



# DFUMC Emergency Action Plan

decatur**FIRST**  
UNITED METHODIST CHURCH



# DFUMC Emergency Action Plan (12/29/17)

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# DFUMC Emergency Action Plan (12/29/17)

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## Purpose

*The congregation of Decatur First United Methodist Church (DFUMC), Decatur, Georgia, establishes this Emergency Action Plan to provide guidance and preparations for various emergency situations that might occur within church properties. DFUMC seeks to ensure the physical safety of those entering our facilities to worship, study, minister, work, or play during Sunday worship hours, daily staff working hours, or various times of other meetings and facility use. The diversity of programs, classes, meetings, ministries, and use by non-church groups makes it difficult to cover or predict every emergency situation at any given time. Nevertheless we have provided guidance that should cover most situations and it is adaptable to more specific situations.*

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## GENERAL SAFETY INFORMATION

### **PREPARE FOR EMERGENCIES**

- Read the Emergency Action Plan so that you know what you should do during a particular kind of emergency
- Know the locations of exits, fire alarm pull-stations, fire extinguishers, and church telephones.
- Consider taking a class in: 1) First Aid; 2) Cardiopulmonary Resuscitation (CPR); 3) Automated External Defibrillator (AED); 4) Training provided by the church on the DFUMC Emergency Action Plan.
- Call 911 in the event of an emergency. Use the church phone since it will show the location automatically to the 911 responders. NOTE: if you use the church phone (located on the 1<sup>st</sup> and 2<sup>nd</sup> floor in the hallways), you must dial 9-911. The extra “9” gets you to an outside line.
- You can use your cell phone but it will show your location as your home address. . Experience has shown that if you use your cell phone that it could delay the arrival of emergency responders. So we suggest you call the Decatur Police Emergency number – 404-377-7911. You will need to tell the 911 operator that the emergency is located at:  
**Decatur First United Methodist Church**  
**300 East Ponce De Leon Ave.**  
**Decatur, GA 30030**
- After you report the emergency, you should send someone to meet the emergency responders so you can lead them to the exact location of the emergency.
- The Children’s Program, Children’s Morning Out, and DFUMC Preschool all have established emergency response and evacuation plans during emergencies.
  - ☞ If you have children that are in nursery, toddler, or young children’s Sunday School rooms, we recommend that you not go the room to locate them. Discuss what the staff will do in the event of an emergency. The teacher or care giver will move the children automatically to the location posted on the wall in their classroom.
- Each room in the church will have a posted evacuation plan that shows the nearest exit. However, if that exit is blocked, you should be prepared to find an alternate exit, preferably in the opposite direction.

### **EVACUATION SAFETY GUIDELINES**

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- All stairwells and doorways shall be kept clear.
  - Never prop open stairwell doors – they are meant to protect you from fire and smoke in an emergency and blocking these open defeats this purpose.
  - Elevators should not be used during an emergency.
  - Unless otherwise instructed, all persons should follow the quickest route of evacuation (see posting in your location).
  - Emergency Action Team members as well as volunteer members will assist in the evacuation of small children and adults needing assistance.
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## **MEDICAL EMERGENCY RESPONSE PLAN**

### **CALL 9-911 IF DEEMED NECESSARY**

#### **RESPONSE:**

In the event of a medical emergency

- Immediately call for help – have someone call 911 (call from a land line if possible). Ask if a doctor or a nurse is present to lend assistance. REMAIN CALM.
- Assess the patient (if you are able or find medical assistance).
  - If the patient can talk, ask them what is happening, where they hurt, ask about any history that could cause this or contribute to this issue – this information is for sharing with EMTs when they arrive. Try to keep the patient calm and ensure that they are warm.
  - ⊖ If the patient cannot talk or is unconscious, check for breathing and a pulse to make sure their heart is functioning. If there is no breathing or no pulse, administer cardiopulmonary resuscitation (CPR) until emergency responders arrive or an AED can be located and set up to administer a shock to restart the heart. If the AED shock does not work, continue with CPR until the EMTs arrive.
  - If the patient has had physical trauma, look for bleeding but be careful not to move the patient unless it is to stop bleeding or to move out of harm's way. If the patient must be moved, do this very carefully, trying not to cause further injury. Keep the patient calm and warm until the EMTs arrive.

#### **MEDICAL EQUIPMENT:**

- All medical equipment locations are shown on the map
    - On the main campus they are located in the medical closet (second door on your right as you enter the church on the 2<sup>nd</sup> floor from the North Candler Street). The Automated External Defibrillator (AED) is located there.
  - In the Chapel medical supplies and an AED are located in the men's restroom area
  - Medical equipment inspections will be conducted on a monthly basis by the Facility Manager
  - Anyone using medical supplies should report this to the church office so that these can be replenished.
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## TRESPASSER EMERGENCY RESPONSE PLAN

### Non-Threatening Trespasser

- A non-threatening trespasser does not necessarily require a DFUMC Emergency Notification.
- Non-threatening trespassers can be identified as a person who fits any of the following:
  - Is not participating in a church function but appears to be “loitering”
  - Does not appear to “fit in” to a particular event (i.e. not dressed appropriately, attends a children’s event without any children, appears in an unoccupied area, etc.)
  - Has approached one or more persons asking for assistance or money (send to the Decatur Emergency Assistance Ministry (DEAM) at 515 E. Ponce de Leon Ave)

### Response to a non-threatening trespasser:

- If needed enlist help – especially if you are unsure about how to handle the situation
- If possible try to move the person to a security camera view
- Invite the person to fully participate in the current activity

### Threatening Trespasser – Call 911

- Threatening trespassers can be identified as a person who fits any of the following:
  - Has verbally or physically threatened someone
  - Has demanded assistance or money
  - Exhibits erratic behavior
  - Appears to be intoxicated or under the influence of some substance
  - Has been disruptive of any church activity or program

