

**PENINSULA COMMUNITY CHAPEL**  
**EMERGENCY ACTION PLAN (EAP)**  
**FOR GENERAL USE BY PCC MINISTRIES & OUTSIDE ORGANIZATIONS**

**DESCRIPTION**

This EAP prescribes policy, outlines responsibilities, and specifies procedures for the safety and security of the inhabitants of Peninsula Community Chapel (PCC) during emergency situations. It is the responsibility of all groups using the Chapel throughout the week to take appropriate actions during emergencies and evacuations. This EAP is provided to all groups and ministries using the Chapel to assist in their emergency preparedness. Summit Christian Academy is responsible for maintaining its own EAP.

**REQUIREMENTS**

All persons providing safety or security related duties on behalf of PCC are required to understand, and comply with, the policies and procedures outlined in this EAP. The health and safety of people is always the first priority. All ministry leaders and event coordinators are to put forth reasonable effort to be informed, trained, knowledgeable, and ready to respond in emergency situations at the Chapel.

**KEY INDIVIDUALS & DUTIES**

**FACILITIES DIRECTOR**

Oversees and coordinates all operations of the Chapel's emergency preparedness. Is responsible for upkeep, maintenance, and inspections of all safety / security / fire equipment at the Chapel. Is responsible for the writing, upkeep, and provisioning of all EAP documentation.

**CHAPEL ADMINISTRATOR**

Oversees and supervises the Facilities Director and is the final approval on all Chapel policies, manuals, and procedures.

**ALL CHAPEL STAFF**

Responsible for responding to emergencies as needed: helping lock doors, assisting people in evacuations, communicating to attendees in other rooms / areas. Must have a foundational knowledge of these policies to be able to lead / guide / direct in emergency situations.

**EVENT COORDINATOR**

Responsible for the details of the event using the Chapel's Facilities at the time of the emergency. The coordinator directly works with the Facilities Director on the logistics of the event and will be the de facto leader of any sort of emergency response.

**MINISTRY / ORGANIZATIONAL HEAD**

Ultimately responsible for the dissemination of the information contained in this EAP to their ministry or organization (including the Event Coordinator), even if they are not present at their group's event at the time of an emergency.

## GENERAL INFORMATION

This EAP contains an attachment for each potential emergency situation. While it is impossible to predict every possible emergency type, the procedures set forth in this EAP should be applicable to any contingency.

### EMERGENCY TELEPHONE NUMBERS

- For assistance in a medical or safety emergency, call 911 or the local emergency numbers listed below.
- When you call:
  - Identify yourself and the specific location of the emergency.
  - Give the street address: 4209 Big Bethel Road, Yorktown, VA 23693
  - Tell what has occurred. Be concise and factual.
  - Relate known or suspected personnel injuries or fatalities.
  - Identify immediate help needed.
  - If appropriate, notify personnel on the Chapel's Emergency Contact List

EMERGENCY NUMBERS	
Ambulance / Fire / Police (Sheriff)	911
Gas Leaks (Call Both)	911 / 877-572-3342 (Virginia Natural Gas)
Poison Control	800-222-1222
York County Sheriff (Non-Emergency / Dispatch)	757-890-3621

PCC EMERGENCY CONTACT LIST		
Peter Grimes	Director of Facilities & Production	757-561-8779
David Taylor	Director of Administration & Worship	757-814-6968
Garrett Spitz	Lead Pastor	917-620-2575

### TABLE OF CONTENTS

- [Attachment 1 \(A1\): Fire and Emergency Evacuation](#)
- [Attachment 2 \(A2\): Lockdown Procedures](#)
- [Attachment 3 \(A3\): Missing Child Procedures](#)
- [Attachment 4 \(A4\): Suspicious Persons, Intruders, & Dangerous Individuals](#)
- [Attachment 5 \(A5\): Medical Emergency](#)
- [Attachment 6 \(A6\): Bomb Threat](#)
- [Attachment 7 \(A7\): Severe Weather & Natural Disasters](#)

### ENCLOSURES

- [E1 - Evacuation Routes / Zones](#)
- [E2 - Accident & Injury Report](#)
- [E3 - Bomb Threat Checklist](#)
- [E4 - Room Locator Map](#)
- [E5 - Active Shooter Event \(Avoid, Barricade, Confront\)](#)

## A1 - FIRE AND EMERGENCY EVACUATIONS

### GENERAL INFORMATION

- An activated fire alarm will always be considered to indicate an actual emergency and, therefore, emergency evacuation procedures will commence.
- The Fire Alarm Control Panel (FACP) will indicate which pull station or other alarm device has been activated. A locator map is displayed adjacent to the FACP at the Door A1 entrance.
- Fire extinguishers are visibly located throughout the facility.
- For the purposes of emergency evacuation, PCC is divided into nine zones and a map illustrating each evacuation route is provided in each room. See chart / area descriptions below or reference Enclosure 1.
- As soon as everyone in the building is safe and evacuated, call the Facilities Director.

### DESCRIPTION OF FIRE AND EMERGENCY ALARMS

- Smoke detectors, sprinkler activation, or one of (24) manual pull stations will activate the fire alarm.
- The fire alarm is an audible horn as well as flashing strobes that will activate in each area. These alarms are interconnected (i.e. the alarm will sound in all of the above areas regardless of its origination).
- When the alarm is activated, the metal fire doors between the gym lobby and the 200-classroom hallway will close automatically and any magnetically locked exit doors will be deactivated.
- The security company will automatically notify the York County Fire Department and regardless of our response, York County will send a fire truck to investigate – even if we report a false alarm.

### ALL ZONES ONCE OUTSIDE

As people are evacuated and exit the building, the general movement of people outside, except for those that exit through the main entrance (Door A1), shall be in a clockwise direction around the exterior of the building until they reach the Rally Point.

