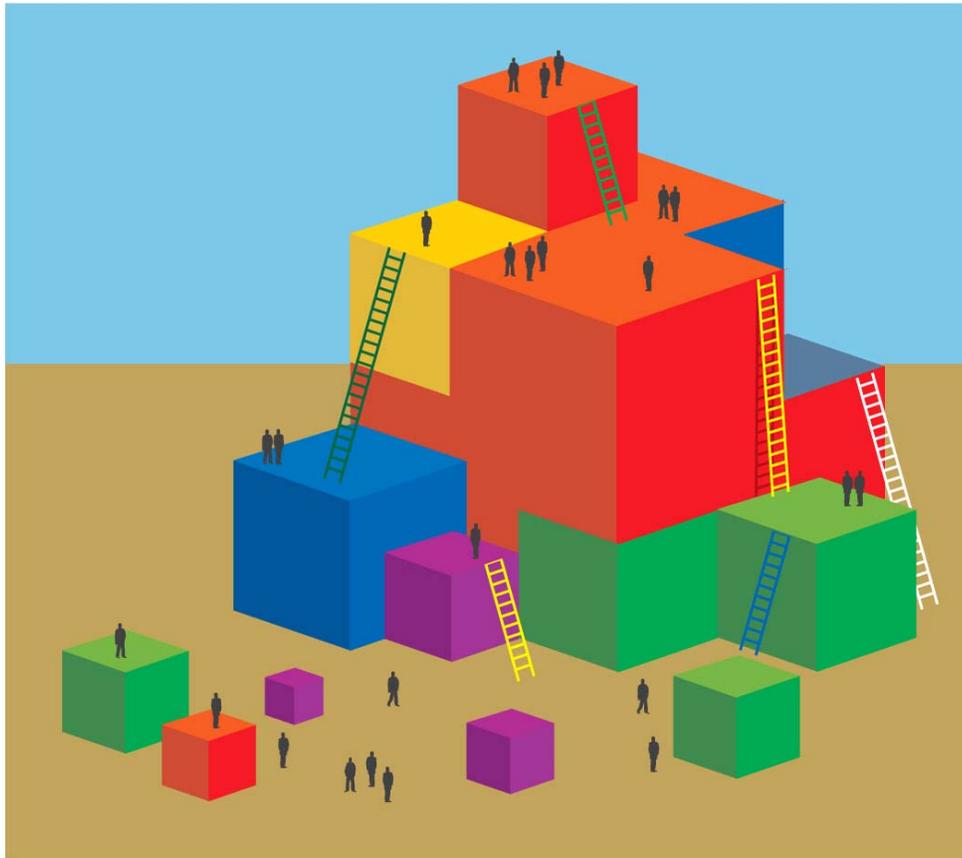


Kitsap County Model

PLANNING GUIDE

For Kitsap County Churches



KCDEM

Kitsap County Department of Emergency Management

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HOW TO USE Model Church PLANNING GUIDE

INTRODUCTION

“A well-developed church emergency plan is a proactive approach to disaster that will move your church toward empowerment, resiliency, and self-reliance. While it may not prevent disaster, it will reduce its impact. The plan must serve to protect church property, people, and the local community. It must cover how to handle an emergency when it happens, as well as how to recover from that emergency.

A church emergency plan is a bit different than that of a business or home.

Historically, churches have been the first place people turn to in times of disaster. They seek the security of a local church. So, even if the church is the victim in a disaster, plans must be in effect to recover quickly.

Be prepared - it reduces the level of anxiety and fear in a disaster. Form a committee. Develop a Church Emergency Plan which will best serve your church and local community.”

The Comprehensive Emergency Management Planning Guide is divided into two major sections: How to Plan and several Appendices including a Model Plan. The text focuses on actions the church needs to take before, during, and after a disaster or emergency. After reviewing each section, use the checklists to determine actions, set priorities, and assign responsibilities with consideration of church-specific needs.

A cardinal rule for planning is to use a team approach in the planning effort---planning should never be a one-person effort. Church staff and, whenever possible, volunteers should be included in the planning process from the start and given opportunities for input as planning activities proceed. This extra effort will help to gain knowledge through personal interaction with your peers. Experience proves that plans are not used if there is no participation and understanding of the rationale of the planning process.

This training guide format uses the four phases of emergency management: mitigation, preparedness, response, and recovery to lead you in your planning process. By following the checklists you will be able to assess where you are at, what needs to be started, form emergency response teams, and have procedures developed to respond to any type of incident you may encounter. In addition, you will have an opportunity to use the **Model Plan** and insert critical information and references that will serve as a start for a draft of your church’s Comprehensive Emergency Management Plan.

LIMITATIONS

This Guide and Model Plan cannot be considered **your** church emergency plan until you tailor the plan to meet your needs. You will need to form a planning team and determine if you can adapt the plan for your site, support employee/volunteer response teams, and most importantly train staff and volunteers to implement the plan when needed. You and the policy makers of your church will need to decide if this is in fact how you will operate during an emergency or disaster. This model plan is not complete until you and your church tailors and adopts this plan.

ACKNOWLEDGEMENTS

Our sincere thanks to Judy Harmon, Emergency Planner, Pierce County Emergency Management, who developed this model plan for churches! Kitsap County only adapted Judy's Plan for Kitsap use and Security Minded.Com for the opening remarks.

Preparing

Purpose XXXXXXXXXXXX Church (**Sample Church**) believes God desires that:
· we are good stewards of the property and facilities we use to meet together to worship and serve (Matthew 25:14-30) we reach out to those in our community who have physical needs, blending our faith with action (James 2:15-17).

An “emergency” that involves **Sample Church** could impact the business of the church, disrupt weekly activities, cause physical damage to the facilities, or threaten **Sample Church’s** ability to serve its members and community. It can include the death or significant injury to church employees, members, or those in the community around us. The use of the term “disaster” may lend itself to a perception of a large-scale event. Each event, however, needs to be assessed against the impact it has on the church and its ability to meet the needs of its own church family and that of the community around us.

Being prepared and understanding what to do can reduce fear, anxiety and losses that may occur during emergencies. We can minimize the drain on local resources needed during incidents by preparing ourselves as a church and as individuals.

