



CLAREMONT UNITED
CHURCH OF CHRIST

EMERGENCY PREPAREDNESS PLAN

Updated October 2024

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Emergency Telephone Numbers

FOR ALL EMERGENCIES: Dial 9-1-1

Claremont United Church of Christ
233 Harrison Ave.
Claremont, CA. 91711

Pastor Jacob Buchholz:
Office: (909) 626-1201 x201
Cell: (310) 848-5348

Pastor Jen Strickland:
Office: (909) 626-1201 x202
Cell: (913) 669-5801

Director of Operations: Geovanni Martinez
Office: (909) 626-1201 x 101
Cell: (626) 393-6671

Moderator: Uriel Ojeda
Cell: (951) 205-8263

Claremont Police Department: (909) 399-5411 (non-emergency); 9-1-1 (emergencies)

Claremont Fire Department: 606 W Bonita Ave. (909) 626-7351; 9-1-1 for emergencies

City Emergency Services: (909) 626-1296 Three Valleys Water District (909) 621-5568

Paramedics: 9-1-1 Golden State Water (909) 394-2272/(800) 999-4033

American Red Cross: (909) 624-0074 (M-F 9:00 am-4:00 pm)
(888) 737-4306 (after hours)

SCE: 1-(800) 655-4555 for power outage (24 hours a day; 7 days a week)
9-1-1 for downed power lines

SoCalGas: 1-(800) 427-2200/1-(909) 394-4268 for gas odor or carbon monoxide
9-1-1 for emergencies

Insurance Provider: Ministry Pacific 1-866-870-2700
Pomona Valley Hospital: (909) 865-9500

Building Emergency Procedures

Introduction

This plan was developed in cooperation with church leadership including Board of Buildings and Grounds, CUCC Safety Task Force, CUCC Council and city officials. Cooperation with these officials is essential in time of an emergency.

The plan includes specific courses of action to be taken in case of an emergency/disaster. Each employee/volunteer of the church is expected to be completely familiar with this plan so that he/she will be prepared to carry out their responsibility in any emergency.

The major objectives of an emergency plan are to save lives and protect property in the event of a disaster. The plan is also devised to assure care for visitors and staff in the event of disasters occurring when the church is occupied. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster. The plan outlines actions which the staff and volunteers may be called upon to execute in an emergency. All staff members and leaders must be thoroughly familiar with the contents of this plan.

CHURCH LEADER RESPONSIBILITIES

In the event of an emergency, committee chairs, church leaders, Board chairs, Ushers, Sunday School teachers, Youth leaders, and staff responsibilities include the following:

- ✓ Knowing how to correctly respond to and summon help for a medical emergency
- ✓ Know where first aid supplies are located throughout the campus
- ✓ Knowing the locations of the fire extinguishers in their area and how to use them
- ✓ Knowing how to respond to a smoke alarm
- ✓ Knowing how to correctly report a fire or smoke emergency using the 911 emergency number
- ✓ Knowing the facilities lockdown/shelter in place procedure
- ✓ Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for evacuation
- ✓ Closing all opened doors as staff, visitors evacuate an area
- ✓ In the event of evacuation, committee chairs, area leaders, teachers, youth leaders, and staff should take roll call to make sure everyone is accounted for
- ✓ During an emergency period or condition created by a disaster, minor students may only be released to the parent, guardian, or other adult specified.

Medical Emergency

CHURCH LEADER RESPONSIBILITIES

Call 911. Be prepared to give the following information:

- ✓ Name
- ✓ Location of CUCC Facility (233 Harrison Ave. Claremont)
- ✓ Specific area of incident
- ✓ Number of people involved
- ✓ Nature of injuries or illnesses
- ✓ Stay on the line until help arrives
- ✓ Treat minor injuries from supplies in the first aid kits

While waiting for professional help do not move the ill or injured person(s), unless safety consideration necessitates movement or transportation to a safer location. When professional help arrives, allow responding personnel take control of the situation.

Persons currently certified in CPR and use of the AED may perform procedure if warranted.

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

If the victim is a minor, notify a **parent/guardian** as soon as possible.

If there is a bomb threat, injury, vehicle accident, or suspected child abuse, please fill out the appropriate Incident Report Form (see appendix)

NOTE: FIRST AID KITS ARE LOCATED:

- Narthex alcove, Refectory Kitchen, Louise Roberts and Upper Room kitchens, Guild Hall next to Sumner Room, each Sunday School room, each ECC classroom
- First Aid Kit inventories will be checked monthly by the Building Manager or designee

Building Evacuation Plan

BASIC UNDERSTANDING

Action: Evacuation

This emergency response activity is initiated when it is determined that it is not safe to remain in church buildings or to stay on the church campus. In this situation, children, visitors, and staff are moved to a safer location on or off site. All church leaders should know the emergency evacuation routes and procedures for the building and their designated assembly area outside the building. Persons in charge, leaders, and staff should memorize the exit route closest to their work area or office.

WHEN TO EVACUATE

- Major Earthquake
- Explosion
- Fire on Campus
- Large Area Water Leak
- Gas leak
- Hazardous Materials Incident
- Civil Unrest/Terrorism
- Power Outage for More than 15 Minutes

EVACUATION PROCEDURES

Ensure that the activity leader or staff person has planned a procedure to assist each disabled person in evacuating.

- ✓ Remember to take your personal belongings with you (such as purses, car keys, jackets/sweaters, etc.) when you evacuate.
- ✓ If there is no PA system and it is safe to do so: send runners to each room with an alert to evacuate. Encourage them to get to safety immediately.
- ✓ Leaders should direct visitors to follow the designated evacuation plan and meet on the grassy area at the corner of Harrison and Harvard
- ✓ Leader should account for all attendees when possible.
- ✓ Remain calm.
- ✓ Follow the instructions of the leader or incident coordinator. If an Emergency Response Team is on campus, follow their directions.
- ✓ If you occupy an enclosed office, close the door as you leave.
- ✓ Stay away from windows. If one has the time, close any window blinds or shades to help prevent flying glass and debris.
- ✓ Use stairwells (DO NOT USE ELEVATOR) for evacuation. Be alert for other staff, visitors, and emergency agency personnel who might also be using the stairwells.
- ✓ DO NOT return for coats, purses, briefcases, etc. after you have left the building.
- ✓ DO NOT smoke.
- ✓ DO NOT return to your area until an ALL-CLEAR signal is given.

RETURN TO BUILDING/REVERSE EVACUATION

This emergency response action is designed to immediately bring people *indoors* from outside. Reverse evacuation is often called for in circumstances of severe weather and whenever law enforcement or fire-fighting personnel provide a specific directive.

Earthquake

BASIC UNDERSTANDING

The Claremont United Church of Christ's earthquake emergency plan is based initially on the principle that the safest place for visitors, in the event of an earthquake, is inside the building. Drop, cover and hold is a self-protective action called for whenever there is immediate danger from flying objects and/or falling debris. Usually initiated in earthquakes, it is an appropriate response for a number of different threats, such as severe weather or shooter-on-campus.

