

EXAMPLE Emergency Management Manual

Newport Covenant Church

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Newport Covenant Church Emergency Management Policy

PURPOSE

The purpose of this policy is to provide guidance and direction to Newport Covenant Church with its Emergency Management Plan and the oversight of teams related to emergency management and response. The Emergency Management Policy and Procedure Manual outlines the preparation for and management of emergencies at Newport Covenant Church. These emergencies may include, but are not limited to, medical emergencies, missing persons/children, weather related emergencies, general disturbances, bomb threats/suspicious packages, evacuation due to emergencies (active shooter, bomb threat, fire etc.), and lock down procedures due to an emergency (active shooter, tornados, etc.).

AUTHORITY

The Emergency Management Teams are given authority by the Senior Pastor and the Council of Elders.

ORGANIZATION

Emergency Management will be covered by three teams as follows:

1. **Emergency Management Team**- This team is comprised of the Associate Pastor (or their designee), current head of the Properties Committee and select church members for a total of 3 to 6 members. This team is responsible for overseeing the policies in connection with emergency management, the preparation for emergencies, and aiding the Associate Pastor in making appointments to the Emergency Response Team and Professional Resource Team.
2. **Emergency Response Team**- This team is comprised of church staff and volunteers who have been selected and met all requirements of the Response Team membership. This team is responsible to be trained and ready to respond to emergencies at the church.
3. **Professional Resource Team**- This team is made up of church staff or volunteers who are resources by their current or former occupation (certified law enforcement officers or licensed physicians or nurses, certified EMT, or crisis responder). The members of this team must meet all the requirements of the Professional Resource Team membership. This team will be a resource in the event of emergencies at the church.

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PROCEDURES

The Emergency Management Procedures outline the composition, appointment and dismissal of the teams, administrative procedures, safety team equipment, operational procedures, and a reference section.

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Section 1

Introduction to Procedures

Purpose

The purpose of this procedures manual is to provide guidance and direction to the Church in the creation and maintenance of their Emergency Management Team and other related teams.

Authority: The Emergency Management Team is given its authority by the Senior Pastor and the Elder Board.

Definitions:

- **Elders:** The Elder Board is elected officials who serve as the board of directors and legal trustees of the church and its property.

Section 1 - Emergency Management Team Mission Statement:

The Emergency Management Team will prepare for and manage emergencies at Newport Covenant Church. These emergencies may include, but are not limited to, medical emergencies, missing persons/children, weather related emergencies, general disturbances, bomb threats / suspicious packages, evacuation due to emergencies (active shooter, bomb threat, fire, earthquake, etc.), and lock down procedures due to an emergency (active shooter, etc.). This team will oversee the work of the Emergency Response Team and the Professional Resource Team.

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Section 2

The Composition of Emergency Teams

Section 2 - Emergency Management Team

This team is comprised of the Associate Pastor, a member of the Properties Committee and select church members or staff. This team is responsible for overseeing the policies in connection with emergency management, the preparation for emergencies, and aiding the Associate Pastor in making appointments to the Emergency Response Team.

Appointment to the Emergency Management Team

- A. Appointment is at the authorization of the Associate Pastor.
- B. Team members are appointed as follows:
 - 1. Each new calendar year the Properties Committee will appoint one of its members to be on the Emergency Management Team.
 - 2. Additional members will be appointed by the Associate Pastor working in conjunction with the current Emergency Management Team.
 - 3. Members may serve more than one year. The team should be a total of 3 to 6 members.

Section 2 - Emergency Response Team

This team is comprised of church staff and volunteers who have been selected and met all requirements of the Response Team membership. This team is responsible to be trained and ready to respond to emergencies at the church.

Appointment to the Emergency Response Team

- A. Appointment is at the authorization of the Associate Pastor.
- B. To be appointed, a prospective Emergency Response Team member must meet the following requirements:
 - 1. Receive a nomination to join the team from a member of the Emergency Management Team.
 - 2. Be approved by the Associate Pastor.
 - 3. Pass a background check.
 - 4. Be a person of good faith and character.
 - 5. Be reliable.
 - 6. Be willing to learn new skills and possess the ability to apply these skills in a potentially stressful situation.

