

# **UNITARIAN UNIVERSALIST CHURCH IN EUGENE OREGON**

**1685 W. 13<sup>th</sup> Avenue, Eugene, OR 97402 / 541.686.2775**  
**9th Edition, February 4, 2014**

## **BUILDING SAFETY AND EMERGENCY PROCEDURES**

Corrections: please email to Susanne Giordano, [susangio@comcast.net](mailto:susangio@comcast.net)

### **MEDICAL EMERGENCIES**

(Heart attacks, serious accidents, other life-threatening emergencies)

- CALL 911 IMMEDIATELY.
- If person is not breathing use compression-only CPR;
- Call 541.686.2775 office staff, Hannah Williamson (weekdays) or anyone on the Contacts list end of this document, or during Sunday services contact one of the ushers, greeters, or worship associate anchor;
- Stay with the victim. If they are conscious, ask what the problem is;
- Do not move them;
- If vomiting, turn them on their side;
- Keep victim still, comfortable, and warm;
- If they are unconscious, search for any emergency ID (bracelet, necklace);
- Wait for emergency help to arrive, stay with the victim.

## **RESPONDERS LEAVING BUILDING LAST, COMMON SENSE RULES FOR YOUR SAFETY**

- Familiarize yourself with the proper procedures for reporting emergencies;
- Familiarize yourself with exit routes, locations of pull alarm boxes and fire extinguishers;
- Stay low, near the floor, if exposed to heat or smoke;
- Close all doors behind you;
- Do NOT open doors that feel hot;
- Children's first aid kits are located in all RE rooms 1-7 in a cabinet clearly labeled with a Red Cross symbol or FIRST AID.
- Fire extinguishers are located in hall of social hall/office, hallway by kitchen/north entry, and hallway outside of Music Director's office (east entry).

## **ELECTROCUTION**

- Turn off electricity at main electrical box behind kitchen and sound booth at electrical service entrance. Bottom lever: flip lever to the left. Note: this will mess up the computer/HVAC programming, so be very sure you want to do this;
- Call 911;
- Do not move victim. Cover loosely (may be burned) and stay with them until professionals arrive;
- Do compression-only CPR if they are not breathing.

## **GENERAL EVACUATION PROCEDURES FOR STAFF**

- Stay calm, do not panic, safely stop activity, gather personal belongings if safe to do so;
- Make sure to take any medical prescriptions with you;
- Shut down computers as quickly as possible so as not to lose data, if time permits;
- Lock specific drawers that contain sensitive materials;
- Close office doors and windows but do NOT lock them;
- If you are the only person/s in building that you know of, you are the first responder to make sure no one else is in the building, before leaving yourself, if it is safe to do so;
- Exit quickly and stay outside in designated assembly areas (sidewalks or back parking lot of Looking Glass);
- Stay out of the driveways – emergency vehicles need this area.

# EVACUATION RESPONSIBILITIES OF FIRST RESPONDERS AND QUICK RESPONSE TEAM

(see Contacts last page)

In an evacuation, first responders will:

- Make sure people are calmly but quickly escorted to the nearest exits;
- Have designated persons to assist other-abled people. Assisters should have training on correct lifting techniques;
- Assist other-abled people after asking whether they need help exiting, and how they need help;
- Make a last check of all rooms for evacuation;
- Stay inside until certain the building is empty, if it is safe to do so;
- If there is a fire contained to one room, use fire extinguisher or close door, as appropriate, and exit building quickly;
- Afterward, assess damages, document and report to the Board of Trustees;
- Regularly, ensure that all quick response team vacancies are filled and that team members understand procedures.

