

PROCEDURES & EVACUATION



Emergency 911

Findlay Police
419.424.7150

Findlay Fire
419.424.7129

Hanco EMS
419.422.3838

Hancock County Sheriff's Office
419.422.2424

Poison Control Center
800.222.1222

LOCATION ADDRESS:

Findlay Village Mall
1800 Tiffin Ave
Findlay, OH 45840

Incident Report forms
can be found at
CreekHelp.com/hr-links

PANIC BUTTON on Habitec Security
keypad throughout building.
(SEE HABITEC PAGE)

IMPORTANT NUMBERS

Call 911.

Say the following: **“We have a medical emergency at CedarCreek Church at Findlay Mall, 1800 Tiffin Ave. The person is [state injury or illness]. We are in [room # and building].”** Also, answer any questions from the dispatcher.

Notify staff.

Go to outside door or have someone else go to direct EMS.

If you are dealing with a **minor injury**, treat it; call the emergency contact if necessary. Medical kits are located at “Medical Team” on map.

Complete an incident report that day. Return it to the Operations Director.

Provide comfort and support to the individual.

Do NOT attempt to move the individual unless he/she is in danger.

MEDICAL EMERGENCY

Tornado Watch (conditions right for a tornado)

- Stay calm. Move indoors if outside.
- Monitor local news.

Tornado Warning (a tornado has been spotted)

- Stay calm. Move indoors if outside.
- Make announcement.
Use radio or announce by person to groups.
- Take cover.

If there are any injuries, call 911.

Follow Medical
Emergency Plan.

TORNADO

Stay calm. Call 911.

Follow Run, Hide, Fight procedures.

Alert and move: Alert police and others in the building. Move away from the threat.

If you are outside and the threat is immediate, then evacuation from the threat may be the best decision; if the threat is not immediate, then locking down inside may be best.

If you go to the safe room, remain in locked safe room area until an “all clear” is given. (SEE MAP)

INTRUDER/ACTIVE SHOOTER



Stay calm.

Pull fire alarm. When a fire is detected that cannot be put out by use of a fire extinguisher, go to the nearest fire alarm station and pull the lever.

Start evacuating. Stay calm and follow the evacuation maps as posted.

Follow evacuation route to rally area outside of building. (SEE NEXT PAGE)

Begin to determine if there is anyone that didn't make it out. Give the head count to the fire department.

Stay away from the building. Do not reenter the building until an all clear is given by the fire department.

