

Part 1: Emergency Preparedness

Anytime the building needs to be evacuated the designated **Evacuation Assembly Point** will be the parking lot by the security door and mailbox. In the event of an evacuation stay with the group that you were with or in family groups until everyone is accounted for.

Allergy Management Plan

All families shall give the Director of Faith Formation written information on any serious or life-threatening allergies that their child has. This information shall then be given to any adults who interact with the child. The written information should include the type of allergen and likely reaction.

1. **Peanut and Nut Allergies** - Allergic reactions, predominately to peanuts and tree nuts can cause a life-threatening (anaphylactic) reaction for some individuals. Therefore:
 - a. Any food that contains peanuts or peanut butter should be clearly labeled.
 - b. Those adults and parents/guardians of children with peanut allergies shall be responsible for monitoring their food intake, knowing that it is extremely difficult to eliminate all products made in facilities where cross contamination can occur.

2. **EpiPen Procedure** - Children and adults who are prone to anaphylactic reactions should have an EpiPen with them at all times.
 - a. **MINORS WITH an EpiPen:** If a minor has an allergy that is significant enough to warrant the use of an EpiPen, the parent will notify the Director of Faith Formation in writing.
 - i. Written documentations should include whether the child always carries an EpiPen and has been trained in its use.
 - ii. Include the child's triggers and how they present themselves in terms of reaction.

- iii. The Director of Faith Formation will share the information with all adult volunteers who have contact with that minor.
- b. Peoples Church Unitarian Universalist will offer training to volunteers as to the proper use of an EpiPen when the need arises due to a reported allergy.
- c. If a situation should warrant the use of the EpiPen:
 - i. One adult will stay with the child and provide calming support.
 - ii. Another adult will call 911 and then attempt to find or call the parent.
 - iii. A third individual should be sent to the Gordon Avenue entrance to wait for the emergency squad and direct them to where the child is located.
 - iv. Inform the Director of Faith Formation and Minister about what happened and fill out an incident report form.
- d. If a child with a severe allergy (or has a first-time reaction) does not carry an EpiPen but appears to be having an anaphylactic reaction:
 - i. One adult will stay with the child and provide calming support.
 - ii. Another adult will call 911 and then attempts to find or call the parent.
 - iii. A third individual should be sent to the Gordon Avenue Entrance to wait for the emergency squad and direct them to where the child is located.
 - iv. Inform the Director of Faith Formation and Minister about what happened and fill out an incident report form.

Armed Intruder Policy

Having a known plan for dealing with an armed intruder, whether armed with a gun, knife, bomb, etc. is essential in any organization and can minimize the loss of life and injury in the event of an attack. The Board of Trustees will follow law enforcement recommendations for building safety and offer annual training about our plan. At the writing of this policy the recommendation is a “run, hide, fight” plan.

This plan is based on the video “Run, Hide, Fight. Surviving an Active Shooter Event,” which can be found at <http://www.youtube.com/watch?v=5VcSwejU2D0>

1. RUN

- Getting out of harm’s way is your #1 priority.

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- If you can, get out. Escape and encourage others to go with you.
- Don't let others encourage you to stay.
- Call 911 when in a safe location.

2. **HIDE**

- If you can't get out safely, you need to find a place to hide.
- Act quickly.
- Secure your hiding place the best you can.
- Lock and/or blockade the door if possible.
- Make the room dark.
- Conceal yourself. Be quiet and calm.
- Silence your cell phone.
- Stay out of shooter's view.
- Look for protection if shots are fired in your direction.
- Look for a spot that is not a trap or restricts your options for movement.

3. **FIGHT**

- This is a last resort.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

4. **WHEN THE RESPONDERS ARRIVE**

- Remain calm and follow directions.
- Keep your hands visible at all times.

- Avoid yelling and pointing.
- Know that help for the injured is on the way.
- Be very careful in all your actions around first responders. They do not know who you are. Make sure you make no sudden moves or give them any reason to suspect you are part of the problem. Their responsibility is to secure the scene immediately.

Blood-Borne Pathogen Exposure Procedure

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without proper protections for the caregiver. Always use gloves, which are available in all the first aid kits. Goggles and a mask can also be used when cleaning up bodily fluids.

