

Safety and Security Policy:

Emergency Telephone Numbers

Call 911 for fire, medical emergencies, armed intruders and similar situations.

Vector Security 1-800-637-7077

Leader Responsibilities:

- **Leadership hierarchy:** At AUUC for the purpose of safety and security procedures leaders are: church staff, church board members, renter/leasers, ASDC/CSDC teachers, the leader of NUUners, and church committee chairs. While leaders are listed in order of hierarchy, emergency situations may require action by whoever is present at the time. All church members should have access to emergency plans.
- **Responsibilities:** In the event of an emergency, leader responsibilities may include the following:
 - Knowing how to correctly respond to and summon help for a medical emergency.
 - Knowing the location of the first aid kits.
 - Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.
 - Knowing the location of the manual fire alarm station.
 - Knowing the locations of the fire extinguishers in their area and how to use them.
 - Knowing how to correctly respond to a fire warning alarm.
 - Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
 - Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
 - Closing all opened doors as they evacuate an area.

Distribution and Review of Safety Procedures

- **Emergency Response Guide** - For identified emergency situations, the church will post copies of the Emergency Response Guide and floor plans in hallways or other highly visible places. Tornado Shelter Signs will be placed on or beside the doors to AUUC's shelter-in-place rooms.
- Annually the safety officer will review the written procedures and if applicable recommend changes to the Board.
- Annually the written procedures will be provided to the Board, the Program Council (i.e., Committee Chairs), and all RE teachers.
- For events scheduled in the church, a designated leader will be provided a copy of the emergency plans.
- Fall and Summer Teacher Orientation Sessions will cover all safety procedures.
- A copy of the Safety and Security Policy and Procedures will be available on request in the church office to any church member who is interested.

Gun-Free Zone

- The congregation voted to restrict open carried and concealed guns. A sign is posted at the church entrance to the parking lot.
- Any person who feels endangered when confronted with a threatening weapon of any kind may report to the Minister, or if unavailable to church authority present at the time. Either person should contact 911 or police.

Bomb Threat (Usually a phone call) (This procedure is printed on the bomb threat checklist.)

- Try to ask caller questions listed on bomb threat checklist found next to each staff phone in the church.
- During/after the call, fill out bomb threat checklist.
- After the caller hangs up, call 911 on land line. Tell 911 you are calling from Accotink UU Church, 10125 Lakehaven Court, Burke, VA 22015 Phone number: 703-503-4579
- DO NOT use cellular phones or two-way radios.

- DO NOT activate the fire alarm system to evacuate.
- Evacuate the building unless there is a Leader present who decides it is best to remain in the building.
- DO NOT re-enter the building until cleared by authorities.
- Untrained persons should not try to rescue people.

Earthquake

Immediate Action:

- If you are indoors, DROP to the floor. Stay there until the shaking has stopped and you are sure exiting is safe.
 - COVER by getting under a sturdy table or other piece of furniture.
 - HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.
 - Don't use a doorway unless you know that it's a strongly supported, load-bearing doorway and it's close to you. Many inside doorways are lightly constructed and don't offer protection.
 - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- If you are outdoors, stay there. Move away from buildings, overhangs, trees and power lines to a clear area. The field behind the church is our clearest area.

After the Earthquake - Once the shaking stops:

- See Fire Evacuation Graphic posted throughout the building and in every classroom.
- Exit the building when safety permits and move to the field behind the church.
- Expect aftershocks.
- Only use the telephone for emergency calls.
- If you know of damaged utilities, report the issue. If leaks are evident and it is possible shut off the utility.
- If you suspect building is damaged, do not re-enter until it is declared safe.

Tornado/Severe Weather Warnings

- Look for tornado shelter signs on doors on the lower level.
- Shelter in place until the warning is lifted:
 - Shelter in an appropriate area that will provide protection -- closets, interior rooms, interior hallways, areas free of windows or glass.
 - Best areas in Accotink are on the lower floor:
 - Anthony Room
 - Both Restrooms
 - Stay away from corners, windows, doors and outside walls.
 - Put as many walls as possible between you and the outside.
 - Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- If you are outside with no shelter, consider these options:
 - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If you are unable to get to a sturdy shelter, stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion, if possible.
 - If you are outside and unable to get to a car or a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (ex. ditch or ravine). Cover your head with your arms.

