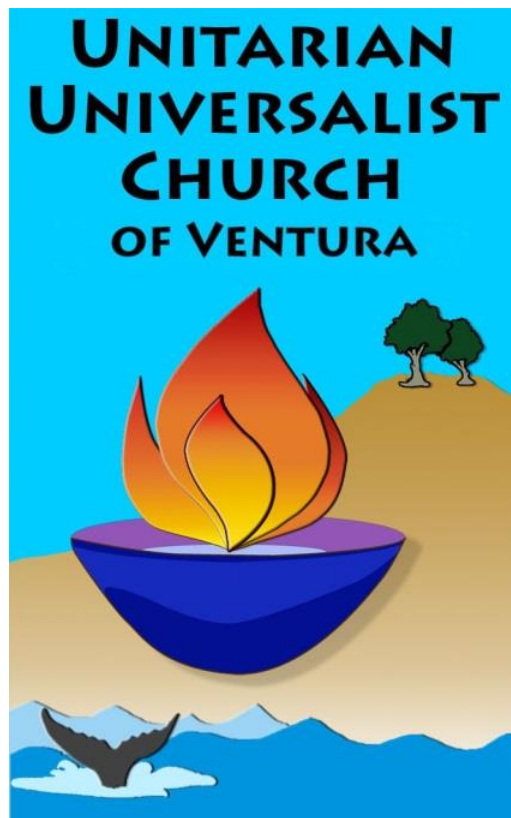


# Health & Safety Policies and Procedures



**Approved by the Board of Trustees  
February 16, 2023**

[www.uuventura.org](http://www.uuventura.org)

## Introduction

The Unitarian Universalist Church of Ventura (UUCV) has long needed a safety manual to identify procedures to promote the health and safety of people using the church building and grounds.

The pre-pandemic UUCV Safety Team sought to fill this gap by creating a comprehensive safety document. Chaired by Jessie Austin, this team (members listed below) met regularly to address the many topics that affect the well-being of staff, church members, youth and children, and visitors. Their efforts resulted in a draft safety manual that drew from other churches as well as current policies in place at UUCV.

The Safety Team did not meet after the onset of the 2020 pandemic and the closure of the UUCV building. After the building closed, trespassing, vandalism, and drug use on the property increased. A new Safety & Security Team was formed to address these issues.

As UUCV reopened its doors over the past year, new concerns have been raised about safety issues impacting the congregation. These concerns include COVID-related threats as well as continued instances of trespassing and illegal activity. As a result, a new Health & Safety Ministry Team (HSMT) emerged that includes members from the previous Safety Team and Reopening Team to more broadly address health and safety issues.

A focus of the new HSMT has been to review and update the safety document created by the now inactive Safety Team. A great deal of work was put into this document, and we believe it can serve as the basis for a UUCV Safety Manual. Thus, we presented this revised document to the UUCV Board for their review and approval.

We believe a safety manual is a living document. That is, while providing current guidance and procedures to promote safety, it needs to be reviewed regularly and changed as needed. Additional information can also be added over time.

It is also important to note that approval of the *Health & Safety Policies and Procedures* is only a first step. There will be much work to do to implement and evaluate the effectiveness of the procedures.

The Health & Safety Ministry Team wishes to thank members of the previous Safety Team for their work in making the UUCV Safety Manual possible.

Yukio Okano  
Chair, Health & Safety Ministry Team  
February, 2023

**Members of Safety Team to 2020:** Jessie Austin (chair), Sherry Anderson, Bryan Buck, Gudrun Eastham, Mark Gale, Sharon Lee Kufeldt, Doug Tate, Ray Vargas

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## Policies and Procedures

### Alcohol Policy

At no time, may a person under the age of 21 years old consume alcohol on church property or at a church function. Before and after church functions, all alcoholic beverages on the premises shall be removed or secured.

### Allergy Management Plan

#### Peanut and Nut Allergies:

Allergic reactions, predominately to peanuts and tree nuts, as well as insect stings, can cause a life-threatening (anaphylactic) reaction for some individuals. People should label any food that contains peanuts to help protect those with peanut allergies, (the most common of severe allergies).

Knowing that it is extremely difficult to eliminate all products made in facilities where cross contamination can occur, adults and parents/guardians of children with peanut allergies are responsible for monitoring their food intake.

#### Notification of Allergies of Minors to the Director of Religious Education (DRE):

All families are asked to give written information on any serious or life-threatening allergies that their child has to the DRE. This information shall then be given to any adults who interact with the child.

#### EpiPen Procedure:

At all times, children and adults at risk of anaphylactic reactions should have an EpiPen with them.

Minors with EpiPens: If a minor has an allergy that is significant enough to warrant the use of an EpiPen, the parent will notify the DRE in writing.

1. Written documentation should include whether the child carries an EpiPen at all times and has been trained in its use.
2. Include the child's triggers and how they present in terms of reaction.
3. The DRE will share the information with all adult volunteers who have contact with that minor. Instructions will be provided to each adult volunteer on the use of EpiPens.

#### Situations warranting the use of the EpiPen:

1. One adult will stay with the child and provide calming support.
2. Another adult will call 911 and then attempt to find or call the parent.
3. A third individual should be sent to the front parking lot to wait for the emergency responders and direct them to where the child is.

If a child appears to be having an anaphylactic reaction but does not carry an EpiPen:

1. One adult will stay with the child and provide calming support.
2. Another adult will call 911 and then attempt to find or call the parent.
3. A third individual should be sent to the front parking lot to wait for the emergency responders and direct them to where the child is.

## **Animal Policy (first approved by the Board 11/17/2005)**

Other than service animals and special circumstances (e.g., blessing of the animals), animals are not permitted inside the building.

## **Armed Intruder Policy**

Having a known plan for dealing with an armed intruder, whether armed with a gun, knife, bomb, etc. is essential in any organization and can minimize the loss of life and injury in the event of an attack. The Board of Trustees will follow law enforcement recommendations for building safety and offer training about our plan. At the writing of this policy the recommendation is a, “run, hide, fight,” plan.

This plan is based on the video, “**Run, Hide, Fight. Surviving an Active Shooter Event,**” which can be found at

[https://www.youtube.com/watch?v=5VcSwejU2D0&feature=player\\_embedded](https://www.youtube.com/watch?v=5VcSwejU2D0&feature=player_embedded)

1. Run:
  - Getting out of harm’s way is your #1 priority.
  - If there is an escape path, attempt to evacuate.
  - Leave your belongings behind.
  - Help others escape if possible.
  - Prevent others from entering the area.
  - Encourage others to go with you.
  - Don’t let others encourage you to stay.
  - Call 911 when in a safe location.
2. Hide:
  - If you can’t get out safely, you need to find a place to hide.
  - Act quickly. Secure your hiding place the best you can.
  - Lock and/or blockade the door if possible.
  - Make the room dark.
  - Conceal yourself. Be quiet and calm.
  - Silence your cell phone.
  - Stay out of the shooter’s view.
  - Look for protection if shots are fired.
  - Look for a spot that is not a trap or restricts your options for movement.
3. Fight:
  - This is a last resort.
  - Attempt to incapacitate the shooter.
  - Act with physical aggression.
  - Improvise weapons.
  - Commit to your actions.
  - When the responders arrive, remain calm and follow directions.
  - Keep your hands visible at all times.
  - Avoid yelling and pointing.
  - Know that help for the injured is on the way.

## **Automated External Defibrillator (AED) Inspection**

The AED must have the battery checked and replaced according to the manufacturer's recommendations. Records of dates of inspections, battery changes, and actions taken shall be kept with the AED.

### **Blood-Borne Pathogen Exposure Procedure**

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without proper protections for the caregiver. Always use gloves, which are available in all the first aid kits. Goggles and masks can also be used when cleaning up bodily fluids.

#### How to clean up after an area is contaminated:

1. Always use gloves, mask and goggles.
2. Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
3. Cover the spill with absorbent towels, then apply a 10% solution of bleach water to the towels. Mix 1 part bleach to 9 parts water or ½ cup bleach to 1 quart water.
4. Allow solution to soak for 20 minutes before wiping up.
5. Remove used towels and reapply clean towels and bleach solution a minimum of two times or as many times as necessary.
6. Mop or wipe up the area and clean again with soap and water.
7. After a clean-up procedure, always remove and dispose of gloves towels and other equipment in a trash bag labeled, "BIOHAZARD," that is sealed and disposed out of the way from others.
8. Wash hands thoroughly after dealing with any type of accident.

