<Insert Church Name>

EMERGENCY OPERATIONS PLAN

<Insert Year>

<Insert Church Photo>

This Emergency Operations Plan is based on recommendations from the Federal Emergency Management Agency (FEMA) *Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship 2013*.

*“By faith Noah, being divinely warned of things not yet seen, moved with godly fear, prepared an ark for the saving of his household, by which he condemned the world and became heir of the righteousness which is according to faith”. Hebrews 11:7 NKJV*

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* The title of this document is *<Insert church name> Emergency Operations Plan (EOP)*.
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* Reproduction or distribution of this document, in whole or in part, without prior approval from <Insert church name> is prohibited.
* Point of Contact:

<Name>

<Title>

<Contact Information>

The <Insert church name> Emergency Operations Plan (EOP) has been completed and approved through a collaboration of effort throughout the community, including:

| **Please sign above your name:** |  |  |
| --- | --- | --- |
| **<Name>**  **Pastor** |  | **<Name>**  **Pastor** |
| **<Name>**  **Student Ministries Director** |  | **<Name>**  **Children Ministries Director** |
| **<Name>**  **Elder** |  | **<Name>**  **Elder** |
| **<Name>**  **Elder** |  | **<Name>**  **Elder** |
| **<Name>**  **Elder** |  | **<Name>**  **Elder** |
| **<Name>**  **Deacon** |  | **<Name>**  **Deacon** |
| **<Name>**  **Deacon** |  | **<Name>**  **Deacon** |
| **<Name>**  **Deacon** |  | **<Name>**  **Deacon** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **<Name>**  **Church Security Team** |  | **<Name>**  **Church Security Team** |
| **Rockey Adams**  **Berrien County Emergency Management/**  **Homeland Security Manager** |  | **<Name>**  **Fire Chief** |
|  |  |  |

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| Date | Section | Description of Change | Updated By |
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GLOSSARY

