

1 – Emergency Preparedness

Staff Plan for Emergency Evacuation Drill (rev. 9/26/2023)

IN ADVANCE:

- MRE will familiarize all class leaders with RE plan (see attached).
- FA / Facilities Manager will change the battery on the east alley emergency exit gate remote.
- Membership Development Coordinator will notify ushers of their responsibilities.
- Dir. of Admin. will notify neighbors on Abbott Row of drill date & apartment tenants.
- Dir. of Admin. will notify Music Directors, Forum, and all other adult groups who may have conflicting activities on drill dates.
- Facilities Manager will notify alarm company of drill date and times.
- Office Mgr. will add standard drill announcement to e-announcements & printed announcements.
- RE Assistant will include in weekly RE announcements.
- Minister/Worship leader will mark up the OOS for livestream to stop before drill begins. Office Manager will add slide for livestream.
- Dir. Of Admin. will post notice to Facebook.
- Minister on duty will review and revise spoken drill announcement, and write it into the Order of Service.

DAY OF EMERGENCY EVACUATION DRILL

Plan for Adults in Sanctuary: At the end of the service, an announcement will be made to those in service, instructing people to exit through the Astor Street doors, gather on south side of Ogden Street, and then return to the church when the “all clear” is sounded. We are supposed to be able to clear the entire building in less than three minutes.

As part of our announcement, we will remind everyone to return for coffee, their children, the Forum, and other scheduled activities.

Who	Tasks for Upper Level	When	Comments
Dir. of Admin. or Facilities Assistant	Signage reminder on a sign stanchion.	Prior to service	“Emergency Evacuation Drill Today!” on porch
Ministers /Worship Associate	Announce the Drill.	Announcement at end of service – no closing hymn	

	Push the Panic Button to sound alarm.		
Head Usher	Lead the adults to the east end of Abbott Row.	Once announcement has been made	Set the pace & be clear how far east to go.
Ushers	Assist in directing evacuation through Astor Street doors. Assist the disabled.	Once announcement has been made	Anyone with mobility difficulties should go out last to avoid a jam
RE Assistant	Time the evacuation.	Once the alarm goes off	Reports time to staff by email
Ministers in pulpit / Worship Associate if a pulpit guest	Sweep Parlor & 2 nd floor & then back to Sanctuary to bring up the rear. 2 nd floor exits via main corridor.	Once announcement has been made	
Membership Director or other or staff person (sub: Worship Team member)	Sweep office, kitchen, Common Room & courtyard	Once announcement has been made	Use a bell located on file cabinet in front office
Each "sweeper"	Check out with RE Admin as you exit the building.		
MRE	Sound "All Clear"	When all children and adults are accounted for	

Note: As adults from the Sanctuary move along Ogden Avenue toward Humboldt, keep them to the left side of the sidewalk. Children will be directed to stay to the right side. We hope this will make it easier for parents to locate their children when the drill is over in the case of a real emergency. Everyone must be east of the alley to be safe and mark the time we are evacuated. Children stay with their teachers and return to their classrooms where their parents pick them up.

First Unitarian Society of Milwaukee

Closing on Sundays Due to Severe Weather Procedure

Rev. 11/21/23

1. **Services & Coffee Hours:** We will be open and hold services whenever possible. It will be a rare event to not have the building open on Sundays. Low attendance in bad weather means whole teams of ushers & coffee helpers are not critical. We should ask for volunteers from those present as needed.

2. **RE Program:** The complexity and number of volunteers needed for the full RE program is significant. It was determined that we could cancel full Children's RE and instead offer options for youth programming and nursery through 7th grade as follows:
 1. If at least one of the RE staff is present and one volunteer are present, they may utilize the Faith Formation Station Room (John Cyrus) to engage the children during service.
 2. If no RE staff can make their way to church, Worship activity bags can be found at the back of the sanctuary or at the RE Table in Leenhouts Common Room. Youth are invited to attend Sunday services if their programming is cancelled.

3. **Criteria:**
 1. If the city of Milwaukee calls a "State of Emergency," asking people not to be out and about unless they really need to be, we will close.
 2. If the city of Milwaukee issues a "Snow Emergency" that restricts parking on the streets, that will be seriously considered in the decision making process. (The number to call to find out whether the City has declared a Snow Emergency is 414-286-8350 (Parking Info desk), then press 4.
 3. If any of the National Weather Service "warnings" (see below) pertain to the church neighborhood in the timeframe church would normally be open, we'll seriously consider closing.
 1. However, discretion must be applied because snow removal and parking in the neighborhood need to be considered.
 2. Note that "advisory" or "watch" are different terms about lower-grade weather hazards.

