

EMERGENCY ACTION PLAN
for
BENSON BAPTIST CHURCH

located at
200 W. Church Street
Benson, NC 27504

Presented to Congregation in Conference:

July 13, 2022

Emergency Preparedness Committee:

Gregg Bennett (chair), Doug Oglesby, Eric Herring, Henry Lambert, Betty Jo Bennett, Dr. Lawrence Powers (Pastor, *ex officio*)

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Rev. Dr. Lawrence Powers 919-659-5088, *Pastor*
Rev. Will Raybon 828-989-4097, *Associate Pastor*
Jacob Jones 919-333-0016, *Facilities Manager*
Doug Oglesby 919-760-3944, *Emergency Preparedness Committee*
Gregg Bennett 910-705-5663, *Emergency Preparedness Committee*

COMMUNITY EMERGENCY CONTACTS - CALL FIRST

FIRE DEPARTMENT, PARAMEDICS, AMBULANCE, POLICE: **911**

NON-EMERGENCY POLICE LINE: 919-894-2091

NON-EMERGENCY FIRE DEPARTMENT LINE: (919) 894-8990

ELEVATOR EMERGENCY BUTTON

Inside the elevator is an emergency button that connects directly to 911. If you do not have access to a phone, you can utilize this button in case of an emergency.

BENSON BAPTIST EMERGENCY CONTACTS

See list posted in rooms around the church campus.

GENERAL EMERGENCY GUIDELINES

1. **A**lert

Call community emergency contacts (page 3) at 911 immediately. If not an immediate emergency you may also contact one of the Benson Baptist Emergency Contacts (page 3) for assistance.

Alert everyone (members, volunteers, and visitors) of the danger and the need to evacuate the building if required. Remain calm, but focused to provide maximum effectiveness to evacuate the building, if required.

Intercom system units are located throughout the campus. To make a church-wide announcement hold down the 'group' button for the duration of the message. Repeat at least twice to ensure it is heard.

In case of fire, pull the nearest fire alarm.

2. **A**ssist

Calmly assist everyone (members, volunteers, and visitors) especially ALL children and people requiring assistance in evacuating the building using the most direct and safest route to the assembly points (parking lots).