### **Bomb Threat Procedure**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the Bomb Threat Checklist (see next page). (The source for this procedure is the Homeland Security website.)

#### If a bomb threat is received by phone:

1. If your phone has a display, copy the number and/or letters on the display.
2. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
3. Listen carefully. Be polite and show interest.
4. Try to keep the caller talking to learn more information.
5. If possible, write a note to someone in the church to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
6. Complete the Bomb Threat Checklist (see next page) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

1. Call 911
2. Handle note as little as possible

#### If a bomb threat is received by email:

1. Call 911
2. Do not delete message

Always be on the lookout for signs of a suspicious package. Concerning signs may include (but are not limited to):

- No return address
- Poor handwriting
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO NOT use two-way radios or cellular phones. Radio signals have the potential to detonate a bomb. DO NOT evacuate the building until police arrive and evaluate the threat. DO NOT activate the fire alarm. DO NOT touch or move a suspicious package.

(See “Bomb Threat Checklist” in Appendix).

### **Building Keys/Fobs Policy**

Purpose: To maintain safety and security while ensuring building accessibility.

The building code will be changed and key/fob holders will be vetted annually at the turn of the fiscal year to maintain an up-to-date record of key and fob holders.

1. The Office Administrator will maintain an up-to-date record of key and fob holders and have the primary responsibility of distributing and collecting keys and fobs, providing a building lock-up orientation, and facilitating the process of an annual security code change.
2. Activity, committee, or term-specific key/fob holders should return their key/fob promptly when no longer needed or when term is completed. Longer-term key/fob holders will update records with Office Administrator annually.
3. Key/fob holders will sign an acknowledgement of agreement with points 1, 2, and 3 at the time of receiving a key/fob and/or the new code.

### **Building Opening Procedure**

1. Enter the building quickly without stopping to set doors to the unlocked position. Call out your presence to alert anyone who may already be inside.
2. Keep all doors locked until at least one other person is in the building with you. Use caution if leaving doors propped open. Doors should be closed after smaller meetings begin.
3. Turn on lights and change the thermostat settings as needed.



## Building Closing Procedure

1. Whenever possible, two people should complete the building lock up together, especially after dark. Walk through each room of the building. As you do, make sure no one is present. Use the “Checklist Before Leaving building,” to make sure the room is ready for closing.
2. Check that all exterior doors and windows are closed and locked.
3. Activate the alarm. Make sure the alarm light is a solid green; i.e., ready to arm. Key in the code. The light will turn to solid red and the display will start to count down. You have 45 seconds to exit the building.
4. Leave the building quickly, making sure the doors are locked behind you.

## General Considerations:

1. If you see anything that makes you uncomfortable, leave the area and notify the appropriate parties.
2. If there is an accident, incident, or safety hazard that needs to be addressed, fill out an Incident Report (see next page) and put it in the Safety Committee’s mailbox. If an immediate response is needed, call the Minister or Board President.

## Requesting a Fob:

The Chair of the event-sponsoring committee is responsible for arranging access to the building for the event. They should ensure that the Event Coordinator has a fob and is given the necessary security training. Please make sure you have attended a security training to learn how to use your fob and get an understanding of the building operations. Training can be scheduled with the Office Administrator.

(See “Checklist for leaving building” in Appendix)

## **Care and Safety of Minors Policies (ages birth through 17)**

Providing a safe and nurturing environment for children during events sponsored or hosted by UUCV is an important component of practicing radical hospitality, sharing our faith, and nurturing our community. Parents/guardians feel supported and able to attend church events and, in turn, add diversity to our gatherings, and their children are cared for in a safe manner. See the sections YOUTH GROUP Policies and Procedures for details applicable to activities involving our youth group, both on and off UUCV property. The following policies pertain to all events in or around the building and grounds of UUCV that involve individuals from birth through age 17, herein referred to as “children”. “Adults” will be considered anyone on or after their 18th birthday.

## Background Check for Caregivers and Teachers

UUCV will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors, or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated annually. Information discovered or obtained through the above referenced means will be kept in a secure location. Access to it will be restricted.

## Supervision

The safety and behavior of each child is the responsibility of his/her parent or guardian unless the child is participating in an organized function such as a religious education (RE) class or childcare arrangement during a particular church event. Supervision for an organized function involving children will be arranged by a UUCV staff member and will require the following:

1. At least two caregivers are present in each room.
2. A minimum of one of these caregivers in each room must be an adult 21 years or older that is either a teacher screened by the RE program or on UUCV's Approved Childcare Provider List.
3. Members of our youth group over the age of 14 may serve as the second caregiver but must work under the direct supervision of an approved adult caregiver.
4. FOR CHILDREN FROM BIRTH TO AGE 3: Two approved childcare providers may be responsible for up to eight children. The ratio will be four (4) children per adult. Both childcare providers must be present in the same group.
5. It is recommended that infants and toddlers be cared for in separate groups or rooms if an option.
6. Parents/guardians are to remain on the premises while their child/children are in childcare.

## Administrative Guidelines Regarding Childcare Providers

1. The Director of Religious Education shall maintain a list of approved childcare providers and will periodically update the list, as needed.
2. Any individual who wishes to be on the Approved Childcare Provider List will complete an application, provide two references and undergo a criminal background check paid for by UUCV.
3. Background checks and related documents should be filed with all other personnel documentation.

## Emergency and Crisis Management for our Minors

The safety of children as well as prompt and clear communication with parents/guardians shall be the top priority in the event of facilities problems, natural disasters, accidents, injuries, illnesses, missing persons, or the threat or incidence of terrorist activity. In the event of any emergency, children are to follow the directions of staff members or other adult leaders present. In the event a child is injured or becomes ill during an event and requires medical attention, parents/guardians will be notified immediately. Minor injury or illness will be reported to the parents/guardians at the conclusion of the event.

## Administration of Medications and First Aid

1. If a child has an extreme allergy or medical condition, parents/guardians must notify the adult caregiver prior to leaving them in the care of that person.
2. Children will not be allowed to administer their own medication during a church sponsored event without the written consent of their parent/guardian. If a child must take medication while engaged in a UUCV event, the adult caregiver must administer or supervise the administration of the medication.

3. First aid kits are available in multiple locations around the church and can be utilized by the adult caregiver or other trained individual to provide initial care for injuries.
4. Any incident requiring first aid will be reported immediately to the event sponsor or representative during RE programming.

### Sexual Contact, Sexual Abuse and Sexual Harassment

1. All adults working with our children have responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual content and "double entendres." Physical expressions of affection, such as hugs, certainly have a place, but it is best to allow the minor to initiate the contact. The adult must be sensitive not to allow them to be too frequent or prolonged.
3. In the case of a minor found engaging in sexual contact, sexualized behavior or sexual harassment, the child will be removed from the event immediately and parents/guardians will be notified. Repeated incidents of such behavior may result in the minor being ineligible to take part in future events.
4. In the case of an adult engaging in sexual contact, sexualized behavior or sexual harassment, that person's behavior will be reported to law enforcement officials, and to the minister or Board President. The person will be removed immediately from the event and will no longer be eligible to take part in events involving children.

### Mandatory Reporting as Required by State Law

1. All staff members and adults working with our minors are subject to the California Statutes concerning mandated reporters. Reports will be made as prescribed by the law.
2. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the church staff or to the local welfare agency or police department.
3. Reports concerning the possibility of abuse or neglect must be made as soon as possible but in no event longer than 24 hours after obtaining knowledge or having suspicion.

### Policy and Procedures for Preventing and Reporting Suspected Child Abuse (first approved by the Board 05/19/2016)

It is the policy of the members and staff of the UUCV to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care and to provide an atmosphere which promotes and affirms the inherent worth and dignity of every person.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family. They apply to all

employees whose jobs require them to work with children and all volunteers providing childcare or participating in RE programming.

