

As of 9/18/19

Emergencies requiring Medical personnel:

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.

In the event of a medical emergency in the Sanctuary, the following actions are to be taken:

*Assess the emergency and call 911 and provide the pertinent information on the type of medical emergency. This information should include the gender of the victim, approximate age, conscious or unconscious, and observed symptoms. Also give the location of the victim as the Oak Hill United Methodist Church at 7815 Highway 290 West, Austin TX 78736. Inform the 911 operator that individuals will be at the entrance to the church campus to direct medical personnel to the victim.

*Alert the Pastors to the emergency and that 911 has been called.

*Ask the Pastors to call for any medically trained personnel in the congregation to assist in the medical emergency; the Pastor will then conclude the service and have the congregation move to the Fellowship Hall while the medical emergency is ongoing.

*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.

*Have someone meet the first responders at the entrance to the Sanctuary and assist in providing a clear path to the victim for use by the first responders.

*Obtain the name of the victim and assist any of the victim's family members in attendance. If the victim is transported to an ER, find out which hospital or ER the ambulance is going to. Provide this location to both the family member/members and to one of the pastors.

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*Once the first responders depart the campus, inform the congregation in the Fellowship Hall and tell them they may now leave the church campus.

*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.