

As of 9/18/19

Emergencies requiring Evacuation of the Sanctuary

As soon as possible, the Head Usher will meet with the APD officer on site as well as the lead member of the OHUMC Eyes and Ears Team and inform both which usher will be their contact for your service. The Head Usher will coordinate with the Eyes and Ears Team leader the distribution of the emergency radios located behind the Welcome Desk as needed.

Before the start of each service, the Head Usher will conduct a short briefing for all ushers on their responsibilities, on the locations of the 3 fire extinguishers in the Sanctuary along with the fire alarms, and the locations of the AED and the First Aid cabinet behind the Welcome Desk containing the First Aid kit, yellow chemical sticks, orange banners, and the severe weather monitor. The Head Usher will designate each usher to be responsible for one of the following emergency actions to include which usher(s) will remain in the Narthex during the service as a security measure.

The **Primary Evacuation site for the Sanctuary** is the South parking lot. If needed, the secondary site is the wooded area with the outdoor chapel North of the Main Building. **Emergency exits in the Sanctuary** are the two sets of doors on the South wall, the Narthex doors, and the single door on the North wall next to the organist.

The **Primary Evacuation site for the Children's Building** is the fenced playground area behind the Children's Building.

The **Primary Evacuation site for the Adult Ed Building** is the open area East of the building and the secondary site is the wooded area with the outdoor chapel North of the Main Building.

The **Primary Evacuation site for the Main Building** is the parking lot West of the building and the secondary site is the wooded area with the outdoor chapel North of the Main Building.

NOTE: the church campus has 4 standing fire hydrants and one wall mounted fire hydrant that may be used by first responders. The standing hydrants are located in the wooded area North of the Main Building, the circle drive area immediately West of the Adult Ed. building, the parking area immediately East of the Sanctuary, the open area immediately East of the Children's Building. The wall-mounted hydrant is on the North wall of the Children's Building. These areas should be avoided if being used by first responders.

For the evacuation of the Sanctuary, the following actions are to be taken:

*Assess the emergency and determine the location of the fire. If the fire is in the Sanctuary, alert the pastors and begin immediate evacuation of the Sanctuary.

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Ensure that everyone has been evacuated from the Sanctuary before leaving. If the fire is in another building, determine if there is a need to evacuate the Sanctuary.

*Activate the fire alarms in the Narthex and call 911 to inform the operator that there is a fire in the Sanctuary. Give the location of the church as the Oak Hill United Methodist Church at 7815 Highway 290 West, Austin TX 78736. Inform the 911 operator that a person with a yellow chem. stick and/or orange banner will direct the first responders to the Sanctuary.

*Send two people with either a yellow chem. stick and/or orange banner to direct the first responders to the Sanctuary: one going to the North side of the trees in the circle drive and the other to the entrance to the church on HWY 290 West.

*Send one person to the double doors beside the communications console on the South wall to assist in moving the congregation **calmly** to the far South parking lot.

*Send one person to the double doors on the South wall next to the Pastor's robing room and direct members to **calmly** move to the far South parking lot.

*Send one person to the two sets of double doors in the Narthex and direct members to **calmly** move to the far South parking lot.

*Send one person to assist in moving the congregation **calmly** thru the double doors by the bathrooms in the Narthex. Have members go to the far South parking lot.

*Once the emergency is resolved, conduct a short debrief with the ushers and pastor to determine what went well and what actions need to be taken to improve responsiveness. Provide the comments to both the pastor and the church usher coordinator and complete the OHUMC Incident Report.