



Heritage Universalist Unitarian Church

Safety and Security Policies and Procedures

Approved by the Board of Trustees

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Scope and Objectives

These procedures help promote the physical safety and security of persons using the Heritage Universalist Unitarian Church building and/or persons involved in church activities. The intent is to provide instructions for how to deal with various situations.

Policies and Procedures

Alcohol Policy

No person under the age of 21 years old shall drink alcoholic beverages on church property or at a church function at any time.

Before and after church functions, there shall be no open containers of alcoholic beverages at the church. Unopened containers of alcoholic beverages on the premises shall be kept under lock and key (such as in the Minister's office).

Allergy Management Plan

Peanut and Nut Allergies

Allergic reactions, predominately to peanuts and tree nuts, as well as insect stings, can cause a life-threatening (anaphylactic) reaction for some individuals. To help protect those with peanut allergies, (the most common of severe allergies), Heritage has adopted a policy of being as peanut free as possible.

Signs will be posted in the kitchen asking that peanuts and peanut butter not be served at any church event. Any food that contains peanuts or peanut butter should be clearly labeled.

Those adults and parents/guardians of children with peanut allergies will still 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.

Notification of Allergies of Minors to the Religious Education Professional

All families are asked to give the Religious Education Professional (Assistant Minister for Religious Education or Director of Religious Education) 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 a picture of the child, the type of allergen and likely reaction.

EpiPen Procedure

Children and adults who are prone anaphylactic reactions should have an EpiPen with them at all times.

MINORS WITH EpiPens: If a minor has an allergy that is significant enough to warrant the use of an EpiPen, the parent will notify the Religious Education Professional in writing.

1. Written documentations should include whether the child carries an EpiPen at all times and has been trained in its use.
2. Include the child's triggers and how they present themselves in terms of reaction.
3. The Religious Education Professional will share the information with all adult volunteers who have contact with that minor.

The Children's RE Committee will offer training to volunteers as to the proper use of an EpiPen when the need arises due to a reported allergy.

If a situation should warrant the use of the EpiPen:

1. One adult will stay with the child and provide calming support.
2. Another adult will call 911 and then attempt to find or call the parent.
3. A third individual should be sent to the front parking lot to wait for the emergency squad and direct them to where the child is.

If a child with a severe allergy or a first time reaction does not carry an EpiPen but appears to be having an anaphylactic reaction:

1. One adult will stay with the child.
2. Another adult will call 911 and then attempts to find or call the parent.
3. A third individual should be sent to the front parking lot to wait for the emergency squad and direct them to where the child is.

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.readyhouston.tx.gov/videos.html> or 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.

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:

1. Always use gloves, mask and goggles.
2. Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
3. 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.
4. Allowing solution to soak for 20 minutes before wiping up.
5. Remove used towels and reapply clean towels and bleach solution a minimum of two times or as many times as necessary.
6. Mop or wipe up the area and clean again with soap and water. May then wipe with disinfectant wipes.
7. 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.
8. 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 D 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. DO NOT use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- b. DO NOT evacuate the building until police arrive and evaluate the threat.
- c. DO NOT activate the fire alarm.
- d. DO NOT touch or move a suspicious package.

Building Keys Policy

Purpose: To establish a process by which the safety and security of Heritage UU Church is maintained, balanced with accessibility for those persons conducting the business of the church in its many forms or for individuals renting the facility.

A. To promote building security and good safety practices and to maintain an up-to-date record of key holders, the building code will be changed and key holders will be vetted annually at the turn of the fiscal year on or about July 1st.

B. The Church Administrator will maintain an up-to-date record of key holders and have the primary responsibility of distributing and collecting keys, providing a 'building lock-up' orientation and facilitating the process of an annual security code change.

1. Key holders must receive an orientation for how to lock up the building safely.
2. Key holders may be asked to be added to the list for responding to calls from the Alarm Company.

3. Activity, committee or term-specific key holders should return their key promptly when no longer needed or when term is completed. Longer-term key holders will update records with Church Administrator annually.
4. Key holders will sign an acknowledgement of agreement with points 1, 2, and 3 at the time of receiving a key and/or the new code.