#### Definitions:

For the purpose of this policy, the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor," shall be defined as any individual under the age of eighteen (18) (or whose mental capacity is that of a minor.)
2. "Adult," shall be defined as any individual at least eighteen (18) years of age.
3. "Volunteer," shall be defined as anyone who works with children in an unpaid capacity or who is paid for providing childcare on an as-needed basis for church events in the absence of qualified non-paid volunteers. These may include members or friends of the congregation or children of members or friends.
4. "Employee," shall be defined as any person whose work brings them in contact with children and who is scheduled to work on a regular basis (daily or weekly) in the congregation in a paid capacity.
5. "Child Abuse and child neglect," is specified in the California Child Abuse and Neglect Reporting Act, Penal Code Section 11166.
6. "Criminal Background Check," (CBC) is the procedure used by a qualified agency to check for criminal activity in the background of prospective adult employees and volunteers.

All church employees are mandated to report suspected child abuse and neglect.

Volunteers of public and private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse and neglect.

Any other person who reasonably suspects that a child is a victim of abuse or neglect may choose to report. For purposes of this definition, "any other person" includes a mandated reporter who acts in his or her private capacity and not in a professional capacity or within the scope of employment.

#### What is Child Abuse?

California Penal Code Section 11165.1 defines sexual abuse as:

Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child and intentional masturbating in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornography; and employing or coercing a child to engage in prostitution.

California Penal Code gives the following definitions of physical injury to a child:

P.C. 11165.6 - A physical injury inflicted by other than accidental means upon a child. Note that child abuse does not include a "mutual affray" between minors. It also does not include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment."

P.C. 11165.3 - Willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering.

P.C. 11165.05 - Note: Any mandated reporter may report any child who is suffering serious emotional damage or is at substantial risk for suffering serious emotional damage.

P.C. 11165.2 - Neglect of a child whether “severe” or “general,” by a person responsible for a child’s welfare. The term “neglect” includes both acts and omissions harming or threatening to harm the child’s health or welfare.

### Procedures for Preventing Child Abuse and Neglect

#### Employee and Volunteer Requirements

All employees are required to fill out an application for employment listing at least three references. All adult employees are also required to submit to a criminal background check as a condition of employment. All volunteers are required to submit a volunteer application listing three references. All adult volunteers serving as one-to-one mentors or officially supervising overnight church activities must also submit to a criminal background check. This includes adults who are facilitating Our Whole Lives (OWL) for children.

While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be maintained in the strictest of confidence by staff.

All employees and volunteers in activities involving minors are required to understand and abide by the California Child Abuse and Neglect Reporting Act and UUCV’s policies and procedures related to safety and the prevention of child abuse.

No volunteer will be allowed to work with minors until they have been a member of UUCV for a minimum of six (6) months or a regular attendee for a minimum of one (1) year.

When an employee or volunteer is engaged to work with minors, they will be photographed and the picture(s) will be kept in the person’s file. Photographs will be updated as deemed necessary.

The following items will automatically disqualify a person from participating in the leadership, sponsorship, or supervising of any activities or programs for minors, although other offenses may also result in disqualification upon review:

Any conviction for a violation of the California Child Abuse and Neglect Reporting Act:

- Criminal homicide
- Sexual abuse
- Sexual assault (rape)
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to children
- Enticing a child

### Specific Acts and Omission in Violation of the UUCV Policy

The following will not be tolerated or accepted during any activity or program and are to be reported as specified in the California Child Abuse and Neglect Reporting Act immediately after the safety of the child, children, youth, or minor involved has been assured:

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.\*
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any congregational function.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of illegal or illicit drugs or alcohol while leading or supervising minors.

\*The UUA approved curriculum, Our Whole Lives (OWL), is an exception to some of the above bulleted specifics as it may contain displays of sexual activity. This program will only be taught by adults who have been trained. All children who participate must have the written informed consent of their parent(s) or legal guardian(s).

### Supervision

1. All reasonable measures will be taken to ensure that no adult is left alone with a child except in a counseling or mentoring situation. Prior written permission may be granted by parent(s) to cover a particular time period (i.e. a school year) for their child to be alone with an adult. It is also understood that members may give permission to others to transport their children to and from church activities.
2. Church staff and volunteers will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

### Policy for Reporting Suspected Child Abuse and Neglect

Any suspicion of child abuse and/or neglect shall be reported as specified in the California Child Abuse and Neglect Reporting Act, Penal Code 11166.

### Procedures for Reporting Child Abuse and Neglect

The Act's four-step procedure is shown later in this chapter. It is also described in the UUCV Religious Education Teachers Handbook; in addition, a facsimile of the required "Suspected Child Abuse Report," from SS 8572, may be found there.

(See Form SS 8572, "Suspected Child Abuse Report," in Appendix)

In some circumstances, use of the UUCV "Reducing the Risk Application Checklist" may also be indicated.

(See "Reducing the Risk Application Checklist" in Appendix)

Volunteers or employees who suspect that a child has been abused should not disclose or discuss suspicious or details of an incident with anyone other than the senior minister except as specified in the California Child Abuse and Neglect Reporting Act.

Volunteers and employees should take the following steps:

- Ensure the immediate safety of the child or children.
- California law recognizes that any person, regardless of training or position, can choose to voluntarily report suspected child abuse or neglect. The first staff member suspecting child abuse or neglect shall report it as required by the California Child Abuse and Neglect Reporting Act, Penal Code Section 11166. Volunteers who work with children are strongly encouraged to do so, as well. Obtain Form SS 8572, Suspected Child Abuse Report, and fill it in as much as possible before beginning the following four-step procedure:
  1. Report by telephone to the Child Abuse Hotline: (805) 654-3200 or (800) 754-7600. Ask the person answering the phone for the address you should use in step 3.
  2. Keep a copy of SS 8572 (It need not be completely filled in) for yourself, and another copy for use in step 4.
  3. Mail a copy of SS 8572 within 36 hours of your phone call, to the address you obtained in step 1.
  4. After completing the above three steps, provide a copy of SS 8572 to the senior minister of UUCV. If the senior minister is a party to the report, provide the copy to another member of the professional ministry of UUCV, or if none, to the President of the Board of Trustees.

If all four of the above steps are used, the UUCV senior minister or alternate individual as described above will be responsible for implementing the UUCV “Reducing the Risk Application Checklist,” if appropriate.

Steps 1, 2, and 3 fulfill ALL of UUCV’s responsibilities under the law. The possible use of the UUCV Reducing the Risk Application Checklist is not specified in law but is an additional option under UUCV policy.

The senior minister or alternate responsible party as described above is expected to:

- Maintain confidentiality regarding the incident. This protects the rights of the child, the suspect, the reporter, and the minister. Confidentiality regarding the identities of suspected victims and suspects is imperative.
- Cooperate fully with law enforcement officials and/or child protective service workers.
- Suspend, while investigation by law enforcement and/or child protective service workers is taking place, any suspect from the performance of duties involving children.
- In instances where child abuse is substantiated by law enforcement and/or child protective services, dismiss the employee or volunteer from his/her position. Membership termination may be considered, as appropriate, in the circumstances.
- Be the one person to liaison with the media, if the media takes the initiative to contact UUCV. The minister or alternate responsible party as described above may choose to say as little as “No comment,” or “The UUCV follows all the provisions of the California Child Abuse and Neglect Reporting Act.”

## **Disruptive Behavior Policy (first approved by the Board 11/18/2004)**

In March 2003, the UUCV established a covenant to define the kind of commitment that members are expected to make to the church and each other. Among other things, our covenant calls us to “reach out and include others, especially newcomers...Create and maintain an atmosphere, which invites feedback and allows everyone to speak; and ...Keep lines of communication direct and open.” We strive to be an inclusive community based on mutual respect and trust.

We seek to create a culture in which people are most likely to take responsibility for their behavior. This sort of culture is created when we:

- Affirm each person’s “inherent worth and dignity” by separating the person’s inherent worth from their behavior.
- Model a willingness to apologize and ask for forgiveness.
- Show more concern for relationships than rules.
- Encourage collaboration and reintegration rather than coercion and isolation.
- Understand the ways in which disruptive behavior may be supported or modeled by the community in direct and indirect ways.

In addressing behavior that is disruptive or not in keeping with the covenant, we are motivated by concern for all parties and the larger community. It is the goal of our congregation to maintain a safe and secure atmosphere in order to promote our covenant and make it possible for us to keep the covenant. When we observe behavior that is in violation of the covenant, we seek to respond in a way that is in keeping with the covenant. Neither individuals nor the community as a whole are served by allowing behavior which threatens an atmosphere of safety and security. We value and honor individual expression. This does not mean, however, that any behavior is acceptable.