The action to "drop, cover and hold" is normally initiated by a chair of a committee or church leader or it may be initiated by the incident itself, such as shaking in an earthquake or the sound of gunfire. Church leaders should instruct all visitors to act immediately when they become aware of the danger and not to wait for someone to tell them!

DROP, COVER AND HOLD PROCEDURES

INDOORS

- ✓ At the first sign of shaking or imminent threat, all visitors who are able should immediately **drop to the floor with back to windows and knees together, hold on to the closest piece of furniture** or other stable object and **clasp both hands firmly behind the head, covering the neck**
- ✓ Stay in this position until ground movement ends and the leader announces an "All Clear". Be prepared for aftershocks.
- ✓ At the completion of ground movement, the leader must ascertain possible injury and determine if it is necessary to evacuate. Remain in building if quake was minor.
- ✓ Render first aid if necessary.
- ✓ Evacuate the building when it is safe and proceed to the designated emergency evacuation point per the posted Evacuation Plan.
- ✓ Leader, teacher, youth group leader takes roll when assembled in the emergency evacuation area.

HALLWAYS AND BATHROOMS

- ✓ Kneel next to a bare, inside wall and place your hands over the back of your neck.
- ✓ Stay put until "All Clear" announcement is made.

- ✓ Wait for instructions for next actions to take.
- ✓ Check for injuries and make sure everyone is accounted for.

OUTDOORS

- ✓ Move away from trees, signs, buildings, electrical lines and power poles.
- ✓ If the earthquake is significant, drop to the ground and cover the back of your neck with your hands.
- ✓ Once the ground movement ends, check the surrounding area for people with injuries.

IF THE EARTHQUAKE WAS OF SUFFICIENT MAGNITUDE TO CAUSE STRUCTURAL DAMAGE, CONTINUE WITH THE FOLLOWING ACTION:

- ✓ Do not light any fires or attempt to re-light any pilot lights after the earthquake
- ✓ Avoid touching electrical wires that may have fallen
- ✓ Person in charge (Building Manager, Sextons, Pastors, ECC Director or designee, etc.) should turn off gas main and other utilities if there is any evidence of a break.
- ✓ Leaders of the church should be posted at a safe distance from all building entrances to see that no one re-enters the buildings for any reason until the buildings have been declared safe.
- ✓ Notify utility companies of any break or suspected break in lines which may present an additional hazard.

DISASTER PREPAREDNESS

In the event that there is no one in charge, Visitors should follow these instructions:

1. The safest place to be is in the open – stay there.
2. Move away from buildings, trees, and exposed wires. **DO NOT RUN!**
3. After the earthquake, check for injuries and assist those in need.

Fire/Smoke Emergencies

Smoke/Fire Within a Building

NOTE: If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating. Evacuation route and holding areas should be posted in each room and should be checked/secured prior to the evacuation. Evacuation should be toward ground level. If one encounters smoke or heat in a stairwell, proceed across the floor to another stairwell and continue to ground level. Avoid the use of elevators in case of fire.

If one detects smoke, fire, or hears a smoke detector alarm:

- ✓ Initiate evacuation procedures for all occupants of the building
- ✓ Assist persons with disabilities in your area
- ✓ If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit
- ✓ Feel all door handles with your hand before opening. If the handle is hot, DO NOT open it. If the handle is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire
- ✓ Assemble visitors at a safe distance from the fire (at least 75 feet) and away from the building and any fire-fighting equipment
- ✓ Account for all visitors if possible
- ✓ Render first aid if necessary
- ✓ Notify the Claremont Police and Fire Department: Dial 9-1-1
Give your name, telephone number and specify area/location
Describe the situation
- ✓ Notify utility companies of a break or suspected break in lines which might present an additional hazard
- ✓ If someone in the group knows how to use a fire extinguisher and feels the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire
- ✓ If parked in the Harrison Street parking lot, DO NOT go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles
- ✓ Visitors should not return to the building until the Fire Department officials declare the area safe

Explosion

Explosions usually occur without warning. The following actions should be instituted at once:

ACTION:

- ✓ At sound of explosion give command: DROP
- ✓ If the explosion occurs within the building or threatens the building, implement action:
LEAVE BUILDING
- ✓ Notify the Claremont Fire Department and Police Department: Dial: 9-1-1
- ✓ Notify utility companies of any damage or suspected damage
- ✓ Move to an area of safety and maintain control of visitors
- ✓ Render first aid as necessary
- ✓ If it is possible to fight small fires without endangering life, do so
- ✓ Account for all visitors if possible
- ✓ Visitors and staff must not return to the building until Fire/Police Department officials declare the area safe

Bomb Threat

Bomb threats are usually received by phone. In the event that such a threat is received the following actions will be taken:

ACTION:

A. Threat

1. Office staff should be prepared to take the following actions in the event that a bomb threat is received:
 - a. Person receiving threat – Keep the caller on the line. Delay the caller with such statements as: “I am sorry, I did not understand you. What did you say?” Get as much information as possible from the caller. Ask the caller where the bomb is located, what time it is scheduled to explode, why he/she has placed the bomb in the church, and what the bomb looks like.

Note the following, if possible: Perceived gender of the caller and approximate age. Exact time call was received. Background noise: music (type), motors, traffic, etc.

Bomb threats represent a serious and deadly situation that can quickly turn tragic. The destructive potential of even a small device must be seriously considered. Any person that receives a bomb threat over the phone should **immediately evacuate** the location and notify the police from a neighbor’s house or a business. Only conventional telephones should be used, because cellular telephone transmissions have the potential to detonate a bomb.

- b. Call the Claremont Police Department (911). If location of bomb is revealed the Claremont Police Department will organize a search of the premises
 - c. Notify pastor(s)
 - d. Record information on “Report of Bomb Threat” form
- B. Discover of suspicious object or if threat remains real.
 1. Evacuate the building or area using established routes not jeopardized by the threat. Close doors upon leaving if room reveals no foreign object to cursory inspection.
 2. Visitors should be cautioned against picking up any strange object – it could be a bomb.

3. Secure building or area to prevent re-entry
 4. Account for all visitors/staff if possible
 5. If police are not already present, call 911 for the Bomb Squad's assistance: L.A. County Sheriff's Department, San Dimas, (909) 450-2700 or (323) 267-4800. Specify exact meeting place.
 6. Cooperate with authorities to conduct search or otherwise determine that the facilities are safe.
 7. Whenever possible, water, gas, and electrical lines leading to danger zone should be shut off. Call Building Manager to assist.
 8. Meet Bomb Squad and provide background, location, and entry information.
- C. Complete the "Report of Bomb Threat" form and keep on file in the church office.

Intruder/Active Shooter Action Plan

ACTION: LOCKDOWN

Lockdown is the response action initiated when the church is faced with extremely violent behavior, armed intruders, an on-site hostage situation, snipers, or police activity in the vicinity that could threaten the safety of visitors and staff.

