

Highland Mennonite Brethren Church Conduct Manual Physical Safety and Emergency Response Policy

This *Physical Safety and Emergency Response Policy*¹ outlines Highland Mennonite Brethren Church (“HMBC”)’s commitment to providing an environment of physical safety to Occupants of its building and to have appropriate emergency response procedures in place. Occupants are expected to adhere to the highest health and safety precautions as set out in this policy. HMBC Ministry Team Leaders - under the oversight of their Core Ministry Coordinator and with the support of the Ministry Personnel on their teams - carry the responsibility for complying with this policy for the duration of a Ministry Activity. Parents and Caregivers carry the primary responsibility for monitoring the behaviour and safety of their Vulnerable Persons, and may from time to time confer secondary responsibility on Ministry Personnel for the duration of a Ministry Activity. Renters carry the responsibility for complying with this policy for the duration of a Rental Activity.

¹ With resources from Calgary Fire Department; Covenant Christian Reformed Church Edmonton; Mennonite Mutual Insurance; and Plan to Protect®.

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1. DEFINITIONS

For the purposes of this policy the following terms shall have the following meanings:

Activity	Includes any Ministry Activity and Rental Activity as defined.
Adult	A person who is 18 years of age and older.
Caregiver	A family member or a paid or unpaid helper who regularly looks after a Vulnerable Adult.
Child	A person under the age of 18 years; see also Youth .
Designated Screening Personnel	A person or group of people designated and trained to screen prospective Ministry Personnel working with Vulnerable Persons.
Executive	A group of Leadership Team members consisting of the Lead Pastor, Chair, Assistant Chair, and Secretary.
Hall Monitor	The person designated for the duration of an Activity to oversee and ensure building security as well as safe and complete evacuation or relocation of Occupants during a fire, other emergency, or a fire drill. On Sunday mornings this includes the Head Usher, the Assistant Usher, and the KidQuest Hall Monitor. During a Ministry Activity it is the Ministry Team Leader or their designate. During a Rental Activity it is the facility host or the Renter if acting as facility host.
Key Holder	The person responsible for unlocking and locking the exterior doors for an Activity. On Sunday mornings this includes, but is not limited to the Head Usher, the Assistant Usher, and the KidQuest Hall Monitor. During a Ministry Activity it is the Ministry Team Leader or their designate. During a Rental Activity it is the facility host or the Renter if acting as facility host.
Leadership Team	The highest functioning authority of HMBC.
Ministry Activity	An event and the set-up/clean-up time for that event taking place on HMBC premises, and sponsored and approved by HMBC as part of its mission, core values, and vision.
Ministry Personnel	Includes HMBC volunteers, full-time, part-time, short-term, or contract staff, and pastoral staff whether or not they receive a salary.

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Ministry Team Leader	A person who oversees a particular HMBC ministry and its Ministry Personnel. The role may be filled by a volunteer or full-time, part-time, short-term, or contract staff, and pastoral staff whether or not they receive a salary.
Muster Point	The Tim Hortons on the corner of Centre Street and 40 th Ave NW immediately east of HMBC serves as the designated place to assemble when required to evacuate the building.
Occupant	A person who is present in the building at a given time, including but not limited to members, adherents, visitors, renters, suppliers, and contractors.
Parent	The natural or adoptive parent or legal guardian of a Child.
Rental Activity	An event and the set-up/clean-up of that event taking place in the HMBC building upon payment of a rental fee, but not sponsored and approved by HMBC as part of its mission, core values, and vision.
Renter	A person, group of people, or organization renting space in the building.
Vulnerable Adult	A person who is 18 years of age or older and - because of their age, a disability or other circumstances, whether temporary or permanent - is in a position of dependence on others or is otherwise at a greater risk of being harmed by a person or persons in a Position of Trust than the general population.
Vulnerable Person	A Child, Youth, or Vulnerable Adult as defined.
Youth	A Child who is 11 to 17 years of age.

2. VULNERABLE PERSONS PROTECTION PROCEDURES

See HMBC's Plan to Protect® Policy for a comprehensive policy on protecting Vulnerable Persons.

- Ministry Personnel and Renters shall follow vulnerable persons protection procedures to supervise and protect any Vulnerable Persons participating in their Activities.

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3. FACILITY PRECAUTIONS

Alert the FACILITIES Coordinator or the HMBC office if any of these facility precautions are in need of an update, a repair, or a replacement; or if any other safety concerns come to light.