1. **Berrien County Emergency Operations Plan (BCEOP):** The plans developed by Berrien County Office of Emergency Management/Homeland Security outlining how the county will respond to and recover from emergencies or disasters requiring assistance from the state.
2. **Check out cards:** Cards intended to help make checking minors out of the family reunification area more secure. The information on these cards should include, but are not limited to, the minor’s name, age, address, emergency contact, parents/guardian authorized to pick the minor up, special needs, medications/medical needs, and allergies.
3. **Church Board:** The team of individuals who collectively make decisions on behalf of the house of worship congregation.
4. **Church Leader:** Individuals who are voted on by the church body to take leadership positions within the church (i.e., Elders, Deacons, Ministries Leaders, etc.).
5. **Day- to- day operations:** These operations are events or functions that occur at some point during the week at the house of worship and not during normal worship service hours.
6. **Day-to-day disturbances**: Smaller scale incidents that have the potential to occur on a frequent basis and have the potential to render the primary facility uninhabitable.
7. **Disaster:** A calamitous event, especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, airplane crash, or business failure.
8. **Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
9. **Emergency Management Coordinator:** The individual ultimately responsible for emergency preparedness, planning, response and recovery within their jurisdiction.
10. **Church Security Team:** The team responsible for coordinating the emergency response that requires coordination with entities outside the four walls of the house of worship.
11. **Emergency Management Team Leader (Incident Coordinator)**: The Emergency Management Team (EMT) Leader/Incident Coordinator (IC) is responsible for overall management of the response to an emergency that reaches a capacity beyond the capabilities of the house of worship leadership team and their support staff. This includes developing incident objectives and managing all incident operations.
12. **Emergency Operations Center**: The physical location where the emergency management agency coordinates information and resources in support of the on-scene disaster response effort.
13. **Facility Safety Assessment**: an assessment conducted by the Church Security Team to assess the safety and security of a facility.
14. **Faith-based Organizations**: Religious organizations and other charitable organizations affiliated or identified with one or more religious organizations.
15. **Head of Establishment:** The leader of the house of worship, i.e. senior pastor, rabbi, imam, etc.; the individual who is the ultimate decision maker for the house of worship.
16. **House of Worship (HOW):** Any building where congregations gather for prayer.
17. **Human**-**Caused Disasters:** Human caused disasters are caused by the intentional actions of an adversary.
18. **Interruption Insurance**: Insurance that can be purchased to substitute for the loss of donations lost from lack of tithing and offering resulting from a significant emergency or disaster impact on the house of worship facility.
19. **Local Emergency Management Agency:** The agency responsible locally for coordinating a multi-departmental response to emergencies or disaster. EMA’s coordinate information and resources in support of the disaster response operation.
20. **Local Emergency Operations Plan (LEOP):** The plans developed by the local emergency management agency outlining how the local jurisdiction will respond to and recover from emergencies or disasters requiring activation of the plan.
21. **Media Liaison (or team):** The individual (or team) responsible for all media coordination on behalf of the house of worship.
22. **Medical Response Liaison (or team):** The individual (or team) responsible for leading the emergency medical response at the house of worship.
23. **Michigan Emergency Management Agency/Homeland Security (MIEMA/HS):** The state agency responsible for coordinating a multi-agency/organization response to emergencies or disaster within the State of Michigan once the local EMA becomes overwhelmed and requests assistance. MIEMA/HS coordinates information and resources in support of the local disaster response operations.
24. **Natural disasters**: A natural disaster is a major event resulting from natural processes of the Earth. Examples include floods, tornadoes, thunder and lightning storms, and hurricanes.
25. **National Oceanic and Atmospheric Administration (NOAA) Weather Radio:** The NOAA weather radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather service office. The NOAA weather radio broadcasts official weather service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.
26. **Non**-**Operational Hours:** Non-operational hours are times when the house of worship is normally not functioning with their routine daily/weekly activities.
27. **Post-Crisis Orientation**: Post-crisis orientation refers to the introduction of the debriefing period for those who have been involved in the response and/or recovery phases of an emergency. During this time, congregants are able to speak with counselors as well as other volunteers to talk about what they have seen and heard in order to deal with the situation that may pose traumatic for some.
28. **Safety Checks:** Safety checks involve making sure that important devices around the house of worship are functioning properly as well as making sure that all exits are free of any obstructions. Devices to check include: fire alarms, security alarms, fire extinguishers, AEDs, and emergency door locks (used during lockdowns).
29. **Church Security Team Officer**: The individual responsible for ensuring the safety of the house of worship facility and congregation.
30. **Special/Functional Needs:** Individuals in need of additional response assistance may include those who have disabilities; who live in institutional settings; who are elderly; who are unaccompanied children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who lack transportation.
31. **Spotter:** A spotter is a human observer who actively maintains a visual watch of the development and progression of specific weather events while actively relaying important information to their respective local emergency management agency.
32. **Stakeholder**: Stakeholders are people who have a personal interest in the outcome of a policy or protocol in emergency management. Since all citizens are likely to be affected by emergency management policies, this definition implies all citizens are emergency management stakeholders. Private sector groups such as faith-based organizations, nongovernmental organizations, nonprofit organizations, and community based organizations are important resources in emergency management, especially during the response and recovery phases, and therefore are important stakeholders to consider when developing emergency management plans and policies. The organizations listed above as well as others have specializations that can be effectively used if they are included in the development of the community’s policies.
33. **Technological Disasters**: Technological disasters occur when there are accidents or failures of systems and structures.

The following are key references used during the development of this guidance. They may also provide a future benefit to churches in supporting the development of local emergency response plans.

