



EMERGENCY ACTION PLAN

First Congregational Church of Ithaca (FCCI) has established a Health and Safety Taskforce to create a plan in case of an emergency. This is designed to help all of us know how to respond to various types of situations such as if there is a fire, medical emergency or active shooter within our building. Please review this information and share it in appropriate ways with your children.

Whenever you are at FCCI, it is essential to know where the nearest exit is to you!

In case of a Fire, identify your nearest exit, calmly & quickly leave the building!

In the case of a Medical Emergency:

- One person should **Call 911** and give your specific location: **309 Highland Rd.**
- Get the attention of those around you, including an usher, and/or a member of the health/safety team. If needed, an announcement will be made from the pulpit for the need for medical personnel.
- **Have someone get the AED and first aid kit located in the hallway across from the Minister's office.**
- Ask someone to wait outside the nearest exit to assist emergency personnel to the exact location of the emergency. Move other people away from the emergency into a different space.

In the case of an Active Shooter emergency:

- **Run:** Have an escape route in mind; keep your hands visible.
- **Hide:** Get out of the shooter's view; silence your phone.
- **Fight:** Only if in imminent danger: fight; throw something at the shooter; be aggressive.

Once outside the building, call 911. Give location of shooter; number of shooters; clothing description; type of weapon; potential victims.

Things to keep in mind during any emergency:

- To the best of your ability, get out of harm's way.
- Do not worry about your personal belongings.
- Be aware of your environment so you will always know your nearest exit.
- Upon exiting the building, **stay out of the way of emergency personnel.**
- Do not drive away. This will impair emergency vehicles from arriving quickly.
- Stay in the area so that you can account for and be reunited with family and friends.

For Ushers (or other church workers):

- **Remain calm.**
- Ensure that 911 has been called and someone is getting the AED/First Aid Kit (as needed).
- Assist (as able) with medical emergencies and ensure that someone is directing emergency personnel to exact site of emergency.
- In case of fire, assist people in exiting the building as quickly as possible.
- Try to assist those with special needs.
- Ensure that the doors are free of obstructions.
- Direct people to the nearest exit. Try to keep the entrances free from congestion so emergency vehicles can get to where the emergency is happening.

No matter who you are, or where you are on life's journey, You are always welcome here.