

## ACTIONS TO TAKE IN CASE OF AN EMERGENCY

**You are in Room \_\_\_\_ of the Adult Education Building, *Oak Hill UMC located at 7815 US 290 West.* After any emergency, please inform the church office staff as to what happened.**

### For **MEDICAL EMERGENCIES:**

Call 911. Give the operator the pertinent information as to 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 with Orange flags will be at the entrance to the church campus to direct medical personnel to the victim.

**Two Orange flags can be found with the First Aid box located on the Second Floor.** Have one person take an Orange flag and go the entrance to the church campus to direct first responders to the Adult Ed Bldg. Have the second person take an Orange flag and stand at the circle drive in front of the Adult Ed Bldg to direct the first responders to the victim.

As soon as possible, give to one of the pastors the name of the person treated by first responders and what hospital the individual has been taken to.

### For **EMERGENCIES REQUIRING EVACUATION OF THE ADULT ED BLDG DUE TO FIRE**

**Fire extinguishers** are located in each stairwell and by the rest rooms on the second floor. If the fire hazard is larger than can be handled safely with fire extinguishers, pull the Fire Alarms located in each stairwell and second floor hallway.

**Two Orange flags can be found with the First Aid box located on the Second Floor.** Have one person take an Orange flag and go the entrance of the church campus to direct first responders to the Adult Ed Bldg. Have the second person take an Orange flag and stand at the circle drive in front of the Adult Ed Bldg to direct the first responders to the fire.

The **Evacuation site for the Adult Ed Building** is the open area East of the building near the Preschool Bldg's fenced in playground. Exit the building thru the breezeway to reach the playground.

**For EMERGENCIES REQUIRING SHELTER IN PLACE DUE TO SEVERE WEATHER**

The Shelter areas in the Adult Ed Bldg are the bathrooms on the Second Floor; first floor of the stairwells; and any area that is away from the windows.

During a severe weather event on Sundays, an usher/greeter will monitor the severe weather radio monitor located in the Narthex. When the “Severe Weather **Warning**” is sent, ushers will be sent to the Adult Ed Bldg and the Main Bldg to inform members to move to the designated Shelter Areas.

Members must leave bulky items like backpacks etc. in the classroom so that every available space can be used to safeguard people.

Once the Severe Weather Warning is lifted, ushers will return and inform members that the danger has passed.

**For EMERGENCIES IN RESPONSE TO AN ACTIVE SHOOTER:**

If an active shooter is seen or there is a potential active shooter, call 911 and inform the operator that there is an active shooter on campus. This information should include a description of the shooter such as gender, race, clothing worn and current location on campus plus the type of weapon carried: e.g. pistol or rifle. Also give the location of the church as the Oak Hill United Methodist Church at 7815 Highway 290 West, Austin TX 78736. Then attempt to maintain observation of the active shooter and direct first responders to the active shooter’s location.

Have people then alert other members in the various classrooms. Members in classrooms should barricade their classroom door, turn off lights, and remain calm and quiet.

Do not unlock or remove the barricade to your classroom door until the police or a known church member gives the All Clear.

**For additional Safety Tips and procedures, visit the Safety Committee webpage on the OHUMC website at [www.oakhillumc.org/safety/](http://www.oakhillumc.org/safety/)**