

**Kol Ami Emergency Plan**  
**Draft 06 02 22**

**Table Of Contents**

<b>Part I. Background</b>		
<b>Section</b>	<b>Title</b>	<b>Page Number</b>
I.1	UUCA electronic door openers	2
I.2	Limited access to the public	2
I.3	Emergency exits and floor plans	2
I.4	Emergency exit routes	2
I.5	Contact with the Arlington Police Department	2
I.6	Kol Ami's closet	2
I.7	First aid kit	3
I.8	Automated External Defibrillators (AEDs)	3
I.9	Fire extinguishers	3
I.10	Fire pulls	3
I.11	Panic buttons	3
I.12	Doorstops, ropes and curtains for JCEP	4

<b>Part II. Emergency Procedures</b>		
<b>Section</b>	<b>Title</b>	<b>Page Number</b>
II.1	Medical emergency	4
II.2	Fire	4
II.3	Utility failure	5
II.4	Active threats	5
II.4.a	General guidance for active threats	5
II.4.b	Specific guidance for active threats to the Activity Room	6
II.4.c	Specific guidance for active threats to JCEP classrooms	6

## Part I. Background

This document contains procedures for the most common emergencies that may be encountered during religious services or JCEP. Also included are procedures for extremely rare, but potentially serious, emergencies. ***Everyone needs to review these procedures carefully.***

Over the last several years, a number of security measures have been put in place, either by the UUCA or by Kol Ami. These include:

**I.1 Electronic door openers.** The UUCA has installed electronic access to the building. When the building is closed, access is limited to people who have the OpenPath app on their phones. Currently, those with access include Jane Schulman (President), Rabbi Gilah Langner, Lance Feiner and David Lipscomb (closet coordinators), and Amy Medrick (Communications and Administrative Coordinator).

**I.2 Limited access to the public.** When the building is open, all the exterior doors are locked except for the front door on the upper level. Also, an attendant (Henry) has been hired to watch the front door whenever it is open. (Maintenance staff at the UUCA: Jose and Manuel)

**I.3 Emergency exits and floor plans.** When you arrive at a service or program, or bring your children to JCEP, take the time to locate the emergency exits. Emergency exits are located on the floor plans (attached).

**I.4 Emergency exit routes.** The floor plans include emergency exit routes (see attached). Exit routes from the Sanctuary and Fellowship Hall, and from the Activity Room and JCEP classrooms, are provided. For those who are physically challenged by stairs, the best routes to use are marked with the wheelchair symbol.

**I.5 Contact with the Arlington Police Department.** The Arlington Police Department has a copy of the UUCA's floor plans. ***When in doubt, dial 9-1-1 for emergency assistance.*** The phone number for non-emergencies is 817-274-4444. Always provide the UUCA's address, 4444 Arlington Blvd, Arlington, 22204 and the location of the problem. If possible, have someone go outside to meet the police and show them into the UUCA.

**I.6 Kol Ami's closet.** Kol Ami's closet is located next to classroom number #14, near the Chapel on the lower level. Inside the closet are:

- The first aid kit, which is located near the prayer books.
- A copy of this emergency plan, including floor plans with exit routes, is hanging on the back of the door.

The key to the closet is kept on the left windowsill inside the Chapel. Please be sure to always return the key to the same spot.

**I.7 First aid kit.** The first aid kit is also located in the closet. It should always be brought into the room where the service is taking place. The kit includes a variety of bandages; tapes, sponges, and pads; sterilization wipes and pads; CPR face protection; disposable gloves; supplies such as scissors and cold compresses; and an emergency blanket.

**I.8 Automated External Defibrillators (AEDs).** AEDs are located near the main stairwells on the upper and lower levels (see attached floorplans). Use the AED whenever CPR is administered. As soon as the box with the AED is opened and the power button pushed, verbal instructions on its use will begin. Also inside the AED are two pieces of personal protective equipment (PPE) for safely administering rescue breathing: 1) a pair of plastic gloves and 2) a face shield.

