



First Christian Church

Emergency Response Plan

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Emergency Response Plan Objectives

The primary objectives of the Emergency Response Plan for First Christian Church are:

- To save lives and prevent injuries
- To promote a fast, effective action in responding to emergencies
- To minimize loss of church property
- To restore conditions to normal and with minimal confusion

For the above objectives to be accomplished, it is vital that we be prepared to respond effectively in times of emergency. Therefore, the pastoral staff, all employees and ministry leaders should:

- Familiarize themselves with the Emergency Response Plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to assure its effectiveness.

In addition, leadership from non-church organizations utilizing the Church facility should be provided with this documentation to increase their safety as well.

Fire Emergency

The purpose of this section is to establish procedures for a safe, systematic and orderly evacuation of the Church's occupants in the case of a fire emergency. A fire emergency is defined as either the presence of smoke or fire in the building.

Fire Safety Organization

To effectively implement the provisions of the Fire Emergency Plan, a Fire Safety Organization for the church will be established as follows:

FIRE SAFETY DIRECTOR

FIRE CAPTAINS

PERSON CALLING 9-1-1

Fire Safety Director

Because the Property Committee Chairperson is the person most knowledgeable of the building, its systems and operations, that individual will serve as the Fire Safety Director. In the absence of the Director, a past chair of the property committee will assume the responsibilities. The Director's duties include:

- Be thoroughly versed with the Fire Safety Plan
- Insure that Fire Captains are trained in their responsibilities
- Conduct fire drills
- Be aware of special needs individuals who may require assistance

Fire Captains

Each room that has occupants will be under the direction of a designated Fire Captain. We have defined those individuals to be Sunday School Teachers and the Minister. The duties will include.

- Be familiar with the building layout and the location of exits.
- Lead their group to the nearest exit in the event of a fire or smoke as instructed.

Person Calling 9-1-1

It is the responsibility of the Fire Safety Director, or a designee, to call 9-1-1. Give your name, the church's name, address, what you know of the situation and the church phone number.

Fire Emergency Evacuation Procedure

- In case of fire, the Fire Safety Director will ensure that 9-1-1 has been called.
- Upon being alerted of a fire, Fire Captains will direct occupants to the nearest fire exit door.
- While the evacuation is occurring the Fire Safety Director will designate individuals to check all rooms to insure that all occupants are evacuating.
- All occupants should proceed in an orderly fashion to the designated exits.
- All evacuees will proceed to the designated assembly area.
- All persons should be accounted for and any missing persons should be reported to the fire department.
- No one should reenter the building until permission is granted by the fire department.

Detailed Procedures for Fire Captains

Calmly take control of the class or congregation and inform them:

1. The alarm you are hearing indicates someone has reported a fire to the fire department. The fire department will be arriving soon.
2. We will now begin to evacuate the building. Please follow me to the designated gathering area.
3. Fire Captains should announce: Do not worry about your children (or parents) or attempt to go get them. When we gather in the designated area you will be reunited.
4. Fire Captains should verify all occupants are out of their room and the doors should be shut.
5. Once at the gathering area, inventory your occupants and report any missing people to the Fire Department.
6. Do not allow anyone to reenter the building without the approval of the Fire Department.

Primary Gathering Site: Alvareita's College of Cosmetology parking lot located behind church

Threat of Violence Emergency Response

Being Aware of Potential Threats

Unfortunately, incidents of violence are all too common in places of worship. Some basic preventative procedures to follow:

- Be alert and aware of your surroundings
- Be aware of and report conspicuous or unusual behavior to church leadership
- Do not accept or bring packages from strangers into church buildings
- Learn where all emergency exits are located

What to do during a Threat of Violence

- Call 911 as soon as possible.
- If the threat is inside the building, evacuate immediately. Maintain order and move quickly and quietly.
- Follow the predetermined escape route as indicated on evacuation maps if possible.
- If the threat is outside the building, remain inside and begin sheltering activity. Lock doors, close windows.
- Move away from the area of danger or any dangerous persons if possible.
- Follow the advice of local emergency officials.
- Try to remain calm.
- Convey any important information to law enforcement and medical personnel.
- Gather only after the crisis has been fully resolved off property behind church at Alvareita's College of Cosmetology parking lot.

For Sunday School Teachers

You are responsible for the students' safety and we trust your judgment.