Section 2 - Professional Resource Team

This team is made up of church staff or volunteers who are resources by their current or former occupation (certified law enforcement officers or licensed physicians or nurses, certified EMTs, or crisis responder). The members of this team must meet all the requirements of the Professional Resource Team membership. This team will be a resource in the event of emergencies at the church.

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Appointment to the Professional Resource Team:

- A. To be appointed to the Professional Resource Team a member must meet all of the requirements of a Professional Resource Team Member.
- B. Professional Resource Team members must be in good standing with their professional agency and follow any and all procedures from their particular agency.

Section 2 - Dismissal from Emergency Management Team, Emergency Response Team or the Professional Resource Team:

- A. Dismissal is at the authorization of the Associate Pastor.
- B. The Associate Pastor will complete dismissal from any of the above teams during a meeting in which the dismissal reasons will be provided and documented.
- C. Reasons for dismissal may include, but are not limited to:
 1. Unprofessional actions observed or proven through an investigation as determined by the Associate Pastor.
 2. Lack of cohesion with other team members.
 3. Failure to provide advance notice of assignment absences.
- D. At the time of dismissal, the team member must surrender any church emergency identification and any assigned equipment.

Section 2 - Requirements of Emergency Response Team Members:

- A. All Emergency Response Team members must be capable of carrying out commands from the Team Leader as issued in the course of their assignment.
- B. All Emergency Response Team Members will use their level of authority in an approved manner. Emergency Response Team members will not abuse the trust placed in them.
- C. All Emergency Response Team Members must communicate clearly with the Associate Pastor with regard to their availability for service. It is expected that a member will commit to one Sunday per month.
- D. All Emergency Response Team Members must know their role at the Church while on the Emergency Response Team. They must understand this is a voluntary position and are not required to complete any tasks they may feel are unsafe or beyond their abilities.
- E. Should an Emergency Response Team Member feel at any time they are unable to complete their expected duties, they are required to tell the Team Leader scheduled for that day immediately, so as not to endanger any other persons at the Church.

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Section 2 - Physical Requirements of Emergency Response Team Members:

- A. All Emergency Response Team Members must be physically capable of accomplishing the mission of the Emergency Response Team. Physical requirements include, but are not limited to, the following:
1. Communication via phone, radio and personal communication, handheld devices.
 2. Ability to walk and/or stand for extended periods of time and run for a limited amount of time.
 3. Ability to remain calm during an emergency.
 4. Ability to distinguish the Emergency Response Team Member position (as a volunteer) from that of a trained professional, unless that Emergency Response Team member is a trained and certified member of that profession.

Emergency Response and Professional Resource Teams Identification:

- A. During an emergency the Emergency Response Team Members must carry an ID provided by the Church that identifies them as an Emergency Response Team Member (kept in the "go bag" found in the emergency cabinet in the narthex)
- B. Emergency Response Team Members must provide both physical (badge) and verbal identification (when tactically safe to do so) while in performance of their duties.
- C. Professional Resource Team Members must also carry their ID from the authorized jurisdiction.

Section 2 - Emergency Response Team Equipment

Procedures: All Emergency Response Team members shall be provided adequate training on all equipment related to the Emergency Response Team. Furthermore, this training shall be documented.

Distribution of Equipment: The Associate Pastor, or his/her designee, shall distribute and maintain records of all equipment that is either assigned or provided for emergency response.

Maintenance of Equipment: All Emergency Response Team members shall be responsible for all equipment. Should a maintenance issue be determined then the Emergency Response Team member shall notify the Properties Committee immediately. The Properties Committee, or their designee, shall be responsible for repairing any broken equipment.

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Equipment:

Two-Way Radios

- A. Two Way Radios will be available on each building floor to enable Emergency Response Team members to communicate with each other during an emergency. Radios will be located in the narthex cabinet on the main floor or at the welcome desk.
- B. At the conclusion of assignments Response Team members are to replace the radios in the chargers.
- C. In addition, teachers in classrooms will carry their personal cell phones at all times. These can be used to notify the main Welcome desk personnel (where a church phone will be kept on Sunday mornings) in the event of an emergency in a classroom.