In order to be effective stewards and be able to reach out to those around us during an emergency, it is necessary to:

- mitigate [alleviate, minimize] potential risks
- prepare for emergencies
- design a plan to respond to incidents
- consider how to recover quickly and efficiently.

This Emergency Plan is designed to help facilitate this purpose. This version of the plan is considered a “Draft” since it has not yet been reviewed by members of the church, Ministry Team Chairs, or the Church Leadership. It will be taken before the Church Leadership to review, edit, and subsequently implement.

Scope of Plan

This plan is designed to address not only the day-to-day incidents which may occur at **Sample Church** but also community events to which the church may be able to respond and serve our neighbors. In addition, consideration will be given to emergencies which may happen to our members while away from the immediate area on church business or special activities.

Church profile

What does your church look like?

Sample Church is located in City, State. It is a church with a staff Monday-Friday that varies from XXX to XXXX people. During **Sample Church's** Sunday morning services and special events the attendance may range from XXX to XXX people on site. The facility is shared with a XXXX congregation that meets on Sunday afternoon.

The complex consists of an L-shaped wooden building originally built in 1963. The first floor consists of an A-frame sanctuary with secured pews, offices, library, fellowship hall, and commercial kitchen. There are two stairways leading to the second floor where the majority of classrooms are along with the nursery. The second floor has an additional exit that opens out onto a balcony that leads to the upper parking lot.

A separate building was added in 1971 to serve as a community clothing bank and sits east of the sanctuary. A basketball court is in the same area. In 1974 the office section was added to the main building and in 1977 the educational wing was added and the parking lot was paved. The sanctuary was enlarged in 1985 and a section to the educational wing was added. Appendix 1A shows a basic floor plan of the facility and Appendix 1B identifies the site plan.

A drive way runs parallel to the front entrance. There is street parking on the south and west side, a larger parking lot on the north side, and a street going from the lower parking lot up a hill around the children's play area to a top parking lot. The top lot has a hill above it to the east and a sharp drop off along the driveway to the street that consists of a steep hill just to the east of the sanctuary. There is a cyclone fence enclosing the children's play area.

The community around the church consists of a combination of single-family residences and several multi-family apartment complexes. It is directly across the street from an elementary school with a high school just west of there. State Hwy XX runs north and south about 3 blocks east and uphill from the church. Interstate XX runs north and south approximately one mile east and uphill from the church. The City/County fire department has one station which is two blocks north. The XXXXX Marina which sits on Body of Water is less than 2 miles downhill to the west.

Hazard Assessment

Outlines hazards that have led to incidents at Sample Church, in the community, or has the potential for happening based on the geographic location of the church, its structure, its membership, or the public using its facilities. It is a snapshot in time identifying the hazard, its potential impact, and the potential capability of the congregation or the local first responders in City to react to the incident. With each hazard, the primary concern

would be whether the incident occurred during the more heavily populated weekly services. The assessment will help Sample Church determine planning and resource priorities. Appendix 2B provides a description of each hazard.

Responsibilities

Safety in daily operations and Emergency Planning for the Sample Church is currently the informal responsibility of the Facilities Team. This responsibility will be formalized as this draft plan is reviewed, edited, and then implemented.

The Church Leadership can help facilitate the implementation of the Emergency Plan by working with the various Ministry Teams to mitigate, prepare for, respond to, and recover from major incidents.

Each Ministry Team has a variety of opportunities to be involved with the implementation of the Emergency Plan. These opportunities would be formalized as responsibilities after this draft of the plan has been reviewed and each ministry team accepts the recommendations or identifies new responsibilities.

Adult Ministries:

This team could assist with the education of personal preparedness among the church families. This may include classes, handout materials, special speakers or workshops, or information available through the church web page (in development). Community outreach may include extending the training to residents in the City area.

Care Ministries:

At-risk populations within the church family can be identified and steps taken to help them plan for emergency situations that may affect their special needs. This team could provide follow-up after an incident to ensure these members are being cared for appropriately with the available resources.

Children's Ministries:

Initially this team could work with parents or guardians to ensure basic supplies are available at the church to care for any children who may be onsite should an incident occur. Additional opportunities might extend to providing sitting services for families after an incident to allow adults to care for the needs at home or supporting the elementary school across the street.

Facilities Team:

As already mentioned, this team would best be responsible for the Emergency Plan as part of the Church Safety Plan. Additionally they may work with the American Red Cross to identify how Sample Church could become an identified shelter in the community. This team already handles the Church Insurance and works with the City/County fire department during annual inspections. They may also help identify the emergency supplies to be kept on site. This team would help determine when the church would be safe for occupancy after an incident.

Fellowship Ministries:

Emergency planning should be considered when special events for fellowship at the church are developed. Small groups that meet for fellowship may also help facilitate preparedness efforts by teaming with Adult Ministries to provide educational materials. These groups may also help build neighborhood awareness.

Finance Team:

As the team works on the annual church budget, mitigation, preparedness, response, and recovery should be considered as part of the stewardship responsibility of the church facilities. Processes should be designed to track expenses during an incident in order to provide data to the County which may be helpful in identifying community losses.

Local Outreach:

Emergency Planning is a unique ministry for outreach. It may be incorporated in the mitigation phase through volunteerism supporting the City in mitigation efforts, residents in the community can be included in disaster education training that is offered or church members may work with their neighborhoods to prepare. Other opportunities are available during the response and recovery phases. Providing immediate care, shelter, food, clothing or helping to meet the spiritual, emotional, and mental needs are primary opportunities. During recovery the church could help with tasks as simple as helping to clean out a damaged house, providing child care, partnering with a local nursing home or senior center, or meeting transportation needs.

World Missions Ministries:

While this team usually provides support to missionaries across the world, it could also monitor disaster situations that happen in the countries where these missionaries serve. Should they be impacted by incidents, the local church body may be able to step forward and provide additional support. Through partnership with other congregations, there may also be opportunities to provide emergency preparedness materials to residents in the community from other countries.

Worship Ministries:

Prior to a major incident occurring, this team could make plans on how to respond to the neighborhood when they turn to the church for comfort. In some situations this may be a mass care situation and in others it may include only a few families. By being ready to provide spontaneous worship services the spiritual, emotional, and mental needs of the community can be addressed. This may be done in partnership with other churches in the area.

