

# Emergency Operations Plan

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## Unitarian Church of Charleston

4 Archdale Street  
Charleston, SC 29401  
Phone: 843-723-4617  
Fax: 843-723-0210

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Website: [www.charlestonuu.org](http://www.charlestonuu.org)

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## Emergency Phone Numbers, 2017-18

In the case of an emergency, call 911.

For non-emergencies, the following phone numbers may be used.

<b>Minister</b>	<b>Danny Reed</b>	<b>843-801-2399</b>
<b>Sexton</b>	<b>Joe McCormick</b>	<b>843-870-3618</b>
<b>Office</b>	<b>Sandra Selvitelli</b>	<b>843-723-4617</b>
<b>Administrator</b>	<b>Sandra Selvitelli</b>	<b>843-743-5178</b>
<b>Tenant</b>	<b>Jeff Kinsey</b>	<b>678-579-2111</b>
<b>Vestry Chair</b>	<b>Sue Weller</b>	<b>843-259-8074</b>
<b>Building &amp; Grounds Co-chairs</b>	<b>Ron Updike Judy Manning</b>	<b>843-400-0172 404-216-9294</b>
<b>Caring Committee Co-chairs</b>	<b>Marcia Castano</b>	<b>843-276-9325</b>
<b>Volunteer Incident Coordinator &amp; Safety Team</b>	<b>See SignupGenius</b>	<b>www.signupgenius.com</b>
<b>Program Council, Chair</b>	<b>Gail Schiffer</b>	<b>843-216-0326</b>
<b>Police/Sheriff Dispatch</b>	<b>Routine Dispatch</b>	<b>843-743-7200</b>
<b>Police, request for guard</b>	<b>Lt. Robert Gamard</b>	<b>843-720-3939</b>
<b>Fire Dispatch</b>	<b>Fire Marshall</b>	<b>843-743-7200</b>
<b>Sheriff</b>	<b>Administration</b>	<b>843-958-2100</b>
<b>MUSC Hospital</b>	<b>Downtown</b>	<b>843-792-2300</b>
<b>Roper/St Francis Hospital</b>	<b>Downtown</b>	<b>843-724-2000</b>
<b>SCE&amp;G</b>		<b>800-251-7234</b>
<b>Charleston Water Works</b>		<b>843-727-6800</b>
<b>Security System</b>	<b>Charleston Security</b>	<b>843-789-9994</b>
<b>Insurance Company</b>	<b>Anderson Insurance /Karia Hartin Policy #:</b>	<b>843-725-4931</b>
<b>Lock Repair</b>	<b>Jantzen's Lock</b>	<b>843-722-8282</b>
<b>Window Repair</b>		
<b>Taxi</b>	<b>Green Taxi</b>	<b>843-819-0846</b>
<b>Electrician</b>		
<b>Plumber</b>	<b>Roto-Rooter</b>	<b>843-556-4320</b>

## Introduction

The purpose of the Emergency Operations Plan (EOP) is to provide for the safety and well being of the church staff, congregation and anyone else present on the grounds of the Unitarian Church of Charleston (UC- CHS). This EOP provides general information for preparation, evacuation, and recovery as well as specific guidance on how to prepare, respond, and recover from all emergencies. The EOP further outlines the role of key personnel to execute the emergency protocols.

## Organization of the Safety and Security Steering Committee and Safety Team

The Safety and Security Steering Committee (SSSC) of the church will report to the Vestry. Its purpose is to ensure UC- CHS prepares, responds, and recovers from emergency or disaster incidents and provides the safest environment possible for congregants, visitors and staff. The committee will utilize the EOP to implement safety strategies and ensure the preparation, evacuation, and recovery protocols are up to date. Members of the committee will work with UC- CHS leadership and staff to train key personnel, greeters, ushers, docents, and congregants on the protocols in the EOP. They will conduct on-going assessments of the EOP and its implementation. The SSSC will recruit additional members to serve on the Safety Team. Safety Team members will be identified via their nametags and will be able to assist the Volunteer Incident Coordinator (VIC) in an emergency at regularly scheduled church services. .

*Disclaimer:* The information in this document should not be considered a substitute for instruction by professional emergency responders and is provided as an information resource only. ***The Volunteer Incident Coordinator and members of the Safety Team are all volunteers***

*Acknowledgement of the Planning Team (2015):* Carol Tempel (chair), Ron Bruce, Janet Watts, Danny Reed, Lisa Hajjar, Richard Hayes, Maureen Porter, Sheila Scarbrough, James Selvitelli, and Joe McCormack

*Acknowledgement of the Planning Team (2016):* Carol Tempel (chair), Janet Watts, Danny Reed, Lisa Hajjar, Richard Hayes, Maureen Porter, Sheila Scarbrough, James Selvitelli, Joe McCormack, David Ruef, and Matt Brazil

*Special thanks for technical assistance (2016):* John Narkunas, Ron Updike, and Alan Moore

## Preparation Protocol

Preparation for emergencies is essential for successful response and recovery. The Safety and Security Steering Committee will be responsible for the following:

- Updating the EOP at least annually.
- Regularly scheduled training for staff, UC-CHS leadership and congregants.
- Identification and communication with a Medical Subcommittee.
- Scheduled regular risk assessments of UC-CHS grounds.
- Regularly update the emergency phone numbers.
- Updating the Emergency Phone Numbers including an update of the caring committee's list of members available to provide support for emergency victims.
- Conduct routine testing of all emergency equipment and supplies (e.g. fire extinguishers, hand-held radios, bull horn, AED's, First Aid Kits).
- The Safety Team coordinators will keep the SSSC updated about the effectiveness of the Safety Team.