Michigan Department of Health and Human Services (MDHHS)

* Michigan Prepares, <http://www.michigan.gov/michiganprepares>

United States Department of Homeland Security (DHS)

* National Preparedness Goal, September 2011
* Homeland Security Exercise and Evaluation Program (HSEEP)
* [www.dhs.gov](http://www.dhs.gov)

Federal Emergency Management Agency (FEMA)

* Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship, June 2013
* Post-Disaster Reunification of Children: A Nationwide Approach, November 2013
* Risk Management Series, Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings (FEMA 426), December 2003
* IS-22: Are You Ready? An In-depth Guide to Citizen Preparedness
* IS-100.b: Introduction to the Incident Command System
* IS-120.a: An Introduction to Exercises
* IS-130: Exercise Evaluation and Improvement Planning
* IS-200.b: ICS for Single Resources and Initial Action Incidents
* ICS-300: Intermediate Incident Command System
* IS 360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
* IS-366.a: Planning for the Needs of Children in Disasters
* IS-393.a: Introduction to Hazard Mitigation
* ICS-400: Advanced Incident Command System
* IS-547.a: Introduction to Continuity of Operations
* IS-700.a: National Incident Management System (NIMS), an Introduction
* IS-701.a: NIMS Multiagency Coordination System (MACS) Course
* IS-702.a: National Incident Management System (NIMS) Public Information Systems
* IS-703.a: NIMS Resource Management
* IS-704: NIMS Communications and Information Management
* IS-706: NIMS Intrastate Mutual Aid - An Introduction
* IS-800.b: National Response Framework (NRF), an Introduction
* IS-907: Active Shooter: What You Can Do
* IS-914: Surveillance Awareness: What You Can Do
* [www.fema.gov](http://www.fema.gov)
* <http://training.fema.gov/is/>

General Information

Section 1

The purpose of the <Insert church name> Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of <Insert church name> and its leaders. Developing, maintaining, and exercising the plan empowers leaders in an incident to act quickly and knowledgably. In addition, the plan educates congregants and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides congregants and other members of the community with assurances that <Insert church name> has established guidelines and procedures to respond to incidents/hazards in an effective way.

The following plan outlines guidelines and procedures for dealing with present and/or potential incidents or hazards facing congregants and churches. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Church leaders have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. <Insert church name> regularly schedules in-service training events for its membership.

Lastly, developing, maintaining, and exercising the church EOP increases <Insert church name>’s legal protection. In the past, churches without incident management procedures have been found liable. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines based on common professional practices provides a margin of protection against liability.

Scope of the Plan

The <Insert church name> EOP outlines the expectations of the church leaders, the roles and responsibilities, direction and control systems, internal and external communications plans, training and sustainability plans, and authority and references as defined by local, tribal, state, and federal government mandates. It also outlines common and specialized procedures as well as specific hazard vulnerabilities and response/recovery.

Church Board Policy Statement

The <Insert church name> EOP operates within the framework of <Insert church name> policies.

Situation Overview

**Church Population**

|  |  |
| --- | --- |
| # | Type |
| <#> | Church Leaders |
| <#> | Members |
| <#> | Regular Attendees |

**Functional Needs, as Well as Deaf, Deaf/Blind and Hard-of-Hearing Population**

<Insert church name> is committed to the safe evacuation and if necessary, transport of congregants with access and functional needs, as well as deaf, deaf/blind and hard-of-hearing congregants. The access and functional needs, as well as deaf, deaf/blind and hard-of-hearing population includes congregants with:

* Blindness or visual disabilities.
* Cognitive or emotional disabilities.
* Deafness or hearing loss.
* Mobility/physical disabilities (permanent and temporary).
* Medically-fragile health (including asthma, diabetes, and severe allergies).

Hazard Analysis Summary

<Insert church name> is exposed to many hazards, all of which have the potential for disrupting the church community, causing casualties, and damaging or destroying public or private property.

The following table briefly discusses <Insert church name>’s high-priority hazards based on the Berrien County 2012 Hazard Mitigation Plan. Point values between 0 - 10 were assigned; with 0 posing the least threat or least negative impact and 10 posing the greatest threat and greatest impact.

