

BUILDING EVACUATION EMERGENCY

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly areas are located: See BUMC Floor Plan for the two (2) designated areas.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located.

BUILDING EVACUATION PROCEDURE

The Senior Pastor or his designee shall enact an immediate emergency response or evacuation of BUMC. The evacuation can be whole or partial depending on the event.

1. Upon activation of the evacuation plan the Senior Pastor or his designee will alert the church of such action. This will be done via microphone from the pulpit or in front of the congregation.
2. 3. If a fire or fire related emergency is identified, the church will be made aware through the fire alarm system and an immediate evacuation should be initiated.

Evacuation from BUMC will be determined by the closest exterior exit from where you are in the building when the evacuation is ordered or the alarm is engaged.

Members and attendees evacuating BUMC will immediately be directed to the Rally Point. This will serve to get people as far away from BUMC as possible for safety purposes. Adults and children will assemble at designated Rally Points shown on attached map. **Parents should NOT attempt to retrieve their child prior to evacuating as each teacher will be responsible for safe exit of their respective classes during an evacuation.** Once it is safe to do so, parents will proceed to the Children's Rally Point to pick up their child while continuing to adhere to the safe sanctuaries policy in place.

Evacuation of Disabled Persons

Class leaders should always be aware of class members with disabilities or who may require assistance in an evacuation and inform the appropriate floor warden to determine the best method for evacuation. If it becomes impossible to evacuate a disabled person, that person should be moved to the safest place possible until emergency responders arrive on scene and can move the person to the Rally Point.

If a Building Evacuation is Initiated, important do's and don'ts are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, laptop, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the —all clear signal is given.

CHILDREN'S MINISTRY EVACUATION PROCEDURE

The evacuation procedure should be used for a fire alarm, a bomb threat, and any other times deemed necessary by the Senior Pastor or his designee.

1st Floor Classrooms:

1. All nursery children (babies & crawlers) should be evacuated.
2. All walking children should be lined up and counted by an adult volunteer.
3. An adult volunteer shall be the last to leave the classroom and close the door. If there is a bathroom in the classroom, the adult volunteer should check to ensure no children are in the bathroom.
4. All children and adult volunteers shall evacuate through the closest exit and proceed to the Children's Rally Point.
5. Volunteer should bring the class roster to the Children's Rally Point.
6. Once at the Children's Rally Point, adult volunteers shall assemble children together by classroom/age group, take a head count, and report to adult volunteer or staff member to obtain the 'I'm OK and all accounted for' signal.

2nd Floor Upstairs Youth & Children Classrooms:

1. Children/Youth should line up and evacuate with an adult volunteer through the closest exit in an orderly manner.
2. An adult volunteer shall be the last to leave the classroom and close the door. If there is a bathroom in the classroom, the adult volunteer should check to ensure no children are in the bathroom.
3. Children/Youth and adult volunteers shall proceed to the Children's Rally Point.
4. Volunteer should bring the class roster to the Children's Rally Point.
5. Once at the Children's Rally Point, children/youth shall assemble together by classroom/age group and adult volunteers will take a head count and report to the appropriate grade level Coordinator to obtain the 'I'm OK and all accounted for' signal. .

Recommendation: *Establish a separate designated Children's Rally Point.*

Dismissal Procedure for Evacuation:

1. Once it is safe to do so, parents will proceed to the Children's Rally Point to pick up their child(ren) while continuing to adhere to the safe sanctuaries policy in place.
2. Children will be grouped by classroom/age.
3. Adult volunteers will use the attendance log as the check balance to track the release of children to their parents.
4. In the event that the children need to be moved, a member of the Security/Incident team will assist and communicate to staff.

LOCKDOWN PROCEDURE

In the event of an active shooter situation or situation where imminent danger to life is apparent, these members will identify and address the situation as best possible to mitigate further harm and injury.

If there is a serious or life threatening emergency (i.e. active shooter), the church will initiate the lockdown procedure using the following guidelines:

1. The following announcement should be announced: "ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE BUILDING IMMEDIATELY. SECURE THE CHILDREN'S WING. LOCK ALL DOORS AND STAY INSIDE CLASSROOMS UNTIL FURTHER NOTICE."

2. Proceed to a room with a door, close all the windows and doors, and turn off all the lights. Place doorstop under the door and block door with chair. Cover large windows. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police or a church leader known to you gives the "all clear".

3. If an active shooter is in the same area of the building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

4. If an active shooter enters your classroom, try to remain calm. Listen and obey all commands by the shooter. DO NOT TRY TO STOP NOR INTERFERE THE SHOOTER. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered as a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly and quietly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off the church grounds until advised it is safe to do so by police.

BUMC FLOOR PLAN – 1ST & 2ND FLOORS



