

QUUF Safety Policy

June 2010

Revised June 2010 upon completion of the new sanctuary

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Note: This policy is a work in progress. It was completed before the new building was finished, and therefore will require review and editing within the next year to add instructions for all new facilities. We recommend that it be reviewed annually and updated to keep it current. The Vice-President of the Board will act as the Fellowship's Safety Officer by prompting an annual review of this document.

2009 Safety Task Force:

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This document does not impose extra obligations or liabilities upon QUUF.

Facilities Safety

Opening and Closing procedures: Will be documented and posted by the Office Administrator.

Lighting: There will be security lighting at all entrances and exits. The south parking lot lights are on a timer and will turn on and off according to current settings. The low voltage walkway lights will be turned on by photocell and off at the timer.

Keys and Locks: A key box will be maintained at all public entrances. Key box code is to be changed annually or when compromised. The emergency key box is located next to the old kitchen entrance and is for Port Townsend Fire Department use. This box holds the exterior door key. Back-up keys for all entries and facilities will be kept in the office, and maintained by the Office Administrator. Staff members will be given keys to the exterior doors as well as their offices by the Office Administrator. These include but are not limited to keys for: propane tank, shed, Steinway grand piano, pulpit and RE crawl space.

Doors: Doors will be locked when the building is not occupied. Staff is responsible for assuring that all facility exterior doors are secured upon their departure unless the building is in use by other individuals or groups. Hosts, ushers or meeting leaders are responsible for securing the buildings when their events are over.

Windows: Meeting leaders, hosts or ushers are responsible for securing windows prior to departure.

Heat: Meeting leaders, sponsors or ushers are responsible for setting heat/thermostats to the proper setting before leaving the old buildings. The proper setting parameters for when the building is not in use will be indicated at or near the thermostat. The heat in the new facility is automatically regulated and should only be adjusted by qualified staff or hosts or Building and Grounds committee members trained in the use of the automated system.

Fences: Will be maintained for safety. Existing fences should be painted/stained every three years.

Outdoor Storage: Sufficient storage will be provided for outdoor equipment including mowers, tools and flammable or hazardous materials. The shed will be inventoried yearly to assess the level of wear and tear on the mowers and associated machinery. The key for the shed will be held by the Building and Grounds Committee chair and selected committee members, as well as in the office.

Heaters: The three heating/cooling units for the new building are automatic and system settings will only be modified by qualified personnel e.g. Office Administrator, RE Director and B&G Committee Chair and certain members. The air filters will be changed every 6 months or more often depending on their useful life as determined by the B&G Committee, Office Administrator or designee. The heater in the Fellowship Hall will be set by the staff, sponsor or host for the particular event and returned to the original setting at the completion of the gathering. It is on a timer for regular Sunday usage.

<p>The heaters in the RE building are room by room and must be set by a staff member, sponsor, host, Committee Chair or designee prior to the meeting and returned to the unoccupied setting following the event/meeting.</p>
<p>Electrical Panels: All circuits will be kept properly identified. They are located in the janitor's room of the new building, across from the old kitchen in the Fellowship Hall and in the restroom hall of the RE Building.</p>
<p>Exit from second floor: The fire exit from the second floor of the Fellowship Hall will be via the window/skylight until such time as an alternative can be constructed.</p>
<p>Water Heaters: The water heater for the new building is located outside the restroom exit. It is an on-demand heating system that has controls in the janitor's room. The heat level should be set by the Office Administrator, Staff Person or B&G Committee Chair or designee. The water heater for the FH is located upstairs in the storage area adjacent to the "Loft" conference room. The heater has been replaced with a newer smaller more efficient unit and will be up for replacement again in 2022-23.</p>
<p>Janitorial: In keeping with UU principles, maximum effort will be made to avoid the use of any poisonous or toxic cleaning materials. Such products as Neems Brand or Citrosol have been effectively used for several years. Bon Ami is the only scouring product used, and is considered to be non-toxic.</p>
<p>Safety Hazard Alerts: Appropriate steps will be taken to warn of any temporarily hazardous situations, such as "wet floor" or "construction" areas.</p>
<p>Fire Extinguisher is located right outside the kitchen door. It will be checked twice yearly and replaced/refilled when needed.</p>
<p>Stove hood cleaning: The old kitchen stove hood filter will be run through the dishwasher twice annually. The Kitchen Care Committee will ensure that all routine kitchen maintenance is done.</p>
<p>Water Turn-off: The turn-off valve is located in the RE building well, located next to the walkway into the Fellowship Hall.</p>
<p>Refrigerator: The Kitchen Care Committee will clean the refrigerator on a regular basis.</p>
<p>Propane Tanks: The main propane tank outside the Fellowship Hall will be checked monthly by the Building and Grounds Committee to see whether it needs filling. The current two-tank system in use in the old kitchen will be maintained in the same way until it is no longer needed.</p>

Fire Safety

Our new Fire Alarm system is directly connected to the Fire Protection, Inc. via a dedicated phone link, and will summon the Fire Department automatically. Here are the procedures:

I. The fire alarm can be triggered in two different ways.

A. A smoke alarm is set off by airborne particulates (smoke) and/or heat.

The alarm will sound. The smoke alarm cannot trigger the sprinkler system.