| **Rank** | **Hazard Type** | **Score** |
| --- | --- | --- |
| **Natural** | | |
| 1 | Severe Winter Weather | 6.95 |
| 2 | Extreme Temperature | 6.35 |
| 3 | Tornado | 6.25 |
| 4 | Severe Winds | 5.60 |
| 5 | Dam Failures | 4.70 |
| 6 | Public Health Emergencies | 3.95 |
| 7 | Lightning | 4.95 |
| 8 | Drought | 3.60 |
| 9 | Shoreline Flooding/Erosion | 3.25 |
| 10 | Hail | 3.20 |
| 11 | Wildfires | 2.45 |
| 12 | Earthquakes | 2.05 |
| **Human Made** | | |
| 1 | Nuclear Power Plant Accident | 6.60 |
| 2 | Infrastructure Failures | 6.15 |
| 3 | Structural Fires | 4.95 |
| 4 | Terrorism/Sabotage/WMD | 4.75 |
| 5 | HazMat Transportation Accidents | 4.60 |
| 6 | HazMat Fixed Site Accidents | 4.30 |
| 7 | Transportation Accident | 4.00 |
| 8 | Pipeline Accidents | 3.70 |
| 9 | Civil Disturbance | 2.65 |
| 10 | Oil and Gas Well Accidents | 2.20 |

Planning Assumptions and Limitations

**Planning Assumptions**

Stating the planning assumptions allows <Insert church name> to deviate from the plan if certain assumptions prove not to be true during operations. The <Insert church name> EOP assumes:

* The church community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
* A major disaster could occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
* A single site incident (e.g., fire, gas main breakage, etc.) could occur at any time without warning and the leaders of the church affected cannot and should not wait for direction from local response agencies. Action is required immediately to save lives and protect church property.
* As outlined in the FEMA national standards, churches may have to rely on their own resources to be self-sustaining for up to 72 hours.
* There may be a number of injuries of varying degrees of seriousness to congregants. Rapid and appropriate response will reduce the number and severity of injuries.
* Because it takes time to request and dispatch external assistance, it is essential for the church to be prepared to carry out the initial incident response until responders arrive.
* Proper prevention and mitigation actions, such as creating a safe church environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.
* Maintaining the church EOP and providing frequent opportunities for stakeholders (church leaders, congregants, first responders, etc.) to exercise the plan can improve the church’s readiness to respond to incidents.
* A spirit of volunteerism among congregants will result in their providing assistance and support to incident management efforts.

**Limitations**

It is the policy of <Insert church name> that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, <Insert church name> can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Authorities and References

The following regulations are the authorizations and mandates upon which are the basis for this EOP. These authorities and references provide a legal basis for incident management operations and activities.

<Insert church name> Board and <Insert church name> Policy

**Additional Planning References**

* Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship, June 2013, FEMA
* Michigan Prepares, <http://www.michigan.gov/michiganprepares>

Concept of Operations

Section 2

During the initial response, church leaders are usually first on the scene. Church leaders will take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Church leaders will seek guidance and direction from local officials and may seek technical assistance from local, state, and federal agencies and industry where applicable.

The Church Security Team is responsible for activating the <Insert church name> EOP, including common and specialized procedures, as well as hazard-specific procedures. These immediate actions may include:

**Notification Procedures**

In case of an emergency at <Insert church name>, the flow of information ***after calling 9-1-1*** shall be from the church office. Information will include the nature of the incident and the impact on the church building and congregants.

In the event of a fire, the individual discovering the fire shall activate the building fire alarm system. Unless there is a lockdown incident or a shelter-in-place incident in progress, the building shall be evacuated. In the event that a lockdown or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger.

In the event <Insert church name> is in receipt of information, such as a weather warning that may affect church activities, the information shall be provided to the church membership.

**Notification during Church Breaks**

If a church leader or other Church Security Team member is notified of an emergency during times when the church is officially closed (e.g., due to camp meeting, not open for formal church activities, etc.), the response usually will be one of limited church involvement. In that case, the following steps will be taken:

* Institute the phone tree to disseminate information to the pastor, head elder, Church Security Team members and request a meeting of all available members. *See Appendix 1 for Emergency Contact Rosters*.
* Notify church membership with appropriate information.
* Schedule a church board meeting, if necessary, for an update before congregants return to church.
* When church reconvenes, institute appropriate support mechanisms and referral procedures, if necessary.