**I.9 Fire extinguishers.** Fire extinguishers are also shown on the floor plans (see attached) and located in recessed cabinets throughout the building and marked by an arrow tape near the ceiling. There are also fire extinguishers in the kitchens.

**I.10 Fire Pulls.** There are fire pulls near every exit door and in the kitchens. When pulled, the fire department is automatically notified but, nonetheless, it is best to call 9-1-1 to ensure they received notice.

**I.11 Panic buttons.** **Important note: This section to be revised when all the details are finalized.**

We have contracted with SimpliSafe® to provide monitoring for emergency situations. The equipment includes a base unit and two panic buttons. For now, the base unit will be stored in the church offices upstairs and UUCA maintenance staff will move it to the Activity Room or to the JCEP classrooms when they do set up for us. If possible, plug the base unit into an outlet during the service or class. The UUCA staff will also move the base unit back upstairs to the office when we leave.

The two panic buttons are in our closet, hanging in a bag on the back of the door. For Shabbat or holiday services, one panic button should be given to the service leader and the other panic button should be given to a host. For JCEP, the two panic buttons should be given to the teachers.

A dedicated telephone and charger to be used in conjunction with the SimpliSafe® equipment is also in the closet in the same bag with the panic buttons. Keep the telephone in your possession during service or class because, if a panic button is pushed, an audible alarm will sound and SimpliSafe® will call us first. The number for our dedicated telephone is (XXX-XXX-XXXX). If no one answers the telephone, SimpliSafe® will then call the police. If a panic button is pushed in error, the safe word to provide to SimpliSafe® is "Milk and Honey" to indicate that everything is OK, and they do not need to call the police. Instructions for keeping the telephone charged are in the closet in the box with the equipment that the Zoom gabbai uses.

In the case of a power outage, contact Amy Medrick so she can re-sign into the SimpliSafe® network.

**I.12 Doorstops, ropes and curtains for the JCEP classrooms (Rooms 2/4, 9 and 10). Important note: This section needs to be revised when all the details are finalized.**

These items are useful for preventing intruders from peering into the classrooms and for delaying intruder entry. A box with these materials is found in the closet in room 2/4 and where? in rooms 9 and 10. (We need to verify that we can get keys to the closet in room 2/4 and identify a location to store these items in rooms 9 and 10.)

## **Part 2. Emergency Procedures**

### **II.1 Medical Emergency**

***IF IN DOUBT, CALL OR TEXT 9-1-1.***

Provide the UUCA address (4444 Arlington Blvd, Arlington, VA 22204) and location of the medical emergency inside the church. Send someone to the front door to guide the first responder to the correct location in the building.

Try to keep everyone calm and make room for the first responders or others to tend to the person in need.

If someone has collapsed, give a strong tap on the shoulder to see if they are responsive. Monitor the person until first responders arrive if the patient is breathing and has a pulse. If the person is not breathing or only has occasional gasping breaths:

- Immediately ask someone to retrieve an AED located near the stairwell on upper and lower levels.
- Ask someone else to call 9-1-1, if they haven't already been contacted, and go outside to wait for the EMS team to arrive. Someone who is trained in Cardiopulmonary Resuscitation (CPR) and rescue breathing should begin administering help immediately, while the AED is powering up. There is a face shield and plastic gloves for safely providing rescue breathing inside the AED box. Do not stop CPR and rescue breathing until 1) the first responders arrive, 2) someone else who is trained can take over, or 3) the person wakes up.

Call Amy Medrick (571-336-5544) or Jane Schulman (703-244-4916) if someone becomes ill so a family member or close friend can be contacted.

### **II.2 Fire**

If you suspect a fire, ***pull the fire alarm and call 9-1-1.*** There are fire pulls near every exit door and in the kitchens (see attached floorplans).

Fire extinguishers are shown on the floor plans and located in recessed cabinets throughout the building and marked by an arrow tape near the ceiling. There are also fire extinguishers in the kitchens.

As mentioned, emergency exit routes are marked on the floorplans (see attached).

***If there is a fire alarm during a Shabbat or holiday service,*** exit the building and wait at the far end of the parking lot. Everyone in the service should pay careful attention when exiting to ensure that no one is left behind in the building. Do not re-enter until the Fire Department informs you it's safe.

