

FIRST CHURCH INCIDENT SITUATION ACTION

MEDICAL EMERGENCY

- Contact a **Responder or Usher** with a **Red Dot** on their name badge for help.
- The **Medical Team** of doctors, nurses and medical personnel will decide what action needs to be taken.
- Critical Incidents: **Don't wait**...Call 911 immediately then contact a church **Responder or Usher** with the **Red Dot** name badge.
- The Medical Team of doctors or nurses are equipped with medical supplies and AEDs.

MISSING PERSON/CHILD

- Contact a **Responder or the Receptionist** who will contact the Incident Commander to activate the Search Team.
- Give specific details of the missing person.
- A Responder will be assigned to stay with you while the search is underway.
- A Soft or Building lockdown will be determined or, if indicated, the church police officer will activate an Amber Alert.

SUSPICIOUS PERSON

- **"If you see something – Say something"** to a **Responder or Usher**.
- Persons acting nervous, pacing or jumpy, loitering, over/under dressed for weather.
- Acting in a disorderly manner.
- Exhibiting too much interest in the church operation, members or staff.
- Contact a Responder or Usher with the **Red Dot** name badge.

SMOKE OR FIRE

- If you see smoke or fire, contact a **Responder or Usher** with the **Red Dot** name badge and provide specific information.
- If prudent, use one of the fire extinguishers located throughout the church (see floor maps for location).
- Isolate the fire by closing doors to the area.
- During church services: Please follow the direction of the **Responders or Ushers** for an orderly evacuation to the Harwood flat lot on the east side of Harwood.
- **Parents: Do not** go to the DLC, Nursery, 2nd or 3rd Floors for your child. They will be taken to either the Harwood flat lot or our 1925 Building UrbanLife Center.
- **Do not use elevators**

INCLEMENT WEATHER

- When a severe storm is approaching, please evacuate to the Safe Area (G Level) of the church.
- During church services: Please follow the direction of the **Responders or Ushers** for an orderly evacuation to the Safe Area (G Level).
- **Parents: Do not** go to the DLC, Nursery, 2nd or 3rd Floors for your child. They will be taken to the Texas Room.

HOSTILE INTENT

- **Run – Hide – Fight**

BOMB THREAT

- Follow the directions of **Responders, Ushers** or your **Classroom Responder**.

EVACUATION ROLE

- An announcement from Pulpit will ask Greeters/Ushers to assume their evacuation roles in and around the building

Ushers:

- **Assist with evacuation of congregation**
- Direct congregation to and through **nearest** exit doors
- Direct congregation to move away from the building
- Able bodied to be directed to evacuate first
- Those needing assistance will be asked to stay seated
- Once congregation has exited assist those with limited mobility out of nearest doors
- Direct parents to **DMA lawn** for **Children/Youth** pickup
 - Inclement weather location will be **UrbanLife Center**
- Direct parents to **FUMC Back Parking lot** for **Nursery** pickup
 - Inclement weather location will be **UrbanLife Center**

Greeters:

- **Assist with evacuation of Nursey, FirstKids and Youth**
- **Children/Youth** will evacuate to **DMA lawn**
- Inclement weather location will be **UrbanLife Center**
- **Nursery** will evacuate to **FUMC Back Parking lot**
- Inclement weather location will be **UrbanLife Center**

*****Remind Parents to NOT go to the nursery to pick up children*****