

## Crime in Progress

If witnessing a crime in progress:

- Do not attempt to apprehend or interfere with the criminal except for self-protection.
- If the assailant is in possession of a weapon, direct everyone to drop, cover, and remain motionless.
- In the event gunfire is heard, everyone should be directed to lay flat on the ground.
- If the assailant does not have a weapon, move people away from the scene of the crime in an orderly fashion. If the situation permits, make notes of as many details as possible.
- Call 9-1-1. Give them your name and location, and apprise them of the situation.
- Notify the office.

In the event that a drive-by shooting occurs on or adjacent to the site, these procedures should be followed:

- If inside secure the room, and DROP, COVER, and HOLD until the danger has passed.
- In an open area - move people to a safe area, rooms or any cover possible.
- Initiate drop and cover if it is not possible to safely reach an enclosed area until the emergency is over.

## Hostile intruder/shooting

- Proceed immediately to an inside meeting area.
- Lock doors, close curtains, turn off lights.
- Direct people to DROP, COVER, and HOLD until the situation is resolved.
- All staff not responsible for people should take cover in the immediate area where working, if safe.
- Remain calm, stay indoors until ALL CLEAR signal is given, regardless how long it takes.
- Turn down any radios/cell phones

## Non-Emergency Numbers

<b>Police</b>	
Catonsville	(410) 887 - 0872
Woodlawn	(410) 887 - 1340
<b>Fire</b>	
Catonsville	(410) 887 - 0917
Woodlawn	(410) 887 - 1317
<b>Hospital</b>	
Saint Agnes	(410) 368 -6000
Northwest	(410) 521 - 2200
<b>Taxi</b>	
County Cab	(443) 575 - 4110
Arrow Cab	(443) 575 - 4111

## Morning Star Baptist Church Emergency Resource Guide

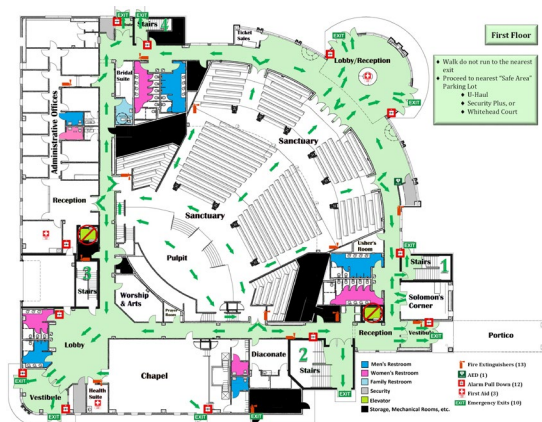


**Bishop Dwayne C. Debnam, Pastor**

**1512 Woodlawn Drive  
Gwynn Oak, Maryland 21207  
(410) 747 -3417  
[www.msbcministries.org](http://www.msbcministries.org)**

## Medical Emergency Action Plan

- Evaluate the situation
- Ensure the environment is safe
- Notify on duty nurse and/or staff trained in CPR and First Aid
- Call 911 when needed, be prepared to give the following information:
  - Name and phone number
  - Location
  - Number of persons involved
  - Nature of illness or injury
  - If possible stay on line until EMS arrives
  - Direct someone to be available to direct EMS where to go
- When EMS arrives:
  - Allow responding units to take control of situation
  - Stand by to assist as needed
  - Notify Emergency contact or next of kin if they are not present. Provide them with information about what happened and if the person will be transported and to which hospital
- Complete Incident Report



## Fire and Smoke Emergencies

In the event of Fire and Smoke Emergencies:

- Activate the fire alarm and evacuate. Move people in an orderly manner according to established exit routes, if passable, to the primary rally point.
- Clear rooms, close doors and windows. Accompany people to designated area.
- Teachers should take roll call for their students, staff should account for people and staff.
- An all-clear signal will be given indicating when it is safe to return.

If you detect **smoke**:

- Call 911, 9-911 or 99-911.
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Advise the building coordinator, incident coordinator, or other emergency response team members of the situation.

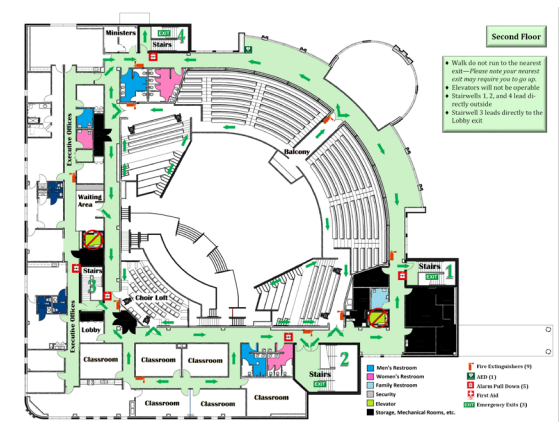
If you detect **fire**:

- Activate the manual fire alarm
- Call 911, 9-911 or 99-911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Advise the incident coordinator or other emergency response team members of the situation.