3.1. Elevator, Hallways & Stairwells

- The elevator, hallways, and stairwells shall not be used for storage;
- Lights in the elevator, hallways, and stairwells shall remain lit for the duration of an Activity, especially if Vulnerable Persons are participating;
- The elevator shall be inspected annually to ensure safety and reliability.

3.2. Emergency Exits

- Lighted signage clearly pointing to the nearest emergency exit shall be mounted throughout the building.
- Emergency exit route signs shall be posted throughout the building;

3.3. Entering, Walk-throughs, Exiting

- If the first Key Holder to enter the building finds the security system not armed, they may arm the system and exit the building for 5 minutes as an added safety measure;
- Upon confirmation that there is no intruder in the building, the Key Holder may re-enter the building, disarm the system, and proceed with the Activity;

Alert the FACILITIES Coordinator or HMBC office if the security system was not armed overnight.

- Exterior doors shall remain locked or be monitored by the Hall Monitor for the duration of an Activity, especially during an Activity designed for Children.
- The Hall Monitor shall do a periodic walk-through of the building during and at the conclusion of an Activity:
- The last Key Holder to exit the building shall arm the security system.

3.4. Furniture & Floors

- Floors shall be free of clutter;
- Spills shall be immediately cleaned up to avoid presenting a slipping hazard;
- Shelving and portable walls shall be properly secured to walls;
- Stand-alone displays and displayed materials shall be properly secured;
- Tables shall be stored in such a way as not to collapse; and
- Banquet chairs shall be stacked no more than 8 chairs high.

3.5. Gym & Fellowship Hall

- Activities of elevated risk likely to cause serious harm or injury shall be avoided;

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- Active games or sports shall be monitored by an Adult (i.e., Ministry Personnel during Ministry Activities; Parent or Parent's designate when not within the scope of a Ministry Activity);
- Active game or sports equipment shall be regularly inspected and broken or unsafe equipment repaired or replaced.

3.6. Hazardous Materials

- Matches and lighters shall be kept out of reach of young Children;
- Medications shall be kept out of reach of young Children;
- Cleaning products shall be kept out of reach of young Children;
- Chemicals (fertilizers, salt, insecticides, herbicides, gasoline, oil, etc.) shall be stored in their original containers, properly labeled, and kept out of reach of young Children;
- Waste chemicals shall be disposed of promptly, properly, and safely at a waste disposal centre and - under no circumstances - disposed of in a sink, toilet, storm drain, or on land.

3.7. Kitchen & Coffee Counter

- Sharp knives and utensils shall be kept in a child-proofed drawer.
- Faucet temperature controls shall be set so as not to scald Occupants;
- Plugged-in and plumbed-in coffee makers shall be kept out of reach of young Children.

3.8. Lighting & Electrical

- Both interior and exterior lights shall be in good working order and burnt out lightbulbs replaced promptly;
- Electrical circuits shall not be overloaded;
- Electrical cords, wires, string, tape, or other such objects shall be placed and secured in such a way as to avoid presenting a tripping hazard;
- Electrical cords that are cracked or frayed shall be repaired or replaced.

3.9. Nursery & Nursing Room

- Nursery safety doors/gates shall be safety-approved and securely installed according to the manufacturer's instructions;
- Approved outlet covers shall be used for unused electrical outlets;
- Electrical cords, wires, string, tape, or other such objects shall be kept out of reach of young Children;
- Electrical equipment shall not be plugged in and left unattended, even briefly;
- Cribs shall be safety-approved (crib slats no more than 2-3/8 inches apart and all crib mattresses fit snugly) and not missing any screws or bolts;
- Children who are able to climb out of a crib shall not be placed in a crib;

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- Cribs, diaper change stations, and other furniture shall be kept away from windows that can be opened by a young Child and pose a falling risk;
- Cribs shall contain no crib gyms, hanging toys, or decorations;
- Toy storage containers and shelving shall be safely secured;
- Toys and play equipment shall be regularly inspected, repairing or replacing any that have loose, broken, or sharp parts;
- Small toys or toys with small removable parts that could present a choking hazard shall not be permitted;
- Broken pieces of toys, screws, buttons, and other items that could present a choking or suffocation hazard shall be immediately disposed of;
- Balloons and plastic bags present a suffocating hazard and shall not be permitted, although plastic bags for disposal of soiled diapers shall be available in the nursery washroom, out of reach of young Children.

