

Sample Baptist Church Emergency Operations Plan

Introduction

It is the goal of the Sample Baptist Church to create a safe and secure environment for its members and guests to worship and serve. This plan is designed as a proactive approach to address certain emergency conditions. For this purpose, an “emergency” is a situation that causes individuals to deviate from their normal operation and could cause a risk of safety, health, life, or property in the church environment.

It is our hope to prevent emergencies, but if one occurs, these procedures will help mitigate any losses.

Communication and Coordination

- The emergency response **Coordinator** will be
 - Associate Pastor
 - In his absence, the Building Supervisor
 - In his absence, the most senior staff member present
- The **Central Response Area (CRA)** will be at the reception area outside the church office except in the case of evacuations. For evacuations, the **Central Response Area** will be in or near the guest parking area outside the fellowship hall main doors.
- Copies of these Emergency Response Procedures will be kept in the
 - Office Breakroom cabinet
 - Office of Associate Pastor
 - Office of Pastoral Ministry Assistant
 - Welcome Team notebooks at all Welcome Centers
- An annual “safety day” should be designated on one Sunday a year when a brief presentation will be made during worship services to inform and assure attendees regarding evacuations and shelter in place procedures. Special care should also be taken to inform parents and senior adults through their classes in addition to the worship service. Day Care parents should also be informed through normal channels of communication at least once each semester.
- Evacuation maps and shelter in place instructions shall be posted near the door inside each classroom in the building. These should include emergency phone numbers.

Emergency Phone Numbers

Fire (Emergency)	911
Police (Emergency)	911
Ambulance	911

Administrative and Alternative Phone Numbers (dial 9 for outside line)

Samletown Police Administrative Offices	123-456-7890
Samletown Emergency Communications Section	123-456-7890
Samletown Fire Emergency Line	123-456-7890
Sample County Sheriff	123-456-7890
Gas Leak	123-456-7890
Power Line Down/Electrical	123-456-7890
Poison Control Center	123-456-7890

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Church Personnel Emergency Phone Numbers (dial 9 for outside line)

Building Supervisor	<Name>	123-456-7890
Facilities Staff on Duty (Custodian)		123-456-7890
Facilities Staff on Duty (Housekeeper)		123-456-7890
Senior Pastor	<Name>	123-456-7890
Associate Pastor	<Name>	123-456-7890
Music/Worship	<Name>	123-456-7890
Youth Minister	<Name>	123-456-7890
Children's Minister	<Name>	123-456-7890

Medically Trained Members (dial 9 for outside line)

Medical Doctor	<Name>	123-456-7890
Paramedic	<Name>	123-456-7890
EMT	<Name>	123-456-7890
Nurse	<Name>	123-456-7890
Nurse	<Name>	123-456-7890
Dental	<Name>	123-456-7890

Law Enforcement Members (Dial 9 for outside line)

Local Police	<Name>	123-456-7890
State Police	<Name>	123-456-7890
School District Police	<Name>	123-456-7890

Fire Alarm Procedures

When Alarm Sounds

1. **Leader or teacher in every room/area** will immediately ask everyone to leave the building by the designated evacuation route as posted in each classroom.
2. **Lead Custodian on duty** will
 - a. Check closest alarm system panel for source location of alarm
 - b. Go to location indicated to look for fire or smoke
 - c. Report status immediately to senior staff member at Central Response Area outside building and wait there for further instructions
 - d. Be prepared to silence alarm and reset system if senior staff member is certain the alarm is false and instructs custodian to do so. If no senior staff member is present, custodian on duty will silence alarm only if absolutely certain of false alarm, or at the request of Sampletown Fire Department or Police personnel.
 - e. Call Building Supervisor as soon as possible to inform him of alarm and status.
3. **Other Facilities Staff** on duty will
 - a. Immediately assist with evacuation of preschoolers in Nursery
 - b. Report to senior staff member at Central Response Area and wait there for further instructions
4. **Ministerial staff** members will
 - a. Immediately ask for evacuation from area where they are located through nearest exits, and then report to the Central Response Area for instructions from senior staff member present.
 - b. If in an area with preschoolers or children, the staff member should assist teachers with the evacuation first and then report to the CRA.

5. **WELCOME Team (Ushers/Greeters/Hosts)** members on duty will assist with orderly evacuation by:
 - a. Remaining calm and helpful to others, offering evacuation assistance to anyone who needs it
 - b. Directing people from hallways toward the nearest exit
 - c. Holding doors open and encouraging everyone to move away from the building while clearing fire lanes and driveways, and asking that people NOT try to leave the campus in their cars (which would impede access of emergency responders)
 - d. The WELCOME Team Coordinator should post one team member at the entrance to the Nursery hallway and another at the doors from Sanctuary into Main Street to assure parents that children are being evacuated quickly and safely outside by their teachers and direct them to nearest exits. (Parents rushing to classroom doorways for their children will cause dangerous congestion and delay a quick and safe evacuation.)