3. **A**ssemble

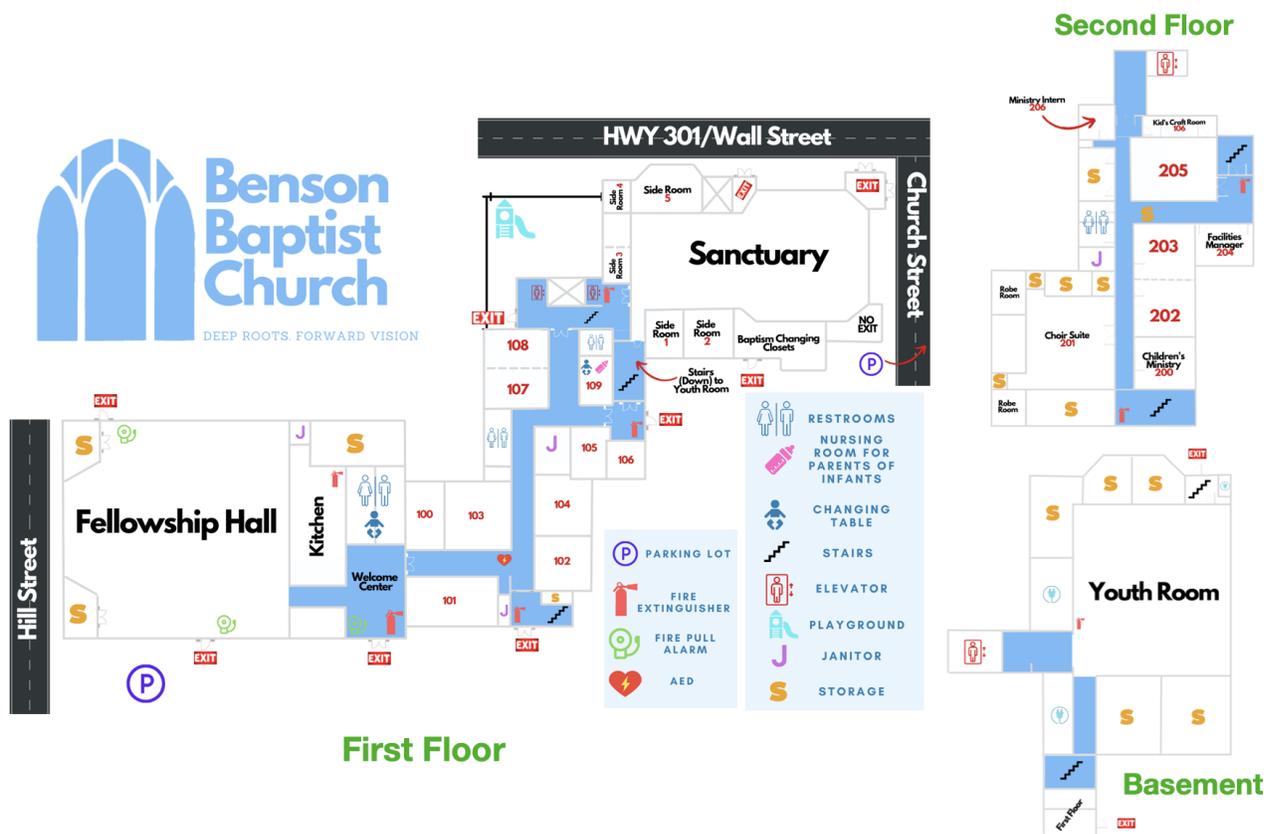
Head to the Assembly points (parking lots) and establish a system to account for all individuals and all children to their respective parents in the assembly points.

FLOORPLANS AND MAPS

Floorplans have been posted in each individual room, hallways, elevator and stairways. They are also available in the Benson Baptist Church app under 'Sunday Mornings' available for download in the Apple App store and Google Play store. The following information is marked on the floorplans:

1. Exits
2. Locations of fire extinguishers
3. Fire alarm pull station locations
4. Intercom System Unit Locations
5. Assembly points (Parking Lots)

Site personnel and Sunday School Teachers should know at least two evacuation routes.