B. The sprinkler system is activated by heat in a particular area. The heat causes the metal trigger to melt releasing the water flow only at that particular sprinkler head. A sensor at the (22nd) street water pipe detects the water flow and triggers the alarm.

C. The shutoff valves for the sprinkler system (one for each, new and old buildings) are located in the janitor's closet in the new building. There is a locked chain connecting the two valves to make the system tamper proof. The key is located in the room and is readily available should the system need to be shut off.

II. The alarm automatically sends a message to FPI, via dedicated phone line. FPI then does two things...

A. Calls the PT Fire Dept. (385-2626 or 911). The fire dept. responds with their people and equipment to QUUF.

B. Calls the people on the call list until they connect with someone and notify that person that the alarm is sounding. In the event that nobody is available the fire dept. still proceeds to clear the building/extinguish the fire. The call list is as follows:

1. Al Thompson (B&G chair) H: 379-1696
2. Deb Carroll Office MGR H: 385-3830
3. Kathy Stevenson DRE H: 385-4565
4. Jim Golden (Com. Member) H:379-6904
5. Mack Boelling(com. Member) H:379-3424

C. In the event the call is made, other people such as Bruce and Board President will be notified.

Call Chain:

B&G Chair Or first person notified by alarm monitor calls B&G Com. members and then call

- Office Mgr who calls-

-Minister

- Board President

-Board Of Trustees

III. When the PTFD arrives they will gain access to the building either by meeting one of the call list people at the door, or use the key in the "Knox Box" located outside by the old kitchen door. This box has a key(s) to all the building's locks allowing entry without destroying any doors. Only the PTFD and Malcolm Dorn has a key to the box. In the event of a false alarm the PTFD will turn off and reset the alarm after clearing the buildings.

The PTFD does not at this time have a false alarm fine. They do, however, have a procedure to deal with multiple false alarms that involves a nuisance report to the police.

IV. In the event that we intend to make lots of dust/airborne particulate matter that could set off the smoke detectors we can call DPI beforehand and request that they put the alarm on standby for a specified length of time and not respond to any subsequent signals during that time frame.

FIRE DRILL PROCEDURES

This is for the B&G Committee member or designee to initiate with the full understanding and cooperation of the Minister and DRE prior to initiating the fire drill sequence on the control box key pad.

Calls in the following order:

1. **1-800-681-1125** ask for “Monitoring” and explain that this is a “Quimper UUF fire drill”. receive acknowledgement from the monitor.

Account #

2. **Press the “Mode” Key**

3. **Press the keypad #'s in this order... 3 7 4 5**

4. **Press “Enter” (The alarm horn will sound in the FH and RE)**

AFTER THE RE BUILDING IS EVACUATED...

5. **Press “Silence” to stop horn from sounding**

6. **Press “Reset” to re-arm alarm system.**

+The RE building will evacuate and students and staff will proceed to the corner of 22nd and San Juan as it is the farthest away from the buildings without crossing a city street. (Where they would be reunited with family in the event of an actual emergency).

++The Minister will explain to those in attendance in the sanctuary as to what they would be expected to do in the event of an actual fire emergency.

In the event that a serious fire exists in the building...

1. ***Evacuate Building***

2. ***From cell or remote land line phone Call 911 and initiate phone chain***

EMERGENCY* EVACUATION PLAN FOR SUNDAY MORNINGS

The fire evacuation plan is designed to provide the optimum exit strategy for attendees of church and RE programs in the event that the fire detection system is activated. It seeks to evacuate the church buildings in a minimum amount of time by assigning exit paths to evacuees based on their location in the buildings and avoid congestion at any one exit.

Directions will be provided by Monitors (Staff, worship associates, ushers and RE staff and assistants). The directions provided by the monitors should be obeyed with out hesitation. The monitors primary goal is to protect attendees from physical harm and secondarily to minimize psychological trauma created by the fire.

This document must be provided to all staff, RE teachers, worship associates and ushers. It is to be periodically publicized to the congregation at large.

In case of emergency evacuation of the buildings on Sunday mornings during the service, everyone should gather at the south end of the south parking lot. Parents and children in RE will be reunited on the sidewalk at the corner of 22nd and San Juan Ave., NOT in the buildings or memorial garden.

