

# **The Way I Woodstock Safety and Disaster Policy and Procedures**

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# The Way I Woodstock Safety/Disaster Guidelines

## Procedure Notebooks

- The Safety/Disaster Guidelines notebook will be well marked and Red in color.
- A copy of the Safety/Disaster Guidelines will be kept in the Worship Media Booth, Welcome Desk in the Children's Area and in the church office.
- A copy of the evacuation plan will be posted in each children's class room.

## Safety Coordinators

- Each worship experience will have two Safety Coordinators, one in charge of worship and the other in charge in the children's area.
- The Safety Coordinators will be listed as servants in Planning Center. If they are not able to fulfill their roll, a trained staff member will take over for them.
- The Safety Coordinator must be trained, show proficiency, and have the ability to lead others.
- The Safety Coordinator must take charge and provide orders to be followed, which must be clear and direct.
- The Safety Coordinator must have one of the safety walkie talkies with them at all times before/during/after worship. The walkie talkie will be stored and charged while not in use in the church office.
- The Safety Coordinator must have access or know the location of the Red Safety/Disaster notebook and Disaster equipment, i.e., blow horn, walkie talkie, etc.
- The Children's Area Safety Coordinator will check each Safety Box in each classroom daily. Each box will include a flashlight, guide rope and a copy of the safety/Disaster procedures.

## Training

- Biannual training will be offered for all staff, directors, coordinators, leaders, teachers, ushers and servants. This training will be done by the Safety/Disaster Committee.
- All teachers and ushers must be trained in Safety/Disaster policies before serving, since they will play a vital role in these procedures. Training for these positions will be conducted as necessary. This training will be done by the Safety/Disaster Committee.

# The Way I Woodstock Weather Closing Procedure

Regardless of the The Way's announced schedule of openings or closings, always use your best judgment about your local conditions. Please do not put safety or health at risk by trying to come to The Way when conditions appear unsafe or dangerous.

## **Decision Team:**

Lead Pastor, Trustee Chairperson and Communications Director

Contact Information (April 2023)

Lead Pastor – Andy Rogers - 770-309-4470

Trustee Chairperson – Ron Richmond - 678-575-8925

Communications Director - Allen McMullen - 678-982-5363

## **Procedure:**

### **Worship**

When inclement weather begins, the Lead Pastor, Trustee Chairperson, and the Communications Director will assess the condition of the Church premises, the city and county overall to determine accessibility. A decision will be made by 6:00am Sunday morning whether to cancel worship. Announcements will be made on the website and through the resources listed below.

### **Where To Communicate:**

- The Way's Social Media
- WSB-TV
- Email Blast

### **Church Office/Building Procedures:**

The Church office/building will follow the winter weather closing schedule of Cherokee County Schools.

# The Way I Woodstock Disaster Procedure

For the protection of all building occupants, everyone MUST be informed and understand what to do in the event of a Disaster that warrants the church to lock down or take any other necessary actions.

## **Decision Team:**

Designated Safety Coordinators

## **Procedure:**

- Call 911
- Press and hold the Red Panic Button on the walkie talkie.
- If possible, press the panic button (red triangle button) for 2 seconds on the security key pads located near the church office door and the middle door in Georgia-Dawson Building.
- If there is an opportunity to keep the invader out by locking doors and/or closing off areas of the church, do so.
- If there is an opportunity to remove attendees from the premises, do so as quickly as possible.

## **Lockdown**

### **Initiating lockdown procedures in the following situation:**

The sound of gunfire is heard in the building, you receive the message to lockdown, or you hear the panic alarm via building alarm system or panic button on walkie talkie.

### **Lock Down Procedures**

1. Close the door(s) and lock them.
2. Cover window in door.
3. Close any window blinds.
4. Turn off all cell phones.
5. Turn off lights, computers and any equipment that has sound.
6. Ask everyone to remain calm and quiet.
7. Make every effort to keep everyone out of sight; for example, they may hide behind furniture, in closets, or under tables.
8. Under no circumstance do you unlock the door. Someone from the outside will unlock them when safe.

# The Way I Woodstock

## Severe Weather Procedure

- All Severe Weather Warnings or Watches will be monitored by the Safety Coordinators.
- Safety Coordinators will indicate when to take cover and will communicate to all necessary individuals.
- The Safety Coordinators will determine when to give the All Clear.
- If there are Tornado or other serious severe weather events after Worship, we will **encourage** attendees to stay in the building until the threat has passed.

### Severe Weather Safety Areas

Attendees will be directed to go to the following safe areas in the building:

#### **Georgia-Dawson Building**

The Teachers will escort the children to the area of cover with assistance from the Safety Coordinator.

- Georgia-Dawson will move into the restrooms and closets, if need they can going into the nursery room.

#### **Sanctuary**

The ushers will assist worshipers to the proper Severe Weather Safety Area:

- Prayer Room – our guests with special needs
- Rest Rooms
- Lower Level Office

# The Way I Woodstock

## Fire Procedure

In case of fire, the Safety Coordinators will make the decision to evacuate.

### **Worship Area**

- When the alarm sounds, the ushers in the sanctuary will leave their posts and direct attendees to the closest exit out of the building.
- The ushers will direct attendees to the designated safe meeting area at the Cross on the front lawn until the all clear is called by Safety Coordinator.
- One usher will block access to Children's area and direct attendees out of the building. The remaining ushers will be directing attendees to closest exit.

### **Children's Area**

- When the alarm sounds, teachers should leave their classrooms following the posted evacuation route to the lower level outside of the Georgia-Dawson building near the dumpster.
- The Children's Safety Coordinator will gather the attendance sheets and assist with the evacuation.
- When all teachers and students reach the designated safety area, the Children's Safety Coordinator will take attendance.
- When all students are accounted for by the Children's Safety Coordinator, then students will be released to parents.