



Tapestry: A Unitarian Universalist Congregation

Title: Safety Policy		
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Approval Signature: Julia Rampone Title: President		

Overview

Purpose To document the following: authority designation, information, and procedures used to promote safety and to respond to emergencies at Tapestry.

Expected Outcome In the event of an emergency, Tapestry staff and congregants will be prepared with instructions and procedures to follow.

Contents This publication contains the following topics:

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Background and History Recent news articles and current events led to a Board discussion and decision that a Safety Policy was necessary for Tapestry to be better prepared for an emergency.

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Overview, Continued

Areas and Committees Involved

All

References

Appendix A, Escape Routes and Safe Meeting Place (Exterior)
Appendix B, Escape Routes (Ground Floor)
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Appendix D, Instructions for Active Shooter on Site

Administrative and Procedures

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
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Initial Actions and 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 the parking lot near the front entrance. 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.”

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Administrative and Procedures, Continued

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 front entrance. Please see **Appendix A**. No one should leave until their name has been recorded. The leadership present will document those present and those reported missing. Routes for safe exit are posted throughout the building. Please see Diagrams in **Appendices B and C** for safe evacuation routes and protocols for first and second floors.

Disruption During 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 the evacuation procedure above.

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

The Director of Religious Education has a safety plan for classrooms and will provide regular training for committee members and teachers.

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 hold brief safety reminders at least twice a year during regular meetings:

- Board of Trustees
- Staff Meeting
- Coordinating Council
- Committees
- RE Parent/Teacher Orientation
- Worship Services

The training and reminders should include the location of:

- First aid kit
- AED (automated external defibrillator – for heart attacks)
- Fire extinguishers
- Fire alarm
- Evacuation meeting point
- Facility address

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

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Administrative and Procedures, Continued

Medical Emergency

In the event of a medical emergency, those who have been trained in medical emergencies are encouraged to:

- Provide “first aid” to those incurring a medical emergency until medical personnel with higher training arrive on scene. This includes administering CPR or using the AED if trained to do so.
 - Call 911 as the situation warrants.
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AED

Tapestry provides an automated external defibrillator (AED) within the facility. It is located in the hallway across from the women’s restroom.

First Aid Kit

After each use, the person using the first aid kit must notify the congregational nurse that supplies have been used. The congregational nurse will check the first aid kit at least quarterly to replenish or replace supplies.

Signs

Tapestry will post a sign at each door, visible from a distance:

In case of emergency, call 911.

This address is: 23676 Birtcher Drive, Lake Forest, CA 92630

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Administrative and Procedures, Continued

Preparation and Planning

The following are steps that Tapestry has taken, and will continue to take, in preparation for a safety security event.

Step	Action
1	Maintain a “mapping” of all congregants by home address, including phone numbers.
2	Designate and utilize a safe and secure place to store all valuable congregational documents.
3	Review (and update annually) insurance coverages for adequacy and to verify policies remain active.
4	Conduct an inventory of property and materials. Record and maintain the inventory in an easily accessible location and with electronic copies as backup. Take photographs of high value items for ease of recovery in the event of any loss.
5	Maintain updated copies of all blueprints in an easily accessible area, with electronic copies as backup.
6	Ensure that the physical building is safe: <ul style="list-style-type: none"> • Ensure all book cases and other free-standing furniture items are securely fastened to a wall (in case of earthquakes) • Clearly mark gas and water valves with instructions for shut off. (Turn off utilities only if there is a leak or you suspect damage to the lines.) • Ensure fire extinguishers are placed in visible areas and are inspected regularly (in accordance to manufacturer’s instructions) • Ensure smoke detectors are functioning by testing semiannually • Post building evacuation diagrams (with exit routes indicated and assembly points indicated) • Check that all escape ladders are present and fully functional (at least quarterly)

Specific Emergency Situations

Active Shooter on Site

Refer to **Exhibit D** for detailed instructions.

Earthquakes

If a major earthquake strikes follow the guidelines below:

- Going outside or walking any distance during a quake is not recommended.
- Normal earthquake response procedures should be followed, using one of these options depending on your location:
 - Get under a table, desk or other sturdy object.
 - If during worship, duck and cover your head between the chair rows.
 - If in classrooms, move to the walls or door frame, or stand in a doorway.
 - Lie down next to a sturdy object larger (taller) than you.
 - If you are outside, get away from buildings, tall trees, wires and objects.
 - Stay away from unsecured bookcases, tall cabinets, appliances, etc.
- Once the shaking has stopped, there is the risk of fire, potential lack of utilities and basic services, plus the certainty of after-shocks. A designated individual will check for gas leaks in the event of a severe quake.

After the earthquake is over, the minister, worship associate and ushers will decide if evacuation is necessary, and if so, will direct attendees to the safest exits. If you or someone near you needs assistance (such as those in wheelchairs, using walkers or canes, or otherwise impaired), be sure to let the ushers know.