How to Clean-up after an area is contaminated:

- Always use gloves, mask and goggles.
- Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
- Cover the spill with absorbent towels, then apply a 10% solution of bleach water to the towels. Mix 1-part bleach to 9 parts water OR ½ cup bleach to 1-quart water.
- Allowing solution to soak for 20 minutes before wiping up.
- Remove used towels and reapply clean towels and bleach solution a minimum of two times or as many times as necessary.
- Mop or wipe up the area and clean again with soap and water. May then wipe with disinfectant wipes.
- After a clean-up procedure, always remove and dispose of gloves, towels and other equipment in a trash bag labeled “BIO-HAZARD” that is sealed and disposed up out of the way from others.
- Wash hands thoroughly after dealing with any type of accident.

Bomb Threat Procedure

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist in the Appendix of this document. (Source for this procedure: Homeland Security website.)

1. If a bomb threat is received by phone:
 - a. If your phone has a display, copy the number and/or letters on the window display.
 - b. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
 - c. Listen carefully. Be polite and show interest.
 - d. Try to keep the caller talking to learn more information.
 - e. If possible, write a note to someone in the church to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
 - f. Complete the Bomb Threat Checklist (Appendix D) immediately. Write down as much detail as you can remember. Try to get exact words.
 - g. Immediately upon termination of the call, do not hang up, but from a different phone, contact 9-1-1 immediately with information and await instructions.
2. If a bomb threat is received by handwritten note:
 - a. Call 9-1-1.
 - b. Handle note as minimally as possible.
3. If a bomb threat is received by email:
 - a. Call 9-1-1.
 - b. Do not delete the message.
4. Always be on the lookout for signs of a suspicious package:
 - No return address
 - Poorly handwritten
 - Excessive postage
 - Misspelled words
 - Stains
 - Incorrect titles
 - Strange odor
 - Foreign postage
 - Strange sounds
 - Restrictive notes
 - Unexpected delivery
5. Also:
 - a. Evacuate the building until police arrive and evaluate the threat.

- b. DO NOT use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- c. DO NOT activate the fire alarm.
- d. DO NOT touch or move a suspicious package.

Building Closing Policy

Principles: The safety and well-being of the members and staff of the Peoples community are of first importance.

The building may be closed at any time if it is determined remaining open would be hazardous to the inhabitants. This could include, but is not restricted to, a building utility issue (such as a gas leak), weather or hazardous situation.

Minister, Operations Coordinator, Board President or Director of Faith Formation should be contacted as standard procedure to make the decision.

Emergency and Crisis Management for our Minors

The safety of children and prompt and clear communication with parents/guardians shall be the top priority in the event of facilities problems, natural disasters, accidents, injuries, illnesses, missing persons, or the threat or incidence of terrorist activity.

In the event of any emergency, children are to follow the directions of staff members or other adult leaders present.

In the event a child is injured or becomes ill during an event and requires medical attention, parents/guardians will be notified immediately. Minor injury or illness will be reported to the parents/guardians at the conclusion of the event.

Administration of Medications and First Aid

1. Parents/guardians must notify the adult caregiver if their child has an extreme allergy or medical condition prior to leaving them in the care of that person.

2. Children will not be allowed to administer their own medication during a church sponsored event. If a child must take medication while engaged in a Peoples Church Unitarian Universalist event, the adult caregiver can administer the medication only with the written permission of the parent/guardian.
3. Fully stocked first aid kits are available in multiple locations around the church and can be utilized by the adult caregiver or other trained individual to provide initial care for injuries.
4. Any incident requiring first aid will be reported immediately to the event sponsor AND the Director of Faith Formation.

Earthquake Procedure

If an intense shaking occurs:

1. If you are inside:
 - a. DROP, COVER & HOLD.
 - i. DROP to knees.
 - ii. COVER by getting under tables, chairs or desks, with backs to windows.
 - iii. HOLD tight to legs of furniture. Watch for falling objects. Stay away from windows.
 - iv. DO NOT run out of the building, as it may be damaged and unsafe.
 - b. Wait for end of shaking.
 - c. Exit building immediately if possible.
 - d. Gather in the parking lot by the security door, mailbox, picnic table, and trash cans.
2. If you are outside:
 - a. Get clear of all buildings, power lines, light poles or sources that may be dangerous.
 - b. Remain in vehicle if possible.
 - c. Assume DROP & HOLD position if possible
 - d. Wait for end of shaking.

