

Unitarian Universalist Church of Bloomington

EMERGENCY PROCEDURES

Spring 2015

EMERGENCY CONTACT INFO

EARTHQUAKE

CRIMINAL ACTIVITY / THEFT

BOMB THREAT

MISSING CHILD / PERSON

HOSTILE INTRUDER

MEDICAL / MENTAL HEALTH

FIRE

TORNADO

Your primary contact for most building issues is:
Jeff Stone, Custodian 812-332-3695
Carol Marks, Church Administrator 812-332-3695
admin@uubloomington.org

Alternate contact is:
Molly O'Donnell
MollySOD@gmail.com

Pastoral Care issues should be referred to the Minister on Call at:
812-332-3695

CALL 911 IN CASE OF FIRE, MEDICAL EMERGENCY, OR CRIMINAL ACTIVITY.

Bloomington Police Department's Non-Emergency	812-339-4477
Bloomington Fire Department's Non-Emergency	812-332-9763
IU Health Bloomington (hospital) Emergency Room	812-353-5252

EMERGENCY CONTACT INFO

- 1) Get under a desk or table, or stand in the corner. Stay clear of windows, bookcases, or shelves.
- 2) Check for injuries. Administer first aid if needed. Do not move seriously injured individuals unless in immediate danger.
- 3) Attempt to help anyone trapped by furniture or other items that may have fallen on them.
- 4) If someone is trapped, in the building or under something, call 911.
- 5) If you notice gas or water leaks, broken electrical wiring, broken sewage lines, building cracks or severe damage, exit the building immediately. Attempt to keep others from entering the building. Notify 911 and the Emergency Contacts listed in this book.
- 6) Do not touch downed power lines or damaged building equipment.
- 7) Be prepared for aftershocks, which are usually smaller earthquakes but may be severe enough to do additional damage.



EARTHQUAKE

- 1) If you just entered the building and found signs of criminal activity, immediately go back outside and call 911. Do not stay in the building in case the perpetrator is still in the building.
- 2) Do not touch anything or attempt to determine what was stolen or damaged. Let the police come and document the scene first.
- 3) Call the contact persons listed in this book and notify them.
- 4) Please be sure to write down the police report number.
- 5) As soon as you get a chance, please document (on paper or email) what time you arrived, what you saw, and the police report number and give it to a staff member.
- 6) If the damage makes the building no longer secure (completely busted external window, etc.) that will require immediate maintenance work to make the building secure again, please make sure you tell the emergency contact people when you call them.
- 7) If your activity in the church requires you to work in the area where the criminal activity has taken place and you have to clean it up or rearrange things, please take a note of where you put things (and document the scene beforehand with a camera or camera phone, if possible.) This will help keep the church from reporting things stolen that may have actually just been moved.

CRIMINAL ACTIVITY / THEFT

- 1) Remain as calm as possible.
- 2) Evacuate the church and wait outside for the police to arrive.
- 3) Immediately call 911 and inform them of the threat, providing as much information as possible, particularly if the caller gave a time for the bomb to explode. (See below.)
- 4) Be aware that the police may ask for information about the church while searching the church since they do not know what does and does not belong in the church.

**DO NOT TOUCH OR HANDLE ANYTHING SUSPICIOUS
WHILE EXITING THE CHURCH!**

Questions to ask the caller:

- 1) When is the bomb going to explode?
- 2) Where is the bomb at right now?
- 3) What does the bomb look like?
- 4) What will cause the bomb to explode?
- 5) Did you place the bomb? Why?
- 6) What is your name?

Did the caller sound male or female?

Did the caller have an accent?

How old did the caller sound?

Time/Date of the call..

The number the call was received at.

Was the caller's voice calm, angry, excited, slow, rapid, nasal, stutter, lisp, raspy, or deep?

BOMB THREAT

- 1) Get an accurate description of the child/person—name, clothing they are wearing, who they may have been with, place they were last seen, etc.
- 2) If Religious Education staff are working, ask them to call the other RE staff over the RE radio and alert them. (Also notify Ushers and any other staff members who are present.)
- 3) Cover the doors. Ask someone to stand at the main entrance (south side), courtyard doors (standing in the courtyard can view all doors), north portico door (standing where the upstairs kitchen door can also be observed), and the west door by the offices.
- 4) Ask two people to walk around the exterior of the building starting at the southwest corner (main parking lot entrance from Fee) and go in opposite directions around the building checking the parking lot and surrounding woods including the wooded area on the east side of the parking lot.
- 5) Have someone walkthrough the upstairs of the building starting at one end and working to the other being sure to check the bathrooms and closets. Be sure to walk fully into each room and look behind, under, around anything the child/person might be able to hide behind, in, or under.
- 6) Have someone walkthrough the downstairs floor starting at the back of the Religious Education wing being sure to check the bathrooms and closets. Be sure to walk fully into each room and look behind, under, around anything the child/person might be able to hide behind, in, or under.
- 7) Have someone check Fellowship Hall and the kitchen including the recycling/trash room. Be sure to look behind, under, around anything that child/person might be hide behind, in, or under. Be sure to check the storage closet by the piano.
- 8) Have someone check the Meeting Room and be sure to look under the chairs, near the harpsichord, around the audio/visual stand, and behind the podium.
- 9) If the child/person is not found. Notify the Bloomington Police Department via 911. (There is no “waiting period” for a missing person report.)