WHEN TO INITIATE LOCKDOWN

- Shooter or Intruder on site
- Civil Unrest
- Terrorism

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- ✓ Lock yourself and/or group in the room you are in at time of the threatening activity. Block doors with tables, chairs, heavy objects. Shut windows (pull draperies or close blinds and blacken any doorway windows). Move all visitors away from windows and stay low (below window line). Turn off lights. **DO NOT** open the door for anyone or peek out windows until an "All Clear" signal is given.
- ✓ If communication is available, call 911 and **stay on the phone** with the operator.
- ✓ **Sit Tight!** When law enforcement arrives on site they will give you instructions.
- ✓ Turn off any audio equipment
- ✓ If for some reason you are caught in an open area, such as a hallway or main congregation area, you must consider the following:
 1. If outside, immediately move inside the nearest building if possible. If you are caught in an open area, you may have the opportunity to fight back. This is dangerous, but depending on your situation, this could be the only option.
 2. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
 3. If inside, try to hide, but make sure it is a well-hidden space; the intruder will more than likely move through the building looking for victims.
 4. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you

and the hostile person(s) while in the building. Use trees, vehicles, or any other object to block you from view as you can. When away from the immediate area of danger, summon help any way you can and warn others.

5. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

NOTE: This particular Emergency Action Plan cannot cover every possible scenario that might occur. Nevertheless, it is an attempt to reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

If you had contact with any individual(s) who display the following tendencies, you need to notify church leaders or staff as well as law enforcement:

- Threatens harm or talks about killing others
- Constantly starts or participates in fights
- Loses temper and self-control easily
- Swears or uses vulgar language most of the time
- Possesses or draws artwork that depicts graphic images of death or violence
- Frequently initiates domestic violence
- Becomes frustrated easily and converts frustration into uncontrollable physical violence

Sunday Morning Security Procedure

1. At 10:00 am, Sextons lock all entrances to the Sanctuary except for the doors entering the Narthex.
2. One of our usher/greeters will be designated to stay in the Narthex during the service to keep an eye out for any suspicious activity. This person will have reviewed our Safety Handbook and will call 911 in case of an emergency.
3. The usher/greeter assigned to the Narthex, the Sextons, and the Director of Children, Youth, and Families will all have walkie-talkies to be able to communicate with each other during an emergency. These people will all have the Pastor(s) and Music Director(s) cell phone numbers.

Key Checkout Protocol

One-time Events:

- At the Office Manager's discretion, some outside groups may check out keys for their one-time event.
- A "Key Checkout Acknowledgement" is filled out to keep track of which keys are on loan, who is allowed to use them, and when the keys are expected to be returned.
- Any missing keys will incur a \$20/key replacement fee.
- Keys are to be returned to the Office Manager during business hours or dropped off in our locked mailbox after-hours.

Recurring Groups/Meetings:

- Recurring groups/meetings are often given keys to access the space so that they don't need to find a staff member every time they arrive. Many of these groups also meet on the weekends or on holidays when staff are not present to unlock the room(s) for them.
- The "Building Usage Agreement" for recurring activities includes a section for notating keys that are checked out to the group.
- Keys are to be returned at the end of the fiscal year (June 30) and re-checked out to the group for the new year.
- Any missing keys will incur a \$20/key replacement fee.
- Keys given to groups are also tracked in a Room User spreadsheet kept by the Office Manager.

Church Volunteers:

- Church volunteers (Moderators, Board Chairs, etc.) are often given keys to access the space so that they don't need to find a staff member every time they arrive.
- Moving forward, church volunteers will be asked to fill out a "Key Checkout Acknowledgement" when borrowing keys.
- Key should either be given back to the Office Manager when the holder rotates out of their position/board/committee, or handed off to the next person taking their place.

APPENDIX

CLAREMONT UNITED CHURCH OF CHRIST

RECOMMENDED SUPPLIES FOR FIRST AID KITS

All first aid kits should be kept within easy reach of an adult but should be stored away from children. Having a well-stocked first-aid kit is essential to ensuring the right supplies are available to deal with an emergency at a moment's notice.

First-aid kits can be purchased or one can be put together yourself. If one chooses to put one together, chose a container that is spacious and easy to open and carry.

Listed below are 14 essential supplies you will need for emergency purposes:

- A first-aid manual
- Different sized sterile gauze pads
- Adhesive tape
- Band-Aids in several sizes
- Elastic bandage (like an Ace wrap)
- Antiseptic wipes
- Antibiotic ointment
- Tweezers
- Scissors
- Disposable instant cold packs
- Alcohol wipes
- Plastic non-latex gloves
- Mouthpiece for administering CPR
- Cloth sling

Make sure to read the entire first-aid manual to understand how to use the contents of the first-aid kit. Not doing this could put you in a tough situation if there ever came a time to use one of the supplies.

Check the first-aid kit regularly. Some things in the first-aid kit might not ever be used, but some might frequently run out like Band-Aids. Replace the missing items so you have them ready any time.

CUCC Fire System

The current system consists of 2 fire panels both located in Guildhall.

Panel #1 is located in the Little Stars classroom; it is a pull station with a bell.

Note: This panel is operated manually; it is NOT operated by smoke detectors.

In case of fire, pull the alarm to notify other occupants.

In the event of a fire in any classroom, students are to be evacuated immediately according to established exit plans. ECC staff will assist in the evacuation according to ECC guidelines.

Panel #2 is located in the basement and services the elevator shaft hoistway and lobby devices on all three floors of the Guildhall.

This panel is a point addressable panel and is capable of dialing out to the fire department if selected; it is activated by smoke detector signals.

Note: both panels are inspected and certified annually by a licensed fire inspector; documents are kept on file for review.

Standpipe and backflow equipment

The Guildhall and the Sanctuary are equipped with hose racks and a wet standpipe system for interior fire protection.

There are four standpipe locations marked in brown on pages 21, 22, and 23. These devices are for the fire department to hook a hose to it to put out a fire in the interior of the building.

The Backflow Preventer valve is located on the corner of Harvard and Sixth Street under a metal cover noted on page 25.

Smoke detectors

The smoke detectors in Guildhall are battery operated; they are not connected to the fire department. These devices are inspected annually by the Building Manager.