3.10. Security & Fire Systems

The building is equipped with a security monitoring system which includes contact sensors, motion sensors, and emergency lighting.

- The security monitoring system shall be inspected annually for deficiencies, and necessary repairs shall be made within a reasonable time frame.

The building is equipped with fire alarm pull stations that trigger in-house fire alarm bells only (but do not dispatch the Calgary Fire Department without someone calling 911), and fire extinguishers on all levels and in multiple places.

- The fire alarm pull stations/bells and fire extinguishers shall be inspected annually for deficiencies, and necessary repairs shall be made within a reasonable time frame.

Since all alarm incidents are treated as real, the intentional sounding of a false alarm is a very serious offense, and a person identified as having pulled an alarm without cause may face disciplinary action which may include the pressing of criminal charges. Anyone having information related to a false alarm should contact the FACILITIES Coordinator or the HMBC office.

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3.11. Washrooms & Diaper Change Stations

See HMBC's Plan to Protect® Policy for Diaper Changing and Washroom Guidelines relating to Vulnerable Persons.

- Lights in washrooms shall remain lit for the duration of an Activity, especially if Vulnerable Persons are participating;
- Faucet temperature controls shall be set so as not to scald Occupants;
- Wipes, powders, and lotions shall be kept out of young Children's reach; and
- Diaper change stations shall only be used for their intended purpose.

3.12. Windows & Doors

- Windows in doors shall remain uncovered to maintain clear sight lines;
- Window covering cords shall be kept out of reach of young Children;
- Storage room doors and closet doors shall remain locked or monitored by the Hall Monitor for the duration of an Activity.

3.13. Yard & Parking Lot

- Parking lot and walkways shall be cleared of snow and ice according to City of Calgary bylaws and, where possible, in preparation for an Activity;
- Landscaping and snow removal equipment shall be stored securely in an area not accessible to young Children;
- All sides of the building's exterior shall be well lit to discourage illegal or criminal activity.

4. HEALTH PRECAUTIONS

4.1. Sanitization Supplies

- Hand sanitizer stations shall be located at the two main entrances to the HMBC building and hand sanitizer liquid or wipes shall be available in first aid kits.

4.2. Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is located outside the HMBC office.

- The AED case shall include instructions for proper use;
- The AED shall be stored in an alarmed cabinet;
- The AED and its cabinet shall be inspected annually for proper functioning.

4.3. First Aid Kits

If items in a first aid kit are depleted, alert the HMBC office so these can be replenished.

- A stocked first aid kit shall be accessible on each level of the HMBC building, stored with identifying signage in the nursery washroom, outside the HMBC office and in the kitchen;

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- At every applicable Ministry Activity (e.g., off-site youth event, school yard community barbecue) that takes place away from HMBC premises, a stocked first aid kit - available from the HMBC office - shall accompany the participants;
- Designated Screening Personnel shall be responsible for ensuring a qualified person checks and restocks the contents annually;
- Each kit shall contain a pair of disposable non-latex gloves, disinfectant towelettes, sterilizing soap, two or three 4" x 4" gauze pads for blood absorption, small scissors and bandages; as well as the following documents:
 - *Appendix 1-Bloodborne Pathogens and Infectious Diseases;*
 - *And from HMBC's Plan to Protect® Policy:*
 - *List of First Aid Responders at HMBC;*
 - *Incident Report Forms; and*
 - *Alleged, Disclosed, or Suspected Abuse Report Form.*

4.4. Medication Administration

See HMBC's Plan to Protect® Policy for exceptions to and protocol for administering medication to Vulnerable Persons.

- Medication shall be self-administered by Adults, and Ministry Personnel shall only administer medication upon the advice of trained medical personnel;
- A Parent or Caregiver shall be contacted to administer medication to their Vulnerable Person.

5. WORKING ALONE PRECAUTIONS

5.1. Locked Doors

- Exterior doors shall remain locked when Ministry Personnel is alone in the building.

5.2. Doorbell Response

- Ministry Personnel alone in the building shall not be required to open the exterior door to everyone. They shall not be required to answer the doorbell if they are not expecting someone or are suspicious of the person(s).

