

ORANGE UMC

EMERGENCY INSTRUCTIONS



ORANGE UNITED
METHODIST CHURCH

This flip chart serves as a quick reference in the event of an emergency. Refer to the appropriate section for relevant information. To directly view this flip chart online, visit **orangemethodist.org/facilities**



FIRE RESPONSE/EVACUATION

R - Rescue anyone in immediate danger

A - Alarm: Pull the nearest pull station and call 911

C - Confine the fire: Close all vents, doors, and windows

E - Evacuate and **Extinguish** the fire.

FIRE RESPONSE/EVACUATION

INCIDENT AND ACCIDENT REPORTING

Unusual incidents or occurrences must be reported in a timely way to the person in charge at the time of occurrence and an incident report completed and submitted (hard copy or email) to the senior pastor.

The incident report is a tool that documents any event that may or may not have caused injuries to a person, damage, theft or loss of an OUMC asset. It is used to capture injuries and accidents, near misses, property and equipment damage, health and safety issues, security breaches and misconduct.

Hard copies of the incident report form are located in the main office, and may be downloaded from the OUMC website at www.orangemethodist.org/facilities.



INCIDENT AND ACCIDENT REPORTING

Winter Weather Storm

Special circumstances will be reviewed with the Senior Pastor, **leaders** of Trustees, and SPRC. Notifications may be made through church telephone system and or local radio and television outlets.

Tornado/Severe Thunderstorms

During Normal Operations:

- Severe weather watch: Staff will monitor the warning with weather apps
- Severe weather warning: Take shelter in basement, stay away from windows.

During Special Functions (weddings, community meetings, etc.):

- Severe Weather Watch - Ushers monitor the warning with weather apps
- Severe weather warning: Take shelter in basement, stay away from windows.

WEATHER EMERGENCIES

MISSING CHILD / INFANT

- Notify church officer and search immediate area
- If child isn't found, call 911 immediately.
- Depending on the age of your child, thoroughly search all areas where a small child may play and fall asleep such as closets, inside large appliances including abandoned refrigerators, freezers, dryers, washers, and trunks of vehicles. Check areas where your child was last seen or may have played such as open or abandoned wells, caves, sheds, building, and crawl spaces.
- Notify Parent
- Notify OUMC Senior Pastor
- **Consider use of NCMEC, Missing Child, Emergency Response, Quick Reference Guide:** <https://www.missingkids.org/content/dam/missingkids/pdfs/publications/nc198.pdf>



MISSING CHILD / INFANT

ACTIVE SHOOTER / WORKPLACE VIOLENCE

If you ever have concerns that a situation may turn violent, report it immediately.

OUMC has defined a progressive escalation path for reporting behaviors of concern and threats/incidents of violence. These Procedures have been created to provide an appropriate, timely, and effective response.

While it is recommended that the escalation path flow consistently upstream (as defined below), you have the right to circumvent the defined levels of escalation if you are not comfortable with the reporting process. Once you have noticed any signs of potential violence, please take the following steps:

- Call 911 for imminent immediate danger
- If it is during a service notify and usher or clergy member immediately
- If it is a staff member, immediately notify the senior clergy of your observations
- If it is a parishioner or visitor, notify the senior clergy on site or front office staff.
- Staff members having a domestic violence protective order should report the order to the senior clergy. Parishioners are encouraged to report protective orders to clergy.

Recommended escalation path for reported incidents. Call 911 if imminent situation. In non-emergency situations, staff may bypass and defined levels of escalation, as appropriate. After hours emergency number: 984-999-0466

ACTIVE SHOOTER / WORKPLACE VIOLENCE

BOMB THREAT

Suspicious Letter or Package

- Leaking with something unusual
- Ticking
- Exposed wiring or other suspicious hardware
- No return address
- Incorrect address
- Addressed to someone unknown or name misspelled

Note: There may be any combination of the above indicators. Simply one may not warrant suspicion. If a suspicious letter or package is received; handle it as little as possible, move away from the immediate area, and immediately call 911.

BOMB THREAT

TELEPHONED BOMB THREAT

- Get as much information about the caller as possible.
- Keep the caller on the phone as long as possible -- DELAY -- ask the caller to repeat information.
- Tell a nearby co-worker to call 911
- Ask the following questions:
 - Where is the bomb located?
 - If time bomb, when is it set to explode?
 - What kind of bomb is it?
 - Why is the caller doing this?