Accounting of All Persons (Coordinator)

1. Go quickly to Central Response Area
2. Assign someone to call 9-1-1 to confirm that alarm has been received by Samletown Fire Department and to watch for emergency response personnel arrival and notify them of your location. (Samletown has a reverse 9-1-1 system, and our alarm monitoring personnel should have also already reported the alarm.)
3. Assign Ministerial staff, WELCOME Team, or other available church leader each to one area of building to survey for completed evacuation if time and situation allows, and report back to you when all clear. Every room in area, including restrooms, stairwells and other accessible areas should be thoroughly checked.
4. Assure that driveways and fire lanes remain open for emergency response vehicles.
5. Communicate with emergency response personnel regarding status of evacuation, and follow their instructions related to the emergency in the best interest of the church and members.

Upon All Clear (Coordinator)

1. If all clear is given by emergency response personnel, instruct lead Custodian on duty to reset alarm.
2. Send WELCOME Team members or others to each evacuation area to inform all that it is safe to return to the building.
3. Use PA system located at foyer alarm panel to give further instructions if needed as people reenter the building.
4. Contact Building Supervisor for restart of air conditioning system (auto shut-off is activated by fire alarm).

Medical Emergency (see Appendix A – Medical Emergency Report)

EMERGENCY ACTIONS – in the event of an injury or other medical emergency: Do not move the victim unless they are in immediate danger. Broken bones can be misaligned if moved improperly and can cause further injury.

- Call 911
 - Identify your location:
 - Sample Baptist Church
 - 123 Main Street
 - The room/area where victim is located

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- Identify the situation: what happened, type of injury
- Send someone to parking lot to direct EMT
- Request person trained in first aid or CPR as needed (see list below for names and for locations of defibrillator and first aid kits)
- Notify Minister as soon as possible
- Notify family of victim

First Aid Kits located at:

- Each Welcome Center in cabinet
- Preschool Kitchen cabinet on first floor of Education Building
- Coffee Area cabinet on second floor of Education Building

Defibrillators located at:

- Preschool Kitchen wall on first floor of Education Building
- Foyer wall near Sanctuary

Church members trained/certified to administer First Aid/CPR/Defibrillator

<u>Name / Medical Designation/Cell #</u>	<u>First Aid</u>	<u>CPR</u>	<u>DEFIB</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Bomb Threat (see Appendix B – Bomb Threat Checklist)

When a bomb threat is received by phone

- **If the threat of explosion is immediate**, evacuate all people from the premises at once. Call 911 and give them all of the information that you received.
- **If the caller indicates there’s some time before the bomb will go off** stay on the line, remain calm, listen very carefully to what the caller says while getting the BOMB THREAT CHECKLIST (Appendix A)
 - Following the checklist, get as much information as possible about the location and description of the bomb and the caller
 - Stay on the line only as long as the caller continues to provide useful information. Ask questions unless doing so angers the caller
 - Immediately evacuate the premises. Take the checklist with you.
 - Call 911 give them all of the information that you received
 - Report the call to EMT

Shelter in Place – General Instructions

- Samletown has reverse 9-1-1 system that will call the church in the event of the need to shelter in place. (*Check to see if your city has this before including it.*)

- When the call is received from the Sample City Emergency Management Office or the on-site person in charge to shelter in place, a general announcement to all areas of the campus will be made by the emergency response Coordinator or other leader as quickly as possible.

Shelter in Place – Hazardous Chemical Release

Sunday Mornings (or other full-house events)

- Facilities staff
 - Turn off campus HVAC system at master shutoff switch located in data room adjacent to office workroom
 - Close all exterior and interior doors immediately
 - On way to close doors, instruct all persons in hallways to go immediately to an interior room and keep doors closed
- Emergency Response Coordinator
 - Use PA to alert all building occupants to remain in their rooms with doors closed until further notice
 - Maintain telephone contact with local authorities for status and eventual all-clear report
 - Use PA to give all-clear report to building occupants

Weekdays (or less than 200 occupants) – same as above with addition of:

- Facilities staff
 - Turn off campus HVAC system at master shutoff switch located in data room adjacent to office workroom
 - Close all exterior and interior doors immediately
 - On way to close doors, instruct all persons in hallways to go immediately to one of the designated rooms
- Emergency Response Coordinator
 - Retrieve Shelter in Place kits from the CRA (cabinet just behind church receptionist workstation), and distribute to ministry leaders when they arrive.
- Persons responsible for groups meeting in the buildings will
 - Instruct their groups where to relocate
 - Office Staff – room 139 (back of nursery hallway)
 - Day Care children and workers – room 208
 - Others on first floor – room 125
 - Others on second floor – room 205
 - Others on third floor – room 306
 - Go immediately to CRA in office reception area to retrieve a shelter in place kit, and return to the room where their group has relocated
 - Follow instructions found in Shelter in Place kit

Severe Weather

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The weather service uses a two stage system to alert people to a tornado danger.