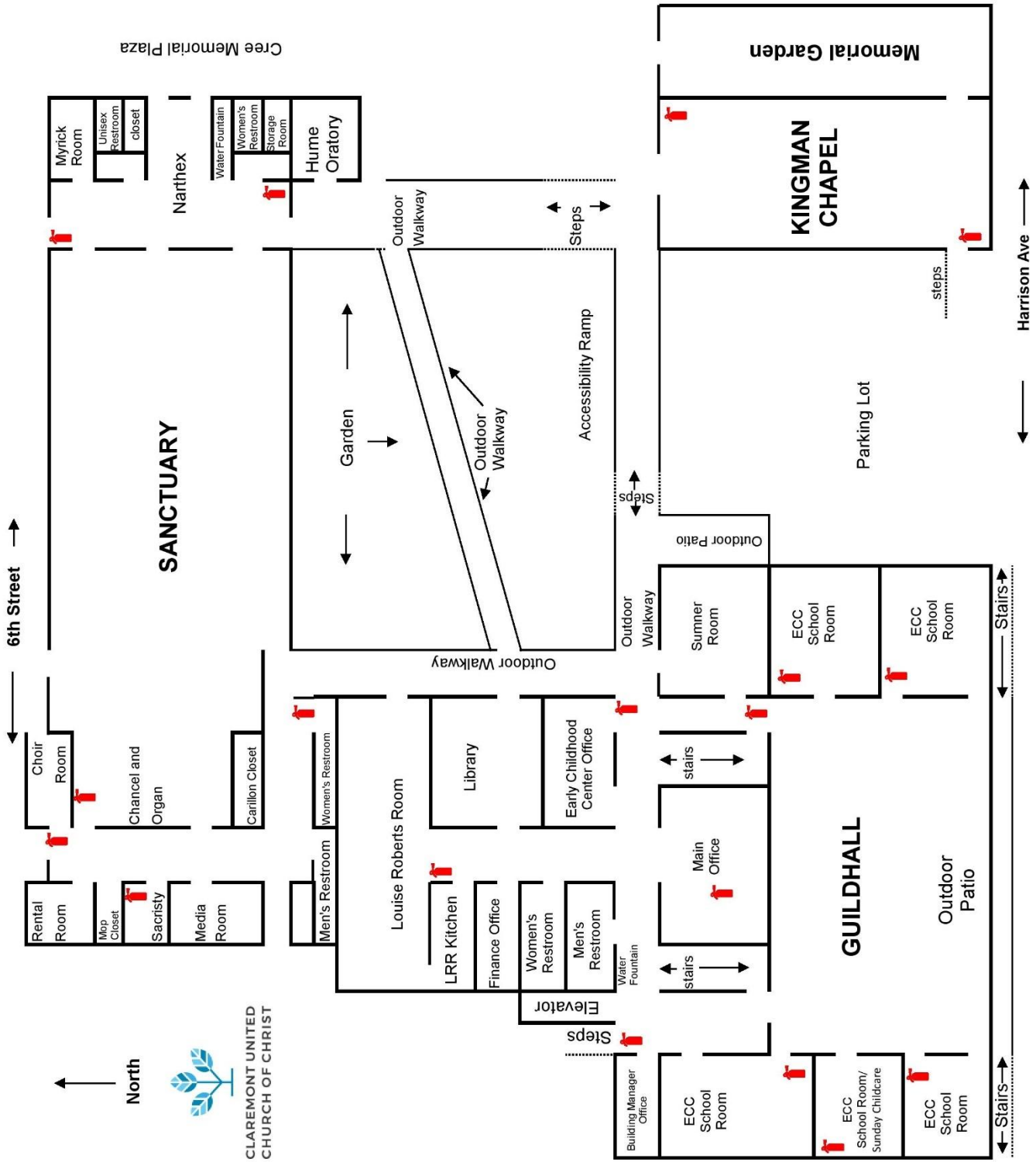
Smoke detectors, with their locations are marked in red are on pages 25-27.

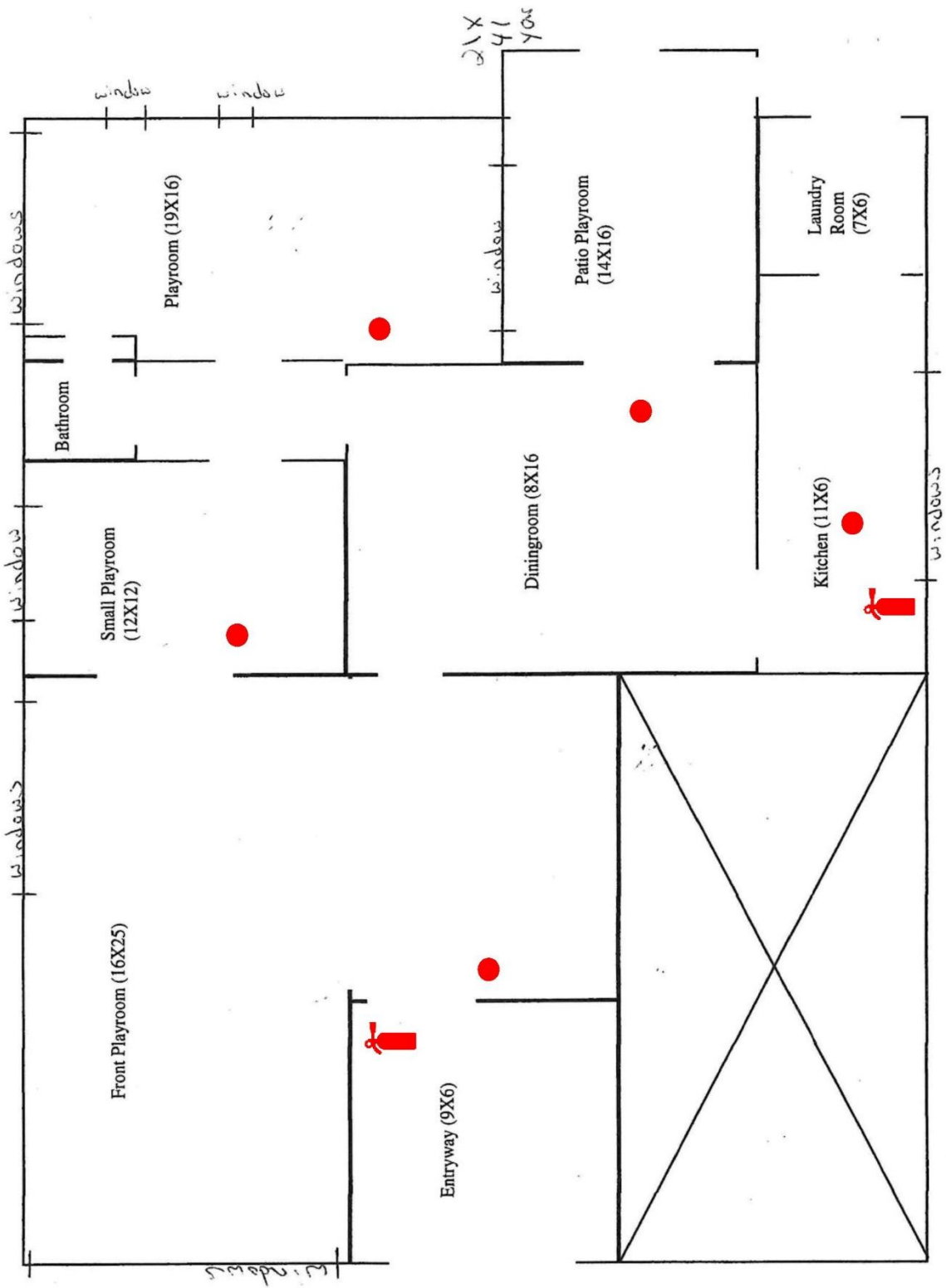
We do not have smoke detectors in the Chapel or Sanctuary at this time.