Assignment of Responsibilities

|  |
| --- |
| Pastor |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

|  |
| --- |
| Elders |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

|  |
| --- |
| Deacons |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |
| Church Security Team |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

|  |
| --- |
| Adult Ministries Leaders |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

|  |
| --- |
| Children Ministries Leaders |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

|  |
| --- |
| Medical and Mental Health |
| <Insert responsibility #1> |
| <Insert responsibility #2> |
| <Insert responsibility #3> |
| <Insert responsibility #4> |
| <Insert responsibility #5> |

Direction and Control

The designated Site Incident Commander is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations within their building.

During emergency operations, the church administration retains administrative and policy control over their employees and equipment. However, personnel and equipment necessary to carry out the responsibilities and assignments of the Church Security Team may be directed by the Safety Officer.

If the church’s own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, and/or the state will be requested.

**Emergency Facilities/Church Security Team post**

This post will be established on-scene, away from risk of damage from the emergency. If needed, however, alternate locations may be identified. Pre-determined sites for command posts outside the church building will be identified, in cooperation with local emergency responder agencies.

An off-site post will be established in the vicinity of the incident site should an emergency situation threaten, but not yet occur, or if there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage).

|  |  |
| --- | --- |
| Primary Post Location: | <Insert location> |
| Alternate Post Location: | <Insert location> |

**Continuity of Church Administration**

The line of succession for the pastor is:

|  |  |
| --- | --- |
| 1. | <Insert title/name> |
| 2. | <Insert title/name> |
| 3. | <Insert title/name> |
| 4. | <Insert title/name> |

Church Incident Command System

<Insert church name> **Incident Command Team**

**Coordination with First Responders**

An important component of the <Insert church name> EOP is a set of interagency agreements between various local and county agencies to aid in timely communication. These agreements help coordinate services between the agencies and <Insert church name>.

Various agencies and services include, but are not limited to, local and county government, such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements may also make church leaders available beyond the church setting in an incident or traumatic event taking place in the community.

Upon arrival of qualified first responders, command will be transferred, and a transfer of command briefing shall occur. The church’s Site Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Communications

Communication is a critical part of incident management. This section outlines <Insert church name>’s communications plan and supports its mission to provide clear, effective internal and external communication between the church, congregants, responders, and media.

**Internal Communications**

**Communication between Church Leaders**

Church leaders will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information ***internally*** when appropriate:

* Telephone tree.
* E-mail and SMS text message.
* Regularly-scheduled board meetings.

**External Communications**

Communicating with the larger church community begins before an incident occurs. Congregants, media, and first responders will require clear and concise messages from <Insert church name> about what is being done, and the safety of the congregants.

**Communication with Congregants**

Before an incident occurs, <Insert church name> will:

* Develop a trusting relationship with its church membership.
* Educate them on how to access alerts and incident information.
* Identify members who are willing to volunteer in case of an incident. Include them in preparation efforts and training.

In the event of an incident, <Insert church name> will:

* Disseminate information via telephone messages, radio announcements, and e-mails to inform congregants about exactly what is known to have happened.
* Implement a plan to manage phone calls and people who arrive at the church.
* Describe how the church is handling the situation.
* Provide reunification procedures.
* Provide information regarding possible reactions of their children and ways to talk with them.
* Provide a phone number, Web site address, or recorded hotline where congregants can receive updated incident information.
* Inform congregants about when and where church will resume.

**Communication with the Media**

In the event of an incident, the Site Incident Commander will:

* Designate a Public Information Officer (PIO) (if necessary).
* Establish an off-church site briefing area for media representatives.
* Determine the need to establish or participate in a Joint Information Center.
* Coordinate messages with the pastor and Policy Group.

<Insert church name> leaders are to refer all questions and requests for information to the designated spokesperson. The church PIO maintains media contacts at the major television, Internet, and radio stations. In the case of an incident, these media contacts will broadcast <Insert church name>’s external communications plans, including the information hotline for church members.

**Communication with First Responders**

The Site Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. <Insert church name> frequently exercises the EOP with first responders to practice effective coordination and transfer of command.

