



# **Emergency Action Plan**

## **Florida Annual Conference of The United Methodist Church**

**Conference Center  
450 Martin Luther King, Jr. Avenue  
Lakeland, FL 33815**



**April 2011**



## **OVERVIEW**

In the interest of employee and guest safety, these procedures have been developed to provide a uniform basis for achieving a systematic and orderly evacuation plan, as well a coordinated response to other emergency situations.

Even though great care was devoted to the design and construction of our building, a well-planned and executed emergency program to prevent and respond to unsafe conditions must follow its systems. We must be prepared to cope with emergency situations.

When emergencies do occur, the ability to respond quickly with a coordinated effort by trained personnel operating as a team is vital to any emergency procedure. Prompt action will reduce, if not eliminate, the probability of personal injury and will minimize damage and disruption to our activities.

While this plan contemplates many of the emergencies that could be anticipated for a building of this size, occupancy, and location, the true strength of any emergency plan is the people themselves. It is the responsibility of each employee to familiarize themselves with the following:

- The entirety of this Emergency Action Plan
- Emergency stairwell location, fire exits
- Location of fire alarm pull stations
- Location of fire extinguishers

## **FIRE EMERGENCY**

### **EMERGENCY ALARM AND FIRE DETECTION SYSTEM INFORMATION:**

It is important that all employees are aware of the fire protection system of the Conference Center. The Center has the following fire emergency equipment:

- Pre-signal fire alarm system (fire alarm pull stations) located in every main corridor
- Smoke detectors, both interior and air conditioning duct based
- Automatic sprinkler system
- Fire extinguishers, located in the emergency stairwell on each floor
- Zone and general audible alarms
- Strobe lights

### **SHOULD A FIRE BE DETECTED:**

- Sound alarm (alarm pull stations are located in all corridors). This will activate all fire alarms and warning strobes. The alarm monitoring company will be notified by the fire system, which will notify the Fire Department.
- Only attempt to extinguish a fire if you can safely do so, while leaving open access to the nearest emergency exit. Do not risk injury attempting to extinguish a fire.

### **EVACUATION PROCEDURE:**

- If you occupy an enclosed office, close the door as you leave
- Do not delay evacuation by looking for personal items
- Exit building via closest emergency stairwell
- **DO NOT** use elevators. (When instructed, elevators can be used by handicapped and fire department personnel)
- Department supervisors will quickly check to ensure that their staff/visitors have evacuated



- Do not go to your automobile and attempt to remove it. This could hinder access by emergency vehicles
- Our meeting site in the event of an evacuation is the back parking furthest away from the building

#### **EVACUATION ROUTES:**

All persons should immediately go to the nearest stairwell on the floor they are on. Emergency stairwells are clearly marked and can be found on each floor at the east and west sides of the building. Evacuation procedures are to be implemented any time the alarm sounds.

#### **EVACUATION MEETING SITE:**

- Call 911
- Upon arrival at the exterior meeting site, do not mingle and socialize. Immediately locate your supervisor/department and remain quiet so that a headcount can be taken
- Leave the area directly in front of, and directly behind, the building clear for emergency vehicles
- Do not try to re-enter the building for any reason
- Department supervisors will perform a personnel head count to ensure all have evacuated. Remember the need to account for known visitors to the building

### **SECURITY / INTRUDER**

#### **BUILDING SECURITY INFORMATION:**

The Conference Center is equipped with an integrated security protocol that combines exterior and interior security features. Exterior security features include building and grounds lighting, surveillance cameras and exterior entrance locks. Interior features include reception panic buttons, motion sensors and department entrance controls.

All employees should be aware that the most important security feature of the Conference Center are the exterior door locks. All exterior doors should remain closed and locked at all times, as they provide a physical deterrent to a potential intruder. The main Conference Center doors in the front are considered to be a "monitored" entrance and therefore can remain unlocked during normal business hours.

#### **INTRUDER:**

For non-hostile potential security situations in the lobby, if assistance is needed by the receptionist in dealing with a visitor, contactor or employee, the receptionist should immediately and discreetly attempt to summon assistance by contacting both Facility Management and Ministry Protection.

If the security situation becomes potentially hostile, the lockdown panic button at the reception desk should be pressed. This will send an audible alarm (alarms located on every floor) to the entire building that the lockdown protocol should begin immediately.

Note that the lockdown protocol may also be implemented due to a security situation in the immediate vicinity of the building.

