

Emergency Action Booklet

Church Name

Physical Address

Phone Number



Emergency Dial 911

Council Chairman

Name _____ Phone _____

Council Vice-Chairman

Name _____ Phone _____

Accident, Injury Or Medical

Medical: Fainting/Dizzy

1. Help patient to sofa in entry way
2. Use wheel chair in entry way furnace room if necessary
3. Have patient lie down and raise feet higher than head
4. No improvement, ask for any medical help present
5. Call 911 if still no improvement

Medical: Unconscious

1. Call 911
2. Ask for any medical help present
3. Lay the patient on the floor
4. Check for heart beat and breathing, if none, do CPR
5. If breathing, lay patient on side so they don't choke
6. If possible, move patient away from the crowd

Medical: Chest Pain

- 1. Call 911**
- 2. Ask for any medical help present**
- 3. Have patient sit down or lie down, whichever is most comfortable to them**
- 4. Keep patient quiet and warm**

Accident: Falls

- 1. DO NOT MOVE THE PATIENT**
- 2. Ask the patient what happened and where it hurts**
- 3. Ask for any medical help present**
- 4. Keep patient warm**
- 5. Ask patient if they can get up**
- 6. If they can, do it slowly**
- 7. If they can't or have extreme pain CALL 911**

Accident: with bleeding

- 1. Use First Aid Kit located above coat rack on both levels**
- 2. Put on gloves from the First Aid Kit**
- 3. Have patient sit down**
- 4. Ask for any medical help present**
- 5. If bleeding is severe CALL 911**
- 6. Keep patient quiet with cut elevated if possible**
- 7. Do the best you can to control the bleeding**

Fire, Storm Warning, Gas odor or leak.

Fire or Smoke

- 1. Call 911**

- 2. Evacuate the complete building.**
 - A. The officer of the day is in charge.**
 - B. Use the nearest clear Exit.**
 - C. If using South and West Exits, everyone should meet at the back side of the parking lot.**
 - D. If using Main or East Exit, everyone should meet East of the Parsonage.**
 - E. DO NOT ALLOW ANYONE TO USE THE ELEVATOR.**

- 3. Call one of the following:**
Council Chairman or Council Vice Chairman

- 4. DO NOT ALLOW ANYONE TO GO BACK INTO THE BUILDING FOR ANY REASON until the all clear is given by the fire chief.**

Storm Warning

1. The officer of the day is in charge.
2. Inform everyone to go to the basement.
 - A. Use the lower hallway of the educational unit first.
Be sure all doors are closed along the hallway.
 - B. Use the fellowship hall as necessary. Stay away from the windows.
3. Shut off all lights and close all doors.
4. Remain there until the all clear is given by the officer of the day.

Gas Odor or Leak

1. Call 911
2. Evacuate the building as quickly as possible.
 - A. People should go to back of parking lot or to the East side of the parsonage.
3. Do not shut off any lights or the organ.
4. Do not allow anyone to re-enter the building until the All clear is given by the fire chief or the gas company.
5. Call one of the following:
Council chairman Or Council vice chairman

Robbery, Theft, Burglary.

If one of the above is discovered, please do the following things:

- 1. If an emergency Dial 911**
- 2. If a non-emergency call the _____ County Sheriff's office at _____ and file your findings.**
- 3. Also call on the following:
 Council Chairman Or Council Vice-Chairman,**
- 4. DO NOT TOUCH OR MOVE ANYTHING in or around the crime scene. Also do not allow anyone else without authority to enter the crime scene.**