North



CLAREMONT UNITED CHURCH OF CHRIST

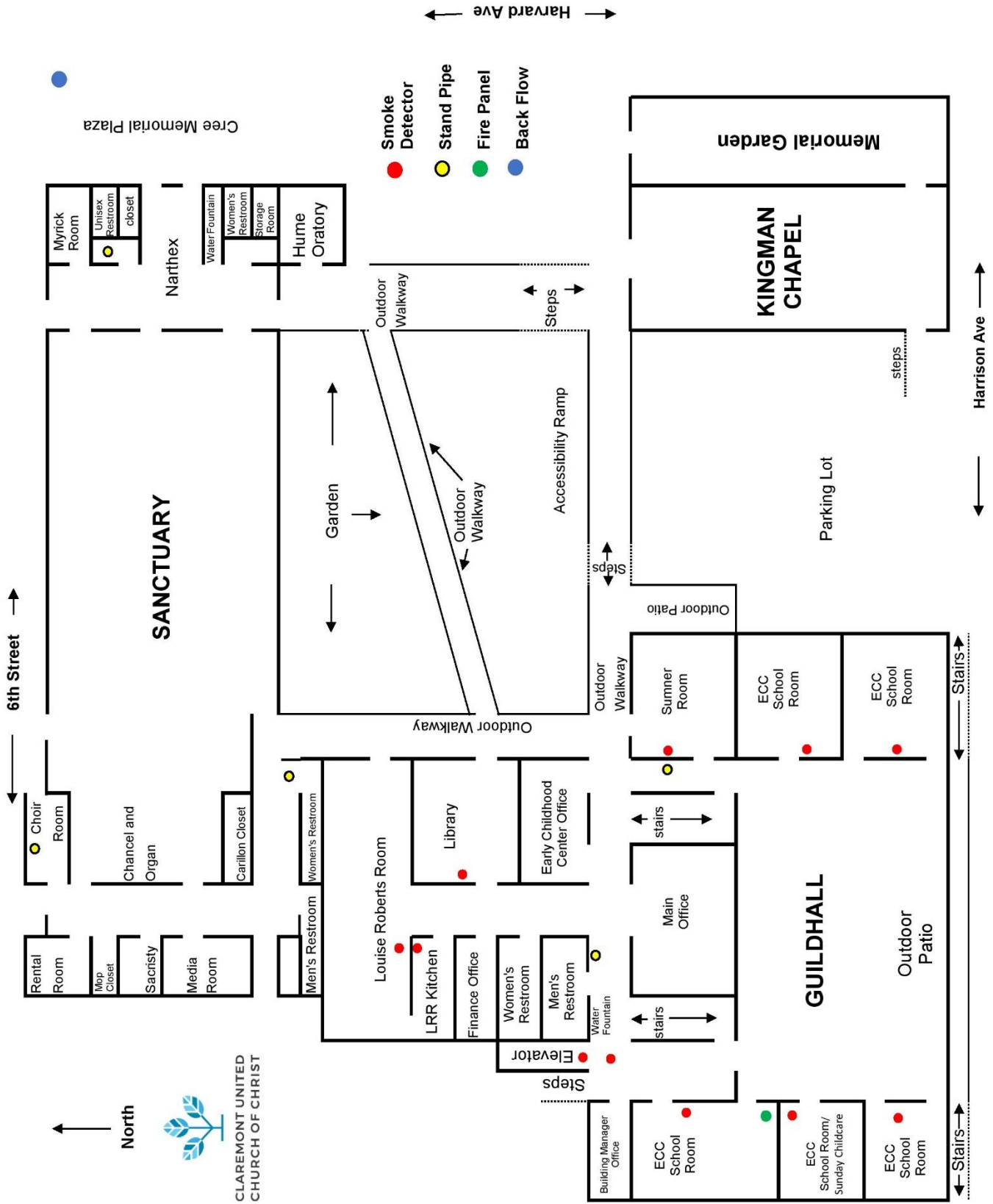




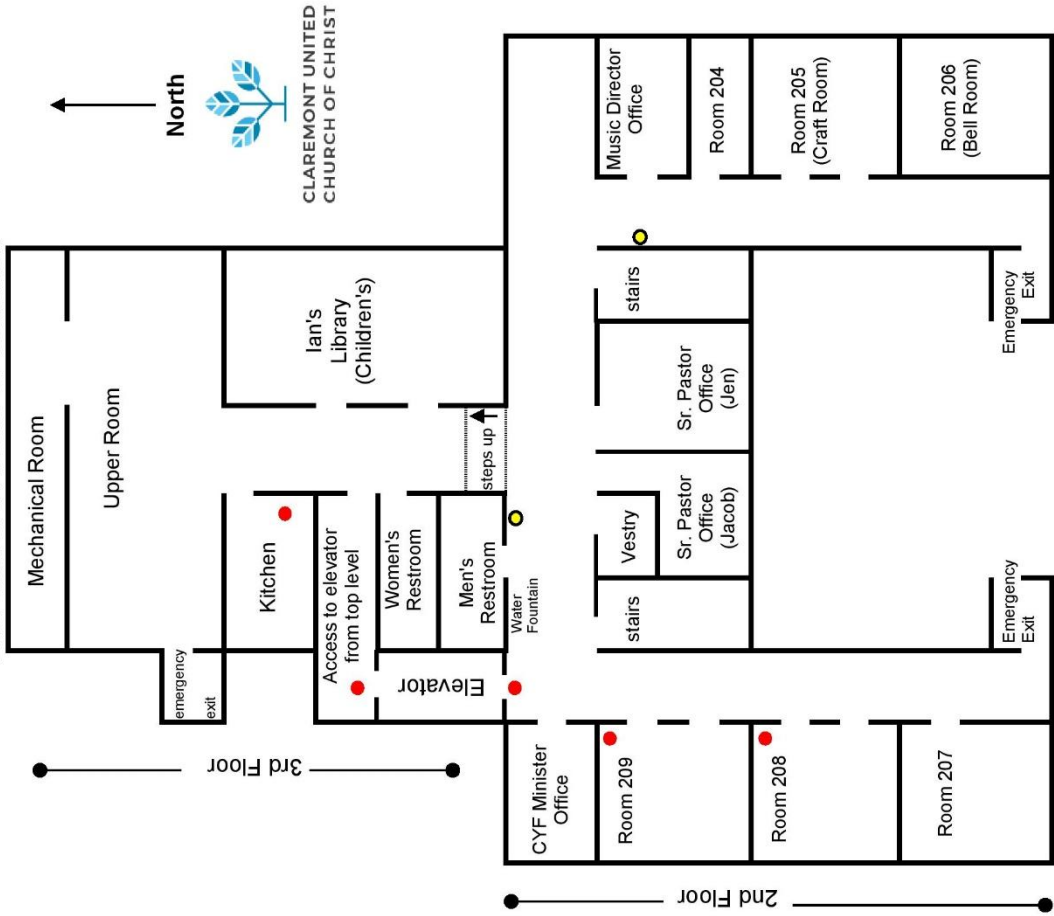
● Smoke Detector

🔥 Fire Extinguisher

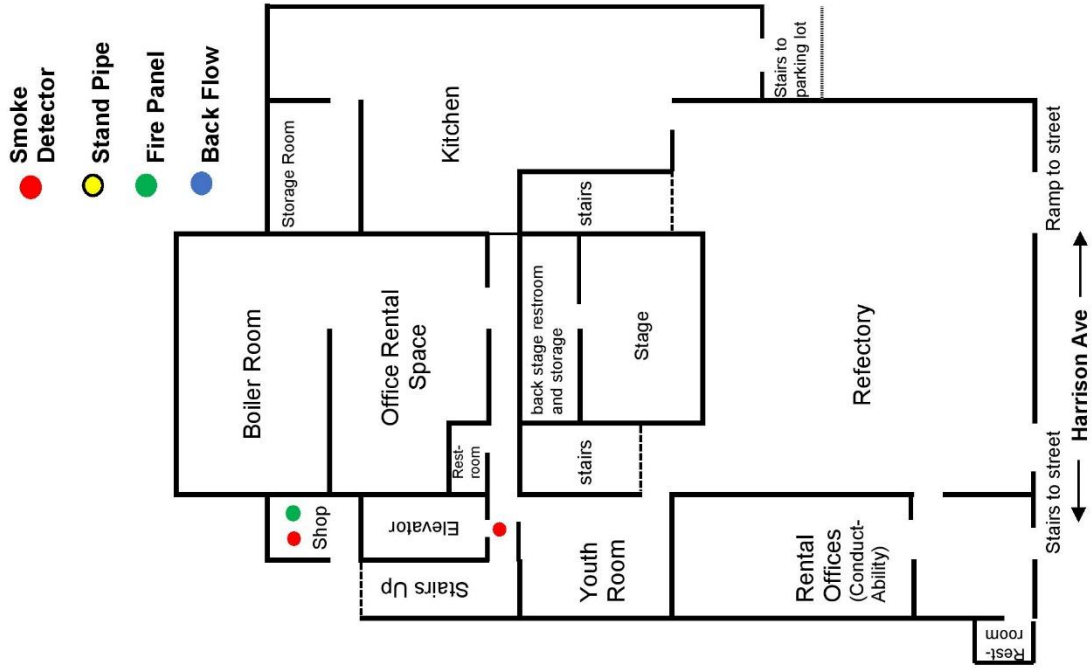
Grandma's House

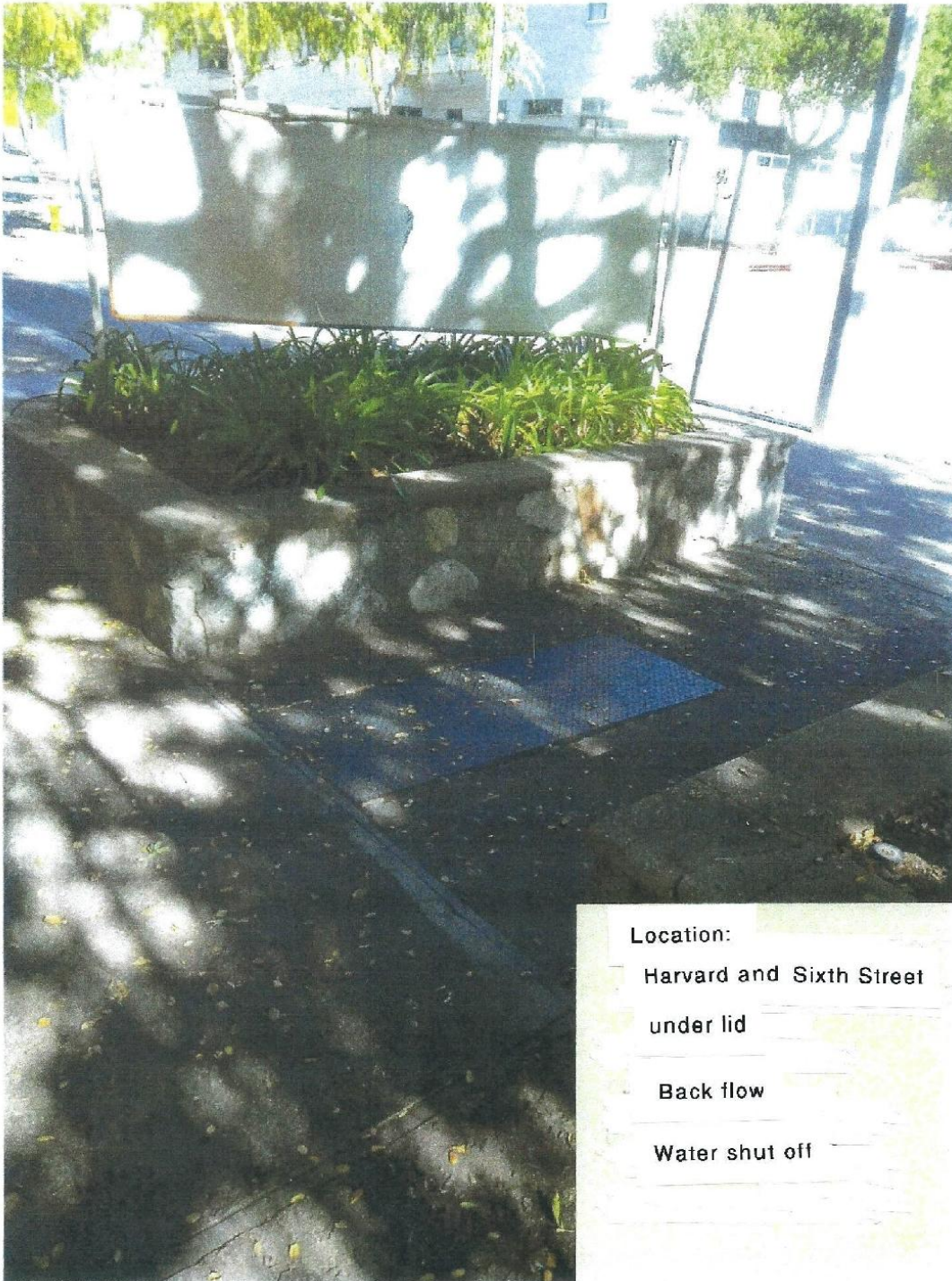


2nd and 3rd Floors of Guildhall



Basement of Guildhall





Location:

Harvard and Sixth Street

under lid

Back flow

Water shut off



Elevator Fire Panel

Location:

Basement Elevator

Equipment Room

CODE: 1111

REPORT OF BOMB THREAT

Location _____ Date of Call _____ Time of Call _____

Person Receiving the Call _____ Number Call Received at _____

Exact Words of Caller _____

1. REPORT OF PERSON RECEIVING THE CALL

A. Ask the caller the following questions:

Where is the bomb (building, location)? _____

What time is it set to go off? _____

What kind of bomb is it? What does it look like? _____

Who set the bomb? Why was the bomb set? _____

What will cause it to explode _____

What is your name? _____ How old are you? _____

What is your address? _____

Where are you calling from? _____

B. Evaluate the voice of the caller (circle all that apply):

Man	Intoxicated	Disguised	Nasal	Angry
Woman	Speech Impediment	Slow	Sincere	Lisp
Child/Adolescent	Calm	Deep	Crying	Squeaky
Age (approx.)	Stressed	Accent	Loud	Slurred
	Normal	Broken	Rapid	Excited