#### **LOCKDOWN PROTOCOL:**

Should the alarm go off, thereby signaling a security threat, the following lockdown protocol should be implemented:

- Immediately stop what you are doing
- Lock all interior doors that access common areas and remain in departmental areas
- Remain out of sight from interior doors



- Keep quiet
- Supervisors will complete a headcount
- Release from lockdown only when appropriately notified

The construction of the Conference Center makes lockdown protocols for the third floor a challenge. Personnel on the third floor should lock themselves in an interior room, as possible.

During an active lockdown, personnel from Facility Management and Ministry Protection will respond to the situation in the lobby and determine the need to contact the police.

If the situation is obvious that the police should be immediately called, the Receptionist and/or Credit Union should notify the police without delay.

## **SEVERE WEATHER**

Upon notification that a tornado or other threatening weather is imminent, all employees and guests should go to the nearest adequate shelter area immediately. Adequate shelter areas in an office building are interior offices or corridors without glass windows. Office doors should be closed to avoid danger of shattered glass.

The construction of the Conference Center makes sheltering from severe weather a challenge. The first floor has a small below ground level equipment room that is suited for an emergency shelter. Emergency stairwells and bathrooms are also acceptable areas.

Supervisors should complete a head count. Remain in the sheltered area until advised the danger period has ended.

## **HURRICANE**

### **PREPARATION OF OFFICES:**

- A supply of plastic bags or rolls of plastic to cover your monitor and computer equipment will be provided
- Each person is responsible for securing their work areas, especially if your office/workstation has a window exposure
- All valuable data is to be stored on a "network" drive, which is backed up daily by IT– remember your "local" drive is not backed up
- If you have a laptop, take it with you
- If you occupy an enclosed office, close the door as you leave

### **AFTER STORM PROCEDURES:**

In the event of a catastrophe, please contact your direct supervisor to let them know your status. You will be provided with instructions for reporting to work, as you are able.

The Conference will also attempt to contact all employees to distribute relevant information. Further instructions will be given to all employees at that time based upon prevailing conditions.

## **MEDICAL EMERGENCY/ INJURY**

Should an employee or visitor sustain a serious injury or have a medical emergency:

- Do not move the injured person
- Call 911
- Provide assistance, as possible
- Notify the Plan Coordinator(s)
- Isolate and secure the area

Non emergency medical situation or injury:

- Call 911 if necessary
- Provide first aid as needed (First aid kit located in the 2<sup>nd</sup> floor breakroom)
- Notify Plan Coordinator(s)

## **BOMB THREAT**

In the event of a bomb threat, please follow the instructions outlined below.

- Write down the exact words of the caller. Try to get as much information as possible. If the threat was left as a voice mail, do not delete it.
- Advise your department manager immediately
- Advise Ministry Protection immediately
- Advise the Facility Management immediately
- The police will be notified by a department supervisor. Upon arrival, they will recommend whether or not the building should be evacuated. Follow their instructions.
- Do not pull the fire alarm
- Be prepared to help the police search your offices
- If the building is evacuated by the police, take purses and/or briefcases with you
- If the building is evacuated, go to the evacuation meeting site. (back parking lot away from the building)

## **POWER FAILURE**

Our offices are designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect an isolated area of the building or some larger portion of the surrounding geographic area.

All floors and public areas are equipped with independently powered exit signs and emergency lights. These will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed:

- Contact Facility Management
- Continue performing assignments as possible
- If you are instructed to evacuate, lock all areas
- If you are trapped in an elevator during a power failure, press the emergency button which automatically dials the emergency line and wait for assistance. Do not force the door or try to escape through the roof hatch.
- Facility Management will attempt to advise you regarding the length and cause of the power failure as soon as possible.



## **RESOURCES / GENERAL INFORMATION**

Fire/Rescue Department	911
Police Department	911
Ambulance	911
Human Resources	Extension 194, 135, 129
Facility Management	Extension 120, 122
Ministry Protection	Extension 137, 126, 199
Poison Control Center	800-222-1222
Polk County Emergency Management	863-534-5600
First Aid/Medical: Located in the 2 <sup>nd</sup> floor breakroom	

## **EMERGENCY ACTION PLAN COORDINATORS:**

PRIMARY:	Mark Thomas, Director of Ministry Protection	Extension 137
SECONDARY:	Wendy McCoy, Director of Human Resources	Extension 129
	Albert Talavera, Facility Management	Extension 120