Fire

In the event of fire:

- The fire alarms will sound. Those in charge of children should see that all children leave and are safe. Everyone else should exit in an orderly fashion without panicking. All individuals should go to the evacuation meeting point.
 - Do not leave until the person in charge has taken your name and accounted for your safety.
 - Take care to assist those in wheelchairs or with other mobility issues.
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Bomb Threat

Clear the building if the threat seems credible and call 911.

Appendix A

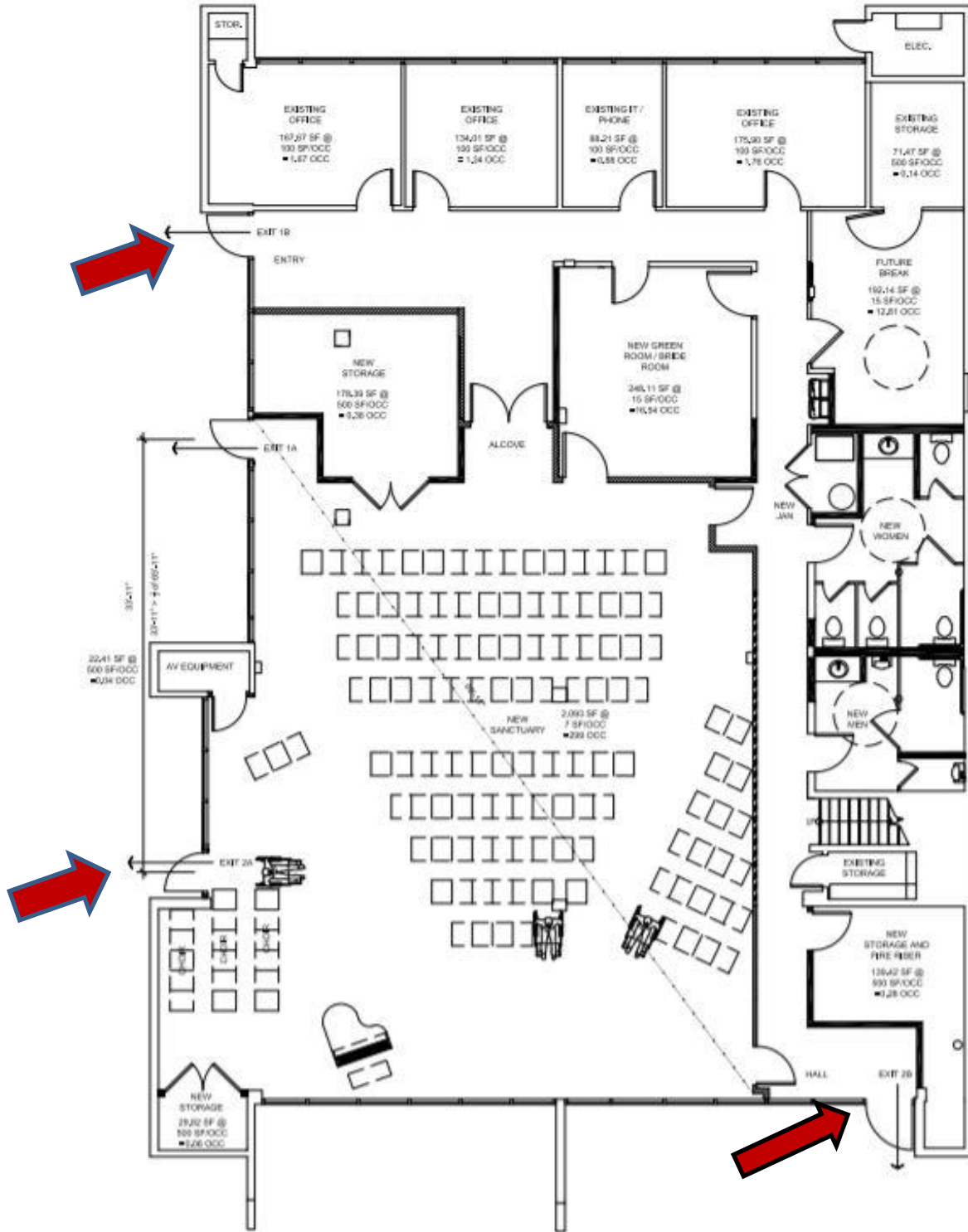
Escape Routes and Safe Meeting Place (Exterior)

“If the building is evacuated, everyone present should meet in the parking lot accessed from the front entrance. No one should leave until their names have been recorded. The leadership present will document those present and those missing.”