C. Listen for any background noise. (Check appropriate space below, if applicable)

Music _____ Babies or children _____ Airplane _____ Conversation _____

Cars or trucks _____ Typing _____ Machine noise _____ Other _____

II. REPORT BY OFFICE MANAGER

A. The police were contacted by _____
(name of person)

Date _____ Time _____

Police personnel taking call _____

Officer responding to call _____

B. Was a search made for the bomb? Yes _____ No _____

If "yes," give details regarding search: _____

C. Was an evacuation conducted? Yes _____ No _____

If "yes," indicate buildings or areas evacuated: _____

D. Remarks:

INCIDENT REPORT

Claremont United Church of Christ, Congregational
233 W Harrison Ave, Claremont, CA 91711
claremontucc.org | (909) 626-1201

INJURED PARTY

Name of Injured Person: _____

Date of Birth: _____ Phone: _____

Address: _____

Email: _____

Preferred Method to Be Contacted (please circle one): Phone Email No Preference

INJURY DETAILS

Date & Time of Incident: _____

Physical Address Where Incident Occurred:

Exact Location of Incident:

(Take photos of exact location of incident and attach to the Incident Report.)

What is the nature of injury?

Describe how the injury occurred:

What caused the injury?

(Attach supporting evidence of contributing factors.)

Did Injured Party go to a doctor's office or hospital? Yes _____ No _____

Were police called to the scene? Yes _____ No _____

(If "Yes", attach copy of Police Report.)

PERSON WHO FILLED OUT THIS FORM

Name: _____

Position at CUCC (if applicable): _____

Phone: _____

Email: _____

Signature

Date

VEHICLE INCIDENT REPORT

**Claremont United Church of Christ, Congregational
233 W Harrison Ave, Claremont, CA 91711
claremontucc.org | (909) 626-1201**

Date & Time of Incident: _____

Physical Address Where Incident Occurred:

Exact Location of Incident:

(Take photos of exact location of incident and attach to the Incident Report.)

Did you receive Identification and Insurance Information from the Other Driver?

Yes _____ No _____

Make/Model of Vehicle Involved: _____

License Plate Number: _____

Provide a Chronological Account of What Occurred, Including Injuries:

Were police called to the scene? Yes _____ No _____

(If "Yes", attach copy of Police Report.)

Ask for Identification and Contact Information from Anyone at the Scene. (Use Witness Testimony Form)

PERSON WHO FILLED OUT THIS FORM

Name: _____

Position at CUCC (if applicable): _____

Phone: _____

Email: _____

Signature

Date

CHILDREN, YOUTH, & FAMILIES EMERGENCY PROTOCOLS

Claremont United Church of Christ CYF Safety and Emergency Procedures

Check-In and Check-Out Process

On Sunday mornings, all children attending Sunday School must check in at the front desk in the Narthex and wear a name tag. Parents/guardians must pick up children in their Sunday School classrooms promptly after the 10 a.m. service and sign them out through **BreezeCHMS** or the sign-in system provided by the Sunday School teacher. All names and contact information are stored in our church management system (**BreezeCHMS**) and can be accessed at any time from the CYF Director's phone or CYF tablets.

In the event that children return to the sanctuary for communion or other special events, or if they stay in the service, parents/guardians are responsible for connecting with their children. Parents should notify the CYF Director immediately if any issues arise.

Adults who have children in Sunday School or the nursery are expected to be present in the sanctuary for the worship service.

Lost Child Policy

If a child is missing, all staff and parents/guardians will be informed immediately. The children in each class will be gathered and kept with at least one adult, while other staff members search suspected areas, both inside and outside. If the child is not found after a thorough search, the CYF Director will call 911 and notify the parents/guardians immediately.

Reporting of Child Abuse

Child abuse is defined as non-accidental physical or mental injury caused by the acts or omissions of the child's parents or caretakers, including physical abuse, neglect, emotional maltreatment, and sexual abuse. As required by the State of California Child Abuse & Neglect Reporting Law, any volunteer who has reasonable cause to suspect that a child has been subjected to abuse must immediately report this information to the CYF Director. The Director will then complete a formal report and contact Child Protective Services (CPS).

First Aid Kits

Each floor of the Guild Hall is equipped with a fully stocked first aid kit, which is checked and updated monthly.

Accidents and Injuries

In the event of an accident or injury that requires medical attention, staff shall immediately notify the parents/guardians and/or medical personnel. The CYF Director should also be notified as soon as possible, and an appropriate incident report must be completed and filed.

Emergency Evacuation Plan (Fires and Earthquakes)

During the Quake

Stay calm. At the first indication of ground movement, teachers will give the "Drop, Cover, and

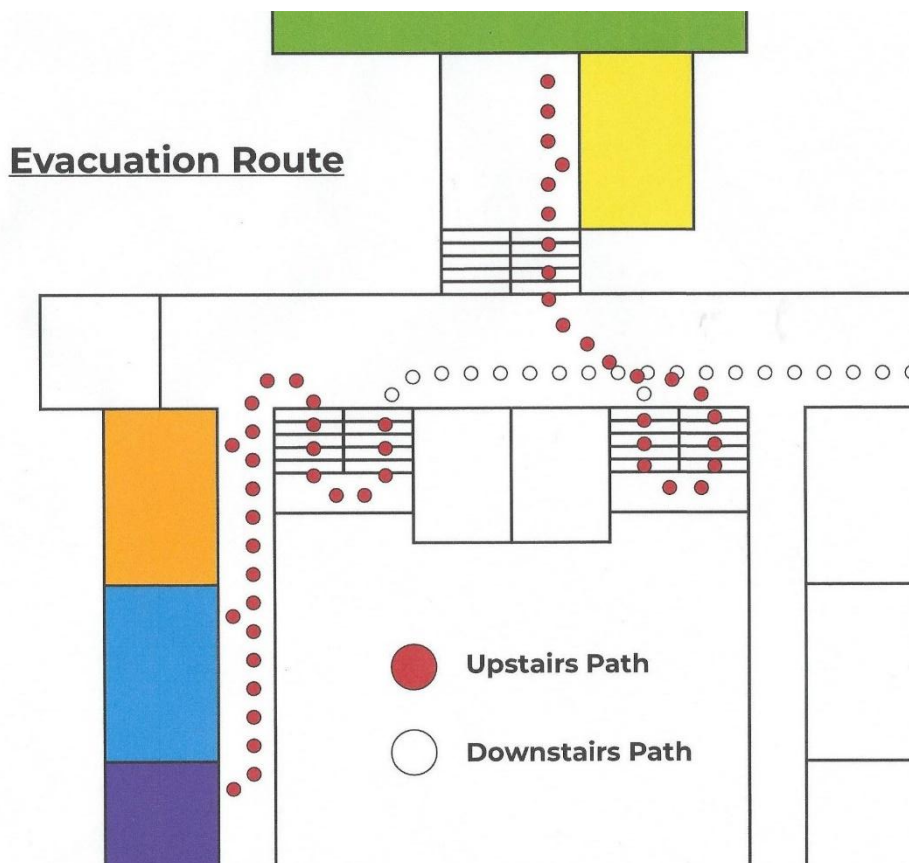
Hold” command. If children are in the classroom, they should stay there. Teachers will instruct children to get under tables, stand in interior doorways, or get under lofts. Teachers must protect themselves and children around them first. If children are outside, all adults and children should immediately go to a wide-open area away from trees, electrical lines, and buildings. Drop and cover on the ground. Adults should form a circle around children and stay in place until a supervisor gives the “All Clear” command.