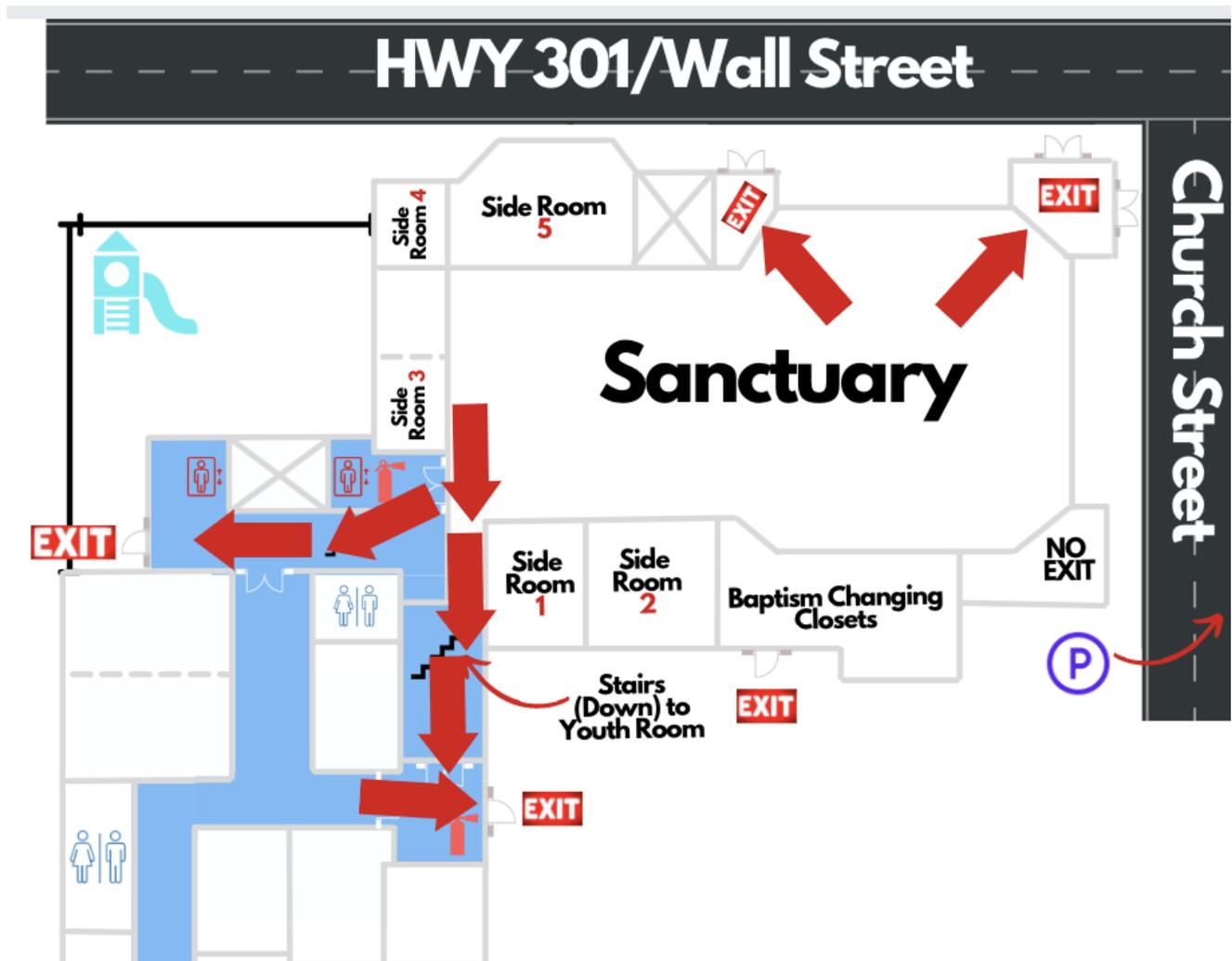


INDIVIDUAL EVACUATION PLANS AND MAPS

Sanctuary Evacuation Plan

The Sanctuary has four exits; the front of the sanctuary has two primary exits, the choir loft exit options include the sanctuary and the back hallway, the back of the sanctuary has three primary exit options. All exits are marked with illuminated exit signs. In the event of an emergency, people should use the most appropriate exit for their area with the goal of an orderly and quick evacuation. If church personnel are not available, any responsible and able adults should assist children or individuals with physical challenges to the most appropriate exit.

