

Weekend Services Emergency Procedures

Goal of the **Emergency Response Team** and the **Medical Response Team** during an incident: To contain and minimize damage during an incident in a way that demonstrates Christ's love until local authorities arrive on the scene, and to make that determination when it is necessary to request the involvement of local authorities.

Communication is the key: There will be one centralized communication point for all on-campus emergencies during weekend services that need more response than a ministry can provide by itself. That communication point will be the Guest Services Lead for the services, available on the Vertex radio on channel #3. Please take the following steps in reporting an emergency:

1. Turn on the radio.
2. Verify it is tuned to channel #3.
3. Press and hold the "talk" button on the radio. Wait 2 seconds before speaking.
4. Clearly and calmly identify yourself and your location and request the Guest Services Lead: "This is Jon Moton in A101. I need Guest Services Lead."
5. Wait for a response before stating your emergency. You should hear, "This is Renee. Go ahead Jon."
6. State the nature of your emergency. "One of our students tripped and fell." Or "I have an adult without legal guardianship trying to force one of my students to leave with them."
7. Listen to and follow the instructions you will be given. "Thank you Jon. The **Medical Response Team** (or the **Emergency Response Team**) will be right there."
8. The **MRTs** or **ERTs** will take control of the situation when they arrive. Give them control, but stay there. Guest Services Lead will also be there. Lend assistance when requested or follow any instructions given.

LOST PERSON INCIDENT: Time is critical. You can help by obtaining the information on the Lost Person Checklist about the lost person. Once you obtain information for items 1, 2, 3, 4 & 5, request assistance. This information will be requested from you immediately.

EVACUATIONS: If an evacuation is deemed necessary by the **ERTs**, you will be instructed where to take the people in your ministry. It is anticipated that in most emergencies that Adventureland nursery and grades 1-5 and JHM/HSM will be instructed to take their students to the southwest corner of parking lot B, and Adventureland preschool will be instructed to take their students to the northwest corner of parking lot C.

The possibility exists that you will be requested to "Shelter in place" during an emergency, which means you will be asked to take the people in your ministry to a specific location **INSIDE** the buildings. Specific instructions will be given to you by the **ERTs** and/or Guest Services.