## **FIRE OR EXPLOSION – RACE & STOP-DROP-ROLL**

- **R = Rescue:** Evacuate from building well away from fire and smoke;
- **A = Alert:** Alert fire department and/or 911;
- **C = Contain:** Contain fire by closing doors to the room/s with fire;
- **E = Extinguish and Evacuate.** Fire extinguishers are located at Chapel/Kitchen hallway, south Social Hall/Office hallway, and by the Music Director's office east side;
- If a person is on fire, make them **STOP, DROP AND ROLL;**
- First responders or anyone, start evacuation immediately and also call 911;
- Someone keep people out of the driveways, for emergency vehicles arriving within 5-10 minutes;
- Find the public address microphone in the right red fire panel (behind audio room) and announce over the system for everyone to leave the building;
- Stay low, near the floor, if exposed to heat or smoke;
- Bring injured people out of building by nearest exit and then, only if you are sure that moving them will not be harmful, move them to east or north parking lot for quick access by ambulance;
- All First Responders on the scene make individual detailed reports of what happened and give all reports to the Board of Trustees as soon as possible.

## HOW TO USE A FIRE EXTINGUISHER

- Memorize the acronym for using an extinguisher: “PASS” = “pull, aim, squeeze, sweep.”
- Make sure the fire extinguisher is upright.
- Remove the plastic tie from the handle.
- **Pull** the pin from the handle.
- **Aim** the nozzle low, while keeping the extinguisher upright.
- **Squeeze** the handle. The substance will be released.
- Move in toward the fire, keeping the extinguisher focused on the **base** of the fire, where you can see that it’s being put out.
- **Sweep** the extinguisher from side to side until the fire is out.

## FIRE ALARMS

- If fire alarm goes off, alarm strobes will sound and flash throughout the building, the security system makes an automated public address announcement and notifies Eugene Fire Department;
- Determine if there really is a fire or it’s a false alarm; if strobes are going off, it’s probably real, start evacuation procedures and check building, possibly using fire extinguisher to put out fire if possible. If it’s a false alarm, you can use the public address microphone in the right red fire panel to let persons know there’s no need to evacuate. Then call SecureCom to let them know it’s a false alarm.
- Call anyone on the Quick Response Team (see Contacts list);

## SPRINKLERS TRIGGERED

- An activated sprinkler or alarm anywhere in the building will automatically alert both building announcement system and the Eugene Fire Department;
- Each sprinkler head is triggered individually where the fire is (they don’t all go on);
- Call anyone on the Quick Response Team (see Contacts list at end of document);
- Responder for the inside sprinklers: Myles Knebel has some knowledge about them. Contact Jake Walsh or Eric Swegles to contact Myles;
- Shut off procedure for trained volunteers only! Wait for the Fire Department to turn it off. However, if the Quick Response Team needs to, the large shutoff valve is in the Riser Room behind the SW women’s restroom. There is a key to unlock the padlock & chain holding that valve open. If you do shut it off, make sure that all fires are out, first! (There may be more than one.)

## **ABOUT THE SPRINKLER SYSTEM**

- Temperatures of 165F and above automatically trigger the system in the room where it is occurring. A wastepaper basket fire, for example, can cause temperatures at ceiling level in excess of 300F.

## **SECURITY ALARMS**

- If security alarms are triggered, the computer system calls SecureCom;
- SecureCom procedures: SecureCom will be alerted, they will call their contact list of UUCE responders (Eric Swegles, Emmet Band or Susanne Giordano) and call the Fire Department accordingly;
- Church after-hours responders Eric Swegles or Emmet Band will give SecureCom the password over the phone, even if it's a false alarm;
- All SecureCom and police calls will be billed to the church, so call someone on the Contacts list first.

## **MASTER COPIES OF KEYS, CODES, AND PASSWORDS**

- "Password" information will be given to after-hours responders and office staff. Master key users' list will be with the office staff;
- Only office staff, on reasonable request, will issue exterior keys plus security code. The password is the church's system ID# and only some people will have this, for communicating with SecureCom. Security code (keypad) changes will be initiated as needed by the Quick Response Team and/or the Board of Trustees, and implemented through a request to SecureCom (see Eric Swegles or Susanne Giordano);
- Instructions on the use of the security keypad or communicating with SecureCom can be requested from Eric Swegles or Susanne Giordano.

