

**PENINSULA COMMUNITY CHAPEL
EMERGENCY ACTION PLAN (EAP)
SUNDAY MORNINGS & OTHER SERVICES**

DESCRIPTION

This EAP prescribes policy, outlines responsibilities, and specifies procedures for the safety and security of the Peninsula Community Chapel (PCC) congregation during emergency situations on Sunday mornings and other services. It is the responsibility of all other groups and/or ministries using the Chapel throughout the week to take appropriate actions during emergencies and evacuations. A non-Sunday morning 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 the congregation is always the first priority. All persons mentioned or outlined in this EAP are to put forth reasonable effort to be informed, trained, knowledgeable, and ready to respond in emergency situations at the Chapel.

KEY INDIVIDUALS, GROUPS, & DUTIES

Facilities Director

Oversees and coordinates with the Safety Team Leader 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. Is responsible for the coordination and training of the Usher Team.

Safety Team Leader (STL)

Coordinates and communicates between the various volunteer teams at the Chapel on Sunday mornings to ensure preparedness and appropriate actions during emergency situations. These teams include the Welcome Team, Usher Team, KidzMin Safety Team, KidzMin Welcome Team, and the Medical Team.

PCC Senior Staff

Responsible for responding to emergencies as needed: helping lock doors, assisting people in evacuations, communicating to the congregation from the stage or in other rooms / areas.

Volunteer Teams (Ushers, Welcome Team, KidzMin Safety & KidzMin Welcome Teams)

Responsible for assisting the congregation as needed in emergency situations. Will respond with assigned roles in evacuations, lockdowns, medical emergencies, missing children, etc.

Emergency Team

Consisting of the Chapel Administrator, Facilities Director, Safety Team Leaders (On and Off Duty), Ushers (On and Off duty), Chapel Senior Staff, Welcome Team, KidzMin Safety Team, and KidzMin Welcome Teams will carry out the emergency evacuation procedures listed below. They should be familiar with all emergency evacuation procedures, evacuation routes, and their assigned roles.

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 above. An emergency is any situation – actual or imminent – that endangers the safety and lives of individuals on site or the security of the properties.
- 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

COMMUNICATIONS

- Most communication will be through face to face conversation or through radios.
- All radios are to use Channel 3 for communications.

EMERGENCY NUMBERS	
Ambulance / Fire / Police (Sheriff)	911
Gas Leaks (Call Both)	911 / 877-572-3342 (Virginia Natural Gas)
Poison Control	800-222-1222
YC Sheriff (Non-Emergency / Dispatch)	757-890-3621
YC Sheriff (Office)	757-890-3630
YC Fire Department (Office)	757-890-3600

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
KidzMin Phone	KidzMin Welcome Desk	757-604-1991

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A1 - FIRE AND EMERGENCY EVACUATIONS

EVACUATION POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining the Fire & Emergency Evacuation policy and ensuring that these policies and procedures are carried out. The Safety Team Leader will be his direct assistant in carrying out these policies and procedures during Sunday Services.

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.
- A Fire / Emergency Kit is available in the usher cart and to the STL. This kit includes a key ring with the master key, the FACP key and a pull station hex wrench.
- Fire extinguishers are visibly located throughout the facility and routine training on the use of fire extinguishers will be offered to Emergency Team members on a regular basis.
- 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.

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
OTHER EXTERIOR DOORS	
Door B1 – entrance to mechanical / electrical rooms and not accessible to general occupants.	
Door B3 – entrance to mechanical / electrical rooms and not accessible to general occupants.	

FIRE AND EMERGENCY EVACUATION ROUTES

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](#))

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	

- **Zone 1** - Office Spaces & Restrooms: People in Zone 1 should exit towards the front of the building (Door A1). If fire blocks this exit route, alternate exit routes are Door D1 & Door D2.
- **Zone 2** - Classrooms 101 – 104: People in Zone 2 should exit towards the front of the building (Door A1). If fire blocks this exit route, the alternate route is towards the café exit (Door B2).
- **Zone 3** - Classrooms 105 - 109 / Kitchenette / Mechanical Spaces: People in Zone 3 should exit towards the gym/café exit (Door B2). If fire blocks this exit route, the alternate route is towards the front of the building (Door A1).
- **Zone 4** - Halls ABC: People in Zone 4 should exit towards the front of the building (Door A1). If fire blocks this exit route, the alternate route is towards the gym/café exit (Door B2).
- **Zone 5** – Café: People in Zone 5 should exit towards the gym/café exit door (Door B2). If fire blocks this exit route, the alternate route is towards the kitchen / pantry exit (Door D2).
- **Zone 6** – Kitchen / Pantry / Classrooms 201 - 203: People in Zone 6 should exit towards the kitchen / pantry exit (Door D2). If fire blocks this exit route, the alternate routes are towards the gym/café exit (Door B2), the RM 208 exit (Door D3) and the front of the building (Door A1).
- **Zone 7** – Classrooms 204 - 208: People in Zone 7 should exit towards the room 208 exit (Door D3). If fire blocks this exit route, the alternate routes are towards the kitchen / pantry exit (Door D2).
- **Zone 8** – Gymnasium / Stage: People in Zone 8 have three options for exiting depending on their location in the gymnasium. Those located in the left / south side of the gym should exit towards the gym/café exit (Door B2). Those located in the front right (north) side of the gym should exit through the double doors into the classroom hallway and exit towards the room 208 exit (Door D3). Those located in the back right (north) side of the gym should exit through the main gym doors and towards the front of the building (Door A1) or towards the kitchen / pantry exit (Door D2). If fire blocks any of these exits, the other two exits will be the alternate routes.
- **Zone 9** - Trailers 1 & 2: People in the classroom / meeting rooms in the trailer buildings should use the exit located in that room to exit the building. Personnel in the office areas should move in the building to the nearest exit. If the fire is blocking the nearest exit, proceed to an adjacent room with an exit door to exit the trailer. Windows shall be used as a worst-case option.