### Response to a threatening trespasser:

- Call 911 (always err on the side of safety – if unsure or uncomfortable call 911)
- Enlist help – do not try to handle the situation without assistance
- Try to isolate the person either by moving them away from the group or moving the group away from him/her – when possible move to a security camera view
- Do not touch the person as this may increase their agitation
- Do not give money or assistance
- Initiate a “Lock-Down” if the situation appears to escalate

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## ACTIVE SHOOTER EMERGENCY RESPONSE PLAN

### Active Shooter – Has a visible weapon or threatened use of a weapon

Your chances of being a victim of a mass shooting are extremely small – you are more likely to be struck by lightning or win the Power Ball lottery. Nevertheless, we acknowledge that once a person whose intent is to inflict harm has begun to act, there may be little that we can do to stop them short of acts of extraordinary bravery and heroism. In light of this fact, we as a congregation must be vigilant in

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recognizing signs and predictors that someone might attempt to cause harm at the church. As a congregation, we must minimize vulnerabilities and provide a plan of action and leadership if a crisis arises.

Statistics show that:

- 25% of attackers have a connection to the congregation
- 40% of attacks occur during a worship service
- 60% involve robbery
- 68% occur outside of the buildings
- 70% involve the use of a gun

## **Response to respond to an active shooter**

An active threat means that some sort of violence has already occurred or is able to occur. Able bodied adults are charged with making decisions and taking action to protect the children, disabled and elderly who are near them.

The response to an active shooter should be: **AVOID, DENY, DEFEND (ADD)**

- **Avoid**
  - Be aware of your surroundings (what is going on around you)
  - Leave as soon as possible
  - Know where the exits are located; Consider secondary exits, such as windows
  - Call 911
- **Deny**
  - Keep attacker away
  - Lock doors
  - Turn off lights
  - Block (barricade) doors (opening inward toward you) with door stops, heavy furniture or boxes
  - Put straps (using a belt) on door handles, door closures to prevent opening (doors opening away from you out into the hall)
  - Keep out of sight
  - Silence your cell phone
  - Always try to keep something between you and the attacker
- **Defend**
  - Fight back - You have the right to fight back
  - Do not fight fair
  - Be aggressive

The following actions should be taken as appropriate:

- Call 911 if safe to do so.
- If you have received a “lock-down” order (and are in a room that can be locked from the inside of the room), lock the room and remain in the locked room until law enforcement instructs you to move to another area.
- If you are not in a room that can be locked from the inside, move away from the threat as quickly as possible.
- Do not stay in open areas.

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- Be aware that a fire alarm which goes off after a lock-down order has been issued could be an attempt to lure victims away from a secure area. This alarm should be ignored unless smoke or flames are witnessed.
- Stay out of view of windows, turn off all equipment and lights, and silence cell phones.
- Try to remain calm and quiet.

## **WHEN THE POLICE ARRIVE**

- Follow all commands
- Hold up your hands showing your palms
- Do NOT move

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## **Firearm Policy of DFUMC (DRAFT)**

### ***DFUMC is a Weapons-Free Zone.***

DFUMC is a weapons-free zone. We follow the lead of the United Methodist Church in its 2012 Book of Resolutions that reads:

*WHEREAS, in keeping with the spirit of Isaiah 2:4:*

*“God will judge between the nations, and settle disputes of mighty nations. Then they will beat their swords into iron plows, and their spears into pruning tools. Nation will not take up sword against nation; they will no longer learn how to make war.”*

*WHEREAS, reflecting the church’s traditional role as a place of safety and sanctuary,*

*Therefore EVERY United Methodist Church is officially declared a weapons-free zone.*

Neither concealed nor unconcealed weapons may be worn or carried into DFUMC, except for law-enforcement officers in the performance of their duties.

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## **Tornado/Severe Weather Emergency Response Plan**

The following procedures will be followed whenever a Tornado WARNING has been issued by the National Weather Service.

### **PREPARATION:**

- Be alert to potential hazardous weather in our area
- Listen to local weather channels or enable cell phones to receive weather alerts
- Be able to identify and understand a tornado watch versus a tornado warning
  - Tornado Watch indicates a tornado is possible in the area (listen to cell phones, TV or radio for weather updates).
  - Tornado Warning indicates a tornado has been detected in the area.

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- Take immediate action to find a secure location
- Know where you will go in the event of a tornado warning.

## **RESPONSE:**

- **Areas to take shelter in main building on the first floor:**
  - Interior hallways (close doors to all rooms opening into hallway)
  - Stairwells
  - Fellowship Hall (away from windows)
  - Room 112 (room behind Fellowship Hall)
  - Bathrooms or closets with no windows
- **Cautions/Warnings:**
  - Do NOT remain in the sanctuary or gym. These locations have roofs which can easily be ripped off by a severe storm or tornado.
    - a. If members of the congregation are unable to move quickly enough to reach the first floor, they should take shelter under the pews bearing in mind the sanctuary could likely be severely damaged by a tornado.
  - Do NOT remain on second or third floors, except for sheltering-in-place within a stairwell
  - Stay away from windows which can break/explode sending injurious glass projectiles. Many injuries during storms are caused by flying objects or projectiles.

NOAA Radio is located in the Facilities Manager's Office. The NOAA Weather Radio has a warning ALARM tone (and backup battery pack) needed to receive warnings. The Facilities Manager will check the NOAA Radio for operation and battery once a month. Cell phones may be used to monitor weather.

During weekdays, staff or volunteers will be designated to monitor the weather using the radio or other electronic devices. They should notify all persons in the building of tornado watches for the DFUMC area. They will issue an alarm in the event of a tornado watch for the DFUMC area and tell people to take cover immediately. This alarm will be issued via the fire alarm notification system.