Before Sunday school:

- Pick up a pager and room key from Church office
- Know location of emergency exits
- Know emergency response procedure

During Sunday school, procedure IF your pager activates:

- Lock your classroom door
- Students should be hidden from view
- Check exterior windows for threat of violence
- If NO threat outside, students and teacher exit room through windows and gather off property behind church at Alvareita's College of Cosmetology parking lot. Remain there until an "emergency response official" directs you elsewhere.
- If threat outside, students and teacher remain hidden from view in classroom until an "emergency response official" asks you to exit the room.
- Call 911 as soon as possible, regardless of other teachers calling for assistance.

Primary Gathering Site: Alvareita's College of Cosmetology parking lot located behind church

Medical Emergency Action Plan

The purpose of this plan is to assist the church in planning and preparing for a potential medical emergency. The goal is to be able to quickly, efficiently and properly respond when needed.

Training

Key staff members, ministry coordinators and/or ushers respond following the outlined plan until professional medical assistance arrives. Responsibilities may include the following:

- Conduct a primary assessment of the medical emergency situation and reporting this assessment to appropriate personnel. This includes calling 911 if appropriate. If calling 911, be prepared to give the following information:
 - Name and extension
 - Location
 - Number of people involved
 - Nature of injury or illness
- Provide “first responder medical service” to those incurring a medical emergency until medical personnel with higher training arrive on the scene. Treat minor injuries from supplies in the first aid kits. Kits are located in the Sunday School Room, nursery, kitchen and office. An annual inventory will be taken to replenish first aid kits as necessary.
- While waiting for professional help, do not move the ill or injured person. When professional help arrives, allow responding unit(s) to take control of situation. Assist as needed.
- Regular CPR/First Aid training is recommended for all church leaders, especially child care and Sunday school teachers and other church members on a volunteer basis.
- Complete the Injury/Incident Report as needed

Equipment

Assess and maintain basic medical equipment including first aid kits and a defibrillator.

Primary Gathering Site: not applicable

Weather-Related Emergencies

The following section describes some specific weather-related situations and the suggested response by emergency leadership.

What to Do During a Tornado or Damaging Winds:

- Instruct others to remain indoors and seek shelter.
- Go to the basement if possible. Seek the smallest interior room without windows (hallway, restroom or closet without windows, under stairs) for protection from glass and other flying objects.
- Spaces with wide-span roofs, such as the sanctuary or the fellowship hall are less desirable. Wide-span roofs are frequently damaged or destroyed in tornado winds, providing less protection and more risk of injury, than roofs over smaller rooms.
- Get under a piece of sturdy furniture, such as a pew or heavy table, and hold on to it. This will help protect from falling debris.
- Keep the head and neck covered at all times and stay low in the room.
- Stay away from windows. Do not open windows. (Opening windows will allow damaging winds to enter the structure. It is a myth that tornadoes cause houses to explode due to changes in air pressure.)
- Listen to a radio or television for updated information.

Terms to know:

- Tornado Watch - Tornadoes are possible in the area. Remain alert for approaching storms.
- Tornado Warning - A tornado has been sighted or indicated by weather radar - take necessary precautions at once.

Gather only after storm has subsided at:

Primary Gathering Site: Alvareita's College of Cosmetology parking lot, located behind church

What to Do During an Earthquake:

- Duck or drop down to the floor. Take cover under a door frame, pew, sturdy desk, table or other furniture. Hold on to it and be prepared to move with it.
- Stay where you are until the ground stops shaking and it is safe to move.
- Stay clear of windows, book cases or appliances or which may fall over.
- Stay inside to avoid being injured by falling glass or building parts.

When safe to do so gather at:

Primary Gathering Site: Alvareita's College of Cosmetology parking lot, located behind church

What to Do During a Severe Winter Storm:

Terms to know:

- Winter Storm Watch - Severe winter weather is possible.
- Winter Storm Warning - Severe winter weather is expected.
- Blizzard Warning - Severe winter weather with sustained winds of at least 35 mph is expected.
- Traveler's Advisory -- Severe winter conditions may make driving difficult or dangerous.

During such a storm, church leadership will decide whether the programs, services and activities of First Christian Church will be cancelled. Check the church website at www.fccedwardsville.org for cancellation and other important information and updates. Information will also be available at (618) 656-7498.

- The building of First Christian Church may be used as a shelter if necessary during a prolonged winter emergency.
- During a severe winter storm, parishioners should follow the instructions of local authorities and avoid travel and exposure to outside conditions as advised.
- Stay inside. If without heat, close off unneeded rooms; stuff towels or rags in cracks under doors; cover windows at night. Eat and drink. Food provides the body with energy for producing its own heat. Keep the body replenished with fluids to prevent dehydration.

Primary Gathering Site: not applicable

Appendix

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: _____

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:
