

Emergency Preparedness Plan



Community
Mennonite
Church

70 South High Street • Harrisonburg, VA • 22801

This document is meant to be a guide for emergency procedures at CMC. The hope of this document is to create awareness of our emergency procedures and clarity for responses to emergency situations. Key leaders must be identified and have ongoing familiarity with this document. A periodic review of this document is highly recommended by the Chair of the Administrative Commission.

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EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 9-1-1—*If your community is not served by 9-1-1, call your local emergency contact number.*

OTHER IMPORTANT NUMBERS

(Provide names and contact numbers for both daytime/business hours as well as night time /24 hr emergency contact)

Pastor/Minister(s): Jennifer Davis Sensenig (540) 560-5126
Jason Gerlach (540) 421-8155
Dayna Olson-Getty (919) 236-9796

Emergency Response Coordinators: (540)
Lonnie Yoder? Keith Gnagey

Emergency Response Team Members: Administrative Chair, Youth Commission
Chair, Sunday School Superintendent, Facilities
Manager, and Ushers

Medical Response Team Members:

Doctors: Alden Hostetter, Dick Stoltzfus, Tammie McDonald, Wayne McNett
Nurses: Teresa Boshart Yoder, Erika Metzler-Sawin, Vi Miller, Sara Gingerich, Vi Horst,
Kristina Yoder, Judith McCarty, Sue Klassen, Laura Quass-Ferdinand, Julie
Alderfer-Stauffer, Anna Wyse, Mim Yoder, Lois Kauffman
First Responders: Jonathan Murch, Alex Clemmens

Other Emergency Contacts:

Harrisonburg Police Non Emergency: 540-434-4436

*****All people listed here are eligible to serve as emergency response coordinators.**

ROLE OF A SAFETY RESPONSE TEAM

The following are guidelines for creating a safety response team within your congregation should you deem it necessary. The positions listed are recommendations and can be adapted to the needs of your particular site. We recommend that several people be designated and trained for each position and that each position be represented at every possible worship service or event.

Facilities Manager

A facilities manager is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. This person should be involved in long-range planning and will meet on an annual basis with the emergency response coordinator to review the current policy.

A building coordinator may work with the emergency response team to:

- *Coordinate emergency planning activities.*
- *Assist with recruiting team members.*
- *Schedule training.*
- *Communicate ongoing plans.*

Emergency Response Coordinator

The emergency response coordinator on duty assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. (Greeters, ushers, or other leaders might be appropriate for this position.) Responsibilities may include the following:

- *Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.*
- *Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.*
- *Working with other emergency response team members to evaluate an emergency. (e.g., fire department, police, paramedics, emergency management, etc.).*
- *Ensuring proper emergency communication.*
- *Delegating needed emergency actions.*
- *Relaying status report information to the emergency agency/agencies involved*

The emergency response coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The emergency response coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

Emergency Response Team Members

The emergency response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. These people can step up in the absence or in assistance to the Emergency Response Coordinator. Responsibilities include the following:

- *Building evacuations—responsible for reporting to the Emergency Response Coordinator that their assigned section has been cleared during an evacuation.*
- *Lockdown/shelter in place procedures*
- *Other intervention procedures as the situations dictate.*
- *Work in coordination with the emergency response coordinator in crises.*
- *Identify and assist those who may have need for special assistance (blindness, hearing impaired, autism, mobility impaired...), and assist in crossing Water Street to the Ice House Parking lot.*

Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

Medical Response Team Members

Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities include the following:

- Providing —first aid to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Providing medical assistance and support until professional help arrives.
- Remaining —in charge of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

EMERGENCY RESPONSE PROCEDURES

Emergency Response Coordinator Responsibilities

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a weather emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.

Medical Emergency

Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:

- Name and extension.
- Location.
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located in the kitchen directly to the right inside swinging doors, up the north stairwell to the right directly before the balcony entrance, church office, preschool, nursery. The kits should be checked and restocked regularly by the church administrator.

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers. This will be initiated by Youth Commission Chair.

Threat against a pastor, attender, or the church

On occasion, individuals threaten violence against our community, either overtly or by implication. We want to respond to these threats in a way that is not excessive, but also takes the potential danger seriously.