5.3. Panic Button

- A panic button that alerts HMBC's security monitoring company to dispatch Calgary Police Services is available to wear when Ministry Personnel is alone in the building.

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6. EMERGENCY RESPONSES

6.1. Calling 911²

In a true emergency - to get immediate help from Calgary Police Service, Calgary Fire Department, or Emergency Medical Services (ambulance) - call 911. Stay on the line and be prepared to provide some information, including the church location, church phone number, a cell phone number, and the details of what happened.

Highland MB Church, 4018 Centre B St NW, Calgary, on the corner of 40th Ave and Centre B St NW, to the west of the Tim Hortons, 403-276-9396.

A true emergency includes, but is not limited to:

- a medical emergency, when someone's airway or breathing is compromised or where blood circulation is interrupted by bleeding or a serious injury. NEVER try to drive a very sick or injured person to the hospital thinking it will be faster than waiting for an ambulance. Medical help arrives when the ambulance arrives.
- any fire that is not contained in a fire pit or that is not a 'controlled burn', even if the fire is on a stove or outside in an alley or other place that seems far away from the building.
- any type of crime IN PROGRESS, whether the crime is someone spray-painting graffiti, driving impaired, assault or theft, any crime that is happening right now.

Right now, Calgary 911 cannot receive text messages from the general public.

6.2. Important Phone Numbers

Access Mental Health Line	403-943-1500
Bullying Help Line	1-888-456-2323
Calgary Transit	403-262-1000
Child Abuse Hot Line	1-800-387-5437
City of Calgary Service Information	311
Community Information	211
Connect Family & Sexual Abuse Network	403-237-5886
Distress Centre	403-266-4357
Family Violence Information Line	403-310-1818
Gas leak (ATCO)	403-245-7222
Health Link	811
Kids Help Phone	1-800-668-6868
Poison and Drug Information	1-800-332-1414
Police Emergency Line	911
Police Non-Emergency Line	403-266-1234
Power Trouble (ENMAX)	403-514-6100
Service Alberta (Provincial)	403-310-0000
Service Canada (Federal)	1-800-622-6232

² With resources from <http://www.calgary.ca/CSPS/PSC/Pages/Calling-9-1-1.aspx>

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6.3. Dealing with Illness & Injury

6.3.1. Illness

See HMBC's Plan to Protect® Policy for Illness Guidelines Specific to Nursery.

It is recommended that any person who is ill and could therefore expose others to illness should not participate in an Activity. Factors and symptoms might include:

- fever;
- unusual fatigue and irritability;
- coughing, sneezing, runny nose and eyes;
- inflamed mouth and throat;
- vomiting or diarrhea; or
- exposure to, or presence of, a known communicable disease.

Efforts should be made to inform Occupants, as well as Parents and Caregivers of Occupants of knowledge of any kind of outbreak of a potentially serious contagious disease they might have come into contact with at HMBC. Persons who have not been immunized should remain home if there is risk of contracting a communicable disease they may be susceptible to.

6.3.2. Minor Injuries

- If the person is able to walk, carefully lead them out of the area where the Activity is taking place;
- Administer first aid as able and required;
- If the incident involves a Vulnerable Person, report it to their Parent or Caregiver; and
- Complete and submit to the HMBC office an *Incident Report Form* found in first aid kits and ministry team binders, even if an injury seems minor or there is not much external evidence.

6.3.3. Severe Injuries

See HMBC's Plan to Protect® Policy for the protocol on dealing with severe injuries of a Vulnerable Person.

- Immediately call 911;

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- Administer first aid as able and required;
- Do not move the person if they are not moving or if there is any doubt about the extent of the injury;

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- If the injury involves a Vulnerable Person, immediately contact their Parent or Caregiver. If they are not on the premises, obtain contact information from the Ministry Team Leader or *Annual Registration & Release Form* found in ministry team binders;
- Complete and submit to the HMBC office an *Incident Report Form* found in first aid kits and ministry team binders.

6.3.4. *Injuries involving Blood*

See Appendix 1 - Guide on Bloodborne Pathogens and Infectious Diseases.