Every room in the buildings has a diagram of the building which shows the location of exits as well as the most likely emergency exit routes for that room or space. It also identifies the south parking lot as the designated meeting spot.

** The Minister will initiate the evacuation by telling the congregation to remain seated and ask the ushers to open the doors to the foyer to facilitate evacuation. While they are doing that, the Minister and the Worship Associate should ascertain the location of any people who may require assistance in evacuating the building and delegate the task of helping these individuals to an usher or appropriate service attendee.

** When the pathways are clear, the Minister should instruct the congregation to exit through the nearest doors in an orderly manner and proceed directly to the south end of the south parking lot. Parents will be informed that that is where they will be reunited with their children from RE. Parents should not go the RE building as it will be evacuated by the time they arrive.

*** With the object of optimum evacuation of the church paramount, no one is to return to his or her seat to collect objects left behind or to re-enter the church to seek relatives or friends inside the church buildings. Ministers/staff/ushers will be the last to leave the building and ensure that no one else is left in the sanctuary, restrooms, foyer or offices.

****The DRE and the Sunday religious education teachers and staff will initiate the evacuation of the RE building upon hearing the sounding of the alarm horn. They should be familiar with the closest exits to their teaching stations. They should also be aware of alternate exits.

***** Teachers should take attendance daily and know who is in the classroom with them at all times. They will take attendance when they all meet on the corner of 22nd and San Juan prior to uniting the children with their parents or family. They should be certain that the child and parent or family have been reunited and keep track of who and when.

***** Teachers should instruct the children to remain calm and lead by example as they usher them from the building reassuring them that they will soon meet with their parents/family. They should exit the building in an orderly, calm manner with no running so as to keep all as safe as possible.

***** The DRE will make the final sweep of the RE building after all the people have been evacuated. This includes the Loft Room in the FH and restrooms and kitchen.

#Those with special needs will be assisted by an usher or person designated by the Minister. Those who may slow down the evacuation should wait until others are out. This may sound cruel, but it actually is the safest method for everyone, as people naturally tend to start panicking and pushing if the evacuation does not proceed as quickly as they expect it to.

People with mobility issues will exit the sanctuary via the south door and the foyer door that has a sidewalk leading to the handicap parking area. From that spot they can easily be identified by emergency personnel and assisted further.

**** An emergency could be an earthquake or fire or other natural disaster.***

<p>Flammable Materials Training: A training document will be developed on the proper use and storage of flammable materials including candles, lamps, propane, solvents and their proper use and storage.</p>
<p>Fire Extinguishers (Type ABC except for kitchen which is Type K) will be provided in each building, and will be checked annually by the Building and Grounds Committee, and refilled or replaced as needed.</p>
<p>Fire alarm(s) will be tested annually by the Building and Grounds Committee.</p>
<p>Extinguisher Training: Staff and people in church leadership positions will be offered periodic instruction in the use of fire extinguishers, fire prevention procedures and the fire exit plan.</p>
<p>Emergency phone numbers for Building and Grounds Committee members on call will be posted by each phone.</p>
<p>Fire Alarms and Fire Drills: The fire alarm and associated drill will be done annually to allow children to practice evacuating the RE Building and Fellowship Hall. This drill must follow certain steps required by the alarm company and are outlined above in the Fire Drill section above. The congregation will be instructed annually in the proper way to evacuate the main sanctuary, foyer, restrooms, kitchen and office areas by the Minister or designee during a regularly scheduled Sunday service.</p>
<p>Smoke alarms located in the Fellowship Hall and RE will be maintained by the Building and Grounds Committee. These alarms are directly wired to the FPI and will summon the Fire Department automatically.</p>

Insurance/Risk Management

INSURANCE: Insurance shall be purchased to cover those risks which cannot be eliminated or mitigated. The carrier should specialize in church coverage and offer consultation services. A member of the Finance Committee shall be responsible for QUUF's insurance coverage. Coverage should be reviewed annually with the insurance carrier's representative to ensure that the coverage is adequate but that un-necessary coverages are dropped.

Multi Peril Policy: The multi-peril policy covers losses to the buildings and contents owned by QUUF. The buildings should be covered for replacement cost as determined by an appraisal or the city property appraiser. The deductible is \$1000 for each occurrence. The policy lists the mortgage holders and the owner of the copy machine as additional insured.

Liability coverage includes:

- General Liability (\$3,000,000/\$1,000,000)
- Counseling Professional Liability
- Directors, Officers & Trustees Liability (\$1,000,000)
- Employment Practices Liability
- Crime (Theft & Fraud) includes bonding
- Sexual Misconduct or Molestation
- Catastrophic Violence
- Hired & Non-owned Automobile Vehicle
- Employers liability

Umbrella Liability (\$1,000,000) provides additional liability coverage above the basic policy.

