

OLYMPIC UNITARIAN UNIVERSALIST FELLOWSHIP
EMERGENCY SAFETY PROCEDURES
Board Approved and Adopted: March 8, 2026

1 FIRE EMERGENCY

If You Discover Fire or Smoke

1. **Call 911 immediately.**
 2. Notify administrator or board member
 3. Use a fire extinguisher only if the fire is small, you are trained, and you have a clear exit.
 4. Fire extinguishers are located in each area plus hallway
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Evacuation Procedures

- Service leaders, board members or rental user persons in control direct occupants to the nearest marked exits.
 - Close doors as you exit.
 - Assist children, elders, and persons with disabilities.
 - Teachers bring attendance sheets.
 - Proceed to designated assembly area (Friendship Garden).
 - Evacuation maps must be posted and kept current.
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2 MEDICAL EMERGENCY

Serious injury or illness

1. Call **911** immediately.
 2. Assign someone to meet EMS at entrance.
 3. Retrieve AED (check DNR list inside case).
 4. Begin CPR if trained.
 5. Do not remove the person unless necessary for safety.
 6. Clear the area and maintain privacy.
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Minor Medical Incidents

- Use first aid kit. Kit (kitchen drawer marked “First Aid Kit”).
 - Notify administrator or board member.
 - Complete incident report.
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3 SEVERE WEATHER – see Severe Weather Policy

Earthquake

- **DROP – COVER – HOLD ON**
- Stay indoors until shaking stops.
- Avoid windows and tall furniture.
- Evacuate if building damage is suspected.

Wind/Storm

- Move people away from windows.
 - Shelter in interior rooms.
 - Monitor weather alerts.
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4 ACTIVE THREAT / VIOLENT INTRUDER

This should be handled calmly and without creating fear. ~~culture.~~

If an Immediate Threat Is Identified

1. Call **911 immediately**.
2. Alert worship leader, administrator, or Board member.
3. Follow **Run – Hide – Fight** principles:

RUN

- Evacuate if safe.
- Leave belongings.
- Keep hands visible.

HIDE

- Shelter in secure rooms (e.g. closets, restrooms).
- Turn off lights and silence phones.
- Remain quiet and out of sight.

FIGHT (Last Resort)

- Only if life is in imminent danger.
 - Commit fully to stopping the threat.
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5 SUSPICIOUS PERSON OR DISTURBANCE

- Engage calmly and respectfully.
 - Greeters notify Administrator, Board member or Service leader.
 - Avoid escalation.
 - Call law enforcement if necessary.
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6 LOCKDOWN PROCEDURE (Non-Active Threat)

Used for police activity nearby or uncertain external situations.

- Service leader announces lockdown.
 - Lock exterior doors.
 - Continue activities calmly indoors.
 - Monitor updates.
 - Announce when clear.
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7 CHILD & YOUTH SAFETY DURING EMERGENCIES

- Teachers keep children with them at all times.
 - Bring attendance lists during evacuation.
 - Release children only to parent/guardian.
 - Follow the same evacuation or lockdown procedures as main service.
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8 COMMUNICATION PROTOCOL

Designated roles:

- Safety Lead (Board member or assigned volunteer)
- Worship Service Lead
- Children's Program Lead

Only designated leader communicates instructions publicly.
Use clear, calm language.

POST-INCIDENT PROCEDURES

- Complete written incident report.
 - Notify Board President.
 - Notify the insurance carrier if required.
 - Provide pastoral support as appropriate.
 - Conduct follow-up safety review.
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ANNUAL SAFETY TRAINING CHECKLIST

- Board receives annual training and a copy of this procedure. (Board President documents date).
- All renters receive this procedure (Administrator documents date).
- All RE and childcare workers receive training (Administrator or President documents date).
- Annual safety review presented to congregation, including exit locations (President or designated documents date).

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