

## Emergency Evacuation Location

In the case of a fire or intruder emergency, please take classes BEHIND the small storage garage in the southeast corner of the parking lot. Group the classes



### IN CASE OF AN INTRUDER:

(at Wesley Free Methodist Church, Anderson, IN)

In light of school violence events in our world, and in order to provide a safe environment for our families, WRC will enact the following **preventive measures**:

1. All exterior entry doors will remain locked from 10am to 3pm. The front desk attendant will allow members in through the gymnasium doors as needed.
2. Handheld Radios:

The 6 handheld radios will remain in the following locations during the co-op day:

- Board Room
- Front Desk
- Nursery
- Gym Hall Monitor
- Nursery Hall Monitor

- Upstairs Hall Monitor

The radios are to communicate emergency information throughout the day. They should remain ON during co-op hours. Radios will be recharged between co-op days in the upstairs storage room across from the preschool.

3. The Board will continue to review and maintain a list of members who regularly carry firearms and a list of members who are nurses/first responders.
4. Routinely, the Board will conduct fire and tornado safety drills during a co-op day.
5. The Board will purchase and maintain needed supplies for preventative and safety measures.

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**In the event of an intruder who means harm to the cooperative members, execute the following emergency action plan:**

**If you hear the Air Horn alarm, execute this plan and get to safety.**

Statistics show that most likely an intruder will be familiar with WRCHE, the church, or both.

The *Evacuation Meeting Location* is behind the white garage structure on the east side of the parking lot.

Front Table Attendant and Board Members:

1. If an intruder enters through the gym doors, the front table attendant will radio for help and get as many people as possible out the doors leading away from the gym (going outside, into classrooms, into the kitchen, into the bathrooms). Evacuate to the *Evacuation Meeting Location*.
2. One Board Member will close the Board room door and activate the air horn. The others will call 911 and secure/barricade doors. They will use the radio and the REMIND app to communicate with other members if possible.
3. If safe to do so, any Board Members in the Boardroom will open the stage access door to bring people into the Boardroom or use that door to escape to help others get out of the gym.

Hall Monitors:

1. Nursery Hall Monitor: immediately go to the Nursery and assist nursery monitors with getting babies/toddlers out of the building or securing the classroom. For evacuation, use the two fold-out wagons to transport babies and get out through the doors near the sanctuary or go around the corner through the upstairs-wing doors and exit through the exterior doors of that wing. **Close and secure the doors to that wing when possible.**

If the option to get out is too dangerous, secure the nursery door as quickly as possible and put all the children in the nursery bathroom.

2. Upstairs Hall Monitor: Notify teachers to secure their doors or evacuate if possible. Clear the hallway; get as many people outside or into classrooms as possible. Close the hallway and basement doors. Once doors are secured, help remove preschoolers and children out of the building, or if it is too dangerous to evacuate, lock down in a bathroom or classroom.
3. Gym Hall Monitor: Notify teachers of the intruder and secure the doors leading from the gym to the hallway with door stops. Clear the hallway; get as many people as possible outside or into classrooms.

#### Teachers:

**Do not try to find your own kids! Trust that their teachers are taking care of them.**

1. You only have seconds to secure your classroom door with the door stop and furniture. Keep the students calm and quiet.
2. After the door is secured, if your classroom has a window, break it and get the students out of the building. Evacuate to the *Evacuation Meeting Location*. Take attendance of your students, keep all students with you, and do not leave them. Perform first aid if needed. Wait on emergency first responders. Board Members will check in with teachers to be sure everyone is accounted for.
3. If evacuation is impossible, be prepared to distract the intruder and fight with whatever means necessary.

#### All Other Adults:

1. Clear the hallway; get as many people outside the building or into classrooms as possible.
2. Help teachers secure their doors and get out of the building through those classrooms.
3. RUN if you can, HIDE if you can't, FIGHT as a last resort.

#### Non-Gym Door Breach:

The plan remains the same, the only change is who radios for help. The hall monitor/adult closest to a radio calls for help and another (teacher, volunteer, Board member) calls 911.

**Radio Alert:** Depress the side button and say: "*Intruder Alert + (your location).*" (for example, "Intruder Alert, Playground doors.")

Our location is **Wesley Free Methodist Church. Address is 3017 W 8th Street, Anderson, IN.**