



Emergency Response and Recovery Plan

Baylake United Methodist Church
4300 Shore Drive
Virginia Beach, VA 23455

Version 1.9 || February 8, 2017

INTRODUCTION

This plan is designed to address any unforeseen combination of circumstances, resulting in a situation that calls for immediate action or an urgent need for assistance or relief. These emergencies can be a temporary disruption of services due to a short power outage, a longer-term situation causing an organization to relocate due to substantial building damage or even a larger scale, city-wide or regional emergency. Depending on the magnitude of the event, services may be provided as usual, services may need to be altered temporarily, or in extreme situations, services may be re-located or even discontinued.

This plan is more important than a document on a shelf. The planning process continues to inform our congregation on steps we can take in all phases of emergencies, such as:

- Mitigation – any activity that is undertaken before an emergency strikes to eliminate or reduce the possibility of an emergency or the impact an emergency may have on a community or facility.
- Preparedness – planning and getting ready to handle an emergency when it strikes. Example: stockpiling resources for evacuation and sheltering-in-place.
- Response – all activities undertaken at the time of an emergency to save lives and property and reduce injuries. Example: evacuation.
- Recovery – activities undertaken to return things back to normal after response activities have subsided. Example: repairing a damaged building.

Purpose

In any type of event, this plan is a guide for Baylake United Methodist Church (BUMC) to:

- Protect property
- Continue services
- Care for members/persons on premises
- Allow for self-sufficiency for at least 72 hours
- Communicate information

This plan was developed by Baylake Board of Trustees and may include scheduled trainings, drills, etc. to test the plan and inform plan revisions. This plan is also relevant for other programs on the BUMC premises such as the Kid's Day Out and Stratford Preschool.

The enclosed BUMC Emergency Response and Recovery Plan are broken down into the following segmentations.

- Emergency Contact Numbers – internal staff and external organizations
- Overall Church Procedures for Cancellation/Closings
 - Incident Responses: Weather Related and Endangerment Threats
- Building evacuation and lockdown procedures
- Incident Command Structure (ICS) and Safety Response Team

This plan version was enacted by the Baylake UMC Board of Trustees and approved by the Church Council.

EMERGENCY PHONE NUMBERS

External Phone Numbers:

Fire/Ambulance/Police.....	911
Virginia Beach EMS	757.385.1999
Virginia Beach Office of Emergency Management.....	757.385.8585
Multra-Guard (fire alarm monitor) *	757.627.2676
Power Company (Dominion Power)	866.366.4357
Virginia Natural Gas	866.229.3578
Virginia Beach Department of Public Utilities	757.385.1400
Virginia Beach Police (3 rd Precinct, Admin Line)	757.385.2703
Virginia Beach Sheriff's Office	757.385.4555
Sentara Virginia Beach General Hospital	757.395.8000
Poison Control	800.222.1222
Animal Control	757.385.4444
Distinct Office	757.473.1592

(*) *Multra-Guard: acct. #010086/ PW: 086CC*

Internal Phone Numbers:

To dial in extension, pick up the phone receiver, type in the extension number, and begin speaking.

- Front Office (Reception Area): 201
- Administration: 202
- Nursery: 207
- Associate Pastor: 203
- Education Wing Hall: 212
- Director of Music Ministries: 210
- Director Children's Ministries: 208
- Director of Youth Ministries: 209
- Senior Pastor: 205
- Kitchen: 211
- Building Superintendent: 210 (757.802.0105)

- Counselor in Residence: 204

Incident & Safety Response Team:

It is recommended to identify participants trained with first-responder type experience to participate in an active role volunteering as part of the Incident & Safety Response team. Targeted participants may include: law enforcement professional and/or prior military experience.

CANCELLATION/CLOSING PROCEDURES

The senior pastoral staff member shall make the decision to close the facility or cancel activities in the church due to inclement weather or other circumstantial events. Once the decision to close the facility has been made, it shall be communicated via the following:

- Website
- Message on the Church Voicemail
- Facebook
- Email Distribution List

ALTERNATE FACILITY LOCATION

In the event the BUMC facility becomes uninhabitable for any reason, the senior pastoral staff member shall make the decision to close the facility with the option to re-locate designated church events/activities to the alternate site location.

Recommendation: Explore identifying an alternate physical location in case the current premises become uninhabitable for any length of time. Consideration should be given to Francis Asbury Methodist Church or a local school within close proximity of the church.

