



# **rootsERP**

## **EMERGENCY RESPONSE PLAN**

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## I. INTRODUCTION

This plan is designed to address a number of combinations of circumstances, resulting in a situation that calls for immediate action or an urgent need for assistance. This emergency response plan will cover possible scenarios that may occur during church experiences and layout guidelines on what to do in the event of such emergencies. Within this emergency response plan you will find guidelines on what to do in the event the evacuation or shelter in place plans need to be implemented. This safety plan is to be used as a guideline, recognizing that not all circumstances can be accounted for and critical decision-making judgment calls may need to be made that are not covered in this plan.

This plan is more important than a document on a shelf. The planning process continues to inform our staff and dream team on steps we can take in all phases of emergencies, such as:

- **Mitigation** – any activity that is undertaken before an emergency strikes to eliminate or reduce the possibility of an emergency or the impact an emergency may have on a community or facility. Example: if subject to frequent power outages, installing a generator.
- **Preparedness** – planning and getting ready to handle an emergency when it strikes. Example: emergency evacuation and sheltering-in-place.
- **Response** – all activities undertaken at the time of an emergency to save lives and property and reduce injuries. Example: evacuation.
- **Recovery** – activities undertaken to return things back to normal after response activities have subsided.

### Purpose

In any type of event, this plan is a guide for our organization to:

- Protect lives and property
- Continue experiences
- Care for partners / VIPs
- Communicate information

This plan was developed by the Roots Emergency Planning Team and will include yearly training, drills, etc. to test the plan and inform plan revisions. Plan review & revisions are conducted annually by January 31st.

This plan has been updated & approved by Austin R. Gaszak Executive Pastor (COO) & Darren Chaves (Director of Safety and Security) on January 24th, 2025 and is good for 1 year.

## II. COMMUNICATION

For All Emergencies Dial 9-1-1, Contact Lead Security on Unity.

The Lead Security will ensure 9-1-1 has been contacted and notify Appropriate Emergency Professionals serving or attending experiences. (See ALL CAPITAL NAME in PCO ).

### Color Code System

The following color code names have been assigned to emergencies. When transmitting an emergency over the radio or PA system, use these code names to alleviate stress. ***Announce the code associated with the emergency and the location.***

- **Code Green**- Initiate Evacuation
- **Code Yellow**- Shelter in Place
- **Code Red**- Fire Emergency
- **Code Blue**- Medical Emergency
- **Code Orange**- Gas Leak Emergency
- **Code Purple**- Missing Child
- **Code Black**- Bomb Threat
- **Code Gray**- Combative, aggressive, or suspicious person
- **Code Silver**- Active Shooter/Hostage situation
- **Code White**- Severe Weather Threat

Communication will make or break an emergency response effort. Disseminating information to staff, leadership, congregation, and media takes thought, planning, and an organized structure.

## III. EMERGENCY EVENTS

### A. FIRE AND SMOKE EMERGENCIES- **Code Red**

If you detect smoke and/or fire:

- Activate the manual fire alarm (located by all exterior doors)
- Notify lead security on Unity ALL CALL announcing the **Code red** and the location, they will advise the Experience Coordinator to initiate **evacuation procedures (Code Green)** for all occupants and ensure 9-1-1 has been notified.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish.
- If the fire is beyond the point of a safe attempt to extinguish, isolate the fire by closing doors in the area before evacuating.

#### (i). IF THE FIRE WARNING ALARM SOUNDS

**Lobby Security** will investigate the alarm panel and advise lead security and the Experience Coordinator if they need to initiate the **evacuation** procedures (**Code Green**) via all call channels. If the alarm is false in nature or the issue is remedied without the need for evacuation, **Lobby Security** will advise the lead security and EC via ALL CALL on UNITY, and silence/reset the alarm.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward the rally points outside of the building.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire.
- Proceed outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an all clear is issued. (Note: The all clear should be initially issued by the Fire Department.)

## **B. MEDICAL EMERGENCIES- Code Blue**

In the event of a medical emergency:

- Initiate Basic Life Support-
  - CPR/Call 911/Obtain AED/Medical supplies
- Announce **Code Blue** on UNITY **ALL CALL** and give the location.
- Notify Lead Security, emergency responder/medical professional serving or attending, CPR Certified staff member or volunteer.
- Lead Security shall direct other ushers or volunteers to keep non-essential people from crowding.
- Lead Security shall work with the parking lot team to determine best access and position to direct ambulance to the appropriate door.