MISSING CHILD / PERSON

RUN HIDE FIGHT

- 1) If someone has entered the church intending to do harm to others via weapons or physical violence, time is of the essence.
- 2) Decide which of the three options—RUN, HIDE, FIGHT—is your best option based on where the intruder is and where you can go.
- 3) RUN— If this is your best option, do not attempt to take belongings with you (such as purse, coat, etc. Although if you can grab your cell phone quickly, do that.) Do not stop even if other people are unsure about what to do. Encourage them to leave with you. Do not stop until you are safely to the tree line, behind the sheds, or across the street from the church. Then call 911 and report what information you know about the situation. Try to prevent others from entering the church.
- 4) HIDE— If this is your best option, choose a location where the door can be locked and you can not be seen through any windows in the door or elsewhere. Barricade the door if possible. Silence your cell phone. Turn out the lights. Be as quiet as possible. Call 911 and whisper to them or just leave the phone line open if the intruder is close by. Law Enforcement will let you know when it is safe to come out.
- 5) FIGHT— If this is your best option, do so swiftly and very aggressively. Your life depends on it. If you are with a group attempt to overwhelm the intruder as a group. See what objects are around you that might be used as improvised weapons.
- 6) When the police arrive, they will not stop to assist you. They will be moving to stop the intruder. Do not grab at the officers and keep your hands visible so they know you are not the intruder. If you know the direction of the intruder or a description of the intruder, give it to the officers. Follow their directions to stay put or evacuate.
- 7) If you have been injured, try to remain calm and know that medical assistance is on its way. Keep a positive mind set that you will survive this because help is coming.

HOSTILE INTRUDER

- 1) Call 911 or designate a specific person to call 911. The church address is 2120 N. Fee Lane.
- 2) Check to make sure the area around the person is safe for you to approach if you do not know how they were injured or the cause of the situation.
- 3) Do not attempt to move a seriously injured person unless they are in danger of further harm from staying where they are.
- 4) If medical professionals or persons trained in CPR/1st Aid are available send someone to go get them or to ask others in the church if they are trained.
- 5) Send someone to the front steps of the church to meet the ambulance crew and guide them to the injured person.

First Aid kits are located:

Downstairs Kitchen off Fellowship Hall

Upstairs Kitchen by Room 212

Main Office

AED (Automated External Defibrillator) is located:

In the Meeting Room next to the sound booth along the south wall.

Blankets (for smothering out fire or treating shock) are located:

In the Meeting Room next to sound booth along the south wall.

In the Meeting Room on the right side (north side) of the steps to the stage

Most of the above actions would also apply to someone having an acute mental health crisis as well. However, if someone does not seem to be at the level of needing emergency care but causes concern for you please inform a minister, a staff member, or an usher, and we will attempt to determine how the person can best be assisted.

Centerstone 24-hour crisis line: 1-800-344-8802

National Suicide Prevention Lifeline: 1-800-273-8255

MEDICAL / MENTAL HEALTH

SUNDAY MORNINGS (or major events)

- 1) When an evacuation due to fire is necessary, the minister(s) and/or member of the board of directors who is on duty, will instruct the people in the meeting room to exit the meeting room out the appropriate door(s).
 - Ministers/Board member will instruct parents to meet their children outside at the southeast corner of the parking lot.
 - Minister/Board member will attempt to identify anyone needing assistance with the evacuation.
 - The congregation should head for the tree line south of the parking lot and make their way to Fee Lane (either in front of the adjacent property to the south or the church property along Fee Lane).
 - The Minister/Board member will also attempt to ensure that Fee Lane and the drive way to the church are kept open for emergency vehicles.
 - The Minister/Board member will meet the fire department and provide them with whatever information is available about the source/location of the fire.
- 2) The RE staff will evacuate the children out the courtyard doors (first floor) or the nearest north side door (second floor) and move the children to the back (southeast) corner of the parking lot.
 - Children will only be released to their parent or guardian.
 - If necessary, the adjacent property to the south will be used to reunite parents and children.
- 3) The Ushers will sweep the building including Fellowship Hall, the library, and offices ensuring that people evacuating via the nearest door. If Ushers encounter the fire or a dangerous situation, they will exit via the nearest door and not proceed further.

TIMES OTHER THAN SUNDAY MORNINGS

- 1) All persons should evacuate the building via the nearest exit.
- 2) All persons should attempt to meet at the Fee Lane/Church entrance corner of the property for accountability. (If child care staff are working see #2 above.)
- 3) Someone should be designated (or designate themselves) as the contact with emergency responders.