MEDICAL EMERGENCY PROCEDURE

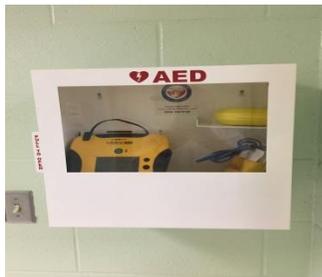
Only those individuals who are trained and certified in First Aid and CPR should assist with rendering basic first aid. For serious medical emergencies, the following steps should be taken:

1. CALL 911 IMMEDIATELY. Be prepared to provide the following information:
 - a. Nature of the medical emergency
 - b. Location of the emergency (4300 Shore Drive, VA Beach, VA 23455)
 - c. Name and phone number
2. Do not move the individual unless absolutely necessary.

3. Notify church personnel who are trained in CPR and First Aid to provide assistance prior to the arrival of EMS personnel. A member of the Emergency Response Team will be on-site at the site of the emergency to communicate and summons the EMS personnel to the individual in distress.
4. The First Aid Kits are located by:
 - a. Main office
 - b. Office of the Director of Children's Ministry (upstairs)
 - c. Kitchen

Recommendation: Purchase and install wall-mounted First Aid Kits for increased visibility for use. *Note: The kitchen first aid kit is non-functional and needs replacement.*

5. The Automated External Defibrillator (AED) is located in the hallway between the sanctuary and the Fellowship Hall (hanging on the wall opposite the mail boxes).



An automated external defibrillator (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can stop an irregular heart rhythm and allow a normal rhythm to resume following sudden cardiac arrest. Sudden cardiac arrest is an abrupt loss of heart function. If it's not treated within minutes, it quickly leads to death. With simple audio and visual commands, AEDs are designed to be simple for use.

FIRE AND SMOKE EMERGENCIES

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

IF THE FIRE WARNING ALARM SOUNDS

Immediately initiate evacuation procedures.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect you from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an all clear is issued by the incident coordinator (Note: The all clear should be initially issued by the Fire Department.)

GAS LEAKS

If you think you have a natural gas leak go to a safe location and call 911 and your natural gas provider. Signs of a natural gas leak include:

- A “rotten egg” odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if leak has ignited
- Dirt or dust blowing from a hole in the ground
- Bubbling in wet or flooded areas.

Do’s and Don’ts

- Cease all operations and evacuate the building
- Do not use any electrical device, such as light switches, telephones or appliances such as garage door openers. They could spark and ignite the gas.
- Do not use an open flame, matches or lighters
- Do not try to locate the source of the gas leak
- Do not try to shut off any gas valves or appliances

- Do not start vehicles
- Do not re-enter the building or return to the area until it's deemed by Virginia Natural Gas or EMS personnel indicates it's safe to do so
- If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.
- If you are digging and think you may have damaged a natural gas pipeline, leave the area immediately. If you are using motorized equipment and can turn off the motor safely, do so to prevent the ignition of any leaking gas. Then abandon the equipment and leave the area. Never restart equipment until the surrounding environment has been checked and declared safe.

TORNADO AND SEVERE WEATHER EMERGENCY

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A **tornado watch** status indicates that weather conditions are favorable for the development of tornadoes. The tornado watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A **tornado warning** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 70 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

If a Tornado Warning is Announced

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tornado shelter area immediately.
- Move quickly, but do not run.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are a probability in the Hampton Roads area. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.

Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an —all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.) In general, gymnasiums are not good shelter in place locations for severe weather.

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

At Baylake, preferred locations would be the interior based rooms on the 1st floor or any rooms with minimal windows.

Remember that outdoor sirens are designed to notify citizens outdoors. Sirens don't have an "ALL CLEAR signal/sound".

EARTHQUAKE

An earthquake is one of nature's most dangerous events, in that it occurs suddenly with no warning.

Before:

- Identify a safe place in work areas and church that would offer you protection from falling objects (Under desk, table, pew or inside wall).

During:

- When shaking starts **Drop, Cover and Hold On.**
- If there is no desk or table, sit on the floor against an interior wall away from windows, bookcases, or other tall objects that could fall on you.

After:

- After shaking stops, check yourself, fellow workers and congregation for injuries. Administer first aid to injured victims as needed.
- Conduct a safety inspection of building for structural damage and hazards.
- If building or work area has sustained significant damage rendering the building unsafe evacuate the building.
- Assist visitors out of the building to the designated "Rallying Zone."
- Don't re-entry building until building has been deemed safe.

HOSTILE INTRUDER/ACTIVE SHOOTER PLANS

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

Run (Evacuate if possible)

- Have an escape route and plan in mind
- Leave belongings behind
- Keep hands visible

Hide Out

- Hide in an area out of the hostile intruder view
- Block entry to hiding place and lock doors
- Call 911 if possible

Fight (Take Action)

- As a last resort and when in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression such as throwing items to the intruder
- Call 911 if possible

Other tips:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- Put cell phone(s) on silent mode
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way

you can and warn others.