There will be times for all of us when our behavior falls short of the goals we set for ourselves in our covenant. In most cases, a simple and caring reminder from another member is sufficient to call us to our best selves. In keeping with the covenant, members are encouraged to address disruptive behavior directly. If a member needs support to do this, they should contact the minister or any member of the Committee on Ministry. If a member has communicated directly but the behavior has continued or the member does not feel safe communicating directly with the person, they should contact the Minister or a member of the Committee on Ministry.

The policies presented here are designed to be implemented when individuals exhibit disruptive behavior that interferes with normal functioning of the church or engage in behavior that compromises the safety and security of the church community or that diminishes the appeal of the church to its potential and existing membership.

### Behavior Requiring an Immediate Response

If the behavior is perceived to threaten safety of an adult or child or presents a serious disruption to church functioning, an immediate response is required. This response will be undertaken by the Minister, if available, and/or a responsible member of the congregation who has witnessed the incident. This may include asking the disruptive person or persons to leave or suspending the meeting or activity until such time as it can be safely resumed. If needed to ensure safety, the police department may be called. Any time any of these actions are



undertaken without the minister being present, the minister must be notified as soon as possible.

If any of these steps are taken, the minister and the Committee on Ministry should meet as soon as possible to discuss what follow-up steps may be necessary to resolve the problem. The minister or another designated church member who has knowledge of the incident, should write a follow-up letter to the disruptive individual detailing what steps must be taken before returning to the church premises and activities.

### Behavior Not Requiring an Immediate Response

Behavior which is disruptive but does not require an immediate response will be addressed by the Committee on Ministry in consultation with the minister. There will be no attempt to define “acceptable” behavior in advance. Persons identified as engaging in disruptive behavior will be dealt with as individuals; stereotypes will be avoided. The process will seek to determine the harms done to relationships and community, the steps needed to repair the harm and who is responsible for those steps. The process is not intended as punitive, but rather as a way of protecting connections and relationships and repairing harm done to the community. To aid in evaluating the problem and determining the initial level of response needed, the following points will be considered:

- Dangerousness: Is the individual a source of threat or perceived threat to persons or property?
- Disruptiveness: How much interference with church functions is occurring?
- Offensiveness: How likely is it that prospective or current church members will be driven away?
- Causes: Why is the disruption occurring? Are there contributing factors that need to be considered?
- History: What is the frequency and degree of disruption caused in the past?
- Probability of Change: How likely is that the problem behavior will diminish or change in the future?

The committee will decide on the necessary response on a case-by-case basis. The level of response chosen should be at the lowest appropriate level and attention should be paid to the conditions which will illicit and support a change in behavior.

**LEVEL ONE:** The minister and/or a member of the committee shall meet with the individual to describe the behavior and the concerns about the behavior.

**LEVEL TWO:** If the disruptive behavior continues or if initial seriousness warrants, the Minister and a member of the Committee of Ministry shall meet with the individual to describe the behavior and to specify further actions that will be taken if the disruptive behavior doesn't cease.

**LEVEL THREE:** If the disruptive behavior continues or if initial seriousness warrants, the individual may be temporarily suspended from church participation for a designated period of time with reasons and conditions of return made clear. The designated member of the Committee on Ministry should write a letter to the person documenting the complaint, the actions taken, and the requirements for returning to church. After the designated conditions have been met, the individual may return to participate in church activities with the understanding that further consequences will occur if the disruptive behavior continues.

LEVEL FOUR: If the disruptive behavior continues or if the behavior constitutes an ongoing threat to the community, the individual may be permanently expelled from the church premises and all church activities. Such a decision should be made by a designated member of the Committee on Ministry, the Minister, and the President of the Board of Trustees or their designated representative. If it is decided that expulsion will take place, a letter will be sent by the Chair of the Committee on Ministry explaining the expulsion and the individual's right to appeal. If the individual returns to church after being officially expelled (except to present an appeal at a Board of Trustees meeting, as explained below), he or she will immediately be escorted off the premises. After a period of one year, the individual may petition the Board of Trustees to be allowed to return to the congregation.

APPEALS: Any action taken above may be appealed by the individual to the Board of Trustees. The appeal should be made in writing and submitted to the Board.

## **Earthquake Procedure**

### If an intense shaking occurs:

1. If you are inside:
  - a. DROP, COVER & HOLD: Drop to knees, cover by getting under tables, chairs or desks, position back toward windows, hold tight to legs of furniture. Watch for falling objects. Stay away from windows.
  - b. DO NOT run out of the building, as it may be damaged and the building exterior may be falling off.
  - c. Wait for end of shaking.
  - d. Exit building immediately if possible.
  - e. Gather in the BACK parking lot.
2. If you are outside:
  - a. Get clear of all buildings, power lines, light poles or sources that may be dangerous.
  - b. Remain in vehicle if possible.
  - c. Assume DROP & HOLD position if possible.
  - d. Wait for end of shaking.

### Post-Event Procedure:

After a major earthquake:

1. Check for injuries to yourself, then others. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required.
2. Check for fires or fire hazard only if authorized and properly trained and it is safe to do so.
3. Everyone shall exit the building and gather in the BACK parking lot. If there is a need for emergency vehicles, leave the front parking lot accessible.
4. Gather into family units, or group yourself with the people who were with you prior to the earthquake. For example, if you were in the Green Room, you are to look for the other people that were in the Green Room with you.
5. Expect aftershocks.

6. Do not re-enter the building until it has been declared safe by trained emergency personnel, such as the fire department.
7. Wait for an all clear signal from an official church representative before leaving premises. We need to account for every person that we can.

### **Emergency Building Closure**

The safety and well-being of the members and staff of the UUCV community are of first importance.

The building may be closed at any time if it is determined remaining open would be hazardous to the occupants. This could include, but is not restricted to, a building utility issue (such as a gas leak), weather or hazardous situation. One of the following should be contacted as standard procedure to make the decision in situations other than those described below: Board President, Board Vice-President, Minister, or Director of Religious Education.

#### **Sunday Mornings:**

- Generally, Sunday services will not be cancelled due to bad weather or due to cancellation by the scheduled speaker or service leader. An informal, lay-led service will be substituted. The Minister and the Chair of the Worship committee will make this determination and arrange for someone to lead this replacement service.
- Church members will be notified of this decision via the website, email, and by a message recorded on the main church phone. These activities will be initiated and organized by the Minister.
- Children's R.E. classes are always subject to the availability of a sufficient number of qualified adults to lead them. When there are not enough teachers for a specific class, that class will remain in the sanctuary throughout the service or will be combined with another class. This will be announced early in the service.
- We respect the right of service leaders, speakers, and teachers to use their judgement before settings out for church when hazardous conditions exist. As soon as a teacher has decided that they will not be attending church, they are expected to contact the DRE.
- These principles and expectations will be shared with the UUCV community, particularly the RE teachers, on a regular basis. They will be included as part of teacher orientation.

### **Fire Emergency Procedure**

1. If you are on fire, STOP, DROP, and ROLL. If another person is on fire, yell "STOP! DROP! ROLL!"
2. If you discover a fire:
  - a. Call 9-1-1 and alert those around you of the fire.
  - b. Locate a fire extinguisher and attempt to put out the fire only if it is small (no larger than a wastebasket). Use the PASS mnemonic to extinguish the fire.
    - P - Pull the pin on the fire extinguisher
    - A - aim at the base of the fire
    - S - Squeeze the handle of the fire extinguisher
    - S - Sweep along the base of the fire until it has been extinguished

3. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher simply close the door (if there is one) and evacuate the building.
4. When an alarm sounds in the building, begin immediate evacuation of the building. **CLOSE ALL DOORS BEHIND YOU.**
5. Evacuate the building using the closest door. Teachers should bring their class roster. Do not block or wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel.
6. Go to the Evacuation Assembly Point, which is the **BACK** parking lot. Stay with the group that you were with or in family groups until everyone is accounted for.
7. If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window and open it but do not break it, and if there is a door, put something in any cracks around the door. Phone 9-1-1 if possible.
8. Give special attention to any visitors or persons with disabilities. If you are near someone identified as a visitor or a person with disabilities, help them find the way out of the building and to the Evacuation Assembly Point, which is the **BACK** parking lot.
9. Do not get in your car and leave the premises until an all clear sign is given by the Minister/Board member or by the police/fire department authority. We must account for all persons who were here at the time of the fire.