OTHER EVACUATION PROCEDURES

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 Facilities Director, Chapel Administrator, Lead Pastor, and the Fire Department will determine if it is advisable and safe to re-enter the facility and resume normal activities based on the variables present (time, extent of damage, etc.). The Lead Pastor (or designee) will then instruct the people what to do.
- 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. Parents & children will be reunited after roll checks have been accomplished. Working with the Fire & Sheriff Departments, the Lead Pastor (or senior staff member present) will then instruct the people to exit the property. All Emergency Team members will assist in traffic direction as needed.

PROCEDURES FOR FALSE ALARMS

When the alarm monitoring service calls, inform them that it is a false alarm. If it is immediately apparent that it is a false alarm, call 911 as well. York County will send a fire truck anyways to confirm that the alarm is false. To silence the alarm, the STL, Facilities Director, or Chapel Administrator will go to the Fire Alarm Control Panel (FACP) at the Main Entrance, unlock the panel and press the "silence" button and wait for the York County Fire Department to arrive and assist them in verifying that the alarm is indeed false.

DO NOT RESET THE FACP OR THE PULL STATION (if used).

EMERGENCY EQUIPMENT RESPONSIBILITY

All emergency equipment within the Chapel (sprinklers, horns, strobes, alarm system, emergency lighting, extinguishers, exit signs, etc.) will be maintained and inspected as required by law by the Facilities Director.

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. Any suspicion of these types of situations shall be reported directly to the Facilities Director and/or Chapel Administrator who will determine the validity of the threat and contact 911, if needed. In those instances, the fire alarm system may or may not be activated based on the situation. Evacuation routes and procedures (as applicable) will remain as described above unless otherwise instructed by the Facilities Director, Chapel Administrator, or York County authorities.

INDIVIDUAL EVACUATION RESPONSIBILITIES & PROCEDURES

EMERGENCY TEAM personnel will ensure all first-floor spaces are checked for occupancy. If time and safety permit, check spaces not normally occupied such as office spaces. Team members are responsible for taking firm charge of the situation within their sphere of influence, keeping noise and running to a minimum. The congregation, to a certain extent, will panic; it is up to the Emergency Team to remain calm and in control.

SENIOR STAFF MEMBER (on stage) will direct the congregation to evacuate and direct the remaining Emergency Team personnel to direct the congregation to use the nearest safe exit. Upon receipt of the fire alarm, the Chapel will be immediately evacuated.

SAFETY TEAM LEADER (STL) will proceed, together with the Chapel Administrator or Facilities Director, directly to Door A1 (main entrance) to check the Fire Alarm Control Panel (FACP), looking for activated manual alarm boxes, or any other indications of a fire, along the way. The STL will bring the Fire / Emergency Kit (located in the usher cart) to the FACP and have it ready for the fire department when they arrive. The STL will also call 911 to ensure the emergency was registered. At the FACP, the Facilities Director or Chapel Administrator will assess the location of the alarm and dispatch someone to investigate.

- If a fire is found that can be easily extinguished, team members may attempt to do so. If successful in extinguishing the fire, team members must communicate this to the STL, and he will call 911 and communicate this development indicating the exact situation and method of extinguishing. **THIS IS NOT A FALSE ALARM.** If the fire is too large, or already out of control, return to assist with the evacuation procedures. No unnecessary risks should be taken to save the building.
- If a false alarm is not immediately obvious, ensure that evacuation procedures are being carried out and assign someone to meet the Fire Department out front with the Fire / Emergency Kit. When the Fire Department arrives, they will investigate and provide further instructions as the situation warrants. The STL will assist other team members as needed until the evacuation is complete.
- If a false alarm is obvious, immediately call 911 and communicate the discovery of a false alarm. The fire department will still respond but on a less-urgent basis. Silence the alarm but **DO NOT RESET THE FACP OR THE PULL STATION (if used)**. Other Emergency Team Members will be instructed to halt the evacuation process and instruct everyone to return to their seats. When the fire department arrives, have the Fire / Emergency Kit available for their use and escort them to the location of the alarm. The Fire Department will reset the pull station (if applicable) and the FACP.

SAFETY TEAM LEADERS (OFF DUTY) in attendance will proceed to the front main entrance (Door A1) to assist the STL (on duty) and Facilities Director / Chapel Administrator in identifying the source of the alarm and being available for dispatch to other areas of the building as needed.

USHERS (ON DUTY) will report to their assigned exit and assist with the evacuation of the sanctuary / gymnasium. Once the sanctuary / gymnasium is evacuated, they will report 'all clear' to the STL and evacuate the building. Once outside, they will assist the congregation in making their way to the rally point.

USHERS (OFF DUTY) in attendance will report to their assigned areas and quickly make a thorough inspection for indications of a fire or false alarms (i.e. a child standing by a pull station, etc.). They will also verify that their assigned area has been evacuated. If a fire is found that can be easily extinguished, team members may attempt to do so. If fire is too large or already out of control, report this to the STL and evacuate the building. No unnecessary risks should be taken to save the building! Report 'all clear' to the STL once the assigned area is verified to be evacuated and no fire/smoke found.

WELCOME TEAM member at the Welcome Desk should immediately proceed to the church office to answer the phone call from the alarm monitoring company and/or County 911 operators, while other Welcome Team members (door / hallway greeters) are assisting in the execution of evacuation procedures.

KIDZMIN SAFETY & WELCOME TEAMS will immediately help all KidzMin rooms evacuate through the appropriate exits and sweep all rooms to ensure all have safely exited the building. After all rooms have been cleared and doors closed, follow the KidzMin classes out to the rally point to assist in keeping KidzMin classes together, helping with roster checks, and child-parent reunification.

CONGREGATION in the Gymnasium should not be allowed to exit into the Main Lobby for the sole purpose of avoiding contact with their children in the Nursery or Sunday school classrooms, as all infants and children will be prepared for evacuation as soon as the fire alarm sounds. Emergency Team personnel shall direct people seated in the gymnasium in the direction of the nearest exit and shall remind the adults exiting towards the front of the building to stay to the left side of the lobby and the foyer and not make contact with the children who are also exiting through the Main Entrance. Emergency Team personnel will first check exit doors for heat, with the back of their hand, to ensure they are not hot, before allowing anyone to exit through them. Once outside, the congregation will make its way to the rally point by traveling clockwise around the exterior of the building. **DO NOT GROUP OR STAND ON THE FIRE LANES** – they must be kept clear for emergency response vehicles. Parents and children will be reunited AFTER a roll has been taken and all children have been accounted for.

