

ACTIONS TO TAKE IN CASE OF AN EMERGENCY

You are in Room ____ of the Main 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 are located at the First Aid box in the Fellowship Hall. Have one person take an Orange flag and go the entrance to the church campus to direct first responders to the Main 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 Main Bldg and 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 MAIN BLDG DUE TO FIRE**

There are 7 Fire extinguishers located on the first floor and **1 Fire Extinguisher** in the upstairs office area. There is also 1 wet chemical fire extinguisher in the Kitchen to be used primarily for grease and oil fires. If the fire hazard is larger than can be handled safely with fire extinguishers, call 911.

Two Orange flags are located at the First Aid box in the Fellowship Hall. Have one person take an Orange flag and go the entrance of the church campus to direct first responders to the Main 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 Main Bldg and the fire.

The **Evacuation site for the Main Building** is the upper parking lot West of the building. Exit the building thru the nearest exit to reach the upper parking lot or the South parking lot if it is closer.

For EMERGENCIES REQUIRING SHELTER IN PLACE DUE TO SEVERE WEATHER

The Shelter areas in the Main Bldg are the bathrooms on the First Floor, the Youth Room, the Youth Pantry room and the closet areas in the Fellowship Hall.

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 come and inform members that the danger has passed.

For EMERGENCIES IN RESPONSE TO AN ACTIVE SHOOTER:

The Shelter areas in the Main Bldg that can be locked are the Youth Lounge and the Dish Storage Room in the Fellowship Hall.

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 move to one of the shelter areas that can be locked and remain calm and quiet.

Do not unlock the shelter area 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/