



Chelsea First
United Methodist Church

Emergency Preparedness Plan

CFUMC strive to be fully committed for the well-being, safety, and security of all people. Under the guidelines of the CFUMC Safe Sanctuary Policy, this Emergency Preparedness Plan is established for the purpose to make available for all, the knowledge and awareness of these procedures in the event of emergency situations identified in the Emergency Preparedness Plan.

Emergency Communication Plan: There will be four designated two-way walkie talkies for emergency communications – the adult on duty in BLAST hallway, Nursery classroom (with responsibility for informing pre-school staff), adult leader in youth room, greeter, usher captain.

During any and all operating business hours and church activities held at CFUM while the facilities are occupied, the following emergency procedures shall be followed:

1. Fire Emergency

- Call 911 and evacuate the facilities immediately by following the exit signs in the facility to the nearest exit location to egress outside and away from the building.
- Fire extinguishers will be located in the designated locations throughout the facility and may be used as needed to prevent an exit from being blocked by flames.
- Designated persons (paid staff, volunteers, ushers and greeters) shall be trained to secure any / all utilities prior to exiting the facilities only if they are not in immediate danger due to a fire emergency and will then exit the facility. Facility floor plan drawings will be posted in designated rooms / areas throughout the church that show details of each exit doorway in relation to that room or particular area.

2. Severe Weather / Tornado Warning Emergency

- In the event of severe weather / tornado warnings during church operating business hours or activities, all persons in the facility will be notified and instructed to evacuate to the designated Safe Zones outlined by a blue diamond on the instruction guide posted throughout the building.

3. Nursery, Children, and Youth Classroom Evacuation

- In the event of any emergency evacuation, the parents or guardians of all infants, children and youth shall be notified of the emergency as quickly as possible/practicable. If parents are able to reach their children, they should stay with their child and the

child's classroom leader during the evacuation process so as not to create confusion around which children have been released and which the leaders are still responsible for.

- Facility floor plan drawings will be posted in designated rooms / areas throughout the church that show details of each exit doorway and the most feasible route to the nearest Safe Zone in relation to that room or particular area.
- All paid staff and volunteers shall continue to adhere to the CFUMC Safe Sanctuary Requirements and Supervision Policies during any emergency evacuation occurrence to the best of their ability.
- Practice Drills for the Emergency Preparedness Plan will be performed periodically.

4. **Active Shooter or other Emergency Situation**

Do your best to quickly determine the most reasonable way to protect your own life. Remember that the congregation is likely to follow your lead during an active shooter or other emergency situations. In the case of an active shooter, it may be best to:

1. RUN - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)

- Hide behind large items
- Remain quiet

If evacuation and hiding out are not possible:

- Remain Calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions