

Emergency Situation Procedures

These procedures have been developed to ensure the safety and wellbeing of our members, adults, and guests. These procedures should be followed, to the extent possible, during all Rainbow events. It is acknowledged that no single procedure will work in every situation; therefore, the Advisory Board and Grand Deputy may modify these procedures, as needed, based on their members, meeting place, or situation.

Preparation

The Grand Deputy of each Assembly should identify where members and adults will meet if the building must be evacuated. The Grand Deputy should also identify a second meeting place, in case the first option is not feasible during an actual emergency. Ideally, this meeting place should be in a safe, well-lit area, out of the way of the first responders.

At the beginning of each calendar year, the Mother Advisor of each Assembly should update a Member Information book, which includes the current year's Confidential Youth and Caregiver Information and Emergency Information forms for each member of the Assembly. She should also ask Advisory Board members if they wish to place a medical release form on file with her for the year. The Mother Advisor should have this Membership Information book in her possession during all Rainbow events. If the Mother Advisor is unable to attend a Rainbow event, she should ensure the book is transferred to the designated adult for that event. At the end of the event, the book should be returned to the Mother Advisor.

In January of each year, the Mother Advisor of each Assembly should contact the building manager to obtain information on who to call in the event of an emergency at the Lodge, both during regular business hours and after hours. This information should be added to the Member Information book and shared with the Rainbow Dad for the term.

At the start of each term, the Rainbow Dad should review with the members and adults the appropriate exit routes from various areas of the Lodge, including but not limited to, the Assembly room, dining room, and entrance areas. The Rainbow Dad should also review the recommended path from the building to the designated meeting spots selected by the Grand Deputy. Additionally, the Rainbow Dad should also identify the location of the first aid kit and any other life-saving equipment, such as an AED, located within the building. This regular review will serve as a reminder of the importance of being prepared for emergency situations and ensure all members – old and new – remain current on their knowledge of our evacuation procedures.

If the Rainbow Dad determines the Lodge does not have a first aid kit accessible during a Rainbow event, he should notify the Advisory Board Chairman. The Chairman should then include the recommendation to purchase a first aid kit for the assembly to the Advisory Board, and in turn, the assembly. If a first aid kit is purchased for the assembly, it should be accessible to members and adults during Rainbow events. Additionally, the first aid kit should be resupplied as needed.

During emergency situations, the Rainbow Dad and other Masons are responsible for assisting first responders. It is presumed that the Rainbow Dad, who is also a Master Mason, will be familiar with the Lodge, specifically its address, cross streets, and best points of entry. This will allow other (females) adults to focus on and chaperone the members and guests.

Additionally, at least once each year, each Assembly should practice evacuating the building and meeting at the designated location. It is through practice that Assemblies can validate their

emergency response plans, understand who is responsible for what response activity, and identify areas for improvement.

Adults with medical or emergency response training should volunteer to be included on the Care Team. This team may include first responders, such as EMTs, Paramedics, Nurses, Physicians, Fire Fighters, and Law Enforcement Officers. The members of the Care Team serve on a voluntary basis and provide assistance within the limitations of their respective licenses, certifications, or scopes of practice while responding to medical emergencies that may occur during Rainbow events.

Building Evacuation

In the event of a building evacuation, everyone should calmly and quickly leave the building. Personal items should be left in the Assembly room – just as they should be when exiting a home, school, or workplace.

- ✓ The Rainbow Dad is responsible for calling 911, then enlisting the assistance of other men in guiding the first responders to the building entrance (from the main street) and to the appropriate entrance (many of our buildings have multiple entrances and exits).
- ✓ The Rainbow Dad will serve as the liaison between the first responders and the Assembly.
- ✓ In the absence of the Rainbow Dad, the Advisory Board Chairman should be responsible for his responsibilities during a building evacuation – placing the call to 911, if needed, and serving as the liaison between the first responders and the Assembly.
- ✓ The Mother Advisor is responsible for picking up the Member Information book, which includes the annual forms for each member of the assembly.
- ✓ The Assistant Mother Advisor is responsible for picking up the Sign In book, which will identify those in attendance at that time.
- ✓ If the closest point of exit is in the East, the Assistant Mother Advisor (being the furthest from that exist) should be the last to leave the meeting room.
- ✓ If the closest point of exit is in the West, the Mother Advisor should be the last to leave the meeting room.
- ✓ If it is necessary to exit from a dining room, the adult (MA, AMA, GD) furthest from the exit, should leave the room last.

Once at the designated meeting spot, members and guests should assemble quietly. The Mother Advisor should verify that all members are accounted for; the Assistant Mother Advisor should verify that all guests (members and adults) are accounted for and report to the Mother Advisor. The Mother Advisor should then have the Grand Deputy or Assistant Mother Advisor (in the absence of the Grand Deputy) report to the Rainbow Dad that all are present and accounted for or that some appear to be missing. If some are missing, the number of members and adults should be provided to the Rainbow Dad.

All members, adults, and guests will remain at the meeting point, until they have been given further direction from the Mother Advisor. The Mother Advisor's decisions regarding returning to the building or making other plans will be based on the direction provided by the first responders communicated via the Rainbow Dad.

Medical Emergency

During a medical emergency, those nearest the patient (other than the Care Team) will quietly and quickly move to the oppose side of the room, giving their attention to the Worthy Advisor.

The Rainbow Dad will work with those assisting the patient to determine if 911 should be called. Only the Assembly Rainbow Dad will call 911. In the absence of the Rainbow Dad, the Advisory Board Chairman is responsible for these duties.

While the patient is being cared for, the Grand Deputy should decide if the meeting should continue or if the room should be cleared, to allow more privacy for the patient. In the event 911 is called, the room should be cleared immediately. During a medical emergency, it may be most appropriate to move to another area of the Lodge or Temple, rather than to evacuate outside the building.

If the patient is a member, the Mother Advisor should immediately locate the member's medical release form, which should be maintained in the Member Information book and provided it to the Rainbow Dad, who will then share it (or information on it) with those providing care. The Mother Advisor should then contact the patient's parents (or spouse) to notify them of the medical emergency.

In the event 911 is called, other Rainbow Dads and Master Masons should assist with clearing the room as quickly as possible. These men should ensure everyone other than the patient and those providing care to the patient leave the room and do not re-enter, until given permission to do so, via the Rainbow Dad. Additionally other Rainbow Dads and Masons should assist the Rainbow Dad with meeting and directing the first responders to the patient. Many Lodges have multiple points of entry and multiple floors; the front door is not always the best point of entry. Directing first responders to the location of the patient will help them do their jobs more efficiently and effectively.

Post Event Reporting

The Grand Deputy will notify the Supreme Officer if an Assembly has had to evacuate a building during a Rainbow event or if 911 was called to respond to a medical emergency. Based on the severity of the event, this contact may be made by phone, text or email. For example, evacuating a building due to a false alarm or something burning on the stove in the kitchen should be reported to the Supreme Officer by email or text. Calling 911 to respond to an emergency should be reported by phone, as soon as practical – after the event.

In the absence of the Grand Deputy, the Advisory Board Chairman is responsible for notifying the Supreme Officer.