### **Firearms Policy**

Handguns and other firearms are not permitted in the church building or anywhere on UUCV property, except in a locked car parked in the parking lot for a lawful reason. The only exception to this policy is a peace officer on the property pursuant to their official duties. There is no need for this policy to be posted to be enforced. The Board of Trustees may decide it should be posted, and where, in its discretion.

### **Hazardous Materials Storage Policy**

All hazardous materials such as paint, solvents, chemicals and cleaning supplies shall be stored in either a locked storage cabinet or storage room. All materials should be kept in their original containers for identification purposes in the case of accidental exposure.

### **Inspection Procedures**

#### General Safety Inspection (Annual)

1. The Board of Trustees will annually appoint a team to do a self-inspection of all the church facilities and grounds. It is recommended that a minimum of two people, one from each committee (B&G and Safety) do the self-inspection together to provide a variety of perspectives.
2. The team will obtain a self-inspection checklist. As of the writing of this procedure, a self-inspection checklist can be downloaded from the Church Mutual website at this location: [www.churchmutual.com/media/pdf/self\\_inspection\\_checklist.pdf](http://www.churchmutual.com/media/pdf/self_inspection_checklist.pdf) Note: by

downloading the latest edition of a checklist prepared by others, the church will avail itself of the latest thinking regarding safety and security. Items on the checklist that don't apply to UUCV can be marked "N/A"

3. Annual inspections should occur in the month of January to ensure repairs. Budget requests can be submitted for approval to the board in February before the budget is due.
4. Perform the inspection using the checklist.
5. Develop recommendations for remediation of any problems that are discovered, and for overall improvement.
6. Communicate the recommendation to the Board of Trustees. Request funds where needed.
7. Where possible, inform the appropriate committee to take action to remove or correct problems.

### **Medical Emergency Procedure**

There are First Aid Kits in the hallway near the garage and in the kitchen. Each classroom is also equipped with a small first aid kit. In the event of a medical emergency:

1. Stay calm. Assess the situation. Look for a Medic Alert bracelet or necklace on the person requiring help.
2. If the medical situation does not require a medical professional (for example, a slightly skinned knee), take action as appropriate using the resources available in the first aid kits.
3. If the medical situation requires a medical professional, do the following:
  - a. Have someone call 9-1-1. If you are alone, yell as loudly as possible for help. If you are unable to summon help, you should call 9-1-1 first, then return and assist the person to the best of your ability.
  - b. When calling 9-1-1, give the operator as much information as possible, i.e. type of emergency, what help is needed, exact address, phone number, information on a Medic Alert bracelet or necklace. Don't hang up until you are told to do so by the 9-1-1 operator.
  - c. If another person is available, have them go outside to flag down the emergency vehicle and direct them to the person in need of help.
  - d. DO NOT MOVE THE VICTIM
4. If the victim is unconscious: Start CPR according to current guidelines of the American Heart Association or American Red Cross.
5. If the victim is choking:
  - a. Make sure they are coughing and getting air.
  - b. If the victim cannot speak or cough, and you think something may be lodged in their throat, slip your arms around the victims waist from behind. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the abdomen with quick upward thrust. Repeat until the object is removed, or the victim starts breathing or coughing.
6. If the victim is bleeding:
  - a. Use rubber gloves. They are in the first aid kits. Apply pressure to the area.
  - b. If possible, elevate bleeding area above level of the heart.
7. You must file an accident report for any accident that occurs on the premises. Accident reports will be kept in the mail center.
8. If a child or youth is involved, the DRE must also be notified.

Wheelchairs are located in the East and West alcoves and can be used to assist anyone with decreased mobility. Reminder: Do not move an injured victim.

### **Sex Offender Policy**

(aka Policy Regarding Possible Integration into the Church Community of Individuals Who Have Been Accused, Charged, or Convicted of Sex Offenses; approved by the Board, date unknown)

People charged with disruptive behavior come under our policies on disruptive behavior. However, it is not unlikely that people who have been accused, charged, or convicted of sex offenses may be participating in the life of the congregation without displaying disruptive behavior. Even so, in keeping with our Covenant of Right Relations, it is recommended that behavioral guidelines be established in order to encourage healthy relationships in the congregation and to provide guidance which brings out the best in people. The underlying value is that healthy congregations benefit all.

Upon learning that a visitor or member or friend of the congregation has been accused, charged, or convicted of a sex crime, the Minister shall meet with the Congregational Representative (designated by the Board of Trustees and Minister) to address this issue. This person may or may not be a member of the Committee on Ministry.

The Minister and the Congregational Representative will communicate to the person the process and procedures for participating in congregational life. The process is threefold:

1. The first step involves signing the "Agreement of Understanding and Consent for Assessment." By signing this form, the individual agrees to participate in an assessment in which information is gathered about the person's offense history and current circumstances.
2. The second step involves completing the assessment. The assessment will include an interview with the individual by the Minister and/or the designated Congregational Representative. The individual may be asked for authorization to contact his/her parole or probation officer, counselor, family member or other professionals who could provide information regarding the individual's circumstances. The Minister and/or the Congregational Representative may also require that an outside professional assessment be conducted if conditions warrant, and that the results of the professional assessment be released to the Minister and/or Congregational Representative. Costs for such an assessment would be paid for by the individual. The ultimate purpose of the assessment is to determine if it is in the best interest of all parties for the individual to participate in the church community, and if so, at what level. It is possible that, based on the outcome of the assessment, the individual will be asked to leave the church. If it is determined that the individual may participate in the church, this leads to the third step.
3. The third step in the process involves the creation of a Limited Access Agreement which is the core of the congregational response to an accused or convicted sex offender. We understand that "sex offenses" are extremely varied and that one response is not appropriate to all situations. Therefore, the Limited Access Agreement is individually tailored to the news and history of the individual. Additional staff and members may be notified and included in the agreement if deemed appropriate. While we cannot guarantee absolute confidentiality, responsible parties will make every reasonable effort to maintain confidentiality by disclosing the identity of the individual involved only on a "need-to-know" basis.

The limited Access Agreement invites the person with a history of sex offenses to participate in certain aspects of congregational life, setting clear boundaries, including a stipulation of what the individual may not do. Typically, such an agreement will specify whether or not there is to be participation in the variety of congregational events and under what circumstances. For example, a person with a history of child sexual abuse might be allowed access to worship services and coffee hours and all adult activities but have clear guidelines about interacting with children even when other adults are present. He/she might be required to have the support of another adult (who knows about the agreement) in any situations where children are present. Typically the person would be denied access to keys to the building.

If there are violations of the Limited Access Agreement, all access should be discontinued until all parties can meet and determine the seriousness of the risks and whether or not the Limited Access Agreement should be withdrawn or continued as is or changed as necessary.

All documentation shall be maintained in a locked file cabinet.

“Accused” is defined as currently under legal investigation or indictment, prior to resolution.

(See “AGREEMENT OF UNDERSTANDING AND CONSENT FOR ASSESSMENT” in Appendix)

## **Smoking Policy**

Smoking of any kind is not allowed in the building, the outdoor sanctuary, the parking lot, or the entryway. This includes all pipes, cigars, cigarettes and e-cigarettes. Two designated smoking areas exist. One is near the bike racks in the front of church and the other is near the Whale’s Tail in the rear of the property. In order to ensure safety and cleanliness of our property, cigarette disposal cans will be provided at these two locations and emptied on a monthly basis by Buildings & Grounds.

## **Youth Group Policies and Procedures**

### Youth Participation

1. Participation in UUCV Youth Group activities is open to all youth who are in grades 9-12, whose parents/guardians have filled out permission materials allowing for such participation. For legal purposes, however, anyone the age of 18 or older but still a high school student living with parents/guardians, will be considered an adult. Parents/guardians must still sign any permission materials and follow the guidelines below.
2. UUCV may also provide a “Junior Youth Group” to serve youth in grades 6-8. All policies herein apply equally to any Junior Youth Group or any activities thereof.
3. Youth who participate in Youth Group activities must agree to adhere to the Youth Group policies and procedures and follow verbal directions given by staff and adult leaders at all times.