Identification – IDs and Vests

- A. All Emergency Response Team members will be provided an I.D. that identifies them as an Emergency Response Team Member. (Available in the “go bag” in the emergency cabinet in the narthex.)
- B. Emergency Response Team members will use their own judgment in determining if they will wear their I.D. It is suggested they wear it when in a public position in which someone may seek their assistance. However, if they are in a discreet position they may remove the I.D.
- C. A “Vest” will also be available on each floor (see “jump bag”) which can be worn by the Response Team Leader to identify them as security or distinguish them as an Emergency Response Team Member.
- D. If tactically safe to do so, an Emergency Response Team member is required to wear this vest while in performance of their duties.

Cell Phones

- A. The Church will permit its Emergency Response Team Members to use issued or personal cell phones for the purposes of communicating Church messages.
- B. Also, see “C” under Two Way Radios.

Flashlight

Assigned rechargeable flashlights must be carried or available in the event of a power outage. These will be kept in narthex cabinet on the main floor and or the welcome desk.

Go Bags

- A. Strategically placed “go bags” will be placed in the narthex cabinet on the main floor or at the welcome desk. These bags are only to be accessed in an emergency by the scheduled Team Leader or his/her designee.
- B. These “go bags” will contain (or have next to them) the following equipment:

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- Security Vest
- First Aid Supplies
- Megaphone (main floor bag)
- Flash light
- Two way radios (unless cell phones are used)
- ID badges
- Building diagram

Keys

- A. All Emergency Response Team Members must be able to safely and quickly lock or unlock any door within the Church.
- B. The keys must stay in a secure location unless the Emergency Response Team member is on duty. A set of keys will be kept in the Emergency Response Team mailbox (copier room).

Section 2 - Emergency Response Team Assignments

Procedures: One overall Team Leader is responsible for the Response Team for an assigned shift.

Team Leader (Incident Commander): The overall responsibility of the Team Leader is to provide direction and leadership to the Response Team as well as the Church community and leaders. A Team Leader will be scheduled to be “on duty” each Sunday. As needed the Team Leader will designate team members to cover different areas of responsibility.

Backup Team Leader: This person is the back up to team leader should the team leader not be reachable or able to perform their duties (most often this is a staff person).

Response Team Members as a Dual Assignment: The Associate Pastor and Emergency Management Team have authorized the Staff at Newport Covenant Church to conduct dual roles when needed. This is to facilitate scheduling needs and ensure the Response Team has trained and qualified personal.

Section 3 Administrative Procedures

Section 3 - Communication Procedures

Procedures

- A. The Church believes effective communication before, during and after a crisis is crucial to crisis management.
- B. The Church will use cell phones and a call in message line to communicate to its members during a crisis.

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- C. The Church will allow its Emergency Response Team members to communicate via assigned two-way radios and cell phones as needed for the protection of Church members, visitors and Church property.
- D. Emergency Response Team Members assigned a radio will only communicate official business and refrain from personal conversations or personal comments not related to the security activities at hand during their assignments.

Definitions

- A. Cell Phone - Personal cell phone of a Emergency Response Team Member.
- B. Incident- A distinct, unplanned event that interrupts the day-to-day activity of the Church.
- C. Official Business – Radios are limited to communicating only information that is pertinent to the execution of the safety of the facility.
- D. Text Blast- A specific message sent via email to all or a portion of the Church Leadership staff or membership (*not yet available.*)
- E. Two-way radio - Church provides radios for its Emergency Response Team.

Authority: The Senior Pastor and the Elders give authority to the Associate Pastor or his/her designee to communicate any messages regarding the safety and security of any aspect of the Church.

- A. Church Leaders (Elders and staff) realize certain messages regarding the safety of its membership may need to be communicated during a crisis where time is critical and action may not be delayed.
- B. When possible or at the first practical opportunity during a crisis the Response Team Leader will consult with the Associate Pastor, Senior Pastor, or Elder representative.
- C. Should the security message not be during a crisis the Associate Pastor shall consult with the Senior Pastor or other staff to insure the message is necessary.

Pre-Incident Communication

Communicating with Church Membership

- A. At the direction of the Emergency Management Team and with the agreement of Elders the Associate Pastor will communicate a general overview of the Emergency Management Plan to its membership.
 - 1. This message will be carefully crafted to contain vital and accurate information necessary for the safety of all church members.
 - 2. This message is to include information on how the communication will work during a crisis.
- B. Parents
 - 1. Parents who have children in children’s programming shall receive written communication that a plan is in place for an emergency and personnel are trained to respond.