Off Site activities: When church events are held off-site, policy endorsements covering the venue should be obtained as required by the venue by calling the carrier at least a month in advance.

Physical Safety

Care will be taken to provide for the physical safety of all adults and children attending QUUF events. Some of the procedures to be followed include:

FIRST AID

- At least one Red-Cross approved first aid kit will be available on QUUF premises at all times. The main kit will be kept in the kitchen.
- A second Red-Cross approved first aid kit will be available for groups to take along when leaving the premises for QUUF events and RE activities. This kit will be kept in the RE restroom.
- Staff and people in leadership will be offered periodic first aid training, including CPR training, at QUUF expense.
- Office administrator will be responsible for maintaining and replenishing a full Red Cross approved first aid kit.

ALLERGIES

- Periodically, members and guests at QUUF services will be reminded that some people are allergic to perfumes and other strong fragrances. Out of courtesy to others, people should minimize the use of fragrances when attending QUUF events.
- People bringing food to be shared after services or at QUUF meals and potlucks should label their dishes if they contain ingredients that are commonly known to produce allergic reactions in some people, such as peanuts, shellfish, gluten, dairy products, etc.
- The Kitchen Care Committee will develop an easy-to-use checklist to facilitate the labeling of food for allergic reactions.

EMERGENCY CONTACTS

- Members and friends will be encouraged to provide an emergency contact including name(s), phone number(s), and addresses (not a P.O. box number).
- Emergency contact information will be provided for all children and youth.
- The list of emergency contacts should be readily available in the QUUF office.

ACCESSIBILITY

- The aisles in the sanctuary are, by code, wide enough to allow complete accessibility by those using canes, crutches, walkers and wheelchairs (motorized and non motorized).
- The Ushers will help seat people with walking assistance equipment.
- The Ushers will offer hearing devices to anyone who has hearing disabilities. The new sanctuary has a hearing aid induction system that transmits directly to hearing aids equipped with the sound induction coil.
- Rugs, carpets and floor tiles will be checked periodically for tears, rips or chipping that could cause tripping.
- Steps and ramps will be provided with a slip-resistant surface.
- Stairway of more than four steps will be provided with handrails capable of supporting a load of at least 250 lbs.
- South parking lot has a paved area for handicap parking that is also large enough to accommodate vans. Sidewalk leading to the foyer from handicap parking will lead those pedestrians to a power assisted door.

ALCOHOL, DRUGS, GUNS

- If alcohol is served at a QUUF function, care will be taken to make certain that no alcohol is served to minors.
- Any person who attends a QUUF function and is, or becomes, visibly intoxicated will not be served and will be offered a ride home or offered a taxi cab ride.
- After an event in which alcohol was used, all alcohol beverages must be removed from the premises. No empty cans or bottles that once contained an alcoholic beverage can be placed in QUUF trashcans or left overnight on the premises.
- Smoking is prohibited inside all QUUF buildings and outside on QUUF property.
- Illegal drugs, as defined by federal or state laws, are not allowed on QUUF premises.
- Guns, firearms or weapons of any kind are not allowed on QUUF premises, including parking lots and driveways.
- If someone enters a QUUF building with a weapon or behaves in a threatening manner, that person will be immediately asked to leave and the police will be called. For details on handling such situations, refer to the Interpersonal Safety section of this manual.

EMPLOYEE SAFETY

- Care will be taken to make certain that employees and volunteers have ergonomic workstations to prevent injuries from repetitive movements.
- The staff will develop a procedure for handling situations that make employees feel threatened or uncomfortable. For example, how to handle strangers or people with known mental problems who suddenly appear in the office area when the employee is alone. (See Interpersonal Safety section of this document)

Child and Youth Protection Policies

POLICY STATEMENT

Quimper Unitarian Universalist Fellowship is committed to providing a safe environment for children, youth and vulnerable adults. QUUF shall establish practices and procedures that protect these people from physical, emotional and sexual abuse and exploitation.

As a spiritual community we take seriously our responsibility to provide a safe and nurturing environment for all who participate. Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power and influence. Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, choir, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and the adult.

While it is important that adults maintain meaningful relationships with the young people they work with, adults must exercise good judgment and mature wisdom in using their influence with children and youth. Every child and youth must experience physical, emotional, spiritual, and sexual safety while participating in QUUF activities. In addition, any child disclosing abuse will be met with support and appropriate advocacy.