**Communication after an Incident**

After the safety and status of congregants have been assured, and emergency conditions have abated, church leaders will assemble to support the restoration of the church’s worship programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

**Church leaders will:**

* Conduct a comprehensive assessment of the physical and operational recovery needs.
* Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
* Examine information technology assets and personnel resources. Determine the impact on the church operations for each asset and resource that is unavailable or damaged.
* Document damaged structures, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
* Provide detailed facilities data to the church conference office so temporary space reallocation needs and strategies can be estimated.
* Arrange for ongoing status reports during the recovery activities to:
  + Estimate when worship programs can be fully operational.
  + Identify special building, equipment, and personnel issues or resources that will facilitate the resumption of classes.
* Educate church leaders and congregants, on available crisis counseling services.
* Inform the conference of recovery status.

Administration, Finance, and Logistics

**Agreements and Contracts**

If church resources prove to be inadequate during an incident, <Insert church name> will request assistance from local emergency services, other agencies, conference and union levels, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are in writing and entered into by authorized church officials. Agreements and contracts identify the church officials authorized to request assistance pursuant to those documents.

Pre-negotiated agreements and contracts are included in *Appendix J: Memorandums of Agreement/Understanding.*

**Finance**

<Insert church name> is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be completed in accordance with the established local fiscal policies and standard cost accounting procedures.

**Recordkeeping**

**Activity Logs**

The ICS Section Chiefs will maintain accurate logs, recording key incident management activities, including:

* Issuance of protective action recommendations to the congregants.
* Evacuations.
* Casualties.
* Mitigation or termination of the incident.

**Preservation of Records**

Vital records must be protected in order to continue normal church operations following an incident. These include legal documents and membership files, as well as property and tax records. The main causes of damage to records are fire and water; therefore, essential records will be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of the *All-Hazards Emergency Operations Planning Guidance for Schools 2014,* and should be inserted into Appendix F of this plan.

The <Insert church name>’s Church Security Team is responsible for the overall maintenance and revision of the EOP. The Exercise Planning Team is responsible for coordinating training and exercising the EOP. Both teams are expected to work cooperatively to make recommendations for revising and enhancing the plan.

The church board and the pastors are responsible for approving and promulgating this plan. Local fire, law enforcement, and emergency manager approval and suggestions will also be requested.

Plan Development, Maintenance, and Distribution

**Approval and Dissemination of the Plan**

The church board and Pastors will approve and disseminate the plan and its annexes following these steps:

* Review and validate the plan.
* Present the plan (for comment or suggestion).
* Obtain plan approval (church board).
* Distribute the plan.

**Record of Changes**

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format (Page 8 of this EOP) and maintained by the church Church Security Team.

**Record of Distribution**

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The church Church Security Team will indicate the title and name of the person receiving the plan, the date of delivery, and the number of copies delivered.

**Plan Review and Updates**

The basic plan and its annexes will be reviewed annually by the Church Security Team, emergency management agencies, and others deemed appropriate by church administration. The pastors will establish a schedule for annual review of planning documents.

The church EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

Training and Exercising the Plan

<Insert church name> understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that church leaders and community first responders are aware of their duties and responsibilities under the church plan and the most current procedures, the following training, drill, and exercise actions will occur. The Church Security Team will coordinate training and exercising efforts.

Basic and refresher training sessions will be conducted each calendar year for all church leaders in coordination with local fire, law enforcement, and emergency managers.

Recommended EOP training will include:

* Orientation to the EOP.
* Hazard and incident awareness training for all leaders.
* First aid, CPR, and AED (if applicable) training for all leaders.
* Team training to address specific incident response or recovery activities, such as congregant reunification, access and functional needs, as well as deaf, deaf/blind and hard-of-hearing students/staff, and relocation.
* Three online FEMA courses: IS-100.sca, IS-700, & IS-907 (courses are free at FEMA’s Emergency Management Institute (EMI) Web site <http://training.fema.gov/is/> ).

Additional training will include drills, tabletop, and functional exercises. Drills will be conducted throughout the calendar year. Exercises will occur at least once per calendar year. Approved community members will also be incorporated into larger training efforts.