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2. Parents should be given reassurance that every effort will be made to keep their children safe during an emergency.
 3. Parents also should be given a general understanding of what steps will be taken to reunite them with their children during or after an event.
- C. Communicating with Church Leadership
1. The Associate Pastor or designee shall be responsible for communicating all pertinent information from the Emergency Management Team to Elders and staff.
 2. These messages will be done on an as needed basis and shall occur as frequently or infrequently as the Associate Pastor sees fit.
 3. Church Leaders may request an update from the Emergency Management Team at any time.
 4. It is understood by all parties that effective communication of Emergency Management or Response Team actions are key to the success of the Emergency Management program.
- D. Communicating with Emergency Teams. The Associate Pastor shall:
1. Keep a current roster of all team members in his/her office and in the Emergency Management Manual.
 2. Provide the Roster to church leadership upon request.
 3. Shall provide updates as requested.

Incident Communication

During an emergency, any Emergency Response Team Member or any Church Leader shall ensure that 911 has been called. If there is any doubt, call 911 again.

- A. The Team Leader will:
1. Be in command during an incident on any Church property.
 2. Ensure 911 has been called requesting additional resources.
 3. Utilize their training and experience, as well as, the recommendations of any Professional Resource Team Members involved in incident response.
- B. Church Leadership will:
1. Confer with the Response Team leader to determine the message communicated to its membership during and following a crisis.
 2. Appoint a public information spokesperson to provide the membership and media with a message that is consistent and accurate.
- C. Response Team Members will
1. Maintain professional communication throughout an incident.
 2. Use only the approved communication methods.
 3. Follow the Team Leader's direction.

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4. Execute the Team Leaders directions or in the absence of a directive make their own decisions based on their training and experience.

Post Incident Communication

Communicating with Church Leadership

- A. As soon as possible (and practical) following an incident the Associate Pastor or designee shall meet with Church Leaders to provide an accurate description of events that transpired.
- B. The Church Leadership shall then determine the course of action following an incident.

Communicating with Response Team Members

The Associate Pastor will lead the communication regarding an incident and will provide information to the Response team as needed.

Communicating with Church Membership and the Public

- A. Church Leadership will determine the message communicated to its membership following a crisis.
- B. Church Leadership will appoint a Public Information Officer (PIO) to provide the membership and media (if needed) with a message that is consistent and accurate.

Section 3 - Documentation Procedures

Policy

- A. It is the policy of the Church to fully and completely document any and all incidents involving the Emergency Team Members or any Church member or visitor.
- B. It is the policy of the Church to fully and completely document any threat or incident to any Church Leader.
- C. It is the policy of the Church to fully and completely document any incidents involving any Church owned property.
- D. It is the policy of the Church to fully and completely document any and all information regarding the Emergency Teams.
- E. It is the policy of the Church to rely on sound judgment to share any documents with the appropriate local, state or federal agency requesting information.

Definitions

- A. Incident: A distinct, unplanned event that interrupts the day-to-day activity of the Church.
- B. Forms: Accident/Incident Report forms can be found in the church office.
- C. Emergency Management Meetings: Any meeting conducted concerning the emergency management measures at Newport Covenant Church.

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- D. Action Reports: Any action, no matter how slight, taken by the Response Team.
- E. Training Logs: Any training related to the security measures at the Church.

General Documentation Procedures

- A. Emergency Team Members (all teams) shall:
 - 1. Provide the Associate Pastor with all of their personal contact information. Including phone numbers, pager, address and email (if it is not in the church directory).
- B. The Associate Pastor shall:
 - 1. Maintain all paperwork related to the Emergency Management of Newport Covenant Church.
 - 2. Maintain all incident reports. The Associate Pastor will be responsible for tracking any incidents and providing a detailed incident analysis to Church Leaders and the Emergency Management Team whenever requested.

