



PILLAR CHURCH
OF WASHINGTON DC

Emergency Action Plan

Medical Emergency, Fire, Severe Weather, Active
Shooter/Intruder

© 2026 Pillar Church of Washington DC
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1. Emergency Contacts

- Emergency Services (Fire/Police/Ambulance): 911
- Nearest Hospital: Advanced Urgent Care | Kaiser Permanente Capitol Hill Medical Center; 700 Second St. NE, Washington, DC 20002
- Nearest Emergency Room: MedStar Washington Hospital Center | 110 Irving St NW, Washington, DC 20010
- Fire Department (Non-Emergency): DC Fire & EMS Engine 18, Truck 7; (202) 673-3218; 414 Eighth St SE, Washington, DC 20003
- Police Department (Non-Emergency): 311; DC Police-First District Substation; (202) 698-0068; 500 E St SE, Washington, DC 20003
- Emergency Coordinator: Yadiel Perez, (407) 622-9352
- Assistant Coordinator: Joshua Osborne (479) 721-3939

2. Roles & Responsibilities

- Elders: Make emergency announcements and guide the congregation
- Emergency Coordinator: Initiate response, call 911, oversee evacuations, administer aid, guide EMS, and document the incident
- Volunteers: Assist with crowd movement, help the elderly/disabled
- Children's Ministry Volunteers: Account for all children, escort to the muster point. For the children's safety, parents may NOT get their child/children before the class has left the building.

3. Emergency Scenarios & Responses

A. Medical Emergency

1. If a child is involved, please refer to Pillar DC's Family and Children's Ministry Policy Section 4 - Emergency Guidelines, Response, and Reporting
2. Call 911
3. Do not move the injured unless unsafe
4. Provide CPR/First Aid (if trained)
5. Assign someone to meet emergency personnel
6. Document incident details

B. Fire

1. Activate fire alarm
2. Evacuate calmly to designated exits
 - i. Children's Ministry Volunteers exit via the basement stairwell with children
3. Assemble at the muster point located at the Small Park located at the intersection of C ST SE, South Carolina AVE SE, and 12th St SE (see Appendix A)
4. Perform headcount
5. Call 911 (if not already done)

C. Severe Weather (Tornado, Hurricane)

1. Move congregation to interior hallway of basement
2. Avoid windows and glass
3. Children remain with Children's Ministry Volunteers

D. Active Shooter / Intruder

1. Initiate Run – Hide – Fight
 - Run if there's a clear exit
 - Hide silently in locked rooms
 - Fight only as a last resort
2. Call 911
3. Remain hidden until cleared by police
4. Consider seeking trauma counseling either from the elders or from a counselor
5. Do not attempt to help the police
6. Do not attempt to reenter the church building until cleared by elders and police

4. Evacuation Plan

- Exits:
 - Front/Main Sanctuary Door
 - Side Sanctuary Door
 - Basement Exit (Children's Area)
 - Rear Exit through Pastor's Office
- Muster Point: Small Park at intersection of C Street SE, South Carolina Ave SE, and 12th St SE (see Appendix A)
- Accountability:
 - Emergency Coordinator conducts headcount
 - Children's Ministry Volunteers conduct headcount of children
 - Do not re-enter until cleared

5. Special Needs

- Assign volunteers to assist the elderly or mobility-impaired

6. Supplies & Equipment

- First Aid Kits: Near the sanctuary and the children's area
- Fire Extinguishers: Clearly marked, regularly inspected
- Emergency Binder: Contains contact info, medical needs list, evacuation map

7. Communication

- WhatsApp Chat will be used for real-time updates
- Contact parents/guardians directly if children are involved
- Printed procedures are printed and posted both upstairs and downstairs
- Contact list is backed up in physical and cloud formats

8. Training & Drills

- Conduct fire drill bi-annually
- Run lockdown and medical emergency drills bi-annually
- Review and update EAP every 12 months if necessary

9. Congregation Awareness & Education

- Conduct safety briefings annually during Member Meetings
- Provide families with printed or digital copies of the EAP summary

Appendix A:
Muster Point Map

