exit routes and alternate exits
- the intruder action plan

Medical emergency (for detailed information, see Appendix 3)

If you encounter an unresponsive person, or someone in serious distress, call 911; if they are unresponsive, CPR can be started until the AED arrives.

Provide:

- Your name and church name
- Location and closest building entrance (309 West Green St., or Green and Birch)
- Number of people involved
- Nature of injury or illness

Treat minor injuries with supplies in first-aid kits.

Kit locations:

- Main floor, lobby, next to AED at top of the stairs at the Green Street entrance
- Main floor, Fellowship Hall – outer office
- Main floor, kitchen
- Lower level, in hallway near elevator

AED: The Automated External Defibrillator is in the lobby at the top of the stairs to the Green Street entrance.

If a person is unresponsive, get AED; alarm will sound when the cabinet is opened.

Take AED to victim. Be prepared to start CPR if indicated.

Make sure 911 has been called.

Kneel next to victim; open zipper case; press “on” button

Follow voice prompts

Clear clothes from chest and abdomen of victim

Apply pads from AED case according to pictures

AED will analyze heart rhythms and determine if CPR is necessary

Continue as directed until emergency help arrives

Fire and smoke emergencies (RACE: Rescue, Activate, Call, Extinguish)

If you discover the fire ...

1. Rescue and evacuate anyone in immediate danger.
2. Activate manual fire alarm to initiate evacuation of building; alarms located near building exits
3. Call 911. Give your name, telephone number, location and closest building entrance.
4. Extinguish fire – if fire is small and you feel confident putting out the fire.

If the fire alarm sounds (or for any other evacuation emergency)

1. Initiate evacuation procedures. Designated leaders will determine best evacuation location (below). If you are a designated leader, get a bullhorn from emergency supplies in lobby and announce where to evacuate to. Make sure entire building is notified.
Evacuation areas: Choose location farthest from fire/smoke.
 - a. Preferred area: Parking lot and lawn behind south sidewalk.
 - b. Alternate area: Playground
 - c. Alternate area: north of Green Street
2. Close doors behind you as you exit; check to make sure no one is left behind.
3. Assist those with limited mobility.

Severe weather

Organizers of activities in the church must designate at least two people to monitor cellphone weather alerts. It is the responsibility of activity organizers – hospitality team leaders, religious education leaders, coffeehouse organizers, for example – to designate weather monitors. If a warning indicates Urbana is in the path of an approaching tornado, the weather monitors will notify everyone in the building and on the playground.

People in the church should move to a designated shelter area in the church basement. Signs indicate designated spaces.

Designated areas are the basement hallway outside the religious education classrooms – with all classroom doors securely closed; the OWL classroom; and the adjacent hallway. Other areas in the church are deemed to offer less protection because of nearby windows.

People with mobility issues either will be assisted in moving downstairs or to the hallway on the east side of the sanctuary (under the coat racks).

Weather monitors will notify others when the threat has passed.

If you are outdoors and hear thunder or see lightning, move indoors if possible. Otherwise, take cover near objects that are low and securely anchored.

Intruder/armed assailant

- Call 911 from any phone. Leave the phone “on” so the dispatch center can hear what is going on and pass that information on to responding officers.**
- If safe to do so, a leader should announce there is an intruder in the building. The message should include location of intruder, if known. Doors in the education wing should be locked.
 - Exit the building if possible to do.
 - Lock yourself in the room you are in and move away from door. Barricade door, if possible.
 - Do not activate fire alarm.**
 - Try to stay calm and be as quiet as possible.
- If caught in an open area:

Options: Run away from the incident and try to put objects between yourself and the assailant(s) (cars, trees, buildings). If you must confront the assailant(s) to save your life, try not to do it alone and use anything available as a weapon.

Troubling Behavior: Warning Signs

If you have had contact at church with people who display any of the following tendencies, notify church leaders:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Exhibits extremely nervous behavior, will not make eye contact or engage in simple conversation.

Appendix 1: Threatening Call Protocol

In the event you receive a threatening call, try to remain calm; if possible, have a pre-arranged signal to alert other personnel.

Threat Checklist

Complete this list if you receive a threat. If other staff are present, they should call 911 immediately while the threatening caller is on the phone. Try to keep caller on the phone and gather as much information as possible.