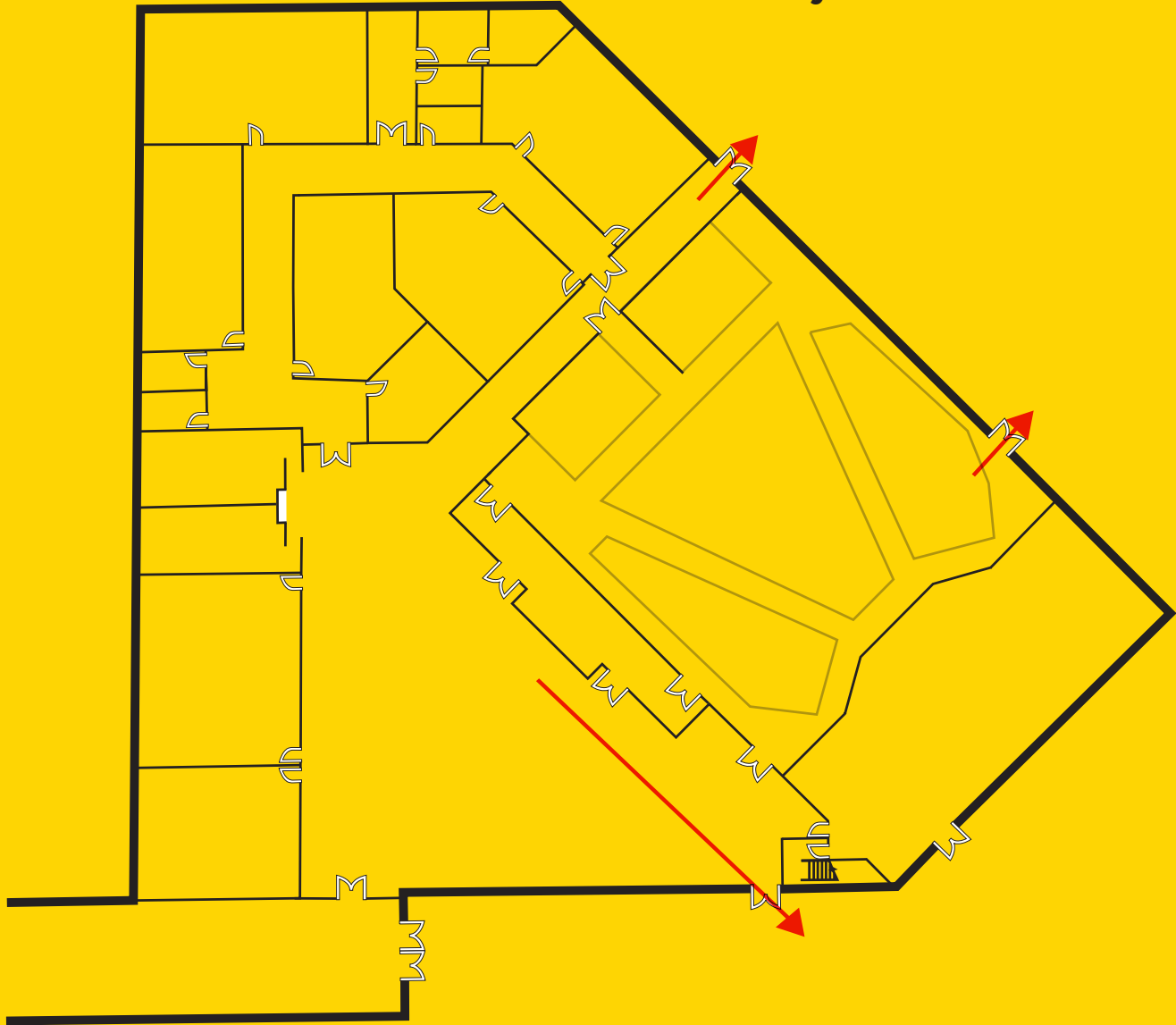
DO NOT use elevators.

DO NOT move toward smoke or obvious fire.

DO NOT attempt to fight the fire unless you are properly trained and can do so safely.

