

Safety Manual

First Unitarian Church of St. Louis



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What is this Safety Manual?

This is a plan for the physical safety of all people in the First Unitarian Church building and grounds.

All staff and Sunday morning volunteers (greeters, ushers, and teachers) need to be familiar with the plan's various safety procedures. If you have a clear understanding of their positions of responsibility, you can help mitigate the impact of any event that may threaten the safety of people in the church.

This plan is prepared and updated by the Safety Committee, with consultation from groups such as the Religious Education Committee and the Church Council. Each year, the Safety Committee will make this manual available to staff and volunteer leaders and conduct an annual review and training. It will also make the Safety Manual available to rental groups.

The Safety Committee will review the plan in a timely manner and submit changes or new recommendations to the Church Council.

The committee will review and update the plan yearly and after:

- An emergency event
- Changes in personnel, organizational structure, the facility, equipment, or membership size
- Formal exercises
- Threats or hazards change, or new ones emerge
- Changes in congregational demographics (i.e. language needs)

This plan was adopted in 2015

By: The Church Council

and supersedes all previous plans.

Revisions:

Personal safety for adults at church



Safety on Sunday mornings

- Volunteers and staff should not leave purses, backpacks, etc. unattended.
- Ushers can lock possessions in the Religious Education office.
- Greeters, Hospitality, Sandwich Making, Fair Trade, Sexton and others can lock possessions in locker in the kitchen. The Sexton will keep the key.
- Teachers can keep possessions in their classrooms or lock them in the RE office.
- RE Staff can lock possessions in the office.
- Greeters and RE Staff should keep their cell phones in an easily accessible place.
- All volunteers and staff are urged to **not** leave items in their cars.

Safety on weekdays and Saturdays

- All people entering the building with their own key during office hours will check in at the office.
- If appropriate, it will be indicated next to the alarm who is in or out of the building.
- All members and staff are urged to not leave items in their cars.
- People are not to be admitted to the building during office hours unless they have legitimate business.
- Staff will not give direct assistance (cash, food, etc) to people who may make such requests. See Visitors in Need Policy.
- When staff leave the building with bank deposits or other valuables, they will be accompanied to their car by another staff person.
- Staff and members are strongly encouraged to not enter or leave the building unaccompanied after dark.

Religious Education policies: Safety for children at church



Note: See appendix for Safe Church Policy and Allergy Policy.

To ensure the safety of children:

- Parents will register all children who regularly participate in the program, including giving their medical emergency information.
- Parents will be informed that their children will only be released to the adult who dropped them off, unless otherwise directed. Parents should inform the Religious Educator if there is a person to whom a child should **not** be released.
- Teachers will record attendance every week and keep the attendance folder in their classroom.
- For Chapel activities, parents will sign their children in and out.

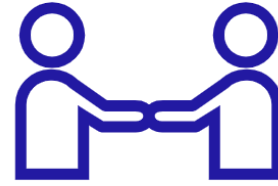
During transitions from the Sanctuary to the classrooms or Chapel:

- The Religious Educator will exit the Sanctuary last to make sure all children are with the group.
- One teacher will wait at the bottom of the steps to direct children to the proper location.
- The Religious Educator or assistant will check the hallways and classrooms to make sure all children reached their proper destination.

Teachers in all classrooms will have walkie talkies (in addition to the Greeters and Religious Educator). Teachers will keep their cell phones in a readily accessible place.

Children will always be accompanied by an adult during class time or social time, including playtime and gardening outside. If a greeter sees a child leaving the building without an adult, they should tell the child to wait.

Greeting people at the front door



This policy is about church visitors. The Minister has the ultimate authority to decide how to handle individual situations. This policy is developed by the Social Responsibility Committee in consultation with the Minister, office staff, Care and Concern Committee chair, and Policy Board President.

Decisions regarding visitors should be based on their actions and statements and not on their race, dress, gender, etc.

Members/friends of the church: Members and friends in need are assisted by the Care and Concern Committee and the Minister.