Youth Ministries:

The energy and enthusiasm of our Youth is important to engage in all four of the emergency plan elements. They can help by getting their families prepared to take care of themselves for a minimum of three days as well as provide additional staffing to other church efforts. Emergency planning also needs to be incorporated into Youth activities – especially as they travel out of the local area.

Incident Command Structure (ICS):

In addition to involving the Ministry Teams, the church staff will assume the primary responsibility for the Incident Command Structure (ICS) during an actual incident. Appendix 3A identifies the various roles as part of ICS. Training would need to be provided and drills conducted to ensure staff knew how to implement ICS and its flexibility to expand and contract depending on the complexity of the incident.

Cross-Training:

Due to the volunteer nature of church stewardship, it will be important to cross-train ministry teams to serve multiple roles. The goal would be to have three levels of support for each ICS position and a variety of people generally cross-trained. The Contact List shown in Appendix 3B should be used to help fill in the ICS as needed depending on the availability of church volunteers.

Responding

Operations:

Sample Church's concept of operations is reinforced in our stewardship of the property and facilities, our outreach to those in our community, and our commitment to minimizing the drain on local resources needed during incidents. During the mitigation and preparedness phases of our emergency plan we will take steps to prepare ourselves as a church and as individuals for emergencies.

Should an incident occur during the weekday, weekly, or special events, individuals will follow the basic emergency procedures to ensure personal safety.

After the initial incident is over, the church staff will implement ICS. Steps will be taken to account for those in the building. Then the facility will be inspected to determine if it is safe to re-enter. In a serious incident, this may need to be done by a professional. Any children in the facility will be kept on site until parents or guardians arrive. The goal will be to get the building as operational as feasible – both to support the members as well as residents in the community. Members will be asked to remain at the site until local road conditions can be assessed. When possible, the church membership will be notified through the e-mail list or through a telephone tree about any schedule changes or opportunities to serve after the initial incident.

Should the church be opened as a shelter that will be coordinated with the City/County Emergency Operations Center (EOC) and the American Red Cross. Notification will be made to the partnering congregations through their pastors.

Recovery

Following an incident the Ministry Team Leads will conduct a status check with their teams. Then the Church Leadership will convene, along with the church staff, to review the status of the church. If possible, representatives from the partnering congregations will also attend. A review of the church's status will help identify available resources and priorities for restoring the facility to daily and weekly operations. A financial report will be provided by the Finance Team to identify immediate expenses and project recovery costs. The Insurance Company will be contacted to identify the next steps. The Facilities Team Lead will facilitate preparing a report that will identify how the church responded to the incident and how that response might be improved.

Emergency Plan Maintenance:

This document will become the responsibility of the Facilities Team to review annually and update as needed. A strategy will need to be developed to train the appropriate personnel in the basic skills needed to maintain this plan. See Appendix 5 for a baseline matrix.

Agreements to help support our own congregation as well as the community around us will need to be explored with the American Red Cross, City Police and Fire Departments, Public Works, and other congregations in the community.

A schedule will need to be developed to evaluate the training that has been provided through a series of exercises.

Tabletop Exercises:

Review the various responsibilities and simply discuss how emergency situations would be handled.

Functional Drills:

The Ministry Teams and ICS roles will test the notification, process, communication process, deployment, and equipment needs to identify problem areas and establish corrective action.

Evacuation Drill:

A day will be set aside to conduct a congregational evacuation drill to acquaint members with primary and secondary routes. Members will be asked to account for those around them. The plan should include the Youth, Children, and Nursery workers as well.

Full-scale Exercise:

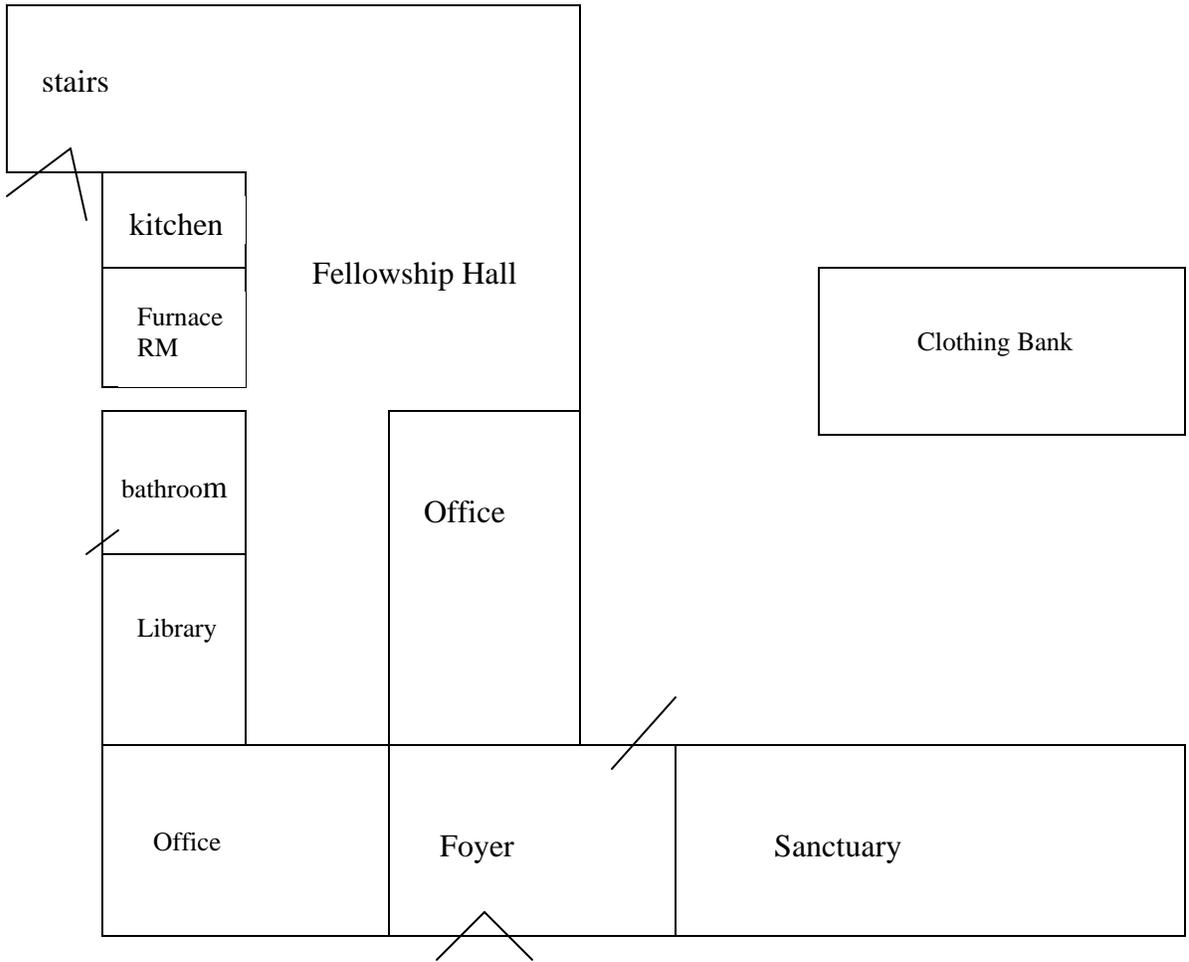
A real-life emergency situation is simulated as closely as possible. A debriefing is held afterwards and opportunities to improve the plan will be documented and the plan updated.