### RALLY POINT

The initial rally point for all evacuees will be the playground area in front of the Chapel. All children in the children's ministry program will be evacuated to the playground area inside the fence. All adults evacuating will gather in the field adjacent to the playground. If the emergency becomes large scale (the whole building is on fire, for example), then all people will be moved to the large parking lot area.

PRIMARY EXIT DOORS	TRAILER EXIT DOORS
Door A1 - Main doors leading to the parking lots	Trailer 1 Door 1 – Door out of Room 301
Door B2 - Doors behind the Café and Gym	Trailer 1 Door 2 – Door out of Room 302
Door D3 - Doors by Room 208	Trailer 1 Door 3 – Door from SCA Financial Offices
Door D2 - Doors by the Kitchen / Pantry	Trailer 2 Door 1 – Door out of SCA Offices
Door D1 - Door by PCC Admin Offices	Trailer 2 Door 2 – Exit out of PCC / SCA / NILD Offices
EMERGENCY EVACUATION ZONES	
Zone 1 - Office Spaces & Restrooms	Zone 2 - Classrooms 101 – 104
Zone 3 - Classrooms 105-109 / Kitchenette	Zone 4 – Halls ABC
Zone 5 - Café	Zone 6 - Kitchen / Pantry / Classrooms 201 - 203
Zone 7 - Classrooms 204 - 208	Zone 8 - Gymnasium / Stage
Zone 9 – Trailers 1 & 2	

A diagram of the facility is displayed by the door of each meeting space. The Emergency Evacuation Routes are highlighted in red ink: ([Enclosure 1 – Evacuation Routes / Zones](#))

## EVACUATION RESPONSIBILITIES & PROCEDURES

Ensure all first-floor spaces are checked for occupancy. If time and safety permit, check spaces not normally occupied such as office spaces. The building occupants, to a certain extent, will panic; it is up to the event's leadership to remain calm and in control.

The Event Coordinator will direct the attendees to evacuate use the nearest safe exit. Upon receipt of the fire alarm, the Chapel will be immediately evacuated.

Once safe outside call the Facilities Director or (if no answer) the Chapel Administrator.

### POST EVACUATION PROCEDURES

- If a **FALSE ALARM** was determined, all people will be invited to re-enter the facility and resume the normal activities as scheduled after EMS has reset the FACP.
- If an **EASILY EXTINGUISHED FIRE** was found, the Fire Department and Facilities Director will determine if it is advisable and safe to re-enter the facility and resume normal activities.
- If a **LARGE OR OUT-OF-CONTROL FIRE** was determined, all access routes and fire lanes will be kept clear until all emergency vehicles have moved into position. Working with the Fire & Sheriff Departments, people will be instructed to exit the property.

### PROCEDURES FOR FALSE ALARMS

If it is immediately apparent that it is a false alarm, call the Facilities Director immediately. If no answer, send a text stating it's a false alarm. York County will send a fire truck anyways to confirm that the alarm is false.

### MEDICAL EMERGENCIES

Should a medical emergency (heart attack, stroke, severe burns, etc.) accompany the emergency, please consult the [Medical Emergency Policy](#) for appropriate actions.

### NON-FIRE RELATED EVACUATION EMERGENCIES

Other situations (natural gas leak, hostage/violence situation, bomb threat, etc.) may arise that will necessitate a building evacuation. Call 911, even if you're unsure of what to do. Evacuation routes and procedures (as applicable) will remain as described above unless otherwise instructed by the Facilities Director, Chapel Administrator, or York County authorities.

## A2 - LOCKDOWN PROCEDURES

### GENERAL INFORMATION

While it's impossible to predict every lockdown scenario, care must be taken to provide enough information for informed lockdown decisions to be made. Decisions to lockdown may need to be made quickly and every effort must be made to keep people calm. The philosophies of lockdowns have morphed as we learn from each event or tragedy. This policy is not comprehensive but is a guide to learn from as we seek to continually be prepared and ready for various lockdown procedures. Some general rules or information to follow:

- Use plain, normal language. Lockdown situations can be stressful and confusing. One of the worst things that could happen is an announcement being made and no one understands what it means, i.e. "The lion has escaped the cage." Speak plainly, calmly, and clearly.
- Because it's so important to use plain language with lockdowns, PCC will use the terms "soft" and "hard" lockdowns. The primary reason for this is simplicity. A "soft lockdown" intuitively implies no immediate threat, but something has happened for you to shelter in place. A "hard lockdown" intuitively implies urgency, importance, and immediate danger. Any attempts to use codes, numbers, or the like in emergency situations causes confusion and pause.
- Lockdowns do not follow the same procedures or steps for every situation. In a lockdown event, instruct room occupants what to do as well as describe what's going on: "Hi Room 104, we're currently in a severe weather soft lockdown. Please exit your room and move to this area while we wait for the event to pass."
- Ultimately, do everything possible to keep people safe. Use good judgement and educated decisions.

### SOFT LOCKDOWNS

This is when a non-violent or outside threat is determined, such as a police manhunt, medical emergency, suspicious person on the exterior grounds, missing child, weather emergency, etc. During a soft lockdown, all persons are typically asked to stay in their room (or directed to a safe area) until instructed otherwise or given the all clear. The exterior doors will usually be locked, and the situation monitored until the threat is gone. In the case of a prolonged soft lockdown, people may be free to move inside the building and only the exits would be locked and monitored.

### SOFT LOCKDOWN GENERAL PROCEDURES

- Bring all persons inside.
- Lock the exterior doors and place adults by them to monitor.
  - Bring all people away from the doors if there is a severe weather threat or anything else that could cause harm to the people stationed there.
- Follow the [Suspicious Persons Policy](#) for verbally engaging with suspicious persons.
- Direct all persons to appropriate areas (away from a medical emergency, safe areas, etc.)
- If in a room:
  - If directed, lock the door by removing the door latch magnet or using a key.
  - Draw the door shade to minimize distraction if needed.
  - Remain calm and help others in your room to remain calm as well.
  - Remain alert for audible changes to a situation
  - Wait for all clear from the event coordinator other knowledgeable person.