Building Opening Procedure

1. Enter the building quickly without stopping to set doors to the unlocked position.
2. Go directly to the alarm and deactivate the alarm using the current password.
3. Depending upon the purpose for opening the building (Sunday morning, evening meeting, etc.) it may be appropriate to keep the doors locked or to set them to unlocked. If appropriate, set them to the unlocked position.
4. Turn on lights and change the thermostat settings as needed.

Building Closing Procedure

1. Walk through each room of the building. As you do so:
 - a. Make sure no one is present.
 - b. Use Appendix A of this document, "Checklist Before Leaving the Church Building," to make sure the room is ready for closing. Pay special attention to the Kitchen, Pre-school and Nursery doors. They must be checked from the outside that they are locked.
2. Lock the front doors, but remain in the building.
3. Activate the alarm.
 - a. Make sure the alarm light is solid green, which means that all doors and windows are closed.
 - b. Key in the code. The light will turn to solid red and the alarm panel will make a sound.
4. Leave the building quickly, making sure the doors are locked behind you.

Care and Safety of Minors Policies (ages birth through 17)

Providing a safe and nurturing environment for children during events sponsored or hosted by HUUC is an important component of practicing radical hospitality, sharing our faith and nurturing our community. Parents/guardians feel supported and able to attend church events and, in turn, add diversity to our gatherings, and their children are cared for in a safe manner. See the sections YOUTH GROUP Policies and Procedures for details applicable to activities involving our youth group, both on and off HUUC property. The following policies pertain to all events in or around the building and grounds of HUUC that INVOLVE INDIVIDUALS FROM BIRTH THROUGH AGE 17 (herein referred to as children). Adults will be considered anyone on or after their 18th birthday.

Background Check for Caregivers and Teachers

HUUC will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors, or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically. Information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.

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 religious education (RE) class or childcare arrangement during a particular church event. Supervision for an organized function involving children will be arranged by a HUUC staff member in accordance with our Safe Congregation Policies which require the following.

1. At least two caregivers are present in each room.
2. A minimum of one of these caregivers in each room must be an adult 21 years or older that is either a teacher screened by the RE program or on HUUC's Approved Childcare Provider List.
3. Members of our youth group over the age of 14 may serve as the second caregiver but must work under the direct supervision of an approved adult caregiver.
4. FOR CHILDREN WALKING TO AGE 3: Two approved childcare providers may be responsible for up to 10 children. The ratios will be 4 children per adult or 8 children per two adults. Both childcare providers must be present in the same group. An

additional caregiver should be present in the group or room for each additional four children between walking to age 3.

5. FOR CHILDREN FROM BIRTH TO WALKING: Two approved childcare providers may be responsible to up to 8 children between birth to walking. The ratio will be 4 children per adult or 8 children per 2 adults. An additional caregiver should be present for each additional infants requiring care.
6. It is recommended that infants and toddlers be cared for in separate groups or rooms if it is an option.
7. Children over the age of four should be provided with suitable activities in their own space if at all possible.
8. Parents/guardians are to remain on the premises while their child/children are in childcare.

Provision of Childcare for Routine Church Events

Childcare is automatically provided for the following all-church events by our Nursery Coordinator, who is assisted as needed to provide adequate supervision as defined above:

- Sunday mornings beginning at 9:00am and ending at 12:00pm
- Monthly potlucks
- Quarterly "Get Acquainted" or other new member events
- Congregational Meetings
- Major all-church special events such as the HUUC Auction
- Choir practice

* If a caregiver must cancel at the last minute on a Sunday morning, they should contact the staff member in charge of religious education.

Provision of Childcare for Other Events

Church groups are encouraged to consider the need for childcare when planning events at the church, such as committee meeting, church-sponsored group functions, fundraisers, etc. If participation by adults with children is desired, then childcare should be offered.