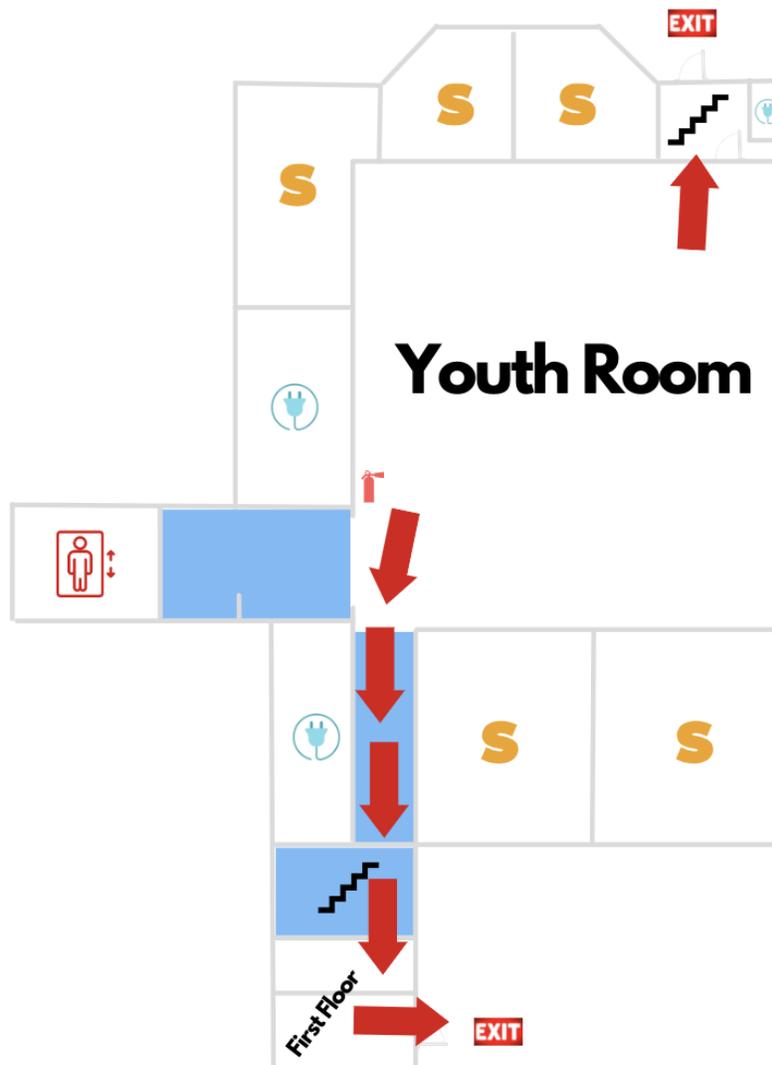
Signage or church members will direct people to designated assembly points in the Church Street parking lot or the Hill Street Parking Lot.



Youth Room (Basement) Evacuation Plan

The Youth Room / Basement has two exits; the southeast corner exit up the stairs to Wall Street and the northwest corner up the stairs to the first floor with the exit in front of the Church Secretary's office to the yard facing Church Street. All exits are marked with illuminated exit signs. In the event of an emergency, people should use the most appropriate exit for their area with the goal of an orderly and quick evacuation. If church personnel are not available, any responsible and able adults should assist children or individuals with physical challenges to the most appropriate exit.

Signage or church members will direct people to designated assembly points in the Church Street parking lot or the Hill Street Parking Lot.



Education Wing (First Floor) Evacuation Plan

The Education Wing (First Floor) has three exits; the front of the building facing Church Street, the west end of the building facing the parsonage, and the rear doorway across from the elevator. All exits are marked with illuminated exit signs. In the event of an emergency, people should use the most appropriate exit for their area with the goal of an orderly and quick evacuation. If church personnel are not available, any responsible and able adults should assist children or individuals with physical challenges to the most appropriate exit.

