

PEQUEA CHURCH'S EMERGENCY PLAN

I. PURPOSE

To plan, organize and control evacuation from the building during an emergency, while providing accountability and the highest level of safety to all occupants.

II. ORGANIZATION

This plan will be utilized to achieve the highest level of safety for the occupants of the facility during any emergency such as, but not limited to: fire, intruder, or severe storm. The nature of the emergency will be the determining factor in relation to the actions taken in the evacuation. An evacuation can be to the outside of the facility or to another portion of the facility.

III. DEFINITIONS

- A. Emergency Supervising Team (EST): this shall be the team in charge at the facility at any given time.
 - a. Worship Service: Quick Response Team (QRT), comprised of preselected individuals. Church Staff will act as this if no one from the QRT is present
 - b. Preschool: Preschool Director or senior preschool staff member
 - c. Other church activities: the staff person or lay leader in charge of the activity
 - d. Non-church activities: the person responsible for the activity
 - e. Normal daytime operations: the senior person in the facility
 - f. Property and Facility Manager and team

- B. Evacuators: this shall be designated persons responsible for coordinating evacuation, accounting for persons within their control and reporting to the EST any discrepancies.
 - a. Worship Service: ushers and all teachers
 - b. Preschool: teachers and aides
 - c. Other church activities: leaders
 - d. Non-church activities: the person responsible for the activity
 - e. Normal daytime operations: church staff

- C. Designated Meeting Spots: locations that are predesignated as meeting spots for an evacuation inside or outside the facility

IV. RESPONSIBILITIES OF INDIVIDUAL TEAM MEMBERS

A. Emergency Supervising Team (EST)

1. Before an actual emergency situation, the EST shall:
 - a. Provide training for all staff and occupants of the facility.
 - b. Ensure that a practice drill is held quarterly.
 - c. Make sure this plan is reviewed annually.
 - d. Coordinate all outside agency inspections as they relate to this plan.
 - e. Provide for annual testing of the facility emergency alarm system.
2. During an emergency situation, the EST shall:
 - a. Execute this plan properly and be sure that the purposes of this plan are accomplished.
 - b. Determine what the emergency is and how to best evacuate the occupants.
 - c. Be responsible for the accountability of all staff and visitors on site at the time of the emergency.
 - d. Sound audible alarm when evacuating the building is necessary, i.e. fire.
 - e. Either act as, or designate a liaison for the incoming emergency response personnel.
 - f. Notify the Evacuators to carry out their individual duties.
 - g. Assign duties to staff as required.
 - h. Have appropriate checklist of classes located in the building for accountability purposes. This list is subject to change quarterly.
 - i. Gather headcounts from Evacuators, making sure all are accounted for. Be prepared to notify emergency responders of anyone missing using the red and green laminated signs in each room. Do not re-enter the building.
 - j. Place telephone calls as needed.
3. After an actual emergency, it is the responsibility of the EST to document the emergency incident, including any footage from our surveillance cameras for future review.

B. Evacuators

1. Prior to an actual emergency, Evacuators shall:
 - a. Be aware of all emergency exits and fire extinguishers in the facility.
 - b. Account for the location of all persons under their care at all times.
 - c. Know the total number of persons under their care.
 - d. Know the designated meeting spot outside the building.
 - e. Be familiar with all aspects of this plan.
2. During an emergency situation, Evacuators shall:
 - a. Make certain that all persons under their care know to evacuate.

- b. Close room door upon exiting.
- c. Activate the audible alarm system if it is not sounding.
- d. Account for all persons at the designated meeting spot.
- e. Indicate to the EST that all occupants under their care are accounted for.
- f. Do not allow anyone to re-enter the building until advised to do so by emergency personnel.
- g. Keep all persons at the designated meeting spot and away from the building (please note: the use of teens to come alongside small children for care and attention is permissible).

C. Only the senior person on site talks with the press!

V. OFFICE AND ADMINISTRATIVE PERSONNEL

Special circumstances arise with the accountability of persons utilizing the church facility during hours when church services are not in progress. All staff and visitors need to be accounted for during an evacuation of the facility. This information not only provides for the safety of all persons, but also is valuable to outside responding emergency agencies.

- A. It will be the responsibility of each individual to let the office staff know when they are in or out of the facility.
- B. When meeting with a visitor, the employee will ensure that the visitor has checked in with the office staff.
- C. In an actual emergency, the office staff will secure the sign-in log and take outside for accountability.

VI. DESIGNATED MEETING PLACES

A. *Outside Meeting Places: Location:

1.) Auditorium and infant nursery	The far side of the lower lot at steps #1 ZONE YELLOW
2.) Offices	The far side of the lower lot at stairs #1 ZONE BLUE
3.) Gym	The far side of the lower lot at stairs #1 ZONE BLUE
4.) Rooms 140-146, 108 & 109	The far side of the lot behind church #5 GREEN ZONE
5.) Rooms 115-120,111,138, 107/137, Library, Prayer room	The far side of the upper lot by graveyard #3 RED ZONE

**In case of inclement weather, may direct to Hemler's barn 55 Church Rd.*

B. Interior Protection:

The EST shall determine whether an emergency situation such as, but not limited to severe weather, water leak or power outage, requires the occupants to move to the gym, rooms 140-145, or to keep and secure occupants where they are at. Occupants will be notified through church phone system.

C. Intruder in the Building:

1. If it is safe to do so, anyone seeing a potentially dangerous person in the building should contact a member of the EST. The suspicious person should be approached by two people while a third person calls 911. The suspicious person should be encouraged into another room where introductions are made and conversation is encouraged. Do not be 1-1 with the person. Continue conversation and wait for the police to arrive.
2. If deemed necessary and if possible, the EST shall inform occupants of intruder's location through the church phone system and verbal communication where phones aren't available.
3. Intruder scenarios are a judgment call. Run, Hide, Fight, should be our mindset.
 - a. If it is safe to do so, Evacuators will lead those under their care to exit the building and to continue fleeing until deemed safe. It is appropriate to use Hemler's barn for protection and to conceal children.
 - b. If the shooter is close by your classroom, shut and lock the door, turn off lights and cell phones, and go into the corner of the room or a closet where you cannot be seen. Police will be there shortly.
 - c. Fight is the last option. It is used when there are people nearby who can overcome the intruder. This option can be considered based upon the situation.