Greeting visitors seeking material assistance

There should always be **2 greeters** at the door on Sunday mornings. Check to make sure you each have a cell phone and that the walkie-talkie is on the table near the door.

Our practice is **not** to give material assistance (money, food, or supplies) to visitors in need. Instead, we offer kindness, dignity, and information about where to get assistance. Therefore we actively support organizations and programs that provide direct service to people in need and can make a far greater impact on individual lives than we ever could alone.

If a visitor in need asks for food or money:

- Please say, “I am sorry, but the food we have is meant to go to other churches and organizations for distribution. I am not allowed to give out food or cash. I don’t have any cash.”
- Tell the person that Trinity Episcopal serves a hot lunch at 2:00pm and their food pantry is open Tues, Wed, Thurs 1:30-3:00pm. Sack lunches are available at Gateway 180 and Centenary Methodist (downtown). Please note: CRC has small amounts of food during the week, but generally not on Sunday morning.
- Invite the person to our worship service and/or to Fellowship Hall for a cup of coffee or tea (only using the cups that we provide). One of the greeters should walk the person up to the worship service or down to Fellowship Hall and make sure they get settled in. Ask a long-time church member to keep an eye out and help the person get coffee so you can return to greeting.

- If someone is aggressive or insistent, be calm and repeat what you have already said. If this does not work and they remain aggressive, one greeter should briefly leave to get help from the Church Administrator, Church Sexton, or other members who are available.
- Under no circumstances should a greeter or member take a person to a gas station, grocery store, etc. to buy an item for the person.

If a visitor in need asks to see the Minister:

- Please say, “The minister is not available on Sunday morning for one-on-one talks. I invite you to come back during the week to talk with the minister. It is better to come at a set time, so please leave me your name and a way to contact you. If you do not have contact information, please come during the week to set up an appointment.”
- Invite the person to our worship service and/or to have a cup of coffee or tea and follow the procedures above.

If a visitor in need asks to use a restroom or for a drink of water:

- Please direct the person to the restrooms and drinking fountain in Fellowship Hall (do not let them go into the RE wing). One greeter should follow them as described above.
- Invite the person to our worship service and to have a cup of coffee or tea.

If someone reports there is panhandling happening on the parking lot:

Please tell the Religious Educator. One of the greeters or the Religious Educator should tell the Security Guard.

If a visitor in need gets aggressive:

Most people who want material assistance will leave once they realize they will not get cash, food, etc. Occasionally someone may become belligerent or aggressive. In such cases:

- Position yourself so you have a way to get away from the person if needed – don’t get boxed into a corner.
- Keep your cell phone with you in case you need to call for help.
- If someone is aggressive or insistent, **stay calm** so you don’t escalate the situation.
- Repeat that we cannot give food or cash, and ask them to leave. Sometimes it may be best to give them money if it will make them leave the building.
- If this does not work and they remain aggressive, one greeter should briefly leave to get help from the Church Administrator, Church Sexton, or security guard.

- Consider calling the Behavioral Health Crisis Hotline for help:
800-811-4760
- If needed, call the police. Be aware that calling the police may exacerbate the situation (this does not mean to *not* call – just be aware).
- If you do call the police, tell them if you believe it is a mental health problem, drugs or alcohol, or if the person is armed.

Please report any incident to the church staff. The non-emergency police number is 314-231-1212.

Dangerous intruder: Hide, Run, or Fight



There should always be **2 greeters** at the door on Sunday mornings. Check to make sure you each have a cell phone and that the walkie-talkie is on the table near the door.

In the event of a physically threatening intruder (with a gun, knife, or other weapon) experts suggest that people **Hide, Run, or Fight** (in that order). Greeters, ushers, teachers, and church staff will need to stay calm, assess the situation, and guide people to the proper course of action.

