

DISASTER PREPAREDNESS PLAN
Unity Presbyterian Church
303 Tom Hall Street—Fort Mill SC 29715

EMERGENCY . . . CALL 911

**Get Out
NOW**

FIRE . . .

Person Who Discovers Fire:

- Call 911.
- Pull fire alarm in the hallway.
- If small fire, use fire extinguisher.
- Notify church office.

Leader / Teacher of Occupied Room:

- Evacuate building using emergency exit routes and walk into the cemetery.
- Turn off lights and close the door as you leave the room to contain the fire.
- Once in the cemetery, account for all persons.
- Do not return to the building until a church staff member and a first responder notify you.

BOMB THREAT . . .

- Pull fire alarm to evacuate the building.
- Call 911 to report the threat.
- Evacuate building using emergency exit routes and walk into the cemetery.
- Once in the cemetery, account for all persons.
- Do not return to the building until a church staff member and a first responder notify you.

**STAY IN
Building**

MEDICAL . . .

- Call 911 and provide the exact location of incident.
- Have someone alert the church office (or on Sundays, the Deacon Desk) and then meet first responders outside.
- Clear the area around the person.

WEATHER . . .

Office Staff Member / Designee:

- Notify all rooms and offices that “we are under a weather warning and to shelter in place.”
- Designate person to warn those outside.
- Delay dismissal until the danger has passed.

Leader / Teacher of Occupied Room:

- Move everyone to shelter areas (follow “Stay In Building” routes) and away from windows.
- Direct all to assume a duck and cover position.
- Wait for instruction before leaving shelter area.
- Account for all persons.

NUCLEAR . . .

- Listen to local media for details of emergency.
- Warn others in the building.

For more information on these and other safety issues or to become involved with the Safety Ministries Team, please contact the church office.