In the event of a threat, the Emergency Response Coordinators, in collaboration with the Lead Pastor and Council Chair, should assemble a team of three or four individuals who will be ready to escort the person of concern off of CMC's property if they come, particularly during worship. Selection of this group will vary depending on the specifics of the situation. People who know the person making the threat are particularly valuable in this role, as are those who have experience working in mental health and conflict resolution. Speaking with others who are familiar with this individual can provide helpful context.

Preferably, the person should be intercepted outside of the church building, to minimize distress among members of the congregation.

If appropriate, it may be helpful for people who know the threatener to make contact outside of CMC and try to reach a resolution. Again, this will vary depending on the situation.

If possible, an order of no trespass should be obtained from the sheriff's office.

The Rockingham Co sheriff's office (collaborating with City of Harrisonburg) also has a mobile crisis unit, which is a trained plainclothes officer and a CSB mental health staff person who are ready to respond to situation in which someone may be in danger of hurting themselves or others. Depending on the situation, contacting them when there is a concern may be appropriate. During office hours we should call: 540-434-1941 and after hours its 540-434-1766. A link to further info is www.hrcsb.org/emergency-services.

In general, these incidents should remain confidential and not shared with the congregation at large.

Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.

- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an —all clear is issued by the emergency response coordinator. (Note: The —all clear should be initially issued by the Fire Department.)

Building Evacuation Emergency

All Emergency Response Team Members should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building.

In the event of a building evacuation all children will be escorted across Water Street to the Ice House parking lot south of the church building and all adults will meet there.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located in the parking lot for the rental properties to the north of the building.

If a Building Evacuation is Initiated, important “dos” and “don’ts” are:

- Remain calm.
- Follow the instructions of the Emergency Response Coordinator or Emergency Response Team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not return to your area until instructed to by the Emergency Response Team.

Note: Ensure that the Emergency Response Team has planned with disabled leaders or members a procedure to assist each disabled person in evacuating.

Severe Weather Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of severe weather. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. A —“**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public.

Tornado Safety Basics

If you are indoors, the general responses to a tornado warning are:

- Move to the basement of the church if possible.
- Move away from windows and exterior walls if possible.

Intruder/Active Shooter Emergency Action Plan

In the event of an intruder, the general procedure is to run, hide, or resist, using best judgment in each situation. When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- If communication is available, call 911 or other appropriate emergency #'s.
- Don't stay in open areas.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.

2. If you think you can safely make it out of the building by running, then do so.

If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

4. The last option you have, if caught in an open area, may be to resist. This is dangerous, but depending on your situation, this could be an option.

5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Warning Signs

It must be stressed that if you have had contact on the premises with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

Threat Checklist

Complete this list if you receive a threat.

Exact time of call: _____ Date: _____

Exact words of caller:

Caller's voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks

Other:

Do not hang up! Obtain as much information as possible:

- When is the event (eg. shooting, bomb, suicide) going to happen? _____
- Where is the event taking place? _____
- What are your plans for the event? _____
- What kind of weapon do you have? _____
- Method of deactivation? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____

Call received by: _____ Ext: ____

Note: In the event you receive a threat:

- Call 911 immediately. Provide the following information:
 - Identify yourself
 - State: — "I have received a threat"
 - Give your location and phone number.

REMAIN CALM!

APPENDIX 2: Emergency Evacuation Procedures

Community Mennonite Church

Emergency Evacuation Procedures:

In the event of an emergency, while the facility is in use, which would require a building evacuation, the following procedures should be followed in order to ensure safety and peace of mind for all concerned.

These procedures will be made available to superintendents, teachers and ushers each year as a part of the orientation process for new persons in these leadership roles.

1. At the sound of the alarm or by verbal instruction, all persons are asked to evacuate the building by the nearest exit and proceed to the Ice House parking lot across Water Street. Crossing guards should be present to ensure safety crossing Water Street.
2. All children in Sunday school classes and the nursery will be escorted out the nearest exit, then to the Ice House parking lot across Water Street. Teachers and helpers should make sure that all children in their classroom exit with them to the designated area.

Parents should exit the building and proceed to the Ice House parking lot rather than try to locate their children. The teachers will be responsible for the children in their care until they are reunited with their parents outside.

3. The head usher should assist the nursery staff in evacuating the children from the nursery. The other ushers are asked to be responsible for checking all restrooms to ensure that persons in these places are aware that a building evacuation is in progress.
4. All ushers, superintendents, teachers and nursery workers should know where fire extinguishers are located in the event that they would be needed. All fire extinguishers are checked on a regular basis and are in working order.
5. The church administrator is asked to make sure that maps of the facility along with indications as to the nearest exit doors and extinguishers are posted in all classrooms next to the door.
6. The Basic Procedures should be reviewed by Sunday school classes and commissions annually to keep persons informed in the event of an actual emergency. The should be placed in common areas within the church.