Fire

- Activate the fire alarm.
 - This will call the fire department.
 - If you can't get to the fire alarm, call 911 when it is safe to do so.
Location: Accotink UU Church, 10125 Lakehaven Court, Burke, VA 22015
- Use fire extinguisher only if there is no immediate danger to yourself or others and if fire is smaller than a basketball and not between you and the exit.
- Evacuate the building.
 - See Fire Evacuation Graphic posted throughout the building and in every classroom.
 - Lead classes outside through the nearest passable exit, taking them to far side of lower parking lot (near cell tower):

Downstairs Exits	<ul style="list-style-type: none"> • Rooms Brown (112), Farmer (114), and Belletini (116) → exterior door in Farmer (114) Room • Barton (121) and Dr. Suess (124) Rooms → exterior doors in these rooms • Darwin (126) and Anthony (107) Rooms → Emergency Exit door at bottom of stairs
Teachers	Perform headcount before and after evacuation. See that all children/adults are out of room and, if time permits, close all windows and doors. Report headcount to DSD (if on Sunday morning) once safely relocated.
DSD/DSD for Day	Check downstairs bathrooms for children and adults. Upon exiting, yell "All out."
Admin/Office Personnel	Check upstairs bathroom for persons. Upon exiting, yell "All out."
Parents	Do not take your child until you have informed the responsible teacher.

- Feel doors with the back of your hand before opening. DO NOT open if doors are hot.
- If possible, alert any others in the building. Knock on doors and yell "FIRE" as you exit the building.
- If time, conditions and safety permit, take your personal belongings with you
- If clothing catches fire, STOP...DROP...ROLL.
- Once outside, move away from the building to the field behind the church.
- DO NOT re-enter buildings until instructed to do so.

Fire Inspection

Three fire inspections take place at AUUC annually:

1. Church Inspection – to inspect gauges on pipes and fire panel in Anthony Room (107) and sprinkler system for entire building. The County Fire Marshall calls the Church Administrator to schedule this inspection. Any violations of inspection are referred to Vector Security, as our security contractor, for repair. In the event AUUC has repairs to be re-inspected, the Church Administrator then contacts the Fire Marshall for a follow-up inspection.
2. Spring Mar Inspection – to ensure the building complies with needs for housing a preschool. The Director of Spring Mar oversees this inspection and requests for service will be passed on to the Church Administrator; otherwise, AUUC has no responsibilities for this inspection.
3. Hypothermia Shelter Inspection – to ensure the building complies with regulations to house county homeless shelter. The Social Justice Committee point of contact for Hypothermia Shelter schedules this inspection and requests for service will be passed on to the Church Administrator.

Intruders:**1. Armed Intruder. Run, (hide, fight).**

- Remain calm.
- Remember your best option is to RUN.

RUN: Evacuate if at all possible; this is your best chance. (Armed intruder is away from your part of the building.)

- Lower Level: *leave through garden doors, hug building and flee to tree cover to the left. Then into the woods or to adjacent houses.*
- Upper level: Flee to tree cover, neighbors, Buddhists
- Evacuate regardless of whether others agree to follow
- Leave belongings behind
- Help others escape, if possible. Select route and lead children.
- Prevent individuals from entering an area where the armed intruder may be
- Call 911 as soon as you can safely do so.
- Consider what to do if there is a life-threatening situation. If it is possible to get a wounded person out of further harm's way without endangering yourself, do so.

