



WEST TOLEDO  
**PROCEDURES  
& EVACUATION**



# Emergency **911**

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Poison Control Center  
**800.222.1222**

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**PANIC BUTTON** on Habitec Security  
keypads throughout building  
(SEE HABITEC PAGE)

LOCATION ADDRESS:  
**2600 West Sylvania Ave  
Toledo, OH 43613**

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Incident Report forms  
can be found at  
[CreekHelp.com/hr-links](http://CreekHelp.com/hr-links)

# IMPORTANT NUMBERS



## Call 911.

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Say the following: **“We have a medical emergency at CedarCreek Church at 2600 West Sylvania Ave. The person is [state injury or illness]. We are in [room # and building].”** Also, answer any questions from the dispatcher.

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## Notify staff.

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

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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.

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

Provide comfort and support to the individual.

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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.**

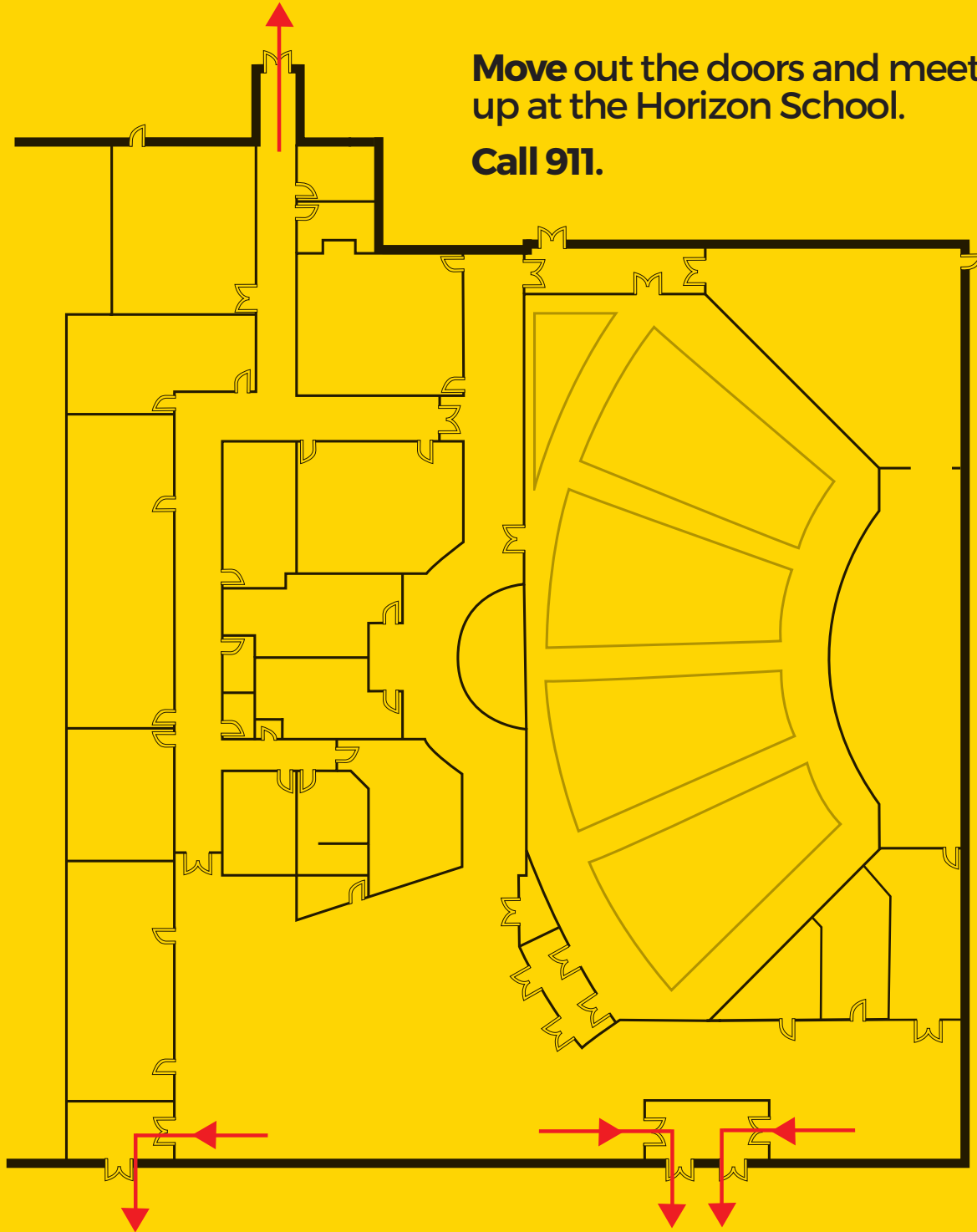
**DO NOT move toward smoke or obvious fire.**