## **Evacuation Protocol**

In the event either the Sanctuary or Gage Hall needs to be evacuated, this basic plan will be followed. For the plans of Active Shooter and Fire, some changes should be noted; please see the individual EOP for details.

### **Preparation**

- An evacuation plan will be created in advance and posted throughout the facility. In the Sanctuary, rows 1-2 and the choir will leave through the Chancel door; the rest of the room will leave out the Archdale door. Those in the balcony will exit through the door located on the churchyard side. Downstairs Gage Hall will be evacuated by half leaving nearest the kitchen and bathroom area doors; the rest of the room will leave out the Archdale and handicap access doors. Upstairs Gage Hall will be evacuated through the front and back doors.
- A symbol will be created (chalice) to signify the location for evacuated parents/ children to reunite. Children and parents will be trained to look for this symbol. Location of reunification of children and parents will be Charleston Day School (primary location) or the alley behind Gage Hall (secondary location). Children and parents will be trained to know the reunification location

### **Event**

- The VIC will signal the need to evacuate with a whistle.
- If children and parents are separated, parents will be instructed on how to meet their children. Other congregants will be instructed to leave the premises.
- During evacuation events, all congregants, visitors and staff should proceed to identified exits as calmly as possible.
- RE teachers will check their roll call list of children.
- The VIC will work with local emergency personnel to ensure complete evacuation

### **Recovery**

- The VIC and church leadership will work with local emergency personnel to determine if the building is safe to re-enter.

## Recovery Protocol

- UC-CHS leadership will work with Charleston Emergency Personnel to determine if the Church grounds are safe for occupancy.
- UC-CHS leadership and staff will work with insurance carrier for recovery of lost property.
- Emotional support will be offered to those affected in the congregation, as determined by ministry.
- The Vestry Chair and Church Staff will identify the person(s) who will handle the press and media after the event.
- The Safety and Security Steering Committee will review each emergency for opportunities for improvement.

## **Volunteer Incident Coordinator (VIC) and Safety Team (ST) Protocol**

During any emergency, it is essential for all present to remain as calm as possible and receive clear instructions. Thus, one knowledgeable, skilled person will be designated as VIC at all times. The responsibility of the VIC is to recognize an emergency situation and ensure the appropriate actions are initiated and communicated to congregants and visitors.

- VIC and ST members will receive training on UC-CHS's EOP and standard emergency command.
- VIC and ST members will be scheduled using the website: [www.signupgenius.com](http://www.signupgenius.com)
- Greeters, ushers, church staff members, and tenant will receive training on emergency recognition and VIC activation.
- At the onset of an emergency, the VIC will instruct the ST members and the congregation via voice, walkie-talkies, or a whistle on the appropriate EOP strategy. The VIC will liaison with Charleston City Emergency personnel.

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### **Responsibilities of the Volunteer Incident Coordinator (VIC) and Safety Team (ST)**

The VIC is responsible for coordination of the response phase of the Emergency Operation Plan (EOP) on his or her shift and thus should be familiar with it. ST members should also be familiar with the EOP. This includes responses to medical emergencies, fires, criminal activity and hazardous weather. VIC and ST members should also be familiar with the operation of the fire extinguishers, AED, First Aid Kit, walkie-talkies, and other safety equipment. Any missing safety equipment should be reported to the Safety Team Leaders and/or staff.

The responsibilities for the VIC and ST are:

- Make reasonable judgments in an emergency,
- Demonstrate confidence so that attendees will follow directions,
- Communicate clearly in a way that will gain attention,
- Be responsible in fulfilling responsibilities listed below, and
- Be physically able to move quickly to assist others.

The VIC and ST members do not need to be a medical experts, but they should attend and **understand the basic training** provided and read the full First Aid/CPR/AED manual in the “**ST container**” labeled “Emergency Supplies and Equipment” located in the stewardship room North Room).

## Sequence of VIC Responsibilities

**Sign up at least a couple days in advance** on [www.signupgenius.com](http://www.signupgenius.com). **Identify your ST members** before coming, so you know what locations are filled and need to be filled (see below for locations). **Wear your yellow nametag and bring a cell phone.**

**Pick up two walkie-talkies** from the sound room in the Sanctuary for yourself and the balcony ST member and bring them to the church. Be familiar with the use of the walkie-talkie by reading the instructions in the ST container.

**Show up at the church by 10:40.** Let the **greeters/ushers** know that you are the incident coordinator who will take charge in case of an emergency and will depend on them to assist.

**Remove flags** from the ST container and hand them to ST members. ST members will be located:

- **One on each center aisle in the 2<sup>nd</sup> or 3<sup>rd</sup> row.** One ST member will assist in evacuation of the first 2 rows plus choir at the chancel exit to the garden and the other at the stairs to the chancel, also removing any musical equipment or obstacles and extinguishing the chalice and candles, plus assigning a ST member to assist disabled persons in the front to exit the Archdale exit ramp.
- **One on each center aisle in the 5<sup>th</sup> or 6<sup>th</sup> row.** These ST members will act as “herders” of the 3<sup>rd</sup> row and back to the Archdale exit in an evacuation.
- **One on each center aisle in the last row (including VIC).** These ST members will assist in evacuation through the Archdale exit.
- **One ST member in the balcony** (*no reservation seat sign/flag needed*).

