

BUMC SAFETY & EMERGENCY PROCEDURES

FOR TWK ANNUAL CONFERENCE

In case of any emergency, the Executive Director, Director of Operations, or the Safety and Security Manager, for Brentwood UMC and the Bishop for the TN Conference will be in communication with one another and will coordinate any public directions or announcements that will be given.

For all emergencies, notify the Connection Point Desk in the Narthex immediately.

FIRE ALARM- GENERAL EVACUATION

In case of a fire, an automatic message will go throughout the building and into each room.

DO NOT USE ELEVATORS. All occupants should leave the building through the nearest exits and move to the parking lots away from the building. Be aware of emergency vehicles coming into area and do not block their access. Do not leave the parking lot either on foot or in your vehicle until directed or released.

TORNADO WARNING (ONLY)

Tornadoes are valid threats for this area and directions should be followed promptly and not taken lightly. Staff or a designated staff member will issue tornado evacuation orders. A weather radio, television, or computer will be on and monitored during severe weather.

Special note: Hallways are not safe if containing windows and glass. Imminent or actual tornado directions: Crouch and cover head, avoid center of rooms. In restrooms, move into stalls, crouch under sink bases or in the floor.

Sanctuary

Worship Services or other activities in the Sanctuary will not be disrupted unless danger is imminent. This will not be a drill. Remain calm and follow directions as given. The Worship leader should give directions in calm voice to start evacuation procedure.

- Remain calm and act quickly.
- Staff will assist in directing persons in the balcony and side tiers to move to the bottom floor of the building. First floor sanctuary will use the stairs off the Narthex or front of the Sanctuary to reach first floor. Attendees should not use the exit doors.
- **If there isn't enough notice, the worship leader, along with the assistance of staff and ushers, should direct attendees to move away from all windows. Move toward the middle of the Sanctuary or Narthex, crouch, and cover head quickly.**
- Place all children under pews. All other persons should get into the "take cover position" or under a pew if available. The take cover position is crouching forward and covering head with arms.
- The worship leader will announce to parents that the children in nursery or classrooms are already in a safe location.

Haney Hall and Main Floor Classrooms

- If time permits, evacuate everyone from rooms and go to bathrooms or downstairs to first floor interior hallway. Avoid hallways where windows are present.
- Otherwise, all persons should move to wall farthest from windows, get onto the floor and be prepared to get into the “take cover position.” Crouch on floor and cover head. Those who are physically unable should be allowed to sit in chairs for their comfort.
- Lower blinds to cover windows completely. The staff will notify everyone when danger has passed, and it is safe to return to activities.

Music Area and First Floor Rooms

- Immediately move everyone in all areas of the lower floor into the singles area or music hallway.
- Close and move away from any exterior hall doors.
- Everybody should get onto floor and be prepared to get into the “take cover position.” Crouch on floor and cover head.
- If the situation is urgent and people are unable to evacuate the area, they should crouch or lie on the floor with their heads covered. Adults should protect their children by crouching over them.

Tabernacle Area – First Floor

- Immediately move everyone in all areas of the youth area into the interior hallways and/or along the walls of the youth choir room.
- Close and move away from any exterior doors.
- Everybody should get onto floor and be prepared to get into the “take cover position.” Crouch on floor and cover head.

Third Floor

- Immediately move everyone in all areas of the third floor into the interior hallways.
- Close and move away from any exterior windows and doors.
- Everybody should get onto floor and be prepared to get into the “take cover position.” Crouch on floor and cover head.

Fourth Floor

- Immediately move everyone in all areas of the fourth floor to the **third-floor** interior hallways.
- Close and move away from any exterior windows and doors.
- Everybody should get onto floor and be prepared to get into the “take cover position.” Crouch on floor and cover head.

MEDICAL EMERGENCIES

Medical Personnel will be onsite throughout Annual Conference. Notify the Connection Point or Receptionist of any emergencies. First Aid Room is C220 near Narthex and Connection Point desk.

If you are faced with a medical emergency, below are some basic first aid steps you can take.

- **Remain Calm.**
- **If victim loses consciousness or is unresponsive call 911.**



- **Notify the Guest Services Desk or Leslie Hotzfeld, Executive Director of BUMC (615-500-5208),** who will notify the appropriate emergency services and/or medical unit.
- **Do not leave the victim alone.** Encourage the victim to sit – do not force to recline. If comfortable doing so, question the victim about symptoms, known medical conditions, when symptoms started or how injury occurred. This should be relayed to the responding medical units. If possible, ask the victim if someone should be notified. Reassure the victim that help is on the way.
- **Urgent symptoms** are severe chest pain, shortness of breath, decrease in consciousness, visible injuries, or weakness on one side of body with difficulty speaking or severe headache. Call 911 in case of urgent symptoms.

Brentwood UMC is equipped with AEDs (Automated External Defibrillators) in various marked locations throughout the building.

INTRUDER/ACTIVE SHOOTER

- If louds pops or the distinct sounds of gunfire occur, screaming, and/or yelling, it could be an active shooter situation.
- **Stay Calm. Do Not Panic.**
- **Call 911 immediately.** If known, give as detailed as possible a description of the subject(s) that is in the building.

Run, Hide, Fight

- **RUN** – Attempt to evacuate. Run away from any threats or sounds of gun shots. Use the stairs. Do not use the elevators.
- Continue to evacuate to the outside of the building from the closest exit and get behind cover or concealment as far away from the building as possible.
- **HIDE** – If not able to RUN, hide in an area out of the attacker’s view.
- Lock doors and block or barricade with heavy objects such as desks, filing cabinets, etc...
- Stay out of view from windows.
- Turn off lights.
- Silence your cell phones. Remain as quiet as possible.
- **DO NOT OPEN THE DOOR OR LEAVE UNTIL INSTRUCTED OR ESCORTED BY THE POLICE.**
- **FIGHT** - If there is no other option, fight.
- A coordinated effort with others is best. Remember any object can be used as a weapon to defend yourself or others.