Summary:

Implementation of an Emergency Plan is only one step toward meeting the church goal of being good stewards and reaching out to those in our community before, during, and after a major incident. The Plan must become an integral part of church operations, members need to be educated on how to make personal preparation (use Resources in Appendix 6), and the church made as safe as possible for day-to-day operations as well as having minimal damage during a significant incident. The Plan needs to be tested through exercises and drills, and then updated to reflect what was learned during those tests.

This plan is a responsibility shared among three partnering congregations that are committed to working with each other to provide a safe and responsive environment should an emergency occur at Sample Church.

APPENDIX 1
SAMPLE CHURCH
FACILITY MAP
(not to scale)



APPENDIX 2A

**SAMPLE CHURCH
HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS**

Type of Emergency	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
	High 5---1 low	High	Impact 5-- -	--1 low	Impact	Weak 5- Strong 1	
Fire	3	4	4	4	5	4	24
Severe Weather	3	3	4	4	5	4	23
Earthquake	3	3	2	3	5	4	20
Medical Emergencies	4	4	1	2	5	3	19
Landslide	2	2	4	3	5	3	19
Hazardous Materials Release	2	3	2	3	5	3	18
Plane Crash	1	3	3	3	5	2	17
Volcano	1	3	2	2	5	4	17
Terrorism	1	3	2	2	5	4	17
Tsunami	1	2	2	2	5	4	16

APPENDIX 2B

HAZARD DESCRIPTIONS AND CONSIDERATIONS (in order of Hazard Identification & Vulnerability Analysis)

Structural Fire Risk

Fires occur without warning and can occur in any property, in any community. Fires are a secondary risk associated with an earthquake.

Considerations

Structure fires in commercial property add the risk of hazardous materials, and other substances, which may give off toxic fumes when burnt. The time of day when a fire occurs (weekdays or during services), will directly effect the amount of property damage that occurs.

Injuries after an earthquake may occur by secondary explosions and fire, with smoke inhalation as a major concern. The ability to provide for these types of injuries, both adults and children should be considered.

Members of the church and other residents of the community may be displaced from their homes. In this circumstance, Sample Church might be used as a shelter.

Severe Weather Definition

Severe weather may consist of drought, high winds, lightening, flooding, ice storms, or snow accumulations. The National Weather Service issues various watches and warnings for a variety of conditions.

Blizzard 35 – 44 mph winds visibility less than 500ft	A combination of low temperature, heavy snowfall and high winds, causing drifts and visibility reduced to a few yards. This is the most dangerous of winter storms
Heavy snowstorm 45 mph or greater winds visibility approaching zero	4" or more of snow in a 12 hour period or 6" or more of snow in a 24 hour period
Ice storm	Occurs when moisture freezes immediately upon contact with the ground. Driving and walking are extremely hazardous
Winter storm watch	Severe winter weather may affect your area
Winter storm warning	Severe winter weather conditions are expected
Ice storm warning	Significant, possibly damaging, ice accumulation is expected

**Severe Weather
Definition –Cont.**

Blizzard warning	Large amounts of falling or blowing snow and winds of at least 35 mph are expected for several hours
Severe blizzard warning	Considerable falling or blowing snow, winds at least 45 mph, and temperatures of 10°F or lower are expected for several hours
High wind warning	Winds of at least 40 mph are expected to last at least one hour
Traveler's advisory	Ice and snow are expected to hinder travel but the anticipated weather conditions are not serious enough to require warnings
Flash flood watch	Issued when flash flooding is possible within the designated watch area; be alert. Listen to your radio for flood forecasts and prepare for evacuation.
Flash flood warning	Issued when flash flood has been reported or is imminent: take necessary precautions
Flood warning	Issued as an advance notice that a flood is imminent or is in progress at a certain location or in a certain river basin. Take precautions as directed.
Severe thunderstorm watch	Conditions are right for: · lightening or damaging winds greater than 58mph · hail that could reach a diameter of 0.75 inches, and · heavy rain A thunderstorm watch indicates that you should take action to protect yourself
Severe thunderstorm warning	Severe thunderstorms have been sighted in your area

Risk

Severe weather may cause utility outages as a direct impact of conditions or as a secondary result of damage to broken power poles or transmission sites. Utility outages may affect the availability of electricity, water, or natural gas. Additionally severe weather may heighten the potential of falls on sidewalks and parking lots around the church. Members may be at risk in getting to the church or back home.

Considerations

Severe weather can easily damage or hinder the transportation routes of food and other supplies around the area. An accumulation of ice or snow can easily damage power lines or even collapse buildings. Drought is often accompanied by sustained high heat that may put certain populations at higher risk of exposure.

Members and community residents may be displaced from their homes or without heat or electricity due to power outages.

Earthquake

Definition

An earthquake is a trembling of the ground caused by the sudden shifting of the rock beneath. Earthquakes occur without warning.

