

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 event, 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. Improve 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