Emergency Management Team Documentation

- A. It is the responsibility of the Associate Pastor to retain, organize and keep available upon request any and all training records of the Emergency Response Team. Sample information to be retained may include but is not limited to:
 - 1. Emergency Response Team Member Contact Information
 - 2. Emergency Response Team Member Emergency Contact Form
 - 3. Training Certificates, Documentation
- B. It is the responsibility of the Emergency Response Team Member to use due diligence to complete the requested paperwork and ensure it is received by the Associate Pastor

Incident Documentation

- A. The Church believes all incidents should be documented. If there is a question as to document an incident or not it should be directed to the Team Leader.
- B. An incident should be documented as soon as practical following an incident.
- C. The Team Leader has the discretion to postpone the incident documentation and complete it at a later time.
- D. The Associate Pastor shall provide direction on whether or not an incident requires documentation.

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Section 4

Operational Procedures

Section 4 - Active Shooter

Policy

- A. Active shooter preparation and response will be taken seriously.
- B. The Team Leader will be responsible for the execution of the response but in an actual event realize that the situation may be so dynamic they may not have the ability to control such actions.

Procedure

- A. Active shooter response can be a “run, hide, or fight” option.
- B. The following “options” listed below can be executed by anyone.
- C. Active shooter response, like many other emergencies has situation specific responses. There is apparent risk in following these recommendations but the Emergency Team has taken precautions to discuss this event and respond as best they can.

Evacuate “Run”

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

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

Lockdown “hide out”

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

1. Be out of the active shooter’s view
2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
3. Not trap you or restrict your options for movement
4. To prevent an active shooter from entering your hiding place: Lock the door, blockade the door with heavy furniture, cover the window with covering material.

If the active shooter is nearby:

1. Lock the door

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2. Silence your cell phone and/or pager
3. Turn off any source of noise (i.e., radios, televisions)
4. Hide behind large items (i.e., cabinets, desks)
5. Remain quiet
6. 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

“Fight”

Take action against the active shooter as a last resort, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her
2. Throwing items and improvising weapons
3. Yelling
4. Committing to your actions

Section 4 - Bomb Threat/ Suspicious Package Response

Policy

- A. Every bomb threat or suspicious package will be taken seriously.
- B. The Team Leader will be responsible for the execution of the bomb threat/ suspicious package procedures as documented below.

Procedure

- A. Upon receipt of a bomb threat all radio and cell phone use shall immediately cease.
- B. Communication should be limited to land line phones, face to face or with the use of a bullhorn.
- C. Upon receipt of a bomb threat or suspicious package the Emergency Response Team Member will immediately notify the Team Leader.
- D. The Team Leader shall:
 1. Investigate the situation and determine the need for additional resources.
 2. If appropriate, ensure that 911 is called.
 3. Attempt to determine if the threat requires an immediate evacuation or lockdown of the facility. If necessary complete appropriate plan.
 4. If applicable, ensure the potential area where the bomb or package may be is evacuated immediately.
 5. If an exposure (powder, liquid or gas) has occurred provide immediate care and decontamination.
 6. Isolate the individual to limit the spread of contamination.

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7. If the exposure is airborne ensure the ventilation systems are turned off.
 8. Meet first responders to provide vital information.
 9. With the assistance of law enforcement, determine the next course of action. These may include:
 - a. Take no action, complete incident report only.
 - b. Search the Church without evacuating.
 - c. Evacuate the Church then search it.
 10. Complete an incident report.
- E. Response Team Member shall:
1. Be constantly assessing their assigned area for any suspicious packages.
 2. Assist in the evacuation procedure if executed.
 3. Ensure the potential area the bomb may be located is clear of persons.
 4. Assist with a search of the facility (with or without evacuating).
 5. Complete an incident report.

Search Procedure

- A. When possible, two Response Team Members will search together.
- B. Response Team members are to look for any “unusual objects” and are not to search through an area or item that may endanger their personal safety.
- C. Priority search areas will include:
 1. Sanctuary and Family Center
 2. Hallways
 3. Narthex
 4. Bathrooms
 5. Office and Classroom areas
 6. Exterior

Discovery of Suspicious Package

- A. The object is not to be moved or handled.
- B. Ensure the occupants of the area and adjoining area (beside, above and below) are evacuated.
- C. Notify Team Leader or Emergency Personnel on scene.
- D. Continue the search to determine if secondary devices exist.

Re-Entry: The Team Leader will deem when the facility is safe to re-enter.