During Sunday services in the event of inclement weather, the head ushers will designate one of the ushers to monitor the radio or other electronic devices for tornado watches for the DFUMC area. If a tornado watch is issued for the DFUMC area, the usher will notify the minister that they will alert him if a tornado warning is in the DFUMC area. In the event of a tornado warning in the DFUMC area, the usher will immediately inform the minister to issue a notice to take cover to the first floor or if members are unable to quickly move to the first floor, they will be told to get under pews and cover their heads with seat cushions, hymnals or bibles. Parents are reminded that children have already been taken to designated shelters and they should not seek to locate them.

The minister or lead usher will issue the call clear notification.

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## **FIRE PREVENTION AND EVACUATION PLAN**

### **PREPARE/PREVENT:**

- Know the location of the nearest exit and an alternate exit if the nearest is blocked.

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- Know the locations of Fire Alarm Pull Stations and Fire Extinguishers that are located on each floor of each building.
- The fire alarm, smoke and heat sensors are tested quarterly. Records are maintained by the Facilities Manager.
- Fire safety equipment is tested yearly – January. Records are maintained by the Facilities Manager.
- Fire Drills are to be performed annually.

## **Response to a Fire/ Explosion emergency:**

- In the event of a fire or smoke, immediately pull the nearest fire alarm. It is better to be safe so if you are unsure, set off the alarm.
- If a fire alarm is activated, do not wait to see if it might be a false alarm – immediately exit the building via the nearest exit. If the area affected by the emergency is between you and the nearest exit, look for another exit in the opposite direction.
- If you have an assigned duty or you volunteer to assist others, proceed immediately to provide needed assistance.
- Do not use elevators.
- If someone on the third floor needs assistance in getting out of the building, either find someone to assist in their evacuation or transport them to an emergency stairwell and notify rescue personnel of their location. (Shelter in place until rescue arrives)
- Do not re-enter the building until the “All Clear” has been given.

## **If you discover a fire or see or smell smoke, remember RACE -**

**R-Rescue** persons in immediate danger if you can safely do so.

**A-Activate** fire alarms by pulling the nearest fire alarm pull station. The fire department will be notified automatically.

**C-Contain** fire and smoke by closing as many doors to the fire area as possible.

**E-Evacuate** immediately all persons to the outside gathering areas.

**E-Extinguish** with portable fire extinguisher ONLY if:

1. The evacuation has already begun
2. The fire department has already been called
3. You do not put yourself or anyone else in danger
4. The fire is very small and contained.
5. To operate a fire extinguisher - **Remember PASS:**
  - **P**ull the pin
  - **A**im at the base of the fire
  - **S**queeze the trigger
  - **S**weep the across the fire

**Fire Alarm Reset:** Once an “all clear” has been issued, the older fire alarm pull boxes must be reset. If a “Fire Alarm Pull Station” was activated, it must be reset using the key found outside the Facilities Manager’s office. The main fire alarm board must also be reset.

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## **UTILITY FAILURE RESPONSE PLAN**

### **Gas Leak**

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## **Electrical Outage Disrupted Water Supply Uncontrolled Water/Sewer Leak Boiler Mishap**

### **Gas Leak**

- A gas leak may present a serious and dangerous situation requiring evacuation.
- The Emergency Response Leader will use their judgment to determine whether an evacuation seems prudent.
- The Emergency Response Leader should call 911 and Atlanta Gas Light to report the leak outage.
- The gas can be turned off on-site. Gas turn off wrench is mounted in the box just inside of the exit door on the first floor hallway on Commerce Street.

### **Electrical Outage**

- The Emergency Response Leader should call Georgia Power to report the outage.
- If it becomes apparent that the outage will last an extended period of time, the facility should be closed with notifications to affected people and families. Discretion may be used in cancellation of other events or programs.
- During any power failure, elevators should be checked for trapped people.

### **Disrupted Water Supply**

- The Emergency Response Leader should call Dekalb County Water to report the disruption.
- If it becomes apparent that the outage will last an extended period of time, the facility should be closed with notifications to affected people and families. Discretion may be used in cancellation of other events or programs.

### **Uncontrolled Water/Sewer Leak**

- The Facilities Manager should call the plumbing company on the emergency contact list to report the situation.
- The Facilities Manager should turn off the water at the appropriate main valve.
- If it becomes apparent that the outage will last an extended period of time, the facility should be closed with notifications to affected people and families. Discretion may be used in cancellation of other events or programs.

### **Boiler Mishap**

- Boiler shut-down switches are located just inside each boiler room and will be clearly labeled.

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## **Earthquake Response Plan**

An earthquake in our area is less likely than other areas. Nevertheless, there are often small earthquakes reported in our region annually, and it is always the possibility that larger earthquakes might occur – the 1886 Charleston SC earthquake killed nearly 60 people and devastated the city. The probability of a major earthquake with a magnitude of 6.0 or greater is about 61% in the next 25 years (see LT Long, Homeowner's Guide to Earthquake Hazards in Georgia - <http://quake.eas.gatech.edu/Owners/OwnersGuide.htm>). This section is designed to tell you what to do in the event of an earthquake and what to do in the aftermath.

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## In the event of an earthquake – “**Duck, Cover, and Hold**”

- Do NOT run outside during the shaking or use the stairways or elevators.
- **Duck** under a church pew, a strong table or desk. Falling objects and collapsing structures are the cause of most injuries and deaths from an earthquake.
- **Cover** your head and face to protect them from broken glass, flying debris, and falling objects.
- **Hold** onto the table or desk – be prepared to move with it. Hold in your position until the shaking stops.