Guidelines:

1. The event coordinator requesting childcare providers should submit their request to the church administrator by email (office@huuc.net) or by phone (513-231-8634) no less than one week in advance of the event. The following information should be included:
 - The name of the group requesting childcare.
 - The date and time when care is needed. Please estimate the actual time when the caregivers will be able to leave. Allow sufficient time for all children to be picked up following the end of the event and for the room to be straightened up.
 - Name and contact information of the event coordinator (email/phone number).
 - Name and cell phone number of person who will be in charge on-site during the event/meeting, if different from above.
 - The number and age of children expected.
2. The church administrator will be responsible for arranging all child care, procuring both a primary and assistant care giver and communicating pertinent information to both the event coordinator and to each of the care givers.
3. When a regular care giver is unavailable for an event, the church administrator will refer to the list of approved caregivers, calling until one is secured. This information should then be passed on to the event coordinator.
4. If child care cannot be arranged, the event coordinator should be notified at least 48 hours in advance of the event, who will then notify the participants. This should allow the participants a reasonable chance of making other child care arrangements on their own.
5. If a care giver (either primary or assistant) must cancel within 48 hours of an event, they must contact the event coordinator directly. Likewise, if it is discovered that care givers are not needed (when already prearranged for an event), the event coordinator must contact the care givers directly. This notice should be given to the care givers no later than 3:00 on the day of the event or by the evening prior for a morning event.
6. In the event that care givers are present, yet no children come, they should each be paid for one hour and allowed to leave after 30 minutes.
7. All childcare provided will be on HUUC grounds.

Administrative Guidelines Regarding Childcare Providers

1. The HUUC Church Administrator shall maintain a list of approved childcare providers and will periodically update the list, as needed.
2. Any individual who wishes to be on the Approved Childcare Provider List will complete an application, provide two references and undergo a criminal background check paid for by HUUC.
3. The nursery coordinator will be paid at her current rate. If a substitute primary care giver is needed, they will be paid \$15/hr. Assistant care givers (regardless of age) will be paid the prevailing rate in this area of \$10/hr.
4. Background checks and related documents should be filed with all other personnel documentation.

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 HUUC 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 OR representative during RE programming.

Sexual Contact, Sexual Abuse 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, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual content and "*double entendres*." 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.
3. 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 will be notified. Repeated incidents of such behavior may result in the minor being ineligible to take part in future events.
4. In the case of an adult engaging in sexual contact, sexualized behavior or sexual harassment, that person's behavior will be reported to law enforcement officials and the person will no longer be eligible to take part in events involving children.

Mandatory Reporting as Required by State Law

1. All staff members and adults working with our minors are subject to the Ohio Statutes concerning mandated reporters. Reports will be made as prescribed by the law.
2. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the church staff or to the local welfare agency, police department or the county sheriff.
3. Reports concerning the possibility of abuse or neglect must be made as soon as possible but in no event longer than 24 hours after obtaining knowledge or having suspicion.

Disruptive Behavior Policy

The HUUC Board of Trustees may deny entry to the Church property, or attendance at any Church service or function, to any congregation member, congregational friend, or visitor deemed to be disruptive or harmful to the Church. This behavior includes, but is not limited to the following:

- Threats to the safety of any adult or child.
- The disruption of worship services, church functions, or church activities.

If a congregant, friend, or visitor's behavior warrants immediate action, such action will be taken by a Board member, a responsible HUUC member and/or the Minister. This may include asking the offending person(s) to leave the property, or suspending the meeting or activity until such time as it can be safely resumed. If further assistance is necessary, the Police Department may be called. If not directly involved, the members of the Board and the Minister must be notified of these actions as soon as possible.

ACTION IF THERE IS VERBAL OR PHYSICAL DISRUPTION DURING WORSHIP OR AN EVENT

1. Usher will call 9-1-1, preferably from a land-line for quicker response.
2. Other Usher should secure all doors throughout the church and notify the Religious Education Professional/teachers that there are intruders on premises and to keep the minors safe using the Armed Intruder Policy.
3. Service Leader will initiate singing and creating a circle to help identify non-participants (i.e. Intruders).
4. A Board of Trustee member(s) will escort the intruders out of the building.
5. Don't engage in discussion. Tell them they are trespassing on our sacred space and ask them to leave the property peacefully.
6. If possible, someone could video the occurrence for possible future legal need, but do not release the footage to the public or retain the footage beyond its immediate or legal need.
7. Remain alert for intruders after service or event ends.

After any necessary immediate action has been taken, the following steps (listed in ascending order of response) must be considered to address the issue if the offender is a member, family of member or a friend known to the HUUC community.

