



Mars Hill Baptist Church

EMERGENCY EVACUATION PROCEDURES QUICK REFERENCE SHEET

Fire Reporting

1. Call 9-1-1, provide information.
2. Notify parishioners in the immediate area of the fire.
3. Pull the nearest fire alarm box (located near each stairwell/exit).
4. Proceed with evacuation.

Local Fire Alarm/Evacuation *(designated by an alert tone and flashing strobe lights)*

1. Leave classroom doors open and lights on, and proceed to the nearest stairwell exit, Security will check bathrooms and classrooms and close doors.
2. Assist those needing evacuation assistance and report to the designated area.
3. Evacuate outside to assembly area, east & west sides of the building (1,000 feet from building.), as appropriate.
4. Report to an EEMT member or their designee to advise of area clearance.
5. Remain in the evacuation/assembly area until the fire department or Director of Building/Grounds announces an "all clear" or you receive other instructions.

Full Building Alarm/Evacuation *(an alert tone, strobe lights and announcement)*

1. Leave classroom doors open (except where fire/smoke is located, close door), leave lights on and proceed to the nearest stairwell exit. Security will check bathrooms/classrooms and close doors.
2. Assist those needing evacuation assistance and report to the designated area.
3. Everyone must evacuate to the designated areas, ground level assembly areas on the paved asphalt pathways west(Austin) & east(Mayfield), 1,000 feet from building. **Do not** cross Lake Street.
4. Remain in the assembled area until the Fire Department or Director of Building/Grounds announces an "all clear" or you receive other instructions.
5. Do not attempt to move vehicles from parking lots and street.

Tornado Shelter/Evacuation

1. Upon notice of a tornado shelter/evacuation, leave classroom/office, ensure clearance and close doors, take personal valuables (i.e., purse) and move to protected core areas of each floor.

2. Remain in the shelter area until an "all clear" is announced.

Medical Emergencies

1. First, contact EEMT/MERT member in the nearest vicinity.
2. Dial 9-1-1 (if possible, from a land line phone close to the victim) for ambulance assistance.
3. Meet ambulance personnel (EEMT member).

Kids Kingdom

In the event of an emergency evacuation, parents are not permitted to go to Kids Kingdom/YADIG for their child. The children will also be evacuated to the east(Mayfield) & west(Austin) sides of the building.