



CANYON CREEK

PRESBYTERIAN CHURCH

**3901 North Star Rd.
Richardson, Texas 75082
972-238-8103**

EMERGENCY FLIPBOOK

Cut and discard this bottom portion.

Emergency - 911

POLICE Non-emergency 972-744-4800

FIRE Non-emergency 972-744-5700

HAZARDOUS MATERIAL Non-emergency 800-467-4922

Electric: Ambit 877-282-6248

Water: City of Richardson (COR) 972-744-4120

HVAC: TD Industries 800-864-7717

Telephone: Emergency Services AT&T 888-944-0447

Computer Services: Simpatico 214-269-0266

Elevator: Integrity Elevator, Kenneth Fortner 214-245-6712

Building Manager: Blayne Eads 469-422-4652

Daytime Janitor: Mekuanint Tafere 469-233-5126

IMPORTANT CONTACTS

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High Winds, Severe Weather Or Tornado Warnings:

1. Immediately seek shelter on the first floor in Room **M117**, then **M115** and **M113**.
2. Assist small children, elderly and people with disabilities in getting to a safe place
3. Remain sheltered until threat is announced to be over

TORNADO/ SEVERE WEATHER

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Alert Signal: “INTRUDER IN THE BUILDING”

Call 911 immediately

What to do:

1. Move to the nearest room and barricade or lock door, if possible.
2. Turn off lights.
3. Move to interior wall out of sight.
4. Allow no one in or out of classroom until notified.
5. Remain as quiet as possible.
6. A police officer or a designee will come unlock your door to let you know it is safe to come out.

Sanctuary – Sunday mornings: call 911, and duck for cover in the pews.

Atrium – If you cannot get to a lockable classroom, go to the area behind the stairs.

Tennent Hall – Try to get to a lockable room or storage room.

INTRUDER/HOSTILE PERSON

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When a fire is discovered:

1. Activate the nearest fire alarm
2. Call 911

Fight the fire **ONLY** if:

1. The fire department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the area is possible by backing up to the nearest exit, if safe to do so.
4. A fire extinguisher is accessible, and you know how to use it.

When hearing the fire alarm, occupants must:

1. Leave the building using the designated escape routes.
2. Assemble in the large parking lot near the nature/wooded area
3. Remain outside until the fire department authority gives the OK that it is safe to reenter building.
4. Perform a group count.
5. Provide the fire department with information about missing personnel and the facility.

FIRE DRILL/EVACUATION

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TELEPHONE BOMB THREAT

What to do if a bomb threat is called in:

1. Remain calm and listen carefully to what is being said and focused on by the caller.
2. Pretend you have difficulty hearing, ask caller to repeat
3. Keep the caller talking and alert staff to notify the police.
5. Pay attention to background noises from the caller's end.
6. Listen to key words, phrases, or identifying rhetoric.
7. Try to get the caller's reasons for placing the bomb.

*Note - DO NOT TURN OFF radios, cell phones, or other wireless operating devices as the active signal may be designed to trigger the bomb's detonation.

Response Procedures

1. Do not touch, move, or open a suspected item
2. Leave room, close the door to keep other people out.
3. Evacuate the building.
4. Turn off the HVAC system.

Write out the message in its entirety to the best of your recall.

*Caller identity, male, female, age, accent?

*Was the caller familiar with the building?

*Mental state and mind set of the caller

*Possible intent & location of the caller

BOMB THREAT

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