- A. Conduct a face-to-face meeting to resolve the issue, held between a Board Member, a responsible HUUC member and/or the Minister and the offending party.
- B. Send a letter from the appropriate HUUC leader and/or the Minister to the offending party, specifically outlining the behavior that needs to be corrected. (This step may be conducted in addition to the step above.)
- C. Conduct a special meeting between the Board of Trustees (or designated sub-committee) and any other parties involved in the dispute, with the purpose of developing an appropriate action plan for addressing the issue.

If an action plan is developed, it will be administered by the Board of Trustees (or designated sub-committee). Action plans may include, but are not limited to, the following:

- Exclusion of the offending person(s) from HUUC property, worship services, functions, or activities for a certain period of time.
- Specific conditions, behaviors, or terms under which the offending person(s) may return to HUUC property, and/or attend HUUC worship services, functions, or activities.
- Specific conditions, behaviors or terms under which the offending person(s)' membership or attendance will be immediately terminated.
- Permanent termination of the offending person(s) from membership at HUUC, and/or exclusion from HUUC property and participation in HUUC activities.

Permanent termination shall require a two-thirds vote of the Board of Trustees. If membership is terminated, the offending person(s) will be informed in writing within 30 days.

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.

- b. DO NOT run out of the building, as it may be damaged and the building exterior brick may be falling off.
 - c. Wait for end of shaking.
 - d. Exit building immediately if possible.
 - e. Gather in the BACK parking lot.
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

After a major earthquake:

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 BACK parking lot. 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 Heritage Room, you are to look for the other people that were in the Heritage 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. Teachers should bring their class roster.
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 BACK parking lot. 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 BACK parking lot.

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.

Firearms Policy

Handguns and other firearms are not permitted in the Heritage Church building or anywhere on Heritage property, except in a locked car parked in the parking lot for a lawful reason. The only exception to this policy is a peace officer on the property pursuant to their official duties. Ohio law states that a concealed-carry permit holder is not authorized to carry a concealed firearm into “Any church, synagogue, mosque, or other place of worship, unless the church, synagogue, mosque, or other place of worship posts or permits otherwise.” Ohio Revised Code 2923.126(B)(6). There is no need for this policy to be posted to be enforced. The Board of Trustees may decide it should be posted, and where, in its discretion.

Hazardous Material Storage Policy

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

Inspection Procedures

General Safety Inspection (Annual)

1. The Board of Trustees will annually appoint a team to do a self-inspection of all the church facilities and grounds. It is recommended that a minimum of two people do the self-inspection together to provide a variety of perspectives.
2. The team will obtain a good self-inspection checklist. As of the writing of this procedure, a self-inspection checklist can be downloaded from the Church Mutual website at this location: https://www.churchmutual.com/media/pdf/Self_Inspection_Checklist.pdf. Note: By downloading the latest edition of a checklist prepared by others, the church will avail itself of the latest thinking regarding safety and security. Items on the checklist that don't apply to Heritage Church can be marked “N/A.”
3. Set a date and time for the inspection. If possible, use the same month of the year each year.
4. Perform the inspection using the checklist.

5. Develop recommendations for remediation of any problems that are discovered, and for overall improvement.
6. Communicate the recommendation to the Board of Trustees. Request funds where needed.
7. Where possible, take action to remove or correct problems.

Ansul Stove/Oven Hood Inspection (Semi-Annual)

The Ansul Stove/Oven hood must be inspected every 6 months by an approved agency such as Cintas. As of March 2014 the church has scheduled Cintas to come in April and October of each year to do the inspection and provide documentation for fire inspections.

Fire Extinguisher Inspection (Annual)

Fire extinguishers must be tested by the fire department yearly.

Automated External Defibrillator (AED) Inspection (Annual)

The AED must have the battery checked every year. Battery should be replaced every five years.

RECORD KEEPING: Records of dates of inspections, battery changes and actions taken shall be kept by the Church Administrator in the church office.

Medical Emergency Procedure

There are FIRST AID Kits in the hallway, the Great Room, **the nursery bathroom** 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 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. An automated external defibrillator (AED) is located in the Great Room by the door next to the preschool room. Have someone get it and apply it using the instructions as quickly as possible.
 - e. CONTINUE WITH PUMP or AED 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 Religious Education Professional must also be notified.