## **HVAC SYSTEM PROBLEMS OR COMPUTERS OFFLINE**

- Contact Charlie Eckerson, Emmet Band, or Bob Kaeser (see Contacts list at end of document).

## IRRIGATION SYSTEM PROBLEMS

- Call Charlie Eckerson, **cell: 541.554.3803**; Quick Response Team only: Turn off water at irrigation control box located in the Sprinkler/Riser Room behind the southwest women's restroom;
- Main water meter is located south side outside wall, east of entry sidewalk;
- Main control valve is located right next to the water meter listed above. This has a green cover;
- Write down details of problem.

## BATHROOM PLUMBING OVERFLOW

- Turn off water: immediate shutoff valves are located beneath the bathroom sinks and behind the toilets, and under the sink in the kitchen;
- Call Jake Walsh, **cell: 541.517.2757**
- **ALL WATER shutoff: located South main entry sidewalk near street sidewalk.**
- Main water turnoffs for each restroom are different, and most are located in the attic.
  - SE men's/women's restroom: in restroom foyer, in ceiling, turn-off valve is above all the wires;
  - SW ADA bathroom and SW women's bathroom: take attic stairs to attic--in hallway directly outside. Turn-off valves are approx. above or to the west of ADA bathroom;
  - Northwest men's restroom: Take stairs to attic located in restroom. Turn-off valve is above Room 2;
- If Jake can't be found, call Building and Grounds Committee—Eric Swegles or Emmet Band, see contacts list at end of this document.

## SEVERE STORM

- Move all activity indoors immediately;
- Close windows and doors and stay away from windows (flying debris).

## ALL ELECTRICITY OFF

- If electricity is off when church is closed, web team should make general announcement to listservs and online home page that church is closed until power comes back on;
- If electricity goes off during functions or hours of operation, use contact list at end of document to let Eric Swegles or Emmet Band know;
- Do not open refrigerators;
- Unplug computers, appliances and non-essential electrical equipment;
- Open windows for additional light and ventilation;
- In winter, keep windows closed;
- **IF YOU WANT ALL ELECTRICITY OFF (be very sure if you need to do this as it messes up the HVAC computer system):** go to room behind kitchen dishwasher area or north electrical service entrance. Inside the door is a big panel with lots of switches. The very bottom one is labeled “Main Service Disconnect.” Flip lever to the left.

## CIVIL UNREST, NATURAL DISASTER

- With Board of Trustees’ or Minister’s approval, Office staff may close the office to ensure employees’ safety in the event of civil unrest or natural disasters;
- Likewise the church may be a place of shelter for employees, all people within the building and the local community--as the church is able to provide for--in the event of emergencies or disturbances outside the building.

## DISRUPTIVE BEHAVIOR, WEAPONS OR CONCEALED WEAPONS

- During an event in the Sanctuary, whichever volunteer, staff or minister observes an obvious or extreme situation of danger, either call out “call 9-1-1” or raise one arm, hand and all fingers straight up as in “stop” as the signal to call 9-1-1. Do not hesitate, just CALL;
- RE people lock children into their classrooms—all classroom doors have a push and twist button in the inside handle which locks the outside handle, leaving the inside handle still operational; turn off lights, keep out of sight of door window if possible, and be very quiet;
- Quietly let first responders know to keep other people away from the area;
- Or try to lead the person away from church activity, to streetside if possible;
- For detailed procedures on disruptive behavior, go to:  
<http://www.uueugene.org/index.php/church/board/104-church/board/212-policydisruptive> .

## BOMB THREAT

- First person to learn of a bomb threat call 911 immediately;
- Evacuate the building immediately;
- Another person keep the caller on the phone as long as possible, ask questions, and write down details such as: When will it explode? Where is it right now? What does it look like? What kind of bomb is it? Who is the target? What is your name? What is your address? Did you place the bomb?
- Notice things about the caller: speech patterns, emotional state, background noise, age and gender;
- Write down date and time of call, how threat was received (letter, note, telephone);
- Secure the office, and take the notes outside;
- Give details of the call to emergency personnel when they arrive.
- Then make a detailed report for the Board of Trustees (see contact list at end of this document).

