



Unitarian Universalist Church of Nashua Building Safety Procedures

EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 9-1-1

Nashua Police 603-594-3500

OTHER IMPORTANT NUMBERS

Building Maintenance: Ericka LaValley 603- 930-1453

Minister: Rev. Allison Palm, 320-420-0921

President of the Board of Trustees: Brenna Woods 857-389-2830

Staff: Rev. Allison Palm, 320-420-0921

Ericka LaValley, 603-930-1453

Sadie Kahn-Greene 978-766-6561

BUILDING EMERGENCY PROCEDURES

Leader Responsibilities

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire alarm.
- Knowing the designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Direct media inquiries to the Minister or President of the Congregation

Medical Emergency

Call 911. Be prepared to give the following information:

- Your Name
- Location - UU Church of Nashua 58 Lowell St.
- Number of people involved
- Nature of injury or illness
- Remember to stay on the line until help arrives, if at all possible

Note: Treat minor injuries from supplies in the first aid kits. First aid kits are found:

- In the resource room of the Faith Formation Wing (green case, sits on counter)
- In hall closet of Faith Formation Wing
- In Sanctuary on back pew closest to balcony stairs
- In Parish House coat closet
- In Kitchen on counter by refrigerator

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of the situation.
- Emergency response team members will stand by to assist as needed.

Fill out an Incident Report Form anytime someone is injured and turn it into the Church Office. Incident Report Forms can be found in each first aid kit and online under Member Resources, Forms. Please be sure to fill these out within 24 hours of the incident occurring.

Fire and Smoke Emergencies

If you detect smoke and/or fire:

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- Activate the manual fire alarm (pull down).
- Initiate evacuation procedures for all occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number and location UU Church of Nashua, 58 Lowell St.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing the doors in the area before evacuating.

To use a fire extinguisher:

- Take it off the wall
- Pull the pin
- Aim the nozzle
- Squeeze the handles together
- Sweep with the nozzle in a back and forth manner

Fire blankets are located in the Sanctuary by the organ closest to the chalice table and in the kitchen next to the first aid kit.

Evacuation Do and Don'ts

Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Remain calm.
- Follow the instructions of the Minister (or staff member on site) or Fire Department
- If you occupy an enclosed office or classroom, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation.
- Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not use the elevator.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- If possible, cover the lower part of your face with a cloth or part of your clothing to act as a filter to breathe through.
- Feel all doors with your hand before opening. Do not touch the door handle first; it could burn you.
- If the door is hot, do not open it.
- If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.

- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes.
- Go to a designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- On a Sunday do not reenter the building until an “all clear” is issued by Minister or staff member or by the Fire Department.

All leaders should know the emergency evacuation routes and procedures for the building, and the assembly areas outside the building. Know the exit route closest to you.

The designated assembly areas are located:

- The parking lot between El Tipico and the Chinese restaurant across the street from the front of the church
- Holman Street on the east side of the building.
- An alternate assembly will be located at Margarita's Parking Lot (across the street from the church.)

Building Evacuation Procedures

- All persons in the Sanctuary should exit by the nearest exit, walk clear of the building and gather on the sidewalk /parking lot, across the street from the crosswalk (if exiting the front). The Music Director (or their sub) will gather all together there.
- Greeters should exit immediately and put on orange vests to guide people across the street to the meeting point.
- Those exiting from the Auditorium should proceed to Holman Street through the cemetery. Parish House Faith Formation teachers each have keys to the cemetery to unlock the gate and allow people to get out.
- Those who have limited mobility should be escorted through the walkway to the Grove Street parking lot, and gather on the corner of Grove and Holman sidewalk (across from the parking lot)
- Children in classrooms will be led out by their teachers, and will gather on the corner and Grove and Holman sidewalk (across from the parking lot)
- Children will be released to their parents **ONLY AFTER** all are accounted for.
- Worship Leaders and staff will conduct a systematic walk-through of the Sanctuary and Parish House, Lead Greeter will conduct a systematic walk-through of the Faith Formation wing and report “ALL CLEAR” to the Minister or staff.

Tornado & Severe Weather Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning

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- Other severe weather watch or warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

Should a tornado develop which threatens our area people should move to protect themselves.

If a Tornado Warning is Announced

When you hear the announcement for a tornado warning:

- Seek shelter in a basement, interior room or interior hallway.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior space, or get underneath the pews.
- Move quickly, but do not run.
- Do not use elevators.
- Keep away from windows and doors with glass.
- Assist disabled personnel in your area.
- Get as low as you can and protect your head by putting your arms over it.
- Shelter in place until you hear an announcement that it is safe to return to your area.

Intruder/Active Shooter Emergency Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, keep the following four steps in mind:

- Call 9-1-1- if you can
 - Run
 - Hide
 - Fight
1. If you think you can safely make it out of the building by running, then do so.
 - a. If you decide to run, do not run in a straight line.
 - b. Keep any objects you can between you and the hostile person(s) while in the building.
 - c. Use trees, vehicles or any other object to block you from view as you run.
 - d. When away from the immediate area of danger, summon help any way you can and warn others.
 2. You can try to hide.
 - a. Turn out lights in the room you are occupying.
 - b. Barricade the entry way or door.
 - c. Lower any shades or curtains over all to prevent the shooter from looking in.

- d. If that is not possible, try to stay out of sight.
3. If you are confronted with the shooter, fight
 - a. Throw anything and everything at the shooters head
 - b. Scream and yell as loud as you can
 - c. Have others in the room do the same
 - d. If there are others in the room all of you running toward the shooter at once throwing things, yelling and screaming may be enough to overcome the shooter.
 - e. If you don't want to fight you can lay on the ground pretending to be dead
4. If you are able to subdue the shooter be sure to put the gun under a trash barrel or something to cover it.
 - a. When Emergency Responders enter the room they will not know who the shooter is.
 - b. Follow all instructions given by Emergency Responders

This Emergency Action Plan cannot cover every possible situation that might occur. Nevertheless, it is a resource that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

UUCN has no weapons signs posted throughout the facility. We recognize New Hampshire is a constitutional carry state meaning no license is required for open carry or concealed carry of a firearm in public. However, we are not a public facility and we choose to now allow firearms or weapons of any type on our premises.