- Separate the injured person from others;
- Make every effort to ensure that no other person had contact with the blood;
- Isolate the area where the injury occurred or where blood may have dropped on the floor or equipment;
- Bandage the injury using non-latex gloves and avoiding contact with mouth, ears, and eyes;
- Carefully dispose of used first aid materials in a bag-lined waste bin;
- Take extreme care in cleaning up blood using non-latex gloves and avoiding contact with mouth, ears, and eyes;
- Correctly remove gloves and dispose of them in a bag-lined waste bin;
- Thoroughly wash hands with sterilizing soap available in the first aid kits;
- Have others who had contact with the blood thoroughly wash with sterilizing soap available in the first aid kits.

6.4. *Dealing with Disruptions*

See HMBC's Plan to Protect® Policy for the protocol on dealing with disruptions involving a Vulnerable Person.

6.4.1. *Minor Disruptions*

- Promptly and respectfully address any behaviour that could be considered a minor disruption to an Activity. This may be as simple as closing doors, asking a disruptive person to keep their voice down, or encouraging a disruptive person to quietly return to the Activity.
- If they do not respond positively to these steps, ask them to leave the immediate area of the Activity or, in extreme cases, to leave the building.
- Complete and submit to the HMBC office an *Incident Report Form* found in first aid kits and ministry team binders.

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6.4.2. Major Disruptions

- Promptly and respectfully address any behaviour that could be considered a major disruption to an Activity, avoiding one-on-one confrontations. Never approach by yourself a disruptive person who is showing signs of becoming verbally or physically aggressive or violent. Together with at least one other Adult, accompany them away from the immediate area of the Activity to give them an opportunity to calm down.
- If they do not respond positively to these steps, have two or more Adults accompany them out of the building and do not allow them to re-enter.
- If they refuse to leave and their aggressive or violent behaviour continues, have two or more Adults remain with them while another Adult calls 911 to dispatch Calgary Police Services.

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- Complete and submit to the HMBC office an *Incident Report Form* found in first aid kits and ministry team binders.

6.5. Dealing with a Fire

Printed signs of basic ways to R.E.A.C.T. to a fire emergency are posted at each fire alarm pull station:

- R.remove those in danger;
- E.nsure doors are closed;
- A.ctivate fire alarm;
- C.all 911;
- T.ry to extinguish fire.

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If the fire cannot be contained in a small area, order an evacuation, as follows.

6.6. Ordering an Evacuation³

During an evacuation, the Tim Hortons on the corner of Centre Street and 40th Ave NW, immediately to the east of HMBC, serves as HMBC's muster point.

The order to evacuate shall be given (most likely by a member of the pastoral staff or LT) when there is a serious safety risk for Occupants, were they to remain in the building (e.g., fire or armed intruder).

³ With resources from <https://www.norquest.ca/resources-services/student-services/safety-wellness/security-tips/evacuation-procedures.aspx>

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6.6.1. *Hall Monitor Responsibilities:*

- Instruct Occupants to remain where they are until ordered to evacuate;
- Dispatch several Adults, by name, to assist in evacuating Vulnerable Persons, including those in other areas of the building (e.g., nursery and classrooms upstairs) and instruct Parents and Caregivers to evacuate directly to the Muster Point when instructed to do so;
- Dispatch an Adult, by name, to activate the in-house fire alarm (if it has not already been activated), and to call 911 to dispatch emergency services;

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- Dispatch an Adult, by name, to step outside to direct emergency services to the correct entrance; ask Occupants not to move their vehicles unless asked to do so by emergency services;
- Instruct everyone within earshot to follow the nearest emergency exit route that appears safe to use, to avoid use of the elevator, to immediately assemble at the Muster Point, to remain there until further instructions are given, and to follow these instructions to completion regardless of the ringing pattern of the alarm;

During an evacuation, the Tim Hortons on the corner of Centre Street and 40th Ave NW, immediately east of HMBC, serves as HMBC's muster point.

- Check main level (incl. sanctuary, chapel, library, offices, accessible washroom) to ensure that everyone has been evacuated and that all doors are closed;
- Check lower level (incl. kitchen, fellowship hall, gym, washrooms) to ensure that everyone has been evacuated and that all doors are closed;
- Check upper level (incl. nursery, classrooms, balcony, second balcony youth room) to ensure that everyone has been evacuated and that all doors are closed;
- Check rental office and décor storage on either side of the baptistery to ensure that everyone has been evacuated and that all doors are closed;
- Release evacuees from the Muster Point when it is safe to return to the building or their vehicles;