PREVENTION

To provide a safe and nurturing environment we shall:

- Promote self-esteem throughout our curriculum and interactions.
- Offer Our Whole Lives (OWL) sexuality program which includes sessions on sexual abuse prevention as well as assertiveness, non violent communication, resources for children and youth.
- Provide training for religious education teachers, youth advisors and mentors in the area of abuse prevention and intervention.
- Plan for two adults to be present in most situations.
- Participate in background screening for all volunteers and staff working with children and youth.
- The Director of Religious Education and the minister will be trained in appropriate responses to disclosure of abuse by any individual within the church community.
- Parents will be encouraged to speak with their children about family safety rules.
- Never have a single child alone with a single adult without DRE and parental permission.

SCREENING AND SELECTION OF VOLUNTEERS

Adults and older youth wishing to volunteer with children will:

- Complete the following documents:
 - Application to Volunteer, including references
 - Employee and Volunteer Safety Screening
 - Code of Ethics
- Have an interview with the Director of Religious Education

SUPERVISION

- Sunday mornings the RE teachers and staff are responsible for the children and youth from the time they leave the sanctuary until they are reunited with parents. Before and after that time the parent/guardian is responsible for the safety of their children.
- Children not participating in RE activities must be supervised by their parents at all times. Children are not permitted to roam unsupervised in the buildings or on church property.

- Outside Guidelines will be posted in the RE building for all to read. Parents are responsible for their child's safety unless during RE class time, or other designated class or event.
- Rules of conduct for youth overnights and off premise events will be developed and reviewed by the DRE, Youth Coordinator and RE Committee.
- The DRE will be informed of who the adults will be on outings and overnights.

TRANSPORTATION

Adults driving QUUF children and youth will complete a Driver Agreement which includes the following guidelines:

- Proof of Liability Insurance showing that they carry at least the minimum amount of liability insurance required by the State of Washington on the vehicle they will be driving.
- Confirm that they are at least 25 years old, or if under 25 years of age, that they have parental approval to drive children or youth.
- Verification that their personal driving record reflects no citations other than minor violations, as defined by the State of Washington, and that their license has not been revoked or suspended in the past 5 years.
- Promise to abide by all posted speed limits while transporting QUUF children and youth.
- Abstinence from use of tobacco, alcohol, and other non-prescription drugs while on this trip. This includes the 12 hours preceding the trip in the case of alcohol and prescription and non-prescription drugs, that may impair judgment while driving.
- Driver will take medical and travel release forms and contact information with them on the trip.
- Driver will travel with a First Aid kit.
- Parents will verify, via email or phone, that their child is permitted on each specific trip away from 2333 San Juan Ave.
- Special Considerations:
- Driving home childcare provider: Childcare providers will have a place on their confirmation form for parents to give permission for their children to be driven home by parents of other children they are caring for.
- Youth Driving Youth: Parents are responsible for decisions about how youth get to and from church events.

REPORTING AND RESPONSE SEXUAL ABUSE AND MISCONDUCT RESPONSE TEAM

- The Director of Religious Education and the Minister, are mandated to report any information they have about the abuse of a child. This report goes to Children's Protective Services (CPS).
- Any volunteer who suspects that a child is being abused, physically, emotionally or sexually, shall report such suspicions to the DRE or minister. We are all responsible for the safety of our children.
- Situations of suspected child abuse are seldom simple and straightforward. Religious leaders and congregational members should be guided by a commitment to the overriding priority of protecting children. They should also be sensitive to the harm that can be done by false or mistaken accusations. Any person who has concerns about inappropriate behavior by teachers, childcare workers, or other adults or older youth in our church community should report their concerns immediately to the minister or Director of Religious Education.
- A Response Team will be formed in the case of an incident of abuse of a child. It will consist of the DRE, minister, a board member and QUUF's member who is coordinating

insurance. Its purpose is to protect members of the church community, and ensure that the victim and the accused are treated with dignity and respect.

CONFIDENTIALITY

- All information about families will be kept confidential except in cases that require mandatory reporting. If in doubt, talk to the DRE or minister.

MEDIA/TECHNOLOGY/PRIVACY RELEASES

- The registration form will have a place for parents to give permission for their child to be photographed or videotaped in scheduled QUUF activities. Such photos may be used by QUUF for community building, publicity or educational purposes.
- Adults will not contact children and youth via email without permission from the DRE, Youth Coordinator and parent.

DOCUMENTS

The following documents and forms will be utilized and updated as needed.

Related Documents

RE General Policies and Procedures

YRUU policies and Procedures

Overnight Rules

Outside Activity Procedures

Forms

RE Registration

YRUU Registration

Medical and Travel Release

YRUU Agreement (Parent/Guardian/Youth)

Specific Event travel permission

Incident Report

Child Sexual or Physical Abuse Report

Driver Agreement

Application to volunteer

Employment Application for childcare providers

Confirmation of hiring of childcare providers (include permission to be driven home)

Employee and Volunteer Safety Screening

Code of Ethics

Sunday morning attendance master list for use in case of fire

CODE OF ETHICS

For adults and older youth in leadership roles with children and youth

Adults and older youth working with children in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power and influence. This role can be a meaningful and joyful experience for the adult and a lifetime benefit to the young person.