In RE classrooms:

In such an event, **hiding the children in the classroom** is always the first step. If teachers and children are in the hallways, bathrooms, or outside, they should immediately find a place to hide. Then:

- Lock the doors.
- Turn out lights and pull the shades.
- Keep everyone quiet.
- Silence cell phones, but do call 911 and let authorities know where you are – 5007 Waterman Boulevard.
- Go into the closest or farthest corner from the door – each teacher should plan ahead for a safety site.
- Stay in the classroom until evacuated by police.

If and when you can exit the building:

- Walk quickly and calmly with your hands in the air.
- Do not approach police officers. Unless asked, report casualties or injuries to EMT officials – not to the police.

- If possible, after evacuation, take the children to the far end of the Waterman parking lot or across the street to the CRC parking lot.
- Teachers will keep children with them until a parent/caregiver picks-up the child.

In the Chapel:

The Religious Educator, RE Assistant and teachers should stay calm, assess Hide, Run and Fight, and help people take action:

- Lock doors to Chapel and Chapel closet foyer door.
- Consult sign-in sheet to make sure all children are present.
- Instruct people to silence cell phones and call 911.
- Hide as many people as possible in the Chapel closet – lock door.
- Move people away from the windows.
- If possible, put furniture in front of the Chapel door.
- Put tables on their sides for people to hide behind.

Stay in Chapel until evacuated by police. Do not leave until you are completely sure that the police are evacuating.

- When evacuated, take children to location in which you are directed.
- Keep children as a group until a parent/guardian takes custody – make notation in the attendance folder.
- Inform EMT professionals and RE staff of any missing or injured children or adults.

In the Sanctuary:

If the ushers are alerted that there is a dangerous intruder in the building they should:

- Silence cell phones and call 911 to let them know where they are.
- Lock the doors at the entrance to Eliot Hall.
- Tell people in the Dodson Room to hide in the restroom and lock the door.
- Block doorways with furniture as much as possible.
- Calmly walk through the sanctuary and tell people to hide under the pews as best as they are able.
- Inform the minister or speaker of the situation who will also tell people to hide and again to silence cell phones and should take cover as well.

When you exit the building:

- Walk quickly and calmly with hands in the air.
- Do not approach police officers. Unless asked, report casualties or injuries to EMT officials – not to the police.

In Fellowship Hall:

Sexton, Greeter and Safety Team members should assess Hide, Run and Fight and help people take action:

- Call 911, then silence your cell phones and tell others to do the same.
- People should be aware of multiple exits on the north end of the building and the boiler room as a possible hiding place (in addition to restrooms on the north end).
- The kitchen should be locked down as much as possible (lower counter screen, close and lock doors). People can hide in the kitchen if feasible.
- People should know to take cover under tables and hide in alcoves as they can.

Physical and mental health emergencies



Handling a physical emergency

Any injury (no matter how minor) that happens to a child will be reported to their parent or caregiver.

Fill out an incident report whenever there is an event that could involve injury.

To treat a minor cut, burn, scrape, etc:

Get a First Aid kit from the kitchen or the janitor's closet next to the Women's Restroom on the 1st floor of the Religious Education wing.

If someone falls:

Keep the person still and comfortable until a medical professional can assess them for possible injury. Call 911 if it seems warranted.

Treating a heart attack, sudden cardiac arrest, or shock:

1. Check the person's breathing, pulse, and if they have a medical alert bracelet.
 - Call 911 right away. Ask for help to be sent to 5007 Waterman Boulevard, stay on the line, and follow the dispatcher's instructions.
2. Try to locate someone at the church who is trained in CPR, such as a doctor or other medically-trained person or church staff. Call out if necessary.
3. If you are a trained rescuer, begin CPR.
4. Send someone to get the AED (automated external defibrillator). It is

The AED (automated external defibrillator) is a portable medical device that delivers an electrical shock to restart a person's heart. It gives voice prompts that tell you exactly what to do and will only administer a shock if needed, so there's no reason to hesitate.

- located in the front hallway (foyer) by the alarm system. Yell out if needed.
5. Have one person continue chest compressions while another starts the AED.
 6. Follow the voice prompts from the AED.