## Civil Unrest

Civil unrest may result when people are moving about, challenging authority, committing acts of vandalism, gang activity, etc., to the point where the safety of the staff and people at the facility is jeopardized. The goal is protecting all people from injury or harassment until proper help can be summoned, and keeping property losses and damages to a minimum.

- Get everyone inside, including anyone seeking shelter.
- Do your best to supervise the area outside until everyone is in the room.
- Lock the doors, close the curtains.
- Remain in room until an ALL CLEAR signal is given.



# First Floor

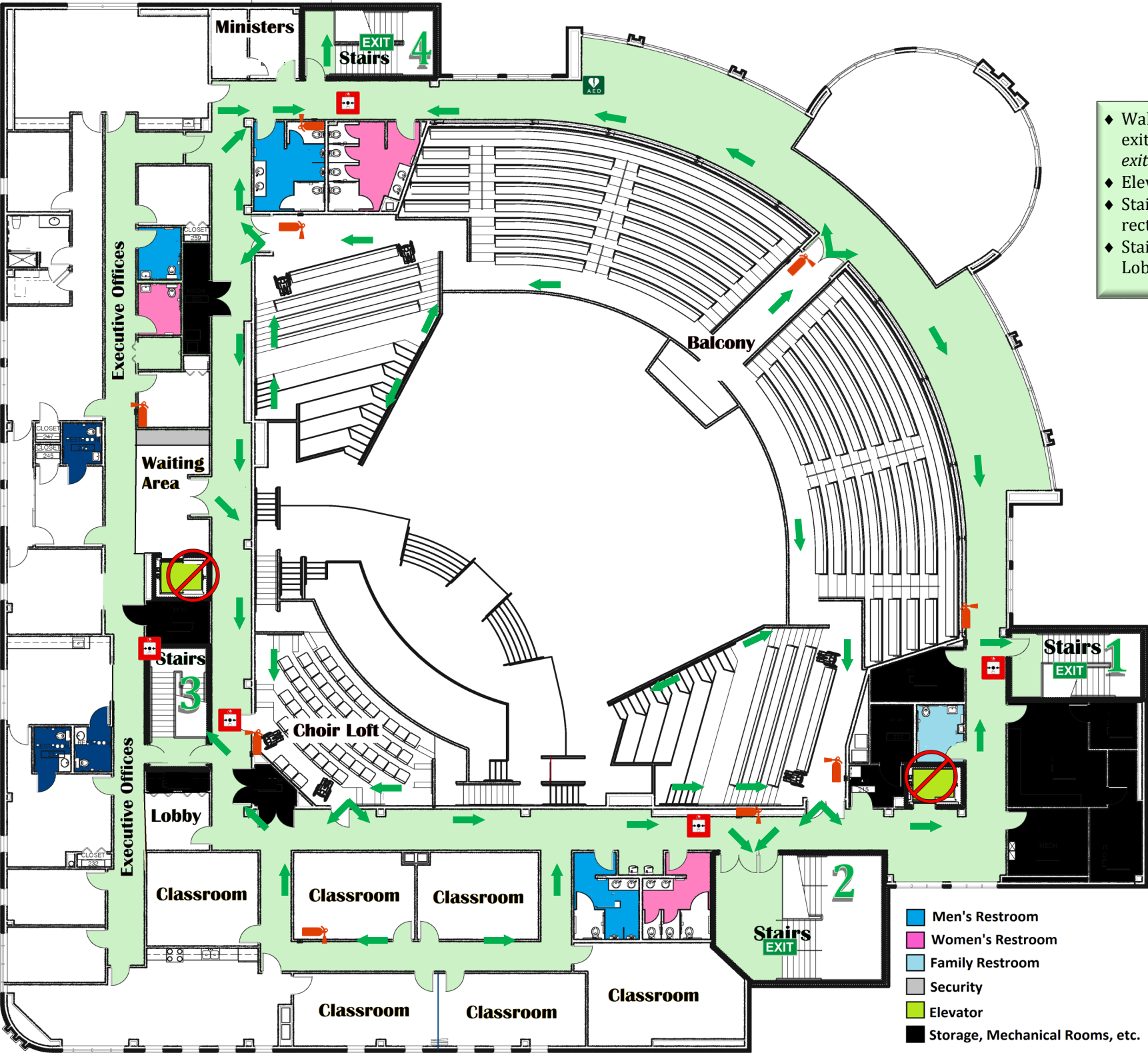
- ◆ Walk do not run to the nearest exit
- ◆ Proceed to nearest "Safe Area" Parking Lot
  - ◆ U-Haul
  - ◆ Security Plus, or
  - ◆ Whitehead Court





# Second Floor

- ◆ Walk do not run to the nearest exit—*Please note your nearest exit may require you to go up.*
- ◆ Elevators will not be operable
- ◆ Stairwells 1, 2, and 4 lead directly outside
- ◆ Stairwell 3 leads directly to the Lobby exit



- Men's Restroom
- Women's Restroom
- Family Restroom
- Security
- Elevator
- Storage, Mechanical Rooms, etc.

- Fire Extinguishers (9)
- AED (1)
- Alarm Pull Down (5)
- First Aid
- Emergency Exits (3)