**Greet ST members as they arrive.** Be sure they are familiar with their roles and **re-allocate locations** if necessary to ensure that at least one position in the chancel, middle, rear and balcony get covered.

**Test the walkie-talkie with the balcony ST member** (plus Janet/Joe/Sandra, who also have walkie-talkies) by turning it on, adding volume, and using channel 1 to say, “ this is incident coordinator \_\_\_(your name)\_\_\_ testing out the walkie-talkie; please respond that you can hear me by saying your name and ‘roger.’”

**Get whistle from ST container.** It will be used in getting attention and signaling ST members to begin evacuation in non-medical emergencies.

**During the service simply be observant for any emergent situations** in front or behind you; enjoy the service.

**Medical Emergency:** if a medical emergency occurs, do the following:

**Keep everyone *calm*** – ask attendees to stay in their seats as the ST deals with the situation and to not delay any first responders. If possible, direct others rather than take actions yourself, so you are free to oversee the process.

**Assess the situation and its urgency** - If a doctor or nurse is available, let them do assessment. Go to the victim and ask the local ST member to create room around the victim and to obtain critical information from the victim and others nearby: what happened and any information about a history of medical problems.

**Determine if the situation merits *calling 911 for EMS*** – This might be a challenging judgment call. Err on the side of safety; e.g., someone who is nauseous but conscious does not necessarily need a call to 911 unless there is data suggesting something worse than indigestion. But, someone who passes out and stays unconscious for 30 seconds despite raising their legs should have EMS check them out. If so, direct a ST member to call 911, and identify the front or rear doors for EMS to enter, and request that nobody else call. Direct a greeter/usher to go outside to meet and direct EMS. For minor emergencies, a First Aid Kit is on the wall of the stewardship room (North Room).

**Determine if *CPR/AED is needed*** – If victim does not respond to shaking and loud requests for response or shows symptoms of significant conditions like a stroke, direct a ST member to obtain the AED from the stewardship room wall. While awaiting the AED, have an ST member initiate CPR, loosen victim's clothing, begin compressions and continue until AED is attached. Once the AED is obtained and turned on, have a ST member follow instructions (remove chest clothing, attach pads, wait for signal, etc).

**Non-Medical Emergency requiring evacuation:** These are events like fire, roof collapse, or bomb threat. If you deem an evacuation necessary, blow the whistle and direct ST members to begin the process. Greeters and ushers should lead people who exit down the street away from the church and across the street to the Charleston Day School parking lot.

**Disruptors:** The VIC and the ST members will use their best judgment in handling disruptions. If it seems like an emergency or appears threatening, call 911 or use the panic button.

**Conclusion of Service and Monitoring of Gage Hall:** Return whistle, signs and flags to ST container. If balcony ST member is not going to Gage Hall, get their walkie-talkie. Attend coffee hour (be aware of other ST members there) until about 12:40 or until half of the attendees have left Gage Hall. Then, return both walkie-talkies to the sound room in the Sanctuary and place them in the chargers.

## **Role of the Ushers and Greeters with Regard to Safety**

In the event of an emergency, the ushers and greeters will assist the Volunteer Incident Coordinator (VIC) and the Safety Team (ST) in the operation of the Emergency Operation Plan (EOP). Our church community welcomes all who wish to attend services or events. However, greeters, ushers, and the ST are encouraged to develop a sense of “be on the lookout,” (but not be paranoid) for indicators of potential violence.

### **Activities of the Greeters and Ushers with regard to the EOP**

- Greeters and ushers extend a personal welcome to members and visitors. They perform their service responsibilities according to the established practices of the church.
- Greeters and ushers should:
  - a. Know who is serving as the (VIC) each Sunday as well as members of the (ST). The VIC coordinates the safety team and others in an emergency.
  - b. Know the location of the First Aid Kit, AED equipment and Fire Extinguishers in the stewardship room (North Room) of the Sanctuary and the hallway of the main room and kitchen in Gage Hall.
  - c. Alert the VIC to any suspicious activity or situations and/or potentially disruptive individuals. “If you see something, say something”.
  - d. Be prepared to call 911 if the VIC asks and to meet emergency personnel on the street and guide them to the appropriate entrance
  - e. Assist congregants with safely evacuating the Sanctuary and moving to safe areas. Greeters will help people evacuate from the Chancel exit through the graveyard. Ushers will help people evacuate through the Archdale exit.
  - f. Help keep the congregation calm and in their seats in an emergency that doesn’t require an evacuation.
  - g. Assist, as needed, with limiting access to the Sanctuary once the service begins, greeting latecomers and guiding them to a seat, and monitoring the outside doors of the Sanctuary with the Membership Coordinator and VIC.

## Safety Tips for Events, Meetings, and Docent Tours

Our church community welcomes all who wish to attend services or events. However event planners, docents, meeting coordinators, etc. are encouraged to develop a sense of “be on the lookout” (but not be paranoid) for indicators of potential violence or danger.