4. **What time** do we make the decision to close?
 1. The decision about RE and music programming could be made earlier than the decision to not hold services and close the building entirely. Whenever possible, it is preferable to

make the decision about RE and music programming by 8:00 pm Saturday because of the number of volunteers involved and the complexities of the program.

2. Generally speaking, it is recommended that we wait as long as possible to see how the weather actually develops before making a decision about whether to cancel services (and other programs). Therefore we recommend decision-making about services on Sunday morning according to this schedule:

1. 6 a.m. – Senior Minister or worship leader begins conferring with others. (See below.)
2. 7 a.m. – Decision made & Facilities Assistant informed so s/he can get to church to open!
3. 7 a.m. -- Appropriate staff contacted & communications go out per our plan.
4. 8 a.m. – Facilities Assistant opens building.

5. **Who decides?**

1. That Sunday's worship leader confers with those most helpful to make the best possible decision, especially the Children's Religious Education program leader and music director on deck. Others to confer with might be Dir of Administration, Ministerial Intern, etc., as all have "constituencies" to be considered.
2. The decision is made by the Sunday's worship leader.
3. The decision regarding full or partial cancellation of the Children's RE program will be made in consultation with the MRE, or a designate in their absence.

6. **Programming other than Sunday Services and Religious Education for Children/Youth:** If the building is open, leaders of other planned programming determine if they will hold their program and contact their constituents if they cancel.

7. **Communication:** Please see the documents "Severe Weather Closing on Sundays Communication Plan" and "Severe Weather Closing Wording." The Office Manager will also educate and remind church members via e-announcements and Chanticleer announcements starting in November and throughout the winter. We suggest you use your phone when contacting staff and key volunteers because Internet can be disrupted in severe weather.

National Weather Service definitions, from Buffalo office:

3) WINTER STORM WARNING FOR HEAVY SNOW

Seven inches or more of snow will fall within a 24 hour period.

4) **WINTER STORM WARNING FOR SEVERE ICING**

Heavy accumulation of ice due to freezing rain will down trees and power lines. Electricity, or telephone communications, may be out for a long period of time. Roads may become impassable for most vehicles.

5) **BLIZZARD WARNING**

This is issued for a combination of strong winds averaging or frequently gusting to, or above, 35 miles an hour and very low visibility due to blowing or falling snow. These are the most dangerous winter storms and can be especially severe when combined with temperatures below 10 degrees.

6) **WINTER STORM WARNING**

This is issued when a dangerous combination of heavy snow, with sleet and/or freezing rain, will occur or has a high probability of occurring within the next 12 hours.

7) **HIGH WIND WARNING**

This means the expected winds will average 40 miles an hour or more for at least 1 hour or winds gusts will be greater than 58 miles an hour. Trees and power lines can be blown down. A High Wind Warning may be preceded by a HIGH WIND WATCH if the strong winds are not expected to occur for at least 12 hours.

8) **WIND CHILL WARNING**

This means life threatening cold with wind chill temperatures computed to be -40 degrees or less for at least 3 hours. Exposure to this combination of strong winds and low temperatures without protective clothing will quickly lead to frostbite and/or hypothermia. Longer exposures can be fatal.

Severe Weather Closing on Sundays - Communication Plan

02/13/22

Once we've determined if we will: a) have limited RE OR b) be closed entirely:

WHO	WHAT	FURTHER PREP ACTION NEEDED
1 - Office Manager (Shari) 2- MRE (Kimberlee)	RE EMAIL BLAST. Contacts entire RE community with email blast. Includes messages for volunteers & parents.	
1-Dir of Admin (Jean) 2-Office Manager (Shari)	WEBSITE special orange ann't banner on home page.	Prep 2 pages of detail copy to link to. JJ
1-Dir of Admin (Jean) 2-Office Manager (Shari)	VOICEMAIL message at church.	Need to fix ability to do this remotely. JJ & SW
1-Office Manager (Shari) 2-Dir of Admin (Jean)	FACEBOOK post.	
1-Minister & other key staff.	CONTACT KEY STAFF. Supervisors should contact their staff in manner they think is best.	
Staff members contact those which are within their areas of responsibility.	CONTACT KEY VOLUNTEERS. 1-Forum chair will be called by Dir. of Admin. 2-Assoc. Minister will check online calendar for special programming scheduled and contact groups.	