Sex Offender Policy

The safety of our children, and all who participate at HUUC, 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 HUUC ministerial staff will periodically check the Ohio state 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 HUUC, 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.

In the situation in which a known sexual offender is seeking participation or a current participant is revealed as a sexual offender, the Heritage Board of Trustees has approved the following policy.

A response team consisting of the minister, religious education director, the president of the Board of Trustees and several members of our congregation who may have an expertise in this area would be established. The purpose of this team would be to gather information, using the resources available, to make a decision of 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 Heritage.
- The minister contacting the treatment provider or the parole officer.
- A risk assessment done by a qualified therapist with the outcome being a low risk factor for recidivism.
- A signed 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.

Smoking Policy

Smoking is not allowed in the building, the playground or the entryway. This includes all pipes, cigars, cigarettes and e-cigarettes.

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 from the office, the Board of Trustees, or someone else who will monitor conditions.
2. While other church activities continue, the appointed person should:
 - a. Listen for radio 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 (similar to 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 a Doppler radar 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, the furnace/chair storage room, inner RE office, Minister's study, and Heritage Room along fireplace wall. (Note: The hallway is only safe if tables are used to protect from the entry way glass. The sanctuary, great hall, classrooms and kitchen (other than furnace room) have too many windows to be considered a safe shelter location.)
 - d. Person(s) monitoring the radio, TV or weather monitor should bring it with them 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.
 - g. Get under or behind heavy furniture if possible.
 - h. Turn back to windows, sit if possible, otherwise remain standing.
 - 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 Heritage Church building or property.

1. Gather in the BACK parking lot. 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 Heritage Room, you are to look for the other people that were in the Heritage 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.

Building Closing Policy

Principles: The safety and well-being of the members and staff of the Heritage 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. One of the following should be contacted as standard procedure to make the decision in situations other than those described below are:

Board President, Board Vice-President, Board Past President, Minister, Assistant Minister, staff person in charge of Religious Education

Sunday Mornings

- Generally, Sunday services will not be cancelled due to bad weather or due to cancellation by the scheduled speaker or service leader. An informal, lay-led service will be substituted. The President of the Board and the Chair of the Worship committee will make this determination and arrange for someone to lead this replacement service. The Worship Committee should arrange a stock of materials appropriate for this kind of service, to be stored in conjunction with copies of past sermons.
- If there is a government restriction against driving on the roads (a Level 3 emergency or above), or if no one is available to conduct the service, services will be cancelled.

- Church members will be notified of this decision via the website, email, to the HUUC Announcements, and by a message recorded on the main church phone. These activities will be initiated and organized by the Board President.
- Children's R.E. classes are always subject to the availability of a sufficient number of qualified adults to lead them. When there are not enough teachers for a specific class that class will remain in the sanctuary throughout the service. This will be announced early in the service.
- We respect the right of service leaders, speakers, and teachers to use their judgment before setting out for church when the weather is bad. As soon as a teacher has decided that they will not be attending church, they are expected to contact their R.E. liaison.
- These principles and expectations will be shared with the Heritage community, particularly the R.E. teachers, on a regular basis. They will be included as part of teacher orientation each teaching module, with particular emphasis during the winter season.

Non-Sundays

- Exclusive of Sunday mornings, any time there is a Level 2 or above snow emergency declared by Hamilton County, the church will be officially closed.

Youth Group Policies and Procedures

Youth Participation

1. Participation in Heritage Church Youth Group activities is open to all youth who are in grades 9-12, whose parents/guardians have filled out permission materials allowing for such participation. For legal purposes, anyone the age of 18 or older but still a high school student living with parents/guardians, will be considered an adult however, parents/guardians must still sign any permission materials and follow the guidelines below.
2. Heritage may also provide a "Junior Youth Group" to serve youth in grades 7-8. All policies herein apply equally to any Junior Youth Group or any activities thereof.
3. Youth who participate in Youth Group activities must agree to adhere to the Youth Group Policies and Procedures and follow verbal directions given by staff and adult leaders at all times.

