



Tapestry: A Unitarian Universalist Congregation

Title: Safety Policy - RECY	
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Original Approval Signature: Christine Krueger Title: President	

Emergency Events and Safety Procedures

- I. Lockdown to Protect from Intruders**
- II. Evacuation for Fire, Gas Leak, or Other Building Emergency**
- III. Earthquake Event**

Emergency and Drill Procedures are outlined below.

Lockdown Procedures -- Intruder

- Teachers should gather nearby students out of hallways and lavatories into a classroom.
- Classroom should preferably be without visibility from windows. FOCD room and Teacher's office are good choices.
- Lock the door.
- Stay clear of doors and windows, stay close to the floor and out of sight-lines.
- Turn off all lights and close the blinds.
- Cover any interior windows that look out to the hallway if it is safe to do so.
- Take cover if possible, use furniture to hide and stay extremely quiet.
- Teachers should take attendance of their class if safe to do so.
- Cell phones should be turned off or put on vibrate. Do not use cell phones unless necessary to communicate for help

Evacuation Procedures -- Fire, Gas, Other Emergency

- When the fire alarm sounds or another emergency is identified, students and adults evacuate the building immediately.
- Teachers will guide students along the nearest evacuation route to the assembly location -- corner of the parking lot outside. See map.
- Primary and fastest evacuation route is down the stairs and out the side door.
- Adult should check stair exit first to assess threat.
- If no fire or heat or smoke is minimal in stairwell, this is the best route to exit.
- If the stairs are not accessible, use the emergency drop ladder in Classroom #1.
 - Before you open the window, **close the door** to prevent the fire or smoke from being drawn into the room. Sealing door crack at base may help.
 - Move window blinds out the way
 - Open the sliding window and remove the screen.
 - Remove the ladder from the box and unfold sill hooks so the folding crosspiece is straight - positioned toward you (See Instructions attached).
 - Securely attach brackets of drop ladder to window sill.
 - Tables may have to be moved to one side.
 - There is a step-ladder in Classroom 1 to help reach window sill and emergency ladder.
 - If a capable adult is downstairs, he or she should find the telescoping ladder in the large storage room near stairs.
 - Extend telescoping ladder toward window under Classroom #1.
 - Place telescoping ladder adjacent to drop ladder to assist those descending.
 - Capable adult should climb telescoping ladder to assist with child descent.
 - Another adult should hold the drop ladder at the bottom to steady it.

- Teachers should try to keep students calm to accomplish orderly, safe evacuation. It will take time for each child to descend.
- Teachers must make sure no student is left behind.
- When at the assembly point, all students should line up to allow teachers to take attendance.

Earthquake Procedures

- Teachers should direct children to immediately move away from glass and heavy objects, like bookcases, that could fall.
- If possible, everyone should take cover under a desk.
- If possible, cover one's head, face and eyes with available items, clothing or arms to protect from flying glass or objects falling. An evacuation plan may also be followed when safe to do so.

DRE will schedule drills with volunteers each fall with the volunteer training as well as a refresher drill in the spring

Teacher responsibilities include the following:

- Obtain and review a copy of the fire and other safety plans for the building.
- Become familiar with the exits, evacuation routes, location of ladders, how to use the ladders and the locations of fire extinguishers and pull stations within the school.
- Identify individuals requiring assistance in the event of an emergency or evacuation.
- Choosing the best evacuation, via the nearest safe exit during a fire or emergency and check that evacuation routes are clear.
- Make sure that everyone is evacuated, search for any unattended students in hallways or washrooms.
- Cooperate with the local fire department and follow any directions given.

How To Prepare Young Children For Emergencies and Drills

Speak Calmly

Kids absorb the energy around them. If the adults who are there to protect them seem anxious, then children will feel that anxiety. Speaking in a calm, even tone will help them understand what you are saying without inserting too much emotion.

Invite Them to Ask Questions

Instead of allowing their imaginations to terrify them, make your child feel comfortable to ask any questions they may have.

Use Examples

Most children are visual learners, so using an example or comparison such as a seat belt can help them understand why lockdown drills are necessary. You wear a seat belt to be safe in case there is an accident, even though it may never happen, you want to be safe and protected if it does.

The Importance of Following Directions

Since students will receive detailed instructions on what to do during an emergency drill from their teachers at school, emphasize to your child that listening carefully and obeying the adults at their school is extremely important. Ask them to try and remember all the steps of the drill so they can explain it to you when they come home.

During emergencies, no parents or any Adults should be allowed to come upstairs to get their child.

It is the Duty and Responsibility of the RE Staff and Volunteers Upstairs to Organize and Facilitate the Safety Procedures of the RE Policy.

