

# *Legacy Emergency Response Handbook*

**You are located at:  
Crossroads Bible Church  
15815 SE 37<sup>th</sup> Street, Bellevue, WA. 98006**

## **Fire...**

If the fire alarm sounds or you hear two short blasts (repeated) on a whistle, immediately evacuate the building by using the nearest marked EXIT and move quickly and quietly to the designated assembly spot at the North end of the parking lot (toward the front of the church). All exits are clearly marked by illuminated EXIT signs. Refer to the attached Emergency Map for location of the designated assembly area.

- Red, Purple, Blue rooms please use the North East Exit.
- Green rooms and the United Student Center please use North West Exit.
- MAC rooms 1-6 please use the South East Exit.
- MAC room 7, GYM, and Fireside seating area please use the South West Exit.
- Rooms with External Exits: Please use these and proceed to North end of Parking lot.

A Legacy Board member or CBC staff member will notify families when it is safe to re-enter the building. Should re-entry not be safe, teachers/facilitators will remain with students until parents arrive to pick them up.

## **Earthquake...**

During an earthquake, the most important thing for any child or adult to remember is to **Drop, Cover, and Hold** at the first sign of shaking.

- **Drop** to the ground to prevent falling.
- Take **Cover** by getting under a sturdy table or other piece of furniture; making yourself as small a target as possible, and protecting your head, neck and chest. If there aren't enough sturdy pieces of furniture to get under, kneel next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- **Hold** on until the shaking stops.

In the event of fire, severe damage to structure, gas leak, or hazardous materials spill after an earthquake, it may be necessary to evacuate the building. If evacuation becomes necessary, immediately follow the evacuation routes shown on the attached Emergency Map.

## **Non-Evacuation Response/Drill (Lockdown)**

In the event that you hear one long blast on a whistle (repeated) please remove foam stop from classroom door, close the door and turn off the lights, becoming as quiet as possible. Please remain in this quiet/dark/hidden response until the whistle sounds for you to return to regular operations.

In the event that you hear one long blast on a whistle and you are not in a classroom please proceed in a calm orderly way to the United Student Room (lunchroom) or the Gym (which ever is closest) and follow instructions above.

## **Medical...**

Should an injury or medical emergency occur, follow the guidelines below.

- Remain calm and assess the situation. Make sure the situation is safe for you to approach.
- If the person is a student, notify the student's parent or guardian as soon as possible. Parent cell phone numbers can be found on the teacher or facilitator roster and in the family mailbox.

- A responsible adult should stay at the scene and give basic support until the parent arrives.
- Call 911 if needed. If you are unsure whether or not to call 911, refer to the guide below for assistance.
- If 911 is called, inform the Legacy Information Desk. The information desk assistant will notify a Legacy board member and CBC staff.
- A first aid kit is available at the Legacy Information Desk.
- An incident report (found at the info desk) should be completed for all serious injuries.
- These guidelines are not intended to limit good judgment in emergency situations!

### **When to call 911...**

- The person is not breathing.
- The person is having difficulty breathing, shortness of breath, or is choking.
- The person has no pulse.
- The person is unconscious, semi-conscious, or unusually confused.
- The person has bleeding that won't stop.
- The person is coughing or vomiting blood.
- The person has chest pain or pressure persisting more than 3-5 minutes, or has chest pain that goes away and comes back.
- The person has been poisoned or taken an overdose.
- The person has a seizure for the first time, a seizure that lasts more than 5 minutes, multiple seizures, or has a seizure and is pregnant or diabetic.
- The person has injuries to the head, neck, or back.
- The person has sudden, severe pain anywhere in the body.
- The person has an open wound over a suspected fracture or where bone or muscle is exposed.
- The person's condition is limb-threatening or other injuries that may leave the person permanently disabled unless he/she receives immediate care; for example: lack of feeling or normal color on injured limb (arm or leg); amputation; severe eye injury or chemical exposure to the eye.
- The person could sustain further injury if moved.
- The person needs the skills or equipment of paramedics or emergency medical technicians.
- Distance or traffic conditions would cause a delay in getting the person to the hospital.

Source: American Red Cross & American College of Emergency Physicians

### **Evacuation...**

Should evacuation become necessary for any reason, refer to the attached Emergency Map.