Transportation

1. Transportation to and from Youth Group events shall be provided by parents/guardians. Parents/guardians are responsible for making sure their youth arrives on time for events and is picked up promptly at the scheduled end time.
2. Youth who provide their own transportation to and from Youth Group events must do so with explicit parental permission which is communicated to staff members overseeing the event. Youth the age of 18 or over may provide their own transportation but are not authorized to provide transportation for other members of the youth group under the age of 18 without written permission from that youth's parents/guardians.
3. Carpooling from the church to off-site events shall be provided only by staff members, parents/guardians, or the church's adult youth advisors who have been approved to provide such transportation. Youth the age of 18 or over may provide their own transportation but are not authorized to provide transportation for youth under the age of 18.
4. No single youth and single adult (other than that youth's parent) are to be alone in a vehicle at any time during carpooling to and from off-site Youth Group events. A single adult may transport 2 or more youth in a vehicle as long as they are traveling with other vehicles going directly to and from the same off-site event. A single authorized adult (parent/guardian, staff member or youth advisor) may transport 2 or more youth in a vehicle with explicit written permission from each youth's parents/guardians.
5. Parents/guardians/youth the age of 18 or over are to notify church staff and other adults working with the Youth Group of any special considerations involving transportation well in advance of a scheduled event.
6. There shall be no talking on the cell phone, reading or texting while driving.
7. Chaperones will carry emergency contact information for children in their care.
8. The car must be in good working order with seatbelts for each person. The driver must have a valid driver's license and car insurance.

Adult Supervision/Chaperones

1. At least 2 adults over the age of 21 will be present at all times during all Youth Group events, or other church activities involving minors.

2. All adult volunteers and staff members who will be working with Youth must undergo screening, including possible criminal records background checks as deemed necessary.
3. All adult volunteers who will be working with Youth on a regular basis must be members of the church in good standing and be approved to engage in such work by staff overseeing Youth Group activities.
4. All adults who will be working with the Youth Group are required to read, agree to, sign and follow the Heritage Code of Conduct statement.

Monitoring of Youth Group Activities

1. At least 2 adults over the age of 21 will be present at all times during all Youth Group events.
2. Any room in which there are youth and less than 2 adults present must have its door open at all times, with all persons in the room in clear view to anyone outside the room.
3. At off-site events, staff members and adult leaders are responsible for monitoring the whereabouts and activities of all youth at the event.
4. Youth are prohibited from leaving the group for any reason without receiving explicit permission to do so from staff members or adult leaders at the event.

Parent/Guardian Permission and Liability Waivers

1. All youth must have parent/guardian permission and a signed liability waiver before participating in any Youth Group event. Youth the age of 18 or over and their parents/guardians should both sign their permissions and liability waivers.
2. Special permission slips may be required for some off-site Youth Group events.
3. Permission must be signed, and in writing. Verbal permission does not suffice.
4. Permission slips/liability waivers will be kept on file in the Heritage Church Office.
5. Church staff and adult Youth Group leaders shall respect the potentially sensitive nature of personal information provided on the forms.

Conduct and Discipline

1. Youth are expected to exhibit appropriate behavior at all times, including speech, attire, and actions.
2. “Conduct” and “behavior” include actions, words, and attire. “Appropriate” and “inappropriate” are determined by staff and adult leaders.
3. In the event of disagreement, the decision of the staff will be followed.
4. All proactive measures (adequate preparation, chaperone placement, environmental setup, etc.) will be taken to ensure that youth will be sufficiently engaged in the event or activity so that the potential for misbehavior is minimized.
5. For off-site events, appropriate actions, words, and attire are also determined according to the standards and norms of the event site.
6. Use or possession of alcohol, tobacco or any illegal drug or substance during a Youth Event is prohibited.
7. Youth will refrain from any actions which might endanger their own safety or health or the safety and health of others present at the event.
8. Violence, verbal abuse, destruction of personal or church property, and possession of weapons of any kind is prohibited.
9. The following procedure will be used if a young person engages in inappropriate behavior:
 - Staff and/or adult leaders will ask the young person to behave appropriately.
 - If the inappropriate behavior continues, the youth will be removed from the immediate area of the event or activity for a conversation with the staff member or adult leader regarding the behavior.
 - If the behavior does not improve, a parent or guardian will be contacted to remove the youth from the event or activity, and future participation in Youth Group will be evaluated by staff and/or adult leaders according to the circumstances.
 - If a parent or guardian is not immediately able to come to the event site to remove the youth, she or he will be sent home by the most convenient means available within the transportation guidelines, at the parent’s or guardian’s expense.

