

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO
4190 Front Street (Cross Street is Arbor)
Emergency Procedure Guidelines for Ushers

Basic Usher Information:

- ++ minimum of 4 ushers for each Sunday Service
- ++ lead usher for each Service assign ushers to positions (i.e. side door; main doors, etc.)
- ++ lead usher inform appropriate usher location of persons who may need extra help
- ++ lead usher have cell phone on his/her person at all times

Evacuation Procedures in event of emergency and/or for fire drill:

- ++ Fire Alarm will sound
- ++ Worship leader will inform Congregation to evacuate, with orderly process
- ++ Primary evacuation routes, side door (north) toward circle and main glass doors
- ++ Secondary, but poor choice-use only if necessary, evacuation route through south door toward chapel. This route has stairs both if going outside or through the Chapel; outside stairs could be hazardous.
- ++ Primary Evacuation Routes: Ushers direct congregants up lane behind Welcome Center to Refuge Area (sidewalk next to Parking Lot) Evacuation route is not through patios. Use only lane from circle behind Welcome Center. One usher stationed at bottom of stairs leading to UCSD parking building to direct people away from those stairs; go to Refuge Area.
- ++ Lead Usher has assigned team member to persons who may have difficulty; Usher assist as needed.

In Event of Medical Emergency

- ++ All ushers be informed of location of First Aid Kits-cabinet,Usher Room and Sound Booth
- ++ Quiet room is Law Lounge in Welcome Center
- ++ Usher assigned to location will be responsible for emergency in his/her area
- ++ Lead usher assign another usher to go to street to direct emergency vehicle down Lane to circle
- ++ lead usher needs to be aware of location of medical personnel in Congregation
- ++ Worship Leader will inform Congregants and direct response such as, but not limited to sitting quietly, singing quietly, not "grouping" around victim.

Disruptive Behavior WITH WEAPON

- ++ Lead usher move quietly, but directly down center aisle to inform worship leader
- ++ Worship Leader inform Congregation and direct response
- ++ Lead usher appoint another usher to inform personnel in Religious Education to proceed with lock down
- ++ if individual with weapon outside, ushers ask Staff Member to lock glass doors to prevent entry
- ++ Lead usher with cell phone to call 911; if land line available, use it

Disruptive Behavior WITHOUT WEAPON

- ++ Lead Usher walk calmly/purposefully down center aisle to inform Worship Leader
- ++ Worship Leader will inform Congregation and direct response
- ++ Usher closest to situation will approach disruptive individual calmly, offering to assist or help individual exit