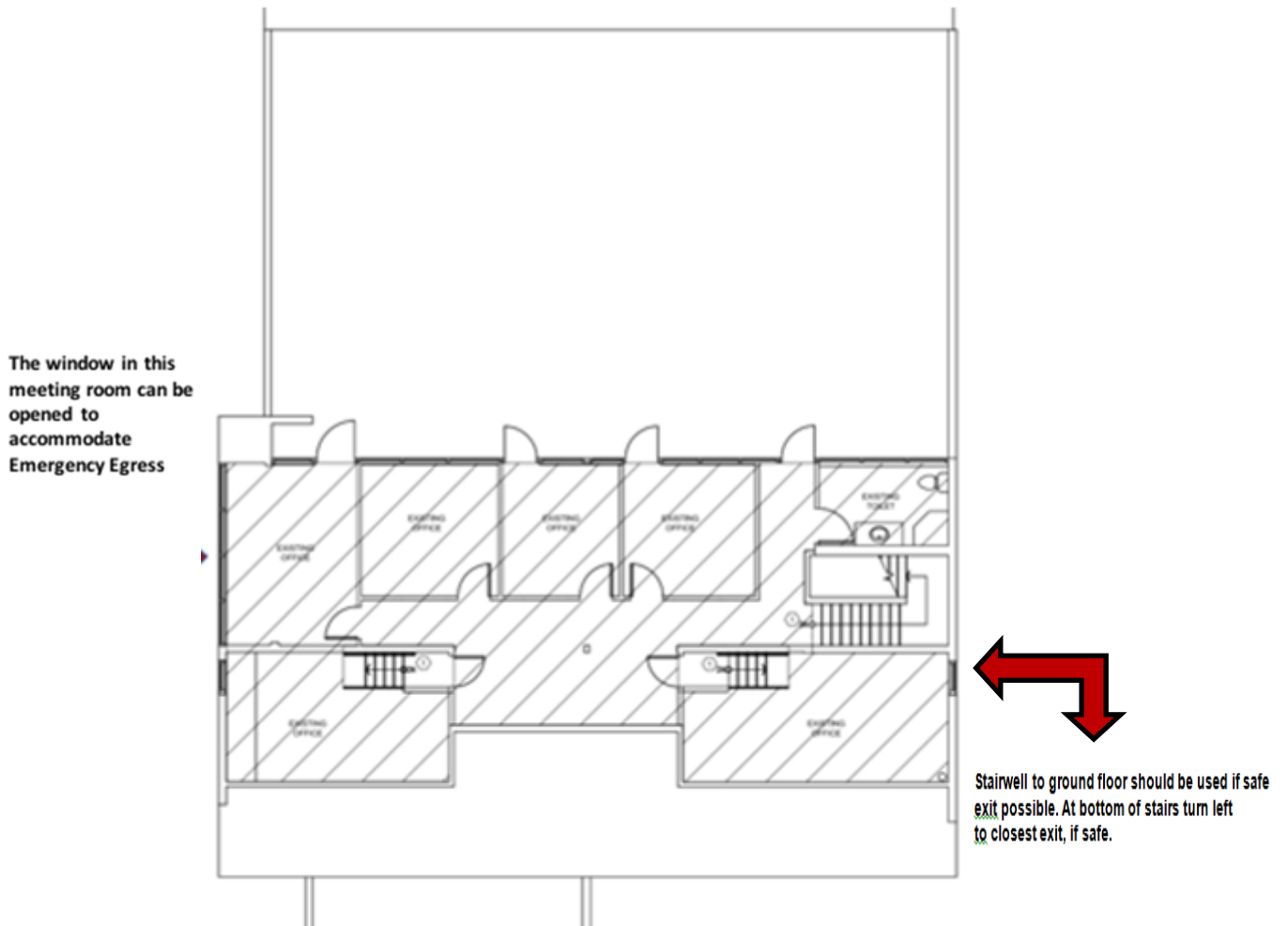
Appendix B

Escape Routes (Ground Floor) – exits indicated by red arrows



Appendix C Escape Route Top Floor

Audible smoke detectors announce fire and location. Primary exit is the stairwell. Determine if a safe exit is possible via stairwell. If not, use window exit in classroom 1 on opposite side.



Appendix D, Instructions for Active Shooter on Site

Active Shooter on Site

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within the building or a meeting room, the following procedures should be followed:

- Keep in mind that the intruder is unpredictable. If confronted do not aggravate the person.
 - Remain calm; create time and distance if possible.
 - If possible, lock yourself in the room you are in.
 - If possible, call 911 or other emergency number(s).
 - Don't stay in open areas.
 - Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
 - Lock windows and close blinds or curtains.
 - Stay away from windows.
 - Turn all lights and audio equipment off.
 - Try to be as quiet as possible.
 - If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take. Experts who have studied this sort of emergency recommend a three word first response: RUN, HIDE, FIGHT.
1. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 2. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims. If you are in a meeting room, lock the door from the inside.
 3. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
 4. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
 5. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

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Appendix D, Instructions for Active Shooter on Site, Continued

Active Shooter on Site, continued

Procedures, continued:

6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Should a Shooter or Violent Person Enter the Sanctuary

When faced with an armed, violent person, consider precautions as listed above. Follow directions from Worship Leader (or designee) when possible and consider what is best for your and other's safety. Some of the actions discussed above may be appropriate for congregants as well as calling 911, if you can do so safely and you are out of sight of the intruder.
