

EMERGENCY RESPONSE PLAN

Alpharetta Presbyterian Church

180 Academy Street, Alpharetta, GA 30009

770-751-0033

MEDICAL EMERGENCY

1. Dial 911.
2. Assign someone to go outside to guide emergency personnel.
3. If person is unresponsive and not breathing, begin CPR and send someone to get Heart Defibrillator (AED). Turn on AED and follow instructions.

Heart Defibrillators (AED): located outside main office, in upstairs lobby and in the “work room” off of Dayschool lobby.

First Aid Kits: located in a marked cabinet in the church kitchen, the bookshelf next to the elevator in the upstairs lobby, and the bookshelf next to the front desk in the Dayschool lobby as well as in the sanctuary lobby cabinet across from the main outside doors to the parking lot.

Diabetic crisis: Assist victim with food/drink and call 911. Kit with soda and sugar tablets in large cabinet in sanctuary lobby (directly across from main outside doors to parking lot.) Orange juice and peanut butter and jelly in APC kitchen.

TORNADO WARNING – city siren is sounding.

1. Move all persons (notify those that may be outside) to the **DOWNSTAIRS, WINDOWLESS** rooms closest to Academy Street. Do not use the elevator. Sunshine Room, storage crypt, nearby bathrooms and hallways are safe spaces. Continue to shelter until an “all clear” is given.
2. In case of “tornado watch”: Warn event leaders and closely monitor the weather. Bring all persons inside.

FIRE A LARM – APC fire alarm is sounding throughout the building.

1. Evacuate the building. Do not use elevator.
2. Everyone go to the rear parking lot by the labyrinth. Remain there until the fire department gives further instructions. Children and youth in classrooms: Gather on the right side of rear parking lot (Parents will retrieve their children through sign-out process). Parents and all others: Gather on the left side of rear parking lot.

VIOLENT INTRUDER OR DISRUPTIVE BEHAVIOR

1. Call or text 911.
2. Notify others in building by phone/runner, if possible. Dayschool intruder alert code over intercom is:
“Dr. Hopewell, please come to the front office.” (repeated twice)
3. Preserve life! Evacuate to nearest safe building (white bank at East of Main), or shelter behind locked doors, hide (there is the option to use a safety bar in dayschool classrooms to barricade the door).
4. Remain vigilant until an “all clear” is made. For the Dayschool this is:
“Dr. Hopewell has left the building” (repeated twice over intercom)

PREVENTATIVE LOCKDOWN – due to low level threat (such as violent incident at nearby location),

1. All exterior doors will be locked and all persons outside will be directed inside.
2. No outside persons allowed into the building until the emergency lockdown is over.
3. Children will not be released to their parents.
4. Announcement (by intercom, text/phone or runner) will be made to stay inside and in place. Runners will check entire building to give notice/gather any stray persons to safety.
5. An “all clear” will be communicated by the lead staff member or event leader once the emergency is over (per emergency personnel).

BOMB THREAT – bomb or bomb-like device found or suspected in building

1. Notify church office or staff member immediately.
2. Designate runners to evacuate building immediately to the rear parking lot by the labyrinth. Children and youth in classrooms: Gather on the right side of rear parking lot (Parents will retrieve their children through sign-out process). Parents and all others: Gather on the left side of rear parking lot.
3. Call 911 from a land-line; cell phones/electronic devices could set off bomb.
4. If a bomb threat is communicated by telephone, mail, email, note or any other means, call 911 immediately for assistance/direction.