

FIRST UNITARIAN SOCIETY OF MILWAUKEE

Emergency Procedures

**Protocol for Responding to an Intruder with a Gun or Other Weapon**

This is what ushers are being trained to do:

**If there is *any* evidence of guns or other weapons, call 911 from a cell phone or 9-911 from the nearest church telephone, and alert another person to the situation, then...**

1. **ALERT** a staff member
2. **SEND** someone to alert RE staff and all teachers on lower level to stay in rooms and lock doors.
3. **IF** the service is underway, **HEAD PURPOSEFULLY** toward the pulpit to alert the service leader.

**Religious Education response:**

1. Should an adult volunteer be notified that there is an intruder with a weapon in the building, the first course of action will be to lock down the rooms and move out of sight of small windows in the classroom door.
2. At this point in time, all rooms except the Nursery and the Murray room (Kitchen) must be locked with a key from the outside. Once an alert is sounded, RE Staff members will lock classroom doors.
3. Adults in the **nursery** should lock their own doors immediately.
4. If class is in the Young Room, teacher should instruct the children to move into the **Murray room** if it is safe to do so, and lock the door. Otherwise, all children and adults should move into the far corner of the room by the curtains, out of sight if possible.
5. Use jamming rods under door handles. These are located behind the doors of all classrooms (NOT in the Young room as they will not work on double doors)
6. **There will always need to be some discretion on the part of the adults in the room as to what response is best.** Staff and Volunteers should be made aware of all potential exits from the lower level.

Do **NOT** leave the classroom if you hear commotion or shooting!