Safety recommendations for individuals involved with an event include:

- 1) Keeping a copy of the Unitarian Church Emergency Operations Plan (EOP) with your event materials.
- 2) Making sure you can locate and know how to use the exits, AED, fire extinguishers, and first aid equipment located in the Sanctuary and Gage Hall. The equipment in the Sanctuary is located in the stewardship room (North Room); in Gage Hall it is located on the wall between the main hall and the kitchen.
- 3) Having a cell phone to call **911** in the case of an emergency. If necessary, the church owns walkie-talkies to communicate internally with staff, the sexton, and others.  
*Note: the walkie-talkies do not communicate with 911.*
- 4) Extending a personal welcome to visitors. During the event:
  - a. Report any suspicious activity or persons. “If you see something, say something” or call **911**.
  - b. Be aware of body language or gestures, which may indicate a high degree of stress in a visitor. One-on-one greetings to visitors may help allay any suspicion of a potential problem, or at the very least, may help the visitor become calmer.
- 5) Monitoring and/or locking the Sanctuary or Gage Hall doors once the event begins. Keep the Sanctuary balcony doors locked. If the balcony is used, have someone monitor it.
- 6) Remembering the value of teamwork, use a “buddy system” to oversee the safety and security of the event.

To hire professional security at the event or request the police are on alert to drive by the church during the time of the event, contact the City of Charleston Police Department, Team 2.  
For a Routine Dispatch: 843-743-7200.

For a Special Request: Lt. Robert Gamard, 843-720-3939 or [gamardr@charleston-sc.gov](mailto:gamardr@charleston-sc.gov)

# Specific Emergency Operation Plans

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## Medical Emergency Plan

### Preparation

- Personnel. Members of the congregation will be identified and contacted regarding their wish to serve on Medical Subcommittee of the Safety and Security Steering Committee. These persons will receive basic information Medical EOP so that they may be called upon during times of a medical emergency.
- Equipment. AEDs will be installed in conspicuous places in both the Sanctuary and Gage Hall. AEDs will be stocked with appropriate pads and will be checked on a regular basis for battery power and pad expiration. First Aid Kits will be installed close to the AEDS. These kits will contain a minimum of dressing supplies for mild to moderate wounds.
- Training. Annual training will be provided to UC-CHS leadership, staff and interested congregants in use of equipment and medical emergency response. “Just in time” cards will be placed with the AED and supplies. Basic life support (BLS) classes will be offered regularly.
- Environment. The church grounds will be assessed regularly for fall risk and injury risk, such as childproofing areas and facilities maintenance. Ergonomics risk assessment of tasks performed by church staff will be performed regularly.

### Response

- Initial response will be by bystanders to stabilize the patient physically (laying them down or positioning them comfortably after a fall. VIC will ensure 911 has been called as appropriate.
- Volunteers from Medical Subcommittee will attend to the patient.
- VIC will be in charge of crowd control and will designate someone to guide EMS to the location of the injured/ill person.

### Recovery

- Sexton will supervise restocking of emergency equipment.
- Minister, staff will lead any debriefing/emotional support as needed.

## **Fire Emergency Plan**

### **Preparation**

- Store combustible materials in fireproof containers or cabinets.
- Have an approved fire safety system in place that includes smoke and fire detectors and automatically contacts the Fire Department. This system should be evaluated by an outside contractor and tested at least annually.
- Maintain currency of all fire extinguishers on church grounds, and train the staff on how to use them.
- Give an updated list of church contacts to the alarm service provider yearly.
- Have semi-annual fire drills.
- Review rental agreements to verify that they limit (or prohibit) the use of combustible materials by groups renting church facilities.

### **Response**

- Automatic system or VIC alerts Charleston Fire Department.
- Contain fire if possible by closing smoke doors.
- Evacuation per Evacuation Protocol. In case of flames inside the Sanctuary, consider evacuation through windows.
- Fight limited fire as appropriate with fire extinguishers (grease fires in kitchen, contained fires in trashcans, etc).

### **Recovery**

- VIC and UC-CHS leadership work with Fire Department, insurance carrier to determine when building can be re-entered.
- UC- CHS leadership works with carrier to restore burned area.
- Sexton responsible for ensuring fire extinguishers recharged, as needed.

## **Domestic Violence/ Child Abduction Emergency Plan**

### **Preparation**

- Identify families in RE with the potential for domestic violence issues based on past history or self-identified threats.
- Notify staff and affected teachers if specific individuals are barred from contact with children.
- Ask congregation to inform appropriate church staff if they have restraining orders placed against other individuals.
- Develop a plan to deal with these individuals and provide appropriate training and assign authority figure(s) to deal with these situations.
- Install panic alarm or other means of communication to identify active threats.

### **Response**

- Activate panic alarm or otherwise notify appropriate individuals (e.g., RE Director) of imminent threats.
- Have a plan to keep the affected child (ren) in a safe place.
- Have trained church staff and members respond to aggressor to diffuse situation, if danger appears to be minimal (i.e., no weapons are evident).
- Notify police (Call 911) to respond to domestic violence situation if there is the potential for violence.

### **Recovery**

- Confirm that the perpetrator has left the church property or site of church function.
- Provide first aid to individuals if needed.
- Provide some privacy for the affected individual if requested or provide someone to stay with them and offer comfort; offer an escort home or safe place to go temporarily.
- Follow up with police if necessary.