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Section 4 - Disturbances

Policy

- A. It is the policy of the Church to monitor any and all disturbances or potential disturbances to maintain a safe environment.
- B. It is the policy of the Church to not allow any demonstrations, no matter how peaceful and non-obstructive, on its property.

Definitions

Disturbances – May take the form of a single person, a group or crowd with the intention of creating a scene or disrupting a situation. Ex: Marches, picketing and rallies.

Team Leader Shall:

- A. Constantly monitor any and all information to determine if an evacuation is the best course of action.
- B. Ensure 911 has been called.
- C. Communicate with Response Team members ensuring their roles are being followed.

Response Team Members Shall:

Upon being notified or observing any disturbance a Response Team Member shall:

- A. Ensure the Team Leader has been notified of the situation.
- B. If they feel they can do so safely, confront the person and determine if the situation can be resolved.
- C. Never initiate any physical contact with another person unless it is for the safety of themselves or others.
- D. Should the unruly person initiate contact with another person the Response Team member should take appropriate action to prevent further harm to the church member.
- E. Evacuate any affected areas of the Church if necessary.
- F. Lock down any affected areas of the Church if necessary.
- G. If the Police are called, appoint someone to meet Officer and escort them inside.
- H. If the person leaves after they disturb the church, watch the person until they leave Church property.
- I. Complete incident report.

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Section 4 - Evacuation / Reverse Evacuation

Active Shooter – Bomb Threat – Fire – Earthquake – Other Emergency

Policy

It is the policy of the Church to constantly monitor any and all potential situations and determine the best course of action.

Definitions

- A. Evacuation – Moving people from one area to another. May take the form of a “full” evacuation or a “partial” evacuation depending on unique and changing circumstances.
- B. Reverse Evacuation – Moving people from the outside of the facility to the inside.
- C. Active shooter – An armed person(s) who may use or has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.
- D. Other emergency – Any other emergencies, including earthquakes.

Team Leader Shall:

- A. Be familiar with all exits and all pre-determined meeting places.
- B. Ensure all assigned Response Team members are familiar with evacuation plan.
- C. During an emergency: Constantly monitor any and all information to determine if an evacuation is the best course of action.
- D. Should an evacuation be necessary initiate the evacuation command via radio.
- E. Ensure 911 has been called.
- F. Communicate with Response Team to ensure their roles are being followed.

Response Team Members Shall:

- A. Be familiar with all exits and all pre-determined meeting places.
- B. Be familiar with contents of the “go bag” and its location.
- C. If an evacuation is initiated:
 - 1. Obtain go bag and utilize equipment – Put on security vest, ID, get bullhorn, etc.
 - 2. Direct persons towards exits.
 - 3. If assigned to main speaker, give them predetermined card with instructions to read to church members.
 - 4. Complete incident report.

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Children's Ministry Leaders Shall:

At direction of Response Team member or upon recognizing a need to evacuate, the Children's Ministry Leaders shall:

- A. Depending on age of children utilize staged cribs or evacuation ropes and guide children to predetermined location.
- B. Take attendance to ensure all children are accounted for.
- C. Do not release any children until it is directed by the Team Leader.
- D. Should a parent come to claim a child, identify them as the parent and then allow the parent to wait with the child.
- E. Re-entry into the facility will be at the direction of the Team Leader.

Section 4 - Lock Down/ Shelter in Place Procedures

Active Shooter – Bomb Threat – Earthquakes - Other Emergencies

Policy

It is the policy of the Church to constantly monitor any and all potential situations and determine the best course of action.

Definitions

- A. Lock Down- Temporarily directing persons or children into a locked area for their safety.
- B. Shelter in Place- Temporarily closing and locking only the exterior doors of the church for everyone's safety.

Team Leader Shall:

- A. Be familiar with all rooms, exits and locked areas.
- B. Ensure all assigned Response Team members are familiar with lock down plan.
- C. During an emergency:
 1. Constantly monitor any and all information to determine if a lock down is the best course of action.
 2. Should an evacuation be necessary initiate the lock down command via radio.
 3. Ensure 911 has been called.
 4. Communicate with Response Team ensuring their roles are being followed.

Response Team Members Shall:

- A. Be familiar with all rooms, exits and locked areas.
- B. Be familiar with contents of jump bag and its location.
- C. Obtain "go bag" and utilize equipment – Put on security vest, get bullhorn etc
- D. Direct persons to designated locations or to stay where they are, as determined by the Team Leader.