Handling a mental health issue

Note: Material for this section is from Mental Health First Aid USA.
(www.MentalHealthFirstAid.org)

A church is a place of solace and comfort for people who may be experiencing mental or emotional duress in their life. People with various mental challenges may seek the companionship of our church community on a Sunday morning.

This information will help volunteers and staff recognize some acute mental health conditions and suggestions for responding in compassionate, useful, and safe ways.

Mental health action plan

First, assess the person for risk of suicide or harm. If a person appears at risk of harming themselves or others, you must seek professional help for them right away.

- Listen non-judgmentally
- Give reassurance and information
- Encourage appropriate professional help
- Encourage self-help

If you become aware of suicidal tendencies, acute depression, eating disorders, or other issues, tell the minister so the person can be directed to seek professional mental health guidance.

Encourage them to:

- Call the Behavioral Health Crisis Hotline: **800-811-4760**
- Visit Behavioral Health Response online:
<http://bhrstl.org/who-we-are-2-2/>

Handling specific mental health issues:

Panic attacks

A panic attack is an episode of high anxiety with fear and physical discomfort. It develops quickly and peaks in about 10 minutes. Symptoms may include:

- Rapid heart rate
- Sweating
- Shaking

- Shortness of breath
- Chest pain
- Nausea
- Dizziness
- Chills or hot flashes

If you suspect someone is having a panic attack:

1. Ask the person if they have had a panic attack before. If they have, ask what kind of help they need. If they have not, suggest they may be having a panic attack and offer help.
2. Talk in a calm and firm manner. Be patient. Ask the person what they think might help.
3. To slow down the person's breathing, have them place their hands on their stomach to feel the rate of their breathing.
4. Reassure the person that they are in a safe place and that the symptoms will subside.
5. After the attack, encourage the person to seek professional guidance.

The symptoms of a panic attack can resemble those of a heart attack. If you are not sure, follow physical safety guidelines until a medical professional can assess the situation.

Check for a medical alert bracelet.

Psychosis

Psychosis is when a person, for a variety of reasons, has lost contact with reality which results in severe disturbances in thinking, emotions, and behavior.

If a person presents with an Acute Psychotic Phase (delusions, hallucinations, disorganized thinking) try to:

- Remain calm and listen without judgment.
- Understand that these are symptoms.
- Communicate in a clear manner and repeat things if necessary.
- Be patient.
- Be aware that the person may not understand what you are saying.
- Consider complying with their requests unless they are unsafe or unreasonable.

When you're with the person:

- Do not argue, confront, or criticize the person.
- Don't take the comments personally.
- Don't use sarcasm or laugh at the person.
- Try not to state judgments, dismiss or minimize the person's statements.
- Try not to act alarmed.
- Do not encourage the person's delusions.

Rarely, a person may act on delusions or hallucinations. **Your main task is to de-escalate a situation.** Do not further agitate the person. Remain calm and maintain safety for you and others.

Aggressive behavior

If a person becomes aggressive, take precautions for your own safety at all times.

Remain calm and try to de-escalate the situation.

- Take threats or warnings seriously and seek outside help immediately.
- When talking with an aggressive person, be sure you are located with a way to exit – move away from corners and walls.
- Speak to the person slowly and confidently.
- Do not respond in a hostile or challenging manner. Do not argue, threaten, or raise your voice.
- Avoid nervous behavior like fidgeting, shuffling feet, and quick movements.
- Do not restrict the person's movement.
- Be aware that calling law enforcement may exacerbate the situation (this does not mean to not call – just be aware)

If you do call the police, tell them you believe this to be a mental health problem. If you think drugs or alcohol may have caused the aggression, tell them this as well. Tell police if the person is armed.