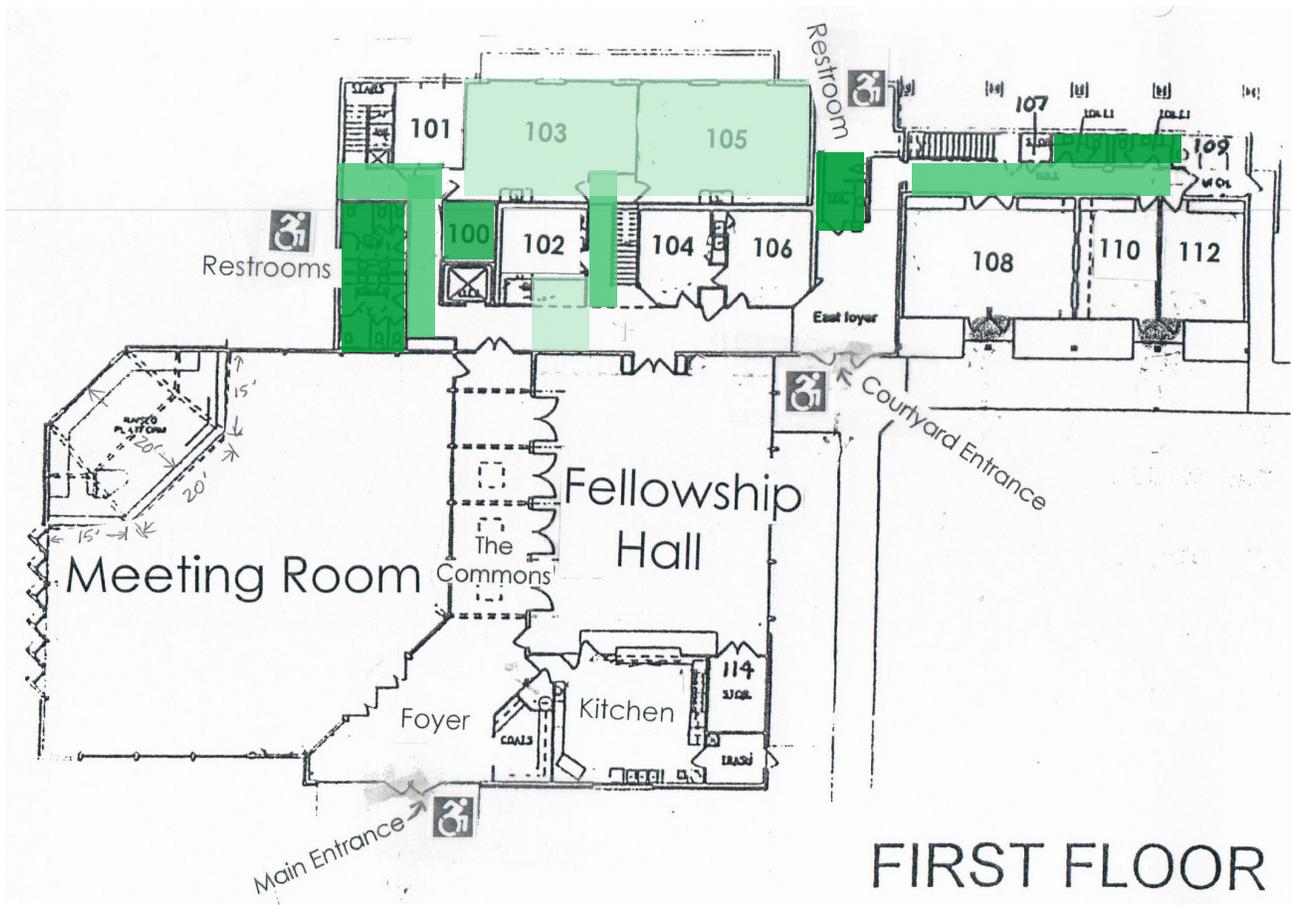
FIRE

When the tornado siren sounds or during other times of severe weather, all building occupants should take shelter in the following locations (in order of preference):

- Downstairs bathrooms (west, off courtyard, and in RE wing) and worship supply closet (next to elevator)
- Downstairs hallway, west end between meeting room and west stairs
- Downstairs hallway in RE wing with doors to RE rooms closed
- Downstairs hallway between rooms 103 and 105
- Room 103 and Room 105
- Upstairs bathrooms
- Coat closet area of downstairs hallway near Art Gallery

RE Staff will ensure children in RE programs are taken to these areas where they can meet up with their parents/guardians.

There is a weather radio in the church office. Phone apps and internet web sites can also be consulted as to when the tornado warning will end. Occupants should continue to shelter in place until the warning has ended (even if the sirens stop sounding before the time of the warning has elapsed.)



TORNADO