Risk

Sample Church is in a high risk area for earthquakes. The XXX fault runs through the area about 15 miles north. The initial hazards from an earthquake are from falling objects, as well as landslides and fires. However, secondary effects may cause more severe and long term problems, such as; tsunamis, bridge and road collapse, and destruction of utilities.

Richter Scale	Classification	Effects
5.0 – 5.9	Small	Trees sway, suspended objects swing, loose objects overturn or fall
6.0 – 6.9	Moderate	General alarm. Walls crack, plaster falls.
7.0 – 7.9	Major	Masonry cracks, chimneys fall, poorly constructed buildings damaged, water levels may change. Ground cracks badly, many buildings destroyed and railway lines bent; landslides on steep slopes
8.0 – 8.9	Great	Few buildings remain standing; bridges are destroyed, all services out of action. Great landslides & floods. Total destruction; objects thrown into the air; ground rises and falls in waves

Considerations

The destruction of roads, especially bridges, may cause severe problems with rescue efforts. The loss of power and communications systems should always be considered and planned for, not only in the event of an earthquake, but in any emergency. Preparation must be made to provide the basics of essential care following an earthquake. See Resources in Appendix 6. The first responding agencies may not be able to respond to some areas of the community for some time.

Medical Emergencies

Definition

A medical emergency occurs when a person has a severe enough medical condition such that a bystander, who possesses an average knowledge of health and medicine, could reasonably expect that if the person did not get immediate medical attention, it could seriously jeopardize his/her health.

Risk

The members attending the church come with a variety of pre-existing medical conditions. Additionally, a medical emergency may occur as a result of the stress of emotional situations such as funerals and weddings which occur at the church. Severe weather, unsafe conditions, and earthquakes may also result in medical emergencies.

Considerations

Some first aid knowledge can help provide basic life support until the arrival of professional responders. In the event of a major incident where professional response is delayed, basic first aid may make a difference in the patient's survivability.

Landslide

Risk

Landslides and mudslides occur as a result of a large amount of rain, especially when the ground is already water soaked and there is insufficient drainage. Due to the normally high rainfall in the area landslides and mudslides are a serious potential hazard. Landslides can cause flash flooding and cause roads to be washed out or sink holes to develop.

Considerations

Although mud slides may appear to be slow moving they are very powerful and are capable of moving very large objects. Rescues should only be attempted by those trained (in swift water or water rescue techniques). Searches of buildings that have been moved by a mud slide are very dangerous due to the potential of becoming trapped.

Hazardous Materials Release *Definition*

Hazardous materials are substances that, because of their chemical nature, pose a potential risk to life, health, or property if they are released. Hazards can exit during production, storage, transportation, use or disposal.

Risk

Contamination from hazardous materials may occur through airborne particles, absorption through the skin or mucous membranes, or ingestion. XXX County has one of the highest probabilities in XXXX State for being the scene of a significant hazardous materials release.

Considerations

Hazardous materials releases can range from a chemical spill on a highway to groundwater contamination by naturally occurring methane gas. An evacuation due to a hazardous materials release could last from a few hours to a few days. In some situations, direction may be given to shelter-in-place. Decontamination may be necessary and should be conducted by trained personnel.

Plane Crash

Risk

The largest airport in XXX County, for both passenger and cargo traffic, is the XXXX International airport. Domestic and international service is provided by several major airlines. The XXX County airport is also capable of handling both passenger and cargo traffic, as well as private and charter aircraft traffic. City is on the direct flight path for both take-offs and landings.

Considerations

XXXX County is vulnerable to two types of major air transportation accidents. One is a crash involving a large passenger aircraft. The other is an airplane crash causing casualties on the ground. Despite the large number of planes flying over heavily populated areas, the number of crashes killing or injuring non-passengers is quite small. Church members, could find themselves involved in a variety of roles such a providing medical care, assisting with traffic control, or be involved in supporting survivors, family members or members of the community who were "victims on the ground".

Volcano Definition

A volcano is a vent in the Earth from which molten rock (magma) and gas erupts. The molten rock that erupts from the volcano (lava) forms a hill or mountain around the vent. The lava may flow out as a viscous liquid, or it may explode from the vent as solid or liquid particles.

Risk

Debris flows (lahars) constitute the greatest hazard to surrounding communities. Debris flows can be generated by both eruptive and non-eruptive processes, and because they can travel such distances, they are the most far reaching and common hazard associated with snow and ice-covered volcanoes. The major hazard from debris flows to life and property is burial or impact. Because debris flows follow existing drainages, the risk tends to decrease with distance downstream and with height above the river channel.

Considerations

While City may have some impact from ash fall, the primary consideration will be the evacuation of populations from the valleys nearby who may be more directly affected by debris flow. Some church members may be in those target areas as well.

Terrorism Definition

Terrorism has been defined by the Federal Bureau of Investigation as "The unlawful use of force or violence against persons or property to intimidate or coerce a government; the civilian population; or any segment of it, in furtherance of political or social objectives."

Risk

The potential of a terrorist attack at the church is probably limited to individuals who may have a grievance, real or alleged, toward another individual in the church. Having multiple congregations share the facility may somewhat raise this risk. In the bigger picture, XXX County is vulnerable due to its geography. This area is easily accessible and perhaps more importantly, it allows easy exit after a terrorist attack. XXX County's proximity to waterways, interstate highways and an international border increase its vulnerability.

Considerations

The greatest number of injuries and casualties would result from the use of a weapon of mass destruction. These include biological and chemical weapons that can affect residents living throughout a larger geographic area. The widespread nature of such weapons makes response difficult.

Tsunami Definition

A series of ocean waves which are produced by a major underwater disturbance; i.e., an earthquake or volcanic eruption. The waves can sometimes last several hours, with 20 to 30 minutes between waves. Tsunamis reaching heights of more than 100 feet have been recorded.

Risk

With the high risk of an earthquake in the area comes the high risk of a Tsunami due to the many miles of coastline. More than 200 tsunamis have been recorded in the Pacific in this century. Although City appears to be somewhat protected, there is still considerable risk from the associated surge in the water level.