You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims. Ideal “safe rooms” are storage closets or any internal room with a lock and/or items to barricade a door. A door stop also works well as a make-shift lock.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option. If you choose to fight, you must commit to your actions! You may be fighting for your life. Improvise and use anything at your disposal.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once law enforcement arrives, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow. Other tips include:

- Remain calm and follow instructions
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Proceed in the direction from which the officers are entering the facility
- Immediately raise hands and spread fingers
- Avoid pointing and yelling

Information to share with responders or 911 operator include:

- Location of hostile intruder
- Physical description of the intruder(s)
- Number of intruders
- Number and type of weapons held by the intruder(s)
- Number of potential victims

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- 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 uncontrollable physical violence.

Often times, as reported by the Risk Reporter (source: Vol. 12, Spring 2013), “violence often occurs by a late arriver interrupting a service. If ushers are greeters are well trained, they might be able to identify and present danger before it occurs.” Train and use greeters and ushers as the first line of defense to detect potential threats involving suspicious people, packages and vehicles.

If there is an indication of a heightened risk of threat within the congregation, the senior pastor along his designated incident team should notify the local law enforcement agency. Depending on the degree of threat, this could lead up to a discussion of contemplating armed security such as an off-duty or recently retired law enforcement personnel. It's preferred the security force not wear a marked uniform rather to blend in with the congregation.

As a preventive measure, request the local law enforcement and fire department agencies come on-site to perform a site assessment. This way, the local emergency response teams know their way around the building in advance of a violent situation; it can save time and lives.

Shooter Fact Sheet (source: *Protecting your Congregations against an Active Shooter*; J&O Emergency Management & Security Consultants).

- Mentality of a Shooter
 - Will continue until stopped
 - Primary Motive: Revenge
 - Other motives: hatred, domestic or marital issues, child custody, congregation dispute, disappointment in leadership's decision, financial

trouble, mad at the world

- Over half are aged 19 to 50 years old and predominately male
- Highest risk on Sundays typically during the service
- Over 40% of shooter outcomes result in suicide

SAFETY/PREVENTIVE MEASURES

- In general Ushers may be utilized as the first line of defense. Highly recommended up to two (2) persons are stationed at each service to monitor and address escalations (highly trained).
 - Tip: Stationing greeters outside by the entrance doors is an effective measure to monitor the outside conditions including the parking lot for any signs of suspicious activity.
 - Tip: Keep a microphone nearby in case an emergency announcement needs to be made.
- Provide training to church staff and key members identified as part of incident and safety response team.
- Ushers should keep an eye out for any suspicious looking package(s) on the premises and/or carried by someone.
 - Tip: Recommend all on-duty ushers remain alert and monitor situations throughout each service
- Ushers and/or Incident and Safety response team members are authorized to approach someone if there are visible signs of any type of weapons. No weapons are allowed on the premises without prior approval (even with proper permits).
- In general, for any new visitors (unless accompanied by a member of the church) or any signs of suspicious behavior, it is recommended visitors avoid sitting in the first four (4) rows of the sanctuary or entire balcony area. The ushers may assist sitting when deemed necessary (high attendance, special events and holidays, etc.).
- In general, new members of the church or church volunteers working with children, the church staff should scan the Sex Offenders site to ensure no violations by the respective person(s).

Reference: The Virginia Beach Crime Preventers unit offers specialized training for churches in the area related to hostile intruder/active shooter situations. Please contact Allen Perry at 757.385.2742 or 757.282.8566 to schedule an on-site assessment including active shooter training focused in a church setting. The crime prevention unit offers three (3) training classes focused on:

1. *User/Greeter Training*
2. *Situational Awareness & Personal Safety*
3. *Active Shooter Training in the Church (actual simulation on the premises)*

See Something, Say Something

BOMB THREAT

All bomb threats should be taken seriously; most threats are received by phone. Act quickly, but remain calm and obtain information on the check list (See Appendix 1Threats).

- Remain Calm, be courteous and listen
- Try to keep the caller on the line for as long as possible
- Get attention of another person give note saying call 911 Bomb Threat
- If your phone has Called ID Display, Record incoming phone number.
- Write down exact words of the caller and threat
- Don't hang up phone, leave line open
- Notify a Baylake staff member or Incident Coordinator.
- Activate Fire Alarm to evacuate the building
- Assist visitors out of the building and proceed to designated muster station "Rally Zone"
- Remain in Rally Zone until "All Clear" is issued.

Recommendation: *Identify Rally Zone on church property grounds and install signage.*

Bomb Threat Procedures:

The threat that a bomb has been placed is typically made via telephone. In the majority of these cases, these threats are proven to be false and no device or material is ever located. However, the potential for loss of human life and property is so great that each situation must be pursued and evaluated.

1. Telephone Threat:

- a. Any person receiving a bomb threat should remain calm & obtain as much information as possible.
- b. After the caller hangs up, IMMEDIATELY CALL THE POLICE.
- c. Notify a senior member of the Pastoral Staff or Emergency Response Team as quickly as possible.