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WATCH: Atmospheric conditions are conducive for tornadoes although none have been sighted.

WARNING: A tornado has been spotted, visually or by radar.

In the event of **severe weather**, the following procedures should be followed:

- Usher, Security Team member or Staff members will monitor the weather conditions visually and at www.weather.com.
- If a tornado threat is present, all occupants should be directed to (the designated tornado/severe weather shelter area).
- Assist disabled personnel in your area.
- Warn others. Encourage them to get to safety immediately.
- All doors should be closed.
- Everyone should stay clear of windows and exterior doors.
- If a tornado should strike the building, everyone is to crouch on their elbows and knees and put their hands over the back of their head.

In the event of **lightning or thunderstorms**, the following procedures should be followed:

- Usher, Security Team member, or Staff members will monitor the weather conditions visually and at www.weather.com.
- When a thunderstorm threatens, all who are outside should be instructed to go inside immediately.
- Indoors, stay away from phone, windows and water, including sinks and faucets.
- If you are in a hard-topped car, stay there.
- If you are caught outside
- Stay away from any object that could act as a natural lightning rod, such as a tall tree in an open area, an open field, or small isolated sheds.
- If you are caught in an open area,
 - crouch low to the ground;
 - do not lie flat on the ground.
 - Stay away from fences or other metal objects.

Handgun Policy

It is the desire of Sample Baptist Church to provide a safe and secure environment for worship. This includes being safe from undue distractions during worship services. Sample Baptist Church has prohibited the "OPEN CARRY" of handguns on its campus and will post signs in compliance with Texas Penal Code 30.07. *This does not affect any on/off duty law enforcement and those lawfully carrying concealed firearms in compliance with Texas Penal Code 30.06.*

Suspicious or Hostile Person/Lock-Down

When there is a perceived threat to people in the building

- Perceived threat OUTSIDE building
 - Lock all exterior doors immediately
 - Call 9-1-1 immediately
 - Ask individuals inside to stay away from exterior windows/doors
- Perceived threat INSIDE building
 - Call 9-1-1 immediately out of presence of threatening individual, give full description of person and their exact location, if possible stay on line with dispatch while emergency personnel are en route

- Close and lock interior doors as possible
- No moves to agitate threatening individual, comply with their requests

Purposeful Disruptions

Purposeful disruption may include individuals or groups loudly chanting, standing silently, holding signs, filling worship area, shouting, attempting to interfere with a speaker, or speaking to the congregation. Emergency Response team members should:

- Keep the congregation calm.
- Position yourself between pastor/congregation and the disruption.
- Direct someone to call 911 in case disruption turns violent.
- Encourage the person causing the disruption to move to the lobby area.

Unintentional Disruptions

Unintentional disruptions may include an emotional or excited member or guest who sings, cries, shouts, dances, talks, or disrupts without violent intent.

- Emergency Response team members should move to an advantageous location to quickly react if conditions deteriorate.
- Use appropriate means to care for the disruptive individual and minimize disruption. These may include:
 - Calming and controlling techniques- communicating with the person
 - Shield and guard the congregation and pastor
 - Divert and direct the disruption to another area

Warning Signs

Welcome Team and Emergency Response Team members who have contact with ANY INDIVIDUALS displaying the following behaviors should immediately contact law enforcement and notify church leaders:

- Threatens harm or talks about killing others
- Constantly starts or participates in fights
- Loses temper and self-control easily
- Swears or uses vulgar language most of the time
- Possesses or draws artwork that depicts graphic images of death or violence
- Frequently initiates domestic violence
- Becomes frustrated easily and converts frustration into controllable physical violence

Active Shooter

An active shooter is a hostile person(s) actively causing deadly harm or the imminent threat of deadly harm within a confined and populated area. In most cases the shooter uses a firearm in an unpredictable manner and the situation evolves quickly. The following Run-Hide-Fight response will be shared twice annually with the entire congregation.

Run

If it is safe to do so, the first course of action that should be taken is to run out of the building and far away until in a safe location. Congregants and staff should be trained to:

- Leave personal belongings behind
- Visualize possible escape routes, including physically accessible routes for individuals with disabilities
- Avoid escalators and elevators
- Take others with them, but do not stay behind because others will not go

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- Call 911 when safe to do so
- Let a responsible adult know where they are.