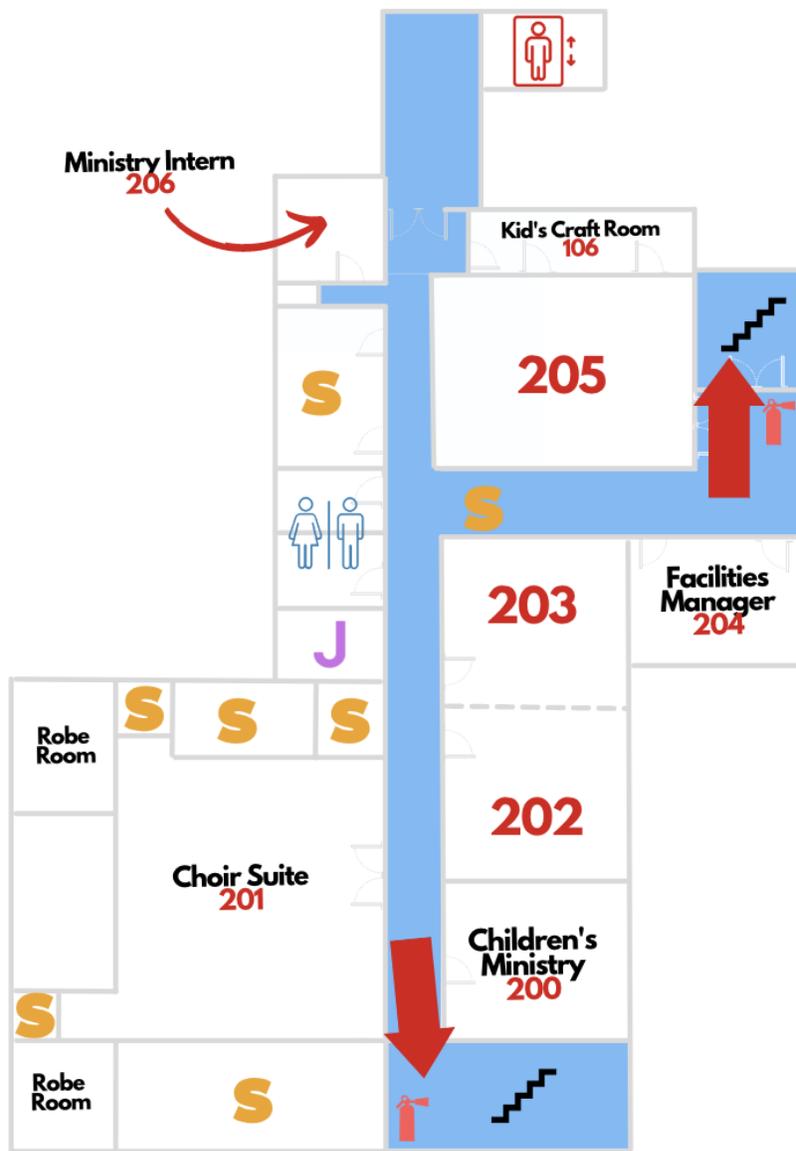
Signage or church members will direct people to designated assembly points in the Church Street parking lot or the Hill Street Parking Lot.



Education Wing (Second Floor) Evacuation Plan

The Education Wing (Second Floor) has two exits; the stairway near the front of the building facing Church Street and the stairway on the west end of the building facing the parsonage. All exits are marked with illuminated exit signs. In the event of an emergency, people should use the most appropriate exit for their area with the goal of an orderly and quick evacuation. If church personnel are not available, any responsible and able adults should assist children or individuals with physical challenges to the most appropriate exit.