Adults and older youth leaders play a key role in fostering the spiritual and character development of individuals. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurturing, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized. There are no more important areas of growth than those of self worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth.

Therefore, those who lead children and youth will:

- provide nurturing care and support to all children and youth.
- work to help children develop a positive sense of self and a spirit of
- independence.
- respect the selfhood of each child or youth, including the absolute right to privacy of their own minds and body.
- not engage in any behavior with children or youth which constitutes verbal, emotional or physical abuse.
- not engage in behavior or language which is personally threatening or demeaning.
- not engage in any sexually harassing behavior, nor any other sexual, seductive or erotic behavior with children or youth.
- not encourage or condone any sort of illegal or unethical activity on the part of children or youth.
- sign the following forms: Application to Volunteer, Employee and Volunteer Safety Screening, Code of Ethics

Emergency Management Plan

HOME, FAMILY and NEIGHBORHOOD EMERGENCY PREPAREDNESS

Emergency preparedness starts at home with one's family. As the first step, QUUF encourages its members and friends to become emergency prepared as individuals and families. The second suggestion is to join with others in your neighborhood to prepare to address emergencies in your local area. The Jefferson County Department of Emergency Management can help QUUF members and friends link up with a neighborhood and/or start a neighborhood emergency preparedness group.

"POINT OF REFUGE"

Many churches in Jefferson County have agreed to be "Points of Refuge" during disasters. QUUF is one of these and will respond when the need arises. Points of Refuge offer a place for local people to gather and find refuge, take stock of their situation, gather information and bolster each others courage and spirits. If possible the church will provide a hot beverage and a dry place as a temporary refuge. Church "points of refuge" are not expected to be able to provide regular meals nor sleeping accommodations for people. Sometime in the future, QUUF may qualify if it chooses to become a "shelter location" when it has its own emergency power supply and more adequate kitchen facilities.

COMMUNITY COORDINATION AND COOPERATION IN A DISASTER

QUUF will assist with disaster mitigation, preparation, warning, communications, rescue and evacuation if possible. QUUF will work cooperatively with other organizations and churches to address critical emergency situations by offering its facilities as a "Point of Refuge" and may also respond to requests from other organizations that need facilities. These requests may come from the county Emergency Operations Center, the Red Cross or other governmental and/or private non-profit agencies

Facility needs that may be requested of QUUF

- Medical reception center
- Counseling Center
- Food distribution center
- Feeding
- Child care
- Elder care
- Information center
- Service center for the American Red Cross
- Clothing center
- Collection station for supplies
- Distribution center for goods and supplies
- Storage
- Communication center - church facilities or mobile unit
- Shelter

EMERGENCY PREPAREDNESS TRAINING

As a step toward individual, family and community emergency preparedness, QUUF will provide facilities upon request for Emergency Preparedness classes, First Aid and CPR, and other emergency preparedness type instruction. QUUF will sponsor appropriate training upon request

from its members with the approval and support of the QUUF Board.

INFORMATION FOR FUTURE CONSIDERATION BY QUUF

Here are some of the requirements for a formal Emergency/Disaster Committee (Provided by the Jefferson County Office of Emergency Management):

EMERGENCY AND DISASTER PREPAREDNESS AND RESPONSE

1. Appointment of an Emergency Response Coordinator
2. Appointment of a Disaster Relief Coordinator
3. Emergency Communications Team
4. Sponsor CERT (Community Emergency Response Team) Training
5. Provide and store emergency supplies:
 - a. First Aid Supplies
 - b. Emergency equipment
 - c. Emergency Food.

EMERGENCY/DISASTER COMMITTEE

A Disaster Relief Committee should perform the following functions:

- Conduct a survey of church members' skills, gifts, talents, and willingness to serve.
- Keep a voluntary registry of QUUF members listing their family contacts, medical needs and other pertinent information in case of emergency.
- Provide regular, up-to-date training.
- Lead the church to approve making facilities and equipment available for disaster relief.
- Begin and maintain a crisis closet, food pantry, et cetera..
- Identify and assign volunteers according to skills sheets.
- Be prepared to assist QUUF members, friends and local authorities with disaster relief

EMERGENCY MANAGEMENT TEAM LEADERS

Church Disaster Relief Director

- Chair the Disaster Relief Committee.
- Complete detailed facility, equipment, and vehicle surveys.
- Create a plan for promotion and for communication.
- Assemble a Church Disaster Response Team.
- Schedule planning and preparation meetings and activities.
- Schedule training.
- Enlist a church resources coordinator and help that person establish a plan of action and carry out duties listed below.
- Enlist a church volunteer coordinator and help that person to establish a plan of action and carry out the duties listed below.
- Relate to associational disaster response coordinator, local American Red Cross Chapter and government authorities.
- Serve on planning and coordinating groups before, during, and following a disaster..
- Ensure safety during a disaster response.
- Alert coordinators and the Church Disaster Relief Committee.
- Prepare the team to respond.