KIDZMIN TEACHERS & HELPERS in the Sunday school classrooms will immediately prepare children for evacuation by having them form a single file line at the point of exit. This will allow for safe, orderly movement as well as providing eye contact with the children. Teachers should feel the exit doors in a similar manner as stated above. If the door is not hot, they should open the door to determine if there is a fire in the area. If no fire is observed, use the nearest safe exit as stated under “[FIRE AND EMERGENCY EVACUATION ROUTES.](#)” Before exiting the rooms, make sure lights are on and doors / windows are closed. Some Emergency Team personnel will assist in the evacuation of the Nursery and classrooms. An infant evacuation crib is located in the nursery and may be used as necessary. If the emergency evacuation occurs during cold weather, have a helper take the children’s coats. **DO NOT** stop to put coats on the children until they are outside, away from the building.

If the fire is in the Lobby and the doors are hot and/or smoke is coming under the doors, cover the bottom of the doors, keep children low to the floor and move towards the windows. Emergency Team personnel will come to the windows from outside the building to assist in evacuating the children from the building. Teachers and children will group together in the playground area away from the building unless instructed otherwise.

EMERGENCY TEAM EVACUATION CHECKLISTS

LEAD PASTOR / SENIOR STAFF MEMBER PRESENT ON STAGE

- At the sound of the alarm:
 - Give clear directions to the emergency team members to report to their evacuation assignments
 - Direct the visual team to display the evacuation graphics
 - Direct the congregation to begin the evacuation
 - Remind parents their children are already being evacuated and they will re-join them at the rally point
- Remain at the podium as required until the evacuation is complete giving directions and promoting a calm evacuation
- Once the evacuation is complete, evacuate towards the front of the building, if possible, and connect with the emergency team leader to coordinate next steps
- If a false alarm is discovered and the evacuation is cancelled, a runner will make this known to you and you may instruct the congregation to return to their seats

ON-DUTY SAFETY TEAM LEADER

- At the sound of the alarm, proceed to the front entrance / FACP with the following items:
 - Fire / Emergency Kit Binder (w/ emergency key chain)
 - STL Key Chain
 - Radio
- On the way, check your path for signs of fire, false alarms, etc.
- At the FACP:
 - Call 911 to ensure that the alarm was received
 - Assess the location of the alarm using the FACP and adjacent legend; send someone to investigate the location of the alarm
 - Designate an off-duty STL (or other person) with you to be the runner to communicate with the Lead Pastor or Senior Staff member present
 - Wait for the fire department to arrive – do not reset the FACP or any pull stations for any reason
- Once the fire department arrives, turn over the key ring to them and assist with whatever information that you have been able to obtain
- If a fire is found or a false alarm is not obvious, complete the evacuation
- If a false alarm is determined, communicate this to the ushers via radio and to the Chapel staff via the runner and halt the evacuation

OFF-DUTY SAFETY TEAM LEADERS

- At the sound of the alarm, proceed to the front entrance / fire alarm control panel (FACP)
 - On the way, check your path for signs of fire, false alarms, etc.
- At the FACP, standby for further instructions from the STL on-duty or the Facilities Director / Chapel Administrator.

ON-DUTY USHERS

- At the sound of the alarm immediately report to the exit doors to which you are assigned and check for heat.
- At your assigned exit door, assist congregants in the exiting process by holding the doors open, helping elderly / disabled persons and giving clear directions.

- Once everyone has exited through your door, close the doors and follow the exiting crowd and ensure that no one is lagging behind.
- Outside the building:
 - Give clear directions and keep people moving clockwise around the building
 - Keep people off of the paved fire road as much as possible
 - Report when your part of the crowd has reached the rally point
 - Keep people away from the building, fire lanes and emergency equipment

OFF-DUTY USHERS

- At the sound of the alarm, immediately report to your assigned inspection area
- In your assigned area of inspection:
 - Look for signs of fire, false alarms, other important details regarding the alarm
 - Look for people in the area and clearly direct them to evacuate
 - Assist people to evacuate as needed
 - Designate someone to be a runner to communicate information to the emergency team leader (fire found, false alarm found, all clear, etc.)
 - Close doors to rooms as they are inspected and cleared
- If a fire is found that can be easily extinguished, attempt to do so and communicate this to the emergency team leader
- If an obvious false alarm is found (typically a pull station activation), communicate this to the emergency team leader but do not reset the pull station
- After your area has been inspected and cleared, evacuate the building at the nearest safe exit and join the congregation at the rally point.

WELCOME TEAM

- The Front Desk attendant at the sound of the alarm will:
 - Immediately proceed to the Chapel office main phone console (on the desk inside the cubicle in the glassed office area)
 - On the phone, press the buttons next to 'DND' and 'Night' so that the red light is not glowing – this allows incoming phone calls to be taken
 - Wait at the phone for any calls from 911 or the alarm monitoring company regarding the alarm and communicate any relevant information
 - Once the fire department arrives, or if instructed otherwise by 911 or the alarm company, evacuate the building through the nearest safe exit and head to the rally point
- The Door / Hallway Greeters will assist all other persons in evacuating and proceed to the rally point.

KIDZMIN WELCOME TEAM / SAFETY TEAM MEMBERS

- At the sound of the alarm, immediately begin helping evacuate all classes out of their classrooms.
- Assist with opening doors, directing and communicating to classes which way to evacuate.
- Be on the lookout for false or real alarms
- Stay calm and avoid shouting or unnecessarily escalating the situation.
- Sweep the classrooms after each class has exited to ensure all persons have been evacuated.
- Close all doors behind you and exit to the rally point.

