

Date: February 2019

**Powhatan United Methodist Church Emergency Response Plan Guidelines in the Event of an Emergency on Sunday (An addendum plan will be needed for Preschool and other activities during the week.)**

**PURPOSE of the EMERGENCY RESPONSE PLAN**

The Church, people and facilities, have the potential of being impacted by natural and technical hazards and acts of violence. The plan provides basic guidance for the Emergency Response Team selected ministry leaders, and others, including ushers, on how to best react in order to protect life in case of an emergency.

**A basic course of action in any emergency is to remember the RAIN concept.**

**Recognize** a threat or emergency situation.

**Alert** people in the church of the threat or hazard.

**Isolate** the area and remove all people from the hazard or threat area.

**Notify** the public safety and emergency responders by calling 9-1-1.

**The primary action is to get people out of and away from the harmful event and to call for help.**

**General Duties of those who will be responsible to lead a collective response**

Ushers and Emergency Response Team should have a general awareness of the activities and people that are in church during both services.

Be aware of what is normal:

People you typically see at church.

Activities and functions that normally occur during services

NURSERY - Note how many adults and children are in the nursery.

Activities – Note any activities and the location that are going on during Sunday services.

Know the location of emergency exits, fire alarm pull stations and emergency equipment.

Know how to call for help. Dial 9-1-1, Emergency Notification of Powhatan County Sheriff, Fire and Emergency Medical Services.

### **Procedural Guides in the event of an emergency.**

The following are some identified situations and guidelines on how to handle them.

### **BUILDING EVACUATIONS**

General Guidelines for building evacuations:

Direct people to use the closest exit.

An exit may be blocked because of the hazard or threat, re-direct people to the next closest exit.

Move people away from the building to identified safe areas.

These are on the north end of the building at the base of the hill near the outside storage buildings, on the south end of the building at the playground and in the front of the building in the grass across the driveway from the Welcome Center entrance.

Persons coming out of the sanctuary, Welcome Center or CLC should all convene in the grassy area across the driveway from the Welcome Center entrance

Check with Nursery to assist and confirm that children are safely out of the building.

Parents can meet with their children in the designated areas.

Parents may insist that they get to their children. Try to accommodate them but do not impede the evacuation of the building.

### **Notification of Powhatan Sheriff or Fire and Emergency Medical Services**

Dial 9-1-1.  
Use cell phone or office phone.  
Stay calm, speak clearly.

State the type of emergency.  
State the address – Powhatan United Methodist Church,  
2253 Rosson Road.  
Answer dispatcher's questions to explain the situation.

## **MEDICAL EMERGENCY**

Patient is conscious and able to move.

Call 9-1-1 as necessary.

Move patient to multi-purpose room, to be comfortable and quiet.

Determine if EMS is needed.

Patient is unconscious or unable to move.

Call 9-1-1 immediately.

Have patient lay down.

Get AED.

Maintain airway, start CPR as necessary.

Allow family member or trained medical person to assist.

This may interrupt service, Pastor will give direction to congregation.

## **FIRE**

Call 9-1-1.

Requires immediate evacuation.

Activate fire alarm pull station.

Evacuate building. Direct people to the closest exit.

Assist Nursery to evacuate.

Close all doors when possible.

Use fire extinguisher ONLY if fire is small and can be safely controlled.

The first priority in any case of a fire is that safety is maintained for all children and congregation. Do not attempt to put out a fire unless judgment to do so is unquestionable and presents no possible danger to anyone present. In the event of a fire, an alarm may sound. Please stress the following rules: absolutely no talking, absolutely no running, follow the safety team's instructions.

## **BOMB THREAT**

The person receiving the threat should contact the usher and the pastor immediately.

The following procedures shall be followed:

### Sanctuary and General Areas

Call 9-1-1 and report the incident.

Notify the pastor immediately.

Make evacuation announcement.

Assist with evacuation of churchgoers.

Direct people to use closest exit.

Move away from building to designated safe areas (described earlier).

### Nursery

Notify adults of situation.

Assist with evacuation of all children.

Assure all room doors are closed prior to exiting the building.

Meet with adults in evacuation area (playground) to assure all children are accounted for.

Direct churchgoers to closest exits.

Parents should be informed to go OUTSIDE and around building to evacuation (playground) area to meet with adults and children.

## **Active Shooter/Immanent Life Threats**

### **Inside Building- Call 9-1-1**

Basic Actions - Run away from shooter.

Hide from shooter.

Fight as last resort.

Activate emergency evacuation moving away from threat.

OR

Hide from shooter.

Take cover under pews.

Lock all doors to interior rooms.

### **Outside Building – Call 9-1-1**

Lock all exterior doors to isolate the shooter and prevent from entering building.

Notify pastor.

Make announcement to congregation.

Move away from doors and windows.

Take cover under pews.

Lock all doors to interior rooms.

## **SUDDEN SEVERE WEATHER**

This will only apply when the National Weather Service declares an emergency with a “seek shelter immediately” announcement for the Powhatan County area.

*Large rooms with poorly supported roofs and large glass windows are not safe areas in tornadoes.*

*Do not get in a car or truck. Vehicles are generally tossed into the air and do not provide protection.*

Make the announcement of severe weather and to take cover.

The best areas for protection are:

- The interior hallways.
- Bathrooms.
- Small class rooms with few windows.

- Under pews.

After the storm has passed, assess buildings for:

- Building collapse.
- Fires.
- Gas leaks, especially in kitchen areas.
- Any injuries or medical emergencies.

Move people out of damaged areas.

Call 9-1-1 as necessary for fires, gas leaks or medical emergencies or building collapse.