## SUSPICIOUS PACKAGE OR LETTER, OR CONTACT WITH A SUSPECTED BIOLOGICAL OR CHEMICAL AGENT

- Identifying a strange package or letter may include excessive postage, strange odor, oil stains, discolorations, crystallization on wrapper, lopsided or uneven, apparent air pockets, unusual bulk or unknown contents, regular stamps rather than commercial canceling, no return address, unknown origin, misspelled words, badly typed or written, protruding wires or excessive tape or string;
- **Call 9-1-1 first;**
- Without touching items, place suspicious envelopes or package in a plastic bag or other type of container to prevent the contents from leaking, or at least cover the item with anything (trash can, paper, clothing, etc.) and do not remove it.
- **Unless it is clearly necessary to prevent spread of airborne particles, do not turn off the heating/ventilation/air-conditioning system. If you must turn off the systems, they are located in the electrical service room next to the kitchen. The breakers on the main electrical box should be labeled for this emergency and in case of fire;**
- Report anything suspicious immediately to a first responder (see contacts list at end of document);
- Do not touch, attempt to collect, or spread the chemical;
- Leave the area and close the door.
- Wash your hands with soap and warm water as soon as possible.

## SUICIDE THREAT/ATTEMPT

- Take the threat seriously. Call 911 and immediately notify Minister, office staff, Board of Trustees, or anyone on the contacts list at end of this document.
- If person is armed, immediately evacuate everyone and yourself.
- If person is not armed, do not leave them alone.
- Express concern to the person and if possible, isolate him/her from others.

## EARTHQUAKE

- If heavy shaking occurs, minister or worship anchor or staff on hand instruct the congregation or occupants to **Duck & Cover**:
- Duck between the chair rows & cover the back of your head (large rooms), or in classrooms move to the walls and door frame;
- Stay there until the **All Clear** command is given;
- See if anyone is hurt or needs assistance;
- Evacuate the entire building, directing people to nearest exits;
- Exit the building carefully and calmly as possible;
- Keep the driveways clear for emergency vehicles; people can congregate near Looking Glass or on the 13<sup>th</sup> street sidewalk;
- Instruct people not to drive off the parking lot until directed (keep clear in case emergency vehicles are required);
- If emergency vehicles are not coming, let people drive out of the parking lot;
- After-Shocks: Remember, once the disaster is over, we will have to live with the risk of fire, potential lack of utilities and basic services, plus the certainty of after-shocks;
- Remind people if they go home, not to go back inside the house until it is deemed safe (gas is turned off);
- No one should go back inside the church building until deemed safe by the Fire or Police department.

# **TRAINING AND UPDATING FOR EMERGENCY PROCEDURES**

The Board of Trustees oversees emergency planning and procedures. In 2010 an Emergency Planning Taskforce was acknowledged by the Board to put together the church's initial plan while the church still resided at 40<sup>th</sup> and Donald. In September 2012, the Emergency Planning Taskforce, as a team of the Building Environment Systems Taskforce (BEST), was tasked to establish the new building emergency procedures. NOTES: Training may consist of passing out documents to read, and training for use of machinery and every day use of the building. At any future time that UU groups want professional training from the community, we can try to organize this, depending on cost.

## **INCIDENT REPORTS TO THE BOARD OF TRUSTEES**

- Assign an emergency action level:
  - Level 1 = localized, contained incident that is quickly resolved with internal resources or limited help.
  - Level 2 = major emergency that impacts portions of the property, and that may affect mission-critical functions or life safety, or has the potential to pose a threat to life safety.
  - Level 3 = emergency that involves the entire property and/or surrounding community or poses a significant threat to life safety.