KIDZMIN TEACHERS & HELPERS

- At the sound of the alarm, immediately begin preparing your classroom for evacuation and leave the classroom as quickly as possible (if safe to do so).
- Take a headcount of your class
- Take the classroom roster
- Use the classroom ropes or place infants into the evacuation cribs (if applicable)
- Stay calm and help the children stay calm as you walk out of the building towards the playground Rally point
- Elementary classes rally inside the elementary playground, and preschool classes rally inside the preschool playground

AVL PRODUCTION TEAMS

- At the sound of the alarm:
 - Cease any presentations and music
 - End the livestream
 - Mute all mic inputs except for the Lead Pastor or Senior Staff member on stage
 - Prepare emergency evacuation graphics for display
- Assist the staff person on stage by displaying graphics as directed and adjusting sound levels to ensure that they are heard
- Evacuate the room with the last of the congregation and report to the rally point

CONGREGATION

- At the sound of the alarm:
 - Turn your attention to the stage podium and display screens
 - Remain calm and follow the instructions as they are given
- Once instructed to evacuate:
 - Locate the nearest exit to your seat and calmly walk to that exit
 - Ushers will be at each exit to assist you as necessary
 - If you have children in the children's ministry area, they will be evacuated – you do not need to get them yourself and attempting to do so will only impede the overall evacuation; your children will be evacuated to the playground at the front of the building and you will pick them up there
- Once you exit the building, walk clockwise around the building until you come to the rally point at the front playfield next to the children's playground and wait for further instructions.

A2 - LOCKDOWN PROCEDURES

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining the Lockdown Procedures Policy and ensuring that these procedures are carried out. The Safety Team Leader will be his direct assistant in carrying out these policies and procedures during the Sunday Services.

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. 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.
- 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. Soft lockdowns will typically not involve law enforcement.
 - A "hard lockdown" intuitively implies urgency, importance, and immediate danger. Hard lockdowns will typically involve law enforcement on the premises seeking to eliminate a threat.
- Lockdowns do not follow the same procedures or steps for every situation. In a lockdown event, Chapel staff or Safety Team members will 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 safe area while we wait for the event to pass."
- For hard lockdowns, PCC has adopted the "ABC" (Avoid, Barricade, Confront) active shooter response (also known as "Run, Hide, Fight"). In these scenarios, the first option should always be to run and get out of the room or building. If avoiding is not an option, the barricading and defense steps should be followed.
- During active shooter events, law enforcement's first priority is to stop the shooter(s). When entering the building, they are not there to get people out of rooms or tend to the wounded. Do not make sudden movements towards them or try to hang on for protection.

ROLES & RESPONSIBILITIES

- **Facilities Director / Chapel Administrator** - maintain oversight of the situation, call 911 (or instruct someone else too) if needed, and work in conjunction with KidzMin Staff to direct appropriate actions and responses.
- **KidzMin Staff** - Alert key volunteer teams / classrooms of the lockdown situation and direct appropriate actions.
- **PCC Senior Staff** - Assist as needed in communicating to other rooms, direct people to appropriate areas, help lock rooms, help maintain calm, etc.
- **Safety Team Leader** - respond to needs as necessary outlined in other policies (Medical Emergency, Intruders, Weather Emergency, etc.)
- **KidzMin Safety Team** - assist with locking rooms, intercepting / monitoring intruders or domestic situations.
- **Usher Team** - assist with locking down the Gym and drawing emergency door shades.

SOFT LOCKDOWNS

This is when a non-violent or outside threat is determined, such as a police manhunt nearby, 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 EXAMPLES

- *There is a missing child during Sunday services or an event.* All rooms will be told to stay in place, and all children brought in from the playground. Exterior doors should be locked and monitored by the Exit Team as others search for the child. ([Missing Child Policy](#))
- *There is a non-violent disruptive person in the building.* People will be directed to stay away from the area while the situation is diffused or addressed. Classroom doors should be shut, and door window shades drawn in the immediate area to limit distraction to the other room occupants. Exterior doors do not need to be locked unless the disruptive person is outside the building. ([Suspicious Persons Policy](#))
- *There is a police manhunt nearby or a suspicious person on the grounds.* All persons should be brought inside, and exterior doors locked. Exits and exterior grounds should be monitored and maintain open contact with the police department for updates regarding the situation ([Suspicious Persons Policy](#)).
 - These events may be prolonged and building occupants may be able to move around freely inside the building if needed. If a suspicious person were to violently or forcefully enter the building, the situation would change to a Hard Lockdown.
- *There is a medical emergency in one of the hallways or rooms.* After evacuating the immediate area, all persons will be asked to stay in their room while the victim receives medical care and the situation is addressed. ([Medical Emergency Policy](#))
- *There is an immediate severe weather warning.* All people would be brought inside and asked to seek shelter in designated safe areas. ([Severe Weather Policy](#))

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, all rooms will be notified by a Senior Staff member or Safety Team Leader. 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 EXAMPLES

- *A domestic dispute / disturbance inside the building turns violent.* In this situation, the building would already be in a soft lockdown and all persons in the vicinity would be monitoring the situation and others trying to de-escalate the situation. People should immediately leave the area or barricade themselves in locked rooms.
- *A dangerous individual enters the building undetected and begins shooting in an area.* This situation is the most difficult to respond to as there are seconds to react before / after the shooting starts. In this scenario there's little to no time to get rooms locked and barricaded. All attempts should be made to flee the area or barricade yourself in a locked room.
- *A dangerous individual outside forcibly enters the locked building with the intent of harming others.* This would occur when the building is already in a soft lockdown due to an intruder outside the building. They may gain access to the building by shooting out one of the glass doors or using a key card. Nearby rooms should already be locked due to the soft lockdown procedures. All attempts to avoid the dangerous individual should be made or barricade yourself in a locked room.

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 [E6 – 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

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining the Missing Child Policy in conjunction with KidzMin Staff and ensuring that these policies and procedures are carried out.

GENERAL INFORMATION

During missing child procedures, communication and time are of the essence. When a child is missing, the following teams / persons will each have responsibilities to find the child and keep them safe. Additionally, a soft lockdown will 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](#))

- Notify the parents (if not already involved)
- KidzMin Welcome Team will be the communication hub / point of contact during missing child procedures.
- KidzMin Staff will be immediately notified and supervise / assist as needed.
- Search Team will be formed by the STL and other team members, adults, staff, etc.
- Exit Team will be formed by the Ushers and other available adults and staff.
- Use radios (channel 3) and/or the KidzMin welcome desk phone to stay in contact during the search.

