

APC Safety and Security Guidelines

Fire Alarm & Evacuation:

1. If the fire alarms go off, the Pastor and Ushers direct all persons to the exits.
2. Do not use elevators.
3. Persons with children in Sunday School or the Nursery will exit with the congregation to prevent traffic in Sunday School hallways and will meet their children outside.
4. Everyone will cross to the back of the parking lot and remain until the fire department arrives and gives further directions.
5. All persons will use the sidewalk to the back of the parking lot (toward the labyrinth).
6. All Nursery, Sunday School, Youth and Children's programs will be asked to stand on the right side of the parking lot median. All others should stand on the left. Parents should coordinate retrieving their children with the respective Sunday School teachers so that all children will be properly accounted for.

Tornado & Severe Weather:

When you hear the announcement for a tornado warning:

1. Move to a designated tornado shelter immediately. Move quickly, but do not run.
 - a. The large room across from the downstairs elevator (the "music room")
 - b. The storage area off of the Nursery.
 - c. All restrooms on the first floor, with those in the old building the most preferable
 - d. Any of the first floor hallways in the old building and educational building, after closing all classroom doors.
 - e. The stairwell between the old building and educational building
 - f. The old Sanctuary on the second floor of the old building, now the Act One Theater. The room dividers should be used to cover the windows should this room be used.
2. Do not use elevators.
3. Assist disabled personnel in your area.
4. Wait in the shelter until you hear an announcement from a member of the emergency response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Medical Emergency:

1. Call 911 and request emergency assistance
2. FIRST AID KITS are located in the kitchen and in the church office.
3. AED (HEART DEFIBRILLATORS) are mounted outside the church office door and in the upstairs lobby. The directions for its use are inside the case.
4. DIABETIC CRISIS (during church service) – A kit containing soft drinks and sugar tablets is located in the ushers closet.