## **Bibliography of Resources Borrowed From**

University of Oregon Emergency Management  
University of Wisconsin-Oshkosh  
State of Illinois Public Water Supply  
Georgia State University Campus Police  
Northwest Florida State College  
Health and Safety Policies and Guidelines for the Unitarian Universalist Church in Eugene, Children & Youth Programs  
Saint Elizabeth Ann Seton Catholic Church, Irvin CA (earthquake procedures)

# CONTACTS

## EMERGENCY CONTACT:

**9-1-1**

SecureCom: 541.343.5565 or 888.343.5565  
1940 Don Street, Springfield OR 97477

## UUCE CONTACTS

If problem is urgent, after hours, call one of the volunteers listed below.  
Not urgent, send a message to the church office, 541.686.2775,  
[office@uueugene.org](mailto:office@uueugene.org)

## AFTER HOURS ALARM RESPONDERS:

If the security system goes off after working hours, one of the following  
volunteers will be contacted by SecureCom to check on the incident:  
Eric Swegles: 541.636.3878 / 414.339.8156  
Emmet Band, 707.327.9386  
Susanne Giordano, 541.517.7234

## INSTRUCTIONS OR QUESTIONS about SecureCom or security keypad or doors:

Eric Swegles, 541.636.3878, 414.339.8156, [eswegles@yahoo.com](mailto:eswegles@yahoo.com) or  
Susanne Giordano, 541.517.7234, [susangio@comcast.net](mailto:susangio@comcast.net) &  
[zudegi@uoregon.edu](mailto:zudegi@uoregon.edu)

## LEAD PERSON for volunteer construction crew, general building issues:

Eric Swegles (Building and Grounds), 541.636.3878, 414.339.8156,  
[eswegles@yahoo.com](mailto:eswegles@yahoo.com).

## FIRE ALARMS AND SECURITY ALARMS

### ALSO LIGHT / ELECTRICAL SYSTEMS:

Eric Swegles, 541.636.3878 or cell: 414.339.8156, [eswegles@yahoo.com](mailto:eswegles@yahoo.com)  
and Emmet Band, 707.327.9386  
[emmet.band@gmail.com](mailto:emmet.band@gmail.com)

**FIRE SPRINKLERS:** Myles Kneble (via Eric Swegles)

**FIRE WATER MAIN:** after hours problems: Harvey & Price 541.746.1621

## IF IT'S NOT WORKING BUT ALSO NOT EMERGENCY

- Email Eric Swegles with details: [eswegles@yahoo.com](mailto:eswegles@yahoo.com) or write a detailed note and leave in the office mailbox.

## HEATING AND AIR CONDITIONING SYSTEMS:

Charlie Eckerson, cell: 541.554.3803, [creckerson1@msn.com](mailto:creckerson1@msn.com)

**INTERNET, SOUND SYSTEM, PHONE, HVAC COMPUTER SYSTEM:**

Chris LeBlanc, 541-514-4413

Ruth Ross, 541-686-1549

Bob Kaeser, 541-935-4588

**IRRIGATION SYSTEM:**

Charlie Eckerson, cell: 541.554.3803, [creckerson1@msn.com](mailto:creckerson1@msn.com)

**EMERGENCY PROCEDURES TRAINING:**

Ken Ross and Susanne Giordano: [ruthken1@pacinfo.com](mailto:ruthken1@pacinfo.com) or [susangio@comcast.net](mailto:susangio@comcast.net)

**MEDICAL EQUIPMENT QUESTIONS: Douglas Turvey, [docturvey@msn.com](mailto:docturvey@msn.com)**

**Public Safety Agency NON-EMERGENCY Numbers:**

Eugene Police Department: 541.682.5111

Eugene Fire Department: 541.682.7100

CAHOOTS (disruptive or mental behaviors): dispatched through police, fire, or ambulance. 541.682.5111 or 541.342.8255.

**FIRST RESPONDERS**

These are the people that are staff or volunteering during any church or private event. Worship Associates, Ushers, Greeters, Minister, Music Director, Custodians, Kitchen crew, Audio-visual team, RE teachers, construction folks.

