

Emergency Response Plan

EMERGENCY RESPONSE PLAN

BE PREPARED.

Know what and how to
prepare for emergencies



Emergency Response Plan
for
Cornerstone Church
10/15/2024

Table of Contents

- I. [Introduction](#)
- II. [Purpose](#)
- III. [Communication](#)
 - A. [Color Code System](#)
- IV. [Code Red: Fire and Smoke Emergencies](#)
 - A. If You Detect Smoke and/or Fire
 - B. If the Fire Warning Alarm Sounds
- V. [Code Yellow: Medical Emergencies](#)
- VI. [Code Black: Tornado and Severe Weather Emergencies](#)
 - A. Tornado Watch & Warning
 - B. If a Tornado Warning is Announced
 - C. Tornado Safety Basics
 - D. Earthquake Procedures
 - E. Earthquake Procedures : Once the Shaking Stops
 - F. Earthquake Procedures : If You Are Trapped in Debris
- VII. [Code Blue: Bomb Threat](#)
- VIII. [Code Green: Intruder/Active Shooter/Hostage Crisis](#)
- IX. [Code Adam: Missing Child](#)
- X. [Code Orange: Security Alert](#)
 - A. Suspicious or Combative Persons
 - B. Gas Leaks
- XI. [Building Evacuation Plan and Maps](#)
- XII. [Tornado Shelter Locations](#)
- XIII. [Fire Extinguisher locations](#)
- XIV. [AED Locations](#)

Introduction

This plan is designed to address an unforeseen combination of circumstances, resulting in a situation that calls for immediate action or an urgent need for assistance. This emergency 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 designed to help in the following phases of an emergency.

- 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.
- Preparedness - planning and getting ready to handle an emergency when it strikes.
- Response - all activities undertaken at the time of an emergency to save lives and property and reduce injuries.
- 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 services
- Care for attendees
- Communicate information
- Build trust within community
- Equip volunteers

Communication

For ALL EMERGENCIES call 9 1 1 , Contact the Sentinel Team on Channel 1.

The Sentinel team will ensure that 9 1 1 has been contacted and notify appropriate emergency professionals.

Color Code System

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

Code Red: Fire and Smoke Emergencies

Code Yellow: Medical Emergencies

Code Black: Tornado and Severe Weather Emergencies

Code Blue: Bomb Threat

Code Green: Intruder/Active Shooter/ Hostage Crisis

Code Adam: Missing Child

Code Orange: Security Alerts

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

Communication with the media and outside sources should be reserved for staff and pastoral personnel only.

Code Red: Fire and Smoke Emergencies

If you Detect Smoke and/or Fire:

- Activate the nearest manual fire alarm.
- Notify the Sentinel team on channel 1. Announce **Code Red** and the location.
 - The Sentinel team will ensure 911 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 (see map in index) 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.
- Aid in the evacuation process.

If the Fire Warning Alarm Sounds:

- Begin evacuation procedures. ([see maps in index](#))
- 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 door handles with the back of 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.)
- Parents will be allowed to check their children out in the North field.

Next Gen Specific Instructions

In the event of a safety emergency, please remain calm, stay in communication with leaders, and help ensure children are safe and accounted for.

Campus maps with designated routes are located in all classrooms.

Last Revised on 11/14/2024 by Casey Harmon and Chelsea Staebel

If the Fire Warning Alarm Sounds:

- Grab the class roster if it is in the room. Gather children together in a line. Count all children
Check bathrooms
- To leave the building when necessary,
- Babies will be put into emergency crib or carried
2-3s should use the walking rope
4s-Elementary should walk in a line or with the walking rope as needed.
- Exit the building through the designated doors and to the designated locations.
- A staff member will assist in reuniting children with parents. The same check-in/check-out procedures will be used as in the classroom.