## Active Shooter/ Criminal Activity Emergency Plan

### Preparation

- Assess the safety of church facilities (e.g. Sanctuary, Gage Hall, Protocol, parking lot, churchyard, and Charleston Day School) for vulnerabilities such as doors and windows, equipment, location of safe areas, evacuation plan and routes, and assembly points.
- Address the deficiencies noted in the assessment such as installing locks, marking exits, acquiring safety equipment (e.g. security cameras, alarms, phones), preparing an evacuation card and code system, and other practices.
- Establish a Safety Team with leader(s) and/or hired personnel to oversee the Sanctuary, buildings and grounds to monitor and alert the staff and congregation of danger.
- Establish safety protocols and train key persons (e.g. greeters, ushers, worship committee, vestry members, and church staff) to recognize and evaluate potential threats and develop a plan for notification to the VIC or the police.
- Train the church staff on proper conduct during an active shooter crises (e.g. recognizing the sound of gunshots, reacting quickly, evacuating the area, hiding places, acting against the shooter as a last resort, using the panic button or calling 911, reacting and having critical information available when law enforcement arrives, and adopting the survival mind set during the crises.
- Train the congregation on what to be aware of and report potential risk and what to do during an active shooter event. “If you see something, say something”.
- Recognize potential internal/external threats (e.g. domestic conflict, harassment, other threats) and communicate those to key persons or church staff or VIC within the congregation.
- Discuss safety issues with event planners and work with the police for security needs.
- Continue on-going risk management assessment and training.

### Response

- Minimize the loss of life by having key personnel, congregation and the tenant know how to evacuate quickly, hide, remain motionless, and/or take action (if necessary).
- Prepare congregation on protocols when law enforcement arrives.
- Provide medical care as per Medical Emergency EOP.
- Evacuate as per Evacuation Protocol; however, depending on location of shooter, hiding should be considered first.

### Recovery

- Help the congregation develop resilience and coping skills to recover in a healthy manner after the event.

## Protester Emergency Plan

A protester or group of protesters interrupting a service or other event at the UC-CHS is possible, as the church is a liberal religious community in a religiously conservative state. Prevention of such an event is not always possible, as our community welcomes all that wish to attend services or events. Greeters, ushers, and the Safety Team are encouraged to develop a sense of “be on the lookout,” (but not be paranoid) for indicators of potential violence.

### Preparation

- Greeters and ushers shall extend a personal welcome to persons who are unknown or not recognized.
- Greeters, ushers, and the Safety Team shall be aware of body language or gestures, which may indicate a high degree of stress in a visitor, particularly if they are unknown to the UC-CHS member. One on one greetings to that visitor may help allay any suspicion of potential disturbance, and at the very least, may help decrease the visitor’s intent to protest.

### Response

- Intervention should begin with a rapid assessment of whether the protester is armed with, or presents, a weapon. The Safety Team is not to initiate a “pat-down” of any sort, but should ask if the protester is armed.
- If it is determined that the person may be armed, then an immediate switch should be made to the Active Shooter protocol (cover, conceal, evacuate, call **911**).
- If the protester’s purpose is simply to disrupt, the following interventions are recommended:
  - a. The Minister or guest speaker in the pulpit should politely, calmly and firmly ask that the protester please be quiet, and invite him/her/them protester to enjoy the service. Assure him/her/them that any issues they are raising will be addressed, but not until *after* the service. This should be done politely, but firmly. Do NOT belittle the protester. Make it clear we will listen to any concerns, and that we wish to dialogue, but not until *OUR* service is complete.
  - b. If the protester agrees to sit quietly, members of the Safety Team will sit next to him/her/them, as well as in front and back. Following the service, advise the protester that he/she/they may meet ***briefly*** in a highly supervised setting with the Minister. It is recommended that the conversation be recorded in case any threats are made, etc. The protester must be made aware that the conversation will be recorded. If

he/she/they refuse to speak under those conditions, then the protester(s) should be gently escorted to his/her/their vehicle.

c. If the protester is a nuisance, call **911** and members of the Safety Team should surround him/her/them without any physical contact. At this point, the leader of the service should launch into a well-known UU hymn, such as "Amazing Grace" and the congregation should follow suit. The piano/organ player(s), or other musicians, should play as well. The VIC will wait for law enforcement to arrive.

d. If the protester still will not be silenced, inform the protester that the authorities have been notified and are on their way. But, if they agree to sit quietly, they are welcome to be in community with us.

e. Safety Team members may note the license tag # of the vehicle plates, along with make, model, etc to pass along to authorities.

### **Recovery**

- Help the congregation and Safety Team develop resilience and coping skills to recover in a healthy manner after the event.
- Evaluate the actions taken to prevent or intervene and determine what resources or actions need to be taken in the future.

## **Act of Nature Emergency Plans: Earthquake**

### **Preparation**

- Annually communicate earthquake emergency information.

### **Response**

- Inside buildings: implement drop, cover, and hold. Instruct people to turn or move away from glass areas and place themselves under pews, desks, tables, or cushions. Stay away from heavy light fixtures and electrical wires.
- Outside: find a safe place away from falling objects (e.g. trees, power lines, buildings). Stay in the open until the earthquake is over.

### **Recovery**

- Evacuate the building when the earthquake is over.
- Check all utilities, water, and electrical systems.
- VIC and UC-CHS leadership work with the Fire Department and insurance carrier to determine when buildings can be re-entered.
- UC- CHS leadership works with carrier to restore damaged area(s).

## **Act of Nature Emergency Plan: Tornado**

### **Preparation**

- Annually communicate tornado emergency information.
- Be alert to changing weather conditions or an approaching storm.

### **Response**

- Inside Sanctuary: implement drop, cover, and hold. Instruct people to turn or move away from glass areas and place themselves under pews, desks, tables, or cushions. Stay away from heavy light fixtures and electrical wires.
- Inside Gage Hall: go to pre-designated safe areas on the first level (e.g. stage, bathrooms, closet wall) and stay away from windows.
- Outside: find a safe place away from falling or blowing objects (e.g. trees, power lines, buildings, church yard masonry, etc.). Try to get to the closest sturdy building or the lowest possible area and drop, cover and hold. If possible, get into a vehicle, buckle your seat belt, and drive off.

