

RRUUC EMERGENCY PROCEDURES

Updated 10/2017

Police – Fire – Rescue – 911

First Aid – First aid kits are located in the copy room, the kitchen, the maintenance room, and all classrooms. If wall-mounted, lift the kit off the wall before opening it.

Fire – The entire complex is fitted with smoke detectors and sprinklers, which will automatically activate if a fire is detected. If you know it is a false alarm call TYCO at 800-289-2647 (secret code Prayer1). Fire extinguishers are located throughout the building.

Water – The turnoff valve for the building is located in the mechanical room off the trash plaza in the new building. Staff and custodians have keys. Emergency Plumbers: James Madden, 301-937-1000.

Electricity – Main breakers are located in the closet off the bridge to the new building, a new building master key may be used to open this door. The Main breakers for the new building are located in the closet next to the lower level exit to the new building. A new building master key will open this door. PEPCO – 202-872-3432 or 877-737-2662.

Gas- Washington Gas, 703-750-1000 or 703-750-1400 for gas leaks. The gas meter is located in the garden shed on the lower level of the RE wing. It has an outside entrance and the key is in the Grounds Committee mail box in the lobby.

Heat – If the heat is out on a very cold day (65 degree indoor temperature or lower) and the office is closed, call Northwind: Burt Sweeney, 240-375-5275.

An incident report must be filed in the church office for any emergency, accident or other incident. Forms are available in the administrative office.