### SOFT LOCKDOWN ALL CLEAR PROCESS

After the lockdown event has passed, doors may be unlocked, door shades rolled back up, and events or activities return to normal. If people or children were witnesses to a medical emergency or verbal dispute, they may need comforting or further care.

## HARD LOCKDOWNS

These situations are extremely rare, but necessary in the event of a violent threat inside the building. Often, a situation could start as a soft lockdown and escalate to a hard lockdown situation. Other times they can happen with little to no warning. During hard lockdowns, there is an immediate threat to life inside the building from another person. People should always try to avoid the threat if possible as it increases chances of survival. During hard lockdowns, law enforcement will take over leadership of the situation until it's over.

### HARD LOCKDOWN GENERAL PROCEDURES

- *Avoid.* Avoid the threat. If at all possible, leave the area or evacuate the building. Leave personal belongings, do not attempt to move wounded people, and keep your hands visible at all times. Call 911 as soon as it's safe to do so. If no first responders are present, find a safe place away from the building until they arrive then follow their instructions to a safe rally point. Do exactly what they say, keep your hands in plain sight, and stay out of their way. Do not leave the property until instructed to do so.
- *Barricade.* If avoiding is not an option, hide in a safe, locked place in the building. Do everything possible to lock and barricade the doors with tables, chairs, etc. Cover the door window and turn off the lights in the room. Silence is crucial and phones must be silenced (not on vibrate). Try to remain calm and help others do the same.
- *Confront.* This is the last resort possible and only advisable when your life is in immediate danger. If the dangerous person gains access to your room or you're stuck in a common space when the violence starts, do everything possible to incapacitate them. Throw furniture, books, or anything else you can get your hands on.
- See [E5 – Active Shooter Event](#) brochure.

### HARD LOCKDOWN ALL CLEAR PROCESS

After the threat has been eliminated, law enforcement will begin clearing rooms while identifying themselves and using a key to unlock doors. Do exactly what they tell you to do, do not make sudden movements, and keep your hands visible at all times.

## A3 - MISSING CHILD PROCEDURES

### GENERAL INFORMATION

During missing child procedures, communication and time are of the essence. A soft lockdown should be issued throughout the building in the event of a missing child keeping all persons inside their respective rooms while monitoring all exits. ([Soft Lockdown Policy](#))

In the event of a missing child, responsible adults in attendance of the event should form two teams: A Search Team and an Exit Team.

### MISSING CHILD PROCEDURES

- If the child is not found in five (5) minutes, call the police and continue searching for the child.
  - When police arrive, let them take leadership of the situation and help as needed.
  - Call the Facilities Director for access to security camera footage.
- Ask the parent for full description including:
  - Basic appearance
  - Clothing worn that day
  - The name that they would most likely answer to as well as any other names/nicknames
  - Name / age of any siblings in attendance that they might have run to
  - Other parent / relatives in attendance that the child might be with
- Form a Search Team of adults to begin searching the following areas:
  - Look for possible hiding places
  - Check bathrooms
  - Check playground area / scan other outside fields / areas
  - Check to see if child went to be with parents / relatives / friends
- Form an Exit Team to monitor all the doors of the facility:
  - Check the area outside the door for people/children who have already exited the building.
  - Look for children meeting the description
  - Look for adults / children that appear to be in distress / rushing away / etc.
  - Inspect potential hiding spots directly adjacent to the exit
- No one should be allowed to exit the building from any doors except for the front main entrance.
  - Anyone trying to exit from the other exit doors should be redirected to the main entrance. Explain that there is a missing child and we are requiring everyone to exit through one place.
  - If someone resists this redirection (especially if they have a child with them) and continues to exit the building, one adult should follow the resistant person out the door and make a note of where they go and any identifying information (license plate, etc.)
  - Under no circumstances should you physically interact with the individual(s) unless there is imminent danger to the child.

## A4 - SUSPICIOUS PERSONS, INTRUDERS, & DANGEROUS INDIVIDUALS

### GENERAL INFORMATION

As a church, we desire to be a welcoming and accepting place to all people. Some people have had tremendous loss, tragedy, or trauma happen to them and may be coming to a church to seek help. It's extremely important to realize the differences between a "Suspicious Person" and a "Dangerous Individual". Your goal should be to intercept a Suspicious Person and calmly and warmly ask them how they're doing, any way they need help, etc. Suspicious persons can easily or quickly become an Intruder or Dangerous Individual, but you must guard yourself from assumptions while also making wise decisions when approaching a suspicious person.

Additionally, PCC does not offer benevolence to non-regular attenders. If there are panhandlers on PCC property or people asking for assistance, direct them to THRIVE Peninsula (757-877-6211, thrivepeninsula.org) whom PCC partners with and ask them to leave the property.

If a regular attender is asking for benevolence, direct them to a Pastor or other Senior Staff member.