***If there is a fire alarm during JCEP,*** exit the building and wait at the far end of the parking lot. The teachers will have rosters of children in their classes, so they can count heads and ensure that everyone exited safely. Do not re-enter until the Fire Department informs you it's safe.

### **II.3 Utility Failure**

If the power goes out and does not come back on within 20 minutes, everyone should exit the building and go home. The power phases in the building often do not come up in the proper order when the power is restored, which means that necessary systems are not properly operating. Therefore, the UUCA remains closed after a power failure until the building systems can be checked to ensure that they are operable.

### **II.4 Active Threats**

This section pertains to the situation where an individual enters the building and threatens us. We may not know whether the person is unarmed or armed, either with a gun or another object. This guidance is based on the training led by Robert Graves of the Secure Community Network on May 1, 2022.

#### **II.4.a. General guidance for active threats**

***If in doubt, push the SimpliSafe® panic button.***

***Always bring your personal cellphone*** to services or JCEP because, once you reach a safe place, you should call 9-1-1 even if the SimpliSafe® panic button has been pushed. Everyone who reaches a safe place should call 9-1-1. Do not assume others have already called.

Stay alert to someone who is doing anything that seems out of place. ***When in doubt, call 9-1-1.*** You can also text 9-1-1 if you don't wish to speak aloud. Provide the address of the UUCA building (4444 Arlington Blvd.) and your location.

***Whenever possible, run.*** If you think you should run and you see a path out, run and do not stop until you reach a safe place such as the soccer field behind the UUCA (see attached arial map). Then call 9-1-1.

If you can't run, try to find a hiding spot. If possible, look for a heavy object to use as a weapon and take it with you. If you are hiding in a room or closet, look for something to use to block the door. Pile furniture in front of the door if you are able. Always stay away from windows and move to a part of the room that is not visible from the door. Turn the lights out and minimize noise. Continually re-evaluate whether you can run.

If you can't run or hide, you may have to fight. Look for a heavy object to use as a weapon. Other possibilities include throwing chairs, spraying water in the intruder's face, etc. If you are unable to strike the intruder, aim for his/her weapon. If you are hiding with a group of people, commit to act simultaneously to distract and disarm the intruder.

#### **II.4.b. Specific guidance for active threats to the Activity Room**

To secure the Activity Room, we will ask the UU to install a lock in the door nearest the elevator which would prevent someone from entering the room. We will also ask the UU to frost the windows in the Activity room to prevent someone from peering in.

Don't hesitate to push the SimpliSafe® panic button if you feel threatened. There is an emergency exit located in the Activity Room. Don't worry when the door alarm sounds. Always run if you are able.

If you can't run out the emergency exit, try to hide in the kitchen. There is a lockable door that leads out the back of the kitchen into a hallway, from where you may be able to run to safety. If you can't get to the kitchen, there is a movable divider wall in the Activity Room. Try to hide behind it.

#### **II.4.c. Specific guidance for active threats to JCEP classrooms. (This section needs to be updated with more detail.)**

Don't hesitate to push the SimpliSafe® panic button if you feel threatened. During class, set the door to lock position and pull the door shut if someone appears. A box with curtains, rope, and door jams is located in the closet in room 2/4 and **where?** in rooms 9 and 10. Use the door jams and the rope to slow the intruder's ability to enter. Also be sure to cover the window to the hallway. Move the children out of the line of sight from the door. Note that the windows in the classrooms open; use them if you need to flee.