## Transportation

1. Transportation to and from Youth Group events shall be provided by parents/guardians. Parents/guardians are responsible for making sure their youth arrives on time for events and is picked up promptly at the scheduled end time.
2. Youth who provide their own transportation to and from Youth Group events must do so with explicit parental permission which is communicated to staff members overseeing the event. Youth the age of 18 or over may provide their own transportation but are not authorized to provide transportation for other members of the youth group under the age of 18 without written permission from that youth's parents/guardians.
3. Carpooling from the church to off-site events shall be provided only by staff members, parents/guardians, or the church's adult youth advisors who have been approved to provide such transportation. Youth the age of 18 or over may provide their own transportation but are not authorized to provide transportation for youth under the age of 18.
4. No single youth and single adult (other than that youth's parent) are to be alone in a vehicle at any time during carpooling to and from off-site Youth Group events. A single adult may transport two or more youth in a vehicle as long as they are traveling with other vehicles going directly to and from the same off-site event. A single authorized adult (parent/guardian, staff member or youth advisor) may transport two or more youth in a vehicle with explicit written permission from each youth's parents/guardians.
5. Parents/guardians/youth the age of 18 or over are to notify church staff and other adults working with the Youth Group of any special considerations involving transportation well in advance of a scheduled event.
6. There shall be no talking on cellular phones, reading or texting while driving.
7. Chaperones will carry emergency contact information for the children in their care.
8. The vehicle must be in good working order with seat belts for each person. The driver must have a valid driver's license and vehicle insurance with appropriate limits of liability.

## Adult Supervision/Chaperones

1. At least two adults over the age of 21 will be present at all times during all Youth Group events, or other church activities involving minors.
2. All adult volunteers and staff members who will be working with youth must undergo screening, including possible criminal records background checks.
3. All adult volunteers who will be working with youth on a regular basis must be members of the church in good standing and be approved to engage in such work by staff overseeing Youth Group activities.

## Monitoring of Youth Group Activities

1. At least two adults over the age of 21 will be present at all times during all Youth Group events.
2. At off-site events, staff members and adult leaders are responsible for monitoring the whereabouts and activities of all youth at the event.
3. Youth are prohibited from leaving the group for any reason without receiving explicit permission to do so from staff members or adult leaders at the event.

## Parent/Guardian Permission and Liability Waivers



1. All youth must have parent/guardian permission and a signed liability waiver before participating in any Youth Group event. Youth the age of 18 or over and their parents/guardians should both sign their permissions and liability waivers.
2. Special permission slips may be required for some off-site Youth Group events.
3. Permission must be signed, and in writing. Verbal permission does not suffice.
4. Permission slips/liability waivers will be kept on file in the DRE office.
5. Church staff and adult Youth Group leaders shall respect the potentially sensitive nature of personal information provided on the forms.

### Conduct and Discipline

1. Youth are expected to exhibit appropriate behavior at all times, including speech, attire, and actions.
2. "Conduct" and "behavior" include actions, words, and attire. "Appropriate" and "inappropriate" are determined by staff and adult leaders.
3. In the event of disagreement, the decision of the staff will be followed.
4. All proactive measures (adequate preparation, chaperone placement, environmental setup, etc.) will be taken to ensure that youth will be sufficiently engaged in the event or activity so that the potential for misbehavior is minimized.
5. For off-site events, appropriate actions, words, and attire are also determined according to the standards and norms of the event site.
6. Use or possession of alcohol, tobacco or any uncontrolled drug or substance during a youth event is prohibited.
7. Youth will refrain from any actions which might endanger their own safety or health or the safety and health of others present at the event.
8. Violence, verbal abuse, destruction of personal or church property, or possession of weapons of any kind is prohibited.
9. The following procedure will be used if a young person engages in inappropriate behavior:
  - a. Staff and/or adult leaders will ask the young person to behave appropriately.
  - b. If the inappropriate behavior continues, the youth will be removed from the immediate area of the event or activity for a conversation with the staff member or adult leader regarding the behavior.
  - c. If the behavior does not improve, a parent or guardian will be contacted to remove the youth from the event or activity, and future participation in Youth Group will be evaluated by staff and/or adult leaders according to the circumstances.
  - d. If a parent or guardian is not immediately able to come to the event site to remove the youth, she or he will be sent home by the most convenient means available within the transportation guidelines, at the parent's or guardian's expense.
10. The focus of all discipline will be on correcting the behavior. In no way shall a young person be made to feel embarrassed or ashamed.

### Overnight Events

1. District and Cluster Events
  - a. It is the policy of UUCV to enable its youth to participate in district, regional, and local cluster activities as often as scheduling and appropriate adult supervision allow.

- b. When participating in events involving youth from other churches (e.g. “Cons,” “Lock-ins,” Retreats, Overnights, etc.) all UUCV youth must also follow the rules specific to the events, and the instruction of the adult leaders and coordinators thereof.
2. Overnight Sleeping Arrangements: Youth are allowed to sleep in mixed gender rooms provided that two adults are present at all times, there is only one youth per sleeping bag (i.e. no “coupling” or “grouping,”) and the rules of the specific event allow for it.
3. UUCV youth and parents/guardians/youth the age of 18 or over must fill out all forms, and follow all procedures required by the coordinating group or organization, in order to attend and participate in such overnight events.

#### Use of Media for Youth Group Events

1. Youth will be exposed to words and images that support the values and mission of UUCV.
2. All media used for Youth Group activities will be rated at a level appropriate for participating youth. In most cases, films will be rated G, PG, or PG-13. (An exception for material specific to the UUA’s Our Whole Lives (OWL) sexuality education curriculum and program may be made.)

#### Youth Medication Management

1. Youth under the age of 18 may not dispense their own medications and must take any needed medications under the supervision of an adult (over the age of 21).
2. Parents/guardians/youth the age of 18 or over are responsible for notifying staff members or adult leaders of any medications needed by their youth during a Youth Group event, including dosage amounts, schedules and other concerns.
3. Staff members and adult leaders are to respect the sensitive nature of medication management and will make the process as inconspicuous as possible. Youth and/or their parents/guardians may request that medication be dispensed and taken in a non-public area.

#### Sexual Contact, Sexual Abuse and Sexual Harassment

1. All adults working with the Youth Group have a responsibility to model appropriate relationships between each other as well as to refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between participants of all ages and cultivating an atmosphere of health and trust.
2. Adults must never engage in any manner of sexualized behavior with, or in the presence of, a child or youth. This refers not only to explicitly sexual behavior, but also to jokes with sexual content and “double entendres.” Physical expressions of affection, such as hugs, certainly have a place, but it is best to allow the youth to initiate contact, and the adult must be sensitive not to allow them to be too frequent or prolonged.
3. Whenever two youth in a “dating” relationship both attend an event, those individuals are expected (and may be asked) not to engage in any intimate activity during the event.
4. In the case of a minor (under 18 years old) engaging in sexual contact, sexualized behavior or sexual harassment, the individual will be removed from the event immediately and parents/guardians will be notified. Repeated incidents of such behavior may result in the youth being ineligible to take part in future youth events. In addition,

participants age 18 and older should be aware that they may face criminal charges for sexual contact with minors.

5. In the case of a staff member or adult volunteer engaging in sexual contact, sexualized behavior or sexual harassment, that person's behavior will be reported to law enforcement officials, and the person will no longer be eligible to take part in youth events.

### Mandatory Reporting

1. All staff members working with the Youth Group are subject to the California Statutes concerning mandated reporters, and reports will be made as necessary and as prescribed by the law.
2. Any person who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to church staff and/or to the local welfare agency, police department, or the county sheriff if church staff is not immediately available.
3. Reports concerning the possibility of abuse or neglect must be made as soon as possible, but in no event longer than 24 hours after obtaining knowledge or having suspicion.

### Crisis Management

1. The safety of youth and prompt, clear communication with parents/guardians shall be the top priorities in the event of any emergency.
2. In the event of any emergency, youth are to follow the directions of staff members or other adult leaders present.
3. If a Youth Group event must be cancelled, delayed or ended early because of safety concerns, parents/guardians will be contacted immediately by staff members or youth leaders.
4. In the event that a vehicle transporting youth to, from, or during an event is involved in an accident, all parents/guardians will be notified as soon as is practical, and be told about the accident, injuries (if any), and plans for the remainder of the event.
5. In the event a youth is injured or becomes ill during an event, medical attention will be sought (if necessary), and parents/guardians will be notified (immediately, if medical attention is necessary, or after the event if it is a minor injury or illness.)