All <Insert church name> leaders are expected to develop personal and family emergency plans. Each family should anticipate that a church leader may be required to remain at church following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable church leaders to do their jobs more effectively.

Emergency Contact Rosters

Appendix A

| Church Leaders | | | |
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| Name / Position | Office Phone | Cell Phone | E-mail |
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| Church Security Team | | | |
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| Ministries Leaders | | | |
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| Medical Team | | | |
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| Name / Position | Office Phone | Cell Phone | E-mail |
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| General Contact Numbers | | |
| --- | --- | --- |
|  | Contact | Phone Number |
| First Responders - Public Safety  Agencies -  Hospitals | Emergency (Police, Fire, EMS) | **9-1-1** |
| Berrien County Sheriff Department | 269-983-7141 |
| Michigan State Police – Niles Post | 269-683-4411 |
| Eau Claire/Berrien Twp Fire Dept. | 269-461-3406 |
| Medic 1 | 269-925-2143 |
| Poison Control | 800-222-1222 |
| Lakeland Hospital - Niles | 269-683-5510 |
| Lakeland Medical Center – St. Joe | 269-983-8300 |
| Riverwood CMH Center | 269-925-0585 |
| Berrien County Emergency Mgt. | 269-983-7111 x 4916 |
|  | | |
| Utilities | Phone Company |  |
| Gas Company |  |
| Electric Company (AEP) |  |
| Heating, Ventilation, Air Conditioning |  |
| <Insert Other> |  |
| <Insert Other> |  |
| <Insert Other> |  |

Church Member and Regular Attendee Rosters

Appendix B

<Insert Applicable Class Rosters and Schedules>

Church Maps and Floor Plans

Appendix C

<Insert Applicable Maps and/or Floor Plans>

Specific Response Actions

Appendix D

**LOCKDOWN**

**Purpose:** This protocol is used when there is a threat of violence or serious incident that could jeopardize the safety of congregants (e.g., intruder, active threat, hostage incident, etc.).

**Notification Procedures:** Initiate **LOCKDOWN** procedures by making the following announcement:

**“LOCKDOWN, LOCKDOWN, LOCKDOWN!”**

**“IMMEDIATELY FOLLOW EMERGENCY PROCEDURES AND AWAIT FURTHER INSTRUCTIONS”**

**“LOCKDOWN, LOCKDOWN, LOCKDOWN!”**

**Call 9-1-1**

* Stay calm and assess the situation; any congregant should **call 9-1-1** and identify the name and address of the church, describe the emergency, indicate that the church is going into **LOCKDOWN**, provide a description of suspect(s) and weapon(s), if known, and identify the location of the pastor or available church leader, or command post.
* The congregant should remain on the phone to provide updates and additional information to the emergency dispatcher.
* Find and secure yourselves and any other congregants in a safe location.
* Close and lock all doors; leave shades/shutters open on exterior doors/windows, but close shutters/shades on interior doors/windows
* Move to least visible area of the room, remain silent, and turn cell phones ***off***—church leaders should turn cell phones to “***vibrate.***”
* Await further instructions.

**If necessary and safe to do so:**

* Notify congregants outside to immediately move to the off-church site assembly area(s); account for congregants and be prepared to evacuate off-church site to a relocation site.

**DO NOT LEAVE A SECURE LOCATION DURING A LOCKDOWN**

**EVEN IF THE FIRE ALARM ACTIVATES**

**AND**

**DO NOT OPEN THE DOOR FOR ANYONE BUT LAW ENFORCEMENT.**

**EVACUATION**

**Purpose:** This protocol is used when it is determined that it is safer outside than inside the building (e.g., fire, explosion, hazardous material spill inside, structural failure, etc.).

