

EMERGENCY RESPONSE GUIDE

In the event of emergency situations you should take the basic steps as outlined below and with due regard to the instructions of your LEADER. ACCOTINK Safety and Security LEADERS include the minister, church staff members, board officers and members, committee chairs, class teachers, officials of renters and leasers. These LEADERS know the church's full emergency plans and the LEADER who is present at the time of an emergency will give you instructions and assist you in taking any necessary actions in the following situations:

FIRE Activate alarm; tell LEADER; use fire extinguisher if fire is small; evacuate building. (See evacuation map) Extinguishers in kitchen, gallery, and next to water fountain downstairs.

SEVERE WEATHER Go to the Shelter-in Place Location (See Tornado Shelter Signs). Follow instructions of LEADER.

MEDICAL EMERGENCIES Remain calm; tell LEADER if present; ask who is present and trained and certified in first aid and CPR. Minor injuries—use first aid kits (in kitchen pantry and in kitchenette downstairs.) Call 911 for emergencies that cannot be treated with first aid kit.

BOMB THREAT If bomb threat is received try to get all information you can (see Bomb Threat Checklist next to staff phone); tell your LEADER or call 911 on land line. Do not use cell phones. Evacuate building if told to do so.

ARMED INTRUDER Call 911 ASAP. Quietly inform Leader/others in building. RUN-Evacuate, help others, go to woods/neighbors. / Can't evacuate? HIDE- / Last resort- FIGHT- attack, scream.

EARTHQUAKE Take cover under a table or other furniture; when safety permits evacuate the building.

PARENTS Tell teacher if you take your child during an emergency.