2. Written Threat: Written threats can come in the form of a note, letter, email or fax.

- a. DO NOT HANDLE THE ENVELOPE OR LETTER ANY MORE THAN IS NECESSARY. Limit the number of people who touch the envelope. Keep careful track of who handles the materials. As soon as is practical, put the items into an envelope or plastic bag to prevent further contamination of the material.
- b. IMMEDIATELY CALL THE POLICE.
- c. Notify a senior member of the Pastoral Staff or Emergency Response Team as quickly as possible.
- d. Safeguard the material and give it to the police.

3. Suspicious Package or Device:

- a. DO NOT TOUCH OR HANDLE ANY SUSPICIOUS ITEM.
- b. IMMEDIATELY CALL THE POLICE.
- c. Notify a senior member of the Pastoral Staff or Emergency Response Team as quickly as possible.
- d. Do not use the fire alarm, but evacuate the building as soon as is practical.

BUILDING EVACUATION EMERGENCY

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly areas are located: See BUMC Floor Plan for the two (2) designated areas.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located.

BUILDING EVACUATION PROCEDURE

The Senior Pastor or his designee shall enact an immediate emergency response or evacuation of BUMC. The evacuation can be whole or partial depending on the event.

1. Upon activation of the evacuation plan the Senior Pastor or his designee will alert the church of such action. This will be done via microphone from the pulpit or in front of the congregation.
2. 3. If a fire or fire related emergency is identified, the church will be made aware through the fire alarm system and an immediate evacuation should be initiated.

Evacuation from BUMC will be determined by the closest exterior exit from where you are in the building when the evacuation is ordered or the alarm is engaged.

Members and attendees evacuating BUMC will immediately be directed to the Rally Point. This will serve to get people as far away from BUMC as possible for safety purposes. Adults and children will assemble at designated Rally Points shown on attached map. **Parents should NOT attempt to retrieve their child prior to evacuating as each teacher will be responsible for safe exit of their respective classes during an evacuation.** Once it is safe to do so, parents will proceed to the Children's Rally Point to pick up their child while continuing to adhere to the safe sanctuaries policy in place.

Evacuation of Disabled Persons

Class leaders should always be aware of class members with disabilities or who may require assistance in an evacuation and inform the appropriate floor warden to determine the best method for evacuation. If it becomes impossible to evacuate a disabled person, that person should be moved to the safest place possible until emergency responders arrive on scene and can move the person to the Rally Point.

If a Building Evacuation is Initiated, important do's and don'ts are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, laptop, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the —all clear signal is given.

CHILDREN'S MINISTRY EVACUATION PROCEDURE

The evacuation procedure should be used for a fire alarm, a bomb threat, and any other times deemed necessary by the Senior Pastor or his designee.

1st Floor Classrooms:

1. All nursery children (babies & crawlers) should be evacuated.
2. All walking children should be lined up and counted by an adult volunteer.
3. An adult volunteer shall be the last to leave the classroom and close the door. If there is a bathroom in the classroom, the adult volunteer should check to ensure no children are in the bathroom.
4. All children and adult volunteers shall evacuate through the closest exit and proceed to the Children's Rally Point.
5. Volunteer should bring the class roster to the Children's Rally Point.
6. Once at the Children's Rally Point, adult volunteers shall assemble children together by classroom/age group, take a head count, and report to adult volunteer or staff member to obtain the 'I'm OK and all accounted for' signal.

2nd Floor Upstairs Youth & Children Classrooms:

1. Children/Youth should line up and evacuate with an adult volunteer through the closest exit in an orderly manner.
2. An adult volunteer shall be the last to leave the classroom and close the door. If there is a bathroom in the classroom, the adult volunteer should check to ensure no children are in the bathroom.
3. Children/Youth and adult volunteers shall proceed to the Children's Rally Point.
4. Volunteer should bring the class roster to the Children's Rally Point.
5. Once at the Children's Rally Point, children/youth shall assemble together by classroom/age group and adult volunteers will take a head count and report to the appropriate grade level Coordinator to obtain the 'I'm OK and all accounted for' signal. .

Recommendation: *Establish a separate designated Children's Rally Point.*

Dismissal Procedure for Evacuation:

1. Once it is safe to do so, parents will proceed to the Children's Rally Point to pick up their child(ren) while continuing to adhere to the safe sanctuaries policy in place.
2. Children will be grouped by classroom/age.
3. Adult volunteers will use the attendance log as the check balance to track the release of children to their parents.
4. In the event that the children need to be moved, a member of the Security/Incident team will assist and communicate to staff.