FIRE

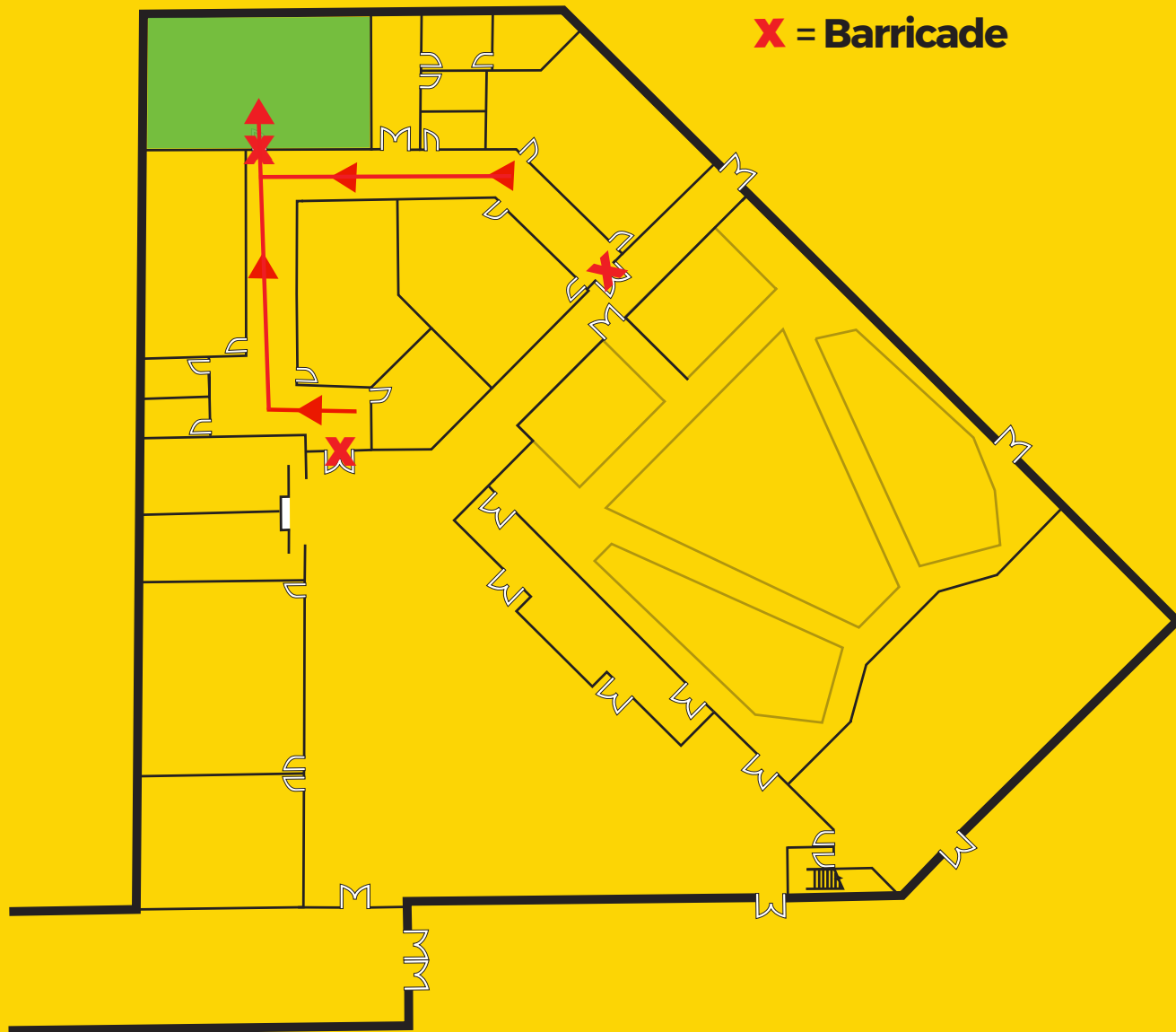
Leave the building and head to the parking lot.
Call 911 and account for everyone.