### **Recovery**

- Evacuate the building when the tornado is over.
- Check all utilities, water, and electrical systems.
- VIC and UC- CHS leadership work with Fire Department, insurance carrier to determine when building can be re-entered.
- UC- CHS leadership works with carrier to restore damaged area(s).

## Action of Nature Emergency Plan: Wind/Hurricane

### Preparation

- Church Administrator to notify the following: Minister, Vestry Chair, Sexton, Chair of Buildings and Grounds Committee, Chair of Caring Committee, and Chair of Churchyard Committee.
- Church Administrator to notify the Protocol tenant that a storm is eminent and power to church buildings will be shut off.
- Church Administrator to verify that the Church Office computer has been backed up.
- Sexton and Chair of Buildings and Grounds are to ensure the following:
  - a) Gas is turned off in Gage Hall. There is an inline shutoff valve for the oven in the kitchen, and two inline shutoff valves in the Utility Room at the rear of Gage Hall on the ground floor, one at the gas water heater and one at the gas air handler units (AHU's).
  - b) Electrical power is secured in the Sanctuary, Gage Hall and the Protocol. Turn off all heating and air conditioning equipment and electron equipment such as computers, copiers, etc. prior to opening the main power breakers. Wrap plastic bags around electronic equipment to keep out wind blown water. For the Sanctuary the breaker is located in the electrical building behind the Sanctuary. For Gage Hall the breakers are located in the Utility Room at the rear of Gage Hall. For the Protocol the breaker is located in the main room on the ground floor.
  - c) Secure the windows of Gage Hall. Plywood is located in the work shed adjacent to the parking lot and in the attic of Gage Hall. Safety and Security Steering Committee will request that Buildings and Grounds Committee determine the best procedure for securing Gage Hall windows: verify that the correct amount of plywood and necessary fasteners are currently available, determine the feasibility of having the Sexton and a team of volunteers board up the building prior to a storm, and investigate using other safety measures in lieu of plywood.
  - d) All windows and doors are to be locked and secured.
  - e) Any unsecured items on Church grounds are to be picked up and stowed inside.
  - f) Sanctuary and Gage Hall artwork and artifacts are to be wrapped and placed in a safe place.

### Response

- For their own safety church staff and members are asked not to attempt any response during a storm and are encouraged to find shelter or evacuate if requested by city authorities.

## Recovery

- A recovery team will be formed consisting of the Minister, Vestry Chair, Church Administrator, Sexton, Chair of Buildings and Grounds Committee, Chair of the Caring Committee, and Chair of Churchyard Committee. This team will ensure the following actions are taken:
  - a) Inspect the property for damage as soon as possible.
  - b) Take immediate action to mitigate damage such as removing water, temporary roof and window repairs, etc. Call on additional church members for help as needed.
  - c) Notify insurance carriers and arrange for damage estimates.
  - d) Contract for repairs as needed.
  - e) Restore utilities after inspections and approval of the Chair of Building and Grounds Committee.
  - f) If necessary, find an alternative venue for UC- CHS services and events while Church buildings are being repaired.

# Bomb Threat Emergency Plan

## Preparation

- Train staff on how to receive information from a caller (e.g. detonation time, location of bomb(s), type of bomb(s), voice characteristics, background noises, reason for the threat, etc).

## Response

- Report a called in threat to a church staff member and call 911.
- Do not touch suspicious packages.
- Evacuate threatened people including the tenant from the area cautioning them to stay clear of buildings, trashcans, cabinets, etc.

## Recovery

- VIC, church staff, and/or police will determine when the building is safe for re-entry.
- Follow-up with the recovery plan protocol.

## **Resource: Emergency Equipment and Supplies**

**Medical and Evacuation Supplies.** AED's and First Aid kits are mounted on the walls of the stewardship room (North Room) of the Sanctuary and the hallway between the main hall and the kitchen in Gage Hall. There is a container with a red lid labeled "Emergency Supplies and Equipment" in the stewardship room (North Room) of the Sanctuary. The container in the Sanctuary has: orange flags, a whistle, bullhorn, emergency operation manual, walkie-talkie instructions, and seat reservation placards (if needed). Yellow nametags for the Safety Team and Volunteer Incident Coordinator are kept on the nametag boards. Emergency Exit guides are kept in the pews.

**Sanctuary Fire Extinguishers.** There are **three Fire Extinguishers**. One is located on the wall outside of the stewardship room (North Room). This fire extinguisher is a Class B type, CO2 extinguisher for hair and electrical fires. The second one, located in the electrical room off the stewardship room (North Room) is a Class ABC, dry chemical extinguisher everything, however, it is messy. The third one, located in the balcony, is also a Class ABC fire extinguisher.

**Gage Hall Fire Extinguishers.** There are two Fire Extinguishers located downstairs in Gage Hall. One Class ABC type is located to the right of the Archdale Exit; another special fire extinguisher is located in the kitchen and is especially designed for grease fires. Upstairs in Gage Hall there is a Class ABC type extinguisher located in the hallway near the restroom.

**Annex Fire Extinguishers.**

**Walkie-talkies are available for communication.** Two of them for use in the Sanctuary are stored and charged in the sound room. The others are stored on a windowsill in the administration office, second floor of Gage Hall. It's important for users to pick them up from and return them to the charging stations.