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- E. If assigned to main speaker give them predetermined card to read to church members.
- F. Complete incident report.

Response Team Shall:

- A. Ensure the above Response Team member's responsibilities will be followed.
- B. If directed by Team Leader either assist with lock down procedures or go directly to problem.

Children's Ministry Leaders

- A. At the direction of the Response Team lock classroom door and cover any windows.
- B. Direct everyone in your area to move away from all doors and windows, turn out lights.
- C. Remain in lockdown until otherwise instructed.
- D. The signal to release the lockdown will be given in a face-to-face encounter with a Response Team member or law enforcement personnel.

Section 4 - Medical Emergencies

Policy

It is the policy of the Newport Covenant Church to be prepared to deal with medical emergencies.

Definitions

Medical Emergency - An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

Team Leader Shall:

- A. Upon being informed of a medical emergency direct appropriate personnel to assist, utilizing members of the Professional Resource Team.
- B. Ensure 911 has been called.

Response Team Members Shall:

- A. Upon being informed of a medical emergency notify Team Leader.
- B. If safe to do so and trained appropriately, attempt to resolve medical issue.
- C. Utilize contents of go bag / medical equipment (AED), if necessary.
- D. Complete Incident Report.

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Newport Covenant Church

Section 4 – Missing Persons / Children

Policy

It is the policy of Newport Covenant Church to ensure that every effort is made to provide a safe and secure environment for all Church members and children on site.

Definitions

- A. Missing Child- A child who has disappeared for no reason.
- B. Kidnapping – The unlawful act of carrying away a person against their will or holding them in false imprisonment.

Team Leader Shall:

- A. Upon being notified of a missing person the team leader will decide if full or partial lockdown is necessary.
- B. Ensure the best possible description of the individual is communicated.
- C. Ensure the police have been contacted if necessary.

Response Team Members Shall:

- A. At direction of Team Leader conduct lock down.
- B. Assist in wall-to-wall search for child.
- C. If in place, utilize cameras in facility.
- D. Complete incident report.

Children’s Ministry Leaders

- A. Constantly monitor all children’s areas to ensure all children are provided the safest environment.
- B. Diligently follow all existing “check in” and “check out” procedures.

Should a child be missing:

- A. Immediately contact Response Team Leader.
- B. Provide a description of the child.
- C. Notify the parents.
- D. Check cameras (if applicable)
- E. Team Leader should contact police as soon as they have conducted initial investigation and are unable to locate the child.

Should a child be kidnapped:

Ensure the above steps are being taken and that the police have been called.

EXAMPLE Emergency Management Manual

Newport Covenant Church

Section 5 Reference Section

Section 5 - Emergency Contact Numbers

Police / Fire Department Emergencies	911
Bellevue Police Department	911
Bellevue Fire Department	911
King County Sheriff's Office	206-296-3311
Overlake Medical Center	425-688-5000
Evergreen Medical Center	425-899-1000
Group Health Eastside Medical Center	425-883-5151
Valley Medical Center	425-251-5191
Harborview Medical Center	206-731-3000
Children's Hospital	206-987-2000
Poison Control Center	800-222-1222
Puget Sound Energy	800-321-4123
Washington Natural Gas	425-347-0707

Senior Pastor: Pastor Adam Anderson	425-747-0515 (W); 425-830-0702 (C)
Associate Pastor: Pastor Amy Jayne	425-747-0515 (W); XXX-XXX-XXXX (C)
Church Chair: Gordon Goins	425-793-1545 (H); 206-849-7786 (C)
Church Vice Chair: XXXXXX	
Building Maintenance: XXXXXX	

Section 5 - Emergency Management Team Roster and Contact Numbers:

First Name	Last Name	Preferred Phone
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EXAMPLE Emergency Management Manual
Newport Covenant Church

Section 5 - Emergency Response Team Roster and Contact Numbers:

First Name

Last Name

Preferred Phone

EXAMPLE Emergency Management Manual

Newport Covenant Church

Professional Response Team Roster and Contact Numbers:

First Name	Last Name	Preferred Phone	Specialty
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NOTE: Maps are located in each room with directions to exits.

See attached document for ATF Bomb Threat Checklist