6.6.2. *Ministry Personnel Responsibilities:*

- Follow all instructions given by Hall Monitor and their deputies, allowing them to do their jobs without interference, even if you are a Parent or Caregiver of a Vulnerable Person;
- If safely able to do so, take attendance records with you;

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- Along with any Vulnerable Persons in your care, remain where you are until instructed to evacuate;
- Assist any Vulnerable Persons in your care in following the nearest emergency exit route that appears safe to use;
- Avoid use of the elevator;
- Do not change direction in stairwells or re-enter the building, even if the alarm stops ringing;
- Along with any Vulnerable Persons in your care, immediately assemble at the Muster Point;

During an evacuation, the Tim Hortons on the corner of Centre Street and 40th Ave NW, immediately east of HMBC, serves as HMBC's muster point.

- After assembling at the Muster Point, take attendance to account for Ministry Personnel and any Vulnerable Persons;
- Along with any Vulnerable Persons in your care, remain at the Muster Point until further instructions are given;
- Follow these instructions to completion regardless of the ringing pattern of the alarm and do not, under any circumstances, change direction in stairwells or re-enter the building when the alarm stops ringing.

6.6.3. Occupant Responsibilities:

- Follow all instructions given by Hall Monitor and their deputies, allowing them to do their jobs without interference, even if you are a Parent or Caregiver of a Vulnerable Person;
- Remain where you are until instructed to evacuate;
- Follow the nearest emergency exit route that appears safe to use;
- Avoid use of the elevator;
- If you are unable to evacuate due to physical limitations, ask the Hall Monitor or another Adult for help;
- Do not change direction in stairwells or re-enter the building, even if the alarm stops ringing;
- Immediately assemble at the Muster Point;

During an evacuation, the Tim Hortons on the corner of Centre Street and 40th Ave NW, immediately east of HMBC, serves as HMBC's muster point.

- Remain at the Muster Point until follow-up instructions are provided;
- Follow these instructions to completion regardless of the ringing pattern of the alarm.

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6.7. *Initiating a Lockdown*⁴

A lockdown is implemented (most likely by a member of the pastoral staff or LT) when there is a serious security risk (e.g., violent or armed intruder) to Occupants, if they were to attempt to leave the building.

- When it is safe to do so, the Hall Monitor or their designate calls 911.

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- Upon notification of a lockdown (e.g., a verbal or text message to the effect of “Emergency—emergency—emergency—initiate lockdown!”), Occupants:
 - Close, lock, and block doors;
 - Close window blinds, then stay away from windows;
 - Turn off lights;
 - Turn cell phones/electronic devices to silent;
 - Stay quiet;
 - Do not open doors for anyone;
 - Remain in place until the door is opened by the police, then carefully listen to and follow instructions;
 - If the fire alarm goes off during lockdown, remain in place unless you see or smell smoke/fire;
 - Assist Vulnerable Persons as required;
 - If approached by an active shooter or armed intruder, be prepared to Get out, Hide, or Fight!

6.8. *Dealing with the Media*

HMBC has a *Crisis Communication Policy* outlining appropriate contact with media concerning incidents or allegations involving its Ministry Personnel. The Executive will assign one spokesperson to address all media inquiries.

7. AWARENESS & TRAINING

- Hall Monitors, Ministry Personnel, and Renters shall periodically review HMBC’s *Physical Safety and Emergency Response Policy*, and know where to find:
 - emergency exit routes;
 - fire alarm pull stations;
 - fire extinguishers (and how to use them);
 - first aid kits;
 - the Muster Point;

⁴ With resources from: <https://www.norquest.ca/resources-services/college-services/security-tips/lockdown-procedures.aspx>

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During an evacuation, the Tim Hortons on the corner of Centre Street and 40th Ave NW, immediately east of HMBC, serves as HMBC's muster point.

- Once a year, basic evacuation procedures, including emergency exit routes, shall be verbally reviewed during a large assembly and published in a newsletter or e-bulletin;
- The Plan to Protect® trainer shall review basic evacuation procedures, including emergency exit routes, at the Plan to Protect® training at the start of each ministry year;
- At the beginning of each ministry year and periodically thereafter, Ministry Personnel shall point out emergency exit routes to participants of Ministry Activities (including school-age Children, Youth, and Vulnerable Adults).
- Fire drills shall be conducted at the recommendation of and in consultation with the Calgary Fire Department.