- Assign usher/parking lot members to direct the EMS crew into the building and patient.
- Fill Out Incident Report.

## C. GAS LEAKS- **Code Orange**

If you think there is a natural gas leak, contact **lead security**, they will coordinate the investigation and determine the need to activate the **evacuation (Code Green)** protocol. If needed, lead **security** will advise the Experience Coordinator to announce on UNITY ALL CALL/PA, and call 9-1-1/ Spire. Signs of a natural gas leak include:

- A “rotten egg” odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if leak has ignited
- Dirt or dust blowing from a hole in the ground · Bubbling in wet or flooded areas.

### **Do's and Don'ts**

- Leave the area immediately and call us at 911, then follow instructions
- Do not use any electrical device, such as light switches, telephones or appliances such as garage door openers. They could spark and ignite the gas.
- Do not use an open flame, matches or lighters
- Do not try to locate the source of the gas leak
- Do not try to shut off any gas valves or appliances
- Do not start vehicles
- Do not re-enter the building or return to the area until a Gas Company employee says it's safe to do so
- If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.
- If you are digging and think you may have damaged a natural gas pipeline, leave the area immediately. If you are using motorized equipment and can turn off the motor safely, do so to prevent the ignition of any leaking gas. Then abandon the equipment and leave the area. Never restart equipment until the surrounding environment has been checked and declared safe.

## D. BOMB THREAT- **Code Black**

**All bomb threats should be taken seriously, most threats are received by phone. Act quickly but remain calm and obtain information on the checklist (See Appendix 1 Threats).**

- Remain Calm, be courteous and listen
- Try to keep the caller on the line for as long as possible
- Get attention of another person give note saying call 9-1-1- Bomb Threat · If your phone has Caller ID Display, Record incoming phone number. · Write down exact words of the caller and threat
- Don't hang up phone, leave line open · Notify a security team member.
- Activate Fire Alarm to **evacuate** the building
- Assist visitors out of the building and proceed to designated "Rally Zone" · Remain in the Rally Zone until "All Clear" is issued.

## E. EARTHQUAKE- **Code White**

An earthquake is a dangerous event that occurs suddenly with no warning.

### **Before:**

- Identify a safe place in work areas and church that would offer you protection from falling objects (Under desk, table, chair or inside wall).

### **During:**

- When shaking starts **Drop, Cover and Hold On.**
- If there is no desk or table, sit on the floor against an interior wall away from windows, bookcases, or other tall objects that could fall on you.

### **After:**

- After shaking stops, check yourself, fellow workers and congregation for injuries. Administer first aid to injured victims as needed.
- Conduct a safety inspection of the building for structural damage and hazards.
- If a building or work area has sustained significant damage rendering the building unsafe, evacuate the building. · Assist visitors out of the building to the designated "Rallying Zone". · Don't re-entry building until the building has been deemed safe.

## F. TORNADO AND SEVERE WEATHER EMERGENCY- **Code White**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A **tornado watch** status indicates that weather conditions are favorable for the development of tornadoes. The tornado watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A **tornado warning** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 70 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

## **(i). If a Tornado Warning is Announced**

Once directed by security, the Experience Coordinator shall announce the tornado warning over unity ALL CALL and PA:

- Shelter in place(Code Yellow) by moving to a designated shelter in place area immediately.
- Move quickly, but do not run.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system that it is safe to return to your area.

## **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in Missouri.

Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter areas.
- Move to an interior room away from windows—to an enclosed room or conference room, a restroom, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.



- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.

Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an —all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

If you are outdoors, the general responses to a tornado warning are:

- If possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining walls.

## **G. INTRUDER/ACTIVE SHOOTER PLANS- Code Silver**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

**RUN-** If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

**HIDE-** You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.



**FIGHT-** The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

## H. Missing Child/Person- **Code Purple**

- In the event of a missing child, any dream team member that is made aware of this will immediately notify the **Lead Security** by announcing a code purple on **unity all call**.
- The dream team member will announce their location, the lead usher and security #2 and/or #3 will meet with the reporting member to obtain information about the lost person(Age, Sex, Race, Clothing Description, distinguishable features, etc).
- The Security team will then coordinate with all teams applicable to lock down the building and begin a search of the premises. Use of the P/A system will be considered.
- Lead Security will contact 911 and advise them of the situation to begin the emergency response activation.
- Once the lost person is found a code purple, all clear will be announced over Unit ALL CALL/PA. **“Attention, we have an all clear on the code purple”**. **Repeat 3 Times**

**This Emergency Response Plan cannot cover every possible situation that might occur.**

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

## **WARNING SIGNS**

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.

- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

## IV. BUILDING EVACUATION PLAN- **Code Green**

Evacuation Plans are for any event where you need to move people OUTSIDE the facility including the following: fire, active shooter, bomb threat, earthquake, gas leak, hazardous chemical spill, or floods.

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your area. (see Appendix 2 for maps)

If the evacuation plan is implemented, the following will occur;

- Lead Security will tell the Experience Coordinator to announce the evacuation order over UNITY ALL CALL and the PA system.
- All area leaders will initiate their evacuation routes and proceed to the designated collection points.
- Ushers/Parking Lot/Security team members will guide all occupants to the designated assembly areas.
- Parking lot crew will lead and oversee the assembly area.
- All dream team members from kids zone/check-in who are attending the experience, will proceed to kids zone to help with any evacuation needs.
- Kids Check-in will be responsible for obtaining an accountability check for all kid's zone members once in the assembly area. Accountability will be shared with Parking lot lead who will share with Security.
- Security team members will perform a sweep of the building to ensure all occupants are out.
- Pastor or designee will make face to face contact with emergency responders upon their arrival and brief them of any known information.

The designated assembly areas are located: in the north gravel parking lot. (See Map in Appendix 2)

Should the designated assembly area be deemed unsafe, an alternate assembly area will be in the guest parking lot on the west side of the building. (See appendix 2).

**If a Building Evacuation is Initiated, important do's and don'ts are:**

- Remain calm.
- Follow the instructions of the ushers or emergency response team.
- If you occupy an enclosed office, close the door as you leave.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the —all clear signal is given.

Note: Ensure that the lead usher has planned with disabled members a procedure to assist each person in evacuating. Emergency Evacuation Procedures should be provided to all members (e.g. in member orientations).

## **V. SHELTER IN PLACE PLANS- Code Yellow**

Shelter in Place plans are usually for severe weather events. However, Shelter in Place Plans can also be for any event that would require people to stay in place for an extended period. Depending on the threat or hazard, persons may be required to move to rooms that can be sealed without windows, or to a weather shelter (tornado or high winds). Shelter-in Place could also include a violent intruder.

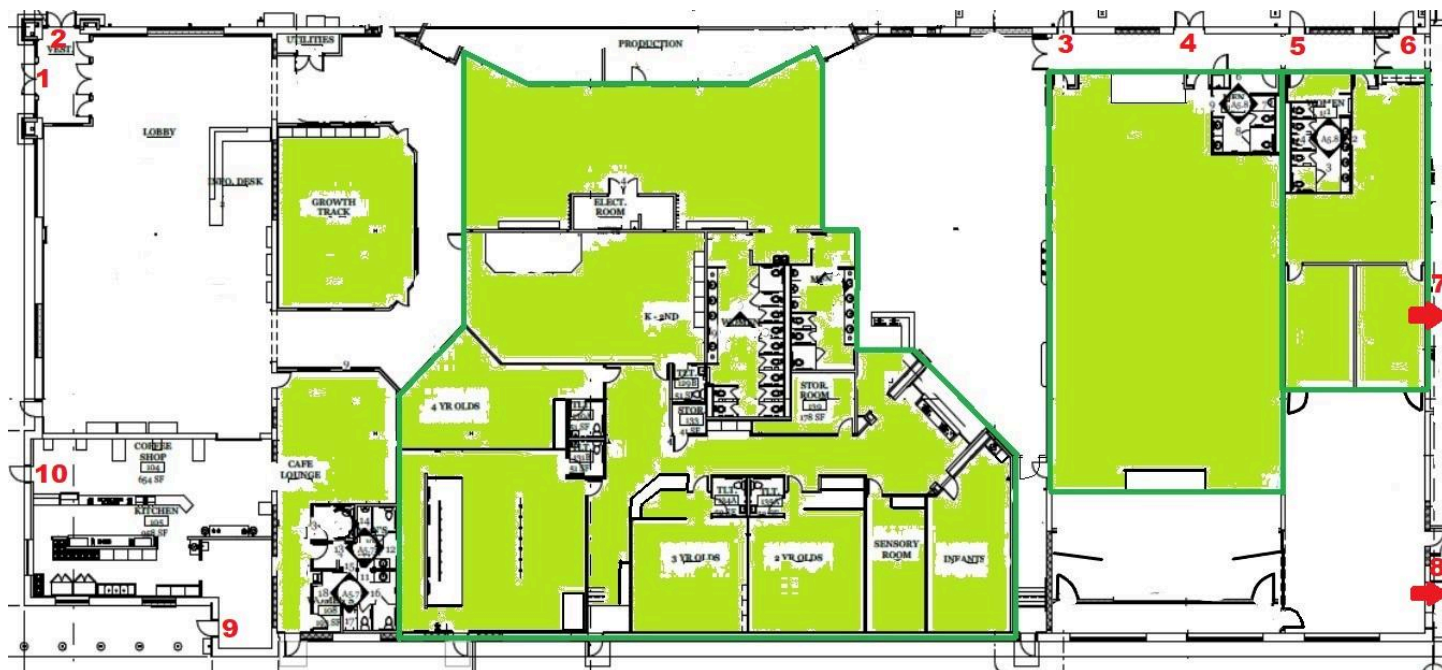
If the shelter in place plan is implemented, the following actions will occur;