### Coming of Age Mentor Program - Adult Relationships with Children and Youth

Adults have a responsibility to model appropriate relationships between each other as well as refrain from and discourage inappropriate relationships with any child under age 18, no matter how mature the individual. Adults must assume primary responsibility for maintaining appropriate boundaries between all participants of all ages and cultivate an atmosphere of health and trust.

### Coming of Age Program - Special Exception to the Safe Congregation Policy

The Safe Congregation Policy requires that two adults be present when working with a child or youth during church activities. It is acknowledged that participants in the UUCV Coming of Age program have special needs for privacy that differ from the Safe Congregation Policy.

The following guidelines will be used in the Coming of Age Mentor Program:

1. All adults who will act as Mentors in this program will have been members of the church, in good standing, for at least a year.
2. Adult mentors are allowed to meet one-on-one with a youth only at times and places previously approved by the youth's parents/guardians. These meetings must be in the following circumstances:
  - a. In a public place (such as a restaurant or coffee house) where other adults are present at all times.
  - b. In the youth's home with a parent present in the home at all times.
3. Transportation to and from Mentor/Mentee meetings must be provided by parents/guardians. Adult Mentors are not to provide transportation.
4. A Coming of Age permission form will be completed by all parties.
  - a. All parents/guardians with youth participating in the program will complete the permission form. This form will explicitly state their agreement to have their youth participate in this program and their approval to follow the above meeting guidelines.
  - b. Adult Mentors will sign an agreement to abide by the meeting guidelines and be in constant consultation with parents/guardians. Youth will sign an agreement to abide by the meeting guidelines as well.

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## Bomb Threat Checklist

Fill this out to capture your thoughts when a bomb threat is received by telephone.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time Caller Hung Up: \_\_\_\_\_

Phone Number where Call Received: \_\_\_\_\_

### ASK THE CALLER:

- Where is the bomb located? (Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- What is your name?

### EXACT WORDS OF THREAT:

### INFORMATION ABOUT CALLER:

- Where is the caller located? (Background and level of noise)
-

- 
- Estimated age:
  - Is the voice familiar? If so, who does it sound like?
  - Other points:

CALLER'S VOICE:

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

BACKGROUND SOUNDS:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA System
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Source: [http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)

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## **Checklist for Leaving and Securing the Building**

**If you do not have a FOB, please complete the following steps when you leave the building:**

1. Clean up after yourself. Do not leave food out where ants can get to it.
2. If there is no one else in the building,
  - Close all windows.
  - Close the office hallway door.
  - Close all garage doors.
  - Make sure appliances such as coffee/hot water pots are unplugged.
  - Turn off all lights.
3. Check to make sure all exterior doors are closed and locked.

**If you have a FOB and wish to set the alarm system, please do the following in addition to the steps above:**

1. Make sure there is no one else in the building.
2. There are alarm keypads at the front and rear exits of the building.
3. To arm the system, press the COMMAND key.
4. The display will show ARM DISARM. Press the button directly under the word ARM.
5. The display will then show ENTER CODE. At this point, use your FOB by placing it near the left side of the keypad.
6. At this point, if all of the doors are properly closed and the Mag-Lock is on, the control box will display ALL YES NO. Press YES as that will arm the entire system.
7. The display will then read ALL SYSTEMS ON. Wait for the countdown from 45 to begin.
8. Exit the building.
9. If, at number 4 above the keypad responds with FAULT, the display will indicate where the problem is. Likely a door was not closed all the way. Try to fix the problem and then return to the keypad and follow the instructions on the display. It should be displaying OK BYPASS STOP. Press STOP and the display will return to the standard information of DIAL 485-0528, DAY and TIME. Restart the arming procedure from the beginning.

Please note these instructions apply to the alarm system installed by Dial Security. Their phone number is 805-389-6700.

If you have problems with the alarm system, you can contact church members whose names and phone numbers are posted near the keypads.





**SUSPECTED CHILD ABUSE REPORT**  
(Pursuant to Penal Code section 11166)

To Be Completed by Mandated Child Abuse Reporters  
PLEASE PRINT OR TYPE

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY	
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS Street City Zip				DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	REPORTER'S TELEPHONE (DAYTIME)		SIGNATURE		TODAY'S DATE	
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY			
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS Street City Zip		DATE/TIME OF PHONE CALL	
	OFFICIAL CONTACTED - NAME AND TITLE				TELEPHONE	
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS Street City Zip		TELEPHONE			
	PRESENT LOCATION OF VICTIM		SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY) .		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		TYPE OF ABUSE (CHECK ONE OR MORE): <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY) _____		
	RELATIONSHIP TO SUSPECT		PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
<b>VICTIM'S SIBLINGS</b>	NAME		BIRTHDATE	SEX	ETHNICITY	NAME
	1. _____	2. _____	3. _____	4. _____	BIRTHDATE	SEX
<b>D. INVOLVED PARTIES</b> VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS Street City Zip		HOME PHONE	BUSINESS PHONE		
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS Street City Zip		HOME PHONE	BUSINESS PHONE		
<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS Street City Zip		TELEPHONE			
	OTHER RELEVANT INFORMATION					
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____					
	DATE/TIME OF INCIDENT		PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incident's involving the victim(s) or suspect)					

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



## SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

### DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

#### I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

#### II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

#### III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

#### IV. INSTRUCTIONS

**SECTION A – REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### IV. INSTRUCTIONS (continued)

**SECTION B – REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

**SECTION C – VICTIM (One Report per Victim):** Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

**SECTION D – INVOLVED PARTIES:** Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

**SECTION E – INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

#### V. DISTRIBUTION

**Reporting Party:** After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

**Designated Agency:** *Within 36 hours* of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

#### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

## REDUCING THE RISK APPLICATION CHECKLIST

Date:	Initial:	
_____	_____	1. For clergy and paid professional staff: Remove the accused from the situation and suspend the accused from duties involving children/youth.
_____	_____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported will document the procedures taken.
_____	_____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
_____	_____	4. Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime. Cooperate fully with investigation.
_____	_____	5. Make written documentation of persons contacted and action taken to this point.
_____	_____	6. Notify the insurance carrier of the incident immediately and comply with its investigation, if any.
_____	_____	7. Prepare a written statement and designate a spokesperson to respond to media inquiries.
_____	_____	8. Provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed.
_____	_____	9. Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
_____	_____	10. Inform the affected volunteer(s) and paid staff members of the need for confidentiality to the extent possible.

_____	_____	11. Consider and respond to concerns of other parents and members.
_____	_____	12. Make written documentation of persons contacted and action taken.



# PHYSICAL SECURITY SITE INSPECTION DIY CHECKLIST

DIY Employee Handbook

**Contact Secure Education Consultants  
for Assistance:  
616-528-4071**

Document made available by:

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<b>Physical Security Inspection Checklist</b>		Yes / True	No / False	N/A
LOCATION:	COMPLETED BY:			
<p>Periodically inspecting the workplace surroundings is a critical tool for evaluating our physical security/workplace violence prevention efforts and gathering suggestions for improving our program. This inspection will help detect security issues and provides an opportunity to identify potential security problems.</p> <p>The presence of one or two “No’s” may suggest a higher risk of physical security/workplace violence. Each “No” response should be analyzed to determine its level of risk.</p> <p><b>NOTE: TAKE PHOTOS TO CAPTURE NECESSARY DETAIL TO PROVIDE SPECIFIC DETAIL NEEDED FOR IMPLEMENTATION.</b></p>				
<b>ACCESS CONTROL</b>				
1	The property entrance points have a gate. Authorized access is controlled.			
2	The property entrance points are manned during operating hours.			
3	Employees access the property through a gate using an automatic keypad or a remote control.			
4	The property is surrounded by fencing.			
4a	If yes, what kind? If yes, what height?			
5	There is a system in place to track the number of building keys/entry cards given out.			
6	Locks/Codes are changed immediately if building keys/entry cards are lost or misplaced.			
7	There is a procedure for employees to return access keys/cards upon termination or resignation.			
8	There is a process to inventory control badges and access passes.			
<b>ACCESS – VISITORS</b>				
9	Signage directing visitors to the main office is clearly posted.			
10	Visitors must be buzzed in to access the main facility.			
11	Visitors are required to sign in.			
12	Visitors are required to sign out when leaving.			
13	Rules for visitors are clearly posted.			
14	Public areas and private areas are clearly marked as such, indicating areas not open to the public.			
<b>SAFE ROOMS</b>				
1	There are designated ‘safe rooms’ where employees and visitors/congregants can go during an emergency (i.e. armed intruder).			
1a	If yes, these rooms have a telephone and a door that can be locked from the inside.			
1b	If yes, lockdown instructions are posted in safe rooms.			
<b>EXTERIOR – DOORS</b>				
1	Exterior doors remain locked from the outside at all times.			
2	There are access controls on all entrances to buildings.			
3	Coded cards/keypads/keys are used to control access to buildings.			
4	Exterior building double doors have flush access hardware.			
5	Exterior doors not used for access have no hardware.			
6	Doors accessing internal courtyards are securely locked from the inside.			
<b>EXTERIOR – LANDSCAPING</b>				
7	The facility has some type of border landscaping or fencing to help control access.			
8	Trash cans are located away from buildings.			
9	Shrubs and foliage are trimmed to allow for good line of sight (3’-0”/8’-0” rule).			
10	Shrubs near building have been trimmed “up” to allow view of bottom of building.			
<b>EXTERIOR – LIGHTING</b>				
11	The following areas are adequately lighted:			
11a	Entrances-over/bottom of doors			
11b	Around the buildings			
11c	Directional signage			
12	All lights are functioning.			