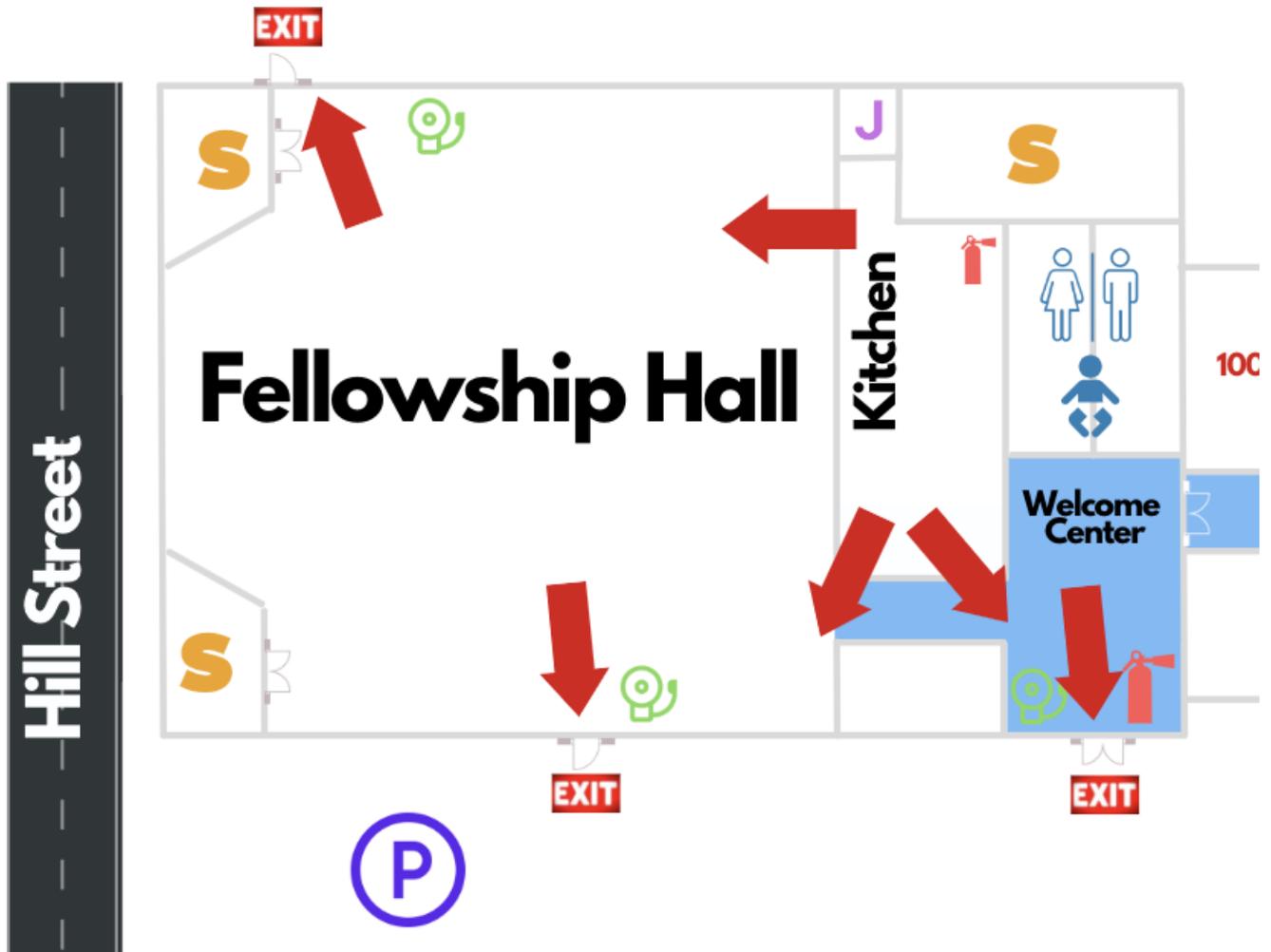
Signage or church members will direct people to designated assembly points in the Church Street parking lot or the Hill Street Parking Lot.



Fellowship Hall (including Kitchen and Foyer) Evacuation Plans

The Fellowship Hall Building has three exits; the west side of the building facing the back parking lot has two exits and the east side facing Highway 301 has one exit. All exits are marked with illuminated exit signs. In the event of an emergency, people should use the most appropriate exit for their area with the goal of an orderly and quick evacuation. If church personnel are not available, any responsible and able adults should assist children or individuals with physical challenges to the most appropriate exit.

Signage or church members will direct people to designated assembly points in the Church Street parking lot or the Hill Street Parking Lot.



EMERGENCY REPORTING AND EVACUATION PROCEDURES

MEDICAL or FIRST AID

First, call medical emergency phone number, if necessary: **911**

If CPR is required, call 911 immediately.

While an individual administers CPR, have someone else locate and retrieve the AED.

If someone trained in CPR and First Aid is available in the room, they should provide assistance prior to the arrival of professional medical help. If no one is available utilize the nearest intercom system by holding down the 'group' button and asking for assistance.

All Benson Baptist Emergency Contacts are CPR/First Aid Certified. This list is located in each room.