- Lead Security will tell the Experience Coordinator to announce the initiation of the plan over UNITY ALL CALL and the PA.
- All occupants inside the building will be relocated to the appropriate safe areas of the building for a weather event. (see map in Appendix 2)
- In the event of an active shooter it will be imperative that communication is clear and concise on the need to shelter in place or evacuate certain areas of the building. This communication will be filtered to the lead security and communicated to UNITY ALL CALL.
- All area leaders will be responsible for ensuring the safety of the occupants in their area and keeping them calm and informed of the situation and process.
- Occupants of the building will remain in the safe areas until told otherwise over UNITY ALL CALL and PA system.

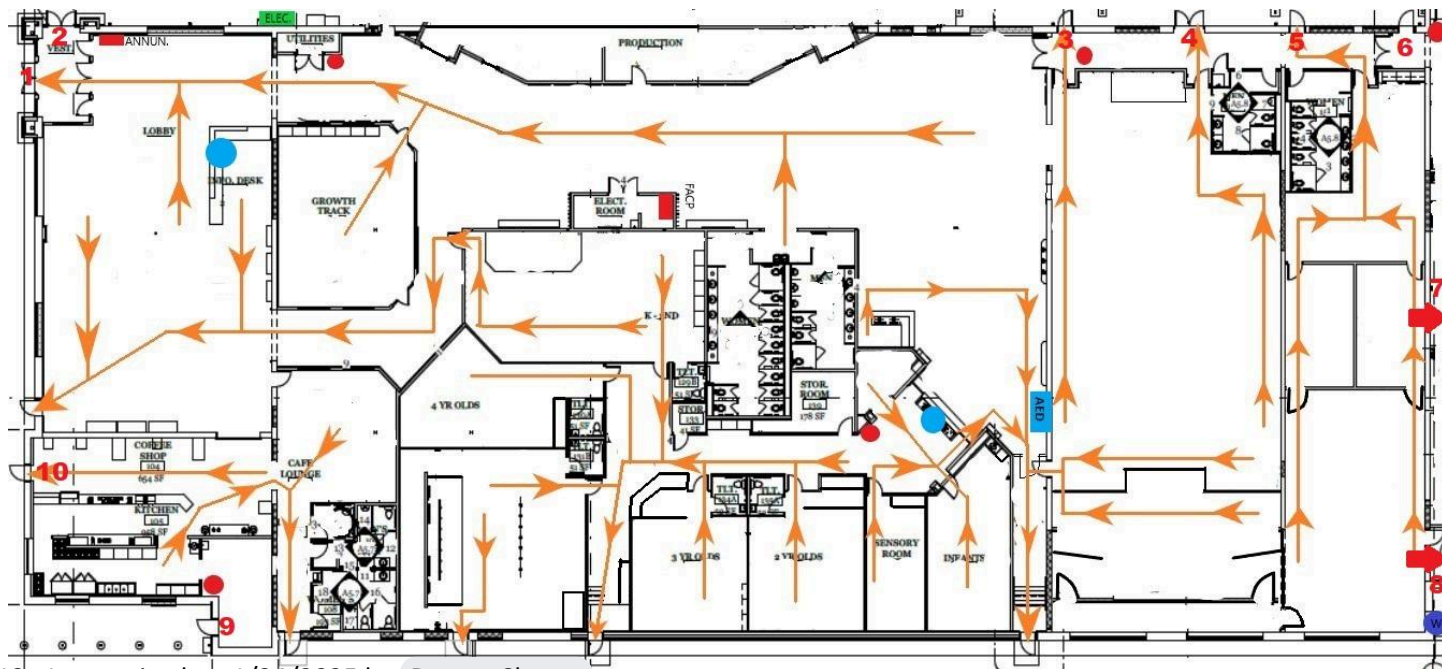
## APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

