



Bellevue United Methodist Church 7501 Old Harding Pike Nashville, TN 37221	Policy # 151229	REV. A
<p style="text-align: center;">Emergency Procedures Bellevue United Methodist Church</p> 	APPROVAL	DATE
	<u>Written:</u> Jerry Wiley	10.07.2015
	<u>Approval Trustees:</u> Chair 	10.07.15
	<u>Approval Church Council</u> <u>Co- Chairs D. Killebrew, J. Williams</u>	2.22.16

Revision History

LTR	DESCRIPTION	DATE	APPROVED
1	Draft release	07.04.2015	JW
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EMERGENCY PROCEURES BELLEVUE UNITED METHODIST CHURCH

PROCEDURES IN THE EVENT OF A FIRE/ALARM

The possibility exists for a fire to occur within our church. A fire might be detected by someone in the church or a smoke detector. These procedures outline our response to a fire alarm.

SITUATIONS:

1. Fire protection is provided to the church by the Nashville Fire Department operating out of the Bellevue area. The nearest fire station is located near the Bellevue library. Response time to the church, under normal circumstances is less than 5 minutes.
2. The fire alarm system at Bellevue United Methodist church consists of smoke detectors and pull stations located throughout the church. We have 19 fire alarms located throughout the church. We have 11 pull stations located throughout the church.
3. Fire extinguishers are located at strategic locations throughout the church. Cooking equipment in the CLC kitchen is protected by a hood suppression system. There are no sprinklers located in the church. We have 9 ABC fire extinguishers and 2 water extinguishers located throughout the church.

ASSUMPTIONS:

1. Many of our parishioners are disabled and will require assistance should be have to evacuate the church.
2. A fire in the church will most likely not involve the entire building. It is expected that one or more fire zones will remain tenable during most fires.

CONCEPT OF OPERATIONS:

1. If a person in the church detects excessive smoke or a fire, go to the nearest pull station and pull the fire alarm. Ensure that anyone in the immediate area is told to evacuate the building quickly. No one should attempt to put out a fire unless

he or she has been properly trained in the use of a fire extinguisher. Go to the Welcome Center entrance and wait for the fire department to arrive. Advise them of the location of the smoke and/or fire.

2. **Should a fire occur on Sunday morning when we have many people in the church, evacuation during church services will be a situation requiring great cooperation on the part of everyone in the church.** We must follow these procedures:
 - a. If a fire is detected someone must pull the nearest pull station.
 - b. Everyone must evacuate the building through the door nearest their location. For those in the sanctuary, those to the right of the dais should leave through the north door and go outside to the far area of the parking lot.
 - c. For those directly in front of the dais, leave through the main door to the sanctuary. Once outside move quickly but safely to the outside of the parking lot.
 - d. For those closest to the Welcome Center, leave through that doorway and move to the outside of the parking lot.
 - e. For those children and teachers in the nursery hallway, leave through the Columbarium entrance and move to the far side of the parking lot.
 - f. **REMEMBER!** Assist those disabled parishioners and help them move outside. All ushers and trustees must help the evacuation go as smooth as possible by helping wherever possible. Ushers and trustees should close all interior doors to help contain a fire. When the fire department arrives assist them as necessary.

PROCEDURES IN THE EVENT OF A TORNADO

ASSUMPTIONS:

1. We must recognize that although tornadoes are rare in the Bellevue area, they have still shown up in areas around us. With that in mind we must still be prepared to respond should we be notified of one in our area.

2. Experience has shown that tornadoes don't last very long, but when they occur, they can do great damage. We must also understand that our church building was not designed to protect us from tornadoes, so we must use what we have to the best of our ability.

CONCEPT OF OPERATIONS:

1. Under normal circumstances we would hear a wavering siren that tells us that a tornado has been spotted in the area. When we hear it we must respond as quickly as possible and move to the safest location in the building.
2. We want to stay away from windows and doors if at all possible in order to protect ourselves from flying debris.
3. Should we be in the church and hear the wavering siren, we will move quickly but safely to the hallway outside of the 300 series rooms and chapel. Although there is one window in the choir room, we may need to use that room for overflow. We will sit against the walls the entire length of the hallway beginning just outside of the men's restroom.
4. Should there be anyone in the nursery area, close all doors to the rooms and sit in the hallway outside of the rooms.
5. Should there be anyone in the small fellowship hall, close the doors to the room and sit in the hallway near the library.
6. Should there be anyone in the CLC, move into the small hallway just outside of the kitchen and sit on the floor. Close all doors leading to the CLC and the kitchen.