

# OLA Ministry Leaders Emergency Procedures

## Safety Concerns

The safety of all people on our campus is a top priority. We want all our members and guests to feel safe and secure at all times.

Safety begins with each of us. If something does not look or feel right, it probably isn't. Please be alert and diligent at all times.

You may want to print this information and keep it with you during your meetings and events.

***It is imperative to get everyone present to safety and call 911 first if faced with an emergency situation, either non-violent or one you would consider threatening.*** Then contact clergy/staff.

## Campus Security Firm

Due to the increased violence at churches and schools – and in our ongoing effort to keep our community safe – we have hired a security firm that will have personnel onsite 7 days a week.

## Safety/in case of fire

In case of fire, ***it is imperative to get everyone present to safety and call 911.*** Then notify clergy/staff.

Fire extinguishers can be found in the following locations (they are visibly marked):

### Chanel Center

- Outside doors in Library

### Church – First Floor

- Outside the Daily Chapel
- By the bathrooms
- In the sound/light room next to the choir

### Church – Second Floor

- Hallway, and
- Upper Room under the sink

### Marist Hall

- Center of room near kitchen

### Moylan Hall

- Kitchen
- To the right of the girls bathroom

### Murray Center

- Both sides of stage
- By bathrooms,
- In lobby by double doors

### Parish Office Conference Room

- At the exterior door (church side) across from the meeting space.
- At the end of the hall at the opposite end of the hallway.

### School Library

- At doors

### The Upper Room

- Under sink

### Youth Room

- At the exterior door (church side) to left as you exit youth room exterior door.
- At the end of the hall at the opposite end of the hallway.

## **Medical Emergency**

In case of a medical emergency, call 911 immediately. Then notify clergy/staff.

Clergy or Staff members will notify parish security, but if possible, please wave him/her down for assistance.

### **AED (Automated External Defibrillator)**

The 911 operator may ask you if you have access to an AED (Automated External Defibrillator). An AED is an easy-to-use medical device used to re-establish heart rhythm in those experiencing sudden cardiac arrest. Easy to follow instructions are included with the device.

AEDs are located in the following spaces:

#### Church

First Floor near bathrooms

#### Moylan Hall

Kitchen

#### School

By elevator

Gym lobby

2<sup>nd</sup> Floor across from Teacher's Lounge

### **First Aid Kits**

There are first aid kits located in the meeting spaces listed below.

#### First floor of Church

By bathrooms

#### Second floor of Church

Under sink in Upper Room

#### Marist Hall

Over fire extinguisher

#### Moylan Hall

Kitchen

#### Parish Office

On top of refrigerator in the kitchen

## Where to Send First Responders

If you call 911 it is important that you know provide accurate information to assist first responders in finding you.

- Give 911 the correct address:
  - The address of the Parish Office/Youth Room/Parish Office Conference Room is 1406 Hearst Drive.
  - The address of the Church/Preschool/Moylan Hall is 1350 Hearst Drive.
  - The address of the School/Chanel Center/School Library/Marist Hall/Murray Center is 1320 Hearst Drive.
  
- If possible, send ministry members outside to key points to point the way for police:
  - At the entrance by the playing field.
  - On lower level to point to upper level as needed.
  - At entrance doors.
  - You may have to have multiple people within sight of one another to properly direct first responders.
  - For the Parish Office/Youth Room/Parish Office Conference Room someone will need to wait at the street where Hearst Drive and Lanier Drive intersect.

## Notify Parish Clergy/Staff Immediately

Once the authorities have been contacted, the next step is to contact the parish clergy/staff as follows:

- Monday – Friday during office Hours (8am-4pm/3pm in summer): Contact the parish office at 404-261-7181.
- After Hours and Weekends: Call the rectory at 404-365-0508.
- If you cannot reach the Office or Rectory: Contact Benny Strozier (404-316-6080), Business Manager, or Anne Stephens (678-879-8290), Communications Director.
  
- Clergy or Staff members will notify parish security, but, if possible, please wave him/her down for assistance.

**Please note that the personal numbers listed in this section are for emergencies only and not for general parish/ministry business.**