



Lone Jack Christian Church (Disciples of Christ)
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EMERGENCY RESPONSE PLAN

CRISIS MANAGEMENT SAFETY & SECURITY

JUNE 2018

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Emergency Response Plan Objectives

The primary objectives of the Emergency Response Plan for Lone Jack Christian Church are:

- To save lives and prevent injuries
- To promote a fast, effective action in responding to emergencies
- To minimize loss of church property
- To restore conditions to normal and with minimal confusion

For the above objectives to be accomplished, it is vital that we be prepared to respond effectively in times of emergency. Therefore, the church leaders and congregation should:

- Familiarize themselves with the Emergency Response Plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to assure its effectiveness

In addition, leadership from non-church organizations utilizing the Church facility should be provided with this documentation to increase their safety as well.

Fire Emergency

The purpose of this section is to establish procedures for a safe, systematic and orderly evacuation of the Church's occupants in the case of a fire emergency. A fire emergency is defined as either the presence of smoke or fire in the building.

Fire Safety Organization

To effectively implement the provisions of the Fire Emergency Plan, a Fire Safety Organization for the church will be established as follows:

FIRE SAFETY DIRECTOR
FIRE CAPTAINS
PERSON CALLING 9-1-1

Fire Safety Director

Because the Trustees are those persons most knowledgeable of the building, its systems and operations, those individuals will serve as the Fire Safety Directors. The Directors' duties include:

- Be thoroughly versed with the Fire Safety Plan
- Insure that Fire Captains are trained in their responsibilities
- Conduct fire drills
- Be aware of special needs individuals who may require assistance

Fire Captains

Each room that has occupants will be under the direction of a designated Fire Captain. We have defined those individuals to be Sunday School Teachers and the Minister. The duties will include.

- Be familiar with the building layout and the location of exits.
- Lead their group to the nearest exit in the event of a fire or smoke as instructed.

Person Calling 9-1-1

It is the responsibility of a Fire Safety Director, or a designee, to call 9-1-1 from a land line phone if possible. Give your name, the church's name, address, church phone number, and what you know of the situation.

Fire Emergency Evacuation Procedure

- In case of fire, the Fire Safety Director will ensure that 9-1-1 has been called and instruct a designee to direct fire and emergency personnel.
- Upon being alerted of a fire, Fire Captains will direct occupants to the nearest fire exit door.
- While the evacuation is occurring the Fire Safety Director will designate individuals to check all rooms to ensure that all occupants are evacuating.
- All occupants should proceed in an orderly fashion to the designated exits. All evacuees will proceed to the designated assembly area.
- All persons should be accounted for and any missing persons should be reported to the fire department.
- No one should reenter the building until permission is granted by the fire department.

Detailed Procedures for Fire Captains

- Calmly take control of the class or congregation and inform them:
 - ✓ The alarm you are hearing indicates someone has reported a fire to the fire department. The fire department will be arriving soon.
 - ✓ We will now begin to evacuate the building. Please follow me to the designated gathering area.
 - ✓ Do not worry about your children (or parents) or attempt to go get them. When we gather in the designated area you will be reunited.
- Fire Captains should verify all occupants are out of their room and the doors are shut.
- Once at the gathering area, inventory your occupants and report any missing people to the Fire Department.
- Do not allow anyone to reenter the building without the approval of the Fire Department.

Primary Gathering Site: First house located west of the church building
(204 W. Lone Jack/Lee's Summit Rd)

Threat of Violence Emergency Response

Being Aware of Potential Threats

The purpose of this plan is to assist the church in planning and preparing for a potential threat of violence. The goal is to prevent a potential threat and protect the congregation by being alert and aware. Some basic preventative procedures to follow include:

- Be alert and aware of your surroundings
- Be aware of and report conspicuous or unusual behavior to church leadership
- Do not accept or bring packages from strangers into church buildings
- Learn where all emergency exits are located

Threat of Violence Evacuation Procedure

- The Security Chairperson will ensure that 9-1-1 has been called and instruct a designee to convey any important information to law enforcement and medical personnel.
- If the threat is inside the building:
 - ✓ Evacuate immediately. Try to remain calm.
 - ✓ Maintain order and move quickly and quietly.
 - ✓ Follow the predetermined escape route as indicated on evacuation maps if possible.
- If the threat is outside the building:
 - ✓ Remain inside and begin sheltering procedure. Try to remain calm.
 - ✓ Lock doors, close windows.
 - ✓ Move away from the area of danger or any dangerous persons if possible.
 - ✓ Follow the advice of local emergency officials.
- Gather only after the crisis has been fully resolved at the house behind (north) the church (202 W. Lone Jack/Lee's Summit Rd).

For Sunday School Teachers

Before Sunday school begins, know the location of emergency exits and all emergency response procedures.

During Sunday School, if an alert is activated:

Youth Sunday School classes:

- Students should be hidden from view
- Check exterior windows and doors for threat of violence (southeast corner door, west end door, north door)
- If NO threat outside, students and teacher exit room through one of the three exit doors and gather at Primary Gathering Site.
- Remain there until an "emergency response official" directs you elsewhere.
- If threat outside, students and teachers remain hidden from view until an "emergency response official" asks you to exit.
- Call 9-1-1 as soon as possible, teachers please ensure that emergency personnel have been notified.
- You are responsible for the students' safety and we trust your judgment.

