

SAFETY GUIDELINES

Education Building, Room 101

FIRE



Evacuate to designated location.

1. Line up children at the door with an adult at each end.
2. Count children.
3. Check classroom and nearby bathroom.
4. Take clipboard for attendance with you.
5. Give signal to start evacuating.
6. Close door upon exit to prevent spread of smoke.
7. Do not attempt to extinguish fire. Use fire extinguisher only if you have no path to exit.
8. Follow primary evacuation route to **Evacuation Assembly Point at 12th and Colorado** on east sidewalk (map on right). Count children to confirm headcount. Wait for further instructions.



TORNADO



Take shelter in designated location.

1. Line up children.
2. Take clipboard for attendance with you.
3. Close door behind you.
4. Proceed to **nearest Severe Weather Assembly Point** which may be the hallway away from windows or an inner room with no windows.
5. Keep low to the ground and help children remain calm.
6. Wait for a staff person to notify you when the warning is over.

LOCKDOWN



Lock door and get out of sight.

A lockdown takes place if a threat is found inside the building.

1. Escape the building if it is safe to do so. Know alternative exits/windows accessible to your room.
2. If escape is not an option, take cover in the nearest room.
3. Lock the door.
4. Barricade the door with furniture or any objects that would prohibit entry.
5. Cover door, turn off lights, and silence cell phones.
6. Stay calm and quiet.
7. Be prepared to fight using anything as a weapon.
8. Wait for a staff person to notify you when the area is safe.

CALLING 911



Get medical attention.

Say the following: "We have a medical emergency at First United Methodist Church at **1201 Lavaca St. Austin, TX 78701**. The person is [State Injury or Illness]. The closest entrance is near **Colorado and 13th Street** marked **Colorado 1**. I'm in **Education Building Room 101**." (Answer any questions from the dispatcher.)

Report incident to church office at 512-478-5684.

REPORTING



Record and report incident.

An incident is a situation involving 1) abuse of any kind - mental, physical, emotional, or sexual abuse; 2) an injury due to an accident; or 3) possession of illegal or indecent property such as weapons, drugs, or pornography.

Incident Reports can be found online at fumcaustin.org/incident, in classroom notebooks, and at church office. Witnesses or participants are required to complete an Incident Report and turn in at church office for further investigation.

SAFETY GUIDELINES

Education Building, Room 102

FIRE



Evacuate to designated location.

1. Line up children at door using evacuation rope, with each child holding onto rope and one adult at each end.
2. Count children.
3. Check classroom and nearby bathroom.
4. Take clipboard for attendance with you.
5. Give signal to start evacuating.
6. Close door upon exit to prevent spread of smoke.
7. Do not attempt to extinguish fire. Use fire extinguisher only if you have no path to exit.
8. Follow primary evacuation route to **Evacuation Assembly Point at 12th and Colorado** on east sidewalk (map on right). Count children to confirm headcount. Wait for further instructions.



TORNADO



Take shelter in designated location.

1. Line up children.
2. Take clipboard for attendance with you.
3. Close door behind you.
4. Proceed to **nearest Severe Weather Assembly Point** which may be the hallway away from windows or an inner room with no windows.
5. Keep low to the ground and help children remain calm.
6. Wait for a staff person to notify you when the warning is over.

LOCKDOWN



Lock door and get out of sight.

A lockdown takes place if a threat is found inside the building.

1. Escape the building if it is safe to do so. Know alternative exits/windows accessible to your room.
2. If escape is not an option, take cover in the nearest room.
3. Lock the door.
4. Barricade the door with furniture or any objects that would prohibit entry.
5. Cover door, turn off lights, and silence cell phones.
6. Stay calm and quiet.
7. Be prepared to fight using anything as a weapon.
8. Wait for a staff person to notify you when the area is safe.

CALLING 911



Get medical attention.

Say the following: "We have a medical emergency at First United Methodist Church at **1201 Lavaca St. Austin, TX 78701**. The person is [State Injury or Illness]. The closest entrance is near **Colorado and 13th Street marked Colorado 1**. I'm in **Education Building Room 102**." (Answer any questions from the dispatcher.)

Report incident to church office at 512-478-5684.

REPORTING



Record and report incident.

An incident is a situation involving 1) abuse of any kind - mental, physical, emotional, or sexual abuse; 2) an injury due to an accident; or 3) possession of illegal or indecent property such as weapons, drugs, or pornography.

Incident Reports can be found online at fumcaustin.org/incident, in classroom notebooks, and at church office. Witnesses or participants are required to complete an Incident Report and turn in at church office for further investigation.

SAFETY GUIDELINES

Education Building, Room 103

FIRE



Evacuate to designated location.

1. Place infants in evacuation crib or carry in arms depending on number in room.
2. Count infants.
3. Take clipboard for attendance with you.
4. Give signal to start evacuating.
5. Close door upon exit to prevent spread of smoke.
6. Do not attempt to extinguish fire. Use fire extinguisher only if you have no path to exit.
7. Follow primary evacuation route to **Evacuation Assembly Point at 12th and Colorado** on east sidewalk (map on right). Count infants to confirm headcount. Wait for further instructions.



TORNADO



Take shelter in designated location.

1. Place infants in evacuation crib or carry in arms depending on number in room.
2. Take clipboard for attendance with you.
3. Close door behind you.
4. Proceed to **nearest Severe Weather Assembly Point** which may be the hallway away from windows or an inner room with no windows.
5. Keep low to the ground and help children remain calm.
6. Wait for a staff person to notify you when the warning is over.

LOCKDOWN



Lock door and get out of sight.

A lockdown takes place if a threat is found inside the building.

1. Escape the building if it is safe to do so. Know alternative exits/windows accessible to your room.
2. If escape is not an option, take cover in the nearest room.
3. Lock the door.
4. Barricade the door with furniture or any objects that would prohibit entry.
5. Cover door, turn off lights, and silence cell phones.
6. Stay calm and quiet.
7. Be prepared to fight using anything as a weapon.
8. Wait for a staff person to notify you when the area is safe.

CALLING 911



Get medical attention.

Say the following: "We have a medical emergency at First United Methodist Church at **1201 Lavaca St. Austin, TX 78701**. The person is [State Injury or Illness]. The closest entrance is near **Colorado and 13th Street marked Colorado 1**. I'm in **Education Building Room 103**."
(Answer any questions from the dispatcher.)

Report incident to church office at 512-478-5684.

REPORTING



Record and report incident.

An incident is a situation involving 1) abuse of any kind - mental, physical, emotional, or sexual abuse; 2) an injury due to an accident; or 3) possession of illegal or indecent property such as weapons, drugs, or pornography.

Incident Reports can be found online at fumcaustin.org/incident, in classroom notebooks, and at church office. Witnesses or participants are required to complete an Incident Report and turn in at church office for further investigation.