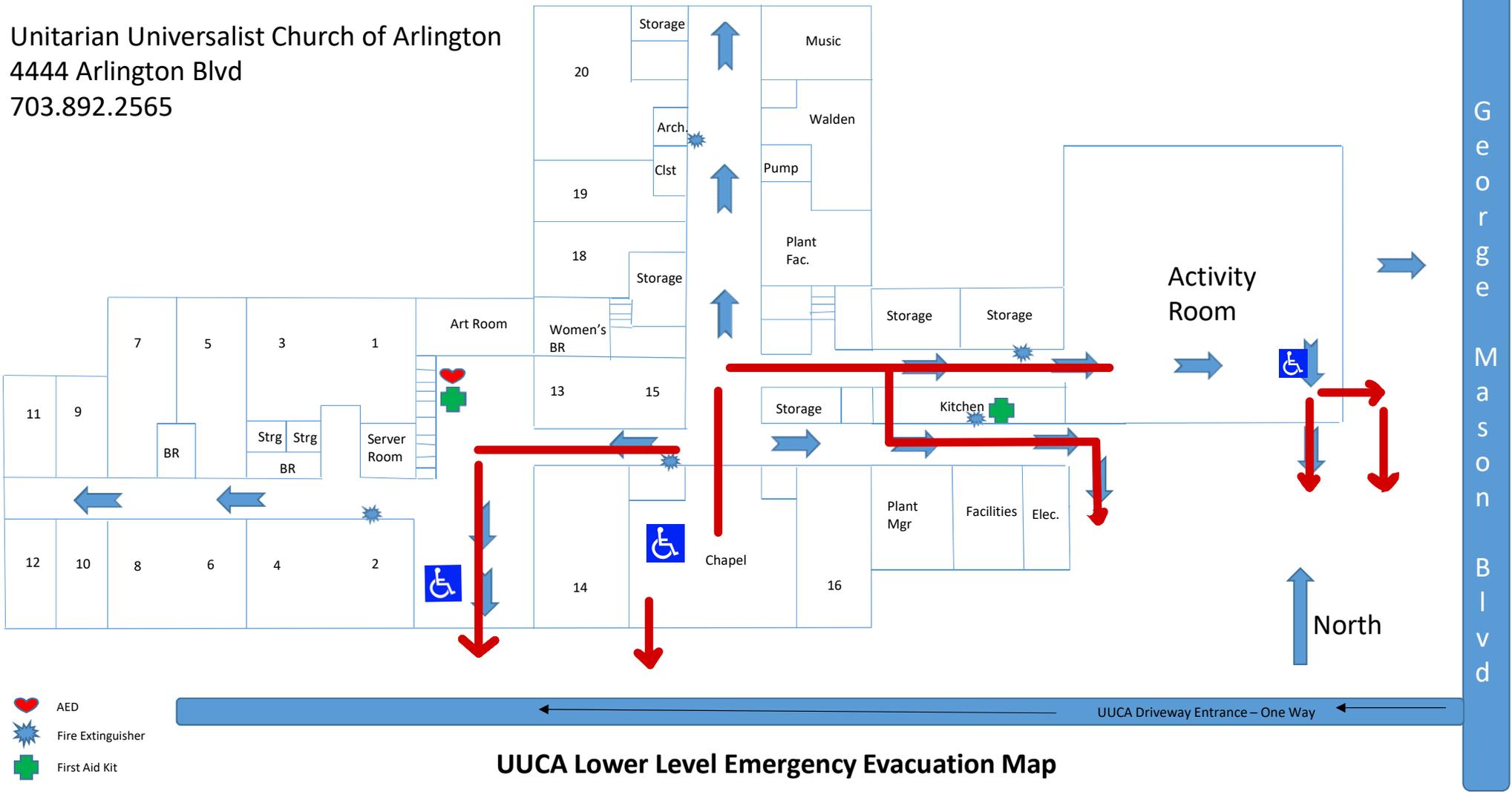
Teachers will have rosters of their students, including emergency contact information, so that they can contact parents as soon as possible in case of emergency.