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.
 - Alert the Facilities Director or STL 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 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 / siblings / 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

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining this policy and ensuring that these policies and procedures are carried out. The Safety Team Leader will be his direct assistant in carrying out these policies and procedures during the Sunday Services.

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". Our 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 we must guard ourselves 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 attendant 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 Chapel 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 found/identified, alert the Safety Team Leader (STL)
 - Initiate a soft lockdown to keep rooms safe from the intruder.
- Once alerted, the STL (or Senior Staff member) will approach (calmly and warmly) and 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 the STL will notify appropriate PCC staff and ministry leaders of the situation and its resolution.
 - 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
 - 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"](#)

OTHER RESOURCES

- "Verbal Judo" by George J. Thompson
- THRIVE Peninsula: 757-877-6211 | thrivepeninsula.org

A5 - MEDICAL EMERGENCY

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining the Medical Emergency Policy and ensuring that these policies and procedures are carried out. The Safety Team Leader will be their direct assistant in carrying out these policies and procedures during the Sunday Services.

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 and PCC Board of Elders will monitor the news and advisories from health officials and deem appropriate actions regarding cancellations, closing the building, etc.

MEDICAL EMERGENCY ROLES & RESPONSIBILITIES

- During the Sunday morning worship service, the Medical Team, Safety Team Leader, or Senior Staff member will be in charge of the situation until emergency services arrive (if applicable) or the victim is feeling better or is transported to a medical office.
- During business / office hours, the Facilities Director, Chapel Administrator or other Senior Staff member will lead the situation and assign duties and roles as needed.
- During off hours incidents (evening events, childcare, youth ministry, etc.), the senior staff member present or event coordinator will lead the situation and assign duties and roles as needed.
- During Summit Christian Academy related medical emergencies, the Head of School, Principal, or designee shall always take the primary leader role.

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.
- Stop the Bleed trauma / tourniquet kits are available inside the Medical Team's bag
- All staff members, childcare workers, and Emergency Team personnel are encouraged to participate in CPR and First Aid training offered annually at the Chapel.

MEDICAL EMERGENCY PROCEDURES

- The Safety Team Leader, a member of the Medical Team, or Senior Staff member will assess the situation and page the Medical Team (if not present).
 - 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:
 - The Safety Team Leader will:
 - Assign someone to call 911.
 - Send someone to a Senior Staff person in the room and inform them of the situation.
 - Go to the front entrance to ensure a clear path for emergency vehicles.
 - Guide the EMT's into the building / location of the emergency.
 - Communicate with KidzMin regarding the emergency to locate any relevant family members.
- If a **Non-Serious / Non-Life-Threatening** medical emergency is determined:
 - The Medical Team Member (or designee) will escort the person from the room to a quieter medical attention area (like the Café or Pastor's Office) and the worship service may resume. Trained medical personnel in the congregation may be encouraged to accompany the Medical Team member.
 - Once in the medical attention area:
 - 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.
- If the emergency is in the Sanctuary / Main Meeting Area:
 - The Lead Pastor (or senior staff person in the room) will make an announcement from the stage:
 - Asking for trained medical personnel in the congregation to assist.
 - Directing the congregation to carefully move from the area of the emergency and clear access.
 - All remaining ushers on duty will assist in this process with assistance from off-duty ushers.
 - The Lead Pastor (or senior staff person in the room) will inform the congregation to remain quiet and away from the area of the emergency until the paramedic team has arrived, handled the immediate need and left the room. Under no circumstances shall the worship service continue as planned, ignoring the situation. This will only hamper the paramedic team's communications and efforts to deal with the emergency.
 - The Lead Pastor (or Senior Staff person in the room) will communicate with attending medical personnel as available and assess the situation to determine if the congregation should be evacuated.
 - If it is deemed that the congregation should evacuate the room, the Lead Pastor (or senior staff person in the room) will instruct the congregation to leave through the appropriate exits.

A6 - BOMB THREAT

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining the Bomb Threat Policy and ensuring that these policies and procedures are carried out. The Safety Team Leader will be his direct assistant in carrying out these policies and procedures during the Sunday Services.

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 \(Enclosure 4\)](#)
- A 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 and have additional personnel in the Chapel, have someone else call 911.
- If the threat is received electronically (email, text message, social media post, etc.) alert a Senior Staff member and/or the Safety Team Leader immediately and they will contact 911. 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 the Facilities Director or a Senior Staff member, 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

POLICY RESPONSIBILITY

The Facilities Director will be responsible for preparing and maintaining this policy and ensuring that these policies and procedures are carried out. The Safety Team Leader will be his direct assistant in carrying out these policies and procedures during the Sunday Services.

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, Chapel Administrator, and Lead Pastor will determine the need to cancel services or 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

