

Emergency Procedures

It takes a minimum of 7 minutes for closest EMT to get to SSPC.

Steps to take in a medical emergency:

1. To be efficient and eliminate confusion, one person (aka “leader”) gives orders.
2. 911 – The leader asks a specific person to call 911 telling emergency personnel (EMT) to come to Delegal Street side of church (church address is 205 Kings Way).
3. Doctors – The leader asks for doctor’s assistance - *If doctors are present they will probably automatically move to the emergency.*
4. AED (**A**utomated **E**xternal **D**efibrillator is in box attached to wall across from social hall) – leader asks someone to get AED.
5. Ushers – leader asks ushers to direct EMTs and keep hallways clear.
 - a. Usher #1 stands at corner of Kings Way to direct EMT to Delegal Street.
 - b. Usher #2 stands at the bottom of the office door ramp and directs EMT to the Memorial Garden door
 - c. Usher #3 opens the Memorial Garden door and keeps Hope Hallway to make sure the path for the EMT is open.
 - d. Usher #4 clears the sanctuary-office wing to make sure the path for the EMT is open.

Additional Notes:

1. **Calling 911 is always the first step** as it takes approximately 7 minutes for EMT to get to the church.
2. Officers should know the location of the box of medical supplies in the usher room.
3. Officers should know the location and be able to use the AED and all fire extinguishers.

Doors to Lock

1. Back Door Preschool Wing
2. Delegal Side Door Preschool Hall
3. Lower Lot Door Preschool Hall
4. Memorial Garden Door Hope Hall
5. Chapel Doors
6. Front Door Office Wing
7. End Doors Office Wing