West

Route 50

East

Unitarian Universalist Church of Arlington  
4444 Arlington Blvd  
703.892.2565



George Mason Blvd

UUCA Lower Level Emergency Evacuation Map

# Evacuation Map JCEP

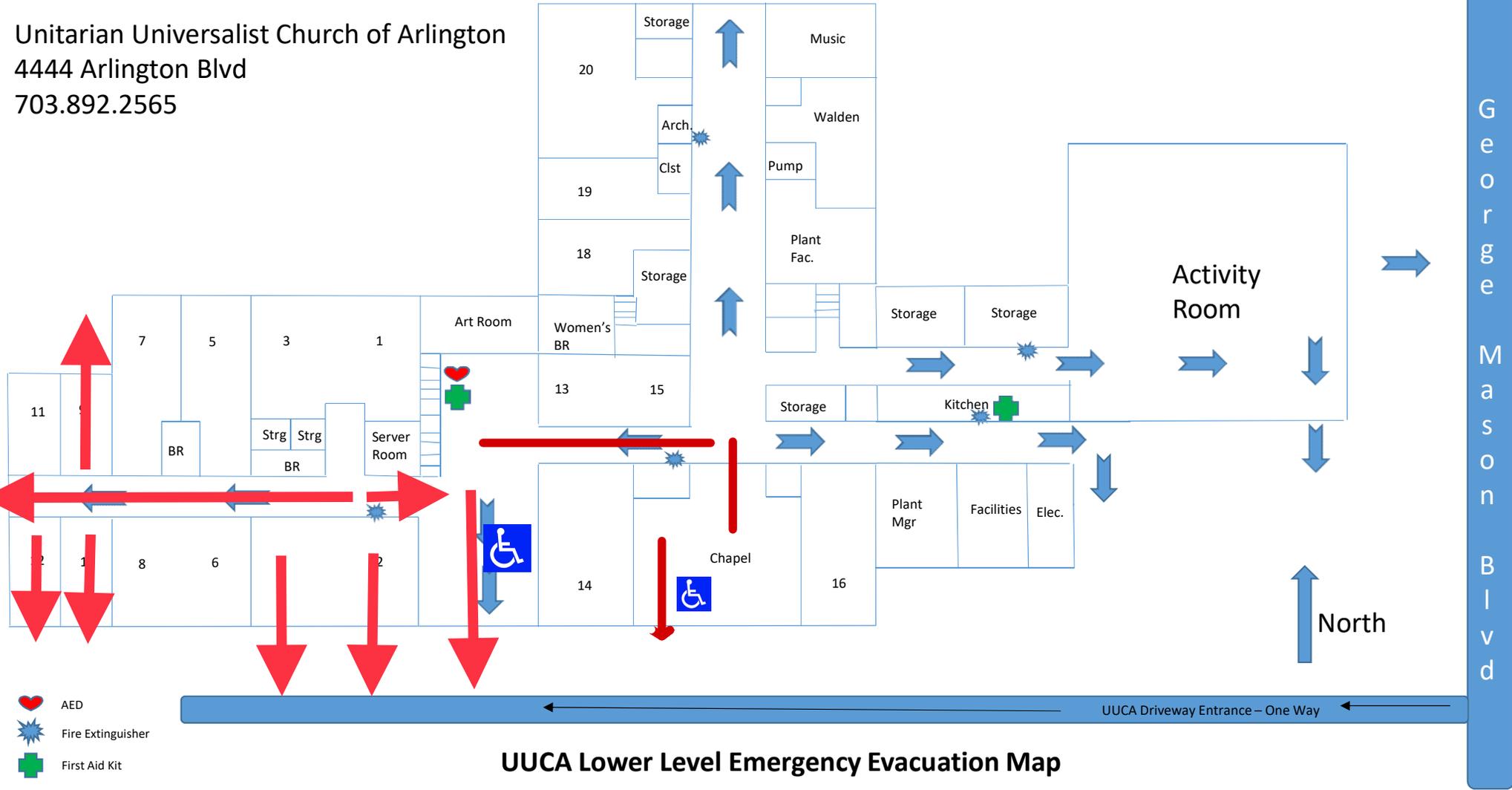
West

Route 50

East

Unitarian Universalist Church of Arlington  
 4444 Arlington Blvd  
 703.892.2565

