

As of 9/18/2019

**EMERGENCY PROCEDURES REQUIRING SHELTER IN PLACE DUE TO
SEVERE WEATHER:**

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 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 banner, 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.

NOTE: The Sanctuary has 6 shelter areas. The two (2) shelter areas in the Narthex are the men and women's bathrooms. Each bathroom can hold approximately 70 people. In the Sanctuary, the four (4) shelter areas are the two (2) storage areas on each side of the altar, the third is the pastor's robing and storage area and the fourth is the Nursing Nook. The two storage areas at the altar can hold approximately a total of 55 people. The pastor's robing and storage area can hold approximately 75 people. The Nursing Nook can hold 5 to 8 people. The 6 shelter areas will accommodate approximately 275 people using every available space in each area. It will be crowded, but there is sufficient room for everyone based on the current average attendance at each of the 3 services. The main concern is to move people quickly away from the large windows and the steeple windows. Each pew will have a **"DOT" card** showing a diagram of the Sanctuary that indicates which sections will go to the various "shelter areas".

Under the guidance of the pastor, the ushers will then move members of the congregation quickly, but calmly, to the designated shelter areas. Members must leave bulky items like backpacks etc. at the pews so that every available space can be used to safeguard people.

For parents with children in the Children's Building or youth in the Main Building, their youngsters will go into lock down mode in designated shelter areas in the respective buildings. They will remain there until the "Severe Weather Warning" is rescinded.

Once the "Warning" is rescinded, members in the Sanctuary will then be able to retrieve any items left in the Sanctuary. The pastor or head usher will quickly

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update members on any known damage in the area that members should avoid. The congregation will then be dismissed to go home.

Guidelines for planning the movement of the congregation. If the choir is present, the choir under the direction of the Choir Director should be directed to the altar storage area directly behind the pastors on the left side. Then follow the **DOT card Sanctuary diagram** to move the congregation to the designated shelter areas for each section. Bottom line, move people to the closest shelter area as quickly as possible.

The following actions are to be taken when providing shelter during severe weather:

*When there is the potential for severe weather, the Head Usher in conjunction with the Head Greeter/Eyes and Ears Team leader will set up the severe weather radio monitor at the Welcome Desk. Designate someone to listen to the severe weather monitor and provide updates to the pastors and Head Usher.

*When a “Severe Weather **Watch**” is given for our local area, meet with the ushers/volunteers in the Narthex to finalize plans for moving the congregation into the shelter areas.

*Assign an individual to each of the 5 sections shown on the DOT cards for the congregation. The choir director will evacuate the choir to their designated area. Remind everyone that they will need to move the congregation quickly, but calmly, to the shelter areas.

*Designate someone to go to the Main Building and the Adult Education Building and alert everyone of the Severe Weather **Watch** and the need to prepare to move to sheltered areas in those buildings.

*In the event of a “Severe Weather **Warning**” the Head Usher/Head Greeter will alert the pastors of the need to shelter in place. The Head Usher will then position the ushers/volunteers in preparation for moving the congregation to the shelter areas.

*Send individuals to the Main Building and the Adult Education Building and alert everyone of the Severe Weather **Warning** and the need to immediately move to sheltered areas in those buildings.

*Under the directions of the Pastor, the ushers/volunteers will move the congregation to the respective shelter areas.

*Once the “Warning” is rescinded, members in the Sanctuary will then be able to retrieve any items left in the Sanctuary. The pastor or head usher will quickly update members on any known damage in the area that members should avoid. The congregation will then be dismissed to go home.

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*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.