(See appendix for Alcohol Policy)

Evacuating and Sheltering-in-place

Evacuating for a fire



Scenario 1: Fire in the sanctuary

If a fire starts in the front (where chalice and candles are burning):

1. Evacuate the sanctuary: The minister or worship assistant will direct people in front pews to exit to the rear of the sanctuary. Ushers should open doors so people can easily exit.
2. Smother the fire using:
 - The small extinguisher under the pulpit
 - The extinguisher under the light switches

To use a fire extinguisher:
Pull the pin (on the top)
Aim at the base of the fire
Squeeze the trigger
Spray in a sweeping motion
from left to right

- The fire-retardant blanket located under front pew
 - If needed, the full-size extinguisher located right outside the sanctuary in Eliot Hall, behind the church banner
3. If needed, **pull the fire alarm** located at the top of the stairs (between Eliot Hall and the RE classrooms).
4. Ushers should:
- Continue **directing people to exit** through the rear of the Sanctuary. Have people use the stairs – not the elevator.
 - Direct people with **limited mobility** to the Dodson Room or Clark Room to wait for help in evacuating.
 - One Usher will **call 911** and inform Fire Department of the fire (the church address is 5007 Waterman). Tell the dispatcher that the fire is on the 2nd floor and that there are people with limited mobility who will need help evacuating.
 - One Usher will **tell the Greeter** that the sanctuary is being evacuated due to a fire around the chalice.
5. Greeters should:
- The Greeters will **open both front doors** so people can easily leave. Direct people to our parking lot or to the CRC lot across the street.
 - The Greeters (or someone they designate) will wait for the Fire Department at the curb and tell them where the fire is located.

Make sure everyone is out safely:

- One Usher will check the bathroom in the Dodson Room.
- Once the sanctuary is evacuated, the ushers will close all doors.
- Do not re-enter building until given permission by the Fire Department.

Scenario 2: Alarm is sounded and the location of the fire is not known

Calmly evacuate the entire building.

To evacuate the sanctuary, the minister or other speaker will:

- Announce the need to evacuate the sanctuary and that people should listen to their directions.
- Parents:
- Announce to parents that their children are being evacuated to the lawn along Kingshighway.
- Tell parents with children in **nursery and RE to exit first, get their children,** exit out the xx door and proceed to the Kingshighway lawn.
- People sitting in the front half of the Sanctuary should exit in pairs through the Hosmer Room (point to location) and go through the alley to our parking lot.

- Tell people in the back half of the Sanctuary to exit in pairs through the back of the Sanctuary and use the stairs to leave through the front of the building.
- Ask people sitting next to a person with limited mobility to help the person to the Dodson room to wait for assistance from the Fire Department in evacuating the building. Do not get in the elevator.
- One Usher will check the bathroom in the Dodson Room.

One Usher will call 911 and:

- Tell the Fire Department about the fire (church address is 5007 Waterman at Kingshighway).
- Tell them there are people with limited mobility who will need help evacuating.

The Greeter will open both front doors to facilitate evacuation.

- Direct people to the parking lot or to the lot across the street at CRC.
- Either the Greeter or someone they designate will wait for the Fire Department at the curb and tell them where the fire is.
- Also tell the Fire Department that people with limited mobility are on the second floor, and possibly infants and toddlers.

To evacuate Fellowship Hall, either the Minister, Board President, Religious Educator, or Sexton will:

- Announce the need to evacuate Fellowship Hall.
- Point out the 2 exits to the alley and the exit to the front of the building should be pointed out. Ask people to leave in pairs and head to the parking lots.
- Call 911 and tell the dispatcher where the fire is in the building (if known).
- Tell parents that children in classes are being evacuated to the Kingshighway lawn. Parents should evacuate with others and walk around (if possible) the building to Kingshighway.
- People with limited mobility and a partner should be directed to the North West exit to the alley (if possible).
- Sexton should open exits to the alley (kitchen and by bathrooms) if feasible.
- Sexton should check bathrooms, Op Shop, bookstore and library.
- Greeters should open front doors and direct people to parking lots.
- Do not re-enter the building until directed to do so by the Fire Department.
- After each area has been evacuated, close all doors (hallways, classroom, etc.)

