

## Emergency Procedures

*Mom2Mom of Cape Bible Chapel*

### Evacuation Because of an Earthquake or Fire

- **In the event of a fire or earthquake, the goal is to exit the building.** However, during an actual earthquake, your immediate response should be “**Drop, Cover, Hold On.**”
  - **Drop** to your hands and knees where you are or along a close interior wall.
  - **Cover** your head/neck with your hands while under a table/desk/chair if possible.
  - **Hold On** to a table/chair leg with one hand while covering head/neck with the other.
- **When the shaking from an earthquake stops, exit the building. When a fire of any cause is determined, exit the building. Attendees should use the exit located in the C hallway. This exterior door can be found by exiting the conference room using the doors to the right of the podium.**
- After exiting the building, please walk around to the South Parking Lot (by the busses). The children will meet us in this parking lot.
- Fire Evacuation routes are clearly posted throughout the building.

### Lockdown

- **Run, Hide, Fight:**
  - In the event of an active shooter, attendees should seek first to evacuate the building (if possible), hide if there is not a clear exit, or fight (as a last resort).
- **Mothers should NOT, under any circumstance, run to the children’s area. The Mom2Mom Kids program has their own lockdown procedure they will follow. That procedure can be found in the Kids Emergency Procedure document.**
- Remain in your hiding spot until the M2M Coordinator, Assistant, Chapel staff person, or someone else in authority says it’s safe.

### Tornado

- **In the event of a tornado, attendees should move to B1, B2, or B3.**
- If you have children ages 3 or under, please go upstairs and check them out of their classroom to bring them downstairs with you. All of the children will join the mothers downstairs, but the volunteers would be blessed by the extra hands to get the littles down as fast as possible.