**BOARD OF TRUSTEES**

Executive Committee:

President: Susan Verner, [susansverner@yahoo.com](mailto:susansverner@yahoo.com) home: 541-484-6240

Vice-President: Jason Dedrick, [jasondedrick@gmail.com](mailto:jasondedrick@gmail.com) home: 541-607-1031

Treasurer: Phyllis O'Neill, [poneill6@comcast.net](mailto:poneill6@comcast.net) home: 541-684-3867

Secretary: Susanne Giordano, [susangio@comcast.net](mailto:susangio@comcast.net) home: 541-517-7234.

Members at-large:

Daniel Blades, [danielcblades@yahoo.com](mailto:danielcblades@yahoo.com) home: 541-946-1068

Bob Kaeser, [kaeserr@earthlink.net](mailto:kaeserr@earthlink.net) cell: 541-884-9721 / home: 541-935-4588

Emmet Band, [emmet.band@gmail.com](mailto:emmet.band@gmail.com), 707.327.9386

Patrick Phillips, [granex@mac.com](mailto:granex@mac.com) home: 541-685-1437

Charlotte Writer, [cd\\_writer@msn.com](mailto:cd_writer@msn.com) home: 541-935-1170

Dave DeCou, [ddecou@comcast.net](mailto:ddecou@comcast.net) home: 541-998-2110

**OFFICE STAFF (Hannah Williamson) [office@uueugene.org](mailto:office@uueugene.org) 541.686.2775**

**CUSTODIANS (Matt Kosanke) 541.686.2775 & (Patrick Munyon)**

**OTHER UUCE EMERGENCY COMMUNICATION RESOURCES:**

- **Web-based emergency messages**
- **Phone trees and listservs**
- **Public Address system at the church**

## **EMERGENCY PLANNING TASK FORCE RECOMMENDATIONS FOR 2013-14 YEAR**

- Safety covers for all electrical sockets in RE rooms;
- Buy (\$600-\$1200) or obtain a (gifted) defibrillator (AED) and get training on how to use it. Douglas Turvey has volunteered to check into possibilities;
- Yearly maintenance equipment budget needs to include cost of AED (defibrillator) battery replacement (\$350 if not rechargeable);
- Need a volunteer who will check emergency equipment periodically throughout the year for when to re-tag fire extinguishers, what supplies need ordering for all first aid kits, recharge or reorder defibrillator battery, check oxygen tank level, etc. This could be a yearly or seasonal rotation amongst several volunteers;
- AESTHETICS COMMITTEE: when getting door signs, the closet between Rooms 1 & 2 needs to have same style sign that very clearly in large print says: “FIRST AID AND EMERGENCY SUPPLY” and is not placed too high on door (need to install a door);
- Get final versions of “as built” plans into Building Systems notebooks for future reference;
- There is supposed to be a map of all the systems on one document to be included in the Building Systems notebooks. A copy of that should be included with this document as well;
- As various building systems and emergency procedures documents are updated, the new version must be sent to 1) office staff for digital archive, hard copy posted as appropriate, hard copy into Building Systems notebooks—removing old copies.
- If emergency lights are not installed in the attic, install some;
- Make sure reflectors, instructions for machinery and red tape or paint marking “clear zones” are installed;
- Paint red the curbs by west driveway, south entry and driveway on 13<sup>th</sup> Avenue for “Emergency Vehicles Only-FIRE ZONE.”
- **Curbs: (future?)** No cars should be allowed to park in front of the 13<sup>th</sup> Avenue entrance to the church. Curbs painted RED are for emergency vehicles.
- Include here as information is obtained: calendar of annual testing or maintenance required on various machinery/systems;
- Budget for an oxygen unit to be part of the first aid supplies (need advice on what to buy and cost);
- Families with children in the RE program should also become familiar with “The Health and Safety Policies and Guidelines for the Unitarian Universalist Church in Eugene, Children & Youth Programs,” published by the RE program director, Katy Siepert.

*This document has been updated February 4, 2014*