### DEFINING & IDENTIFYING

- **SUSPICIOUS PERSONS** are defined as any non-violent, unknown or suspicious individual on the property
  - Individuals who are sweating profusely, not engaged, or appear uneasy
  - Unknown individuals in areas not usually open to the public
  - Individuals wearing clothing not appropriate to the season such as heavy coats in the summer
  - Individuals who will not make eye contact or respond to a friendly greeting
  - Individuals or groups of individuals who don't seem engaged but looking at the surroundings
- **INTRUDERS** are defined as any non-violent, unwanted or unwelcome individual on Chapel property.
  - Individuals who are not allowed on Chapel property
  - Individuals under the influence of alcohol or other intoxicants/drugs
  - Individuals / family members going through child custody disputes or protective orders
  - Individuals who display characteristics related to mental illness or instability (talking to themselves, chanting, repetitive movements, making special messages from God claims, etc.)
  - Individuals who station themselves near the stage in a suspicious way or who walk onto the stage uninvited
  - Individuals making unwanted advances on congregants
- **DANGEROUS INDIVIDUALS** are defined as any intruder on Chapel property who has become violent.
  - Individuals acting in an aggressive manner including displaying weapons, making threats, etc.
  - Individuals who enter the building with a large container (bag, box, etc.) and won't let anyone touch it and keeps their hand on the container after being seated
  - Individuals who have violently forced entry into the building.

### SUSPICIOUS PERSON BASIC RESPONSE

- Calmly and warmly approach the individual. Gauge their response to determine next steps:
- If they're open to conversation, engage them in a loving and caring way.
- If they're emotionally distraught, but non-violent, offer to find someone they could talk with.
- If they end the conversation and begin to walk away, let them do so, if they don't appear to be threatening or dangerous. Report the incident to the Facilities Director.
- If they become threatening, disruptive, or violent, they're no longer welcome on Chapel property and are now an intruder.

## INTRUDERS & DANGEROUS INDIVIDUALS BASIC RESPONSE

- If an intruder is identified, alert the Event Coordinator or another responsible adult / Staff Member
- That person should try to verbally engage the intruder to assess the situation.
  - Try to calm the person and ask them to move to an area away from others to discuss the situation.
  - Try to move to an area that is monitored by a camera (inside or outside) to help document the physical interactions
  - If the individual refuses to leave or calm down, inform the individual that they must leave the premises, or they will be trespassing on private property and you will call the police.
  - Do not touch the individual.
- **If intruder responds positively** and leaves the building, then report the incident to the Facilities Director.
  - Document the incident listing the approximate time, name / description of the person, and the interactions that were had with them. Provide this document to the Facilities Director.
- **If the intruder responds negatively** (non-violent, but begins being disruptive, refusing to leave, etc.)
  - Call 911 so police may remove the individual from Chapel premises
  - Initiate a soft lockdown to keep rooms safe from the intruder.
  - While waiting for the police in non-weapon / violent incident, stall for time.
  - Always try to avoid physical contact with intruders but if force is necessary, follow these guidelines:
    - Verbally announce to the intruder what you intend to do – i.e. ‘I am going to escort you from the building’
    - Only apply the force necessary to stop any force being applied against you or someone else. Use force necessary to protect life or prevent and restore any ‘breach of peace’. This includes physical removal of the individual.
- **If the intruder responds violently** (physically aggressive, brandishes a weapon, etc.)
  - Call 911 so police may remove the individual from Chapel premises
  - Initiate a hard lockdown to keep rooms safe from the intruder.
  - If the intruder begins physically attacking people, people may (if willing) physically intervene to restrain the individual and wait for police to arrive.
  - If the intruder begins shooting a firearm or acting in any manner that could cause mass casualties, follow the procedures listed in [Enclosure 5 "Active Shooter Event"](#) and [Attachment 2 "Hard Lockdown Procedures"](#)

## A5 - MEDICAL EMERGENCY

### GENERAL INFORMATION

Situations involving illness or injury fall into three categories:

- **IMMEDIATE RESPONSE** emergencies are any type of cardiac emergency, choking, heat stroke, shock, breathing difficulty, fainting, seizure, severe allergic reaction, overexertion or protruding broken bones. These types of emergencies are signaled by immediate, obvious indications as well as unusual behavior, someone lying on the floor/slumped over a desk or, if outside in extreme weather, specific indications.
- **NON-SERIOUS / NON-LIFE-THREATENING** injuries are minor cuts, bruises, sprains, fractures, and the like. These types of emergencies can typically be treated with basic first aid or by driving the victim to a clinic or emergency room.
- **LONG-DURATION RESPONSE** emergencies are pandemic flu, biohazards, or contagious infections. These types of emergencies are normally reported via public health announcements, warnings and news reports. These can also be seen locally by watching for unusually large numbers of people absent from work or worship. Senior Staff will monitor the news and advisories from health officials and deem appropriate actions regarding cancellations, closing the building, etc.

### MEDICAL EMERGENCY RESOURCES

- First Aid kits are maintained at the following locations:
  - KidzMin Check-in Desk (plastic cart underneath)
  - Facility Director's Office
  - Student Ministry Office
- An Automatic External Defibrillator (AED) is available between the main Gym doors.

### MEDICAL EMERGENCY PROCEDURES

- Assess the situation:
  - If the person is conscious ask them to tell you if anything hurts.
  - If unconscious, gently inspect the person for obvious signs of injury.
  - Do not move the person unless they are in imminent danger of further injury.
- If an **IMMEDIATE RESPONSE** medical emergency is determined:
  - Assign someone to call 911.
  - Evacuate the room(s) of event attendees (if needed).
  - Ask if any medical personnel are in attendance and available to help.
  - Ensure a clear path for emergency vehicles and personnel.
  - Guide the EMT's into the building / location of the emergency.
  - Locate any relevant family members.
- If a **NON-SERIOUS / NON-LIFE-THREATENING** medical emergency is determined:
  - Escort the person from the room to a quieter medical attention area. Trained medical personnel in the building may be encouraged to help.
    - You may render first aid, but medical attention should be done by qualified medical personnel.
    - Do not come into contact with bodily fluids without the use of rubber gloves.
    - Do not provide or administer any medicines and get out of the way if EMT's arrive (if needed).
    - Limit your conversation with the person to reassurances. Do not discuss their injury.
    - Do not discuss the accident or what circumstances might have contributed to its cause.
    - Do not discuss insurance matters.
    - Fill out an Injury Report ([Enclosure 2](#)) and give to a Senior Staff member.

