

# **Unity Church – Unitarian**

## **Emergency Action Plan (EAP)**

**Revised - February, 2018**

This plan has been developed by the Emergency Preparedness Team at Unity Church Unitarian. Much of the information in this guide is relevant for any of the named situations - be it home, the mall or any public place. We understand that the probability of these events happening is low, but the impact would be high. Preparation is critical to being able to respond effectively.

**The Basic Premise** of an emergency response is that at any emergency incident **ONE** member of the Unity Church Unitarian staff will be present at the site of the emergency and will be in charge of the response to the situation.

The Lead Staff in the building will direct other staff, volunteers and church attendees in dealing with the emergency. Chain of Command to determine who will be in charge works in the following way. The highest ranked person on the list is in charge unless they are not on site or unable to serve in this position, which would then move leadership to the next person on the list, and so on:

**Chain of Command** (This list will change with any change in personnel.)

Executive Director: Barbara Hubbard

Minister of Congregational and Community Engagement: Rev. Lisa Friedman

Facilities Manager: Bill Lowell or the facilities person designated to be in charge at the time

Director of Religious Education: K.P. Hong

Co-ministers and other worship leaders are not assigned operational duties within this plan, with the exception of implementing the response as directed by the Lead Staff. Their primary role will be to provide emotional and spiritual care to persons in the emergency and to calm others who are standing by or attending an event at the church when the emergency occurs.

## **Medical Emergency**

We have people in the building every day, from newborns to the aged. A medical event can range from paper cuts to life threatening events. The basic rule is that if the event cannot be handled with a “band aide” (simple fix) approach, 911 should be called - with no discussion. The EMT’s will have the final word about the seriousness and response to the event. The lead staff person (as defined above) has been trained to do initial medical procedures. 911 responders will be told to come to 733 Portland and someone will be assigned to direct the EMT team to the person affected.

**Defibrillators** are alarmed and programed to give directions for use. They are located:

- Lower level - in the hallway near the elevator
- Main level – in the hallway near the DeCramer room

**First Aid Kits** are located:

- Lower level - in the hallway near the elevator & in the nursery
- Main level – in the hallway near the DeCramer room, by the front desk in the hallway to the restrooms & in the kitchen with a burn kit
- Upper level – top of the stairs in the Eliot wing & near the Ames Chapel east entrance.

**Body Fluid Clean-Up Kits** are located:

- Main level – in the facilities office, along with extra first aid supplies

## **Evacuation for Fire and Gas Leaks**

### **Fire**

When the fire alarm sounds, the building will be evacuated with no discussion of possible reasons for the alarm. The Lead Staff and/or the St Paul Fire Department personnel will sweep the building before people are allowed back into the building.

The Lead Staff, other staff and Welcome Team members (if on a Sunday) will direct all persons to leave immediately and will help those in need of assistance. Evacuees should NOT stop for personal belongings. THE ELEVATOR WILL NOT BE USED. EXIT signs are in each hallway directing the way out. Everyone must be at least 100 feet from the building in case of a fire.

The gathering place is in the House of Hope Park to the west of the building. Children will be accompanied out of the building by teachers and helpers in the rooms. The nursery personnel, along with additional resources as may be assigned, will carry the children out of the building as needed to be reunited with their families.

**Evacuation Chairs** (in blue canvas bags) for persons unable to walk the stairs are located:

- Lower level - in the hallway near the elevator
- Upper level - outside of the Foote Room (west door by the Gannet Room)

The Sanctuary exits are at the SE corner leading to Portland Ave, the main Portland Ave entrance on the west, and the SW door of the Parish hall leading to Grotto Ave.

The other first floor exits are the Holly Ave main door and the east parking lot double doorway.

The lower floor exits are the stairway from the Whitman lobby to the main lobby on Portland Ave, the stairs at the west end of the Jr. High hallway out the Ames Chapel doors, the north stairway by Spirit Play rooms to the Holly Ave entrance and the stairway by the women's restroom leading to the first floor and out the entrance to the parking lot.

On the second floor there are three stairways, one at the east entrance to the Ames Chapel leading to the parking lot, another at the southwest corner of the Ames Chapel leading to Grotto Ave and the third stairway is outside the Foote room leading to the Holly Ave exit.

**Fire pulls** are located:

Upper level -

- At the entrance to the Ames Chapel from the hallway
- At the top of the stairs from the Holly Ave entrance

Main level -

- At the entrance of the Holly Ave doors
- Just outside the entrance to the Parish hall from the hallway
- The entryway from the parking lot adjacent to the building
- The southeast corner of the Sanctuary
- The Portland Ave. entryway
- On the west side of the kitchen by the convection oven

Lower level –

- No pulls are located on this level.

**Fire Extinguishers** are located:

Upper level -

- In the Ames Chapel in the NW corner
- At the entrance to the Ames chapel in hallway
- At the top of the stairs at Holly entrance stairway

Main level -

- The hallway on the south end of the Eliot wing between the center room and kitchen
- The west wall of the kitchen
- In the hallway outside of the Parish Hall to the DeCramer Room
- The South East corner of the Sanctuary
- In the Balcony of the Sanctuary
- In the Bell Tower room

Lower Level –

- Across from Men's Bathroom
- Across from Women's Bathroom

The kitchen also has a wet chemical suppression system over the ovens in case of fire in this part of the kitchen.