LOCKDOWN PROCEDURE

In the event of an active shooter situation or situation where imminent danger to life is apparent, these members will identify and address the situation as best possible to mitigate further harm and injury.

If there is a serious or life threatening emergency (i.e. active shooter), the church will initiate the lockdown procedure using the following guidelines:

1. The following announcement should be announced: “ATTENTION PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE BUILDING IMMEDIATELY. SECURE THE CHILDREN’S WING. LOCK ALL DOORS AND STAY INSIDE CLASSROOMS UNTIL FURTHER NOTICE.”

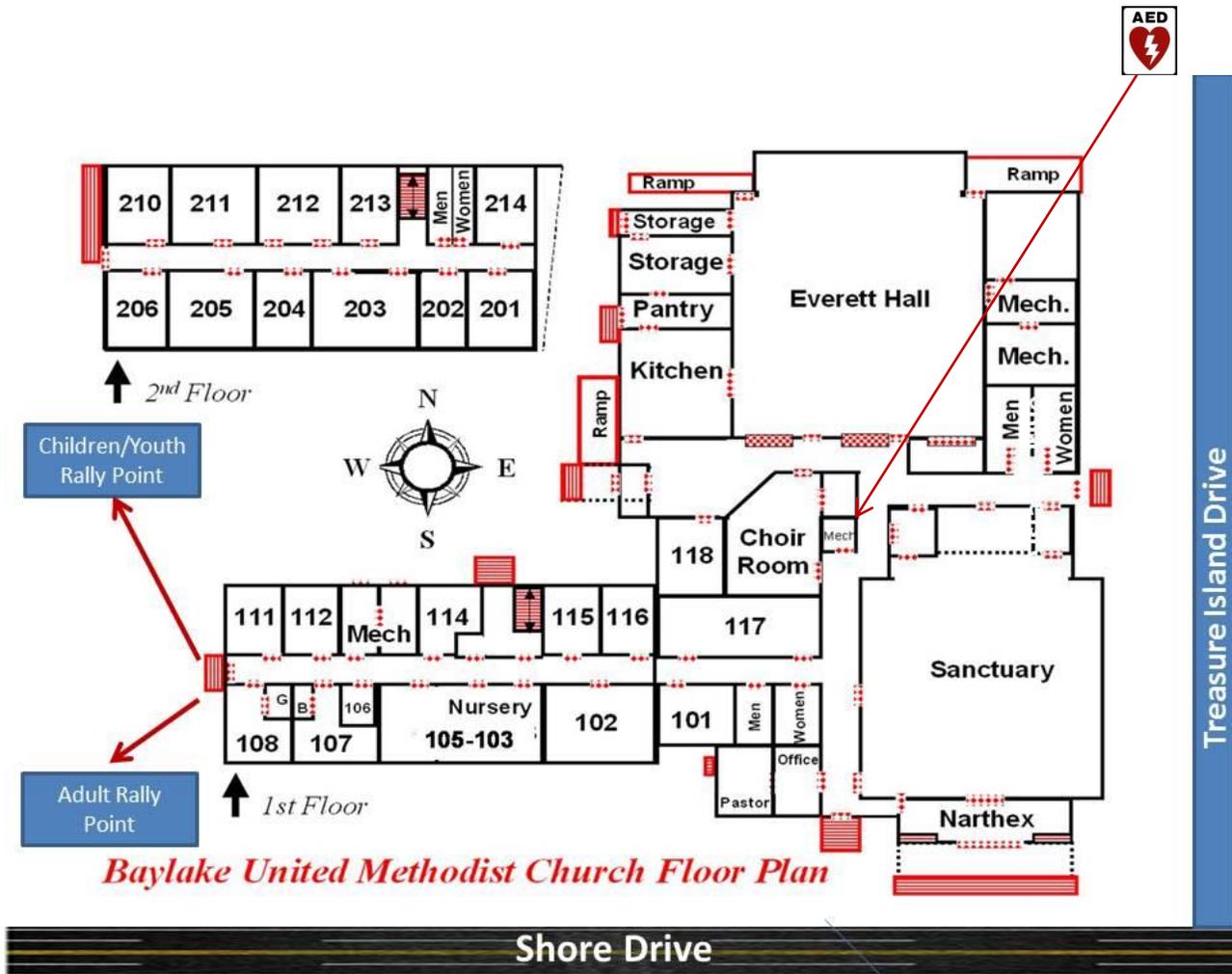
2. Proceed to a room with a door, close all the windows and doors, and turn off all the lights. Place doorstop under the door and block door with chair. Cover large windows. If possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police or a church leader known to you gives the “all clear”.

3. If an active shooter is in the same area of the building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

4. If an active shooter enters your classroom, try to remain calm. Listen and obey all commands by the shooter. **DO NOT TRY TO STOP NOR INTERFERE THE SHOOTER.** Dial 911, if possible, and alert police to the shooter’s location; if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered as a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly and quietly, keep your hands visible, and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off the church grounds until advised it is safe to do so by police.