Note details from the call: Gender, accent, speech impediment, age, background noises, unusual phrases, etc.

After Receiving Threat:

- Remain calm. Do not discuss the threat in public.
- Do not touch suspicious packages, letters, objects, etc.
- Do not start or repeat rumors.

Chapel Hill Police and Fire Departments will coordinate the search efforts

If a suspicious object is located:

- Do not touch it.
- Move away from immediate area.
- Call 911 to report the location and description.
- Evacuate

TELEPHONED BOMB THREAT

Four Steps to Take in a Medical Emergency Situation

1. **Assess the Situation:** Is the person bleeding or did they have a blow to the head, fall, or an allergic reaction? Are they experiencing any symptom specifically related to their illness? What were they doing prior to the emergency? Are they responsive? Are their pupils dilated or are they normal? Was there a complaint of pain or anything else relevant? What is different or unusual? Observations like these are important in anticipation of calling 911.
2. **Call 911.** Do this when you have even the slightest idea that someone is facing a life-threatening emergency. Do not attempt to take anyone with a potentially serious problem to the hospital yourself. Instead, call 911 immediately. Give the 911 operator as much information as you can so that emergency personnel can be fully prepared to assist when they arrive. It is crucial to accurately describe the situation and speak slowly and clearly when talking with the 911 operator. Mention any pre-existing conditions, such as a history of heart attack, diabetes, a bleeding disorder, or asthma.
3. **Loosen Any Tight Clothing.** Make sure the person has nothing constricting the airways, like a tight shirt or tie. Keep them in a comfortable position while you wait for help.
4. **Comfort and Communicate.** Talk to the person until 911 arrives. It is recommended to keep the person experiencing a medical emergency awake by talking to them, but do not encourage them to talk. Take slow, deep breaths to help stay calm.

For a caregiver, an emergency can be both alarming and frightening, but when you are prepared, you can make a tremendous difference in someone's wellbeing.

MEDICAL EMERGENCY

ACTIVE SHOOTER: How to respond

1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

3. Fight

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the shooter

How to respond when law enforcement arrives

- Remain calm and follow instructions
- Put down anything in your hands (i.e. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding onto them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

Information you should provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Identified Safe Areas to Hide:

- Basement
- Choir Room
- Youth Pastor Office/Brad's Office
- Food Pantry
- Kitchen in Fellowship Hall
- Pastor's Office
- Parlor

ACTIVE SHOOTER / WORKPLACE VIOLENCE

Fire, Police, Ambulance	911
Chapel Hill Emergency Management	919-968-2705
Orange County Emergency Management	919-245-6135
NC dept. of Emergency Management	800-858-0368
Carolinas Poison Control Center	800-222-1222
Town of Chapel Hill Crisis Unit	919-968-2806
Orange County Mobile Mental Health Crisis	877-967-8844
National Suicide Prevention Hotline	800-273-8255
UNC Medical Center	919-966-4131
UNC Medical Center Emergency Department	984-974-4721
Duke University Hospital	919-684-8111
Duke Energy Durham Office	800-777-9898
Dominion (GAS) Energy	877-776-2427
Orange County Water & Sewer (OWASA)	919-968-4241
Chapel Hill Police Office	919-968-2760
Chapel Hill Fire Dept. Office	919-968-2781

EMERGENCY PHONE NUMBERS

Duke University Hospital	919-684-8111
Duke Energy Durham Office	800-777-9898
Dominion (GAS) Energy	877-776-2427
Orange County Water & Sewer (OWASA)	919-968-4241
Chapel Hill Police Office	919-968-2760
Chapel Hill Fire Dept. Office	919-968-2781
Chapel Hill Fire Marshall	919-968-2007
Orange County Sheriff Administration	919-245-2900
NC Highway Patrol Hillsborough Office	919-732-2551 or 919-732-8022
FBI Office in Raleigh	919-380-0144
Orange County Health Department	919-245-2400
American Red Cross	919-489-6541
NC Center for Missing Persons	800-522-5437
Committee for Missing Children	800-525-8204
Chapel Hill/Carrboro City Schools	919-967-8211
Orange County Public Schools	919-732-8126
Chapel Hill Transit	919-969-4900
EZ Ride (Chapel Hill)	919-969-5544

EMERGENCY PHONE NUMBERS