## After the earthquake

- Leave the building immediately until it is safe to return. Exercise caution as you leave, looking for hazards such as fallen power lines, broken glass, or sharp metal debris.
- If you need assistance in leaving call for help.
- If you are unable to move or are trapped, call out for help. Tapping on something can help rescuers locate you.

## DFUMC Emergency Response Team

- If you are able and it is safe to do so, assist others from the building. If you are unsure, call for emergency response personnel to assist.
- Know how to turn off the electricity, water, and gas
- Look for and eliminate fire hazards that can cause further damage
- Check for obvious cracks or structural damage. Use licensed professionals to conduct inspections and to make repairs.

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## BOMB THREAT RESPONSE PLAN

### BOMB THREAT

1. Any bomb threat called into the church should be taken seriously.
2. The building should be evaluated as soon as possible.
3. All Receptionists should receive training on how to handle such a phone call.
4. The person receiving the threat should:
  - NOT HANG UP THE PHONE.
  - Get the attention of another person and ask them to call 911.
  - Check the caller ID screen and record it.
  - Pretend to have difficulty hearing to keep the caller talking.
  - Record the exact words of the caller.
  - Ask these questions if able –
    - WHEN is it going off?
    - WHERE is it located?
    - WHAT does it look like?
    - WHO are you?
    - WHY are you doing this?
  - Try to determine if the caller is:
    - Male\_\_ Female\_\_ Teen\_\_ Child\_\_ Intoxicated\_\_

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- Note speech patterns/characteristics: Speech Impediment\_\_ Accent\_\_ Tone\_\_ Agitation\_\_ Other\_\_
  - Note background sounds: Music\_\_ Children\_\_ Airplanes\_\_ Traffic\_\_ Talking\_\_ Other\_\_
  - Record the time of the call and any other observations.
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## **ELEVATOR ENTRAPMENT RESPONSE PLAN**

### **NEVER USE THE ELEVATOR DURING AN EMERGENCY OR AN EXPECTED POWER OUTAGE**

#### **Elevator Unexpected Stoppage with Entrapment**

- Trapped person(s) will call for assistance via the emergency telephone or by calling or shouting to alert staff of their situation. There is an emergency bell that can be rung to alert people of an entrapment. Try to remain calm.
  - Persons may be trapped by a malfunctioning elevator system or by a power failure. Never get on an elevator in the event of a fire emergency or a storm since a power outage could leave you stranded in the elevator.
  - Persons learning of persons trapped in the elevator should immediately notify emergency response personnel by calling 911. Call back to those entrapped to let them know help is coming.
  - Do not attempt to rescue the entrapped people. Rescues from elevators requires professional training and special equipment. Unless you have been trained in this kind of emergency do not attempt rescue.
  - Emergency response personnel will have an elevator key but the Facilities Manager has a key to the elevator.
  - Call the elevator company
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## **LOST CHILD OR VULNERABLE ADULT RESPONSE PLAN**

### **RELAY/GATHER NECESSARY INFORMATION ABOUT THE MISSING PERSON**

- Name
- Age/Gender
- How long since the person was last seen
- Location last seen
- Description of person including hair color, complexion, distinguishing features, clothing
- Are there any extenuating circumstances (custody dispute, dementia, learning disability)

### **SEARCH:**

- Available staff should go to the building they are assigned to assist with during an emergency.
- A thorough check of all rooms, closets, bathrooms, elevators and stairwells should be conducted.
- Staff members should divide responsibilities for the search so that it can be done quickly.

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## HAZARDOUS MATERIAL SPILL RESPONSE PLAN

While do not anticipate the use of significant quantities of hazardous materials on church properties, it is prudent to note the response to spills of these materials.

In general most small spills (usually <1L or 1 qt.) may be cleaned up with the proper personal protective equipment (PPE) and with the use of paper towels or cat litter. Larger spills should be taken care of by Hazardous Materials Response Teams (HazMat Teams) that are part of the fire department. Call 911 to report a large hazardous material spill. Isolate the area and evacuate any people working in or near the area.

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## CIVIL UNREST OR RIOTS

In the event of potential civil unrest or riots, DFUMC should be evacuated if this can be done safely. If it is unsafe to do this, DFUMC staff and members should shelter in place, away from windows and preferably on the first floor. Doors should be locked and Decatur police should be notified of sheltering in place.

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## AGENCY CONTACT INFORMATION

### EMERGENCY AGENCIES

Decatur Police Department -Emergency -----911

Decatur Police Department - Non-emergency ..... 404-373-6551

Poison Control-----Call 911 first; then call Poison Control - 1-800-222-1222

Decatur Fire Department-----911 - Fire/Paramedics

### UTILITIES

Georgia Power Company-----1-888-660-5890

Atlanta Gas Light-----1-877-427-4321

Dekalb County Water/Sewer-----404-378-4475

### DFUMC RESOURCES

Front Office ----- 404-378-4541

Facilities Director, Mike Workman----- 404-563-1930

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## DFUMC EMERGENCY COMMUNICATION PLAN

The DFUMC Emergency Communication System is based on the use of a mobile phone application called WHATSAPP. The names and telephone numbers of the Emergency Action Team (EAT) will be entered into this system. Each EAT members' mobile phone must be updated to include WHATSAPP. During any

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emergency, any member may alert the entire team by sending a message about the emergency. The message is sent out immediately and usually members respond within a minute or so.

Additionally an intercom system exists through the fire alarm system. This intercom is located in the hall directly across from the church office in the open hallway. While this may be useful for many emergencies, it may be unsafe for other emergencies. Staff may also be notified of situations through text messaging on WHATSAPP by EAT members. When sending an Emergency Text the type of emergency and the location, if applicable must be included. Any member of this group may initiate or cancel an alert. Staff will respond to their assigned areas to coordinate appropriate responses. At such a time that an intercom system is installed – each emergency situation will have unique announcements/alerts.