General Information and Tips:

- If calling 911, provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
- **Do not move victim unless absolutely necessary.**
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance with necessary precaution:
 - a. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - b. Clear the air passages using the Heimlich maneuver in case of choking with a conscious person.
- In case of rendering assistance to personnel exposed to hazardous materials and wear the appropriate personal protective equipment. Attempt first aid **ONLY** if trained and qualified.

FIRE

When fire is discovered:

- Notify the local Fire Department by calling 911 and activate the nearest fire alarm.
- Follow the three As: Alert, Assist, Assemble

Fight the fire ONLY if:

- The fire can be controlled safely with fire extinguishers (they can be located using the floorplans).
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are comfortable using it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated evacuation routes (follow the three As)
- Assemble in the designated assembly points.
- Remain outside until the emergency authorities announce that it is safe to reenter.

Responsible and Able Adults:

- Coordinate an orderly evacuation of personnel.
- Ensure everyone is out of the building.
- Provide the Fire Department personnel with the necessary information about the facility.
- Assist all physically challenged individuals in evacuating.

What can we do to prevent or minimize the opportunity for a fire:

- Proper Housekeeping
- Inspections performed by Town of Benson
- Proper storage of flammable materials (gas for generator in garage)

Additional Information:

- Natural gas cut-off located in playground (adjustable wrench is located at the cut-off)
- Electrical Main Power Breaker Locations:
 - Fellowship Hall
 - Basement
 - Utility Room in Education Building

ACTIVE SHOOTER

AN ACTIVE SHOOTER:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use a firearm(s) and usually there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter incident before the two, three, or more minutes it may take law enforcement personnel to arrive on the scene. Shooters generally arrive with more ammunition than they could ever use, increasing the urgency for everyone to have a plan and act on it as quickly as possible. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR AREA:

Quickly determine the most reasonable way to protect your own life.

Remember that visitors are likely to follow the lead of employees/staff/leaders during an active shooter situation.

Follow the Run, Hide, Fight plan of response:

1. RUN

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

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

2. HIDE

If evacuation is not possible, find a place to hide for cover and concealment where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door). Move children away from doors and windows into a center room if possible and using whatever items are available for cover and/or concealment.
- Not trap you or restrict your options for movement.
- If you are a teacher of a Sunday School class

To prevent an active shooter from entering your hiding place:

- Lock or block entrances
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager (do not put on vibrate)
- Turnoff any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

NOTE: This guide is not intended to be an all-inclusive procedure or plan for an active shooter, but to merely provide suggestions or ideas to minimize the impact of an incident. This guide is intended to promote situation awareness of the possibility or potential of an incident and to provide options to maximize the protection of life.

TELEPHONE BOMB THREAT CHECKLIST

BOMB THREAT CALL PROCEDURES

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 later in this section.

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 (pages 17-18) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, dial 911 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call 911 and then alert staff.
2. Handle note as minimally as possible.

If a bomb threat is received by email:

1. Call 911 and then alert staff.
2. Do not delete the message.

Signs of a suspicious package:

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

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Use the Internal Church Intercom System.
- Touch or move a suspicious package.

IN ALL CASES, IF THREAT IS DEEMED CREDIBLE:

- Calmly evacuate the building until authorities arrive and evaluate the threat.
- Do not re-enter the building until it is deemed safe to do so by authorities.

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____

Phone Number Where Call Received: _____

Ask the 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 and level of noise) _____

- Estimated age: _____
- Is voice familiar? Yes No
- If yes, who does it sound like? _____

BOMB THREAT CHECK LIST (CON'T) - CHECK ALL THAT APPLY

Voice Characteristics:

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Foreign Accent
- Laughter
- Lisp
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Airplanes/Trains
- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Call Center
- PA system
- Conversation
- Music
- Motor
- Clear/Quiet
- Static
- Office machinery
- Factory machinery
- Factory machinery
- Crowd Noises
- Long distance

Threat Language:

- Incoherent
- Message read
- Recorded
- Irrational
- Profane
- Well-spoken

Other Information: _____

SEVERE WEATHER AND NATURAL DISASTERS

Tornados, High Winds, and Hail:

When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

Small interior rooms on lower floors and without windows (Fellowship Hall Kitchen Area or, Basement),
Hallways on the lowest floor away from doors and windows, and
Rooms constructed with reinforced concrete, brick, or block with no windows.