## A6 - BOMB THREAT

### GENERAL INFORMATION

This policy outlines procedures to be followed in the event of a bomb threat to PCC. There's a lot of variables that can occur with a bomb threat, but the main priorities should be to remain calm, request as much information as possible from the source of the threat and call 911 immediately and follow all of their instructions. Threats may come in a variety of forms, including social media. Use sound judgement and trust your instincts to keep yourself and others safe. The majority of bomb threats are fake with the intent to create fear and chaos, but all must be treated with equal credibility until emergency services advise otherwise.

### BASIC RESPONSE PROCESS

- Be familiar with the questions and steps outlined in the [Bomb Threat Checklist \(Enclosure 3\)](#)
- A paper copy of the Bomb Threat Checklist will be kept at the Front Desk Phone, PCC Office Phones, and the SCA Office Manager Phone.
- Any individual receiving a bomb threat by telephone should attempt to keep the caller on the line as long as possible. If you are able to keep the caller on the line, have someone else call 911.
- If the threat is received electronically (email, text message, social media post, etc.) contact 911 immediately. Screenshot the electronic threat and document the incident as best as possible.
- Try to provide as much known information to 911 / emergency services including what is known about the suspect and await further instruction from them.

### EVACUATION

- If directed by 911, evacuate all persons from the building to the rally point, following the evacuation procedures listed in the [Fire & Emergency Evacuations](#) policy.
- Allow emergency response and bomb disposal personnel unescorted access to the buildings and grounds.

## A7 - SEVERE WEATHER & NATURAL DISASTERS

### GENERAL INFORMATION

This policy pertains to immediate and unforeseen weather emergencies and natural disasters such as tornadoes, severe storms, or prolonged earthquakes. In the event of forecasted events, the Facilities Director and Chapel Administrator will determine the need to close the building. If the Chapel is without power longer than 10 minutes, the building must be evacuated unless outside conditions are too dangerous to leave.

### LIGHTNING POLICY FOR OUTSIDE ACTIVITIES

- If lightning is seen or thunder is heard, stop what you are doing and immediately seek nearest safe shelter - inside a substantial building (like PCC) or a fully enclosed metal vehicle with windows up.
- Consult weather forecasts for how long the lightning/thunder is forecast to last and determine if the activity is worth waiting the storm out for, capable of being moved indoors, or just needs to be cancelled. Ultimately the most senior leader(s) of the event will make the decision to wait or cancel.
- If activity is deemed worth waiting for, the activity may re-start 30 minutes after the last observed flash of lightning or clap of thunder.

### TORNADO / HIGH WIND SAFE AREAS

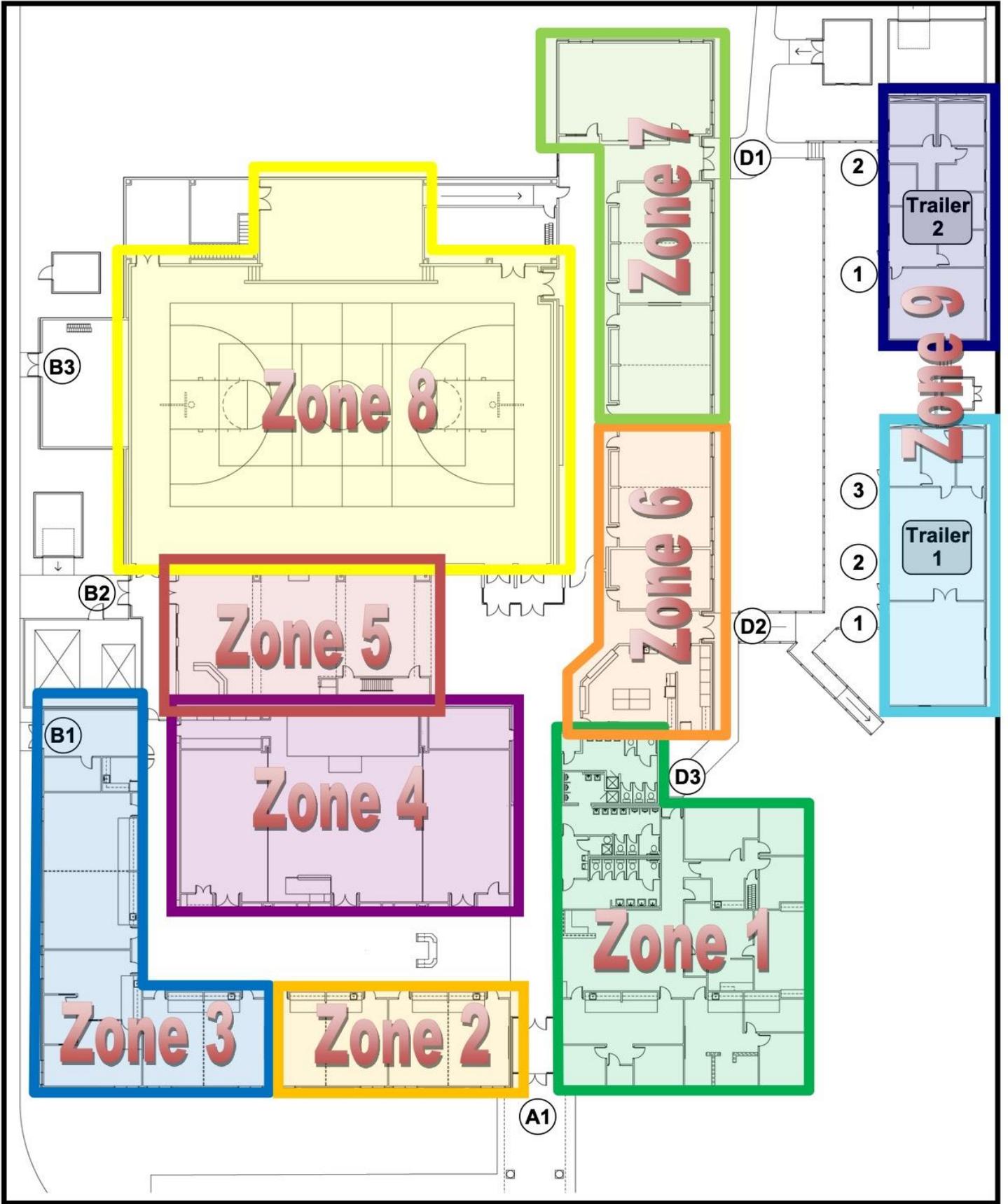
When seeking shelter from high winds or a tornado, any area or room without exterior walls or glass is the best place to hide. The following areas are the designated "Safe Areas" inside the PCC Facility:

- **Halls ABC** - people in rooms 101-109, main hallway, or PCC offices should seek shelter here.
- **Lockers (100 Hallway)** - people may seek shelter here if Halls ABC are full.
- **Lockers (200 Hallway)** - people in the Cafe, Kitchen, and Rooms 201-208 should seek shelter here. Close the white fire doors by RM 202 and keep people away from the end of the hallway by RM 208. If there is no more room, seek shelter in the Gym.
- **Gymnasium** - If possible, seek shelter in one of the locker hallways. If too many people are in the Gym to evacuate (i.e. during an event or service) then keep everyone seated inside the Gym as it is still a Safe Area with only one exterior wall and no windows.

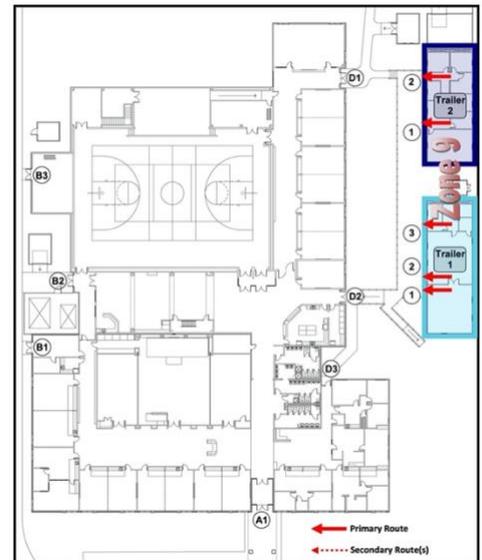
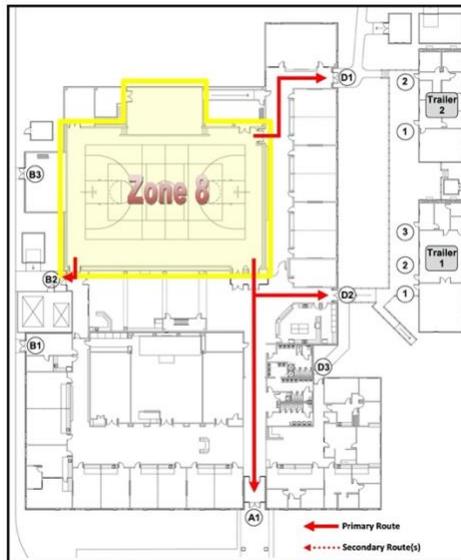
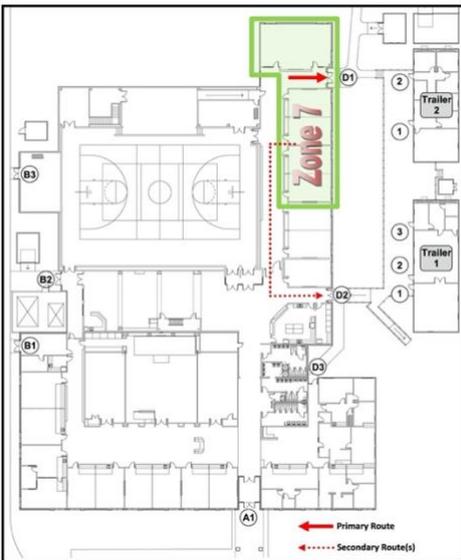
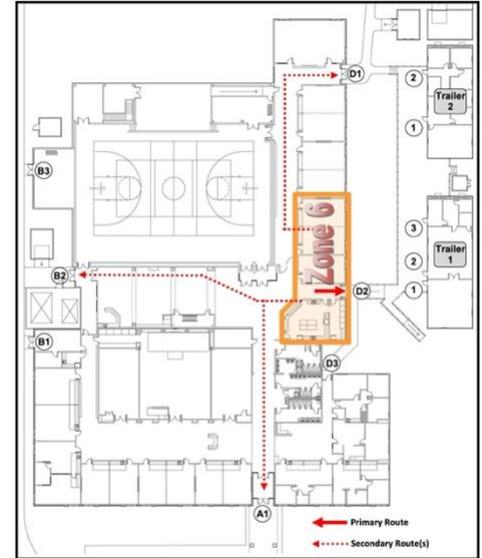
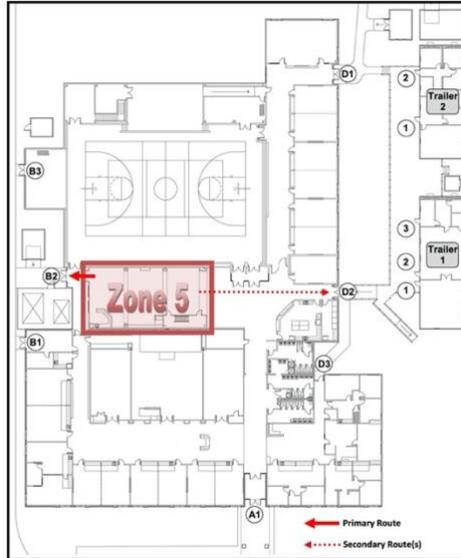
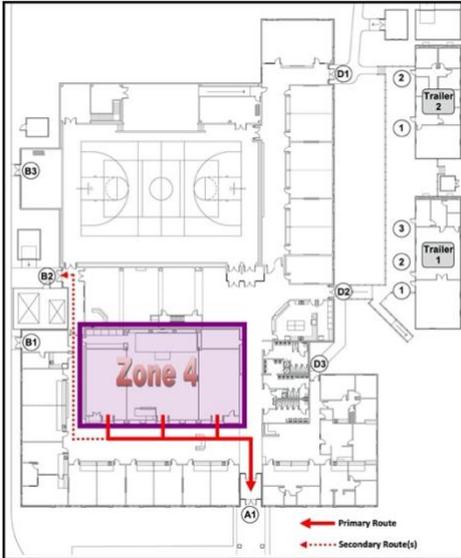
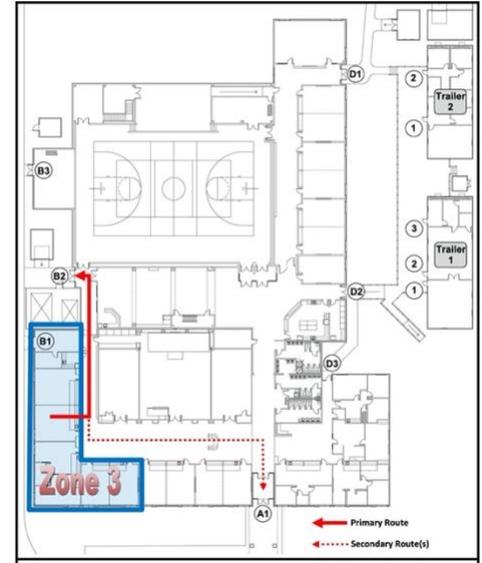
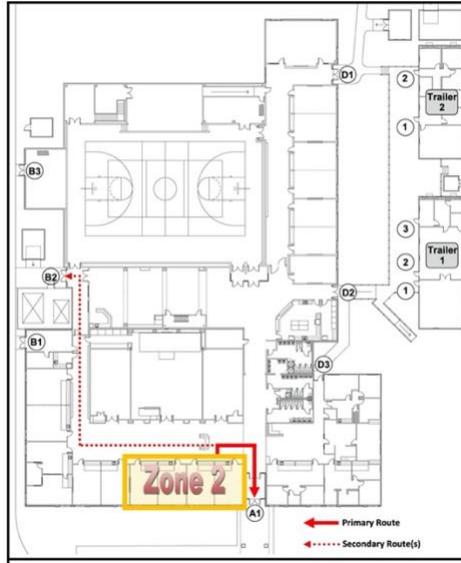
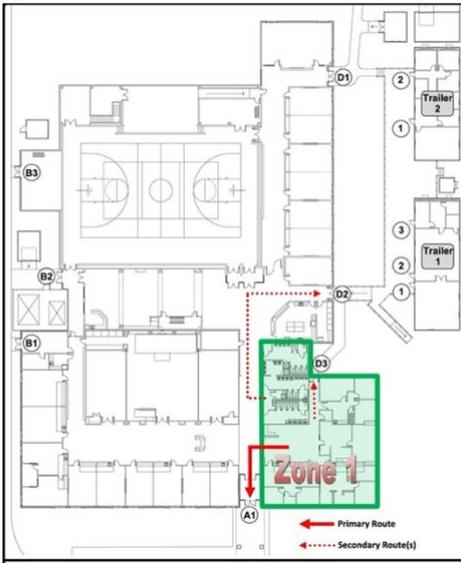
### BASIC RESPONSE PROCESS