11/16

Community Mennonite Church
Emergency Evacuation
Basic Procedures

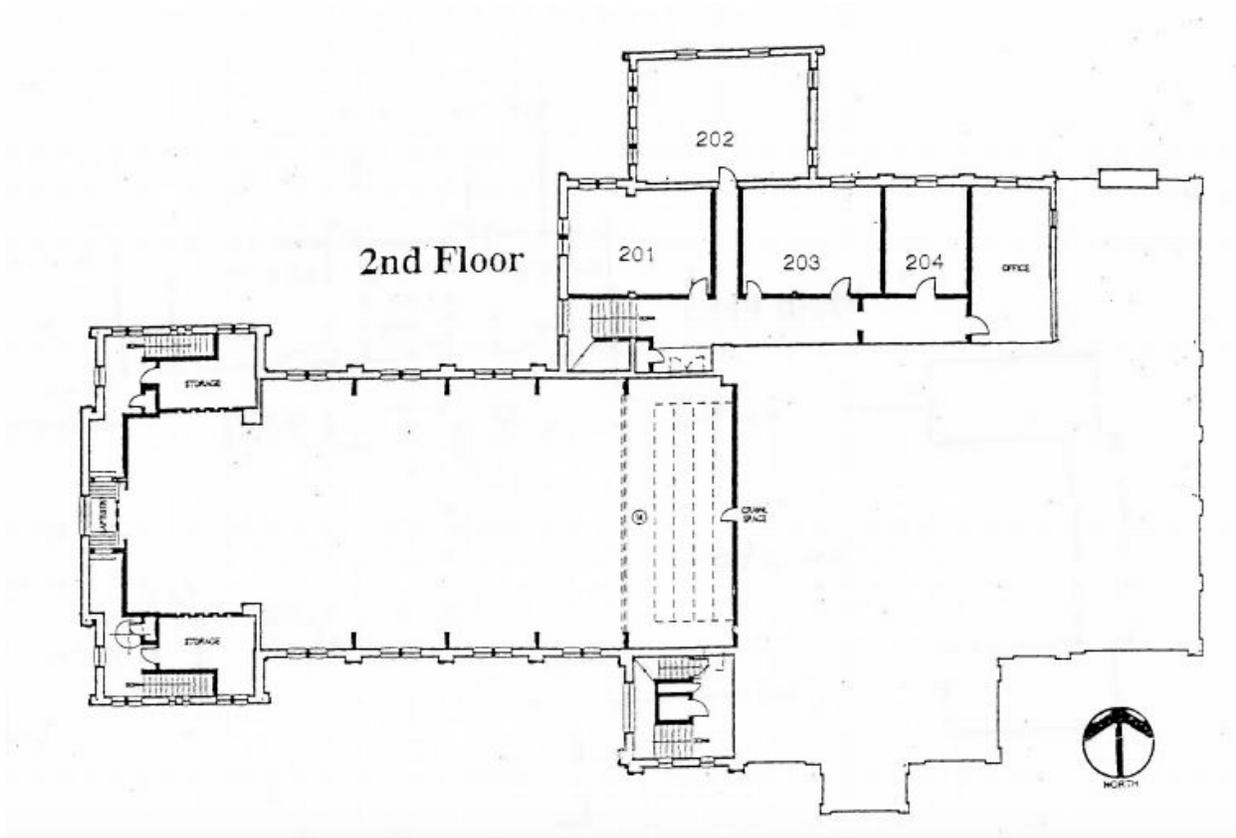
- 1) Alarm Bell** – The outdoor bell will ring as long as people are still in the building.