“All Clear” will be personally delivered by staff until an intercom system is added.

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## EMERGENCY ACTION TEAMS

### **Emergency Action Team (EAT) members:**

- Members of the staff or the congregation who have been appointed or volunteered to serve as members of the EAT, usually for specific areas. EAT members may be designated staff, ushers, and Sunday School leaders, and possibly others with specific skills that may be needed in emergencies.

They have specific responsibilities.

- Receive training in how to handle a variety of emergency situations
- Will have a clear understanding of the Emergency Action Plan
- Will know where all emergency equipment is located and be familiar with how to use it
- Will take charge of the situation in the event of an emergency
- Will call 911 or instruct someone else to do so. If possible 911 calls should be from a church telephone, rather than a cell, since this will automatically give the operators in the 911 center the location of the call.

**Weekdays:** The church staff will act as the EAT during regular office hours and Wednesday evening activities.

### **Sunday Mornings:**

- Sunday Church Services
  - Head ushers will serve as Leaders of the EAT for each service - head ushers will take charge of emergencies occurring during worship services unless a staff member is present and assumes leadership for that event.
  - EAT will also include available staff to assist in the emergency response
  - EAT will also include all ushers to cover all aspects of the safety plan
- Children Ministries
  - Staff will serve as Leaders of EAT with assistance from other staff and EAT volunteers.
  - EAT will execute plans that cover effective evacuation of all children from all floors

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- EAT team members will check to ensure that all children have been evacuated from every location where they are known to be.
- During the 11 am service, there are three classes of children under the age of 4 being cared for by nursery workers. EAT members or other designated members go to assist in the evacuation of children.
- Sunday Schools – Adult and Youth
  - Each Sunday School Class will designate EAT Leaders for leading responses in emergencies.

## **DFUMC Emergency Action Teams (EATs)**

Each program, event, small group or ministry should identify one or more EAT volunteers who:

- are willing to attend periodic training on emergency procedures
  - will take charge in the event of an emergency
  - are familiar with the Emergency Action Plan and how that group should respond in the event of an emergency
  - Knows where all emergency equipment is located and is familiar with how to use it
  - Has a cell phone to receive weather alerts and communications
  - Will call 911 or instruct someone else to do so
  - Assist in communications with Emergency Responders and the EAT and the congregation.
  - Ensure someone meets Emergency Responders to direct them to the specific site of the emergency
  - Be prepared to show Emergency Responders the location of utility cutoffs for each building.
  - Will be part of a team to assist children's evacuation.
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## APPENDICES

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### **LIST OF EMERGENCY INFORMATION ABOUT DFUMC (Unrestricted)**

1. Aerial view of DFUMC Main Campus with designated evacuation sites (A, B, C, D, E)
  2. Aerial view of DFUMC Chapel and Sycamore Building (F, G, H)
  3. Schematic of DFUMC Main Campus, 1<sup>st</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers)
  4. Schematic of DFUMC Main Campus, 2<sup>nd</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers)
  5. Schematic of DFUMC Main Campus, 3<sup>rd</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers)
  6. Schematic of DFUMC Chapel, 1<sup>st</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers, Smoke Detectors)
  7. Schematic of DFUMC Chapel, Balcony, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers, Smoke Detectors)
  8. Schematic of DFUMC Sycamore Building, 1<sup>st</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers, Smoke Detectors)
  9. Schematic of DFUMC Sycamore Building, 2<sup>nd</sup> Building, Emergency Locations (Exits, Telephone, Fire Alarm Pull Station, Fire Extinguishers, Smoke Detectors)
  10. Schematic of DFUMC Sycamore Building, 3<sup>rd</sup> Floor, Emergency Equipment Locations (Exits, Telephone, Fire Alarm Pull Stations, Fire Extinguishers, Smoke Detectors)
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# DFUMC Emergency Action Plan (12/29/17)