- When notified, immediately seek shelter in the nearest designated safe area.
- Assist and instruct others in the building of appropriate areas to seek shelter.
- Be calm, alert, and listen for audible changes in weather as well as monitor mobile phones for alerts.
- Wait for the event to pass or the tornado warning to end.
- If there is no building damage, injury to people, or power outage, events may resume.
- If there is damage to the building, begin evacuating as soon as outside conditions are safe.
- If there is injury to people, follow the procedures listed in the [Medical Emergency Policy](#) to determine the severity of the injury, when to contact 911, and if it is safe to move the person.
- If gas is smelled, evacuate the building immediately and call 911.
- If there is building damage and the Facilities Director is not present, contact them immediately after everyone has been evacuated and is safe.

### EVACUATION ROUTES & ZONES



### EVACUATION ROUTES AND ZONES CONTINUED





# ACCIDENT & INJURY REPORT

Name of Injured: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Room / Location of Incident: \_\_\_\_\_

Nature & Location of Injury on Body: \_\_\_\_\_

Thoroughly describe the nature of incident (is additional info is written on the back of this sheet? Yes / No):

List first aid or any care administered following the incident:

FOR INJURY TO MINORS ONLY		
(circle) Yes / No	Parent / Guardian Notified	Time Notified:
(circle) Yes / No	Minor Removed by Parent	Time of Removal:
(circle) Yes / No	Minor Remained in Ministry Care	
(circle) Yes / No	KidzMin or PSM Senior Staff Member Notified	Time Notified:
Teacher/Leader Name:		Teacher/Leader Signature:

Name of Preparer: \_\_\_\_\_ Position / Title: \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_ Date of Report: \_\_\_\_\_

(if applicable) Witness Name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

(if applicable) Name(s) of Parent / Guardian: \_\_\_\_\_

(if applicable) Signature(s) of Parent / Guardian: \_\_\_\_\_

**GIVE COPY OF FORM TO THE INJURED AND PLACE ORIGINAL IN THE BUSINESS ADMINISTRATOR'S MAILBOX**

FOLLOW-UP TO BE COMPLETED BY PCC STAFF
List any calls or contact to follow up with this incident including date & time.