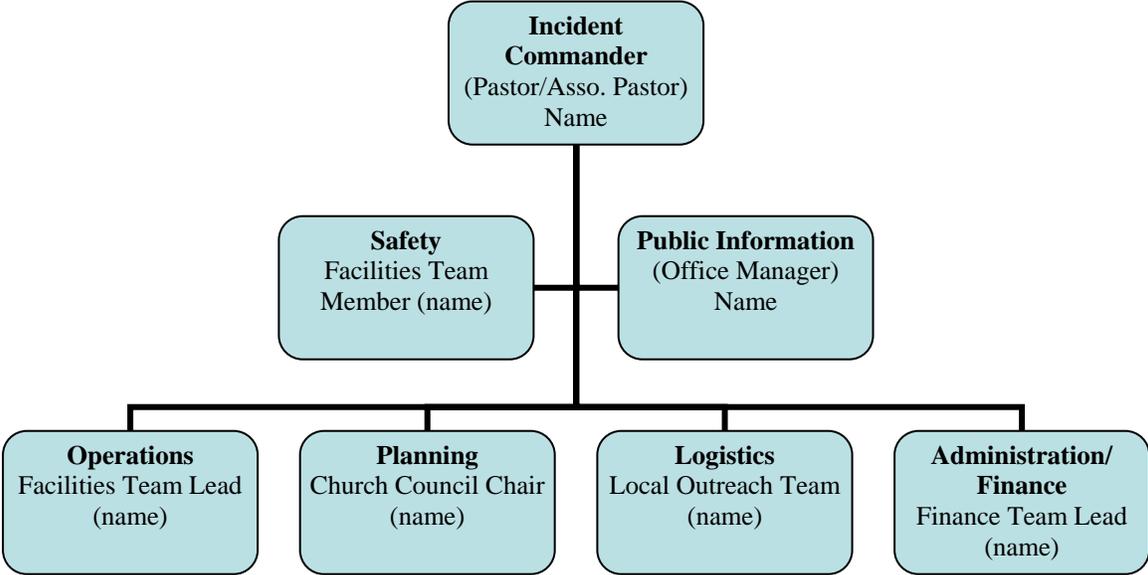
Preparedness

Tsunamis can be detected before they reach the coastline and there is an extensive warning system in place. When a warning is given people should evacuate the coastline and all low lying areas. Stay out of the area until an all clear is issued.

Considerations

In the event of a Tsunami the community, and its emergency response system, may be devastated and help from communities not affected may be the only source of assistance. Emergency supplies in houses, especially those near the water, may be destroyed. There is usually insufficient time to move any emergency supplies stored in your house. Sample Church would be most impacted by populations evacuating from near the coastline.

**APPENDIX 3A
INCIDENT COMMAND STRUCTURE**



*Note: The initial staffing of the primary roles will be assumed by the church staff on duty. Additional support will come from church members responding to the church from their homes or jobs. It is understood that additional staffing will only come once the individuals' priorities of taking care of their own family first has been accomplished. The goal will be to have at least three levels of personnel trained to support the various functions.

APPENDIX 3B
CONTACT LIST

Position	Name	Contact Information
Incident Commander		
Safety		
Public Information		
Operations		
Planning		
Logistics		
Administration/Finance		
Emergency Plan Administrator		
Church Insurance Company		
Sample Church - Church Office -----		
City/County EOC		
City Fire Dept Admin		
City Police Dept Admin		
City Public Works		
American Red Cross		

APPENDIX 4A

EMERGENCY PROCEDURE – FIRE

Evacuate and Then Call 9-1-1

1. Be aware of where the emergency exits are in the building so you are better able to evacuate when necessary.
2. When a fire occurs, **keep calm**. Remember what you learned in your fire drills.
3. Assess the situation and call the Fire Department (911) immediately. If the fire is small, use the fire extinguisher to try to put it out.
4. Alert others in the building and calmly move them to a safer area outside the building. Remember, if you have time, check bathrooms, furnace rooms, or any other area where people may be and not hear the warning.
5. Evacuate the area if you are in immediate danger. Be especially aware of small children and disabled persons. Once the area has been evacuated, be sure to check and make sure all persons are accounted for.
6. If in a room filled with smoke, stay close to the floor for easier breathing. Stay next to walls for direction. Before opening a closed door, feel its surface or doorknob. If the door is warm, there is probably fire on the other side. Do not open the door but seek another escape exit.
7. If you move from one room to another, close doors behind you to help contain the fire. Do not lock doors in case you or someone else needs to reenter or exit through it.
8. Do not run down stairways; keep to the right so as not to run into fire rescue workers.
9. Do not reenter the building or room unless authorized to do so by fire fighters.
NOTE: Smoke detectors are the only audible alarm currently in the building. There are no maps or evacuation routes currently posted. There are emergency safety lights to help guide toward exits should there be smoke or power loss.

APPENDIX 4B

EMERGENCY PROCEDURE – SEVERE WEATHER

Radio Stations:

[Insert Call Letters of Station]

Fire: 9-1-1

Ambulance: 9-1-1

1. If at church when severe storms develop, stay indoors away from glass windows. **DO NOT USE TELEPHONES, WATCH TELEVISION, OR USE ELECTRICAL APPLIANCES** during electrical storms.
2. If there is no electrical storm, attempt to call home to advise family or friends of your whereabouts and intentions.
3. When it is safe to leave the building, travel to your home or nearest family or friends. You should alternate routes home in case severe flooding or other disasters have blocked your regularly traveled route. Ensure someone at church or a family member or friend knows of your intended travel so they can look for you if you do not reach your intended destination.
4. Listen to local radio station, [Insert Call Letters of Station], for specific information and instructions.
5. If you notice any storm damage in or around the church building, advise the church office. Stay away from electrical fixtures or outlets if water is leaking around these areas. Report the situation immediately to the church office.

