



FIRST AID & EMERGENCY PROCEDURES

The address of the church is **4556 Telegraph Road**.

There are 3 **AEDs** on campus found in the following locations:

- Sacristy on wall next to sink
- Rectory Lower Level meeting room on wall closest to Telegraph
- School on wall next to gym door next to the quilt display

Telephones are found in the following locations:

- Church in the usher's closet
- Rectory Lower Level meeting room in hallway by the kitchen area

There are small basic **First Aid Kits** in the following locations:

- Church in the usher's closet
- Parish Center kitchen/bar area
- Rectory Lower Level meeting room in the kitchen

For more serious injury or incident, please fill out an **Incident Report** and give to the **Director of Operations & Finance** at the rectory. A copy of the incident report may be found with each first aid kit. When in doubt about whether or not to fill out an incident report, go ahead and fill one out and turn into parish. The **Incident Report** can be found in the forms section.

FOR TORNADO WARNING

Go to lowest level possible away from windows and doors and put as many walls as possible between you and the outside. If possible, get under a sturdy table and cover your head and neck with your arms.

FOR EARTHQUAKE

Drop down onto hands and knees and cover your head and neck with your arms. If possible, get under a sturdy table and stay away from windows and any objects that could become falling debris.

FOR FIRE

As quickly as possible, follow exit signs to leave the building. Move far away from the building.