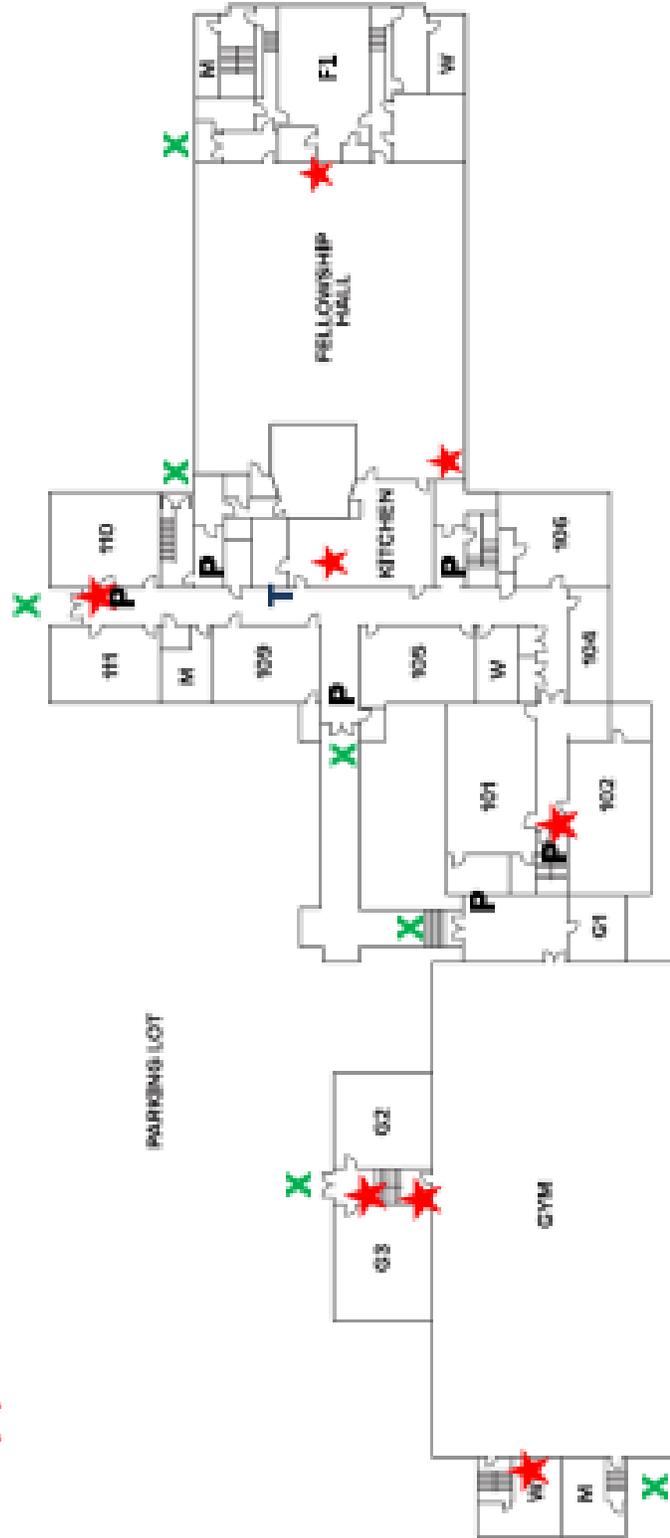


# DFUMC Emergency Action Plan (12/29/17)

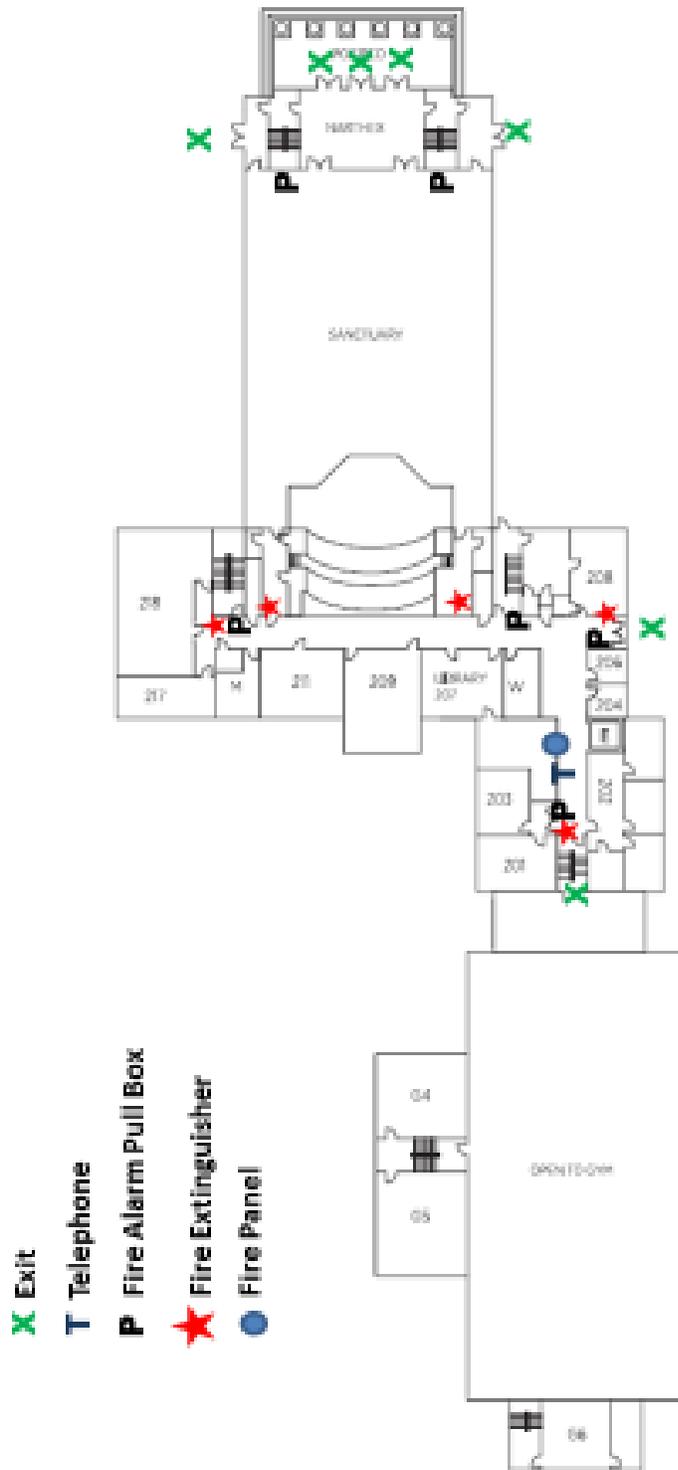


### Decatur First United Methodist Church