Stay away from outside walls and windows by moving to center rooms

Use arms to protect head and neck.

Remain sheltered until the tornado threat is announced to be over.

Hurricane:

The nature of a hurricane provides for more warning than other natural and weather disasters.

A hurricane watch issued when a hurricane becomes a threat to an area.

A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water, are expected in the area within 24 hours.

Once a **hurricane watch** has been issued:

Stay calm and await instructions from the proper authorities or leadership.

Continue to monitor local TV and radio stations for instructions.

If you are on high ground, away and plan to stay, secure the building, moving all loose items indoors.

Collect drinking water in appropriate containers, if applicable.

Once a **hurricane warning** has been issued:

Be ready to evacuate as directed by the proper authorities or leadership.

Leave areas that might be affected by stream flooding.

During a hurricane:

Remain indoors and consider the following:

Small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows.

Flood:

Be ready to evacuate as directed by the proper authorities or leadership.

Follow the recommended primary or secondary evacuation routes.

Climb to high ground and stay there.

Avoid walking or driving through flood water.

If car stalls, abandon it immediately and climb to higher ground.

Earthquake:

Stay calm and await instructions from the proper authorities or leadership.

Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
Assist people with disabilities in finding a safe place.
Evacuate as instructed by the proper authorities or leadership.

Blizzard:

Stay calm and await instructions from the proper authorities or leadership.

Stay indoors!

If there is no heat:

- Close off unneeded rooms or areas.

- Stuff towels or rags in cracks under doors.

- Cover windows at night.

- Eat and drink.

 - Food provides the body with energy and heat.

 - Fluids prevent dehydration.

- Wear layers of loose-fitting, light-weight, warm clothing, if available.

- Exercise to keep blood circulating and to keep warm.

EXTENDED POWER LOSS AND FREEZING TEMPERATURES

In the event of extended power loss to the facility certain precautionary measures should be taken by proper personnel:

Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Facilities with freezing temperatures should close the water valve at the street and attempt to drain all faucets, toilets, etc.

Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon restoration of heat and power:

Electronic equipment and thermostats should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Water lines and pipes should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Additional Emergency Contacts

If you are a member of the general public...Call 911

If you believe you have been exposed to a hazardous agent, or if you believe an intentional threat will occur or is occurring, call 911 immediately.

Critical Phone Numbers for Professionals and the General Public

[American Association of Poison Control Centers](#)

1-800-222-1222

(Staffed 24/7) phone number connects anyone in the US to their local poison center. All calls are answered by a medical professional, with the goal of providing immediate poison exposure management instructions.

[Centers for Disease Control / Agency for Toxic Substances Disease Registry](#)

1-770-488-7100 or 1-800-232-4636

(Staffed 24/7) CDC's main emergency operations center.

[CHEMTREC](#)

1-800-424-9300

(Staffed 24/7) public service hotline for emergency responders. CHEMTREC® is part of the American Chemistry Council.

[Federal Bureau of Investigation \(FBI\)](#)

1-202-324-3000 (Headquarters)

Contains resources for citizens and others to prepare for and respond to a terrorist event, including victim assistance, training, incident reporting, and understanding threat levels.

[Federal Emergency Management Agency \(FEMA\)](#)

1-800-621-FEMA (3362)

Contains chemical emergency-related information for households and communities, including preparation, and what to do during and after an emergency event.

[National Response Center \(USCG\)](#)

1-800-424-8802

(Staffed 24/7) Federal point of contact for reporting oil and chemical spills; hotline for chemical & biological weapons of mass destruction incidents.

"Staffed 24/7" indicates constant availability of someone to talk with any day of the week and at any time of the day or night.