Any unauthorized exit of a child would potentially give incorrect attendance numbers and cause confusion.

Emergency Ladder Evacuation Protocol

When used in conjunction with smoke alarms and fire extinguishers, this ladder is part of an overall fire-escape plan and is a **last-resort tool** to safely exit a dangerous situation.

The ladder is 24ft long and can be secured to windows measuring at least 20 inches wide, 32 inches high, and 6 to 13 inches deep. The ladder is constructed from steel and reinforced with nylon strapping and is tested to 1125 pounds and is rated to safely hold up to 375 pounds at a time.

WARNING! THIS LADDER IS DESIGNED FOR USE BY ONE PERSON AT A TIME.

Safe Use Procedures

1. Find the ladder stored in Classroom #2-01 to use in the window shown below.



Figure 1

First Alert 3-Story Ladder, Model EL53W-2



Figure 2

Exit Window, Classroom Rm# 2-01

2. Before you open the window, **close the door** leading out of Rm# 2-01 to prevent the fire or smoke from being drawn into the room.
3. Remove the ladder from the box and unfold sill hooks so the folding crosspiece is straight and positioned towards you (See Figure 3).

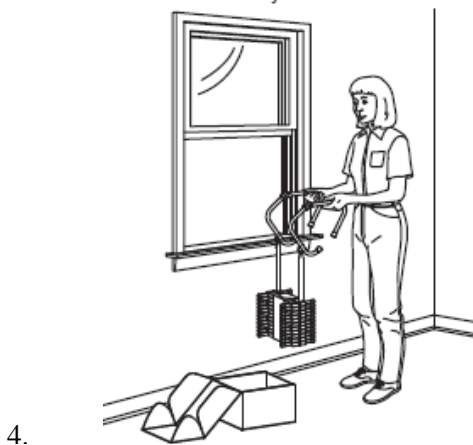


Figure 3



Figure 4

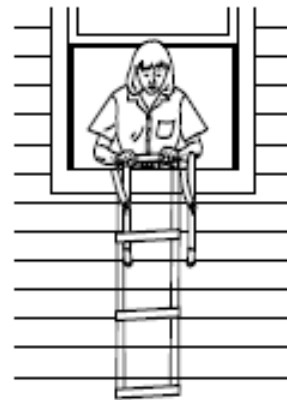


Figure 5

4. Place the sill hooks firmly over the windowsill and pull the release strap to deploy the ladder. (Fig.4& 5).
5. Exit carefully through the window and place your feet on the first rung. Hold onto the window frame until your weight is evenly distributed on the ladder. Climb down keeping your body close to the ladder, facing the building as shown in Figure 6.

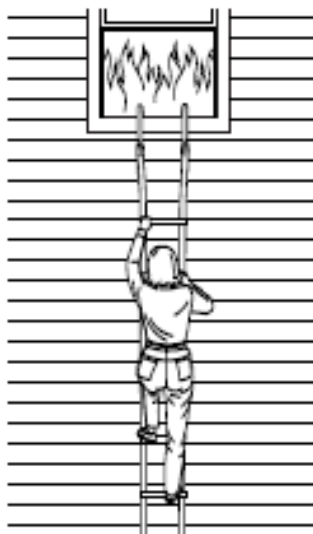


Figure 6.

IMPORTANT! It is strongly recommended that children and elderly adults be assisted by an adult if at all possible when using this ladder in a fire emergency.

- **Unless absolutely necessary, do not carry a child when using this ladder.**
- **Do not carry objects when using this ladder.**
- **Practice drills will be conducted as needed so occupants are familiar for proper use.**

Securing the Ladder After Use

1. Lay the box on the floor with the lid open.
2. Inspect ladder while stretching it out on the floor with the rung standoffs facing down and the plastic wrap as shown in Figure 7 below. Place the rungs as close as possible next to each other for the first 11 rungs.

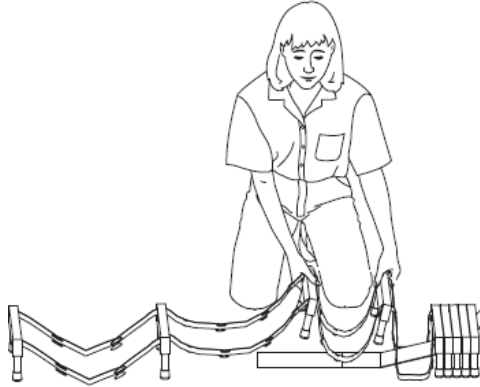


Figure 7

3. Stack the second layer of rungs 12 thru 22 on top of the bottom layer.
4. Return the ladder to the Emergency Equipment Storage Box and reseal.