Scenario 3: Fire in the kitchen or Fellowship Hall

If the fire is in the kitchen or Fellowship Hall, the sexton and hospitality volunteer should:

- Evacuate the kitchen and Fellowship Hall. The sexton should announce that people in the kitchen and Fellowship Hall need to evacuate. Direct people to the ramp room so they can exit through the front door of the church.
- Smother the fire using:
 - The fire blanket located next to the door of the pantry
 - The fire extinguisher located in the kitchen by the pantry
 - The fire suppression system – press the button next to the fire alarm in the kitchen.
- Pull the fire alarm located in the kitchen next to the pantry or by the boiler room.
- If needed, call 911 and inform the Fire Department of the fire (the church address is 5007 Waterman). Tell the dispatcher that the fire is on the 1st floor in the back of the church.
- Try to confine the fire by closing doors and windows, once people have been evacuated.
- Sexton should check bathrooms, Op Shop, bookstore, and library to make sure everyone is safely out.
- Tell parents that children in classes will be evacuated to the Kingshighway lawn.
- Greeters should open front doors and direct people to parking lots.
- Sexton should exit and wait at the curb for the Fire Department to direct them to the location of the fire.
- Do not re-enter the building until directed to do so by the Fire Department.

To use a fire extinguisher:

Pull the pin (on the top)

Aim at the base of the fire

Squeeze the trigger

**Spray in a sweeping motion
from left to right**

Scenario 4: Fire in the Religious Education wing

If a fire starts in a classroom:

Use the classroom fire blanket to smother a fire. The blanket is located in xxx.

If you extinguish the fire:

- Exit the classroom with the children, (bring attendance folder) and tell the Religious Educator about the incident.
- The Religious Educator or Sunday Morning Assistant will:
- Tell the teacher and children where to go.
- Check the classroom to make sure the fire is totally extinguished.
- Locate the children's parents in the sanctuary and ask them to come out to join their children.

If you cannot extinguish the fire:

- Have the children line up in pairs and lead them out of the room, with one teacher at the back of the line. Bring the attendance list.
- Close the classroom door behind you.
- Exit to the Kingshighway lawn. You can tell the teachers in the other classrooms as you pass by that you are evacuating.
- Pull the closest fire alarm as you exit. Fire alarms are located by the back stairwells (and front) of the RE wing, and by the stairwell and back exit for the classrooms under the chapel.
- Use the steps only, not the elevator. If you have a child with limited mobility, you may need to carry them.
- If your classroom is on the lower level under the Chapel, exit through the door at the end of the hall which will put you near the alley. Walk around to the Kingshighway lawn.
- Call 911 and tell the dispatcher where the fire is located.
- Once outside, do a headcount. If you are missing a child, tell the Educator or Assistant right away.
- Release children only to their parents or known guardian. Mark in the attendance folder to whom you released the child to.
- Do not return to the building until the Fire Department tells us it's safe to do so.

Note – there are fire extinguishers located by the bathrooms on each level of the RE wing and by the lift for the classrooms under the Chapel. If possible, an adult could use the extinguisher, but your primary responsibility is to evacuate the children and pull the fire alarm.

Scenario 5: Fire in the Chapel

Evacuating children from the chapel:

When the children meet in the Chapel their parent/caregiver will sign them in and indicate whether a parent/caregiver is remaining in the Chapel or going to the Sanctuary.

If the Chapel needs to be evacuated:

- Have the children line up with the adult who is their regular classroom teacher. Parents who remained in Chapel should join the class groups.
- Exit out of the Chapel foyer to the Kingshighway lawn. If this is not possible, exit into the Memorial Garden and go through the alley to the parking lot.
- Close the doors once everyone is evacuated.
- Call 911 and tell the dispatcher where the fire is located.
- Once outside, do a headcount. If you are missing a child, tell the Educator or Assistant right away.
- Release children only to their parents or known guardian. Mark in the attendance folder to whom you released the child to.
- Do not return to the building until the Fire Department tells us it's safe to do so.