QUUF Emergency Resources Coordinator

- Conduct an inventory of building facilities, equipment, supplies, and vehicles that might be used during a disaster.

- Determine, with the whole committee, what to recommend to the church regarding the use of facilities and equipment during a disaster.
- Enlist volunteers to assist with plans adopted by the church regarding the use of church facilities and equipment.

QUUF Emergency Volunteer Coordinator

- Conduct a skills and talent survey of the QUUF membership and develop a database of volunteers and skills.
- Arrange for orientation and training.
- Organize teams by skills; choose team leaders.
- Establish a telephone chain for notifying volunteers when a response is possible.
- Activate the church disaster relief telephone chain when needed
- Gather volunteers at the church or other location for assignment to duties and work locations.
- Upon request assist in supplying volunteers for other agencies such as the Red Cross

Disaster Recovery

QUUF will consider the following recovery services following a disaster if these are needed and the membership is capable and willing to assist in these areas.

- Finance a line of credit for authorized applicants to secure clean up or repair products and secure and disburse grants or loans for emergency needs.
- Identify volunteers (in the church or in the community) who can give legal or business advice regarding insurance, repair contracts, applications for loans or grants.
- Locate qualified people to care for children, as well as elderly, ill and disabled who need special facilities, diets, transportation and recreation.
- Identifying members who will provide temporary housing for victims, bilingual interpretation or assist with those who have language or literacy limitations.
- Provide companionship to people who have been displaced and are unfamiliar with their new surroundings, community services and stores.
- Participate in receiving, sorting and distributing of clothing, bedding, bulk food, clean-up and household supplies.
- Provide food, housing, communication and other needs for out-of-town volunteers who come to help with the disaster response and recovery.
- Cooperate with other agencies in times of disaster, have a voice in rebuilding and relocating, and make sure victims are treated with the same in regard to physical, social and mental recovery, and make sure victims are treated with care and respect in regard to physical, social and mental recovery efforts
- Organize clean-up, salvage, security or repair crews, as well as help victims clean their homes and furniture, install temporary roofing or board up windows and doors or remove household contents for safe storage.

Interpersonal Safety

**IN THE EVENT OF THREATENING INTERPERSONAL BEHAVIOR,
CALL 911 IMMEDIATELY!**

POLICY STATEMENT: All those who use QUUF facilities shall treat one another with respect and care, in the spirit of the 7 UU Principles.

In the event that there is an interpersonal problem, we encourage the following:

1. Try to work it out directly with the person.
2. Enlist the help of a friend or the minister.
3. Request mediation with a member of QUUF's conflict resolution team.

If the offense is a) immediately threatening, or b) recurring, use the procedure below.

PROCEDURE FOR ADDRESSING DISRUPTIVE BEHAVIOR

Adopted into the QUUF Operations Manual on March 18, 2002

While openness to diversity is one of the prime values held by our congregation, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. Concern for the congregation as a whole must be given priority over the privileges and inclusion of the individual.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens the emotional and/or physical security of our members and friends. On occasion, the behavior of an individual, while not threatening or intimidating, will be so out of the ordinary, off-balance or inexplicable that it will be necessary to consider that behavior disruptive and therefore apply the rules laid out below.

The fellowship will follow all applicable state laws and reporting procedures for child sexual abuse.

Filing a formal complaint against a fellow member or friend is serious business and doing so should never be taken lightly.

1. If immediate action is necessary, what should occur?

Possible trigger:	Behavior that while not threatening is out of the ordinary or odd.
Who should undertake it:	Minister or leader of group involved.
Use:	Compassion and concern.
Mandatory:	Protect privacy/anonymity of the offensive individual at all times
What to do (use one or all):	Ask disruptive person to leave Suspend the meeting or activity until it can be safely resumed Contact the Police Department if necessary
Then what occurs:	If needed, notify the Minister and Board of Trustees President
Follow up, if needed:	Written contact with offending person(s) stating what they must do before he/she they can return to the activity(ies) involved.