	<p>3-Coffee hosts, etc. must check our website, etc. on their own –Dir of Admin tell them this.</p> <p>4 – Steve contacts ushers, membership table volunteers</p> <p>NOTE: Phone messages should include full script so that we're all messaging consistently.</p>	
<p>1-Dir of Admin (Jean)</p> <p>2-Office Manager (Shari)</p>	<p>EMAIL BLAST to all we have email for.</p> <p>Use e'nnouncements list.</p>	

FirstChurch_Staff/Emergency Procedures/Severe Weather Closing on Sundays/Severe Weather Closing Communication Plan.doc

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!

Lower Level Lockdown Procedures

(to post for teachers)

Should you see or be notified of an armed intruder on the premises, FOLLOW THESE PROCEDURES:

1. **Have children move out of sight** of small windows in the classroom door.
2. If class is in the **Young Room**, teacher should move children into the **Murray Room** if it is safe to do so, and lock the door. Otherwise, children and adults should move into the far corner of the room by the curtains, out of sight if possible.
3. **Lodge “security brace” under door handle** of classroom door. (see photo)
4. **The Murray Room and Nursery** have handles that may be locked from the inside; lock those immediately, but be aware that any children in the Young room may be coming from next door into the Murray Room.
5. **Both adults and children** should get out of sight of doorway, under tables if possible.
6. **Staff and volunteers** should be aware of all potential exits from the lower level. **Do not leave the classroom if you hear commotion or shooting!**
7. **A person in authority** will go door to door to announce it is safe for everyone to leave.
8. When vacating the premises, class leaders should **take the clipboard** to account for children in attendance that day.

***NOTE:** *There will always need to be some discretion on the part of the adults in the room as to what response is best.*



EMERGENCY PROCEDURE CUE CARD

DISRUPTIVE BEHAVIOR

WEAPONS

If there is *any* evidence of guns or other weapons, call 911 from a cell phone or 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

Disruption *OUTSIDE* of the Service:

If someone is behaving in a disruptive or suspicious manner *outside* of the service...

1. Get **ANOTHER PERSON** to assist you and **ALERT STAFF**.
2. **TWO PEOPLE** should approach the disruptive person in a friendly manner.
3. **ENGAGE** the disruptive person and stay engaged (make eye contact, speak calmly, etc.).
4. Make sure someone **KEEPS A CLOSE EYE** on the person.
5. **DO NOT ALLOW** a disruptive/suspicious person to go downstairs.
 - Tell him/her they **CANNOT** go downstairs.
 - If he/she heads downstairs anyway, **call 911** and
 - **ALERT RE** and other staff and ushers that the person is on the lower level.

Disruption *OF* the Service:

If any major disruption occurs *during* the service,

1. Get **ANOTHER PERSON** to assist you and **ALERT STAFF**.
2. If an usher needs to get the attention of the person in the pulpit, **DO NOT SHOUT OUT** — just head purposefully toward the pulpit.
3. At least **TWO PEOPLE** should approach the individual and ask him/her to sit down or leave.
 - **IF THEY REFUSE TO LEAVE**, call **911 IF THEY SIT DOWN**/quiet down, someone should sit with the individual
 - **IF THEY LEAVE**, lock the **GREEN DOORS** to the sanctuary and the **GLASS DOORS** to the corridor and post someone at each of these doors.
4. One person should be sent to notify RE staff of the situation. The RE person will use his/her judgment in deciding how best to respond.

Always consider the safety of the children in the building!

EMERGENCY PROCEDURE CUE CARD

FOR MEDICAL EMERGENCIES

If the person in distress **CAN WALK...**

TAKE THEM OUT to a quiet room and call 911.

Where to Find First Aid Kits

Main level:

- In the usher cabinet in sanctuary.
- On the counter across from the mail slots in the front office.
- Under the phone in the kitchen.

Lower level:

- Nursery (Servetus Room), Early Childhood Room (Dix Room) and some classrooms (Emerson).
- By the sink in the hallway.

Flashlights are located:

Main Level: On the counter across from the mail slots in the front office

Lower Level: the RE alcove desk.

If the person in distress **CANNOT WALK...**

1. Ask for someone to **CALL 911**, and
2. *If during the service*, an usher should **PURPOSEFULLY APPROACH THE PULPIT** to tell the service leader there is a medical emergency.
3. Service leader asks for someone with **MEDICAL TRAINING** to assist.
4. **CLEAR THE ROOM** and/or a path to allow for emergency personnel to get through.
5. Ask someone to **STAND OUTSIDE** to flag down the ambulance.
6. **ASSURE EVERYONE** that someone is staying with the person in distress.
7. **ASCERTAIN IF THERE ARE OTHER FAMILY** members (adults or kids) in the building who need to be notified or gathered.
8. **SEND SOMEONE DOWNSTAIRS** to let RE staff know what is happening.

Always consider the safety of the children in the building!