George Mason Blvd



UUCA Lower Level Emergency Evacuation Map

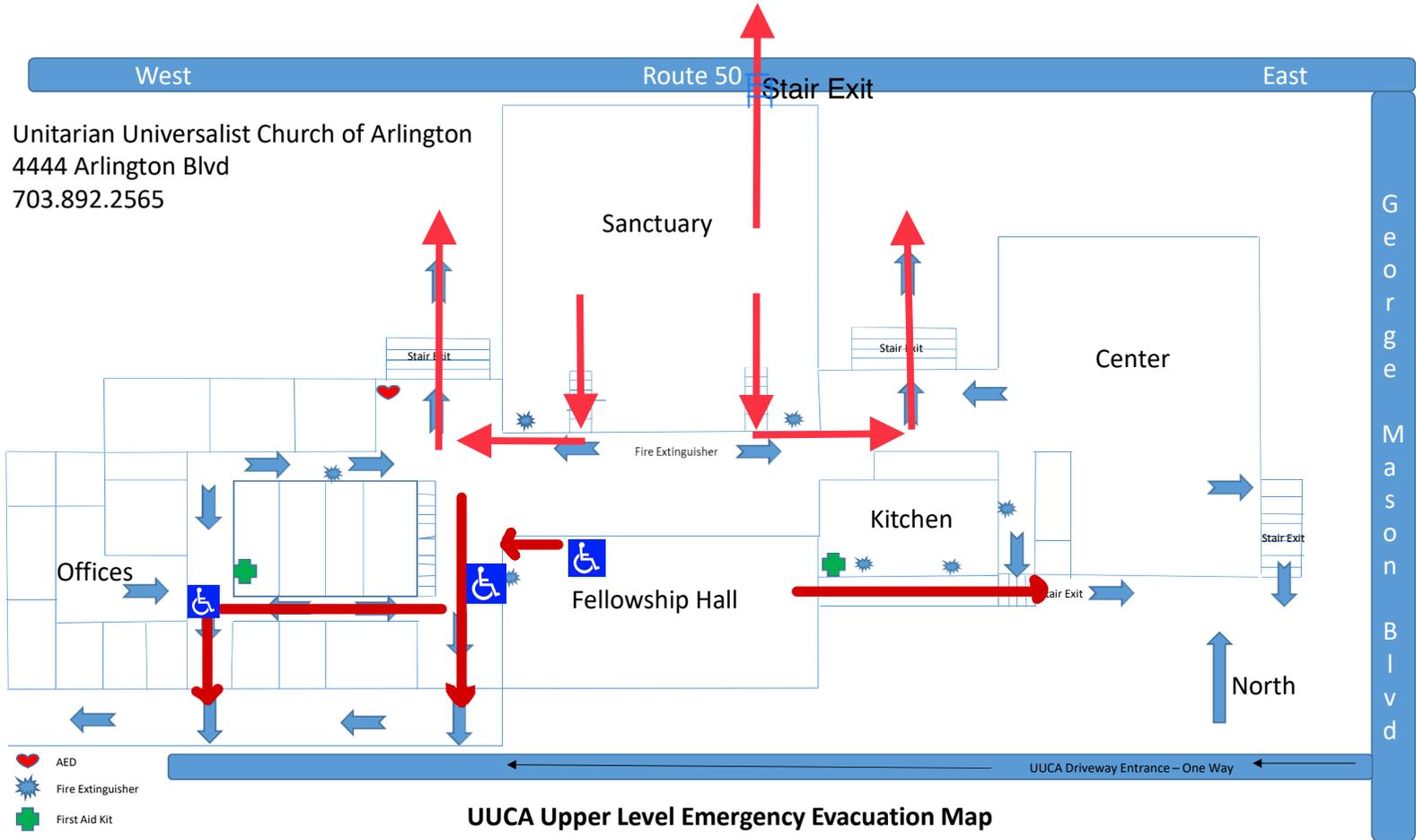
# Sanctuary Emergency Exits

West

Route 50

East

Unitarian Universalist Church of Arlington  
4444 Arlington Blvd  
703.892.2565

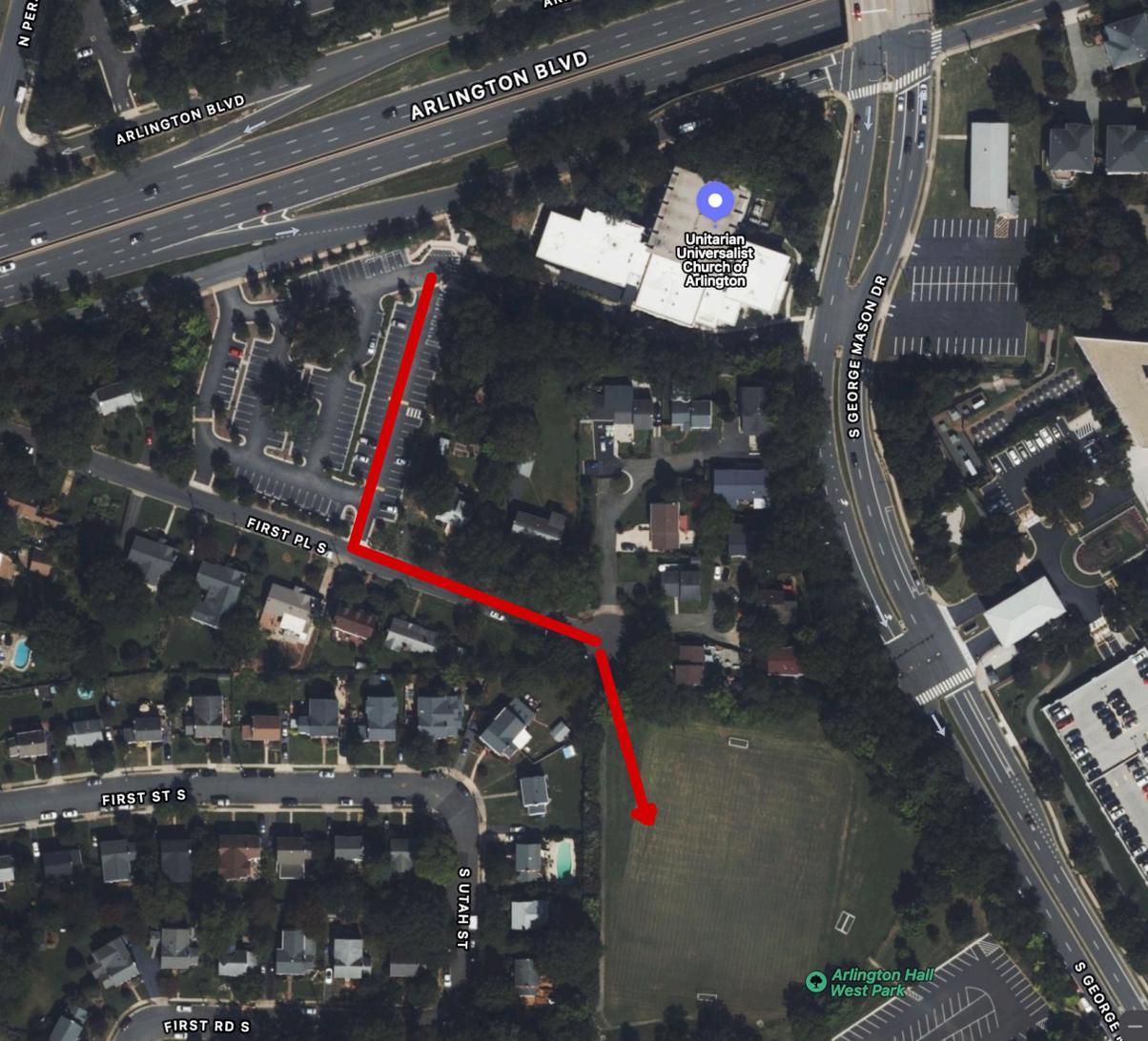


- AED
- Fire Extinguisher
- First Aid Kit

UUCA Upper Level Emergency Evacuation Map

George Mason Blvd

UUCA Driveway Entrance – One Way



N PER

ARLINGTON BLVD

ARLINGTON BLVD

Unitarian  
Universalist  
Church of  
Arlington

S GEORGE MASON DR

FIRST PL S

FIRST ST S

S UTAH ST

FIRST RD S

Arlington Hall  
West Park

S GEORGE