



Tapestry: A Unitarian Universalist Congregation

Title: Safety Policy		
Initial Board Approval Date:	Date First Issued: March 12, 2015	
Date Board Approved Revision:	Revision #:	Effective Date of Revision:
Approval Signature: Lynn Cowan Title: President		

BACKGROUND/HISTORY/DISCUSSION:

Articles in UU World and current events led to a Board discussion that a Safety Policy would help us be better prepared for an emergency.

PURPOSE:

To provide authority designation, information, and procedures to use to promote safety and to respond to emergencies at Tapestry.

POLICY:

See details below.

AREAS/COMMITTEES/SUBCOMMITTEES INVOLVED:

All

MODIFYING CIRCUMSTANCES/EXCEPTIONS:

N/A

Authority designation. In case of a serious emergency, the person authorized to make decisions on behalf of the congregation, such as the need for evacuation or speaking to the press, is as follows, depending on availability. If the first person on the list is not available, responsibility falls to the next person:

- Minister
- Board president
- VP Finance
- VP Operations
- Other board members
- Staff

Evacuation. If the facility must be evacuated (fire, earthquake, medical emergency), the minister or worship associate should make this announcement from the pulpit:

*We must leave the building. Please exit through the nearest door and go to your right to the parking lot by Madero. Stay there until **we can account for everyone**. Parents, your children are leaving from their classrooms with their teachers, and will join us there. Please help anyone who needs it.*

Evacuation meeting point. If the building needs to be evacuated, everyone present should meet in front of the complex between the parking lot and the Madero sidewalk. Do not leave until your name has been recorded. The leadership present will document those present and those missing.

Training. When any training sessions are held for Tapestry members, participants should read this safety policy out loud. Each of the following congregation groups shall provide brief safety reminders once each quarter during regular meetings:

- Board of Trustees
- Staff meeting
- Coordinating Council
- Committees

The training and reminders should include the location of:

- First aid kit
- Fire extinguishers
- Fire alarm
- Evacuation meeting point
- Facility address

Self-identification of medical training. Tapestry members are encouraged to self-identify to the office administrator if they are trained in first aid, CPR, or have a medical certification and are willing to be called upon in an emergency at Tapestry. The office will post a list of those willing to serve.

AED. Tapestry will provide an AED within the facility.

First aid kit. After each use, the person using the first aid kit will request the office administrator to replenish supplies. The office administrator will check the first aid kit at least quarterly to replenish or replace supplies.

Accident report form. When an accident requires a doctor or hospital visit or as judged appropriate, the victim or relative should obtain an accident report form and submit it to the office administrator who will provide it to Tapestry's insurance provider.

Signs. Tapestry will post a sign at each door visible from a distance with the facility address. (For example: In case of emergency, call 911. This address is 23436 Madero Suite 140.)

Training. Tapestry will offer to provide or reimburse all staff for first aid and CPR training.

Disruptive person during the service. If a person or group causes a disruption during the service, the designated authority will encourage the party to leave the sanctuary. While this is proceeding, the pianist will play and the congregation will sing quietly, hymn 123, "Spirit of Life." If evacuation is needed, follow evacuation procedure above.

In case of an active shooter, spread out and run OR hide and barricade in silence OR fight.

Safety plan for classrooms. The Director of Religious Education will create a safety plan for classrooms and train committee members and teachers.

#END#