

Unity North Atlanta

Policy and Procedure

Policy Name: Safety and Health	Date Created: 6/3/2015
Policy Number: UNA - 150002	Date Approved: 6/18/2015 Date Revised: 7/8/2018
Category: Facility	Approved by: Policy and Procedure Committee Board of Directors

Purpose of Policy: Unity North Atlanta intends to provide a safe place for its employees, congregants and visitors and to maintain sound operating practices which result in safe working conditions and efficient operation.

- This Policy is reviewed with Staff, Board of Directors, Welcome Teams, and Ministry Leads, at regularly scheduled meetings and with volunteers prior to any major event. This is done by the Executive Director or designee.
- Office Manager or Facility Manager will also provide this document to anyone facilitating any event at Unity North.

Procedures for:

i. **Emergency Preparedness**

UNAC shall maintain the following:

1. First aid kits are available on all floors of all buildings (and must be returned to their original location after each use). All first aid kits are inspected for complete contents as part of quarterly Fire Drills or more often if necessary:
 - a. Sanctuary Building: Closet next to Ladies Room on the Sanctuary Floor (hanging on wall)
 - b. Sanctuary Building: Lower Level Kitchen (on open shelf above kitchen counter)
 - c. Sanctuary Building: Unikids Room 5 in cabinet near sink; Unikids Room 3 in first cabinet over counter
 - d. Admin Building First Floor Kitchen in cabinet next to refrigerator
 - e. Admin Building Lower Level Kitchenette (cabinet to right of refrigerator)
2. An automated external defibrillator (AED) is in the closet next to the Ladies Room on the Sanctuary Floor.
3. Staff members, Usher Leads and Teachers are CPR Certified including the proper use of an AED. Recertification is provided every two years.
4. Exit Maps including Fire Extinguisher and Fire Pull Station locations are located near all exit doors. (see Appendix A for maps)
5. Fire Extinguishers are checked for viability every month by the Facility Manager and annually by a licensed Fire Protection specialist.
6. All exit doors must allow for emergency exit.
7. No doorways are blocked.
8. Nothing is stored in hallways.
9. Galleys behind the stage in Sanctuary are clearly marked for storage areas and egress is not blocked.
10. Quarterly Fire Drills are performed during staff meetings. Inclement weather procedures are reviewed at this time (tornadoes, hurricane, ice, snow).

11. Emergency supplies are maintained by the Facility Manager and include, but are not limited to:
 - a. Bottled Water
 - b. Batteries
 - c. Extra Flashlights
 - d. Ground Salt
 - e. Tools

II. Emergency Responses

1. Emergency Response Drills are conducted quarterly during staff meetings and reviewed with Volunteers prior to large events, at scheduled volunteer meetings and with all new staff and volunteers.
2. Fire Response: R.A.C.E.
 - i. **Rescue:** All Staff, Board Members, Facilitators and Ushers will direct congregants and classroom attendees to the nearest unobstructed exit to a meeting place furthest from the building. As the building is being evacuated all rooms (including closets and bathrooms) are checked and evacuated.
 - ii. **Alarm:** Staff, Board Member, Facilitator or Usher will direct someone to Call 911 and pull the nearest Fire Alarm. Next to the Fire Alarms there are boxes each containing a map of the facility with exits, extinguishers, alarms, circuit boxes, shut off valves clearly marked. A Staff, Board, Facilitator or Usher exiting should pull open box and take document to First Responder.
 - iii. **Contain:** As the building is being evacuated all doors will be closed to help contain the fire.
 - iv. **Extinguish:** If safe to do so, Staff, Board Member, Facilitator or Usher, will use nearest Fire Extinguisher on fire.
3. Tornado Response:
 - i. In the Sanctuary, all Staff, Board Members, Facilitators and Ushers will direct congregants to the nearest lower level away from glass. If there is time, continue down stairwells to inner hallways of lower level.
 - ii. On the lower level of church building, Staff, Board Members, Facilitators and Ushers will direct congregants to the nearest stairwells and inner hallways.
 - iii. In the Administration Building move everyone to inner stairwell (leading to Youth Center) and the inner hallway and Game Room of the Youth Center.
4. Hurricane Response: Same as Tornado Response

III. Accidents and Medical Emergencies

Location of first aid kits, AED and those certified in CPR are listed in **I.3** of this document. The first person to witness or respond to an accident or medical emergency is the **person in charge** and stays with the victim until additional help arrives.

The Person in Charge will:

1. Ensure that the injured person is not moved unless necessary to prevent additional harm
2. Direct someone to get first aid kit if necessary
3. Ask for medical assistance (CPR/AED/First Aid) and/or to call 911
4. Assign someone to wait at entrance to direct First Responders
5. Assign someone to crowd control if necessary
6. Have someone call the next of kin if not immediately available
7. Alert Facility Manager, Executive Director and/or Spiritual Leader
8. Obtain names and phone numbers of people involved in incident and complete Personal Injury Incident Report (Exhibit A herein attached) within 24 hours of incident.

IV. Menacing Person Threat

If there is a potentially dangerous person in your area, follow these guidelines:

1. Remain calm and cooperate with the person(s); make no sudden movements.
2. If safe to do so, quietly leave the area.
3. Call 911 and give your location. If you are in a position to explain your situation, give as much information as possible.
4. Alert Facility Manager, Executive Director and/or Spiritual Leader
5. Obtain names and phone numbers of people involved in incident, complete a General Incident Report (Exhibit C herein attached) and provide that report either to the Executive Director or the Spiritual Leader (or designee) within 24 hours of the incident.

V. Bomb Threat

All threats are treated as real. It is important to write down everything that is said by the caller and keep it with you until an all clear by emergency personnel is given.

1. Be calm and courteous. Listen; do not interrupt.
2. Record all information provided by the caller.
3. After the caller hangs up, call 911 immediately.
4. Take the recorded information with you as you evacuate the building.
5. Begin the Fire Response plan for evacuation.
6. Obtain names and phone numbers of people involved in incident, complete a General Incident Report (Exhibit C herein attached) and provide that report either to the Executive Director or the Spiritual Leader within 24 hours of the incident.

VI. Active Shooter

Unity North Atlanta is a Gun Free Zone. We do not knowingly allow guns on our campus. If an Active Shooter Event occurs, the following are the recommended steps by the US Department of Justice:

Option 1 RUN:

- Know your escape route and direct others towards it as you go.
- Evacuate even if others do not follow
- Do not attempt to help the wounded
- Don't let anyone back into the area
- Keep hands visible
- Once you are safe, call 911 with location of shooter(s) and how many, physical description, what and how many weapons, and estimate number of victims.

Option 2 HIDE:

- Hide away from view of shooter
- Lock door or block entry
- Silence your phone (including vibrate) and stay quiet

Option 3 FIGHT:

- Fight ONLY as a last resort and ONLY when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at shooter

Law Enforcement first on the scene will not help the wounded. Rescue teams will arrive and tend to any victims. Once Law Enforcement is on scene follow instructions and keep hands visible at all times.

VII. Food Safety

Everyone involved in the kitchen must take steps to ensure a healthy, clean environment for our congregation. This applies to the kitchens in both the Sanctuary and the Administration buildings. The following list is not meant to be all inclusive of the health measures that are taken with regard to food safety.

1. UNA does not have Commercial Kitchens. The kitchens are Warming Kitchens only.
2. All staff and volunteers handling food must wear non-latex disposable gloves.
3. No food is to be stored in cabinets or pantries other than that to be used by staff.
4. All refrigerator and freezer temperatures are to be maintained and checked routinely.
5. All countertops are to be cleaned and disinfected after each use.
6. The only food donations accepted by UNA are those that are cleared through the UNA office. No home-canned goods are to be accepted.
7. No food brought to potluck dinners is to remain at the end of the dinner. Participants are responsible for serving and cleanup of their dishes. No home-canned goods are allowed.
8. All plastic table covers are to be cleaned and disinfected after use.
9. In the event of a food-related illness, complete a General Incident Report (Exhibit C herein attached) and provide that report either to the Executive Director or the Spiritual Leader (or designee) within 24 hours of first awareness of illness.

VIII. Incident Reporting

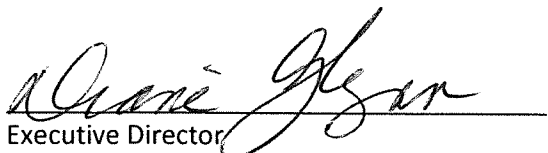
It is important that an incident report be completed as soon after an event as possible. There are three types of Incident Reports: Physical Injury, Property Damage and General Incident (Exhibits A, B, C herein attached)

1. This form will document what occurred, who was involved, what action was taken and any follow up that might be needed.
2. It should be completed by the primary person attending to the situation at the time it occurred. Witnesses' reports should be included in the initial report.
3. The incident report should be turned into either the Executive Director or the Spiritual Leader or designee within 24 hours of the actual incident.


Chair, Board of Directors

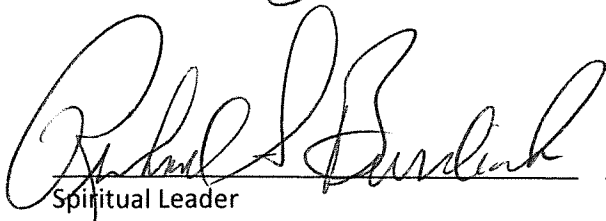
LINDA MINNICK
Printed Name

7/19/18
Date


Executive Director

Diane Glynn
Printed Name

7/23/18
Date


Spiritual Leader

Richard Burdick
Printed Name

8/14/18
Date

EXHIBIT A
UNITY NORTH ATLANTA CHURCH
PERSONAL INJURY INCIDENT REPORT
FORM MUST BE COMPLETED WITHIN 24 HOURS OF INCIDENT

Date of incident: _____ Day _____ Time: _____ AM/PM

Name of affected person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was affected person? Employee _____ Volunteer _____ Member _____ Non-Member _____
Adult _____ (over 18) Youth _____ (13-17) Child _____ (0-12)

Type of injury _____

What activity were you engaged in at the time of the incident? _____

Details of incident: (use additional sheet if needed) _____

Witness(es): _____

Any action taken: _____

Injury required physician/hospital visit? Yes _____ No _____

EXHIBIT B
UNITY NORTH ATLANTA
PERSONAL PROPERTY INCIDENT REPORT FORM
FORM MUST BE COMPLETED WITHIN 24 HOURS OF INCIDENT

Date of incident: _____ Day _____ Time: _____ AM/PM

Name of Personal Property Owner: _____

Address: _____

Phone Number(s): _____

What was damaged? _____

Was anyone injured? YES NO **IF YES, COMPLETE PERSONAL INJURY INCIDENT REPORT**

If Yes Name of Injured Party _____

Address: _____ Phone _____

Nature of Injury (use additional sheets if needed)

What activity were you engaged in at the time of the incident? _____

Details of incident: (use additional sheet if needed) _____

Any action taken: _____

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Names and Phone Number of Witness(es):

Witness # 1 Name _____ Phone _____

Witness # 2 Name _____ Phone _____

Witness # 3 Name _____ Phone _____

Additional information:

Signature of Person completing Report

DATE _____ PRINTED
NAME _____

Signature of person who accepted this report

Date

PRINTED
NAME _____

Return this form to the Executive Director or Spiritual Leader
within 24 hours of incident

EXHIBIT C
UNITY NORTH ATLANTA CHURCH
GENERAL INCIDENT REPORT FORM
FORM MUST BE COMPLETED WITHIN 24 HOURS OF INCIDENT

Type of Incident: Fire Menacing Person Bomb Threat Theft
 Other _____

If Personal Injury or Property Damage occurred complete and attach appropriate Incident Reports to this document.

Date of incident: _____ Day of Week: _____ Time: _____ AM/PM

Details of incident: (use additional sheet if needed) _____

Action taken: 911 called Police Report Filed Report # _____

Names and Phone Number of Witness(es):

Witness # 1 Name _____ Phone _____
Witness # 2 Name _____ Phone _____
Witness # 3 Name _____ Phone _____

Additional information:

Signature of Person completing Report

DATE _____ PRINTED
NAME _____

Signature of person who accepted this report

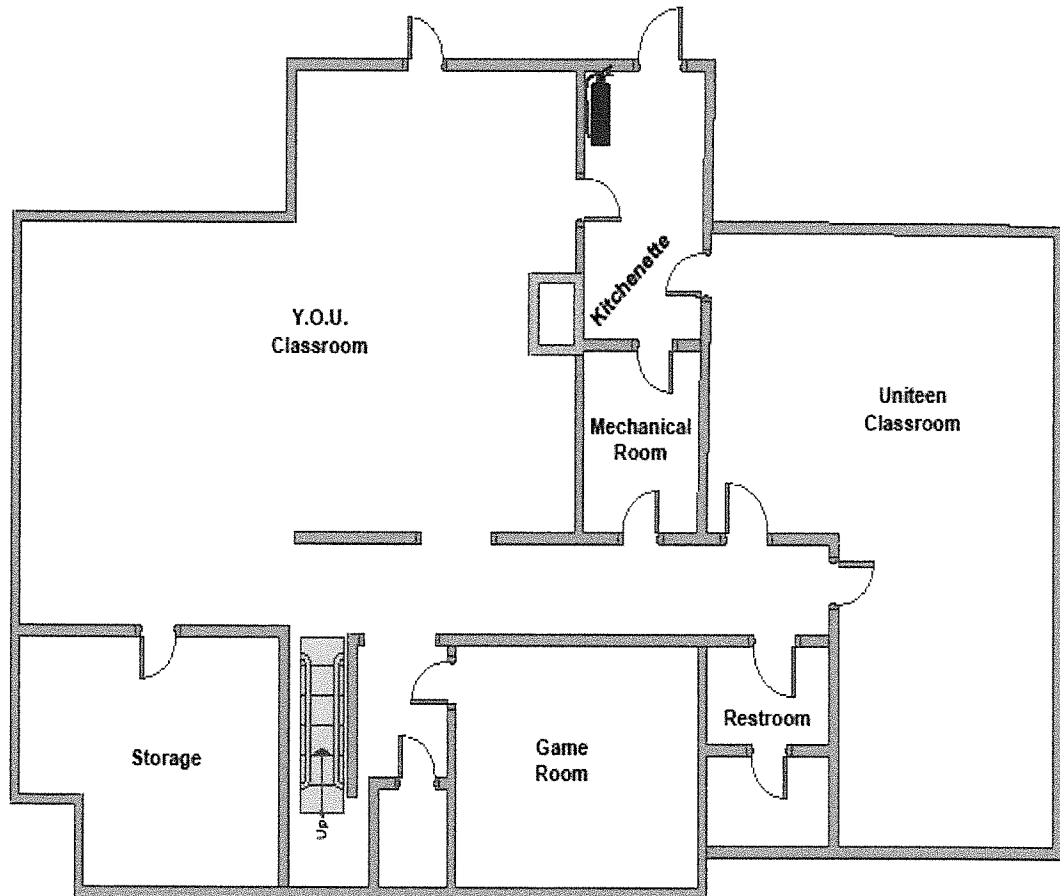
Date

PRINTED
NAME _____

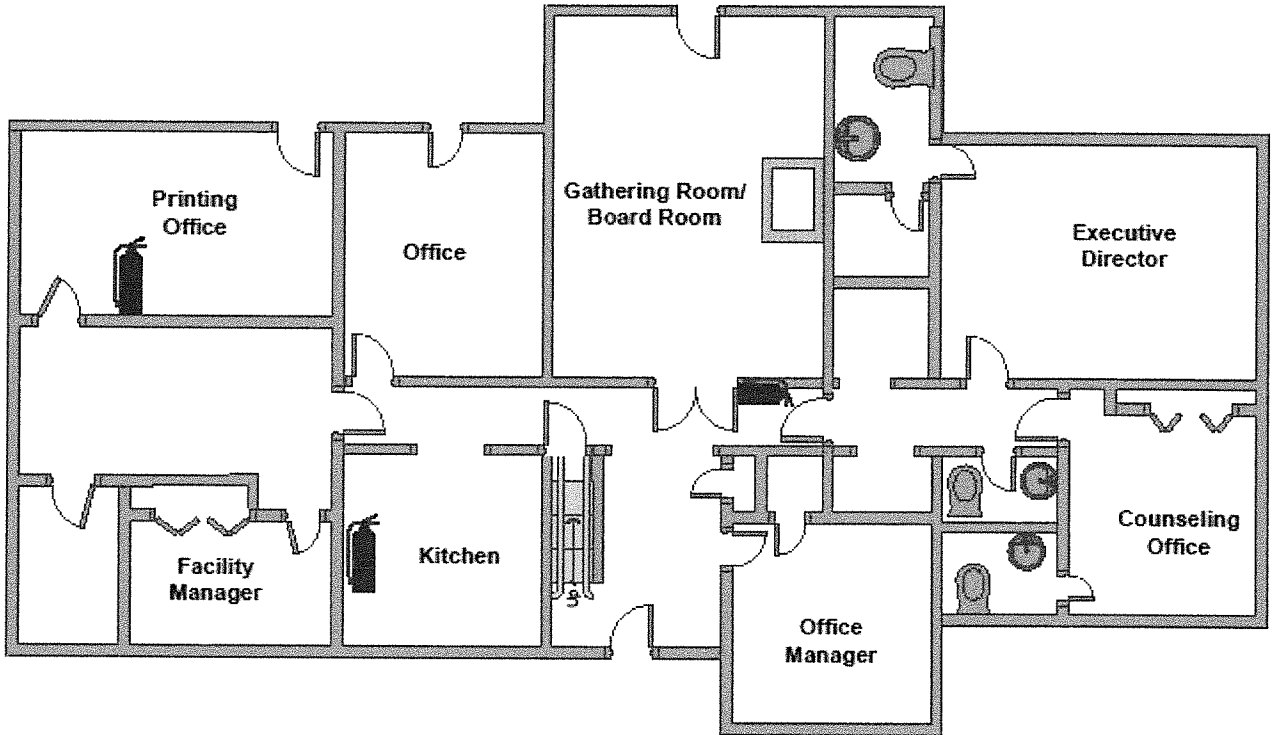
Return this form to the Executive Director or Spiritual Leader
within 24 hours of incident

**APPENDIX A
Facility Maps**

**Administration Building
Lower Level**



Administration Building Main Floor



Administration Building Upper Level