EVACUATION ROUTE MAP

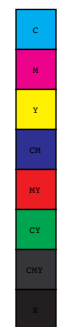


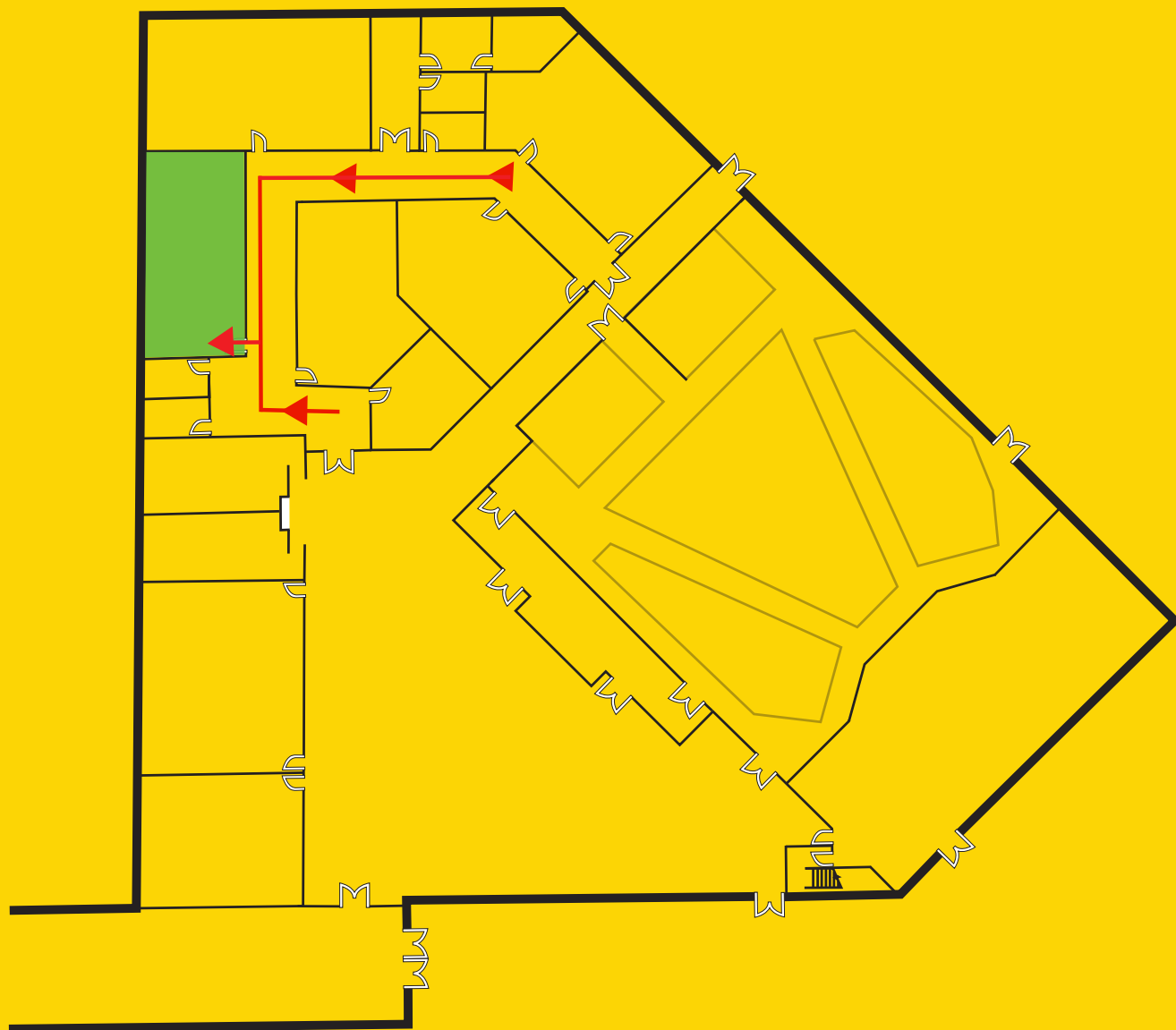
X = Barricade



**Stay Calm, Move to safe room
and barricade, pull curtains.**

SAFE ROOM MAP





Stay calm.

**Move to Preschool
Large Program room.**

Follow severe weather policies.

SEVERE WEATHER MAP



Turn all radios to **Safety Channel.**

Let safety team know that there is a missing child so that they can secure the perimeter and watch for a child that is alone.

The Kids Director will stop programming and have the group leaders count the number of children in their group and compare that with your check-in sheet. **Keep your check-in sheet with you. Also make sure the DreamTeam are accounted for.**

Kids Director assigns people to search for the missing child. **If the child is not located within 5 minutes, call the parents of the child and if they don't have the child, call the police.** Programming can continue and the search should not stop.

MISSING CHILD/KID CHECK

Distress Code

Each panel has a distress code. This code is used when you need to silently call for police. When you use the code, it will disarm, allow access through the door, and at the same time call for the police to respond to the distress code.

The code for all campuses is 4199# or 4199 command.

Emergency Code

The emergency codes are activated by pressing the 2 corresponding buttons at the same time. By doing this, Habitec is notified and sends police, EMT or fire depending on the codes pressed. On some key pads the (!) means EMT/Medical.

(SEE THE PHOTO FOR AN EXAMPLE. IN THIS EXAMPLE POLICE WERE CALLED.)



HABITEC CONTROL PANELS

LOCATION OF FIRST AID KITS
Stocked and checked by the Safety Team.

EQUIPMENT LOCATION