Only if you can't escape, HIDE:

- Hide out of shooter's view preferably in a room with no interior window, including no window in the door.
- *Use natural protection if shots are fired in your direction; get behind a wall if possible. Make a barricade with any tables, chairs, cabinets that are available.*
- Ensure your hiding place will not trap you. Several downstairs rooms have doors to the outside. Some rooms have windows with pop-out screens.
- Lock exterior doors and set up a barricade. The police or rescue people will blast through it. .
- Lock interior doors, if possible. If interior door won't lock, block it with heavy furniture, *lock the wheels on tables, sofas*)
- Turn off lights.
- Silence all cell phones, radios, televisions, etc.
- Dial 911 and let the emergency operator know where you are. If you cannot speak, leave the line open so the emergency operator can hear what is going on

If you can't escape or hide, fight as a last resort and only when your life is in imminent danger.

- Attempt to incapacitate the shooter. Act with physical aggression.
- Act as aggressively as possible against the shooter
- Throw items and improvise weapons against the shooter
- Be loud, yelling at the suspect
- Once you've begun acting aggressively, commit to your actions

When police arrive

- Always keep hands visible
- Follow the instructions of any police officers present

2. Suspicious-looking or disorderly person.

Tell the leader.

Medical Emergencies

Remain calm and evaluate the situation.

Ask who present is trained and certified in first aid and CPR.

- Minor injuries: Use first aid kits. Two First Aid kits are located in the church, one in the upstairs kitchen pantry, immediately to the right of the door, the other in the downstairs kitchenette in the cabinet on the far right.
- Call 911 for medical emergencies that cannot be easily treated with a first aid kit.
 - Be prepared to give the following information:
 - Name and phone number.
 - Location. (Accotink UU Church, 10125 Lakehaven Court, Burke, VA 22015)
 - Number of people involved.
 - Nature of injury or illness.
 - DO NOT move the victim, unless they are in immediate danger.
 - If the victim is conscious, try to comfort him/her and obtain medical information (ex. medical problems, medications, etc.). Any medical information obtained will assist medical personnel if the victim loses consciousness.
 - Have someone meet the ambulance at the building entrance or at a safe location, and direct emergency personnel to the victim.
 - When professional help arrives:
 - Allow responding units to take control of situation.
 - Stand by to assist as needed
 - If the spouse, parent, responsible adult or next-of-kin was not present during the emergency, someone on the office staff must notify them of the occurrence. Do not attempt to make a medical diagnosis of the problem. Tell them what happened and what hospital the person was taken to.
 - If the emergency was caused by an accident or injury, help the office personnel get appropriate information as they will need to complete an injury report.

Safety and Security Policy Forms:

EMERGENCY RESPONSE GUIDE

In the event of emergency situations you should take the basic steps as outlined below and with due regard to the instructions of your LEADER. ACCOTINK Safety and Security LEADERS include the minister, church staff members, board officers and members, committee chairs, class teachers, officials of renters and leasers. These LEADERS know the church's full emergency plans and the LEADER who is present at the time of an emergency will give you instructions and assist you in taking any necessary actions in the following situations:

FIRE Activate alarm; tell LEADER; use fire extinguisher if fire is small; evacuate building. (See evacuation map) Extinguishers in kitchen, gallery, and next to water fountain downstairs.

SEVERE WEATHER Go to the Shelter-in Place Location (See Tornado Shelter Signs). Follow instructions of LEADER.

MEDICAL EMERGENCIES Remain calm; tell LEADER if present; ask who is present and trained and certified in first aid and CPR. Minor injuries—use first aid kits (in kitchen pantry and in kitchenette downstairs.) Call 911 for emergencies that cannot be treated with first aid kit.

BOMB THREAT If bomb threat is received try to get all information you can (see Bomb Threat Checklist next to staff phone); tell your LEADER or call 911 on land line. Do not use cell phones. Evacuate building if told to do so.

ARMED INTRUDER Call 911 ASAP. Quietly inform Leader/others in building. RUN-Evacuate, help others, go to woods/neighbors. / Can't evacuate? HIDE- / Last resort- FIGHT- attack, scream.

EARTHQUAKE Take cover under a table or other furniture; when safety permits evacuate the building.

PARENTS Tell teacher if you take your child during an emergency.

