

# Emergency Procedures

**Dial 911**

Our address is:

**7465 Steepleview Road in Woodbury**

Welcome and  
Worship  
Ministry

Our prayer is that you never have to use these procedures. We hope that if you find yourself in any of these situations you will be ready to respond.

## Before an Emergency Happens:

Do you have a phone or know where one is?

Do you know where the AED, fire extinguisher and first aid kits are?

Do you know where the exits are? Do you know how to get to the Plaza?

## Medical Emergency

In case of a medical emergency immediately call 911. Describe the type of injury or condition, age and gender of the person and your location. Another usher greeter can get the attention of the person leading worship to ask for any medical professionals, A third usher can go out to Steepleview Rd. to show the Ambulance where to go. There is an AED (Automated Electronic Defibrillator) and a fire extinguisher just inside exterior door 2 near the main office. There is a first aid kit inside the office. CPR training including use of the AED is available through our Pre-School every two years for a fee if you are interested. You can also pursue certification through American Heart, or the Red Cross.

## Severe Weather

In case of severe weather help people find their way to The Plaza away from any windows and exterior doors. Encourage people not to leave or go to their cars. Children will be brought to the Plaza, Plaza Bathrooms or Plaza Hallway by their age level leaders. Parents can meet their children in The Plaza.

## Fire or Gas Leak

In case of an emergency involving fire or gas, help people find their way outside. In addition to the main worship doors there are exterior doors along the windows in the Worship Center. Creation Station Children will be brought out to The Grove by their age level leaders. Nursery Children will be brought out to the West Parking lot by the nannies using evacuation cribs. Parents can meet children outside.

## Violent Event

Call 911 immediately. If you are not able to speak, leave the line open and allow the dispatcher to listen. If possible provide: location, nature of the incident, number of people affected, description of the perpetrator, any weapons involved, number of victims.

If there is an active shooter, encourage people to be out of the line of fire, hide or use the exits. Age level leaders will close curtains, turn off lights and block the door with furniture if possible in creation station and nursery.