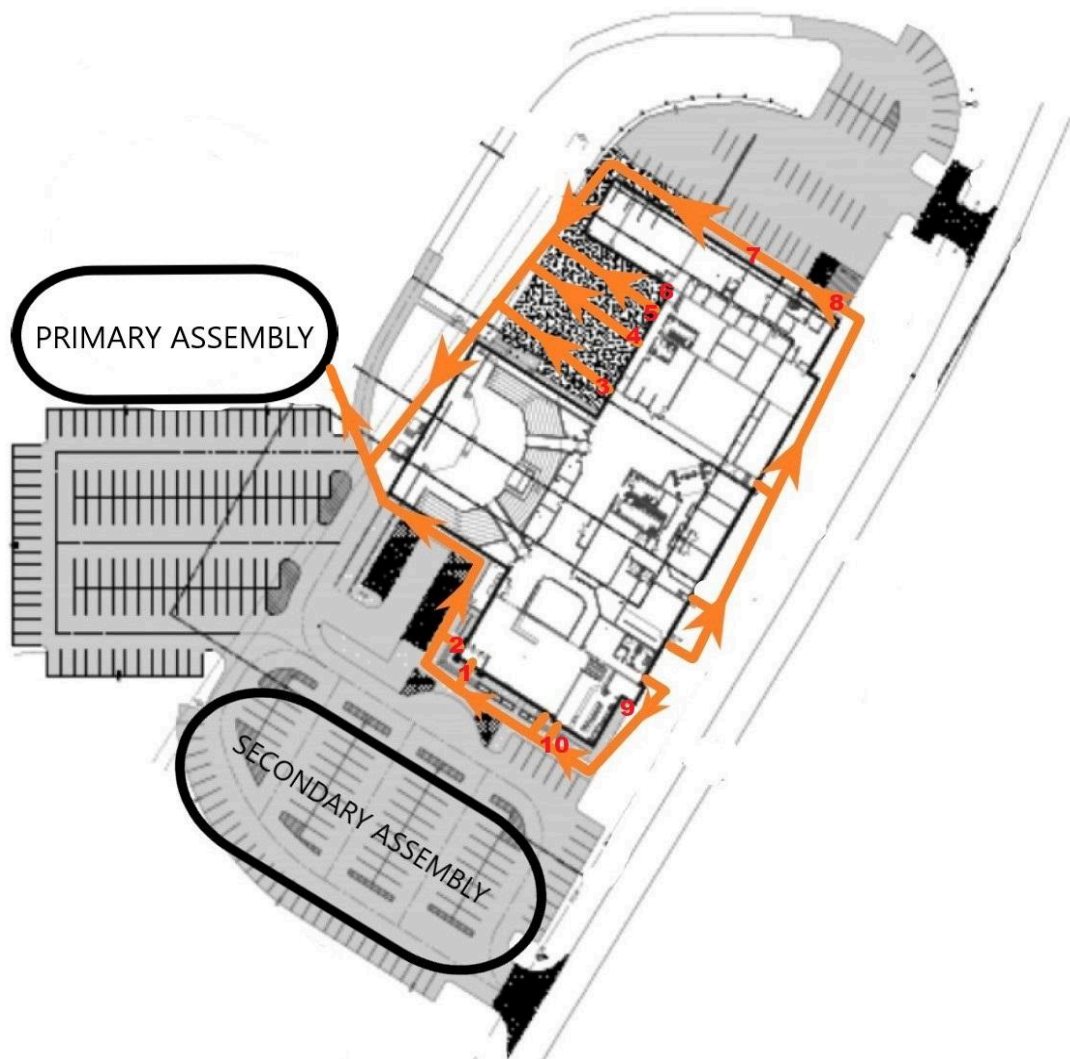
## APPENDIX 2a: SHELTER IN PLACE MAP (Code Yellow)



