



ONE WAY BAPTIST CHURCH
EMERGENCY ACTION PLAN
STAFF AND LEADERSHIP
EVACUATION PROCEDUAL MANUAL

The following information outlines the procedure on how staff and leadership personal will conduct an orderly evacuation of the church in the event of an emergency situation. Until such time as an electronic integrated alarm notification system is installed in the church, air horns will be utilized to announce a mandatory evacuation.

The One Way Baptist Church is divided into different color coded zones. (See diagram depicted inside the OWBC EAP) From inside the sanctuary facing the pulpit, the seating section on the left, as well as the choir stand and Pastors seating is referred to as the **GREEN ZONE**. This section upon an evacuation will exit the sanctuary through the exit doors next to the organ.

There are usually 4 ushers on duty during service. The usher on the left side of the sanctuary upon an evacuation will stand and direct the green section towards the exit doors indicated. No one will be allowed to exit the double doors on the left side of the VSL booth. One of the ministers sitting at the front of the green section will be responsible for getting up and opening the exit door. At the same time a deacon will stand up and give verbal directions to the green section on where to exit. They will also assist the choir in exiting. A secondary exit door, should the primary exit be unusable for the green section will be through pastor's office.

The security member assigned to the left side of the church will be responsible for securing the pastor and seeing to his safe exit.

YELLOW ZONE:

The two seating sections in the middle of the sanctuary, as well as the VSL booth and the administrative office will be referred to as the **YELLOW ZONES**. This section will exit the sanctuary through the center double doors.

The two middle ushers will open the double doors and a deacon at the front of the yellow section will stand and give verbal directions to this section on where to exit. A parking lot attendant will be responsible for going to the front main doors of the church and securing them open. These doors will not stay open on their own so props have been provide inside the cabinet next to the doors. The parking lot attendant will also make sure that both bathrooms are clear.

BLUE ZONE:

The seating section on the right side of the church, as well as the musician stand will be referred to as the **BLUE ZONE**. This section upon an evacuation will exit through the exit door going out into the fellowship area.

The usher on the right side of the sanctuary as well as the security team member will open the exit door leading to the fellowship area. A deacon next to the blue zone will stand and give verbal directions to exit through the indicated exit. A security team member will ensure that the exit door in the fellowship areas leading to the outside is open.

It is important that an evacuation be done in a calm and orderly manner. Clear and distinct directions should be given at all times. It is important that an air of confidence be eluded while giving directions. No one will be allowed to reenter the church once evacuated. Remind parents that their children will be taken to the rally point location, being in front of the ministry building on the far end of the parking lot.

It will be the responsibility of the ministers and deacons to assist all disabled persons. Remember to ask the person on how best you can assist them. Usually it is best to wait until the crowd is cleared before bringing out the disabled person.

All exits will have a color coded symbol above the door to correspond with their zone.

The Bernard Buhl Worship Center. The Children's Ministry Worship Area Evacuation Procedure:

The Junior Classroom and the Reaping Room will be referred to as the **BLACK ZONE**. All persons in these rooms will exit the building through the doors next to the book display case.

The Nursery and Children Sanctuary will be referred to as the **RED ZONE** and all persons in these rooms will exit through the exit doors inside the children's sanctuary.

All children and nursery workers will assume the responsibility of taking the children to the rally point location. A sign-in roster is utilized for the children ministry area and this roster should be taken to the rally point area to account for all the children. Remember the last person leaving the classrooms should leave the door open.

In the event of a weather emergency all children will be escorted into the main sanctuary. No one will go outside during a weather emergency.

Ministers, Deacons and Security Team Members, know that our children safety is a top priority. If you are not engaged in actively assisting in some area, please go and assist in the children's ministry area to make sure all children get out safely.

It is the duty and responsibility of all Staff and Leadership personnel to become familiar with this evacuation plan and assist in any way possible in the safe, orderly and efficient evacuation of the church when necessary.

“God is our refuge and strength, a very present help in trouble” (Psalm 46:1).