## BOMB THREAT CHECKLIST

### BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

**If a bomb threat is received by phone:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

**If a bomb threat is received by handwritten note:**

- Call \_\_\_\_\_
- Handle note as minimally as possible.

**If a bomb threat is received by e-mail:**

- Call \_\_\_\_\_
- Do not delete the message.

**Signs of a suspicious package:**

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

#### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



# Homeland Security

2014

### BOMB THREAT CHECKLIST

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**TIME CALLER HUNG UP:** \_\_\_\_\_

**PHONE NUMBER WHERE CALL RECEIVED:** \_\_\_\_\_

#### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

#### Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Information About Caller:

- Where is the caller located? (background/level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds	Threat Language
Female	Animal noises	Incoherent
Male	House noises	Message read
Accent	Kitchen noises	Taped message
Angry	Street noises	Irrational
Calm	Booth	Profane
Clearing throat	PA system	Well-spoken
Coughing	Conversation	
Cracking voice	Music	
Crying	Motor	
Deep	Clear	
Deep breathing	Static	
Disguised	Office machinery	
Distinct	Factory machinery	
Excited	Local	
Laughter	Long Distance	
Lisp		
Loud		
Nasal		
Normal		
Ragged		
Rapid		
Raspy		
Slow		
Sturred		
Soft		
Stutter		

**Other Information:** \_\_\_\_\_

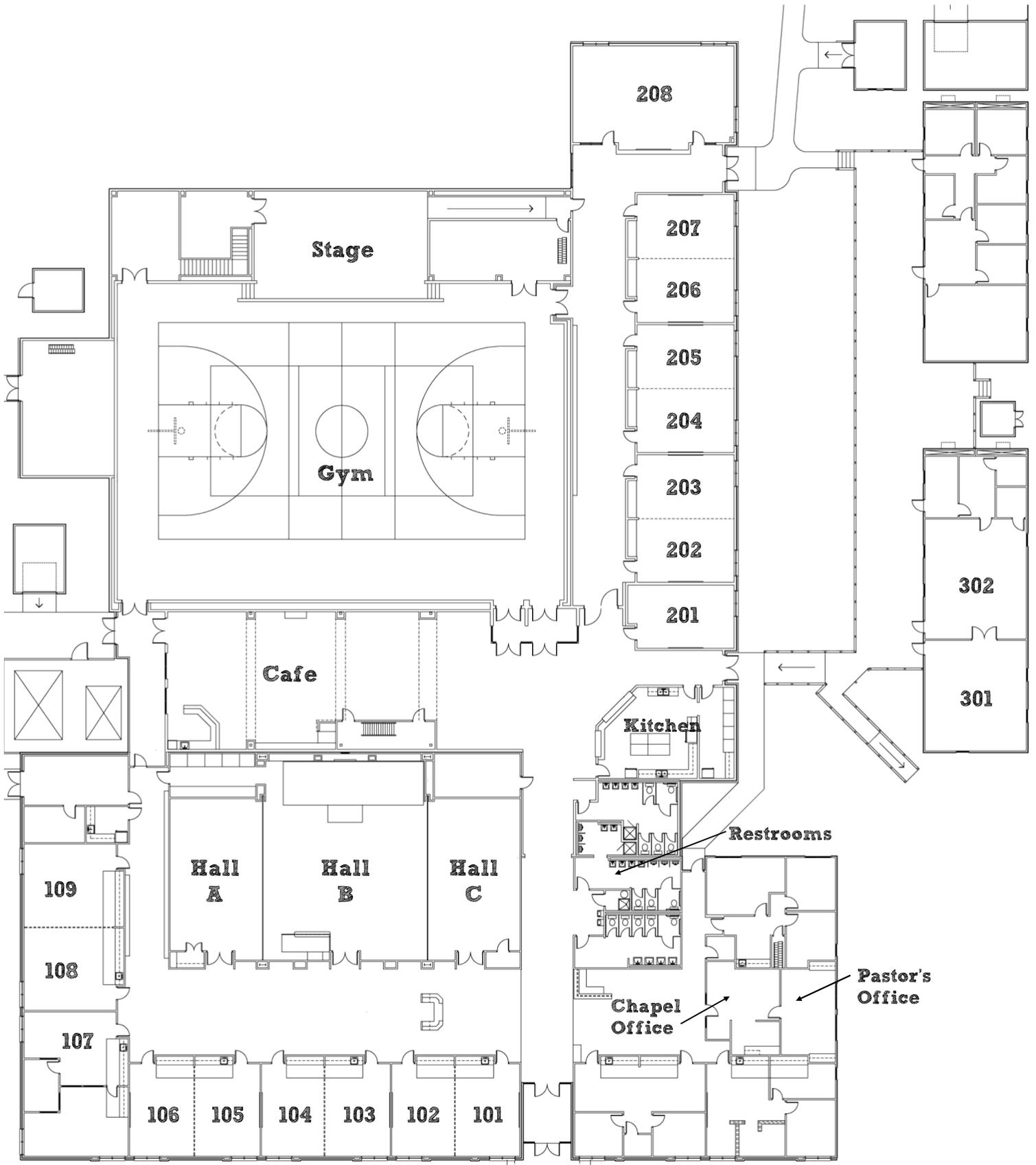
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ROOM LOCATOR MAP



## ACTIVE SHOOTER EVENT

# ACTIVE SHOOTER EVENT

## QUICK REFERENCE GUIDE

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random*
- Event is unpredictable and evolves quickly*
- Knowing what to do can save lives*

### 3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

### 1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### 2 HIDE

- Hide in an area out of the shooter’s view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

#### When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

#### Information to provide to 911 operations:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

#### For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office :