Fire Equipment Locations – Main 1<sup>st</sup> Floor

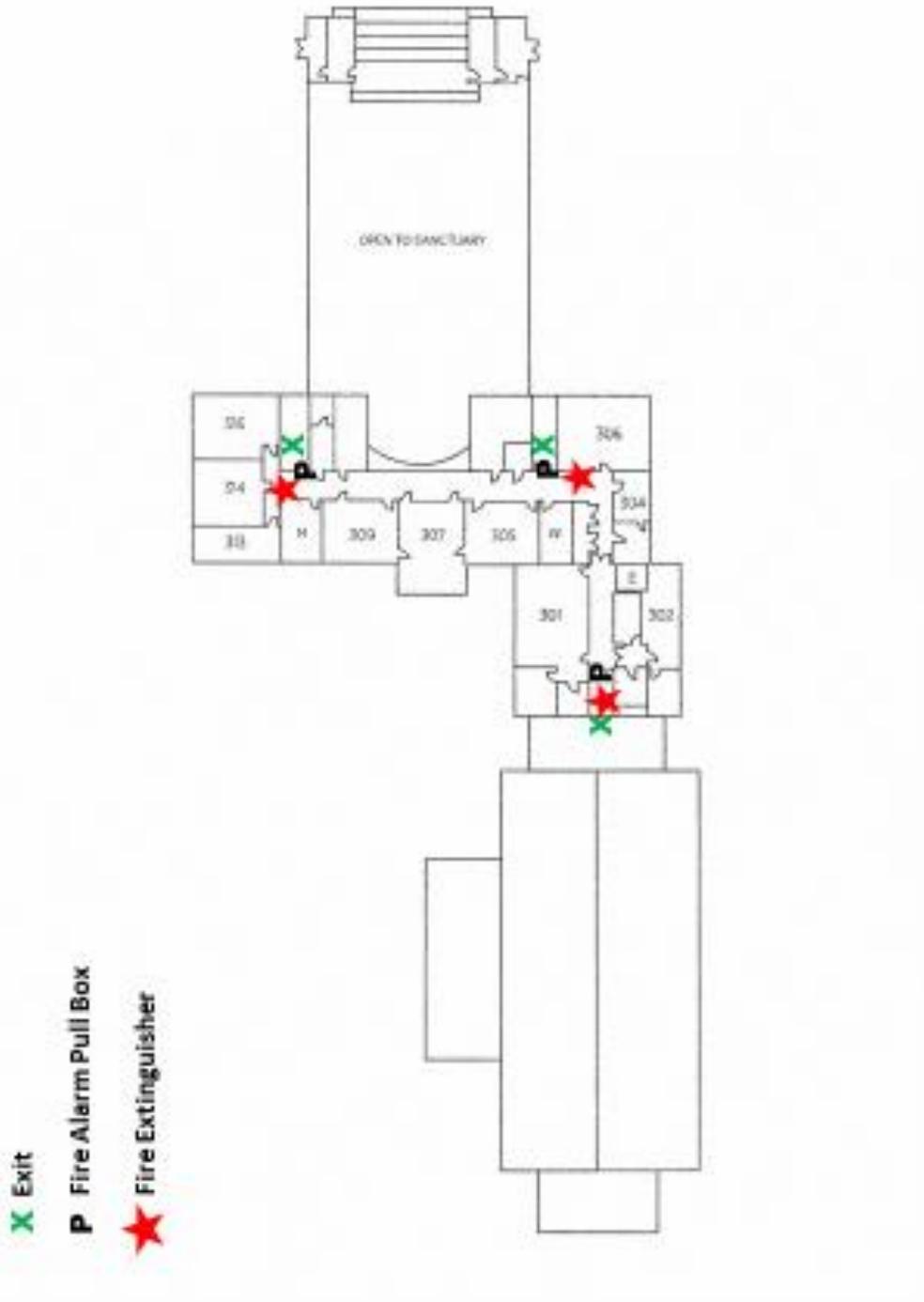
- X** Exit
- T** Telephone
- P** Fire Alarm Pull Box
- ★** Fire Extinguisher