**Fire doors** will automatically close with a fire alarm.

They are located:

- In the hallway outside the NE door of the Parish hall
- at the west end of the kitchen in the hallway by the restrooms
- in the lower level hallway just south of the elevator

The building sprinkler system will only activate in areas of high heat.

All persons in the building will be evacuated and directed to gather in the park to the west of the building. Children will be accompanied out of the building by teachers and helpers in the rooms. The nursery personnel, along with additional resources as may be assigned, will carry the children out of the building as needed.

## **Gas Leaks**

- Do **not** pull the fire alarm; alert occupants by word of mouth (shout to others to leave as you leave the building).
- Do **not** turn on or off electrical switches.
- **Avoid** using electrical device or telephones of any type - this includes your cell phone.
- Do **not** start up or shut down motor vehicles or any other electrical equipment.
- Do **not** strike a match. Avoid open flames or other ignition sources.
- Move to a location a safe distance away.
- Call Xcel Energy (from outside) at **1-800-895-2999** or **911** in an emergency.
- Stay away until Xcel Energy or the emergency responders have told you it's safe to return.

## **Weather Emergency**

In the case of a storm emergency such as tornado, the person monitoring the situation will direct appropriate staff to **inform all persons currently in the building to seek shelter in the lower level of the building.**

The two sets of fire doors on the lower level will be closed and all persons will seek shelter in

- the hallway to the elevator,
- the hallway outside of the Shop and Dry Storage rooms,
- the Men's restroom,
- the hallway to the Mechanical room,
- the Shower bathroom,
- the Nursery bathroom,
- the northeast Junior High room.

**The goal is for all persons to be in rooms with NO windows and NO exterior walls.** If the numbers of people exceed what is deemed to be safe, the staff in charge will unlock other rooms in the area such as the mechanical room and other storage rooms. The end of the emergency will be determined by the staff.

## **Power Outage**

If we lose power in the building, decisions will be made based on the estimated length of outage, the time of day regarding sunlight and what is happening in the building at the time.

If in the elevator during a loss of power, call 911 from cell phone or elevator phone as the St Paul Fire Department has a team to rescue people from elevators.

## **Inappropriate Behavior**

Unity Church – Unitarian, through active outreach, community partnerships, and signage, has chosen to make explicit statements on political and social issues. It is incumbent on our congregation to be prepared for negative reactions from those that don't share the church's views.

There is no hard and fast definition of inappropriate behavior, which could range from simply disruptive behavior to an active shooter. Examples of inappropriate behavior are passive aggressiveness, agitation, intoxication, mental health crisis, threatening and aggressive behavior, etc.

If you have a "gut" feeling that something may be wrong, tell someone that you are concerned. **Engage** the person who concerns you with questions like:

- "Hello, I haven't seen you here before. My name is ..... What's yours?"
- "Can I help you find a place for this bag?"
- "What brought you to Unity today?"

It is always better to say something than to ignore the situation. Let the lead staff know or have someone nearby get the lead staff to handle the situation, especially if you feel that alcohol, drugs, or a mental illness crisis are involved.

There are guidelines in place for suspicious packages and bomb threats.

## Active Shooter Event

We know that this is a highly unlikely event, but it would have big impact if it were to occur. These guidelines are relevant for any venue.

An active shooter is an individual actively engaged in attempted mass murder. The weapons may be firearms, explosive devices, chemical or biological agents.

- Victims are selected individuals or a group at random.
- Event is unpredictable and evolves quickly.
- Those in the vicinity must make a rapid decision based on the situation at hand.
- Knowing what to do will save lives.

**When an active shooter is in your vicinity you have three options: Run, Hide, Fight.**

**RUN:** This is **always** the preferred option. **Trust your instincts and don't delay. Get away as quickly and as far as possible.**

- Always maintain good Situational Awareness. Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- If possible, help others escape.
- Do not attempt to treat or move the wounded.
- Prevent others from entering an area where the active shooter may be.
- When encountering Police or other First Responders be aware they don't know you or what is happening in a very dynamic and dangerous situation. Listen closely to and **follow their commands exactly.** Keep your hands visible, fingers spread apart.

**HIDE:** If you can't flee, hide – but **hiding is only temporary as you are waiting for an opportunity to safely evacuate!** Obstruct or deny the active shooter from accessing your area. Relocate if needed.

- Remain out of the shooter's view.
- Lock door and/or barricade entry to your area. Turn out all lights.
- Silence your cell phone (including vibrate mode) and remain still and quiet. Be prepared to defend yourself if needed.

**FIGHT:** When all else fails...

- Fight as a last resort and only when your life is in imminent danger. If others are with you, work together as a group.
- Commit to your actions ... your life and the lives of others depend on it. Act with as much physical aggression as possible.

- Attempt to incapacitate the shooter. This is not a movie, there are no rules; scream, kick, improvise weapons or throw items (hymnals!) at the active shooter - do whatever you can. Eyes, shins, genitals are all targets.

**Call 911 as soon as it is safe to do so.**

#### **Information to Provide to Law Enforcement**

- Location of the active shooter, as precise as possible.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons held by the shooters.
- Number of potential victims at location.

#### **How to Respond When Law Enforcement Arrives on the Scene**

- Remain calm and follow instructions.
- Drop items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not ask questions when evacuating.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you likely will be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.