

2023 Emergency Action Plan

Approved at Meeting for Business, January 15, 2023

Milwaukee Monthly Meeting of the Religious Society of Friends

3224 N. Gordon Place

Milwaukee, WI 53212

Prepared by

Meetinghouse Committee

FIRE:

A. FIRE EXTINGUISHERS

Any capable occupant may use extinguishers to attempt to extinguish the fire before that person evacuates. If the fire is anywhere near a wall, ceiling, or ignites any portion of the structure, notification to the fire department via an alarm pull-station or call to 911 must be made either before or after an extinguisher is used. The fire department must inspect the scene even if it appears that the fire is out to assure the fire did not extend behind the wall or ceiling.

Extinguisher locations:

- Upper Level
 1. on wall opposite the sink under the Automated External Defibrillator (AED).
 2. on wall by glass door to elevator.
 3. on wall by the exit through the metal security door.

- Lower Level
 1. on wall facing opposite the sink.
 2. on wall by glass door to elevator.
 3. on the center post in the main room.
 4. on wall by back door leading to woods.
 5. on wall opposite inside entrance of the utility room.

B. FIRE ALARM BOXES

- Upper Level
 1. on wall by glass door exit to deck.
 2. on wall by metal door exit to deck.

- Lower Level
 1. on wall by metal door exit to woods.

- Mid-Level
 1. on wall by glass door exit to woods.

C. EMERGENCY ACTION POLICY

The building shall be evacuated if there's a fire, or if the fire alarm activates even if a fire isn't visible.¹

People who cannot use the stairs should wait for assistance in the **Fire Safety Zones**. These are located at the top and bottom of the north stairwell near the elevator. Fire officials or those who are able bodied will assist.

No one should try to salvage any of the building contents, and there are no systems that need to be shut down prior to evacuation.

D. MEANS OF ALERT

ALL OCCUPANTS will be alerted of fire by the sounding of an alarm or verbal announcements, and blinking lights for hard-of-hearing.

- See above (Item B) for location of Fire Alarm Boxes.

E. EVACUATION

In the event of fire, leave immediately using the nearest available marked exit.

- There are three exits on the lower or ground floor that lead to the woods.
 1. The east (river side) steel door out onto a safety concrete pad.
 2. The emergency exit window in the southern most classroom near the children's library.
 3. The staircase to the mid-level door to the north near the elevator.
 - When other exits are blocked, this exit is also where the Fire Safety Zone is.
- There are three exits on the upper level.
 1. The steel door in the southwest (parking lot side) corner to the deck.
 2. The double-glass doors to the deck.
 - Both of these exits place people evacuating on the deck, and they should continue to the sidewalk(s) upon leaving.
 3. The staircase to the mid-level door to the north near the elevator.
 - When other exits are blocked, this exit is also where the Fire Safety Zone is. Rescuers will assist from here.

¹ The smoke system may detect a fire not noticeable to occupants. Someone may pull an alarm box in another part of the building. Therefore, the requirement is to evacuate immediately if the alarm activates.

- You may assist others as you are leaving but continue outside the building. Once outside, you may help direct others to the gathering locations (see below).
- People unable to exit to the deck and unable to use the stairs should wait at the top of the north stairwell near the elevator for assistance.
- People on the lower level who are unable to use the steps should wait for assistance at bottom of the north stairs or exit to the safety concrete pad outside the east (river side) door.

F. GATHERING AND ACCOUNTING AFTER EVACUATION

After an emergency evacuation, all building occupants are to gather in the grass area east of the gardens; south of the Meetinghouse parking lot. The clerk, assistant clerk, or other officer of Meeting are responsible for accounting for attendees evacuated during First Day services; Committee conveners for evacuation during committee meetings; a designated Lifeways employee for Lifeways; and the Lessor of Record or Leader for renters or other tenants using the building.

Occupants with mobility limitations in the Fire Safety Zones and the concrete pad at the eastern lower level door should wait for assistance by the Fire Department.

G. NO DELAY IN EVACUATION

Critical operations shutdown procedures are not required.

Except for trained medical/emergency personnel, no Meeting, LifeWays, or other building occupants are authorized to delay evacuation to perform medical or rescue duties during emergency evacuation situations.

H. RETURN AFTER EVACUATION

No one shall return to the building until authorized by the fire department.²

I. EVACUATION ROUTE MAPS

Maps of emergency evacuation routes are posted near the door in each room within the meetinghouse. Copies of these maps are found in Appendix A.

² Fire departments prefer that people don't return until the building has been inspected.

TORNADO:

When extreme weather notifications such as tornado watches or warnings are issued before the scheduled start of an event, the meetinghouse will not be opened for the event.

Most tornado damage is caused by violent winds, and many injuries and deaths result from flying debris.

STAY AWAY FROM WINDOWS, DOORS, AND OUTSIDE WALLS. PROTECT YOUR HEAD.

- After receiving tornado warning or severe weather notification, occupants should go to the interior part of the lower level.
- Stay away from outside walls and windows.
- Shelter in bathrooms, closets, interior hallways, or the utility room
- If possible, get under something sturdy.
- Do not leave the building until the storm has passed.
- “All clear” messages can be received on cell phones.

MEDICAL EMERGENCIES

CALL 911 if there is ANY question about the urgency of an injury or event.

The First Aid Kit is on the wall between the two upstairs restrooms.

The AED (Automated External Defibrillator) is on the upstairs kitchenette wall opposite the sink and has instructions for use.

Do not touch people who are electrocuted, and do not move injured people unless necessary for safety.

AGGRESSIVE BEHAVIOR / ACTIVE THREAT

Do not activate the fire alarm.

Outside of person's hearing, call 911 when possible.

Give information posted on the glass door:

3224 N. Gordon Place

Intersection of E. Auer Avenue & N. Gordon Place

FLEE

Use closest exits noted under "Fire - Evacuation"

Special note: Lower Level new classroom has an escape window.

HIDE

In silence in areas where the attacker can be locked out until told it is safe to come out

- Upstairs: Family Restroom and Office.
- Lower Level: Restrooms, some closets, elevator room.
- Turn off sounds from cell phones, watches, etc.

COMMUNICATE

If trapped with an intruder, stay calm & breathe. Maintain eye contact but do not stare. Be as polite and friendly as possible. Allow them to explain their grievance and listen with empathy. However, if the person becomes more agitated or threatening, **DEFEND**.

DEFEND

Try to quickly plan with others if possible. As a last resort, distract by throwing objects at the intruder, such as books, dishware, electronics, fire extinguisher, etc., and flee.

DO NOT try to apprehend people involved unless necessary.

ADDITIONAL CONTACTS

For questions about this document or to offer suggestions concerning emergency evacuation procedures, the following individuals may be contacted:

Clerks: Jill LeStarge (414) 793-3939
Chris McLaughlin (414) 771-7471
Steward: Jo Spear (414) 687-0467
Meetinghouse Committee Convener: Rebecca North (414)332-9846

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