10. The focus of all discipline will be on correcting the behavior. In no way shall a young person be made to feel embarrassed or ashamed.

Overnight events

1. District and Cluster events
 - a. It is the policy of Heritage Church to enable its youth to participate in Mid-America Region, Ohio-Meadville District, and other district, regional, and local cluster activities as often as scheduling and appropriate adult supervision allow.
 - b. When participating in events involving youth from other churches (e.g., “cons,” “lock-ins,” retreats, overnights, etc.), all Heritage youth must also follow the rules specific to the events, and the instruction of the adult leaders and coordinators thereof.

2. Overnight sleeping arrangements

Heritage youth are allowed to sleep in mixed-gender rooms provided:

- a. an adult who is awake is present at all times;
- b. the door to the room is always open;
- c. there is only one youth per sleeping bag (i.e., no “coupling” or “grouping”);
and
- d. the rules of the specific event allow for it.

In other words, in this instance, certain District or Denominational rules, if they are more “strict” than Heritage’s rules, will always take precedence.

3. Heritage youth and parents/guardians/youth the age of 18 or over must fill out all forms, and follow all procedures required by the coordinating group or organization, in order to attend and participate in such overnight events.

Use of Media for Youth Group Events

1. Youth will be exposed to words and images that support the values and mission of Heritage Church.
2. All media used for Youth Group activities will be rated at a level appropriate for participating youth. In most cases, films will be rated G, PG or PG-13, with no R-rated

materials used. (An exception for material specific to the UUA's Our Whole Lives [OWL] sexuality education curriculum and program may be made.)

Youth Medication Management

1. Youth the age of 18 or over may not dispense their own medications and must take any needed medications under the supervision of an adult (over the age of 21).
2. Parents/guardians/youth the age of 18 or over are responsible for notifying staff members or adult leaders of any medications needed by their youth during a Youth Group event, including dosage amounts, schedules and other concerns.
3. Staff members and adult leaders are to respect the sensitive nature of medication management and will make the process as inconspicuous as possible. Youth and/or their parent(s)/guardians may request that medications be dispensed and taken in a non-public area.

Sexual Contact, Sexual Abuse and Sexual Harassment

1. All adults working with the Youth Group have a responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual content and "*double entendres*." Physical expressions of affection, such as hugs, certainly have a place, but it is best to allow the youth to initiate the contact, and the adult must be sensitive not to allow them to be too frequent or prolonged.
3. Whenever two youth in a "dating" relationship both attend an event, those individuals are expected (and may be asked) not to engage in any exclusive or intimate activity during the event.
4. In the case of a minor (under 18 years old) engaging in sexual contact, sexualized behavior or sexual harassment, the individual will be removed from the event immediately and parents/guardians will be notified. Repeated incidents of such behavior may result in the youth being ineligible to take part in future youth events. In

addition, participants age 18 and older should be aware that they may face criminal charges for sexual contact with minors.

5. In the case of a staff member or adult volunteer engaging in sexual contact, sexualized behavior or sexual harassment, that person's behavior will be reported to law enforcement officials, and the person will no longer be eligible to take part in youth events.

Mandatory Reporting

1. All staff members and adults working with the Youth Group are subject to the Ohio Statutes concerning mandated reporters, and reports will be made as necessary and as prescribed by the law.
2. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to church staff or to the local welfare agency, police department, or the county sheriff.
3. Reports concerning the possibility of abuse or neglect must be made as soon as possible but in no event longer than 24 hours after obtaining knowledge or having suspicion.

Crisis Management

1. The safety of youth and prompt, clear communication with parents/guardians shall be the top priorities in the event of facilities problems, natural disasters, transportation delays, transportation accidents, injuries, illnesses, missing persons, or threat or incidence of war or terrorist activity.
2. In the event of any emergency, youth are to follow the directions of staff members or other adult leaders present.
3. If a Youth Group event must be cancelled, delayed or ended early because of severe weather or other safety concerns, parents/guardians will be contacted immediately by staff members or youth leaders.
4. In the event that a vehicle transporting youth to, from, or during an event is involved in an accident, all parents/guardians will be notified as soon as is practical, and be told about the accident, injuries (if any), and plans for the remainder of the event.

