

# **EMERGENCY RESPONSE PLAN**

**This Plan Applies To**  
**Shiloh Baptist Church**

Approved May 15, 2016

## **Shiloh Baptist Church Emergency Response Plan**

1. Purpose: To assist in the return to normal business operations by minimizing the initial disruptive effects of an emergency or disaster. Maximize the protection and survival of the assets of Shiloh Baptist Church in the event of any impending or actual disaster. These assets include staff, facilities, equipment, Church members, and visitors.
2. Scope
  - Applicability: This plan applies to Shiloh Baptist Church, located at 13457 Kings Highway, King George, VA 22485-3015
  - Responsibility: The Board of Directors is responsible for the design, implementation, and administration of the Emergency Response Plan (ERP). The Board will review the plan annually or as the need arises.
  - Distribution: made available through the church's website
3. Definitions

**Disaster** - An event, potential or actual, which causes any of the following:

  - Employee, member or visitor illness, injury or casualty.
  - Severe property damage to the facilities and/or surrounding area(s).
  - Requires support from local emergency, medical, or fire services (local, state, and/or federal).
  - Requires evacuation of any personnel.

**Emergency** - An event, potential or actual, which causes any of the following:

  - Affects a portion of church membership or overall operation of the Church.
  - Employee, member or visitor injuries.
  - Significant property damage.
  - Requires local emergency medical/fire services.
  - May require evacuation(s) of whole building, floors, or multiple areas.
  - Draws public media inquiry.
4. Reporting Emergencies when an incident is potentially life threatening:
  - Report the emergency through the local 911 system.
  - Advise the Pastor and other staff members on duty.
5. Response to Emergencies, on scene personnel will:
  - Assess the current situation.
  - Request additional support as necessary from 911 authorities.
  - Communicate status to Pastor and staff members on duty.

## 6. Warning Systems

- Fire warning system: by voice.
- Evacuation: The primary means of warning for an evacuation is announcement/notification via personnel. This method is utilized to supplement the fire alarms. Evacuation routes are shown in each classroom.

## 7. Building Emergency Leaders (BELs) are designated as the group leader in charge of any individual group or class. BELs are in charge of directing evacuation or calling 911 as reasonably determined by the individual group leader. (i.e., Sunday school teacher would evacuate their class to the meeting point, pastor would evacuate the sanctuary during the sermon, and children's church teachers would evacuate their classes).

- BELs will verify that the location of their area of responsibility has current posted evacuation plans.
- BELs shall have the authority to make decisions regarding evacuation of their area.
- BELs will verify that the location of their area of responsibility has current posted evacuation plans.
- BELs are to assess and report any information they have pertaining to the emergency to the 911 services and then to the Pastor and Deacon on duty.
- BELs are to identify disabled persons who may need additional assistance. Assign assistance as necessary.

## 8. Responsibilities

- General Responsibilities
  - Employees and BELs should be knowledgeable of fire alarm bells, fire alarm pull stations, and fire extinguisher locations. They should also be knowledgeable of the communications means which will be used to communicate with the 911 services, the Pastor, Deacons and church members during emergencies.
  - Employees, BELs and church membership in general are required to maintain good housekeeping practices within the church areas with special attention towards fire hazards and hazardous materials handling.
- Manager Specific Responsibilities
  - The Board of Directors shall evaluate specific areas of vulnerability to emergency situations within the church and recommend and initiate measures to mitigate.

- Describe the primary and alternate evacuation routes from the church.
  - Place emergency phone number cards near all phones & in all classrooms in the church.
  - Maintain a hard copy of the Emergency Response Plan in the church office so that it is available for review by employees at any time.
  - Organize volunteer Ministry team members to aid in rescue operations as needed.
  - Submit a post-recovery summary of emergency response activities to the Pastor as needed.
  - Employee and Church Member Responsibilities
    - Identify yourself to the Pastor and/or Board of Directors if you possess any special skills relative to emergency planning and evacuations.
    - Identify safety hazards to the Board of Directors, Pastor, and Building and Grounds.
    - Maintain good housekeeping practices around your work area or station within the Church.
    - Read and understand the Emergency Response Plan.
    - Prepare for and perform any additional duties as assigned by trained personnel.
    - Ask for help from others as needed.
    - Be knowledgeable about the evacuation process.
    - Know and understand your evacuation routes.
    - Know and understand where your two closest exits are.
    - Participate in all evacuation drills as directed by the Pastor or Board of Directors.
    - DO NOT RISK YOUR PERSONAL SAFETY.
9. Hazards that can possibly affect Shiloh Baptist Church and that fall within the scope of this plan and apply to BELs and church membership in general.
- a. Medical Emergency
    - Immediately report the emergency situation and give as much information as possible to 911.
    - Stay on the phone line until released by the operator.
    - Render First Aid/CPR if capable of doing so.
    - Stay with the victim if at all possible. If you or the victim is in immediate danger, evacuate as required.
  - b. Fire
    - Remain calm. Sound the alarm. Report all fires to 911 and church personnel.
    - If necessary, evacuate the area using predetermined evacuation routes and stairways.

