

## SBC WEATHER EMERGENCY PROCEDURE (TORNADO, SEVERE STORM)

*The sounding of the Hamilton County emergency siren indicating a severe weather condition is imminent will serve as the church's warning alert to move to the designated severe weather assembly area within the church. The basement of the James E. Milton Education Complex is the designated severe weather assembly area for the church (See diagram below)*

### What to do if the Severe Weather Warning Alert Siren is Sounded

When you hear the Severe Weather Warning Alert Siren, please do the following:

- Follow the directions of the Leader in charge of your area and begin moving in a quick, yet calm manner to the designated severe weather assembly area located in the building. Do not run or block the egress of others.
- If you are not with a Leader, then find the Designated Severe Weather Area Route map located on the room wall near the door. It will direct you to the Designated Severe Weather Assembly Area.
- Do not use the elevators. Use the stairwell.
- Assist as needed disabled personnel in your area. If moving the disabled to a lower level cannot be reasonably done without use of an elevator, then in this instance an elevator may be used.
- Leaders account for those that are in your care once assembled in the Designated Assembly Area. Ensure no one is left in bathrooms, copier rooms, closets, etc.
- In the event it is not feasible to move to the Designated Assembly Area, then move to an interior room away from windows or an enclosed room or conference room or restroom or an interior stairwell.
- Stay in the Designated Assembly Area until the all clear is given by the designated safety leader.



## SBC FIRE EMERGENCY PROCEDURE (FIRE, SMOKE AND GAS LEAKS)

### What to do if you detect a fire, smoke or smell gas

- If available in the area, activate the manual pull fire alarm. **NOTE:** Manual pull alarms are only in the new additions of the church (i.e. James E. Milton Education Complex, Sunday School Class Rooms)
- If a manual fire alarm is not available, alert individuals in the area and initiate evacuation to the nearest exit leading to designated evacuation assembly areas. The evacuation routes and designated assembly areas are posted in each class room near the door.
- Do not use the elevator unless it is the only means available to move disabled individuals.
- Call 911 (move to a safe area before making this call).
  - Give your name, telephone number and location (church address is 3556 Reading Rd)
  - Describe the situation
- **NOTE:** This Emergency Procedure Plan does not encourage individuals to use a fire extinguisher. The first priority is alerting building occupants to the emergency, evacuation and calling 911. However, if you are physically capable, know how to properly use a fire extinguisher and feel it is the best course of action to attempt to extinguish the fire; then locate an extinguisher and without risking injury, attempt to extinguish the fire. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

## What to do if the Fire Alarm Sounds or it Is Announced that there is a Fire

- Follow the directions of the Leader in charge of your area and begin moving in a quick, yet calm manner to the exit leading to the nearest Designated Evacuation Assembly area. Do not run or block the egress of others.
- If you are not with a Leader, then find the Designated Evacuation Assembly Area Route map located on the room wall near the door. It will direct you to the nearest Designated Evacuation Assembly Area.
- Do not use the elevators. Use the stairwell.
- Assist as needed disabled personnel in your area. If moving the disabled to a lower level cannot be reasonably done without use of an elevator, then in this instance an elevator may be used.
- If you encounter smoke or heat in a stairwell, proceed across the floor to another stairwell and continue to the exit and designated evacuation assembly area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Stay in designated assembly areas and do not congregate near building exits and do not reenter the building until an all clear is issued by the Fire Department.



## SBC MEDICAL EMERGENCY PROCEDURE

In the event of a medical emergency, the following procedure should be followed by Leaders or first responders:

- Call 911. Be prepared to give the following information:
  - Name
  - Phone number calling from
  - Building address (3556 Reading Rd) and appropriate entrance to use (Reading Rd, Mann Pl, Lexington Ave)
  - Number of people involved
  - Nature of injury or illness

Note: Treat minor injuries (i.e. cuts) from supplies in the first aid kits. CPR or other more involved medical aid should only be performed by a person qualified to do so (i.e. RN, EMT)

- While waiting for medical professionals to arrive, do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location.
- When medical professionals arrive, lead them to where the ill or injured person is and then allow the responding units to take control of the situation.
- Keep the area clear of onlookers and to ensure medical professionals are not hindered in their response.
- Report the incident to a church leader (i.e. Pastor, Trustee, Deacon, Minister, etc.) when the situation allows.

## **OUTSIDE DANGEROUS SITUATION/INTRUDER/LOCKDOWN EMERGENCY PROCEDURE**

In the event of an emergency or dangerous situation (i.e. police scene, criminal activity, intruder threat) occurring outside of the church building that would require a lockdown or monitoring of the church exits to prevent members from accidentally exiting into a threat or dangerous situation, the following procedure should be followed by Leaders or first responders:

- If emergency personnel are not already on the scene and the situation warrants, then call 911. Be prepared to give the following information:
  - Name
  - Phone number calling from
  - Building address (3556 Reading Rd) and appropriate entrance to use (Reading Rd, Mann Pl, Lexington Ave)
  - Description of the dangerous situation, including nature of any injuries, number of people involved
- Report the incident to a church leader (i.e. Pastor, Trustee, Deacon, Minister, etc.) as soon as the situation allows so that other members in the building can be notified.
- Follow the directions of the Leader in charge of your area. Depending upon the threat situation, you will either be instructed to stay in your present location with the door locked, or you will be requested to move to a more secure area such as the Safe Area Assembly Zone. Please move in a quick, yet calm manner to the instructed area. Do not run or block the egress of others.
- If you are not with a Leader, then go to the Severe Weather Assembly Area as indicated on the room map. If this is not feasible, then please go to the nearest room where the door can be locked and await further instruction.
- Assist as needed disabled personnel in your area. If moving the disabled is not feasible, then remain with them and lock the door if possible.
- Leaders account for those that are in your care. Ensure no one is left in bathrooms, copier rooms, closets, etc.
- Stay in your locked room or other Designated Assembly Area until the all clear is given by the designated safety leader.
- **NOTE: *It will be important to ensure that someone (i.e. safety leader) with a master key is designated to ensure that the doors at designated exits are locked and if required, that the Safe Area Assembly Zone is accessible.***

### **5 Things Church Members Should Know To Keep Safe**

1. Always be aware of your surroundings.
2. Keep purses and other valuables with you or locked up.
3. Don't give money to those that often come to church asking for a handout (i.e. for bus, food, etc.). Instead, refer them to one of our Deacons as they are equipped to appropriately handle cases of benevolence.
4. If you see something odd or out of the norm, please say something to a trustee, usher or deacon. Even a bag left unattended can be dangerous.
5. In the event of an active shooter, members should:
  - a. Get down as low as possible, crouching under or behind a seat
  - b. Remain quiet until the all clear is given by the Authorities or a Church leader (i.e. Pastor, Trustee, Deacon, etc.)