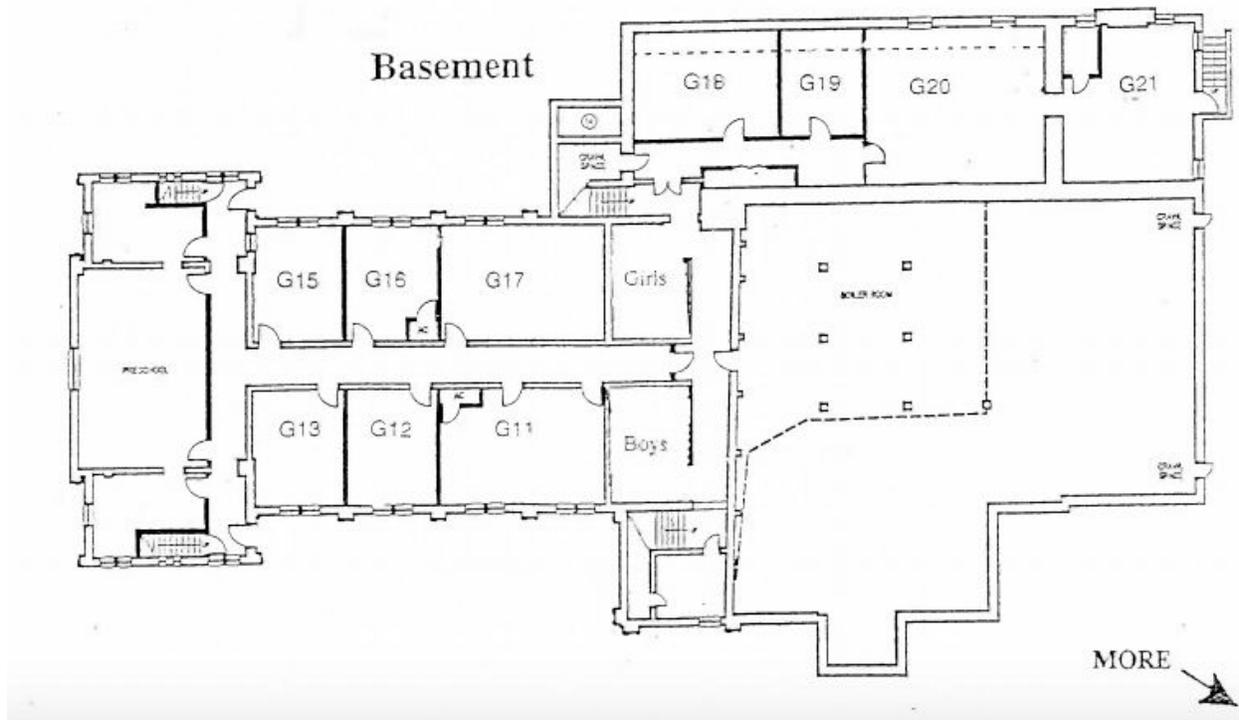
- 2) Exit** – Teachers and children exit the building.

- 3) Parking lot** – Go to Ice House parking lot across Water Street.