Earthquake Post-Event Procedure

1. Check for injuries to yourself, then others. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.

2. Check for fires or fire hazard only if authorized and properly trained and it is safe to do so.
3. EVERYONE shall exit the building and gather in the parking lot by the security door, mailbox, picnic table, and trash cans. If there is a need for emergency vehicles, we need to leave the front parking lot accessible.
4. Gather into family units, or group yourself with the people who were with you prior to the earthquake. For example, if you were in the Ely Room, you are to look for the other people that were in the Ely Room with you.
5. Expect aftershocks.
6. DO NOT re-enter the building until it has been declared safe by trained emergency personnel, such as the fire department.

7. Wait for an all clear signal from an official church representative before leaving the premises. We need to account for every person that we can.

Fire Emergency Procedure

1. If you are on fire, STOP-DROP-ROLL. If another person is on fire, yell, "STOP! DROP! ROLL!"
2. If you discover a fire:
 - a. Activate the nearest fire alarm pull station. Continue to the next step regardless of whether or not the alarm sounds.
 - b. Call 9-1-1. (Note: The fire alarm will only notify people in the building of a fire or drill. You MUST call 9-1-1.)
 - c. If the fire alarm did not sound after being pulled, tell building occupants of the fire and the need to evacuate.
 - d. After pulling the fire alarm and calling 9-1-1, you may attempt to put out the fire only if it is small (no larger than a wastebasket). If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door (if there is one) and evacuate the building.
3. When an alarm sounds in the building, begin immediate evacuation of the building. CLOSE ALL DOORS BEHIND YOU.
4. Evacuate the building using the closest door.
5. Do not block or wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel.
6. Go to the Evacuation Assembly Point, which is the parking lot by the security door, mailbox, picnic table, and trash cans. Stay with the group that you were with or in family groups until everyone is accounted for.
7. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window and open it but do not break it, and if there is a door, put something in any cracks around the door. Phone 9-1-1 if possible.

8. Give special attention to any visitors or persons with disabilities. If you are near someone identified as a visitor or disabled, help them find the way out of the building and to the Evacuation Assembly Point, which is the parking lot by the security door, mailbox, picnic table, and trash cans.
9. Do not get in your car and leave the premises until an all clear sign is given by the Minister/Board member or by the police/fire department authority. We must account for all persons who were here at the time of the fire.

Hazardous Material Storage Policy

All hazardous materials such as paint, solvents, chemicals and cleaning supplies shall be stored in either a locked shed, closet, or cabinet.

Medical Emergency Procedure

There are FIRST AID Kits in the metal cabinet in the hallway outside the office, the nursery, and the kitchen. They include guides that contain detailed steps in the event of a heart attack, choking, bleeding, poisoning and burns, as well as other injuries.

In the event of a medical emergency:

1. Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. If the medical situation does not require a medical professional (for example, a slightly skinned knee), take action as appropriate using the resources available in the first aid kits.
3. If the medical situation requires a medical professional, do the following:
 - a. Have someone call 9-1-1. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you should call 9-1-1 first, then return and assist the person to the best of your ability.
 - b. When calling 9-1-1, give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, phone number, information on a Medic Alert bracelet or necklace. Don't hang up until you are told to do so by the 911 operator.
 - c. If another person is available, have them go outside to Gordon Avenue to flag down the emergency vehicle and direct them into to the person in need of help.
 - d. DO NOT MOVE THE VICTIM.
4. If the victim is unconscious:

- a. CALL: Check the victim for unresponsiveness. If there is no response, call 9-1-1 and THEN return to the victim. In most locations the emergency dispatcher can assist you with CPR instructions.
 - b. It is no longer recommended to do mouth-to-mouth resuscitation.
 - c. PUMP: If the victim is still not breathing normally, coughing or moving, begin doing chest compressions. Push down on the chest 1 ½ to 2 inches below sternum, right in between the nipples. Pump at the rate of 100 per minute, faster than once per second.
 - d. CONTINUE WITH PUMP until help arrives.
5. If the victim is choking:
 - a. Make sure they are coughing and getting air.
 - b. If the victim cannot speak or cough, and you think something may be lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
 6. If the victim is bleeding:
 - a. USE RUBBER GLOVES. They are in all first aid kits. Apply pressure to the area.
 - b. If possible, elevate bleeding area above level of the heart.
 7. YOU MUST FILE AN ACCIDENT REPORT for any accident that occurs on the premises. See Appendix B or C for the form(s). They are to be given to the Office Administrator (put in the administrator's box). The administrator should notify the minister of all accident reports.
 8. If a child or youth is involved, the Director of Faith Formation must also be notified.

