

NGBF - Emergency Action Plan – *revised 9/11*

In the event of any emergency, including those listed below, The Incident Commander (a Designated Safe Team Member) will direct and carry out the Emergency Action Plan.

Evacuation:

In the event of a fire in the building, the fire alarm signaling smoke or fire, or any other emergency event which requires evacuation, NGBF will respond as follows:

- **NO ONE should drive off from the property until AFTER the incident is investigated. Safety Team personnel will advise when it is safe to leave.**
- Those in the Sanctuary will exit the emergency doors located on the South, East and North walls. Ushers or Safe Team Members will assist and keep the doors exiting into the foyer closed.
- In the event of a fire in the Sanctuary, evacuation will include all available emergency exits including the foyer exit.
- Parents whose children are not in the sanctuary should be advised to exit the building and reunite with their child at *the telephone poles/tree line on the north side of the building*. Safe Team members will assist parents with locating their children. (For children in the Nursery Wing see below.)
- **Classes in the building will use the nearest emergency exits.** Teachers for the children's classes and nursery workers should keep count of each child, ensure each child exits the building and supervise the children until parents are reunited with their children. A roster of the class should be in hand to make certain that each child is accounted for and returned to their respective parent.
- Nursery classes will exit the doors next to the nursery and move across the lot.
- ***Christian Ed Bldg. See evacuation signs inside each classroom** - All classes except the Youth will exit the doors on the far south of the building.
- The Youth Class will exit the doors on the north side, opposite the entrance into the Fellowship Hall. They will gather along the telephone poles/tree line on the north side of the building where the children are meeting.
- In the event that a fire is located in the Christian Ed. Bldg where exiting the south doors is impossible, classes will exit the doors on the north side, opposite the entrance into the Fellowship Hall.
- **Children's Education Wing: Exit North doors and meet at the telephone poles/tree line on the north side of the building.** Teachers for the children's classes should keep count of each

child, ensure each child exits the building and supervise the children until they are reunited with their parents. A roster of the class should be in hand to make certain that each child is accounted for and returned to their respective parent.

- **Fellowship Hall:** Occupants should use the nearest available exits. Avoid using the double doors that access the main hallway.
- Safe Team members and/or ushers will check that their area of the building has been cleared as long as this can be done safely.
- **All evacuees should remain at least 100 feet from the church building.**

Weather Emergencies:

- In the event of a tornado or other serious weather conditions, those in the Sanctuary will evacuate through the foyer doors and congregate in the hallways, away from the exterior doors. A weather radio is located in the church secretary's office.
- Classes in the Children's & Nursery Wings will congregate in the hallway connected to their classrooms, at least 20 feet from exit doors. Parents may meet up with their children at these locations. Children should not move to other areas to meet their parents. Teachers will need to keep a count of all children in their classes.
- Classes in the Christian Ed. Building will remain in the classrooms.
- Fellowship Hall occupants will exit to the Christian Ed. Building hallways.
- During an event located in Fellowship Hall, occupants will be directed to the Christian Ed Building hallways and/or the main church building hallways.
- Safe Team or ushers should close all interior doors in their area, including those on each side of Fellowship Hall.
- Safe Team or ushers should lock the exterior doors on the west side of the building and south exit doors in Fellowship Hall

Lock-Down Conditions:

In the event of a threat of violence inside the church building or on or near the church property outside, all classes will remain in **Lock-Down** until the building is secured. Safe Team members will assist in notifying teachers and ensuring that all children are in the classroom. A roll call should take place and any missing class members should be accounted for by the Safe Team.

Medical Emergency:

The Safe Team will assist in contacting the assigned Medical Team member, (available during each service and during Christian Ed.), calling 911 if necessary, and contacting the parent or spouse when needed. Teachers in the Christian Ed. Building can relay the needs to the hall monitor and/or Safe Team member who will use the radio to contact a member in the main building.