## Resource: OSHA requirements

The Occupational Safety and Health Administration (OSHA), part of the U.S. Department of Labor with headquarters in Washington, D.C., offers regulations that apply to any private sector employer with one or more workers, including churches. The caveat with churches is that the regulations only cover the secular activities of the church, not religious worship or ministry services. Secular activities include daycare centers, maintenance and cleaning crews, and business office or administrative staff. OSHA focuses on employee training requirements, protective equipment availability and use, and a general commitment to mitigate job hazards, when possible, that can lead to employee injury or death.

Here is a quick self-assessment to test your church's OSHA compliance:

- Do you provide your maintenance staff with proper hearing, eye, and hand protective equipment, and do they use it regularly? Do they bypass any safety guards or latches on mowers or power equipment?
- Is your cleaning staff trained on chemical storage and exposure risks?
- Are all your cleaning supplies labeled properly and do you have Material Safety Data Sheets for every chemical on site?
- Does your daycare or childcare staff use latex gloves when dealing with blood or bodily fluids?
- Have you examined your administrative staff's workstations for ergonomic design?
- Are your fire exits properly marked and are the paths of egress clear?
- Does your staff know where to find fire extinguishers and have they been trained on how to use them?
- Do you keep training records for each employee on what safety topics they are trained in, and do you provide refresher training annually?
- Do you have the OSHA workplace poster positioned where it's visible to employees?

There are a few more things to know. First of all, OSHA can do an inspection of the facility at any time. OSHA inspects about 1% of all workplaces each year, but if OSHA does come, it helps to be prepared. Keep all training records in a centralized location and assign a knowledgeable staff member to act as escort for the visit. Any violations discovered during an inspection can result in a fine for the church ranging from a few hundred to tens of thousands of dollars. Secondly, the church must report to OSHA any employee fatalities or serious injuries and keep a log of all other minor injuries. Finally, there are services to help the church become compliant. OSHA offers education outreach options, including consulting services separate from the inspections division, which can be scheduled through your state's OSHA office.

References:

OSHA website: OSHA Laws and Regulations: <https://www.osha.gov/law-regs.html>

OSHA workplace posters: <https://www.osha.gov/Publications/poster.html>

OSHA publications: <https://www.osha.gov/pls/publications/publication.html>

Article on workplace safety regulations applicable to Churches.

[http://www.worshipfacilities.com/article/osha\\_workplace\\_safety\\_regulations\\_apply\\_to\\_churches\\_too](http://www.worshipfacilities.com/article/osha_workplace_safety_regulations_apply_to_churches_too)

## Resource: Script for a Sanctuary Evacuation Drill

Good Morning. Today we are going to practice the evacuation protocol from the Sanctuary should we ever have to leave this place during the service.

In our emergency plan, we organized a volunteer safety team to assist the congregation. They are wearing “yellow” nametags and will carry orange flags to guide you. If the Volunteer Incident Coordinator determines an evacuation is necessary, he/she will blow the whistle to alert you.

Today the team consists of:

- \_\_\_\_\_, Volunteer incident coordinator
- \_\_\_\_\_, Safety Team member(s) for the chancel area exit
- \_\_\_\_\_, Safety Team member(s) for the middle rows
- \_\_\_\_\_, Safety Team member(s) for the Archdale exit
- \_\_\_\_\_, Safety Team member for the Balcony

In your order of service, you have a map showing how to safely and quickly evacuate the sanctuary.

### Basically, here’s how it works.

If you are sitting in **rows 1-2 or the choir area**, you will exit through the Chancel door.

If mobility is a concern for you, please exit through the Archdale exit or use the handicap ramp.

If you are sitting in rows **3-14 (last row)**, please use the aisle closest to you and exit through the Archdale exit.

If you are sitting in the **balcony**, use the churchyard door and exit to Archdale.

**Please move quickly, but safely.** In the event of a “real” emergency, leave your belongings behind. However, since we are practicing today you may take your belongings with you.

Once you leave the building, please get as far away from the buildings as possible.

The children are also practicing the evacuation protocol today. Parents, please pick up your children at the Charleston Day School playground.

**Let me repeat one more time the plan for evacuation from the Sanctuary.**

**When our Volunteer Incident Coordinator blows the whistle and tells us to evacuate, please pick up your belongings and move quickly, but safely through the exit for your rows. Note: Greeters will go outside and move to the Chancel Exit to assist in the evacuation and direct attendees away from the church. .**

## Resource: Role of the Volunteer Incident Coordinator (VIC)

When you are the **manager, organizer and leader of the Safety Team (ST)** at a given service or event, your responsibilities are:

- Make reasonable judgments,
- Demonstrate confidence so that attendees will follow directions,
- Communicate clearly in a way that will gain attention,
- Be responsible in fulfilling responsibilities listed below, and
- Be physically able to move quickly to assist others.

You do not need to be a medical expert, but you should attend and **understand the basic training** we provide (you might also read the full First Aid/CPR/AED manual in the “**ST container**” labeled “Emergency Supplies and Equipment” located in the stewardship room (North Room) of the Sanctuary.

### Sequence of Responsibilities:

**Sign up at least a couple days in advance** on [www.signupgenius.com](http://www.signupgenius.com). **Identify your ST members** before coming, so you know what locations are filled and need to be filled (see below for locations). **Wear your yellow nametag and bring a cell phone.**

**Pick up two walkie-talkies** from the sound room in the Sanctuary for yourself and the balcony ST member. Be familiar with the use of the walkie-talkie by reading the instructions in the ST container.

