

FIRST PRESBYTERIAN CHURCH EMERGENCY PLAN

An emergency plan should be simple enough to be followed in a crisis situation. Unnecessary steps or instructions only cloud thinking and judgement at those times. Our plan should include the “I Love You Guys” Standard Response Protocol (see attachments “SRP BIZ poster” & “SRP BIZ Staff/Leadership handout” – these documents explain each response and what type of event they pertain to).

The Standard Response Protocol poster (“SRP BIZ poster”) should be visible and placed by a doorway in all areas of use. That way it can be easily referred to when needed.

1. GENERAL RESPONSE:

- a. Call 911 for any emergency.
- b. Call 402-441-6000 for a non-emergency response. This number goes to the same dispatch center as 911 and it reaches all levels of law enforcement, fire response and medical response.
- c. Anyone that experiences, or is aware of, an emergency incident in the church building should also report it to a Staff/Leadership member so that they know what occurred. This way procedures can be reviewed, and future response or training can be enhanced.

2. STAFF/LEADERSHIP EXPECTATIONS:

- a. Staff/Leadership members will review the emergency response plan as team and will practice the plan either through a drill scenario or as a table-top exercise.
- b. B. Staff/Leadership will be encouraged to carry their cell phones with them throughout the day while in the building - to be able to communicate or call for help if there is any form of problem.
- c. Staff/Leadership will share any potential problems or threats, as soon as reasonable, with other Staff/Leadership members and will then follow up with an appropriate response (calling police or other authority, documentation, notifying appropriate lay person/committee, etc.).
- d. Staff/Leadership will notify all other community partners who use the building regularly about the emergency response plan (point out the SRP poster that is placed in their area).

3. CONGREGATION MEMBER EXPECTATIONS:

- a. The emergency response plan will be reviewed by committee members at their respective meetings. Members will have an awareness of what they should do while in the building. Those groups that regularly hold special events in the building will then be aware of procedures to follow in case an emergency occurs at those times.
- b. Ushers or other volunteers should be recruited to be familiar with the emergency response plan so that during a worship service or other events they would be helpful to other members.
- c. Notification of the emergency response plan and presence of related postings in public areas of the building should be given to the congregation at large – during services, other events and through the newsletter or other communications.
- d. In addition to posting the emergency response protocol instructions - there should be accompanying building maps posted that show evacuation routes and areas of shelter within the building. These postings should be placed together prominently near doorways.

4. After any type of emergency event, Staff/Leadership and appropriate members will review how we responded so that we can all learn and improve on how we handle these incidents as a group.

5. Definitions

- a. Staff/Leadership – includes paid church personnel (Pastor, Music Director, Director of Christian Education, etc.) and those in leadership roles for activities and events (Sunday School teachers, Youth Advisors, Committee Chairs, Ushers, etc).
- b. Occupants – includes all participants in events and activities not in a leadership role. (class attendees, committee members, event attendees, etc.)

Standard Response Protocol

In the event that any of the following scenarios occur, the following Standard Response Protocol procedures.

1. Lockout: Secure the Perimeter
 - a. Lockout is called when there is a threat or hazard outside of the building and access to the interior of the building needs to be restricted.
 - b. Lockout Procedures
 - i. Occupants
 1. Return to inside of building
 2. Do business as usual
 - ii. Staff/Leadership
 1. Recover occupants and Staff/Leadership from outside
 2. Increased situational awareness
 3. Do business as usual
 4. Account for Staff/Leadership and occupants
2. Lockdown: Locks, Lights, Out of Sight
 - a. Lockdown is called when there is a threat or hazard inside the building and access to individual rooms needs to be restricted.
 - b. Lockdown Procedures
 - i. Occupants
 1. Move away from sight (doors and windows)
 2. Maintain silence
 3. Prepare to evade or defend
 - ii. Staff/Leadership
 1. Lock interior doors
 2. Turn lights off
 3. Move away from sight – doors and windows
 4. Maintain Silence
 5. Prepare to evade or defend
 6. Do not open the door
 7. Account for Staff/Leadership and occupants
3. Evacuate: To a Location
 - a. Evacuate is called to move occupants and Staff/Leadership from one location to another.
 - b. Evacuation Procedures
 - i. Occupants
 1. Bring your phone
 2. Leave your stuff behind
 3. Keep your hands visible
 4. Be prepared for alternative instructions
 - ii. Staff/Leadership
 1. Lead occupants to evacuation locations of the nearest safe parking lot or sidewalk outside the church buildings
 2. Account for Staff/Leadership and locations
4. Shelter for Tornado
 - a. Shelter is called when the need for personal protection is necessary inside the church building
 - i. Occupants
 1. Evacuate to the basement area of the church if possible
 2. Utilize interior rooms, rooms without windows, or interior hallways.
 3. If mobility issues prevent evacuation to the basement, use interior hallway on the first floor around the welcome center, avoiding windows.
 - ii. Staff/Leadership
 1. Lead occupants to appropriate shelter locations in the basement utilizing interior rooms, room without windows, and interior hallways
 2. Account for all staff/leadership and occupants