Suicide/Attempt

Call 911

Notify Minister or Director of Faith Formation

Try to calm person.

Stay in close proximity to them.

Keep others away from the situation.

If others are nearby send them to the Gordon Ave entrance to help emergency responders.

Tornado Watch Procedure

When the National Weather Service has declared a Tornado Watch, the weather conditions are considered favorable for tornadoes to form in and near the watch area.

1. Identify a person, preferably from the Board of Trustees, who will monitor conditions.
2. While other church activities continue, the appointed person should:
 - a. Listen and check for radio and television updates.
 - b. Listen for sirens.
 - c. Watch for these danger signs: a dark, often greenish sky; large hail; low-lying clouds; and/or a loud roar (like a freight train).
3. If conditions shift to that of a tornado warning, the appointed person should notify everyone in the building.

Tornado Warning Procedure

When there is a Tornado Warning, a tornado has been sighted by the public or local law enforcement or radar has indicated an area of rotation that could develop, or has developed, into a tornado.

Most likely, the community tornado warning sirens will be activated.

1. If you are out in the open:
 - a. Attempt to reach shelter, such as the building. If unable to escape or find shelter, lie flat in a ditch or depressions, avoiding areas subject to rapid water accumulation or flooding in heavy rains.
 - b. Do not shelter in vehicles, low-lying areas that could flood, or by outside walls or windows.
2. If you are in or can reach the church building:
 - a. Remain in the building. Stay away from windows.
 - b. All individuals should move to shelter areas or shelter in place, depending on the warning issued.
 - c. ***Designated shelter locations are bathrooms, inner classrooms and offices, sanctuary, and inner halls.

- d. Person(s) monitoring the storm should continue to do so to monitor the expiration or continuation of the warning.
- e. ***Teachers will assist all children directly to the bathrooms if there is time. Otherwise they will be directed to the closest safe location.
- f. Provide assistance to persons with disabilities. DO NOT USE THE LIFT!
- g. Get under or behind heavy furniture if possible.
- h. Turn back to windows. Sit if possible.
- i. REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. Officials will monitor the radio, TV or weather monitor to determine when the tornado warning is over.

Tornado Post-Event Procedure

Take these actions if a tornado has touched down on the Peoples Church building or property.

1. Gather in the parking lot by the security door, mailbox, picnic table, and trash cans. Gather into family units, or group yourself with the people who were with you prior to the tornado. For example, if you were in the Andre Room, you are to look for the other people that were in the Andre Room with you.
2. DO NOT re-enter the building until it has been declared safe by trained personnel such as the fire department.
3. Wait for an all-clear signal from an official church representative before leaving the premises. We need to account for every person that we can.

Part 2: Sexual Abuse Prevention

Providing a safe and nurturing environment for children during events sponsored or hosted by Peoples Church Unitarian Universalist is an important component of practicing radical hospitality, sharing our faith and nurturing our community.

Parents/guardians must feel supported and able to attend church events and, in turn, add diversity to our gatherings, and know that their children are cared for in a safe manner.

Background Checks

- a. Peoples Church Unitarian Universalist will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors.
- b. All criminal background checks will be updated every 5 years.
- c. Information discovered or obtained through the background checks will be kept in a secure location and access to it will be restricted.
- d. These materials will be archived once employment or volunteer time is concluded.

Diapers and Bathroom Trips

- a. No diaper changing except for by parents or in the nursery by paid staff on duty.
- b. Children age 2 through Kindergarten are escorted to the bathroom, but do not help them wipe. Get parents from the sanctuary if needed.
- c. Children in all other grades go to the bathroom on their own.

Supervision

The safety and behavior of each child is the responsibility of his/her parent or guardian unless the child is participating in an organized function such as a Faith Formation class or childcare arranged during a church event.

1. At least two caregivers employed by Peoples Church Unitarian Universalist are present in nursery at all times.
2. At least two adults are present in each room during Faith Formation classes at all times.

3. Parents/guardians are to remain on the premises while their child/children are in the nursery unless attending an off-site Peoples Church Unitarian Universalist event.