**Show up at the church by 10:40.** Let the **greeters/ushers** know that you are the incident coordinator who will take charge in case of an emergency and will depend on them to assist.

**Remove flags** from the ST container and hand them to ST members. ST members will be located:

- **One on each center aisle in the 2<sup>nd</sup> or 3<sup>rd</sup> row.** One ST member will assist in evacuation of the first 2 rows plus the choir at the Chancel Exit to the garden and the other at the stairs to the Chancel, also removing any musical equipment or obstacles and extinguishing the chalice and candles, plus assigning a ST member to assist disable persons in the front to exit the Archdale ramp.
- **One on each center aisle in the 5<sup>th</sup> or 6<sup>th</sup> row.** These ST members will act as “herders” of the 3<sup>rd</sup> row and back to the Archdale exit in an evacuation.
- **One on each center aisle in the last row (including VIC).** These ST members will assist in evacuation through the Archdale exit.
- **One ST member in the balcony** (*no reservation seat sign/flag needed*).

**Greet ST members as they arrive.** Be sure they are familiar with their roles and **re-allocate locations** if necessary to ensure that at least one position in the chancel, middle, rear and balcony get covered.

**Test the walkie-talkie with the balcony ST member** (plus Janet/Joe/Sandra, who also have walkie-talkies) by turning it on, adding volume, and using channel 1 to say, “ this is incident coordinator \_\_\_\_ (your name) \_\_\_\_ testing out the walkie-talkie; please respond that you can hear me by saying your name and ‘roger.’”

**Get whistle from ST container.** It will be used in getting attention and signaling ST members to begin evacuation in non-medical emergencies.

**During the service simply be observant for any emergent situations** in front or behind you; enjoy the service.

**Medical Emergency: if a medical emergency occurs, do the following:**

**Keep everyone *calm*** – ask attendees to stay in their seats as the ST deals with the situation and to not delay any first responders. If possible, direct others rather than take actions yourself, so you are free to oversee the process.

**Assess the situation and its urgency** - If a doctor or nurse is available, let them do assessment. Go to the victim and ask the local ST member to create room around the victim and to obtain critical information from the victim and others nearby: what happened and any information about a history of medical problems.

**Determine if the situation merits *calling 911 for EMS*** – This might be a challenging judgment call. Err on the side of safety; e.g., someone who is nauseous but conscious does not necessarily need a call to 911 unless there is data suggesting something worse than indigestion. But, someone who passes out and stays unconscious for 30 seconds despite raising their legs should have EMS check them out. If so, direct a ST member to call 911, and identify the front or rear doors for EMS to enter, and request that nobody else call. Direct a greeter/usher to go outside to meet and direct EMS. For minor emergencies, a First Aid Kit is on the wall of the stewardship room (North Room).

**Determine if *CPR/AED is needed*** – If victim does not respond to shaking and loud requests for response or shows symptoms of significant conditions like a stroke, direct a ST member to obtain the AED from the stewardship room wall. While waiting for the AED, have an ST member initiate CPR: loosen victim's clothing, begin compressions and continue until AED is attached. Once the AED is obtained and turned on, have a ST member follow instructions (remove chest clothing, attach pads, wait for signal, etc).

**Non-Medical Emergency requiring evacuation:** These are events like fire, roof collapse, or bomb threat. If you deem an evacuation necessary, blow the whistle and direct ST members to begin the process. Greeters and ushers should lead people who exit down the street away from the church and across the street to the Charleston Day School parking lot.

**Disruptors:** The VIC and the ST members will use their best judgment in handling disruptions. If it seems like an emergency or appears threatening, call 911 or use the panic button.

**Conclusion of Service/Gage Hall:**

- Return whistle, signs and flags to ST container. If balcony ST member is not going to Gage Hall, get their walkie-talkie. Attend coffee hour (be aware of other ST members there) until about 12:40 or until half of the attendees have left Gage Hall. Then, return both walkie-talkies to the sound room of the Sanctuary and place them in the chargers.

## **Resource: Using the UU Safety Team Walkie-Talkie**

Volunteer Incident Coordinator (VIC) should test that walkie-talkies are operational by making a test call to each individual who has one and have he or she respond.

### **How to use:**

- Turn top knob clockwise to turn on; turn about halfway for proper volume but adjust for your hearing
- Earpiece is designed for the left ear
- Press big circle in middle to talk; red light at top will go on
- Release big circle in middle to stop talking and to hear

**To speak with only one individual** that all will not hear, agree with that person to use channel 2 instead of default channel 1. Change channel via “+” sign button to increase channel number and “-” sign button to decrease.

**To check that channel is “open”** and not used by other non-UU parties, press “MON” (monitor) button on front until you hear static, then press again to turn off test.

**When charging**, the red light will go on; when charged, the green light will be on charger.

### **Common radio use terms:**

- Over = end of this message/your turn to talk
- Over and out = completely done speaking with you
- Roger = acknowledged, I understand
- Copy = understand/hear

### **Example of how to communicate:**

- Dave says, “ Dave to Janet, do you copy? Over”
- Janet responds “Roger, Dave, Over”
- Dave: “Just checking you can hear me. Over and out.”

# **Appendix I: Facility Maps, Pew Cards, Wall Charts, VIC and ST Protocol Card**

# Appendix II: Self-Inspection Safety Checklist