

# GENERAL BUILDING EVACUATION PLAN

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

## Important “do’s and don’ts” are:

- Remain calm; proceed as quickly as possible in an orderly manner.
- Follow the instructions of the Emergency Response Team.
- If you occupy a closed room, close the door as you leave.
- Take only essential personal items with you. DO NOT return for coats, purses, backpack etc. after you have left the building.
- Once out of the building, proceed to the designated assembly area which is in the Parking Lot on Brown Street (Right-side of church). Pick your children up there.
- Do not return to the building until the “ALL CLEAR” signal is given.

## NUMBERS TO REMEMBER

EMERGENCY - Call 911

### NON - EMERGENCY NUMBERS:

**ELECTRIC COMPANY:** CITY OF COVINGTON 770-385-2000

**GAS:** CITY OF COVINGTON 770-385-2000

**WATER:** CITY OF COVINGTON 770-385-2000

### AREA HOSPITALS:

Piedmont Newton / 770-786-7053

Piedmont Rockdale / 770-918-3000

## FPC CONTACT INFO

1169 Clark Street  
Covington, GA 30014

(770) 786-7321  
www.fpccov.org

Pastor Rev. Neeley Rentz Lane  
Emergency Leader - Ed Perkerson  
Facilities Leader - Stan Hall  
Nursery Leader - Danielle Schubert

# EMERGENCY ACTION PLAN

For this plan an emergency is defined as a situation that poses an immediate risk to safety, health, life, property or environment, but is within the abilities of local persons or agencies to treat.



**FIRST  
PRESBYTERIAN  
CHURCH**  
COVINGTON, GA

It has been said that,  
“we need to PRAY for the best,  
plan for the worst and **TRUST GOD**  
for His hand of protection upon our church.”



In caring for “**our people**”  
we must face the reality that emergencies  
happen and prepare for their eventuality.



## MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, call 911 and be prepared to give the following information:

Contact: personal cell number & church landline # (770) 786-7321

Location: First Presbyterian Church, 1169 Clark Street, Covington Ga.

Number of people involved.

Nature of injury or illness

Remember to stay on the line until help arrives.

## AED, TRAUMA KITS & ERT VESTS

The AED is located on the first floor, in the hallway off the Narthex at the bottom of the stair case. A First aid kit is the Kitchen store room downstairs. Plus a Trauma Kit is in the Narthex by the fire alarm pull station. Signs will be used for direction.



## PLAN OF ACTION FOR SACTUARY

Follow Directions of Emergency Team Members in Florescent Vest

(The pulpit area will serve as the focus point)

1. Emergency Response Team members will take the people in wheelchairs out first.
2. Individuals in the front half of the sanctuary and individuals on the choir platform will exit through the doors located on the left of the pulpit as viewed. Unless instructed otherwise.
3. The individuals in the back half of the sanctuary and related area will exit through the Narthex and front doors to Clark Street. Unless instructed otherwise.
4. Emergency Response Team members will station themselves either in the front of the sanctuary or in the center of the sanctuary and direct people toward the appropriate exits.

## WHILE WAITING FOR PROFESSIONAL HELP:

### 01

**DO NOT** move the ill or injured person, unless you are a member of the Emergency Response Team (ERT) or you have been asked by an ERT member to assist in transportation to a safer location.

### 02

**DO NOT** give any medication unless you are a certified in the giving of medical care. Assign someone to remain with the injured/ill until help arrives

### 03

Unless you are trained or the victim is in an immediate life-threatening situation, **DO NOT** attempt to give any first aid before trained assistance arrives.



# ACTIVE SHOOTER EMERGENCY

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

## HOW TO RESPOND

### RUN/HIDE/FIGHT

#### Evacuate/Run

If there is an accessible escape path, attempt to evacuate the building.

Be sure to:

Have an escape route and plan in mind.

If/Then Thinking

Evacuate regardless of whether others agree to follow you.

Leave your belongings behind.

Help others escape, if possible.

Prevent others from entering an area where the active shooter may be.

Keep your hands visible when law enforcement arrives on scene.

Follow the instruction of any police officers.

Do not attempt to move wounded people.

Call 911 when you are safe. If possible, give the 911 operator, the location of the shooter, number of shooters, physical description, number and type of weapons, number of potential victims.

### Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

Be out of the active shooter's view.

Provide protection if shots are fired in your direction.

In a room, lock yourself in the room. Lock the windows and close blinds or curtains. Stay away from the windows. Turn all lights, audio equipment, and cell phones off. Blockade the door with heavy furniture or any obstruction.

Try to stay calm and be as quiet as possible. If possible, call 911 and leave the line open.

Remain in place until found by a uniformed law enforcement officer.

### Fight -

Take Action against the Active Shooter AS A LAST RESORT, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

Acting as aggressively as possible against him/her

Throwing items and using improvised weapons

Yelling

# EMERGENCY ACTION PLAN

## Part 2

FPC seeks to provide a safe and loving worshiping environment. Therefore, these are procedures to help us care for one another!



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# POWER OUTAGE & GAS LEAK PROCEDURES

## Power Outage:

The FPC sanctuary is equipped with emergency back-up lighting that will illuminate upon a power failure. These lights are designed to stay on for a period of about 45 minutes. In most cases, if there is no potential of danger to building occupants, services will continue as usual.

If a danger exists:

Remain calm and everyone will be guided out safely according to our evacuation plan. Staff will notify the power company of the outage.

## Gas Leak:

Call 911 immediately.

Do not turn on lights or any electrical equipment.

Cease all operations and evacuate the building.

Electrical outages/Bad weather cancelation of services:

See web-site home page for information on if services are rescheduled or cancelled.

**NOTE:** These types of situations will generate a lot of media attention. All media communications and inquiries responses will be made by the PASTOR or his/her designated spokesperson.



## NURSERY EVACUATION PLAN

### Fire or other emergency

(non-weather related):

If the evacuation is fire related then everyone is to leave the building. Children occupying the class rooms will evacuate to the parking lot on Brown Street. This will allow the children to stay out of the way of emergency vehicles entering the property.

**PARENTS**, all children in the Student Ministry area will be escorted by the staff to the assembly area. Parents pick your children up in the parking lot off of Brown Street.

Parents and other Individuals in the front half of the sanctuary and choir platform will exit through the door located on the left of the pulpit that leads downstairs by the children's Sunday school classrooms. Exit out the exterior door. Walk straight past the playground to the right side parking lot on Brown Street.



### Nursery Plan for Weather emergency

If the evacuation is Storm related everyone will be escorted to the Hallways leading to the Sunday School rooms around the corner but stop before the doors that lead to stairs to the Narthex.

Children in the Children's Center will gather in the hallway. This is the most central area of the Children's area and therefore will offer the most protection.

**Workers** should calmly but quickly organize the children for evacuation. It is very important that the workers closely follow the instructions given by the Nursery Director. The calm reaction of the workers will be comforting to the children.

Infants should be secured by the nursery workers for transporting to the designated evacuation area.

Classroom doors should be shut after each room has been evacuated.