- c. Active Shooter
1. Evacuate
    - Have an escape route/plan in mind; have these routes practiced ahead of time
    - Leave your belongings behind
    - Help others escape if possible
    - Prevent individuals from entering an area where the active shooter may be
    - Follow the instructions of any police officer and/or security guard
    - Do not attempt to move wounded people
  2. Hide Out
    - Hide out in an area out of the active shooter's view
    - Lock the doors
    - Blockade the door with heavy furniture
    - Silence your cell phone/pager, turn off any sources of noise (e.g., radios, TVs, etc.)
    - Remain quiet
  3. If Evacuation and Hiding Out are Not Possible
    - Drop to the floor
    - Play dead
    - Seek cover and concealment
  4. Take Action
    - As a last resort and only when your life is in imminent danger:
    - Attempt to incapacitate the active shooter
    - Act as aggressively as possible
    - Yell
    - Commit to your actions
  5. Stay in place until an "All CLEAR" signal is issued by a recognized authority.
  6. Information to give law enforcement or 911 operative:
    - Location of the active shooter
    - Number of shooters, if more than one
    - Physical descriptions of shooter(s)
    - Number and types of weapons held by the shooter(s)
    - Number of potential victims at the location
- d. Bomb Threat
- If the bomb threat is received by telephone WRITE IT DOWN
    1. Discretely advise the Pastor if available.
    2. Attempt to prolong the conversation as long as possible.

3. Attempt to elicit as much information as possible from the caller.
  4. Respond as directed and tell no one else of the telephone call.
  5. Report threat to local authorities (i.e., 911, Sheriff's Office, and Fire Department).
  6. Notify the Pastor and Church employees and evacuate the building.
  7. Take all call information with you to pass on to first responders.
- If the bomb threat Receipt by Package, Letter or Note
    1. Discretely advise the Pastor.
    2. Do not handle or allow anyone else to handle the package, letter or note.
    3. Direct first responders (police/fire) to package/letter/note location
- e. Power Interruption
- Remain calm.
  - Remain at workstations or in service and do not move about the area until some form of lighting is available.
  - Members & employees with flashlights should get them out to ensure that the evacuation is accomplished in an orderly manner. Ensure that assigned team members or other responsible employee who knows the evacuation route is the last person to leave the area so that he or she can pick up any stragglers on the way out.
- f. High Winds, tornadoes, floods, hurricane, snow storm or other natural weather related disasters
- Avoid areas with large glass windows, power lines, and remain in protected areas.
  - Listen to information provided by the local news stations before leaving the site.
  - Evacuate to parts of building as dictated by the nature of the disaster. i.e. basement
- g. HAZMAT
- Safety instructions: Use common sense. Contact 911 as needed; then contact church personnel.
  - Give the following types of information if known
    - Type/nature, quantity, & location of material released.
    - Number of injured personnel.
    - Any obvious clouds or smells in the air.
  - Do not put yourself at risk attempting to gather the above information. Let the responding personnel do it!
- h. Earthquake
- Remain calm and react to the situation in a composed manner.
  - Assume a Duck, Cover, and Hold position if required by the circumstances of the disaster.

- Check yourself and others for injuries. Remain calm and attempt to calm others.
  - Determine the status of the area to determine if there are any immediate threats to member safety and report the threat to the local emergency number.
  - Relocate or evacuate depending on status of the area using planned routes if available. If departing, take car keys, glasses and personal items, if the situation permits.
  - Personnel are not to use any kind of open fire flame such as a cigarette lighter. Use flashlights if available.
- i. Terrorist Threat/Activities
- If you have knowledge of a potential threat, report information via the emergency number 911. Give all possible threat information to 911 operator.
  - Stay on the line until told to hang up.
- j. Workplace Violence to include physical or sexual harassment or assault
- In the event of actual violence, report the incident immediately to 911. Domestic related situations can become extremely dangerous.
  - Report to the Pastor or Deacon on duty all physical acts of aggression or verbal threats made against members, visitors, or the facility.
  - Direct responding staff, management, or law enforcement personnel to the scene.
  - Witnesses to such incidents should identify themselves to first responders or law enforcement personnel.
  - Follow orders and directions of responding law enforcement personnel.
  - Evacuate the facility or work area if directed or necessary.
- k. Explosion
- Remain calm. Check yourself and others for injuries.
  - Contact 911 and follow their instructions.
10. Evacuations
- All Church personnel and members are covered by this plan and will have predetermined evacuation primary and alternate routes to get to safety.
  - Your first response to direction to evacuate is to remain calm.
  - If the situation permits.
    - Gather your car keys, wallet/purse, glasses, etc., and briskly evacuate via the closest emergency exit.
    - Proceed directly to your vehicle or parking area and follow the directions of competent personnel.
    - Remain outside and stay out of the emergency responders' path.

- Follow the directions of first responders or personnel in authority.
- Evacuation Routes/Assembly Areas
  - Team members shall describe a primary and alternate evacuation route that will lead the members from the Church area to the outside of the building.
  - Evacuation assembly maps will be developed and posted at all church exits.
  - The Board of Directors is responsible for updating and publishing Emergency Evacuation Area maps and evacuation routes (primary and alternate).
  - Authority to order evacuation: BELs/employees may order an evacuation of his/her area if he/she feels Church members and/or employees are at risk.

#### 11. Media Relations

- Members are requested to refer all media inquiries to the Pastor of Shiloh Baptist Church
- Members and employees are discouraged from making comments to the media concerning any emergency/disaster situation.

#### 12. After Action Review(s)

The Pastor and his staff will initiate an after-action report (AAR) when an incident occurs which necessitates evacuation, results in multiple injuries or major damage, or presents the possibility of major interruption of Church activities.

Notes: Contact the Sherriff's Office for the review and ultimate signature of this DRAFT plan. Request the Sherriff's Office to identify area (s) where it is recommended, for church membership to stage (outside) during an emergency situation. If the Pastor is not present, BEL (1) and or church member (1) shall brief police and or fire captain upon arrival of required emergency situation. Recommend Sherriff's Office suggestions to this plan be incorporated, where feasible.