

MVUUF EMERGENCY PROCEDURES **MANUAL**

Emergency numbers:

911

Elevator: 1-800-708-2762

Minister: 952-258-9283

Office Manager: 952-884-8956

Public Health: Mary Schweizer [mailto:mschweizer@ci.bloomington.mn.us]

Emergency Management:

Ulysses Seal, Emergency Manager
Fire Station #1, 10 West 95th Street
PH: 952-563-4801, FAX: 952-884-7678
E-mail: useal@ci.bloomington.mn.us

Drafted by Mark Clary, Operations Committee Chair, and Rev. David Breeden
25 October 2009

MVUUF has prepared you with the following emergency procedures program to guide you through the following emergencies:

Medical

Tornado

Elevator

Fire

Evacuation

Please take a few minutes to review the following information and always keep it within easy reach for future reference.

What to do in a Medical Emergency

1. Call 911

Give the following information to the 911 dispatch center

- Building name and address:

**Minnesota Valley Unitarian Universalist Fellowship
10715 Zenith Avenue South
Bloomington, MN 55431**

- Type of injury, illness or symptoms.

2. DO NOT move the injured or ill person. If possible, have someone meet emergency units at the front door of the building.

3. First aid supplies are located outside the kitchen downstairs and next to the Green Room door in the back hallway upstairs. Instructions are posted beside the Green Room equipment.

What will happen next?

- Paramedics will be dispatched by 911.
- Paramedics will arrive to administer medical assistance.

4. After the incident has been resolved by emergency medical personnel, call the Minister at **952-258-9283**, the Chair of the Board of Trustees, and the Office Manager, 952-884-8956 to explain what happened.

What to do in a Fire Emergency

1. If a fire occurs, activate a fire alarm, or if the fire alarm has already sounded, immediately evacuate the building. (Fire extinguishers are located at the front and back doors upstairs and by the kitchen downstairs.)

CHILDREN WILL GO TO THE BASKETBALL HOOP IN THE NORTHWEST CORNER OF THE PARKING LOT. RE staff and teachers will take them there.

Once outside, **call 911.**

Give the following information to the 911 dispatch center

- Building name and address:

**Minnesota Valley Unitarian Universalist Fellowship
10715 Zenith Avenue South
Bloomington, MN 55431**

- Details of fire emergency

2. What will happen next?

- A police officer is dispatched by the 911 center to help with evacuation.
- The Fire Department is dispatched by the 911 center.
- Fire Fighters arrive to handle the emergency and take necessary action in relation to utilities.
- Paramedics will arrive, as needed, to administer medical assistance

3. After the fire department arrives and is handling the fire, call the Minister at 952-258-9283, the Chair of the Board of Trustees, and the Office Manager, 952-884-8956 to explain what happened. Minister will contact the head of building operations.

DO'S:

- Leave immediate fire area and close all doors behind you.
- Use stairwells to evacuate
- If caught in heavy smoke, take short breaths through your nose, stay near the floor and move to exit by crawling.
- Close all doors and windows.

DO NOT'S

- DO NOT attempt to fight the fire.
- DO NOT use elevators.
- DO NOT attempt to save personal property.

What to do in a Tornado Emergency

A **tornado warning** is an alert by the National Weather Service confirming a tornado sighting and location. Public warnings will be given by five minutes of steady blasts from the Hennepin County sirens. Proceed with evacuation to the basement.

- Turn on the radio, either WCCO (830 AM) or KSTP (1500 AM) and follow instructions.

If you hear a Tornado Warning, proceed as follows:

1. Move away from the perimeter of the building and exterior glass.
2. Go to enclosed areas in the building core, such as elevator lobbies, stairwells, restrooms, corridors, basement coffee room, or classrooms.
3. Sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.
4. Stay in protected areas until the “ALL CLEAR” signal is given.

What to do in an Elevator Emergency

1. Use elevator telephone to communicate with the elevator company via the elevator telephone system.
2. Remain calm.
3. Do not try to force open the elevator door.

What will happen next?

- An elevator technician and Building Maintenance Personnel will respond as soon as possible.
- **Building Personnel will contact the 24-hour emergency number 1-800-708-2762.**
- Building Personnel will be in communication with you by elevator telephone or from outside the elevator.
- You will be assisted from the elevator as soon as possible.

What to do if Evacuation of Building is Necessary:

REMEMBER to remain **CALM**, leave the sanctuary, classrooms or offices, shut the door and take your purse, keys, etc. Go to the stairwell closest to the sanctuary or your office.

DO NOT GO TO THE ELEVATORS. They should not be used in an evacuation.

CHILDREN WILL GO TO THE BASKETBALL GOAL IN THE NORTHWEST CORNER OF THE PARKING LOT. RE staff and teachers will take them there.

DO'S:

- Use the stairwells to evacuate.
- Assist in moving handicapped or non-ambulatory to stairwell landings.
- Be prepared to merge with people evacuating other floors.
- Watch for Fire Fighters coming up stairwells to handle the emergency.

DO NOT'S:

- DO NOT go to the elevators.
- DO NOT run or create a panic.
- DO NOT return to the building until the "ALL CLEAR" is given.

What will happen next?

- Fire Department will assist with handicapped evacuation.
- You may hear further evacuation announcements.
- An announcement will be made when it is safe to return to the building.