APPENDIX 4C

EMERGENCY PROCEDURE – EARTHQUAKE

Radio Stations:

[Insert Call Letters of Station]

Fire: 9-1-1

Ambulance: 9-1-1

1. Conduct "Drop, Cover and Hold" drills twice a year (April and October) to help train people to stay calm and react instinctively.
2. If all phones are down, be aware that e-mail accounts may still work (they are often on a different system). Cell phones will often be immediately overwhelmed.
3. In a medical emergency during a severe earthquake, be aware that the local fire department and ambulance services will not be available to the general public.
4. Lower all heavy objects located up high and fasten tall furniture, such as bookshelves, to the walls (anchored to studs).
5. When an earthquake hits, take cover, **DROP** under a sturdy desk, table, pew or other furniture. If that is not possible, seek **COVER** against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall unsecured furniture. If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold until the ground stops shaking and it is safe to evacuate.
6. After a severe earthquake, evacuate the building, taking extra precautions to watch for falling glass and building materials from high exterior walls. Move away from the building to an open area. Stay off the street to avoid emergency vehicles. Do not reenter the building until it has been inspected by a competent individual (maintenance personnel, architect, fire department, etc.).
7. Immediately after evacuating, take a roll of all known persons who were inside the building, check for any injuries and treat accordingly. Survey the area around you and do not touch any downed electrical lines. Do not smoke or light any fires; there could be gas leaks.
8. Listen for news and instructions from church officials, emergency workers, and local radio station [Insert Call Letters of Station].
9. Do not shut off the gas main unless you suspect a gas leak. Become familiar with the locations of the Electrical, Gas and Water Main shut offs. Know where the proper tools to operate the mains are located. Know where emergency supplies are located.

APPENDIX 4D

EMERGENCY PROCEDURE – MEDICAL EMERGENCIES

Call 9-1-1

1. Keep emergency telephone numbers for Emergency Medical Services (EMS) near each phone. If a child or co-worker has a serious medical condition, ensure you keep their personal doctor's phone number readily available.
2. Remain calm when someone near you suffers a medical emergency. Do not move victim unless there is danger of further injury.
3. Know who in your work area is qualified to administer cardiopulmonary resuscitation (CPR) and first aid and where the first aid kits are located.
4. Speak slowly and calmly when calling for outside emergency help. Explain your location exactly, e.g. 1350 Amador Street, east wing, room 8. Have another person, when available; wait outside the building to escort emergency people to the correct location. Explain the victim's problem--possible heart attack, severed finger, fell down steps and unsure whether to move victim, etc.
5. If EMS is called, someone should ride to the hospital with the ambulance or meet the ambulance at the hospital.
6. Next of kin or other designated person should be called as soon as possible. Be calm and explain the situation slowly.

APPENDIX 4E

EMERGENCY PROCEDURE – LANDSLIDE

Call 9-1-1

1. Quickly move away from the path of a landslide or debris flow.
2. Areas generally considered safe include:
 - Areas that have not moved in the past
 - Relatively flat-lying areas away from drastic changes in slope
 - Areas at the top of or along ridges set back from the tops of slopes.
3. If escape is not possible, curl into a tight ball and protect your head.
4. Stay away from the slide area. There may be danger of additional slides.
5. Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
6. Help a neighbor who may require special assistance—large families, children, elderly people, and people with disabilities.
7. Listen to [Insert Call Letters of Station] for the latest emergency information.
8. Landslides and flows can provoke associated dangers such as broken electrical, water, gas, and sewage lines, and disrupt roadways and railways.
9. Look for and report broken utility lines to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
10. Check the building foundation, chimney, and surrounding land for damage. Damage to foundations, chimneys, or surrounding land may help you assess the safety of the area.
11. Watch for flooding, which may occur after a landslide or debris flow. Floods sometimes follow landslides and debris flows because they may both be started by the same event.

APPENDIX 4F

EMERGENCY PROCEDURE – HAZARDOUS MATERIALS RELEASE

Call 9-1-1

Possible Signs of a Hazardous Materials Release:

Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination. · Many sick or dead birds, fish or small animals are also cause for suspicion.

1. Quickly try to **define the impacted area** or where the chemical is coming from, if possible.
2. Take immediate action to **get away**.
3. If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
4. If you can't get out of the building or find clean air without passing through the area where you see signs of a chemical attack, it may be better to move as far away as possible and "[shelter-in-place](#)."
5. If you are outside, quickly decide what is the fastest way to find clean air. Consider if you can get out of the area or if you should go inside the closest building and "shelter-in-place."

If you think you have been exposed to a chemical:

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical:

1. If you think you may have been **exposed to a chemical, remove your clothes immediately** and **wash**.
2. Look for a hose, fountain, or any source of **water**, and wash with **soap** if possible, being sure not to scrub the chemical into your skin.
3. Seek emergency **medical attention**.

APPENDIX 4G

EMERGENCY PROCEDURE – PLANE CRASH

Call 9-1-1

The main consideration in the event of a plane crash is the mass casualty that would occur due to the heavily populated areas on the primary flight paths.

1. Move away from the debris field and fire.
2. Care for any survivors that make their way toward you until local response arrives.
3. Be watchful of possible secondary fires or explosions.
4. Do not touch or move any debris – the area may become a crime scene and the location of debris may help in the incident investigation.
5. Seek counseling should you continue to think about the incident after a few days.

APPENDIX 4H

EMERGENCY PROCEDURE – VOLCANO

1. Avoid areas downwind from the volcano to avoid volcanic ash.
2. Stay indoors until the ash has settled unless there is danger of the roof collapsing.
3. During an ash fall, close doors, windows, and all ventilation in the house (chimney vents, furnaces, air conditioners, fans and other vents).
4. Avoid driving in heavy dust unless absolutely required. If you do drive in dense dust, keep speed down to 35 mph or slower.
5. Remove heavy ash from flat or low-pitched roofs and rain gutters.
6. Volcanic ash is actually fine, glassy fragments and particles that can cause severe injury to breathing passages, eyes, and open wounds, and irritation to skin. Follow these precautions to keep yourself safe from ashfall: -
 - Wear long-sleeved shirts and long pants.
 - · Use goggles and wear eyeglasses instead of contact lenses.
 - · Use a dust mask or hold a damp cloth over your face to help breathing.
 - · Keep car or truck engines off. Driving can stir up volcanic ash that can clog engines and stall vehicles. Moving parts can be damaged from abrasion, including bearings, brakes, and transmissions.
7. If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside.