BUMC FLOOR PLAN – 1ST & 2ND FLOORS



ICS AND SAFETY RESPONSE TEAM – *** FUTURE CONSIDERATION ***

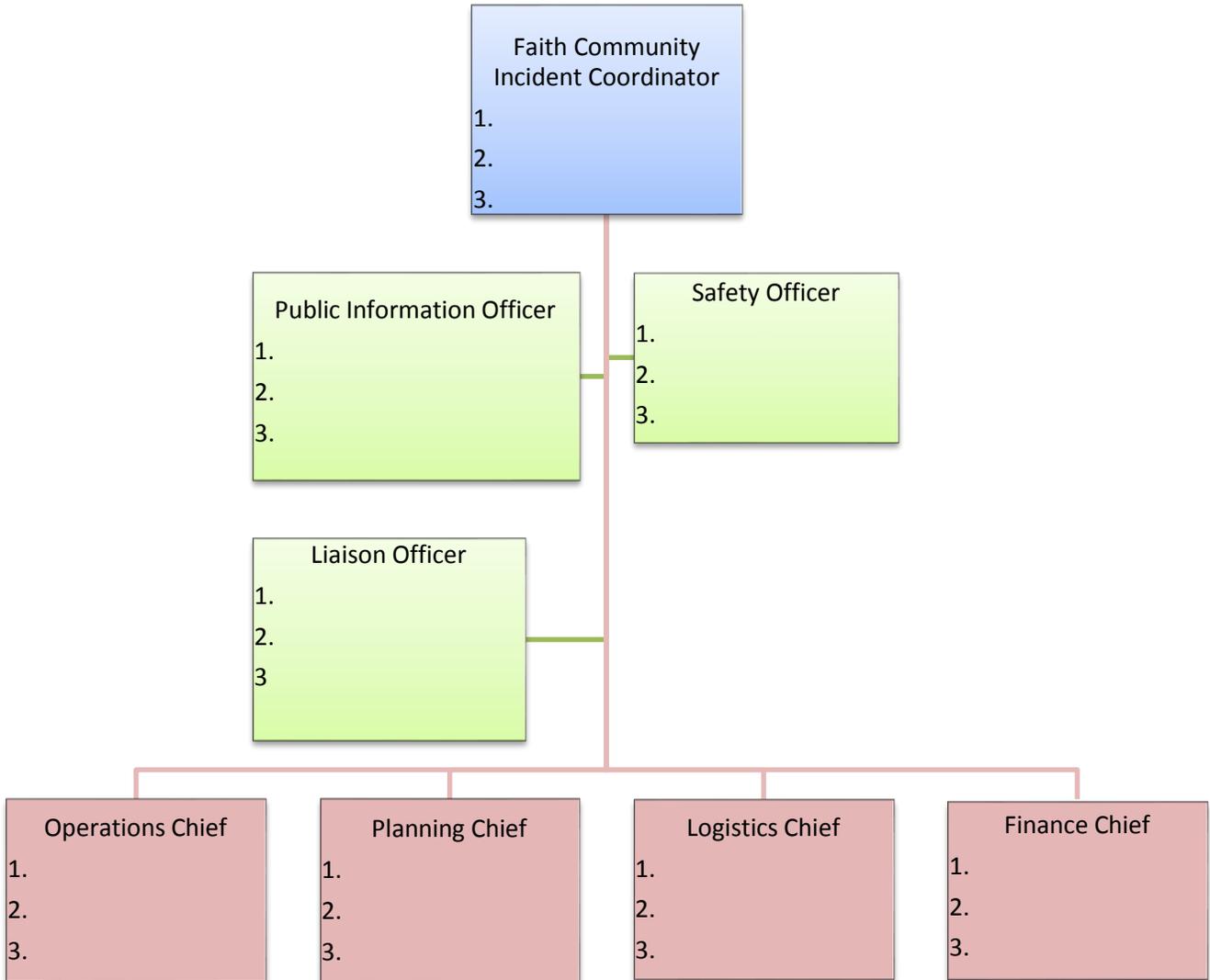
The Incident Command System (ICS) is a way to organize staff and volunteers in a response. It assists in clear communication and also helps to develop efficient internal teams when using individuals that will be performing roles outside of their day-to-day duties. Each role has specific duties and a clear reporting chain. The following are guidelines for creating a safety response team within BUMC. The positions listed are recommendations and can be adapted to the needs of our church. The recommendation is several people be designated (delegate to serve as back-u) and trained for each position and that each position be represented at every possible worship service or event.