Time of call or contact: _____ Date: _____

Is this person known to you: Yes No

Name if known _____

Exact words of caller or threatening person:

Description of caller's voice:

Male _____ Female _____ Adult _____ Youth _____

Estimated Age: _____

White _____ Black _____ Hispanic _____ Asian _____ Other: _____

Calm _____ Disguised _____ Nasal _____ Rapid _____ Accent _____

Nervous _____ Angry _____ Sincere _____ Slurred _____ Loud _____

Excited _____ Giggling _____ Stressed _____ Crying _____

Other description: _____

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks
Other:

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For a bomb threat

Obtain as much information as possible:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it?

- Method of activation: mechanical, clock, movement/chemical action?

- Method of deactivation? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your _____

name? Call received by: _____

- Call 911 immediately. Alert leadership as soon as possible**

**Appendix 2:
Injury/incident
report**

It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____

Injured Person: _____ Completed by: _____

Where were you when injury occurred?

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

Appendix 3: AED and Medical Response

If you discover an unresponsive person, or someone is having a medical emergency, call 911 (no need to dial 9 first)

Provide:

- Your name and name of Unitarian Universalist Church
- Location and closest building entrance: church address is 309 W. Green St. or Green and Birch
- Number of people involved
- Nature of injury or illness
- Stay on the line until told you can hang up

AED: Automated External Defibrillator is in the lobby, near top of stairs to Green Street entrance

If the person is unresponsive, send someone to get the AED; the AED cabinet door will sound a loud alarm when the door is open. Someone should keep that door open if you need to attract attention of others that know how to apply the AED. A large number of members have been trained in AED and CPR application.

Preferred scenario: Allow a trained person to assess victim and apply the AED if needed.

Or, anyone can apply the AED to an unresponsive victim by following the AED voice prompts.

Steps – Main rescuer/first lay responder on-site

1. Get the AED to the victim Do not move a victim unless they (and you) are in danger.
2. Ensure that 911 has been called if not done. Specify a person by name or point.
3. Kneel next to victim; open the zipper case; press the “on” button
4. Listen carefully and follow the voice prompts
5. Clear the chest and abdomen area of clothing (others can block view)
6. Pads can be removed and applied according to the diagrams
7. AED will begin to analyze heart rhythms; it will tell you to not touch the victim

Voice prompts will tell you how to proceed, which might include preparing to shock the victim by pressing a button, or possibly providing chest compressions. Continue as directed until emergency help arrives and takes over.

Bystanders to assist

1. Make sure no one touches the victim while rescue measures proceed.

2. Provide some sort of visual barrier so victim's dignity is preserved (people can stand around the scene facing outward; hold blankets/sheets up to block view; tell bystanders to please not gawk at the situation, respecting privacy).
3. Post someone near the door that the EMS is likely to arrive at, to direct to victim
4. Provide support to loved ones of the victim
5. Assist in other ways that might arise.

AED Maintenance and Training

The AED suppliers provide maintenance of our machine. They monitor and call us when something is due, but our Safety Leaders should be aware and monitor the dates on the maintenance schedule attached to the AED storage box.

1. Pads are to be replaced every two years.
2. Battery should be replaced every four years. To assess battery status:
 - a. Look at the red AED case, find the round window in the upper right corner
 - b. Look at the window to confirm there is a slow blinking green light
 - c. As long as the light is blinking our battery is fine (contact AED company if not)

Training and monitoring of those having been trained

1. Our AED Supplier can provide training as often as we wish. Regular CPR/First Aid training is recommended at least every two years. Focus should be on leaders of the church – especially the Safety Leaders Team; people at the church regularly; RE teachers; hospitality team members; anyone interested – with the goal of at least 25 percent of congregants trained.
2. Video and talk-through training: This is not as involved, but would involve watching a manufacturers video of how to use the AED – including assessment and AED application. The video can be supplemented with one of the Safety Leaders stepping through the process – opening up the case to familiarize with the operation, show the contents and talk through how you would assess a victim and apply the pads.
 - a. HeartStart Onsite AED training videos:
 - b. Both videos show the exact unit that we have.
 - c. Short overview of operation, 4 minutes:
<https://www.youtube.com/watch?v=Zw78XnpjAGU>
 - d. More in-depth training is shown in the first 22 minutes of the video; the rest is about maintenance and aimed more at medical facilities: Total time is 38 minutes. <https://www.youtube.com/watch?v=z1cyRNgyrQ>
3. New member classes can ask if people have had CPR/AED training, maintain a database of those trained, make sure that anyone trained knows this plan, but all members whether trained or not should at least read through the above guidelines and at a minimum watch the video training of AED use.

AED supplier: AED from Jenn Wilson, of Vital Education and Supply. www.vital-education.com

217-359-0101; 2703 Clark Road, Suite 5; Champaign, Illinois

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