<b>Physical Security Inspection Checklist</b>		Yes / True	No / False	N/A
Periodically inspecting the workplace surroundings is a critical tool for evaluating our physical security/workplace violence prevention efforts and gathering suggestions for improving our program. This inspection will help detect security issues and provides an opportunity to identify potential security problems.  The presence of one or two “No’s” may suggest a higher risk of physical security/workplace violence. Each “No” response should be analyzed to determine its level of risk.  <b>NOTE: TAKE PHOTOS TO CAPTURE NECESSARY DETAIL TO PROVIDE SPECIFIC DETAIL NEEDED FOR IMPLEMENTATION.</b>				
13	The outside perimeter lighting, including parking area is periodically inspected at night to see which areas need additional lighting and/or lighting replaced.			
<b>EXTERIOR – PARKING/VEHICLES</b>				
14	The parking lot has signs with security reminders (e.g., ‘lock your car,’ ‘security patrolled’).			
15	The parking lot is well lighted, and all lights are functioning.			
16	Pass cards to control access to the parking lot are used.			
17	Vehicles are required to display non-transferable permits.			
18	Vendors are issued permits.			
19	Employees are issued permits.			
20	Congregants are issued permits.			
21	Access to parking area is restricted to arrival and departure times for school and/or worship.			
22	Visitor/Congregant parking is clearly designated.			
23	Vehicles are relatively safe from theft, break-ins, vandalism in the parking lot.			
<b>EXTERIOR – SURROUNDING AREA</b>				
24	Violent, criminal, drunk, or drugged persons almost never enter the property.			
25	The facility is not located in a high-crime area.			
26	There are no signs of vandalism in the area.			
27	The facility is not located in a dense manufacturing area.			
<b>INTERIOR – DOORS</b>				
1	Locking hardware is in working order.			
2	The following high-risk areas are protected with locks:			
2a	Main office			
2b	Cafeteria/Break room			
2c	Boiler room			
2d	Electrical room			
2e	Phone line access closet			
2f	Hazardous storage areas			
3	Doors can be locked in the following ways:			
3a	From inside with key			
3b	From outside with key			
3c	From inside with deadbolt or magnetic lock			
4	Sight Lines into rooms:			
4a	Room interiors cannot be seen through windows from hallway			
4b	Rooms cannot be seen from the outside looking in through windows			
<b>INTERIOR – LIGHTING</b>				
5	The following areas are adequately lighted:			
5a	Hallways			
5b	Bathrooms			
5c	Stairwells			
6	Main light control switches can be easily accessed. If yes, where are they located?			
<b>INTERIOR – STAIRWELLS, ELEVATORS &amp; EXITS</b>				



<b>Physical Security Inspection Checklist</b>		Yes / True	No / False	N/A
<p>Periodically inspecting the workplace surroundings is a critical tool for evaluating our physical security/workplace violence prevention efforts and gathering suggestions for improving our program. This inspection will help detect security issues and provides an opportunity to identify potential security problems.</p> <p>The presence of one or two “No’s” may suggest a higher risk of physical security/workplace violence. Each “No” response should be analyzed to determine its level of risk.</p> <p><b>NOTE: TAKE PHOTOS TO CAPTURE NECESSARY DETAIL TO PROVIDE SPECIFIC DETAIL NEEDED FOR IMPLEMENTATION.</b></p>				
7	Stairwells are well protected.			
8	Stairwell lighting is bright enough.			
9	Lights cannot be turned off in the stairwell.			
10	There is more than one exit route.			
11	Stairwell doors lock behind you during regular hours of operation.			
12	Stairwell doors lock behind you after regular hours of operation.			
<b>RECEPTION</b>				
1	The reception area is easily seen and easy to access.			
2	The receptionist can clearly see incoming visitors/congregants.			
3	The reception area is visible to employees and visitors/congregants.			
4	The reception area is staffed at all times.			
5	Outsiders cannot enter the building when there is no receptionist present.			
6	The reception area is the first stop for visitors.			
7	The reception area functions as a security screening area for all visitors.			
8	Receptionist is never isolated.			
9	There is an emergency call button (panic button) at the reception area.			
9a	If yes, response procedures have been developed to respond if the call button is used?			
10	The receptionist has more than one exit from his/her workstation.			
<b>SECURITY – ALARM SYSTEM</b>				
1	A central alarm system is in place. Briefly describe.			
1a	If yes, is the system tested on a regular basis (e.g., at least monthly).			
2	The current security system is adequate.			
3	Signs are posted indicating that there is a security system in use.			
4	Security cameras are placed in locations that would deter potential intruders.			
5	There is a system in place to alert security if intruders trespass on the property.			
6	There is a system in place to alert security and other employees if an intruder enters the building.			
7	There are separate alarms/signals for security and fire.			
<b>SECURITY – LAW ENFORCEMENT COLLABORATION</b>				
8	Relationship with local law enforcement is in place.			
9	Contracted security is on site during regular business hours and during worship.			
10	On-site security is armed.			
11	Key contact information is provided to local law enforcement.			
12	Local law enforcement periodically monitors facility grounds after hours.			
13	Law enforcement is an integral part of our planning process.			
14	Law enforcement and fire departments have current facility maps, floor plans, diagrams showing the location and use of all rooms and critical materials such as chemicals and utility shut-off valves.			
15	Police and fire departments have toured the facility and are familiar with the premises.			
<b>SIGNAGE</b>				
1	Directional signage is visible upon entry to property.			
2	Impression of overall signage: <input type="checkbox"/> poor <input type="checkbox"/> satisfactory <input type="checkbox"/> good <input type="checkbox"/> very good			

**AGREEMENT OF UNDERSTANDING AND CONSENT FOR ASSESSMENT**

The Unitarian Universalist Church of Ventura affirms the inherent worth and dignity of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. We are committed to creating a community of support and accountability so that we can bring forth the best in one another.

Because you wish to participate in the church community, and because you have been accused, charged, or convicted of a sexual offense, you are required to complete an assessment. Your signature below indicates your informed consent to participate in the assessment. The assessment may be completed by the Minister and/or a Congregational Representative (designated by the Minister and the Board of Trustees). In some cases you may be referred to an outside professional for the assessment for which you would be financially responsible.

The assessment includes an interview in which you will be questioned about your personal background, sexual and dating history, criminal history, and the circumstances of your case involving sexual abuse. You are free to answer or refuse to answer any questions. Additional information from other sources may be gathered to complete the assessment. If this is the case, you will be asked to give written consent to allow these sources to release the necessary information. These sources include but are not limited to:

- Probation or parole officers
- Therapists and treatment providers
- Attorneys
- Family members, friends, and personal references

If you have any concerns about confidentiality issues you should discuss these with an attorney.

Your signature below indicates that you have read and understand our "Policy Regarding Possible Integration into the Church Community of Individuals who have been Accused, Charged, or Convicted of Sex Offenses" and that you consent to participate in the required assessment. You can terminate this consent at any time in writing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

"Accused" is defined as currently under legal investigation or indictment, prior to resolution.