## APPENDIX 2b: EMERGENCY EVACUATION MAPS (Code Green)









### APPENDIX 3: Experience Coordinator UNITY ALL CALL & PA Announcement Scripts

In the event the UNITY ALL CALL & PA system is required to broadcast a message throughout the church, open the front panel, press the ALL CALL button in top left of panel, pick up the mic, press and hold button on side, hold mic 1-3 inches away from your mouth and clearly announce the desired message. Depress button on side when done speaking.

#### Evacuation Event

ATTENTION Roots Church, for your safety we are initiating our evacuation procedure. Please remain calm and proceed to the closest appropriate exit. Our Teams will guide you out of the building to the designated safe area. If you have children in rootsKIDS, you will be able to pick them up at the safe area. **Repeat 3 times**

#### Shelter in Place

ATTENTION Roots Church, for your safety we are initiating our shelter in place procedure. Please remain calm and stay in the designated shelter in place areas until you are advised it is safe. If you have children in rootsKIDS, they are already in a designated shelter in place area. If you are in the main lobby, or near a window, our teams will guide you to the closest designated shelter in place area. **Repeat 3 times**

#### Missing Person

ATTENTION Roots Church, would (state person's name) please report to the Info Bar, your party is looking for you. **Repeat 3 times**

## APPENDIX 4: INJURY/INCIDENT REPORT (Fill out form incident report in RIC)

- <https://myrootschurch.churchcenter.com/people/forms/231009>

## APPENDIX 5: BUILDING EMERGENCY SYSTEMS

### Fire/Smoke Detection and Warning

Monitored Fire Alarm System

Automatic Sprinklers are located throughout the building.

Fire extinguishers located throughout the building (See map)

### Emergency Power System

Emergency battery powered lighting throughout the building.

### Recognizing an Alarm System Warning

Strobe Light activation with audible tone.

### Utility Controls

Electric- Located on the exterior north wall of the building just east of the ADA ramp to the main entrance. (AMEREN)

Water- Located in the Sprinkler Riser room on the interior South wall just east of the green room.

Natural Gas Shut Off- Located on the north exterior west facing wall by warehouse overhead door. Quarter turn valve to open and shut the flow of gas. (SPIRE)

Fire Alarm Control Panel- Located in the Electrical Room in the circulation area.

Fire Alarm Annunciator- Located on the north wall by the main entrance.

### Medical Supplies

AED located on wall directly across from Kids Check in

First Aid supplies located under Kids Zone check in/out counter, Info Bar, and UTV.

**Emergency Professionals: See PCO, all volunteers in CAPITAL LETTERS are medical professionals.**



## **APPENDIX 6: Annual Risk Management, Operational Readiness & Threat Assessment**

Purpose- use this form when conducting Annual Risk Management Assessment & Annual Operational Readiness & Threat Assessment. Each assessment should be conducted annually by the Director of Safety and Security

<https://myrootschurch.churchcenter.com/people/forms/470424>

## **APPENDIX 7: Yearly Requirements**

- Emergency Response Plan Review by Safety and Security Director and Executive Pastor (COO).
- Review of Emergency Response Plan with Staff, Directors, Leaders, and all volunteers
- CPR First Aid Training
- CCW Certification Training
- Update [Pre-Approved Carrier List](#)
- Fire Extinguisher Training

## **Appendix 8: Color Code System**

- **Code Green-** Initiate Evacuation
- **Code Yellow-** Shelter in Place
- **Code Red-** Fire Emergency
- **Code Blue-** Medical Emergency
- **Code Orange-** Gas Leak Emergency
- **Code Purple-** Missing Child
- **Code Black-** Bomb Threat
- **Code Gray-** Combative, aggressive, or suspicious person
- **Code Silver-** Active Shooter/Hostage situation
- **Code White-** Severe Weather Threat

**[I ACKNOWLEDGE THAT I HAVE READ THE CURRENT VERSION ABOVE OF THE ROOTS ERP](#)**