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

**FIRE**



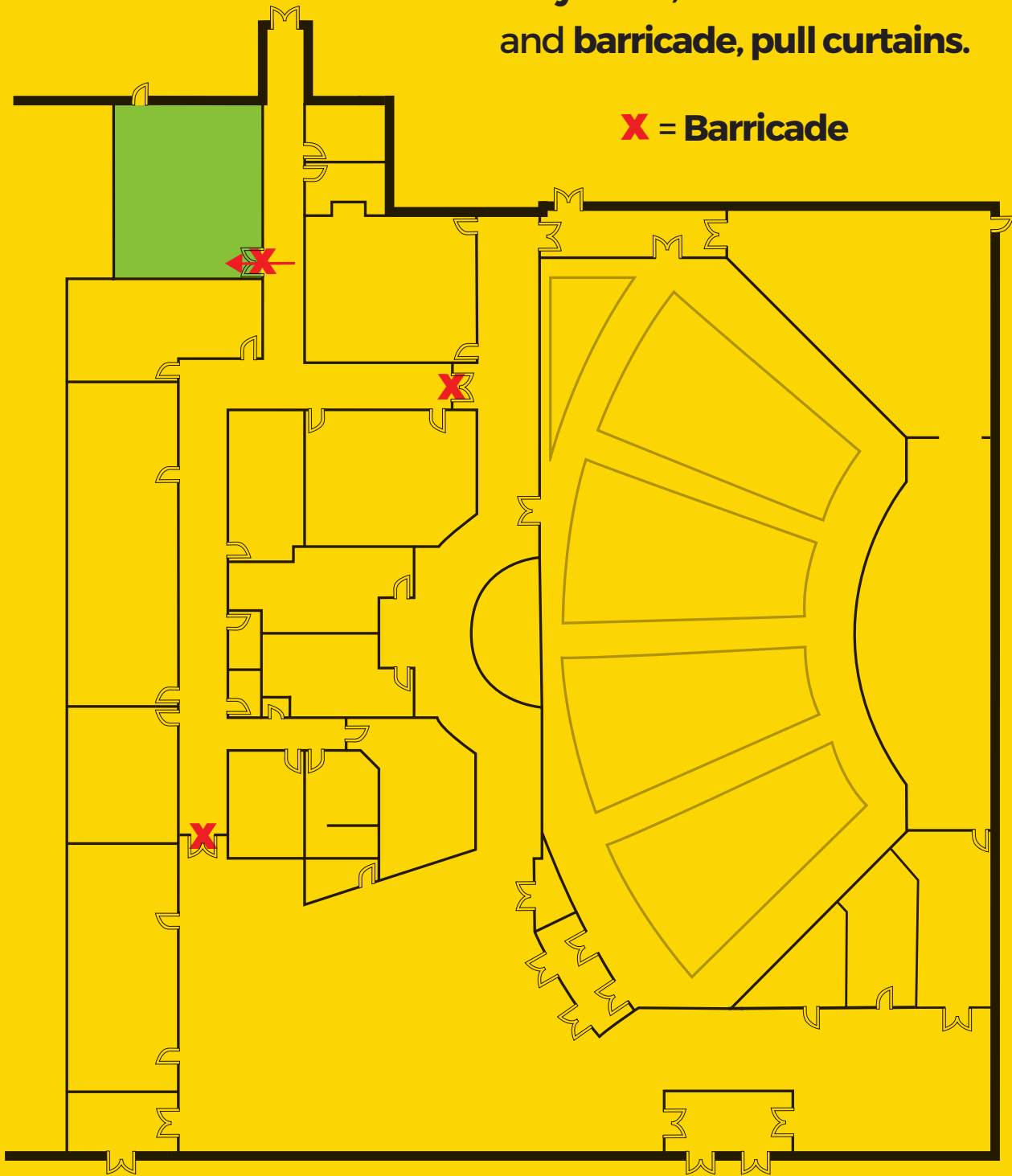
**Move out the doors and meet  
up at the Horizon School.  
Call 911.**



# EVACUATION ROUTE MAP

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

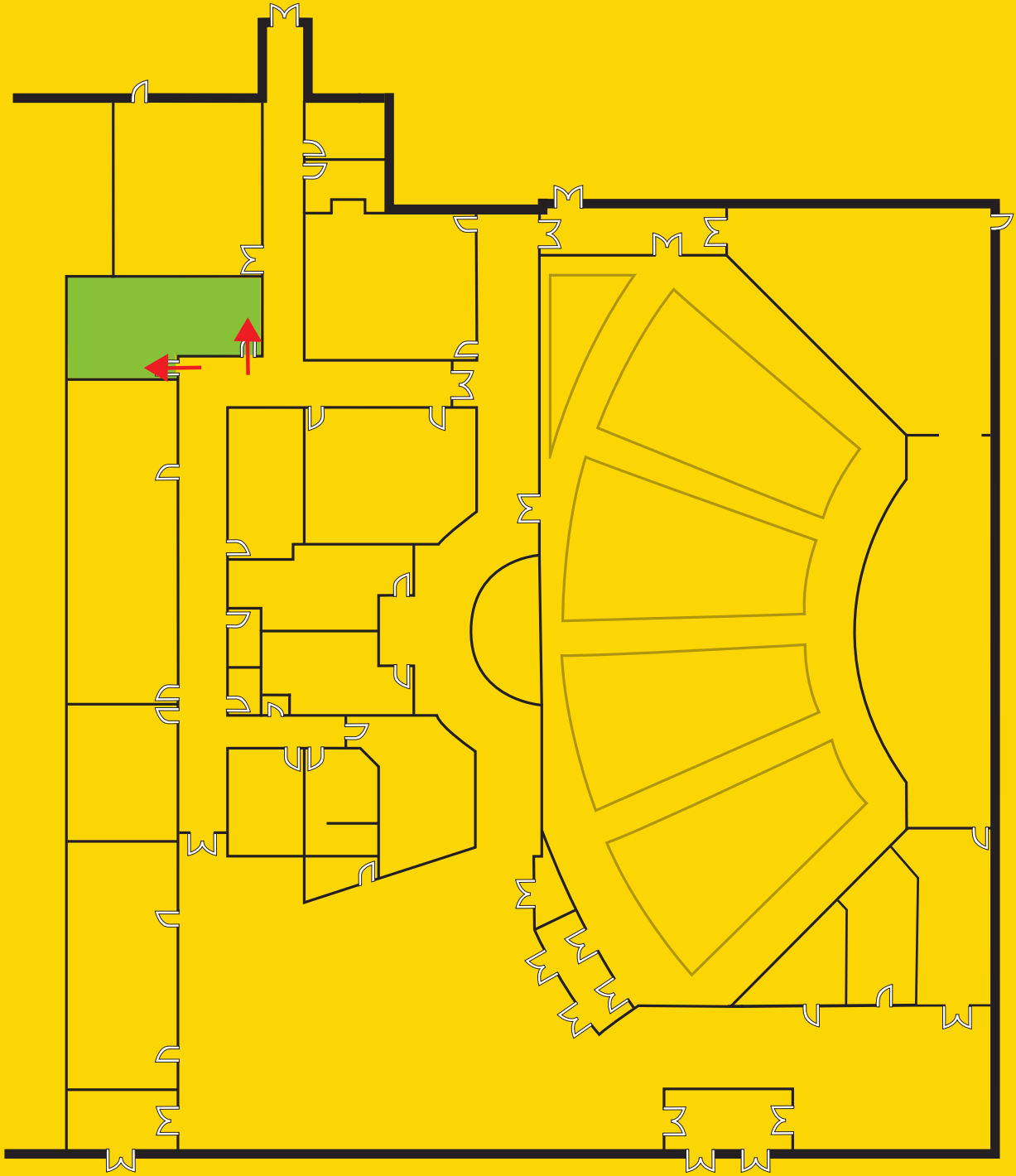
**X = Barricade**



# SAFE ROOM MAP







# 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**

