



SAINT STEPHEN'S
EPISCOPAL CHURCH

Public Emergency Plan

Updated: December 2022

Telephone Numbers

For all Emergencies: Call 9-1-1

Tell the 911 Dispatcher:

- You are at Saint Stephen's Episcopal Church
in Vestavia Hills

3775 Crosshaven Drive

- Describe the emergency
- Identify the building or room where the emergency is happening

Send an adult to the street to guide the first responders to where they are needed.

Other Important Numbers:

Rector: John Burruss: 901-830-7966

Parish Administrator: Zac Brown: 334-301-7040

Vestavia Hills Police: 205-823-1153

Vestavia Hills Fire Department: 205-823-1296 Office: 205-978-0225
(Our local Station is Number 5 at 3241 Cahaba Heights Road)

Hospitals:

| | | |
|----------------|--------------|-----------|
| Grandview: | 205-971-7000 | 4.3 Miles |
| Brookwood: | 205-877-1000 | 4.3 Miles |
| St. Vincent's: | 205-939-7000 | 6.6 Miles |
| UAB: | 205-934-3411 | 7.5 Miles |

IN THE EVENT OF AN EMERGENCY A LEADER SHOULD TAKE ACTION

“Leaders” are Parish Staff, Ushers, and Vestry Members.

Leader responsibilities include the following:

- ☐ Be familiar with the building and the names of the various rooms in the building.
- ☐ Be trained in CPR and First Aid.
- ☐ Call 911 first to report an emergency and then call others (**page 1**).
- ☐ Respond to and summon help for a **medical emergency** (**page 3**).
 - Be trained in First Aid and CPR training
 - Know the location of the nearest First Aid Kit and AED.
- ☐ Know how to direct an **evacuation** of the building (**page 4**).
- ☐ Respond to and summon for help for a **fire emergency** (**page 5**).
 - Know the locations of the manual fire alarm pull stations.
 - Know the location of the nearest fire extinguisher and how to use it.
- ☐ Know the procedure for **Lock-Down/Shelter-in-Place** (**page 6**).
- ☐ Know what to do in the event of a **severe weather** (**page 7**).
- ☐ Know what to do in the event of a **utility emergency** (**page 8**).

Medical Emergency

Call 911 for all medical emergencies. Be prepared to tell them:

- Your Name
- Address: St. Stephen's Episcopal Church,
3775 Crosshaven Dr, Vestavia 35223
- Where in the church help is needed
- Number of people involved
- Nature of injury or illness
- Remember to stay on the line until help arrives, if possible.

Send someone outside to wait for/flag down the ambulance and direct EMTs to where help is needed.

Administer CPR or other First Aid as needed.

AEDs (Automatic External Defibrillators) and **First Aid & Stop-the-Bleed Kits** are in wall-mounted boxes in the following locations:

- At the end of main hallway nearest the Nave near Library and Choir Room.
- At the main entrance to the Parish Hall
- On the Ground Floor in the Elevator Lobby
- In Carpenter Hall on the main level hallway near the main lobby

The **AEDs** are fully automated. Follow the verbal instructions that will start when you open the AED pack.

If a First Aid Kit is opened and items used, please report it to the Parish Administrator after the situation is cared for.

EMERGENCY EVACUATION

After calling 911, in the event of a fire, bomb threat, intruder, electrical, chemical, or other emergency that requires evacuation of the building:

- **During business hours:**
 - If you are at a desk with a land-line phone, while the phone is ON the hook dial 700 to sound an “All Call” and advise everyone in the building that they need to evacuate immediately using the closest exit that is safe, based on the threat.
- If a **church service or other gathering** is in session:
 - Send someone to the Nursery, Carpenter Hall and other areas where people are situated to evacuate those areas.
 - Interrupt the service or event and instruct those in attendance to evacuate through the closest exit that is safe, based on the threat.
 - In the Nave, direct the choir and first few rows closest to the altar to exit down the stairwell by the choir seats. Direct everyone else out through the main doors of the Nave and either down the stairwell and out the main entrance doors or down the hallway to the courtyard doors.
 - Assist everyone with mobility issues by appointing ushers or others to help those who need it.
 - Ask everyone to make their way to the parking lot of St. John’s.
- Make sure everyone is accounted for.
- Do not re-enter or approach the building until the authorities have cleared the building and say it is okay to re-enter.