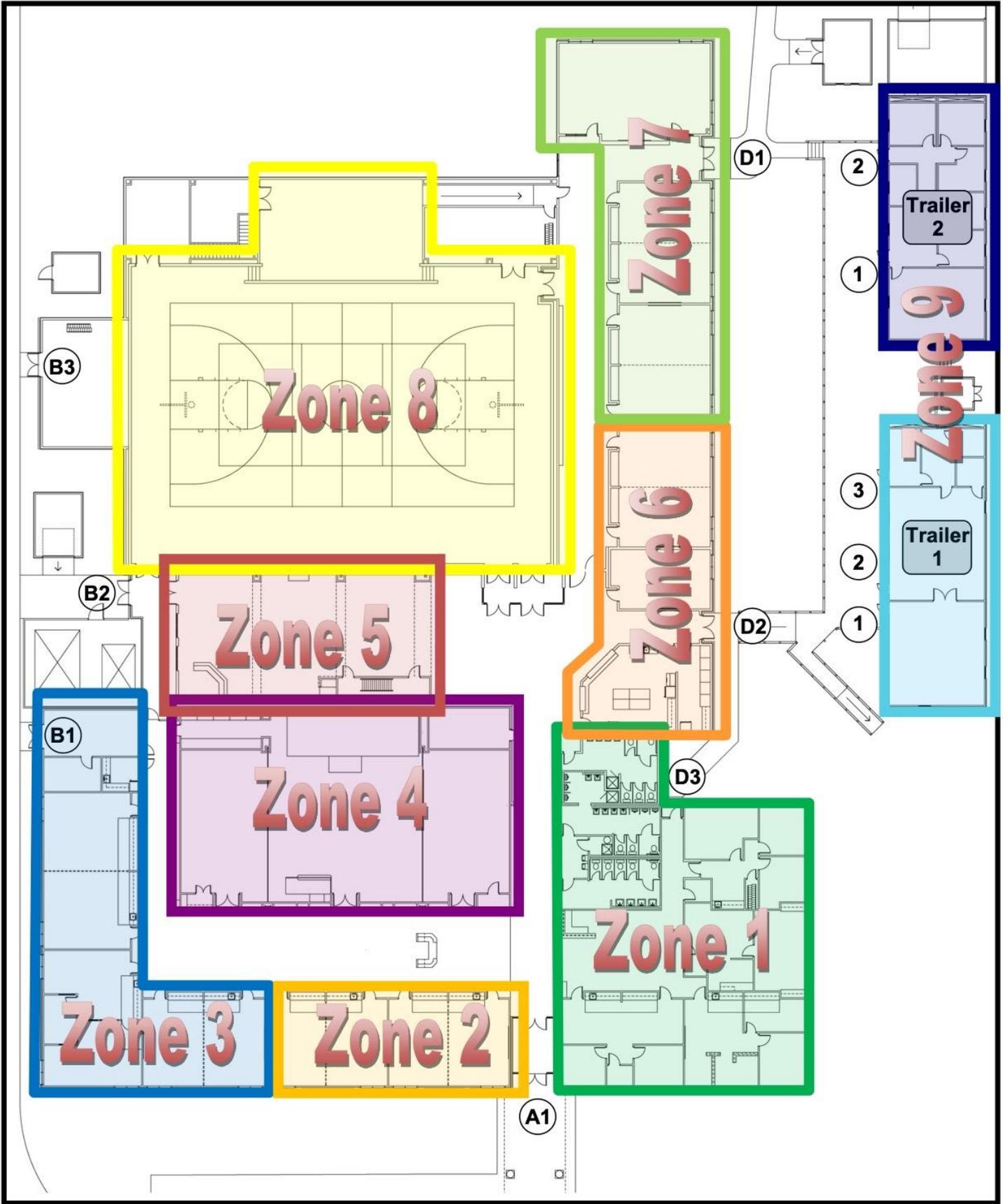
When seeking shelter from high winds or a tornado, any area or room without exterior walls or glass is the best place to hide. The following areas are the designated "Safe Areas" inside the PCC Facility:

- **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.