Ministry Personnel are encouraged to seek out First Aid, CPR (cardiopulmonary resuscitation), and AED training. Reimbursement by HMBC for this type of training is at the discretion of Designated Screening Personnel or the Executive.

- *A List of First Aid Responders* shall be maintained within HMBC's *Plan to Protect® Policy*, with copies made available in first aid kits and in ministry team binders.

8. POLICY ACCESS & REVIEW

- This Physical Safety and Emergency Response Policy shall be accessible:
 - in first aid kits;
 - in ministry team binders; and
 - in the HMBC Handbook (printed version in HMBC office; on-line version at www.hmbc.ca);
- The Leadership Team shall establish, implement and review HMBC's *Physical Safety and Emergency Response Policy*;
- The Executive or its designate shall assess emergency evacuation and lockdown procedures annually, taking into account change in use and characteristics of the building.

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APPENDIX 1 - BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES⁵

This guide shall be available in each first aid kit.

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). They are transmitted through contact with human blood or other body fluids. Unbroken skin forms an impervious barrier.

Studies of school and residential settings reflect both the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures. A person who has a bloodborne pathogen infection should not be excluded from an Activity if they do not exhibit aggressive behaviour and/or have medical conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of a person acquiring harmful infections as the risk of the virus being transmitted to others is almost nonexistent.

Preventative measures:

- Common infectious diseases may be contracted from dirt and waste encountered in Activity areas. Hands should be washed with soap and running water at regular intervals throughout the day.
- All blood and bodily fluids must be treated as though they are infectious, as bloodborne pathogens could be present in any person. Confidentiality laws may prevent knowledge of those infected with the HIV virus that causes AIDS.
- Non-latex gloves are required when handling any discharges from another person's body, particularly body fluids containing blood. Gloves should be removed correctly. Contaminated gloves and materials should be disposed of in plastic-lined waste containers. Hands must be thoroughly washed with soap and running water when finished.
- Disposable diapers should be used and soiled diapers should be placed in a plastic bag. Feces can be flushed down the toilet. Non-latex gloves should be worn if open sores are present on the hands of the Ministry Personnel. Any open sore on the infected person should also be covered.
- Hands should be thoroughly washed after exposure to blood and body fluids and before caring for another person.

⁵ Health Canada Infection Control Guidelines: Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Settings, Canada Communicable Disease Report – Supplement V23S3, May 1997

Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

Universal Precautions, Alliance Academy, Quito, Ecuador

Approval Date: September 11, 2018
Approved by: Leadership Team
Notice to: Membership

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- Those exposed to an infected person's body fluids and excrement should follow procedures to prevent transmission.
- Be aware of risky situations or dangers. For instance, broken glass should be picked up with a brush and dustpan instead of with bare hands, trash that contains sharp objects should be properly disposed of, and punctures with objects that may contain blood from others and containers that can be broken or penetrated should be avoided.
- Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.
- A HBV vaccination should be pursued within 24 hours by anyone who has been exposed to blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into eyes, nose or mouth.
- Those responsible for administering first aid should be aware of current protocol. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR to avoid direct mouth-to-mouth contact.
- Persons involved in the care of a Vulnerable Person infected with HIV, HBV, or HCV should be informed of their infective status only if such knowledge is necessary to ensure their proper care and to detect situations in which there is potential for transmission. Consent is required for the disclosure of a Vulnerable Person's infective status and should be made on a case-by-case basis respecting the Vulnerable Person and their family's right to privacy. Decisions about care for Vulnerable Persons infected with the AIDS virus should be made by a team including the Vulnerable Person's physician, public health personnel, Parents or Caregivers and Ministry Team Leaders. The records of Vulnerable Persons with AIDS should be kept CONFIDENTIAL. Parental or Caregiver consent shall be given to the agency releasing pertinent medical information to those administering care to the Vulnerable Person.
- A more restricted environment is advised for infected Children not yet in school, or for a Vulnerable Person who cannot control their bowels or bladder, who display such behaviour as biting and scratching or who have uncovered oozing sores. They should be cared for in settings that minimize the exposure of others to their blood and body fluids. The need for a restricted environment should be re-evaluated regularly as the hygienic practices of an infected Vulnerable Person may improve or deteriorate over time.
- Decisions regarding vaccination of Ministry Personnel and other participants in a Ministry Activity who have contact with an infected Vulnerable Person should be discussed with public health officials.