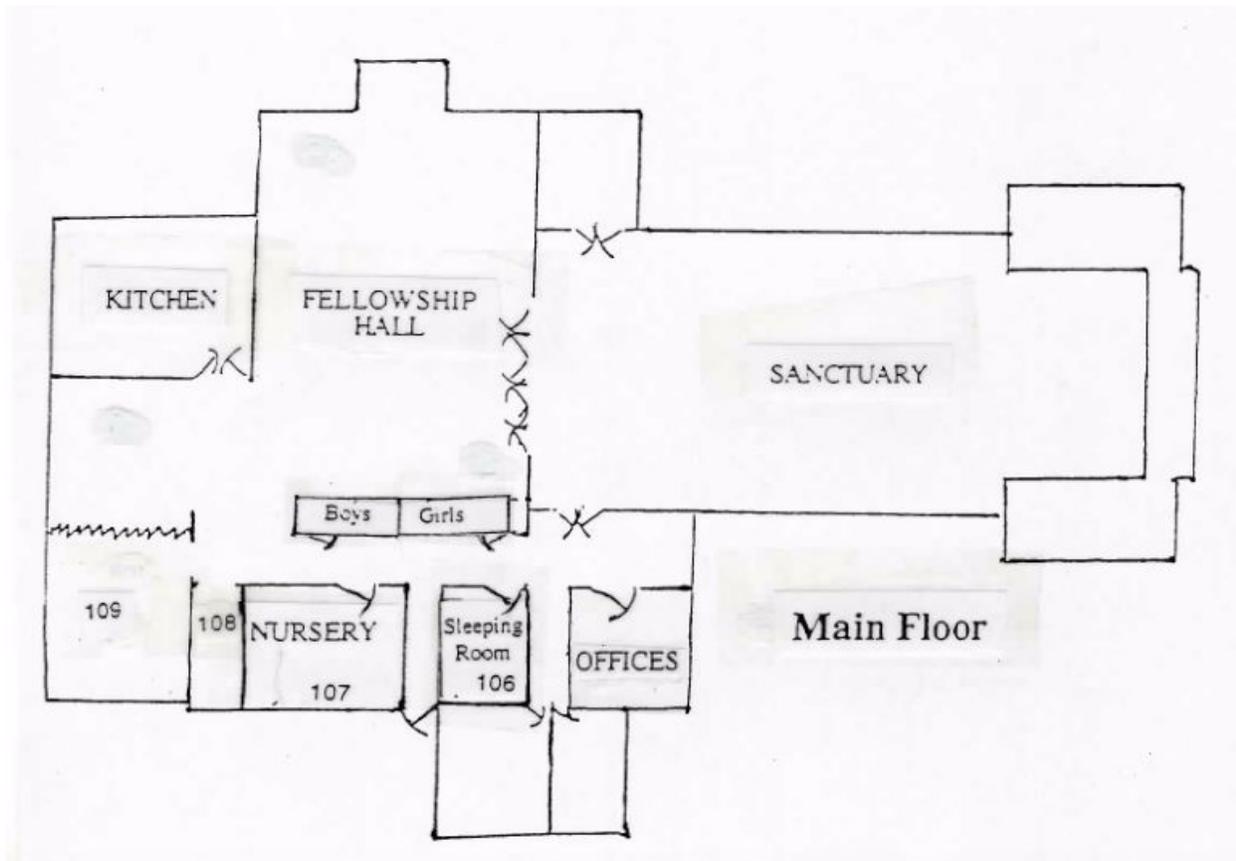
- 4) Parents Exit** – Parents meet up with their children and teachers in the parking lot.

APPENDIX 4: EMERGENCY EVACUATION MAPS





APPENDIX 4: EMERGENCY EVACUATION MAPS MAIN FLOOR



APPENDIX 5: INJURY/INCIDENT REPORT

The following form must be completed as soon as possible (hopefully within 24 hours) when an injury occurs on the church premises or church sponsored activity. 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:

APPENDIX 6: BUILDING EMERGENCY SYSTEMS

This appendix includes information about the location of emergency equipment and information about warning systems for Community Mennonite Church.

Fire/Smoke Detection and Warning

Smoke alarms are present and checked twice a year by facilities committee.

Fire extinguishers are located in the kitchen, southwest prayer alcove, upstairs hallway, upstairs bell tower room (listening room), across from the office entrance, downstairs across from women's restroom, preschool hallway downstairs.

Emergency Exit lights are located throughout the building and stay lit in the event of a blackout.

Emergency Power System

In the event of a loss of power, there is no back-up generator. Call Harrisonburg Electric Company. 540-434-5361.

APPENDIX 7: CONDUCTING A HAZARD ANALYSIS

Purpose

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic. A Hazard Analysis should be conducted by the Emergency Response Team every three years.

Starting Point

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of floodplains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

Considerations

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to floodplains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

Hazard Analysis Worksheet

Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled —Hazards || . Cross off any hazards that are not possible, for example, the —onsite hazardous material || incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

- 1. unlikely or low possibility**
- 2. maybe or average possibility**
- 3. likely or high possibility**

In the next three columns labeled, —"Employee Impact," —"Property Impact," and —"Economic Impact" use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worse case scenario to estimate the probable impact.

- 1. low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
- 2. moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)

3. high impact (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

HAZARD ANALYSIS WORKSHEET

Hazards	Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite Haz/Mat*					
Off-site Haz/Mat*					
Bomb Threat					
Civil Unrest					
Utility					

* Haz/Mat means Hazardous Materials

ATTACHMENTS

Plan Review Attachment:

This plan was reviewed and approved by:

Copies of this plan (including floor plans, evacuation routes, sample site map) were provided to:

Church Office Administrator: _____ Date: _____

Police Chief: _____ Date: _____

Fire Chief: _____ Date: _____

Emergency Medical Services: _____ Date: _____

Emergency Response Coordinator(s): _____

_____ Date: _____

Attachments:

(Scan or digitally capture floor plans, maps, staging areas, alternate approach routes, etc. into a low-resolution —jpeg || or pdf format and attach to the plan. List attachments in the table of contents.)