2. If the situation is ongoing and/or not immediate, what should occur?

What begins the process:	A written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Minister.
Minister's options:	The Minister will determine whether he/she wishes to handle the situation privately, or request the formation of an ad hoc committee appointed by the Board of Trustees.
Committee membership:	If created, committee consists of Minister and at least two other members of the fellowship.
Notice:	Offending person(s) must receive notice that a complaint has been filed

and he/she/they are under investigation.

3. Are there guidelines for the Minister/Ad Hoc Committee to follow?

Yes. Minister and/or the committee will respond to situations as they arise, using their own judgment, without defining acceptable behavior in advance. The Minister or the committee will respond on a case-by-case basis. These are the applicable guidelines.

- People and situations will be dealt with individually.
- Stereotypes or stereotyping will be avoided.
- The Minister or the committee will collect any additional information required to obtain a complete picture of the situation and research any applicable laws.

When the ad hoc committee considers such information essential to performing its task, the Board shall authorize funds to pay costs for a professional background check, to provide such facts as the correct identity of the person in question and records of past criminal activity involving threats, harassment, or actual harm to other persons or property.

- **The following questions must be considered by the Minister or the committee:**

- **Dangerous:** Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?
- **Disruptive:** How much interference with church functions is occurring?
- **Offensive:** How likely is it that prospective or existing members will be driven away?
- **Civil Disobedience:** Unitarian Universalists have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may have resulted in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

- **The following questions may be considered by the Minister or the committee:**

- **Causes:** Why is this disruption occurring? Is it a conflict between the individual and others in the fellowship? Is it due to a professionally diagnosed condition of mental illness?
- **History:** What is the frequency and degree of disruption caused in the past?
- **Probability of Change:** How likely is it that the problem behavior will diminish in the future?

4. What are the possible outcomes?

The following levels of response are options the Minister or the committee can implement:

- **No Action:** It may be determined that the complaint is not warranted, and the minister will explain and discuss this with the person who filed the complaint.
- **Mediation** by a neutral party can also be offered as a route to possible resolution.
- **Warning:** The minister or a member of the committee shall meet with the offending individual to communicate the concern and expectations for future behavior.
- **Suspension:** The offending individual is excluded from the fellowship and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear in writing.
- **Expulsion:** The committee recommends that the offending individual should be expelled from membership in QUUF. If expulsion is approved by a 2/3 majority vote of the Board of Trustees (per QUUF Bylaws III.6), the minister will write a letter to the individual explaining the reasons, the individual's rights and possible recourse.

5. After expulsion, is there an appeals process?

Yes. The offending individual may appeal the decision to a Special Fellowship meeting or “SFM” (Bylaws III.6. See also Operations Manual procedure).

6. What will occur at the Special Fellowship Meeting?

Procedure for Special Fellowship Meeting (SFM) for Appealing an Expulsion: This circumstance is so extreme and undesirable that it seems to necessitate a very specific procedure in order to keep it

focused.

- Adult members equal to thirty percent (30%) of the QUUF membership must be present in order to have a quorum for the SFM. Proxy votes are not permitted for an SFM.
- The President of the Board of Trustees, or someone he or she designates, shall serve as Facilitator for the SFM.
- The Facilitator for the SFM shall be the final authority on all procedural matters or disputes during the SFM.
- The Facilitator will open the SFM by stating to those present that 1) this appeal is a serious matter 2) they should vote based solely upon what they learn during the SFM and 3) that all dialog and discussion must be conducted respectfully.
- The offending individual then shall have up to ten (10) minutes to make a presentation regarding why he or she should not be expelled from the QUUF. No one is permitted to interrupt or disrupt this presentation.
- The Minister or the Committee then shall have up to ten (10) minutes to make a presentation regarding why the offending individual should not be readmitted to the QUUF. No one is permitted to interrupt or disrupt this presentation.
- The offending individual then shall have up to five (5) minutes to respond to what was said by the Minister or the committee and to summarize again why they should not be expelled from the QUUF.
- The members present then have up to fifteen (15) minutes to ask factual questions of either the offending individual or the Minister/committee. Speeches, arguments and debating shall not occur during this 15-minute period and the Facilitator has the right to ask a person who is debating or arguing to either stop doing so or ask a specific factual question.
- The members present then have up to twenty (20) minutes to debate, discuss and argue the sole issue before the SFM, should this congregation reverse the expulsion of Jane Doe or John Smith from the membership of the QUUF.
- Those present can decide by a voice vote to extend any time frame listed in these rules.
- At the end of the debate there shall be a secret ballot vote on one discrete issue: "Should the expulsion of Jane Doe or John Smith from the membership of the QUUF be reversed?"
- The expulsion of the offending individual shall remain unless 2/3 plus one of those members present and voting vote "yes" on the question listed in the previous rule.
- It shall not be permissible to change the substance or content of the one discrete issue that is to be voted upon at an SFM.