Note – there are fire extinguishers located by the elevator in the Chapel foyer and the alarm is in the Chapel foyer by the doors leading to the Memorial Garden. If possible, an adult could use the extinguisher, but your primary responsibility is to evacuate the children and pull the fire alarm.

Evacuating and sheltering for severe weather



The greeters should monitor the weather via a weather radio.

If the greeters observe severe weather and hear a Weather Service warning on the radio, they should tell these people it's time to take shelter:

- Tell an usher, who can tell the minister or speaker to evacuate the sanctuary
- Tell the RE Director, who will tell the teachers to evacuate the classrooms or the Chapel
- Tell the sexton, who can evacuate Fellowship Hall

Evacuating the sanctuary

- An usher will go forward and tell the minister or speaker that the sanctuary needs to be evacuated so people can shelter on lower levels of the church.
- Tell parents with children in the nursery (nursery only) they can leave first and retrieve their children. Ask them to take the east stairs by the Clark Room down to the hallway under Hope Chapel.
- Tell other parents that their children are being taken to the hallway under Hope Chapel.
- Ask people to exit in pairs:
 - Ushers will direct parents to use the east stairs by the Clark Room down to the hallway under Hope Chapel to be with their children.
 - Direct non-parents to use the stairs that lead to the front foyer and to gather in the first-level RE hallway.
 - Note: Ushers will need to assess exiting rates – if there is a low number of parents, they should direct every other pair of people to the east stairs vs. the stairs to the front foyer.
 - Once all children and their parents are in the lower level, the Religious Education Director may be able to direct more adults from the RE wing to the lower level.
 - People with limited mobility should be escorted to the hallway on the second level. If possible, help them to the first floor down the east stairs by the Clark Room. Do **not** use the elevator.

If a storm approaches too quickly for a full evacuation, tell people to take shelter under the pews, away from the windows if possible. No one should stay in the front foyer.

A supply of bottled water and working flashlights will be kept on a shelf by the elevators on the lower and first levels.

Evacuating Fellowship Hall

A greeter should tell the sexton and hospitality volunteer that taking shelter is necessary.

The sexton and hospitality volunteer should:

- Ask people to move away from the windows.
- Direct people out of Fellowship Hall to the ramp room and the interior hallway of the Religious Education wing. Some of them can go to the hallway under the Chapel, as space allows.
- Help people with limited mobility move to the large restrooms off of Fellowship Hall.

The Religious Educator and Sunday morning assistant will check classrooms and other rooms to make sure everyone is sheltering in designated areas. Any unattended children will remain with the Educator or assistant.

In the event that a full evacuation of Fellowship Hall is not possible, tell people to take cover under tables and move as far away as possible from the large windows that look out onto the Memorial Garden.

Evacuating Religious Education classrooms and the Chapel

In the event of bad weather, but no official warnings, teachers will close blinds in classrooms and keep children away from the windows.

If the weather appears to be severe during a Chapel program, the Religious Educator or someone appointed by them will go to the greeter station and help monitor the weather radio.

If there's a Weather Service warning or tornado sirens, the Religious Educator or a greeter will tell teachers in the classrooms or in the Chapel to evacuate children to the hallway under the Chapel.

Teachers will:

- Escort children to the hallway below Hope Chapel. Do not use the elevator; carry any children with limited mobility.
- Take the attendance folder and make sure they have all students.
- Immediately report any missing students to the Religious Educator and/or the Sunday morning assistant. They will check bathrooms, etc. for missing students.
- Keep students with them until released to a parent or caregiver, and will note in the attendance folder who has been released.

- If the power goes out during a storm, teachers will find flashlights and water located in the hallway under the chapel. There is emergency back-up lighting in this hallway that will stay on.
- Teachers and students and any parents should remain in the hallway until given the all clear by the Religious Educator.