Code Yellow : Medical Emergencies

In the event of a medical emergency:

- Initiate Basic Life Support
 - CPR / Call 9 1 1 / Obtain AED / Medical Supplies
- Announce Code Yellow on channel 1
- Notify Sentinel captain, emergency responder/medical professional serving or attending, CPR Certified staff member or volunteer
- Lead Usher shall direct other ushers or volunteers to keep non-essential people from crowding.
- Lead Usher 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 to the patient.
- [AED Locations map](#)

Code Black: Tornado and Severe Weather Emergencies

Tornado Watch & Warning

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 operated 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.

If a Tornado Warning is Announced

Once directed by the sentinel team, the

- Shelter in place by moving to a designated area immediately. (see appendix)
- Move quickly, but do not run.
- Assist disabled personnel in your area.
- Shelter in place until you hear from a member or the sentinel 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 Kansas.

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, table, or chair 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.

Next Gen Specific Instructions

In the event of a safety emergency, please remain calm, stay in communication with leaders, and help ensure children are safe and accounted for.

Campus map with designated routes are located in all classrooms.

All team members and children must report to a designated area for shelter.

When in the designated area, all children and team members remain seated with their heads down.

Team members should try to distract children.

Earthquake Procedures

- “DROP, COVER AND HOLD ON.” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- If you use a wheelchair, lock the wheels and cover your head.
- If you are outdoors, move to a clear area if you can safely walk. Avoid power lines, buildings and trees.

Earthquake Procedures : Once the Shaking Stops

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.

Earthquake Procedures : If You Are Trapped in Debris

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

Code Blue: Bomb Threat

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)

- 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 911 Bomb Threat - If your phone has caller ID Display, record incoming phone number
 - Write down the exact words of the caller and threat.
- Don't hang up the phone. Leave the line open. Notify a sentinel team member.
- Head sentinel and Head Usher and/or Check In Team will notify the main sanctuary speaker and Pastor as well as Next Gen speaker of threat.
- Pastor will make an announcement to begin a building evacuation.
- Assist visitors out of the building and proceed to a designated area.
 - Remain in the designated area until All-Clear is issued

Code Green: Intruder/Active Shooter/ Hostage Crisis

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.

[Shelter in Place Plan](#)

- 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.
- 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.

Next Gen Specific Instructions : Shelter in Place

In the event of a safety emergency, please remain calm, stay in communication with leaders, and help ensure children are safe and accounted for.

Campus map with designated routes are located in all classrooms.

Last Revised on 11/14/2024 by Casey Harmon and Chelsea Staebel

Shelter in Place

Check hallways and bathrooms and bring any students into the room. Close and LOCK classrooms doors.

Turn lights OFF.

Close blinds or cover windows.

Get radio (if necessary)

Students should sit in designated area that is furthest from windows and doors.

KEEP STUDENTS QUIET!

KEEP CELL PHONES OFF!

Code Adam: Missing Child

- In the event of a missing child, any dream team member that is made aware of this will immediately notify the Lead Sentinel by announcing Code Ada on Channel 1.
- The dream team member will announce their location, the Lead Usher and a Sentinel will meet with the reporting member to obtain information about the lost person (age, sex, race, clothing description, distinguishable features, etc.)
- The Sentinel team will then coordinate with all teams applicable to lock down the building and begin a search of the premises.
- The lead Sentinel will contact 911 and advise them of the situation to begin the emergency response activation.
- Once the lost person is found, a code Adam, all clear will be announced over the radio / PA. **“Attention, we have an all clear on the code Adam.” 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.

Code Orange: Security Alerts

Suspicious and Combative Persons

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.

Gas Leaks

If you think there is a natural gas leak, contact security, they will investigate and determine the need to activate the evacuation protocol.

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.

Building Evacuation Plan Maps

Evacuation Plan View 1 : Building

Under Development

Evacuation Plan View 1 : Surrounding Grounds

Under Development

Tornado Shelter Locations

Under Development

Fire Extinguisher Locations

Under Development

AED Locations

Under Development