

UUFCM Safety Procedures

UUFCM Tornado Warning Response Procedure

- Approved by the UUFCM Board, April 8, 2018

Tornado shelter information is posted on the wall by the door in each room.

Upon receipt of tornado alert, the congregation will be notified by the congregation safety coordinator(s).

Congregants should proceed to the Green Room or the Hallway adjacent to the Sanctuary or the Basement.

Children should be brought to those locations by their care persons.

People with disabilities will be assisted by designated congregants.

Congregants are asked to remain in place until there is an all-clear notification.

UUFCM Fire Response Procedure

- Approved by the UUFCM Board, May 6, 2018

Fire safety information is posted on the wall by the door in each room.

The minister, employees, safety coordinators, and board members will receive annual training on the correct usage of fire extinguishers. They should use a fire extinguisher **ONLY** during the beginning stages of a fire, and **ONLY** if the fire is, in their judgment, controllable.

If other individuals know how to use a fire extinguisher, they may use it without risking injury **ONLY** during the beginning stages of a fire, and **ONLY** if the fire is, in their judgment, controllable.

An event leader or their designee is responsible for calling the fire department (non-emergency, 989-773-1000), or calling 911 (emergency).

The safest response for other congregants is to exit the building.

Congregants in the Sanctuary should exit through the double doors in the back of the sanctuary. Doors open inward.

Occupants of other rooms should use the nearest safe exit as designated by the signage.

People with disabilities will be assisted by designated congregants.

Children should be directed to the nearest safe exit by their care persons.

Our Church designated meeting area is in front of the Library. Parents should meet their children in front of the Library.

UUFCM Intruder Response Procedures

Recognizing that there is no guaranteed safety if there is an intruder, our goal is to have safety protocols in place that will reasonably minimize risk.

Guidelines

- We will have a signal which would indicate intruder and initiate action.
- There will be kick sticks in place in five rooms – sanctuary, green room, fellowship hall, nursery and minister’s office to barricade doors.
- Install a slide lock on the Wisconsin door.
- Order of action
 - Run if at all possible
 - sanctuary and green room out front doors
 - fellowship hall and nursery out kitchen door
 - minister out Wisconsin door
 - Hide if can’t exit the building
 - shut and barricade doors, lights off, quiet, far corners, remain until police arrive
 - Fight as a last resort
- The greeter’s role is important. Switch our current process so that the greeter down by the Wisconsin entrance is the last to enter the sanctuary.

Select a Safety Team

- Create a team of people (who regularly come to worship services) as well as all the greeters so that they can take the lead should there be an intruder.

Train a Safety Team

- A city police officer indicated that she would be willing to train our safety team in the various protocols, including how to deal with disruptive people (inebriated, mental health situations, etc.).

Intruder Drill

- Just as we plan to have a fire drill once a year (fall) and a tornado drill once a year (spring), we will have an intruder drill once a year with the whole congregation after a worship service.
- We will redo the laminated cards we have in the chair pockets so that they will include all three UUFCM Safety Procedures – fire, tornado and intruder.

11/14/21