

## Church Emergency Planning:

**For the safety of our children and nursery**, the parking lot door on the east side of the building directly off the parking lot will be locked during the beginning of services and unlocked after services are over. This will be done to direct all late arrivals through the front church doors and minimize intrusion from the parking lot limiting potential issues with our children and infants. A sign will be posted on the outside of that door to direct people to the front entrance when trying to access the church once services begin.



1. **The interior door knob of that east outside door** will be changed from a twist round knob to a lever handle for easier opening of the door for opening and leaving via that entrance.
2. **Nursery and Sunday school staff** will access to a walkie-talkie to communicate with the Usher staff when and if immediate direct communications need to be made between these staff members in case of emergency during services.
3. **Usher staff duties** will be modified to include assuring the east door is locked during services and to frequent down stairs before, during and at the end of the services for added physical security. Ushers will also have access to walkie-talkies for the same described communication as in item #3.
4. **Emergency evacuation signs** have been placed in each room of the church for directions to exit the building via the closest exit in case of fire, or any emergency requiring evacuation. **THE EVACUATION LOCATION ONCE OUT OF THE CHURCH IS FOR EVERYONE TO CONGREGATE AT THE EAST END OF THE PARKING LOT.** Arrangements are made with the Christian Church across the street to congregate during inclement weather. **INCASES OF EVACUATION, ALL PEOPLE SHOULD REPORT TO THE PARKING LOT SO EVERYONE CAN ACCOUNTED FOR.**

These above listed items are the most pressing of the changes that will soon be made in our parish operations. Other items and plans that have happened and are underway include:

- Upgrades of all fire extinguishers and smoke alarms
- New emergency exit lighting in hallways on both floors of the church
- First Aid Kit in the Kitchen under the phone by the kitchen door
- 911 calling directions at each church land line phone (offices and kitchen)
- The writing of a formal and realistic church “emergency plan” that includes delegation of staff responsibilities, education and training of parishioners and staff.

Throughout the coming weeks the “emergency planning team” will be developing procedures and tools that will help in providing greater awareness for all who come to church to worship and for meetings.