Fire Emergency

Know where the fire alarm pulls and fire extinguishers are located throughout the buildings.

If you detect smoke and/or fire and the alarm is not sounding activate the alarm by pulling the closest switch.

Initiate **evacuation procedures** (page 4). Do not use the elevators.

Call 9-1-1 as soon as possible after moving to a safe area. Use cell phone. Tell them you need Vestavia 911.

- Appoint someone specific to do this if you cannot.
- Our address is 3775 Crosshaven Dr, Vestavia 35223
- Give: your name, phone number, location. Describe the situation.
- Send someone outside to wait for/flag down the fire truck.

Isolate the fire by closing doors as you evacuate. The fire door in between the hallway and Gathering Space on the 2nd floor will come down as soon as the power goes off or when the fire alarms sound.

Fire blankets are in the Sacristy and in the sound booth of the Nave.

Do not re-enter the building until it has been cleared by the fire department. To open the fire door near the Crossroads, keys can be found in the pantry next to Room 226.

Fire extinguishers are in wall mounted cases throughout all the buildings. Use a **fire extinguisher** only if you know how to do so and feel the best course of action is to attempt to extinguish the fire.

Full Building Lock Down

The Rector and Parish Administrator may direct a full building lockdown or partial building lockdown based on the information provided at the time of the emergency.

An “All Call” will be issued to advise everyone in the building that the building is under lockdown. (“All Calls” are made from one of the land-line phones while phone is ON the hook by dialing “700”).

Once the “All Call” is issued:

1. Lock and secure all exterior doors.
2. If Preschool or Nursery is in session, lock and secure all preschool interior doors.
3. Lock and secure the office doors.
4. Inform others in the building that the building is in Lock Down and direct them to a safe area to wait until the Lock Down is ended.
5. Call 911. Tell them you need Vestavia 911.

SEVERE WEATHER

If inclement weather is in the area, ensure that your smartphone is set to receive weather alerts and that you will be notified when an alert is received.

For Severe THUNDERSTORM WARNINGS and Tornado WATCHES:

- Advise all staff members of the weather condition.
- Monitor for updates.
- Terminate outdoor activities and seek shelter indoors.

For a Tornado WARNING:

- Advise all staff members of the weather condition.
- Advise all persons inside the building to go to first floor.
- Monitor continuously for updates.
- Do not use elevators.
- Move all staff and children to a designated location.
 - If possible to move between buildings, Carpenter Hall basement can be used for shelter underground.
 - For administrative offices, the safest places are the bathrooms and the closet in the financial manager's outer room that holds the safe.
 - In the pre-school, rooms 124, 125 and 126 are the safest.
 - Once absolutely certain the storm has passed:
 - Follow medical emergency procedures if needed (page 3).
 - Check the building for any damage such as fire or utility emergency and call 9-1-1 if needed.
 - Notify the Rector/Parish Administrator as soon as possible with update of conditions.

For Snow/Ice/Hurricane:

Advise all staff members and leaders of planned events of the weather conditions and monitor for updates.

UTILITY EMERGENCIES

POWER FAILURE:

- The building's emergency lights should come on automatically.
- Contact Alabama Power at 800-888-2726 to notify of power outage.

GAS LEAK:

- If any person smells gas, act quickly.
- Open windows and doors IMMEDIATELY.
- Extinguish any candles or other open flames.
- Do NOT turn any lights on.
- Call 911, tell them you need Vestavia 911, and report a possible gas leak.
- Follow evacuation procedures (page 4).
- Do not return to the building until the proper authorities deem it is safe.

WATER LEAK OR OUTAGE:

- In the event of the loss of water, contact Birmingham Water Works at 205-251-3261.
- In the event of a leak, turn off water from the source and report to the Parish Administrator.