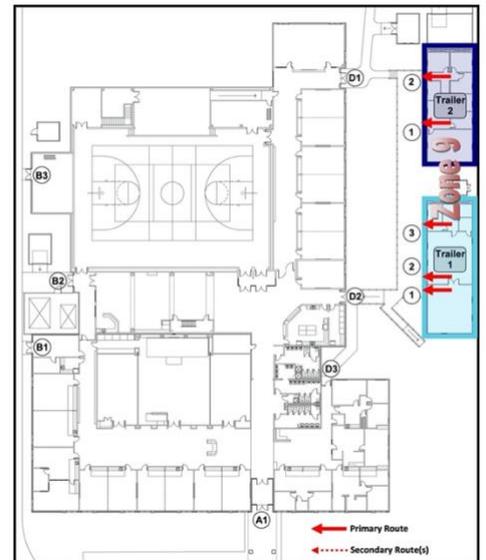
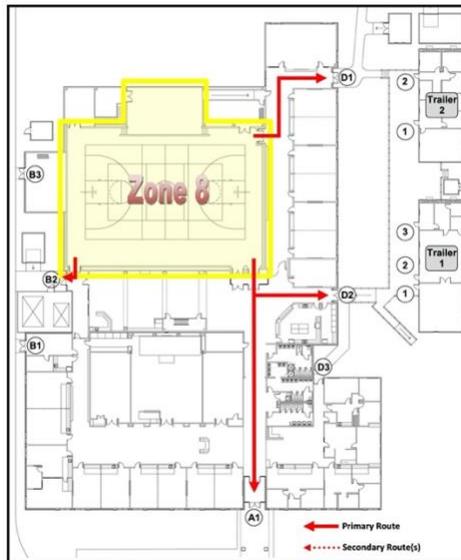
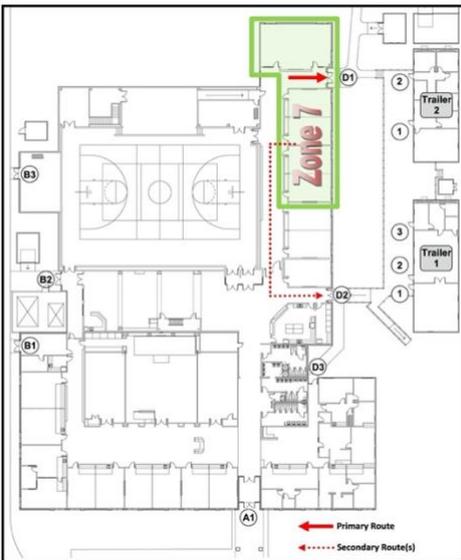
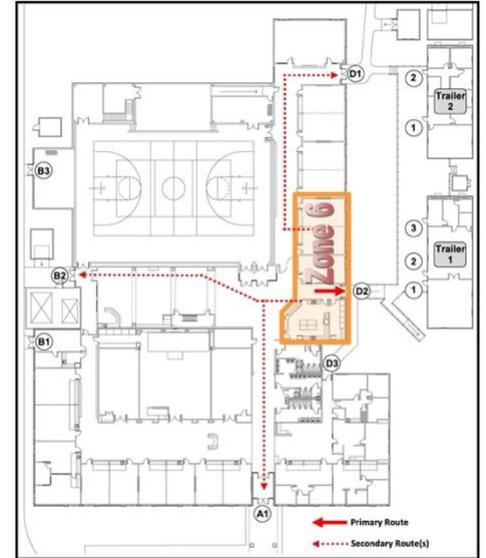
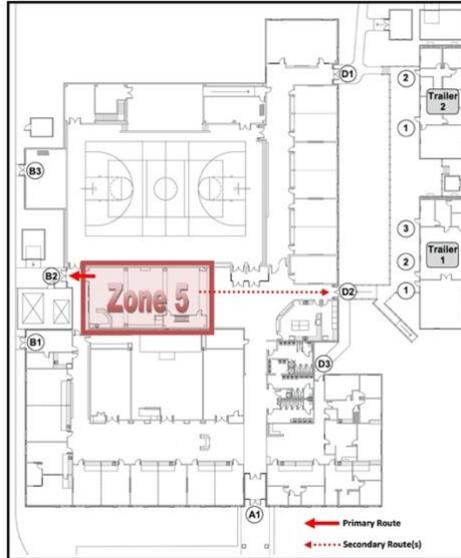
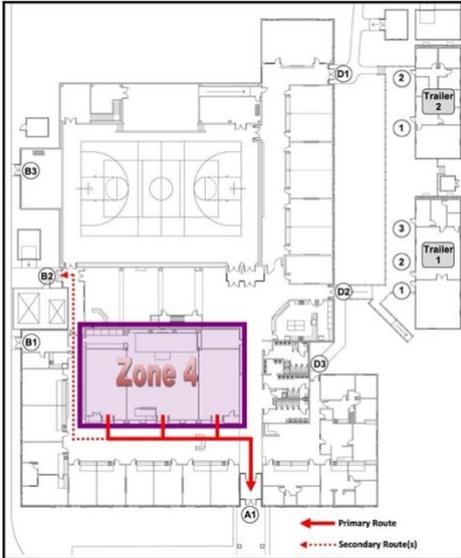
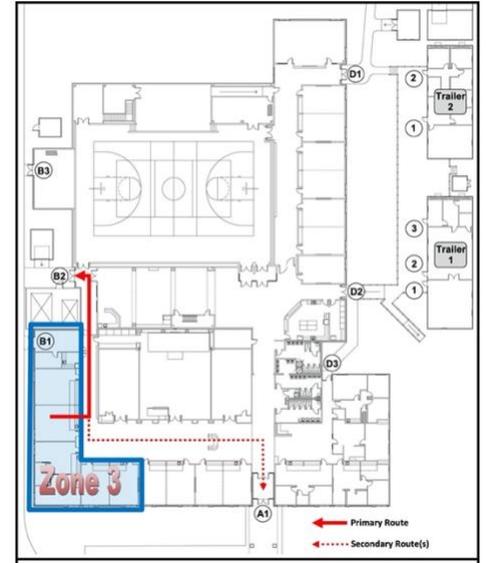
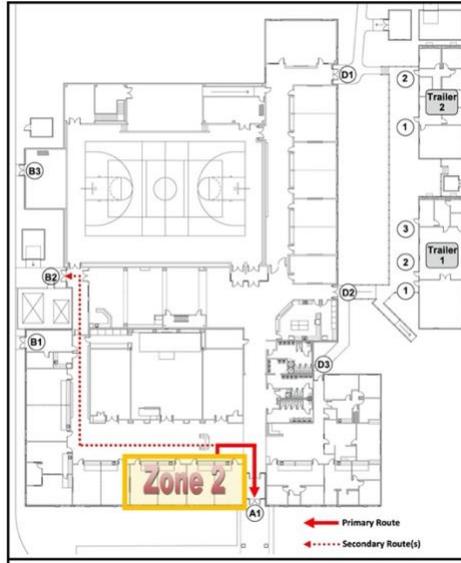
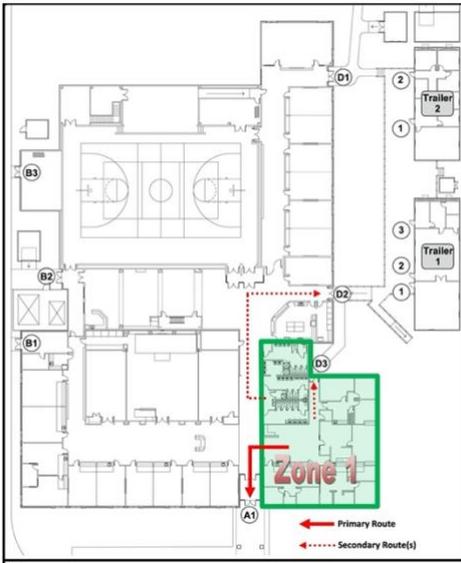
BASIC RESPONSE PROCESS

- 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



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:

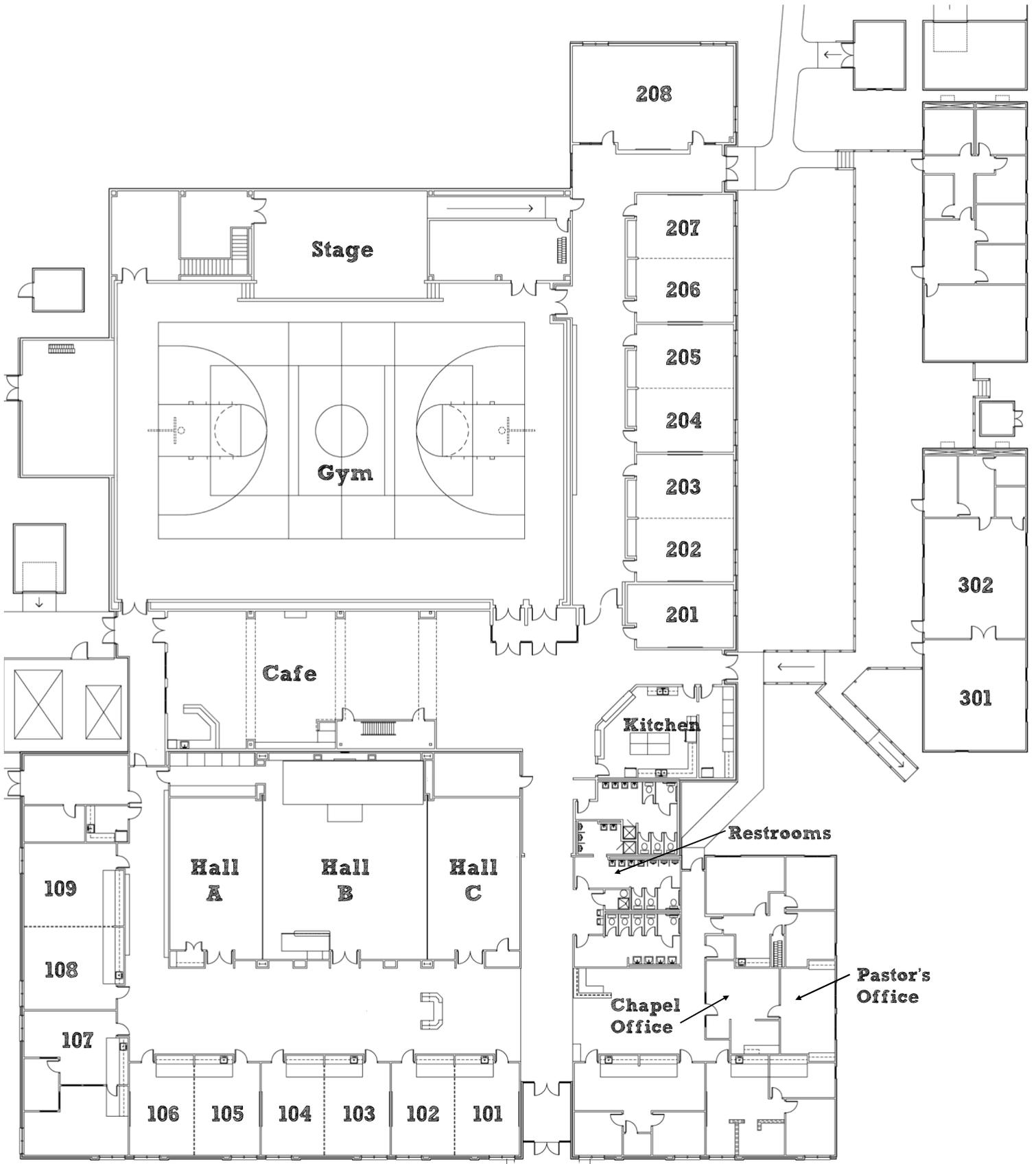
- Is voice familiar? If so, who does it sound like?

- 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:

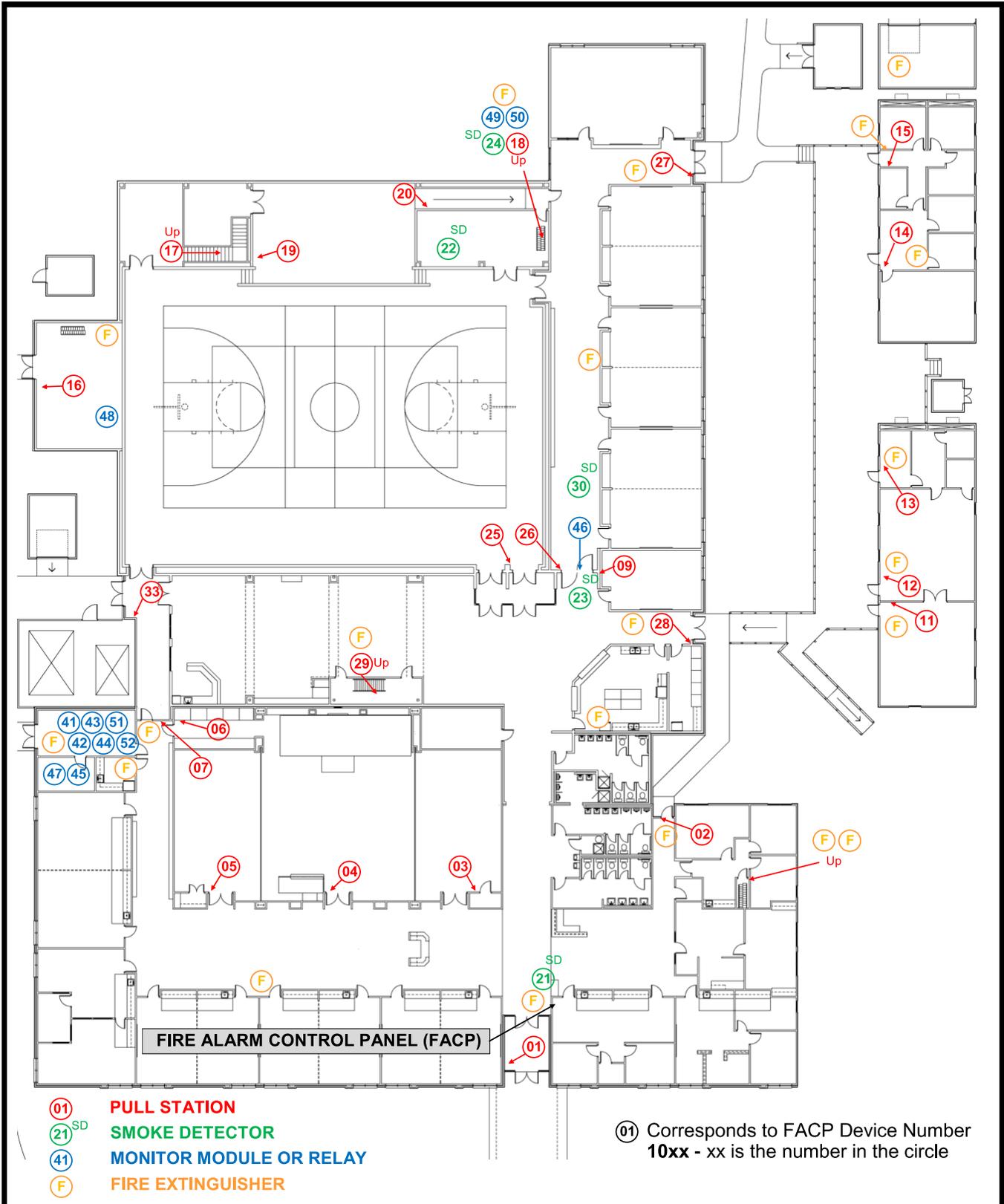
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office :



FIRE ALARM DEVICE LOCATOR



FIRE ALARM SYSTEM DEVICE LOCATOR

Fire Extinguisher Locations