Sexual Contact and Sexual Harassment

1. All adults working with our children have responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Sexual harassment of any kind is prohibited at Peoples Church and at Peoples Church events.
3. Adults are prohibited from engaging in any manner of sexual conduct with a minor at any time.
 - a Sexual conduct includes, but is not limited to: open mouth or prolonged kissing, touching of genitals, buttocks, breasts, nipples, any touch meant to sexually arouse, sexualized public displays of affection, nudity of any kind, and any clothing that would not be considered appropriate for public spaces (e.g. underwear, see through clothing), sexting, and inappropriate use of social or traditional media to post or view sexualized photos, sexualized games, persons undressing or in sexualized poses. This also includes jokes with sexual content or “*double entendres*.”
 - b Physical expressions of affection, such as hugs, certainly have a place, but it is best to allow the minor to initiate the contact, and the adult must be sensitive not to allow them to be too frequent or prolonged.
4. In the case of a minor found engaging in sexual contact, sexualized behavior or sexual harassment, the individual will be removed from the event immediately and parents/guardians, the Director of Faith Formation, and the minister will be notified. Repeated incidents of such behavior may result in the minor being ineligible to take part in future events.
5. In the case of an adult engaging in sexual contact or sexual harassment with a minor the individual will be removed from the event immediately, parents/guardians of the minor, the Director of Faith Formation, and the minister will be notified, and that person’s behavior will be reported to law enforcement officials. A response team consisting of the minister, Director of Faith Formation, the president of the Board of Trustees and a fourth person (who may have an expertise in this area) selected by those three would be established to decide how to respond internally.

Sex Offender Policy

The safety of our children, and all who participate at Peoples Church Unitarian Universalist, as well as our commitment to radical hospitality, are high priorities in our community. However, we understand that at times, these two principles may come into conflict when a known sex offender would seek participation at our church.

In order to ensure the safety of our community, and particularly the children, a member of the Peoples Church Unitarian Universalist staff will periodically check the Iowa database of convicted sex offenders to determine if any registered sex offender is part of, or has recently visited, our community. In the event that a registered sex offender is attending, or wishes to attend Peoples Church Unitarian Universalist, the sex offender policy outlined below will be implemented in order to balance that person's need for, and right to, compassionate ministry, with the congregation's need for, and right to, safety and security.

When a known sexual offender is seeking participation or a current participant is revealed as a sexual offender:

A response team consisting of the minister, Director of Faith Formation, the president of the Board of Trustees and a fourth person (who may have an expertise in this area) selected by those three would be established. The purpose of this team would be to gather information to decide on possible inclusion into our community on a case by case basis. Following the guidelines outlined in the UUA safe congregation materials and the current requirements of our liability insurance provider, this team will proceed to evaluate this request for limited participation. This assessment might include:

- The willingness of the individual to work with the minister and the response team to determine the limits of their participation at Peoples.
- The minister contacting the treatment provider or the parole officer.
- A risk assessment done by a qualified therapist with an acceptable outcome being a low risk factor for recidivism.
- A signed **Limited Access Agreement** between the person asking for inclusion and the church on the limits of participation.

In considering the balance of safety and welcoming, there is not a guaranteed right to participate, but we strive to reach the best decision for the congregation and the individual.

Appendix A: Accident Report Form

PEOPLES CHURCH UNITARIAN UNIVERSALIST ACCIDENT REPORT

DATE _____

NAME OF INJURED STAFF _____

DATE OF INJURY (Month, Day, Year) _____

LOCATION OF ACCIDENT _____

TIME OF INJURY _____

COMPLETE DESCRIPTION OF ACCIDENT (WHAT HAPPENED? WHAT WERE YOU DOING? HOW DID IT HAPPEN?):

NATURE OF INJURY (BE SPECIFIC-LACERATED INDEX FINGER, FRACTURED TOE, STUDENT BLOOD ON BARE HANDS, ETC.):

MEDICAL ATTENTION (NAME ATTENDING PHYSICIAN, ETC.):

SIGNATURE _____ DATE _____

PLEASE SEND THIS REPORT DIRECTLY TO THE MINISTER.

Appendix B: Bomb Threat Checklist

Fill this out to capture your thoughts when a bomb threat is received by telephone.

Date: _____

Time: _____

Time Caller Hung Up: _____

Phone Number where Call Received: _____

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?
- Why?
- What is your name?

EXACT WORDS OF THREAT:

INFORMATION ABOUT CALLER:

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

CALLER'S VOICE:

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

BACKGROUND SOUNDS:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA System
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Source: http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf