

1) COMMUNICATION during an "event": sanctuary & church school need to communicate with each other

- sanctuary: minister dispatch an usher to tell DRE
- church school: DRE should tell minister (via a note if not emergency) & affected parents

2) First aid kits in kitchen (wall over counter) and church school wing (base of stairway leading to 2nd floor)

3) FIRE EVACUATION procedures:

- if smoke or fire, pull alarm (by breezeway doors, CS hallway doors to playground)
- evacuate building:

SANCTUARY to "lower" parking lot
(leave upper driveway free for emergency vehicles)

CHURCH SCHOOL

- first floor to playground (far end)
- second floor to nearest exit & then to playground (far end)
- doors to each room should be closed prior to exiting the building
- each teacher should take the class attendance folder and review after evacuation; report any missing student to the DRE.
- DRE should check the bathrooms
- minister check annunciator panel to determine location of alarm
- minister and/or DRE should call fire department to give specifics

4) MEDICAL EMERGENCY - **call 911 immediately**

IN CHURCH:

- notify minister, e.g., "is there a doctor in the house?"
- as deemed appropriate, the minister say a prayer
- and/or announce hymn 401 "Amazing Grace"
& minister check on the situation (decide to call 911, reassure people)

MEDICAL EMERGENCY IN CHURCH SCHOOL:

- teacher notify DRE with cell phone
- IF SERIOUS enough to require parents:
 - DRE go to sanctuary & hand note to Minister
"would the parents of _____ please go to the Church School" (& give some indication of the medical emergency)
 - After parents leave, minister may ask a physician to go also

5) MISSING CHILD

- check with teacher, H.S. Aides
- notify DRE, who will
 - assign people to search bathrooms, basement, playground, Parish Hall stage behind curtain
 - notify parents

6) AVOID EXPOSURE TO BLOOD- BORNE PATHOGENS:

- should be a box of non-latex gloves with first aid kits in kitchen & Church School wing

7) HAZARDOUS/NOXIOUS FUMES

- if in kitchen, check pilot light on gas range
- if in Church School wing or elsewhere, notify DRE or Minister
- call Fire Department

8) TORNADO

- Go to basement under Parish Hall
- Church School use stairs in CS breezeway
- Adults use stairs between library & chapel

10) ABUSE PREVENTION GUIDELINES

- TWO adults (or teacher & aide) should be supervising all children whenever possible
- Keep classroom doors open
- DRE should be constantly circulating through children's areas and should monitor entrance to CS wing, greet visitors, strangers ("can I help you?" "why are you here?")

CS field trip/sleepover procedures:

- permission letters required
- DRIVERS SHOULD CALL CHURCH OFFICE (781-893-7798) FROM PARKING LOT TO REPORT NAMES OF PEOPLE IN THE CAR AND CELL PHONE NUMBER
- no use of drugs or alcohol, including giving/taking someone else's prescription medications. On a trip or retreat, if a youth is on prescription meds, the meds are given to a chaperone for safekeeping (except for inhalers, epi-pens and insulin). If a youth is found in violation, his/her parents/guardians are notified immediately and must come to pick up their child, at their expense.