5. In the event a youth is injured or becomes ill during an event, medical attention will be sought (if necessary), and parents/guardians will be notified (immediately, if medical attention is necessary; or after the event, if it is a minor injury or illness).

Coming of Age Mentor Program

Adult Relationships with Children and Youth

Adults have a responsibility to model appropriate relationships between each other as well as refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between all participants of all ages and cultivate an atmosphere of health and trust.

Coming of Age Program---Special Exception to the Safe Congregation Policy

The Safe Congregation Policy requires that two adults be present when working with a child or youth during church activities. It is acknowledged that participants in the Heritage Coming of Age program have special needs for privacy that differ from the Safe Congregation Policy.

The following guidelines will be used in the Coming of Age Mentor Program:

1. All adults who will act as Mentors in this program will have been members of the church, in good standing, for at least a year.
2. Adult mentors are allowed to meet one-on-one with a youth only at times and places previously approved by the youth's parents/guardians. These meetings must be in the following circumstances:
 - a. In a public place (such as a restaurant or coffee house) where other adults are present at all times.
 - b. In the youth's home with a parent present in the home at all time.
3. Transportation to and from Mentor/Mentee meetings must be provided by parents/guardians. Adult Mentors are not to provide transportation.
4. A Coming of Age Permission Form will be completed by all parties.
 - a. All parents/guardians with youth participating in the program will completed the permission form by parents/guardians of all youth participating. This form will explicitly state their agreement to have their youth participate in this program and their approval to follow the above meeting guidelines.

- b. Adult Mentors will sign an agreement to abide by the meeting guidelines and be in constant consultation with parents/guardians.
- c. Youth will sign an agreement to abide by the meeting guidelines as well.

Appendix A: Checklist Before Leaving the Church Building

| <i>Sanctuary</i> | <i>Heritage Room</i> | <i>Great Hall</i> | <i>Classrooms/ Youth Room</i> | <i>Kitchen</i> | <i>Pre-K and Nursery</i> | <i>Bathrooms</i> | <i>Offices</i> |
|--|--|--|--|---|---|---|------------------------|
| *The thermostat should not be on “Hold”. If it is on “Hold” press the “Hold” button to clear. | | | | | | | |
| Thermostat* | Thermostat* | Thermostat* | Thermostat* | | Thermostat* | | Thermostat* |
| Lights off | Lights off | Lights off (check storage closet) | Lights off | Lights off (check storage closet) | Lights off | | Lights off |
| Windows locked | | | Windows locked | | Windows locked | | Windows locked |
| Window alarm tab attached | Window alarms attached | | Window alarms attached | | Window alarms attached | | Window alarms attached |
| Sliding doors: close, lock, bars in place, alarm tab attached | Lock Doors then push on door frame to be sure it’s locked, then pull back toward you to fully close door | Lock Doors then push on door frame to be sure it’s locked, then pull back toward you to fully close door | Lock Doors then push on door frame to be sure it’s locked, then pull back toward you to fully close door | Check from the OUTSIDE to ensure doors are fully closed and locked. | Check from the OUTSIDE to ensure doors are fully closed and locked. | | |
| Emergency door — push on door frame to be sure it’s locked, then pull back toward you to fully close door. | | | | Stove tops and ovens off. Exhaust hood off. | | Check to see that toilets and urinals are flushed | |
| Photo-electric motion alarms not blocked | | Coffee maker off | | | | | |
| Candles out | Candles out | Candles out | Candles out | Candles out | Candles out | Candles out | Candles out |

Lock the front doors.

Turn on the alarm system, then leave quickly.

Updated May 27, 2014

Appendix B: Staff Accident Report Form

HUUC STAFF 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 HERITAGE CHURCH ADMINISTRATOR

Appendix C: Non-Staff Accident Report Form

HUUC Accident Report

Date _____

Name of Person Filing Report: _____

Name of Subject _____

Guardian/Parent Notified _____

Location _____

Brief description of incident:

Action or Preventative Repair Needed?

Please put this form in the Church Administrator's Mailbox in the church office.

Follow Up Action

Signature: _____

Date _____

Appendix D: 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