

Evacuations and Shelter in Place

Fire

- Always evacuate the building should the alarm go off.
- Call 911.
- Open both of the front doors.
- Direct people to the parking lot.
- Do not use elevator.
- Children will go to Kingshighway lawn area.



Severe Weather

In the event of adverse weather, but no immediate warnings, the greeter should monitor the weather via a weather radio.

If through observation and warnings being issued on the radio it seems prudent for people in the sanctuary to be evacuated or to take cover, the greeter should inform an usher and the usher will go forward and inform the minister or speaker.

At that point, the procedures for a tornado evacuation will be implemented.



Greeting and Safety for Yourself & the Congregation



First Unitarian Church of St. Louis strives to be a sanctuary in all ways: spiritually, in relationships, and physically.

Safety experts agree that the first step in physical safety is to be aware of your surroundings and anticipate what you would do in the different situations discussed here.



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Welcome!

As the greeter on a Sunday morning you also play an important role in making our church as safe as possible for the congregation.

This booklet contains a few tips and reminders.

Safety Manual

The church building is complicated and there are a variety of events on a typical Sunday morning, so there is no one easy version to evacuate the building or to shelter in place.

Please familiarize yourself with the Safety Manual, which has plans for a variety of contingencies.

Feel confident in speaking as a leader and authority figure in the congregation.

Dangerous Intruder

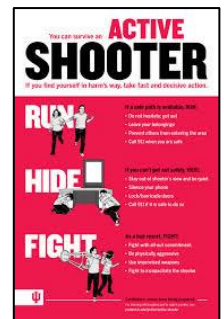
In the event of a physically threatening intruder (guns, knives, etc) experts suggest that people Run, Hide or Fight (in that order).

Greeters, ushers, teachers, staff, etc. will need to assess the situation and guide people to the proper course of action.

Call 911 immediately and then silence cell phone.

Walkie talkies are on the greeter table to inform classroom teachers to lock down their rooms. Yelling is also an option.

If feasible help people exit – remind them to walk quickly, but calmly with hands visible.



Heart Attacks, Sudden Cardiac Arrest or Shock

1. Check for breathing, pulse and medical alert bracelet.
2. *****Call 911 immediately*****
3. Ask for help to be sent, stay on the line and follow instructions.
4. Attempt to locate someone who is trained in CPR (if available) -- medical personnel, staff, etc. Call out if necessary.
5. If you are a trained rescuer, begin CPR as taught.
6. Send someone to get the AED - It is located in the foyer by the alarm system.
7. Have one person continue chest compressions while another starts the AED.
8. Follow the instructions from the AED



The door must be monitored at all times; please do not leave the unlocked door unattended.

When people ask for assistance or food

Welcome and chat with our neighbors who come for a cup of coffee.

Invite people to the worship service or to have a cup of coffee.

We are unable to provide food (this includes sandwiches on Sandwich Making Sundays) or cash assistance to individuals.

Also, the minister is not available on Sunday mornings for one on one conversations.

If people come asking to use a restroom, please direct them to the ones off Fellowship Hall.

Please see 'Visitors Seeking Direct Assistance' guidelines for more information.



Law Enforcement

Should you need to call Law Enforcement be aware that this may exacerbate the situation.

This does not mean that you should not call – just be aware of how the person may react.

If you do call law enforcement, inform them that you believe this to be a mental health problem.

If you think drugs or alcohol may have induced the aggression, inform them of this as well.

Tell law enforcement if you are aware that the person is armed.



Aggressive Behavior and/or Mental Health First Aid

If someone presents with a mental health issue — erratic or aggressive behavior — remain calm and do not argue with the person.

Take threats or warnings seriously and seek outside help immediately.

Speak to the person slowly and confidently.

Do not respond in a hostile or challenging manner.

Do not argue.

If you should feel threatened, always position yourself so that you have a way to exit.

Have your cell in an easily accessible place.

Ask for help.

Refer to the Safety Manual for more complete information about various conditions

Physical Medical Emergencies

First Aid kits are kept in the kitchen and in the janitor's closet next to the women's room on the first floor of the Religious Education wing. These can be used for minor cuts, burns, scrapes, etc.

Any injuries (no matter how minor) to children will be reported to parents or care givers.

In the case of falls, keep the person still and comfortable until a medical professional can assess the extent of possible injury. Call 911 if it seems warranted.

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