Adult Sunday School class

- Follow evacuation plan

Primary Gathering Site: House behind (north) of church
(202 W. Lone Jack/Lee's Summit Rd)

Medical Emergency Action Plan

The purpose of this plan is to assist the church in planning and preparing for a potential medical emergency. The goal is to be able to quickly, efficiently and properly respond when needed.

Training

- The medical response team will respond and follow the outlined plan until professional medical assistance arrives. Responsibilities may include the following:
 - Conduct a primary assessment of the medical emergency situation and reporting this assessment to appropriate personnel. This includes calling 911 if appropriate. If calling 911, be prepared to give the following information:
 - ✓ Name
 - ✓ Location
 - ✓ Number of people involved
 - ✓ Nature of injury or illness
- Provide "first responder medical service" to those incurring a medical emergency until medical personnel with higher training arrive on the scene. Treat minor injuries from supplies in the first aid kits. Kits are located in the nursery, kitchen, and office. An annual inventory by the medical response team will be taken to replenish first aid kits as necessary.
- As needed, initiate CPR per protocol, using defibrillator as required.
- While waiting for professional help, do not move the ill or injured person. Direct members of the congregation in the ways they can help. When professional help arrives, allow responding unit(s) to take control of situation. Assist as needed.
- Regular CPR/First Aid training is recommended for all church leaders, especially child care and Sunday school teachers and other church members on a volunteer basis. All members of the medical response team will be required to attend CPR/First Aid training.
- Injured person(s) and witnesses will complete the Injury/Incident Report and submit to the church board chairperson.

Equipment

Assess and maintain basic medical equipment including first aid kits and defibrillator.

Weather-Related Emergencies

The following section describes some specific weather-related situations and the suggested response by emergency leadership.

Tornado or Damaging Winds:

Terms to know:

Tornado Watch - Tornadoes are possible in the area. Remain alert for approaching storms.

Tornado Warning - A tornado has been sighted or indicated by weather radar - take necessary precautions at once.

- Remain indoors and seek shelter.
- Go to the basement if possible. Seek the smallest interior room without windows (hallway, restroom or closet without windows, under stairs) for protection from glass and other flying objects.
- Spaces with wide-span roofs, such as the sanctuary or the fellowship hall are less desirable. Wide- span roofs are frequently damaged or destroyed in tornado winds, providing less protection and more risk of injury, than roofs over smaller rooms.
- Get under a piece of sturdy furniture, such as a pew or heavy table, and hold on to it. This will help protect from falling debris.
- Keep the head and neck covered at all times and stay low in the room.
- Stay away from windows. Do not open windows. (Opening windows will allow damaging winds to enter the structure. It is a myth that tornadoes cause houses to explode due to changes in air pressure.)
- Listen to a radio or television for updated information.
- After threatening situation passes, assessment will be made and gathering place will be determined.

Earthquake:

- Duck or drop down to the floor. Take cover under a door frame, pew, sturdy desk, table or other furniture. Hold on to it and be prepared to move with it.
- Stay where you are until the ground stops shaking and it is safe to move.
- Stay clear of windows, book cases or appliances which may fall over.
- Stay inside to avoid being injured by falling glass or building parts.
- After threatening situation passes, assessment will be made and gathering place will be determined.

Severe Winter Storm:

Terms to know:

Winter Storm Watch - Severe winter weather is possible.

Winter Storm Warning - Severe winter weather is expected.

Blizzard Warning - Severe winter weather with sustained winds of at least 35 mph is expected.

Traveler's Advisory -- Severe winter conditions may make driving difficult or dangerous.

During such a storm, church leadership will decide whether the programs, services and activities of Lone Jack Christian Church will be cancelled. Check the church website at www.lonejackchristianchurch.net and/or www.facebook.com/lonejackchristianchurch for cancellation and other important information and updates. Information will also be available on local TV channels.

- The building of Lone Jack Christian Church may be used as a shelter if necessary during a prolonged weather emergency.
- During a severe winter storm, parishioners should follow the instructions of local authorities and avoid travel and exposure to outside conditions as advised.
- Stay inside. If without heat, close off unneeded rooms; stuff towels or rags in cracks under doors; cover windows at night. Eat and drink. Food provides the body with energy for producing its own heat. Keep the body replenished with fluids to prevent dehydration.

Appendix

INJURY/INCIDENT REPORT

The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____ Time: _____

Injured Person: _____

Completed by: _____

Where did the injury occur: _____

Description of injury and how it occurred:
(Use back if more space is needed)

Witnesses: _____

Action Taken/Medical
Treatment Provided:

Greeter Policy

To make all attendees feel welcome and appreciated, while ensuring the safety of our church, the following procedures should be followed:

- All greeters are required to be trained in accordance with church policy.
- Greeters are to report 30 minutes before service/event.
- Anyone unable to serve as scheduled is responsible for notifying the Elder of Worship and Discipleship (or designee).
- Greeters will ensure all doors are locked once service/events begin.
- Greeters should remain at their post until children's moment for Sunday services; 15 minutes after start time for other events.
- Once greeters have left their post, the Security Team will respond to late arrivals in accordance with the Security and Emergency protocol.
- Late arrivals will be asked to wait until appropriate time of service/event to enter and be seated in the sanctuary.

See Greeter Guidelines (revised July 2017) on file in the church office.