Area Evacuation

In the event of an emergency (earthquake or fire), all children and staff will move to the grass area on the corner of Harrison Avenue and Harvard Avenue. If the building and surrounding areas need to be evacuated, notify CYF staff members of the address of the new destination and the time of departure.

After the Quake

Check children and adults for injuries; apply first aid as needed. Teachers will follow the same evacuation plan as for a fire. Supervisors will check for hazards such as gas, water, and electrical lines. If there is damage, utilities will be turned off at the source. Supervisors will inspect the building for cracks and damage, including the roof and foundation. If the building is not safe, supervisors will evacuate and form a campsite. Depending on weather and structural damage, the camp will be set up in the courtyard on the east side of Kingman Chapel. If evacuation is necessary, teachers will bring the first aid kit from their floor as well as attendance records.



Claremont United Church of Christ

Suspected Child Abuse Reporting Checklist

Allegations of misconduct in violation of the Safe Church Policy can be made verbally and in writing to any one of the following contact persons: The Pastor(s), Children or Youth Staff, or members of the Staff/Parish Relations Committee. If the allegation is not in writing, the contact person will ask the person bringing the allegation to put it in writing for review by the Staff/Parish Relations Committee. The tasks of the Staff/Parish Relations Committee are to investigate the allegation of misconduct, to determine what response is appropriate within the church, and to notify civil authorities should that be determined appropriate**. Every attempt will be made to handle the allegation with discretion and confidentiality.

_____ Verbal Report made on _____ (date)

AND

_____ Written Report made on _____ (date)

Report made to:

_____ Senior Pastor(s)

_____ Congregational Minister of Youth

_____ Congregational Minister of Children

_____ Church Administrator

_____ Staff/Parish Relations Committee Member

_____ Other Staff member _____

Description of Allegation:

Disposition of Report (Church official)

Signature of Reporter

Date

Signature of Church Official

Date

**This form does not fulfil the legal obligations of Mandated Reporters. In some instances, Mandated Reporters are required to report suspected misconduct directly to civil authorities. For more information, visit www.mandatedreporter.ca.com

EARLY CHILDHOOD CENTER EMERGENCY PROTOCOLS

Fire Preparedness Plan

IF CHILDREN ARE ON PLAYGROUND:

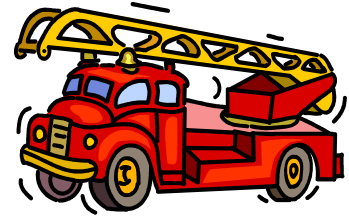
After hearing fire alarm teachers will gather children to meeting point (usually large gate on playground).

Stay calm!!!

Have a staff member on each side of playground check hidden areas for children.

Once all children are accounted for, proceed to take children in front of Grandma's House. If the fire is at Grandma's House, all children should be brought to the south/east corner of the church property (grass area).

Have children grouped by classrooms and checked on rosters.



IF CHILDREN ARE IN CLASSROOMS:

After hearing fire alarm teachers will gather children to main door of classroom and call names from roster (if it is not safe, 1 teacher will check off children as they leave the classroom).

Last teacher will check bathroom and all areas in the classroom.

Stay calm!!!

Teachers in the Little Stars will gather children and put them into "fire" crib (crib with wheels), and exit through the church building. Staff will wheel crib to the north/east side of the building to main entrance of the church (front of sanctuary). Children in the Crayon Club and Duckling room will assist the children to the same location. Each classroom will be checked for remaining children by last teacher exiting classroom.

Children in Grandma's House will gather in front of Grandma's House to take roll. If it is safe, teachers and children will proceed to south/east corner of the church property (grass area).

Teachers in the Rainbow and Teddy Bear Brigade classrooms will take children to the south/east corner of preschool building (grass area).

Earthquake Preparedness Plan

BEFORE THE QUAKE:

Emergency forms are completed for each child and adult at ECC. These forms are located in the ECC office and in each of the classrooms (adult emergency forms are located in ECC office only).

An emergency comfort bag for each child is stored on school grounds. Adults are encouraged to keep an emergency bag in their classrooms or vehicle.

Emergency food, water and first aid supplies are stored on school grounds. *Emergency bins are located: in the hallway outside the Little Stars classroom, in the Rainbow Room, in the Teddy Bears, in Grandma's House (Sierra's Room), and the Kingman Chapel.*

During fire drills, the "Drop, Cover and Hold" command must be practiced.

DURING THE QUAKE:

At first indication of ground movement, teachers will give the "Drop, Cover and Hold" command.

STAY CALM!!

If children are in the classrooms, stay there! Teacher will instruct children to get under tables, stand in interior doorways, or get under lofts. **Teachers must protect themselves and children around them first.**

If children are outside, all adults and children should immediately go to a wide-open area away from trees and buildings. Drop and cover on ground. Adults should form a circle around children and stay in that position until supervisor gives the "All Clear" command.

AFTER THE QUAKE:

Check children and adults for injuries. Apply first aid as needed.

Teachers will follow same evacuation plan as for a fire. **After classroom roll is taken, teachers will hold up the appropriate "All Here" (green) or "Child Missing" (red) sign.**

Do not use telephones unless there is a severe injury or fire.

Supervisors will check for hazards such as gas, water and electrical lines. If there is damage, utilities should be turned off at the source.

Supervisors will check the building for cracks and damages, including the roof and foundation. If the building is not safe, supervisors will evacuate and form a campsite. Depending on weather and structural damage, camp will be set up on the courtyard on the east side of the Kingman Chapel

If building needs to be evacuated, teachers need to bring first aid kits, sign-in books and roll sheets from their classrooms.

CAMPSITE PROCEDURES

All children will be escorted to the camp site.

All Coordinators will bring all emergency supplies to the campsite. If necessary, all staff members are expected to remain on site for 72 hours after the quake.

AREA EVACUATION

If the building and surrounding areas need to be evacuated, notices will be posted on the buildings and on trees with the destination, address of the destination, and the time of departure.

There are many evacuation sites on the Red Cross Evacuation Site list, so our destination will depend on the surrounding situation.

REUNION SITE

A table will be set up as a check-in area for parents that have come to pick up their child(ren).

This table will also function as the Release Center and the Message Center.

FIRST AID KITS

All classrooms are equipped with stocked First Aid Kits and Emergency Backpacks. First Aid Kits are checked on a monthly basis, and re-stocked as needed. Emergency Backpacks are taken on field trips, walks, fire drills, and in the event of an emergency.

