

## EMERGENCY PLAN SUMMARY FOR THE CONGREGATION

This is a summary of what to do in the case of a Church emergency. With the help of many professionals, a comprehensive emergency plan has been developed which has and will be used to train volunteers and church leaders. This is a summary of that plan. It is our goal that in the event of an emergency, our people would respond according to their training so as to minimize danger and promote the well being of everybody. The complete plan can be acquired at the church office or found online.

### Parents:

- In the case of a church wide evacuation due to a fire, your children will be escorted out of the building by trained volunteer staff and waiting for you at a pre-designated location. It is your job to learn where this pre-designated location is (see below), so you can meet your child there. Therefore, **when evacuating the building DO NOT go to your child's class room or even to the nursery**, unless you have been permission by Church Leaders or Emergency Personnel.
- In the case of "Lock Down" due to an intruder, your children will be instructed to remain in their classroom with the doors and windows locked and covered until Church Leaders or Emergency Personal give the word that the threat is gone.
- Please talk with your child about the Emergency Plans so they are comfortable with the evacuation and lock down concepts and especially where they will eventually meet up with you. Your children will be instructed regularly from the classroom on what will happen in the case of an emergency.

### Evacuation and Pre-Designated Pick Location for Children:

- Classrooms 101, 102, and 107, should exit through the south door of the New Wing by Pastor Tyd's office, (near the metal double doors). They will proceed to the **BASKETBALL HOOP** and wait your arrival.
- Classrooms 103, 104, 105, 106, library, and west foyer, should exit through the southeast doors of the west Foyer. They will proceed to the **BASKETBALL HOOP** and wait your arrival.
- Classrooms 1-3, should exit out the south door and meet at the **BASKETBALL HOOP**.
- Classroom rooms 5 -11, should exit out the north door and meet at the **GARBAGE DUMPSTER**.
- During any emergency scenario teachers will not release children from their care, without the direct consent of parent/guardian or emergency personnel.

### Sanctuary:

- If an emergency should happen during a service, a church leader will give instructions from the microphone for your safety. You may be asked to exit the building or to move strategically inside the building.
- If called upon to exit the building, exit through the door, nearest to you unless it is blocked.
- If you have children, **DO NOT go to the nursery or education wing**; instead meet them at the pre-designated location or wait till the emergency has ended.

### In the case of a MEDICAL EMERGENCY:

- If you are trained or certified, proceed with First Aid/CPR/ADE protocol. If not, ensure the safety of others, call for help, and wait with person in need until help arrives.
- Notify staff or Church Leaders of the medical emergency as soon as possible.

### General Safety Principles:

- We recognize that emergencies come with many variables that cannot be fully anticipated. Your job is to be prepared to respond to the best of your abilities in a responsible manner.
- We ask that you give extra assistance to the elderly, infants, and children.
- If you would like the church to be able to call upon your professional skills in the case of an emergency, please contact the church and make them aware of your training and availability.