



ELIOT UNITARIAN CHAPEL Medical Emergency & First Aid Procedures (updated July 2022)



Where first aid kits are located (as of August 2022):

- Front Office
- Kitchen (on wall by the door leading outside)
- Downstairs hallway outside Room 003 (mounted to wall)
- Room 118 (at the front of sanctuary by the pulpit)
- All-Gender Restroom (outside Adams Hall near sanctuary entrance)
- Back of Sanctuary (on counter by glass windows)
- Upstairs nursery room (next to music & youth group rooms)
- Religious Education & Youth Office (this kit may be taken to the playground on Sunday morning or otherwise available during outdoor activities)

Before emergencies occur:

- Familiarize yourself with each room's evacuation plan and procedure in case of a fire, as well as the earthquake & tornado procedures for your room. This will be posted in each room near the door.
- **For group leaders or those teaching Religious Education or Youth Group:** Be aware at all times of how many individuals are in your group. If you need to evacuate the building, please make sure everyone is accounted for prior to doing so (if possible) and alert emergency personnel and Eliot staff immediately if you are unable to account for someone.
- **Reminder about peanuts & tree nuts:** Please remember that absolutely no peanut or tree nut products may be used, consumed, or served in the following rooms:
 - Nursery
 - Rooms 105, 106, 107, and 108
 - Rooms 001, 002, 003, 004, 005, and 006 (basement rooms)
 - Youth Room (across from the RE and Youth Office)
 - Gray Room (across from the upstairs nursery)
 - Children's Library (adjacent to the upstairs nursery)

If a medical emergency occurs:

- **Stay Calm! Assess the situation and make sure the scene is safe.**
- **Call 911 using a cell phone (either your own or someone else's).**
 - Eliot Chapel's address is **100 S. Taylor (formerly 216 E. Argonne), Kirkwood, MO 63122.**
 - The main chapel phone number is **314-821-0911**. This is often helpful to provide the 911 operator.
- IF you need to **notify the minister of the situation during the worship service**, please write the most pertinent information on a note, walk into the sanctuary, and hand them the note.
- Be sure to **alert any relevant staff members** of the situation as soon as possible.
- **If a medical emergency or first aid situation involves children or youth:** Make sure parents/guardians and the RE staff members are aware of any situation requiring first aid. **Any child or youth receiving first aid must have an incident report filled out and signed by the parent/guardian.**

These procedures were reviewed and updated on July 13, 2022