**Accotink Unitarian Universalist Church
Staff Accident Report**

Staff are to report any injury that might need further medical treatment, and must file the report to the Minister and Board of Trustees, who in turn file the report with Church Mutual, within thirty (30) days of the date of injury. Pictures may be taken to further document the injury, but are not required.

Date:

Name of Injured Staff:

Date of Injury (mm/dd/yy)

Time of Injury:

Location of Accident:

Complete description of accident (What happened? What were you doing? How did it happen?)

Nature of Injury (Be specific – fractured arm, student blood on bare hands, etc.):

Medical Attention (Name attending physician, etc.):

Signature _____ Date _____

PLEASE SEND THIS REPORT DIRECTLY TO THE ACCOTINK MINISTER AND PRESIDENT OF THE BOARD OF TRUSTEES.

**Accotink Unitarian Universalist Church
Non-Staff Accident Report**

Non-Staff are to report any injury that might need further medical treatment, and must file the report to the Minister and Board of Trustees, who in turn file the report with Church Mutual, within thirty (30) days of the date of injury. Pictures may be taken to further document the injury, but are not required.

Date:

Name of Person Filing Report:

Name of Subject:

Guardian/Parent/Family Member Notified:

Location of Accident:

Brief description of accident:

Action or Preventive Repair Needed?

PLEASE PUT THIS FORM IN THE CHURCH ADMINISTRATOR'S MAILBOX IN THE CHURCH OFFICE.

CHURCH ADMINISTRATOR: PLEASE FORWARD TO MINISTER AND PRESIDENT OF THE BOARD OF TRUSTEES.

Follow Up Action:

Signature _____ Date _____

Accotink Unitarian Universalist Church

Bomb Threat Checklist

Be calm. Be courteous. Listen. Do not interrupt.

Your Name:	<u>Time of call</u> Start time Hang up time:	Date of Call:
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Exact words of threat:

Ask the caller:

- Where is the bomb located? (Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb yourself? Why?
- Where are you calling from?
- What is your name?

Information about caller:

- Where is caller located? (Background & level of noise)
- Estimated age of caller. Is voice familiar? If so, who does it sound like?
- Other points:

Description of Caller’s Voice & Speech Patterns:

- | | | | |
|--|---------------------------------|--|--|
| <input type="checkbox"/> Adult | <input type="checkbox"/> Youth | <input type="checkbox"/> Crying | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Male | <input type="checkbox"/> Female | <input type="checkbox"/> Deep <input type="checkbox"/> High | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Well spoken | | <input type="checkbox"/> Deep/Unusual Breathing | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Reading message | | <input type="checkbox"/> Disguised | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Taped message | | <input type="checkbox"/> Distinct <input type="checkbox"/> Slurred | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Accent | | <input type="checkbox"/> Excited | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Angry | | <input type="checkbox"/> Foul language | <input type="checkbox"/> Slow <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Calm | | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Soft <input type="checkbox"/> Loud |
| <input type="checkbox"/> Clearing Throat | | <input type="checkbox"/> Irrational | <input type="checkbox"/> Speech impediment |
| <input type="checkbox"/> Cracking Voice | | | <input type="checkbox"/> Stuttering |

Description of Background Noises:

- | | | |
|---|--|--|
| <input type="checkbox"/> Aircraft | <input type="checkbox"/> Local | <input type="checkbox"/> PA system |
| <input type="checkbox"/> Animal | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Motor | <input type="checkbox"/> Static |
| <input type="checkbox"/> Dishes | <input type="checkbox"/> Music | <input type="checkbox"/> Street noises |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Office/Office machinery | <input type="checkbox"/> Voices |
| <input type="checkbox"/> House | | |
| <input type="checkbox"/> Other (Explain): | | |

AUUC Bomb Threat Procedure: (Usually a phone call)

- Try to ask caller questions listed on bomb threat checklist found next to each staff phone in the church.
- During/after the call, fill out bomb threat checklist.
- **After the caller hangs up, call 911 on land line.**
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