## Decatur First United Methodist Church Fire Equipment Locations – Main 2<sup>nd</sup> Floor

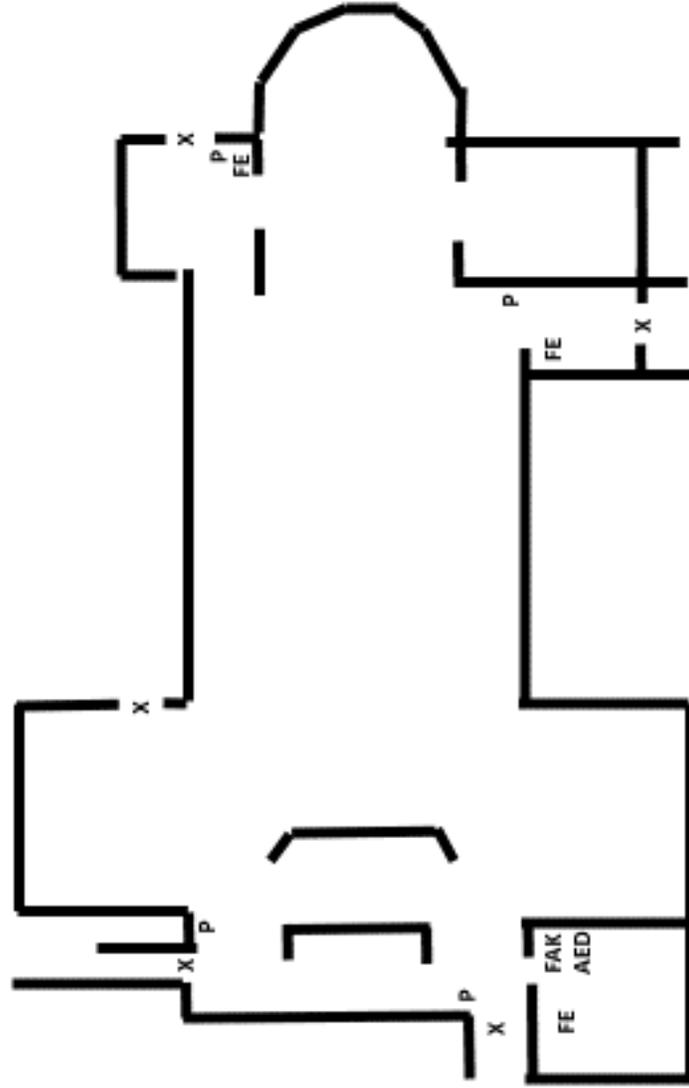


**Decatur First United Methodist Church  
Fire Equipment Locations – Main 3<sup>rd</sup> Floor**



# DFUMC Emergency Action Plan (12/29/17)

## DECATUR FIRST UNITED METHODIST CHURCH CHAPEL – 1<sup>ST</sup> floor

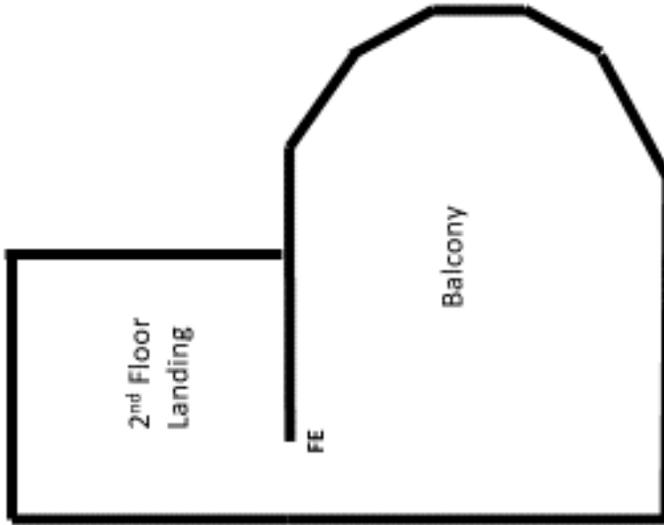


- P Fire Alarm Pull Station
- FE Fire Extinguisher
- X Exit
- AED Automated External Defibrillator
- FAK First Aid Kit

# DFUMC Emergency Action Plan (12/29/17)

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## DECATUR FIRST UNITED METHODIST CHURCH Chapel Balcony



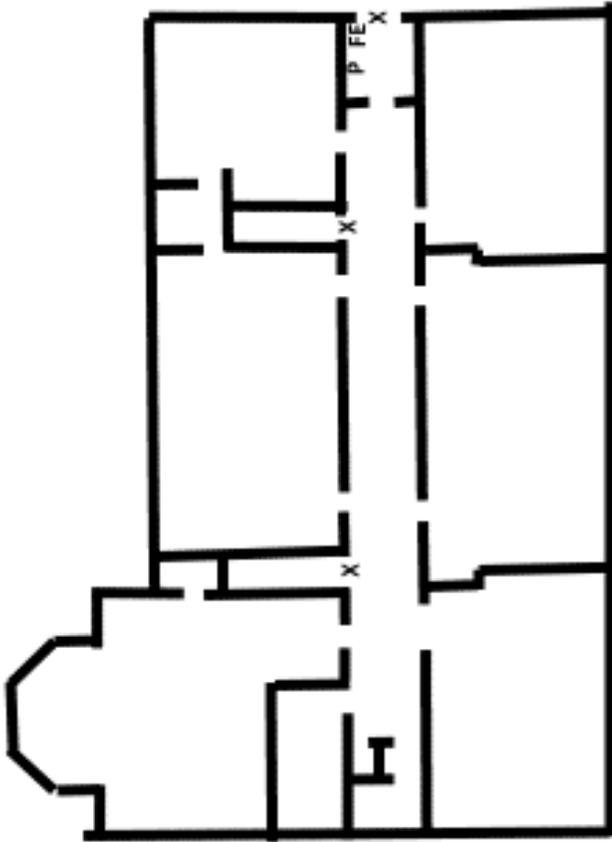
FE Fire Extinguisher

# DFUMC Emergency Action Plan (12/29/17)

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## DECATUR FIRST UNITED METHODIST CHURCH Sycamore Building – 1<sup>st</sup> Floor (Basement)

- P Fire Alarm Pull Station
- FE Fire Extinguisher
- X Exit

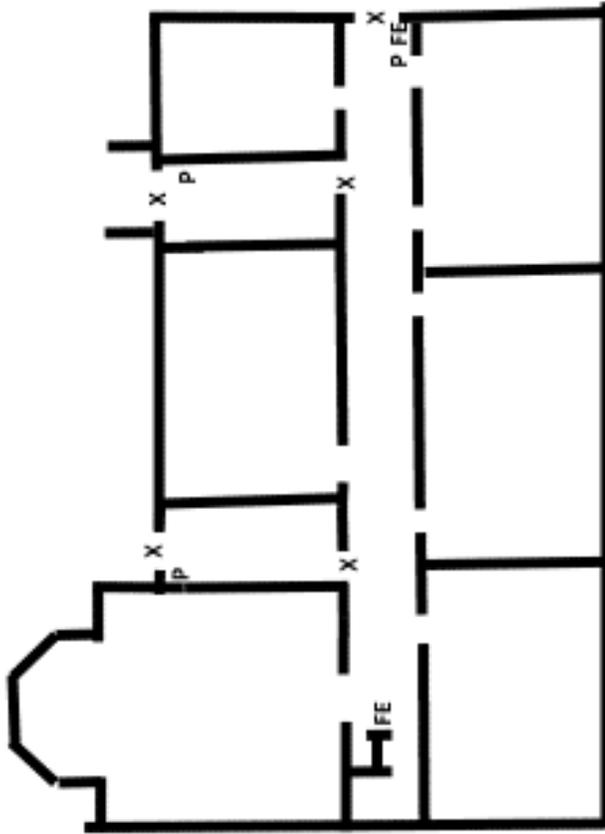


# DFUMC Emergency Action Plan (12/29/17)

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## DECATUR FIRST UNITED METHODIST CHURCH Sycamore Building – 2<sup>nd</sup> Floor

- P Fire Alarm Pull Station
- FE Fire Extinguisher
- X Exit



# DFUMC Emergency Action Plan (12/29/17)

## DECATUR FIRST UNITED METHODIST CHURCH Sycamore Building – 3<sup>rd</sup> Floor

- P Fire Alarm Pull Station
- FE Fire Extinguisher
- X Exit