Hide

If running is not a safe option, hide in as safe a place as possible. Congregants and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors
- Barricade the doors with heavy furniture
- Close and lock windows and close blinds or cover windows
- Turn off lights
- Silence all electronic devices
- Remain silent
- If possible, use strategies to silently communicate with first responders; for example, in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
- Remain in place until given an all clear by identifiable law enforcement.

Fight

If neither running nor hiding is a safe option, as a last resort, when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers or chairs.

NOTE: These types of situations will generate a lot of media attention. All media communications and inquiries will be made by the PASTOR or designated spokesperson.

Child Abuse (see separate Child Abuse Prevention Policy for more detail)

It is the desire of Sample Baptist Church to nurture children, treat them with kindness and respect, and protect them from abuse and exploitation.

Who has the DUTY to report child abuse or neglect?

In a word, everyone. Texas Family Code, Section 261.101.(a), states *“A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.”*

While church leaders and those who work with minors should be thoroughly trained in the laws regarding child abuse and neglect, all persons have a responsibility for protecting our children from abuse. When abuse is suspected, a report must be made by notifying:

Texas Department of Child Protective Services 1-800-252-5400

OR

Anytown Police Department

123-456-7890

Please note: There is NO clergy privilege under the law when it comes to child abuse or neglect. The pastor should be notified when a report of child abuse is being made.

Missing Children

Children's safety is the highest priority of Sample Baptist Church. Every attempt is made through the exit/entrance procedure in our preschool and children's ministry areas to ensure the security of children. In the unlikely event that a child is missing, the following steps should be taken:

- Obtain a detailed description of the child
- Conduct a thorough search of the buildings
- Notify church staff of the situation
- Contact the parents to determine if they have the child
- Notify and cooperate with local law enforcement (911)
- Church staff should review security videos to ascertain last known location of child

Training on Emergency Operations Plan

All church staff (including part-time employees) with regular duties related to minors will maintain CPR, AED, and first aid training certification. Volunteers in preschool, children, and youth ministries are also encouraged to be trained in CPR, AED, and first aid.

All church employees, regardless of duties, shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

- When there are any changes to the plan and or facility
- When an employee's responsibilities change, and
- During annual refresher training

Items to be reviewed during training can include:

1. Usher and greeter training
2. Fire prevention practices
3. First aid CPR
4. Fire extinguisher location, usage, and limitations
5. Threats, hazards, and protective actions
6. Means of reporting fires and other emergencies
7. Alarm system training
8. Security/handling of difficult persons
9. Escape routes and procedures
10. Close down and Emergency shutdown procedures
11. Accounting for employees, members and visitors during disasters
12. Sheltering in place
13. Severe weather procedures

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Appendix A

Sample Baptist Church
Medical Emergency Report

Victim Name: _____ Member Guest Staff
Address: _____
City: _____ State: _____ Zip: _____
Phone:
(Hm) _____ (Wk) _____ (Cell) _____

Date of Emergency: _____ Time of Emergency: _____
Place of Emergency: _____
Description of Emergency (use back if needed): _____

Witness: _____ Phone: _____
Witness: _____ Phone: _____
Aid Given by: _____ Phone: _____

Was 911 called?	Yes	No	Did EMT assist?	Yes	No
Hospitalized?	Yes	No	Which Hospital?	_____	
Did police assist?	Yes	No	Police report filed?	Yes	No

Your Name: _____ Phone: _____
Date of this report: _____

Return to church office as soon as possible.

Appendix B

Sample Baptist Church
Bomb Threat Checklist

Use this form to record all information if you receive a call from someone claiming to have placed a bomb in Sample Baptist Church or on the property.

IMPORTANT – Remain Calm. Continue to speak in a normal tone. Ask the caller to repeat their message.

EXACT WORDING OF THREAT:

QUESTIONS TO ASK:

1. When will the bomb explode? _____

2. Where is the bomb right now? _____

3. What does the bomb look like? _____

4. What will cause the bomb to explode? _____

5. Did you place the bomb? _____

6. Why? _____

7. What is your name? _____

Sex _____ Approx Age _____ Race/Ethnicity _____ Other identifiable info? _____

SPEECH: Well-spoken Foul Taped Irrational Incoherent Accent _____

DESCRIBE CALLER'S VOICE:

Calm	Nasal	Angry	Stutter	Lisp
Excited	Slow	Rapid	Soft	Loud
Disguised	Raspy	Deep	Ragged	Laughing
Crying	Deep Breath	Cracking	Familiar	Slurred

BACKGROUND SOUNDS:

Street Noise	Animal	Music	Office	Clear
Factory	Machinery	Motor	Static	Other: _____

Did the caller indicate knowledge of the facility? Yes No Explain: _____

Other observations: _____

Date of call: _____ Time: _____ Your name: _____

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