APPENDIX 4I

EMERGENCY PROCEDURE – TERRORISM BOMB THREAT

1. Treat all bomb threats as if they are real and pose a serious danger.
2. Remain calm. Panic will cause others to panic.
3. If a bomb threat is received in written form, handle it carefully for police examination and report it to the church office immediately. Evacuate the premises if necessary.
4. If a bomb threat is received via a phone call, listen carefully for descriptive traits of the caller (i.e., age, sex, accent, etc.) and any background noises. Keep the caller talking while at the same time, try to get a co-worker know the nature of the call. Try to get as much information as possible from the caller and take notes for police investigation (Call 911).
5. Ask the following questions of the person making the threat:
 - ✓ WHERE IS THE BOMB LOCATED?
 - ✓ WHY HAS IT BEEN PLACED HERE?
 - ✓ WHAT TIME IS IT SET TO GO OFF--A.M. OR P.M.?
 - ✓ WHAT TYPE AND SIZE BOMB IS IT?
 - ✓ DID YOU MAKE THE BOMB?
6. If you see a suspicious package, do NOT touch it. Report it to the church office. Alert coworkers/church visitors to stay away from the area of the package.
7. If evacuation is ordered by anyone, leave the area immediately, but orderly. Do not touch any electrical switches.
8. Stay alert for suspicious-looking objects or people behaving suspiciously.

GUNMAN-KIDNAPING-HOSTAGE SITUATION

1. Report to the police (Call 911) any unusual and suspicious activity such as strangers hanging around the church, particularly around the children, someone taking pictures of the children or attempting to befriend them in an unusual manner.
2. If you receive report of gun fire, locate all children and adults in the building.
3. Lock all doors and windows, close all shades and blinds.
4. Instruct all children and adults to lie on the floor, crawl away from the windows and attempt to move to a more secure place.
5. Remain calm and call 9-1-1 for help.

APPENDIX 4I (Continued)

EMERGENCY PROCEDURE – TERRORISM BIOLOGICAL THREAT

Unlike an explosion, a biological attack may or may not be immediately obvious. It is more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger.

During a declared biological emergency:

1. If a family member becomes sick, it is important to be suspicious.
2. Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
3. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
4. Consider if you are in the group or area authorities believe to be in danger.
5. **If your symptoms match** those described and you are in the group considered at risk, immediately seek emergency medical attention.

If you are potentially exposed:

1. Follow instructions of doctors and other public health officials.
2. If the disease is contagious expect to receive medical evaluation and treatment. You may be advised to stay away from others or even deliberately quarantined.
3. For non-contagious diseases, expect to receive medical evaluation and treatment.

If you become aware of an unusual and suspicious substance nearby:

1. Quickly get away.
2. **Protect yourself.** Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
3. Wash with soap and water.
4. Call 911
5. Watch TV, listen to the radio, or check the Internet for official news and information including what the signs and symptoms of the disease are, if medications or vaccinations are being distributed and where you should seek medical attention if you become sick.

If you become sick seek emergency medical attention.

APPENDIX 4I (Continued)

EMERGENCY PROCEDURE – TERRORISM EXPLOSION

1. Take shelter against a sturdy object (desk, under a table, back of pew).
2. Exit the building as soon as possible.
3. Check for fire and other hazards as you leave the building.

If There is a Fire

4. Exit the building ASAP.
5. Crawl low if there is smoke
6. Use a wet cloth, if possible, to cover your nose and mouth.
7. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
8. If the door is not hot, brace yourself against it and open slowly.
9. If the door is hot, do not open it. Look for another way out.
10. If you catch fire, do not run. Stop-drop-and-roll to put out the fire.
11. Go to a previously designated meeting place.
12. Account for your family members and carefully supervise small children.
13. Never go back into a burning building

If You are Trapped in Debris

14. If possible, use a flashlight or whistle to signal your location to rescuers.
15. Avoid unnecessary movement so that you don't kick up dust.
16. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
17. Tap on a pipe or wall so that rescuers can hear where you are.
18. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

APPENDIX 4J

EMERGENCY PROCEDURE – TSUNAMI

1. If you are advised to evacuate, do so immediately.
2. Stay away from the area until local authorities say it is safe. Do not be fooled into thinking that the danger is over after a single wave—a tsunami is not a single wave but a series of waves that can vary in size.
3. Do not go to the shoreline to watch for a tsunami. When you can see the wave, it is too late to escape.
4. Avoid flooded and damaged areas until officials say it is safe to return.
5. Stay away from debris in the water, it may pose a safety hazard to boats and people.

APPENDIX 5

TRAINING REQUIREMENTS

TRAINING NEEDED	HOW OFTEN	WHO SHOULD BE TRAINED
Emergency Procedures	Annually	All three congregations Recurring Meeting Sponsors
Emergency Plan	Annually	Church Staff Church Leadership Ministry Team Leads
Incident Command Structure	Annually	Church Staff Church Leadership Ministry Team Leads
Fire Extinguisher Use	Annually	Church Staff Ushers Worship Team
First Aid	Bi-Annually	Church Staff Ushers Nursery Workers
Adult CPR	Bi-Annually	Church Staff Ushers
Pediatric CPR	Bi-Annually	Church Staff Ushers Nursery Workers
Damage Assessment	Every 3 Years	Facilities Team Church Staff
Internal Safety Audits	Every 3 Years	Facilities Staff Church Staff
Counseling	Every 3 Years	Church Staff
Staff/Volunteer Response Teams	Every 3 Years	Facilities Staff Church Staff Interested Church Members

APPENDIX 6 RESOURCES

Description	Where to Find
“Emergency Management Guide for Business & Industry”	http://www.fema.gov/pdf/library/bizindst.pdf
Definition of a Medical Emergency: US Code: 42 USC 1396u-2(b)(2)(C)	http://www4.law.cornell.edu/uscode/42/1396u-2.html
“Are You Ready: A Guide to Citizen Preparedness”	http://www.fema.gov/areyouready/
Earthquake Preparedness for People with Special Needs	http://www.ehs.ucr.edu/programs/em/earthquake_prep_sp.htm
Shelter-in-Place Information	http://www.ready.gov
Disaster Preparedness information in languages	http://www.preaprenow.org
All others	www.kitsapdem.org