

Emergency Plan
First Presbyterian Church
Dixon, IL

A. Upon receipt of news of a Tornado Warning or Severe Weather warning during a worship service or event the following procedures will be followed:

1. If a tornado/severe weather warning is announced one hour prior to a scheduled worship service or event, the event will be cancelled. Communication of the cancellation will be placed on the church Facebook page. Telephone calls will be made by the minister/elder to appropriate staff and church members.
2. If a tornado/severe weather watch occurs during a service or event the congregation will have the option to remain in the building or to go home.
3. If a tornado/severe weather warning is issued or if sirens are heard, the leadership members (the minister and session members) will instruct congregation members to the basement as follows:
 - a. In the sanctuary, church members will be directed out of the pews to exit through the southeast and southwest doorways.
 - b. The elevator will not be used during this evacuation procedure.
 - c. Church members are to proceed down the southeast and southwest staircases to the center worship room.
 - d. A leadership member will proceed downstairs to move everyone into the center room to avoid exterior walls and glass windows. This will include moving everyone from the nursery, classrooms and restrooms. Doors are to be closed and lights left on.
 - e. If church members are unable to descend the stairs they are to gather in the hallway between the sanctuary and kitchen.
 - f. After the sanctuary is emptied the minister and session members will ensure the doors are closed and the lights remain on. The upper room, narthex, kitchen, social hall, elevator room, offices will be checked to ensure everyone is evacuated.
 - g. The leadership members who remained on the first floor will meet in the hallway between the sanctuary and hallway to assess that all areas have been evacuated.
 - h. A flashlight and battery operated radio will be available on the hat rack in the first floor hallway and in the east bathroom cabinet on the basement level.
 - i. Everyone is encouraged to keep their cell phone available for use.

- j. First Aide kits are available for use. They are located in the cabinets in the upstairs bathroom and the east bathroom on the basement level. A kit is also accessible in the kitchen.

B. In the case of fire the leadership team will instruct the church members as follows:

1. Everyone in the sanctuary is to leave the building by way of the nearest Exit doorway.
2. The Nursery employee will exit the children in the nursery to the Exit doorway which is across from the nursery. The nursery attendants and children will gather in the parking lot to ensure all children are accounted for.
3. Sunday school teachers will exit with their children at the closest Exit door on the basement level. They will gather in the parking lot to ensure all children are accounted for. Children will be dismissed to their parents.
4. Doors should be closed and lights left on while exiting the building.
5. The elevator room on both floors is designated as a safe fire area.
6. The leadership team will assist those individuals and children who have difficulty in evacuating the building.
7. Everyone will meet in the church parking lot.

C. Annual review and distribution will include:

1. This procedure will be reviewed annually by the session at the January meeting.
2. A copy of this procedure will be given annually to the Nursery employee and the Sunday school teachers.
3. Emergency lighting and Exit Signs will be tested annually.