- ✓ Faith Community Incident Commander
 - Leads response
 - Ensure that all team members are assigned duties and understand all emergency procedures
 - Ensures proper emergency communication
 - Delegates during emergencies
- ✓ Public Information Officer
 - Provides information to the public, congregation, and media
 - Monitors and provides information via social media
- ✓ Safety Officer
 - Ensures safety of staff and congregation
 - Ensures that life and safety are not a threat
- ✓ Liaison Officer
 - Works in conjunction between church and county wide EMA or other first responder agencies, most likely the Community Organizations Active in Disaster (COAD)
- ✓ Operations Chief
 - Provides action steps including first aid, chain saw crews, search and rescue, etc.
- ✓ Planning Chief
 - Gathers information, makes and revises plans based on current and future activities
- ✓ Logistics Chief
 - Finds and distributes resources
- ✓ Finance Chief
 - Determines how the congregation is going to pay for the response. Tracks all time, requests, and claims

Recommendation: While the ICS and Safety Response team concept may be deferred, it is highly recommended to retain a contact list of specific Baylake UMC leaders to update on a regular basis and/or request active engagement with the BUMC Emergency Response and Recovery Plan.

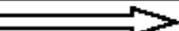
ICS organization chart with primary and back-up designees

**** FUTURE CONSIDERATION ****



APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

THREATENING PHONE CALL		Time of threat call: _____
INSTRUCTIONS		EXACT WORDING OF THE THREAT
<ol style="list-style-type: none"> 1. Be calm and courteous. 2. Let the caller speak. 3. Keep the caller on the line as long as you can. 4. Record as much of the caller's conversations verbatim, as possible 		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
CALLER'S VOICE		Use back of page if needed 
<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Excited <input type="checkbox"/> Slow <input type="checkbox"/> Rapid <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Laughter <input type="checkbox"/> Crying <input type="checkbox"/> Normal <input type="checkbox"/> Slurred <input type="checkbox"/> Distinct	<input type="checkbox"/> Disguised <input type="checkbox"/> Accent <input type="checkbox"/> Familiar <input type="checkbox"/> Deep <input type="checkbox"/> Nasal <input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Raspy <input type="checkbox"/> Ragged <input type="checkbox"/> Clearing throat <input type="checkbox"/> Deep breathing <input type="checkbox"/> Cracking voice	THREAT LANGUAGE
		<input type="checkbox"/> Well-spoken <input type="checkbox"/> Educated <input type="checkbox"/> Foul <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Taped <input type="checkbox"/> Message was read Remarks: _____ _____
QUESTIONS TO ASK		BACKGROUND SOUNDS
<ol style="list-style-type: none"> 1. Who are you? 2. Where are you? 3. What do you want from us? 4. What are you going to do? 5. Why are you doing this? 		<input type="checkbox"/> Street noises <input type="checkbox"/> House noises <input type="checkbox"/> PA system <input type="checkbox"/> Music <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Animal noises <input type="checkbox"/> Voices <input type="checkbox"/> Static <input type="checkbox"/> Phone booth <input type="checkbox"/> Local <input type="checkbox"/> Long distance <input type="checkbox"/> None Other: _____
CALLER INFORMATION		Your name: _____
Gender of caller: _____ Race/nationality of caller: _____ Age of caller: _____ Length of call: _____		Your title/department: _____
		Your work phone/extension: _____
		Date: _____
		Give a <u>copy</u> of this completed form to the responding officer; retain original. Officer's Name: _____ _____

APPENDIX 2: EMERGENCY EVACUATION MAPS

(Copy of this appendix in each room in the building - with directions to “evacuation location/shelter in place locations”)

Insert Evacuation Location/Shelter In Place plans and locations. Be sure to include labeling of the following:

- ✓ AED (Include in addendum who is trained and policy related to AED)
- ✓ First Aid Kits
- ✓ NOAA Radio
- ✓ Smoke Detectors and Carbon Monoxide Detectors
- ✓ Fire Extinguishers
- ✓ Emergency Kits (To Go Kits)

APPENDIX 3: INJURY/INCIDENT REPORT

The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____

Injured Person: _____ Contact Info: _____

Completed by: _____

Where were you when injury occurred:

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

APPENDIX 4: EMERGENCY SUPPLIES LIST (or To Go Kit)

Go Kits are portable and placed in multiple locations so that they can be easily grabbed when evacuating the facility. They contain many of the emergency supplies needed for disasters, but on a smaller scale. A typical Go-kit includes the following items:

- Water (in small packets – rule of thumb is 1 gallon of water per person per day)
- Food (pick items you enjoy and that don't need cooking)
- First-Aid kits (include medications eyeglasses, hearing aids, etc.)
- AM/FM radio (with extra batteries)
- Mylar blankets (space blanket)
- Flashlight (with extra batteries)
- Light-sticks
- Whistles (for signaling)
- Comfortable, sturdy shoes or sneakers
- Clothes (for layering)
- Garbage / plastic bags (all purpose and for waste disposal, including human and animal waste)
- Duct tape
- Tissues / toilet paper
- Sealable sandwich bags
- Deck of cards, Dominoes, books, and other comfort items
- Face masks or bandanas (to keep from breathing dust)
- Tools Kit
- Copies of important documents
- Cash & coins
- Pen, markers and paper

Emergency Supplies include almost all of the above items in larger quantities. Try to prepare enough supplies, especially water and food, to last for 72 hours. In addition, the facility may need:

- Tools (for shutoffs, light search & rescue, and repairs)
- Backup generator (for powering computers, lights, refrigeration, etc.)

Recommendation: If a Go Kit emergency supply pack is initiated, Baylake UMC staff need to determine the exact location while ensuring it has proper markings while being easily accessible.

REFERENCES

BEST PRACTICE STANDARD CHECKLISTS

COMMUNICATION

For All Emergencies Dial 9-1-1

Communication will make or break a disaster response/recovery effort. Disseminating information to staff, lay leadership, affiliates, membership, media, and denomination hierarchy takes thought, planning, and an organized structure. *Note: Communication with your jurisdictional Emergency Management Department can play a role in assisting you even before an event.*

Internal Communication:

Develop a list of emergency contact numbers for all staff. _____

Develop a system or process for contacting staff. _____

Develop a system or process for contacting key leadership or Board. _____

Call tree, robo call system, email, or text.

Be sure to have at least two ways to notify staff and key leadership or Board

Develop a system to notify congregation members' _____

Plan for connecting with key denomination leadership to report status information and coordinating response. _____

External Communication:

How would you communicate with your local COAD? (Community Organizations Active in Disaster) _____

How would you communicate with your local Emergency Management Agency? _____

List of Other External Numbers
(Hospitals, Urgent Care Centers, Fire Departments,
Public Health Department, Police-non emergency) _____

Plan for interacting with the media-identify media contact information and develop scripts for possible scenarios. _____

If necessary, contact your denominations regional, state and national leadership. _____

Other Things to Consider:

- Develop a contact-tree or system to check on specific congregation members (esp. seniors and people with disabilities). Assign someone with a back-up plan to contact this list.
- Designate one remote phone number where an emergency message can be recorded and be sure all members know that number and understand its use.

Communication Methods

Utilizing various alternate means to communicate will enable you to get your message out faster and to the right people. Consider some of these options:

- Have a hard-wired analog telephone available (they operate off an independent power source).
 - Try cell phones from other providers if yours doesn't work.
 - Use walkie-talkies for short-range communications.
 - Is there a Bull horn or a whistle available in various locations?
 - Do you need to consider multi lingual considerations or sign language when developing plans or messages?
 - Billboards
 - Social Media
 - Congregation Bulletins
 - Television and Radio Stations (To be included on the list of closures, your organization has to be registered in advance. Request the process from each individual radio/television station.)
-

Communication Checklist What

should you communicate?

- Congregation status
- Damage assessment
- Services offered or changed
- Funds needed
- Volunteers needed
- Other needs

To Whom are you communicating?

- Disaster services partners
- Staff & Volunteers
- Congregation members
- Funders
- Media
- Community residents

Who should communicate the message?

- People with proper training
- Those with the proper authority
- People who share a consistent message

How should you communicate?

- Electronic / computer
- Paper
- Verbal
- Combination of methods

What can you prepare in advance?

- Talking points / key message
- Disaster /emergency response press release
- Emergency related funding solicitations
- Contact lists



EVACUATION PLANS

Evacuation Plans are for any event where you need to move people OUTSIDE the facility including the following: fire, active shooter, bomb threat, earthquake, gas leak, hazardous chemical spill, or floods.

The following questions should be answered:

- How would an evacuation plan be activated?
 - Are there adequate smoke detectors? Are they checked annually?
 - Who would activate an evacuation plan?
 - How will First Responders be notified? Who will notify First responders?
 - Do you have evacuation routes and are they posted?
 - Where would people meet after an evacuation? Or is there a “Rally Point” established?
 - Who would be in charge after the evacuation?
 - Who would be the spokesperson to First Responder Personnel (fire, police, etc)?
 - Do you have a mechanism for accounting for all persons known on site?
 - Do you have First Aid Supplies? Where are they kept?
 - Do you have personnel trained in First Aid?
 - Do you have an inventory of contents?
 - Do you have adequate insurance to cover replacement of inventory?
 - Do you have adequate relocation insurance?
 - Do you have adequate liability insurance?
 - Is there a mechanism to review insurance annually?
 - Are combustibles stored in fireproof containers or rooms?
 - Are combustibles marked appropriately?
-