**Notification Procedures:**

**Call 9-1-1**

* Identify the name of the church, describe the emergency, indicate that the church is evacuating, and identify the evacuation location and/or church command post.
* If necessary, activate the fire alarm or designated audible warning device.
* If a non-alarm incident occurs, the pastor or available church leader should make the following announcement using the public address system, two-way radio, telephone, or megaphone (as applicable):

**“WE ARE EVACUATING THE BUILDING DUE TO <DESCRIBE EMERGENCY>. ALL THOSE IN ATTENDANCE ARE TO MOVE TO THE <DESIGNATED ASSEMBLY AREA>. CHURCH SECURITY TEAM MEMBERS WILL OBTAIN ACCOUNTABILITY AT THE ASSEMBLY AREA.”**

* Instruct congregants to evacuate the building, using the safest and most expedient route, and report to the stated assembly area.
* Take items such as Sunday school class rosters, phone lists, medications, visitor log, and Go-Kit (if available) to the designated assembly area.
* Close your door and turn off the lights.
* If feasible and safe to do so, check the restrooms, hallways, and common areas for congregants while exiting.

Take attendance in the assembly area and remain there until provided further instructions.

**SHELTER-IN-PLACE**

**Purpose:** This protocol is used to provide a refuge for congregants and the public inside the church building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

**Notification Procedures:** In the event that a shelter-in-place incident becomes apparent in any church location—the pastor or available church leader should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

**“WE ARE IMMEDIATELY IMPLEMENTING SHELTER-IN-PLACE PROCEDURES DUE TO <DESCRIBE EMERGENCY>. ALL THOSE IN ATTENDANCE ARE DIRECTED TO MOVE TO THEIR DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL CONGREGANTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”**

* Order congregants outside to move inside the building. Note: Ensure persons entering the building from a potentially contaminated environment **DO NOT** integrate with those already inside to avoid cross-contamination concerns.
* If necessary, move congregants into designated safe areas, such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors. Direct church leaders to close all windows and doors:
  + If movement into the building would expose persons to hazardous chemical plume, church leaders should move to designated outdoor assembly areas up-wind or cross-wind from the spill.
  + For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
* If warranted, order the shut-off of utilities and HVAC systems to stop the inflow of outside air into the building.
* If a severe weather event, monitor the NOAA radio.
* Maintain and report congregant attendance.
* All persons must remain in shelter until notified that normal activity may continue.

**RELOCATION**

**Purpose:** This protocol is used when circumstances require the relocation of congregants to a remote site where congregants will be accounted for and released.

**Notification Procedures:** In the event that relocation becomes apparent--in any church location—the pastor or available church leader should make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

**“FOR SAFETY REASONS, WE ARE RELOCATING ALL THOSE ATTENDING TODAY TO <DESCRIBE RELOCATION SITE>. WE WILL CONDUCT REUNIFICATION FROM THAT LOCATION.”**

* Take Sunday school class roster, phone lists, and emergency Go-Kit (if available) as you exit to the designated assembly area.
* After evacuating, take attendance and account for all congregants you have taken with you. Report any missing congregants to church leadership. Maintain control of your congregants with you.
* Provide assistance to functional needs congregants, as well as deaf, deaf/blind and hard-of-hearing congregants. Request help, if needed.
* While enroute to the relocation site, a church leader or designee among the group should list of all congregants in the vehicle, which will be delivered to the reunification Site Incident Commander, upon arrival.
* Follow the instructions of the reunification site staff when you arrive. You may be asked to assist in staffing the site.

**REUNIFICATION**

**Purpose:** This protocol is used to ensure a safe and secure means of accounting for congregants and reuniting families, etc., with their children and other family members whenever the church building or grounds is rendered unsafe and a remote site is needed.

* Keep congregants in a holding area until officially released, separated from waiting family members, etc.
* Provide a list of students to the reunification site staff, upon arrival.
* Provide proper assistance to functional needs congregants, as well as deaf, deaf/blind and hard-of-hearing congregants. Request help, if needed.
* Only release children of congregants to authorized persons after checking proof of identity and signing a release form.
* Once they have signed out their child, instruct parents/guardians, etc., to quickly depart the site in order to make room for others.

Hazard-Specific Procedures

Appendix E

**ACTIVE VIOLENCE INCIDENT**

**Purpose:** This protocol is used when a threat or act of violence could jeopardize the safety of congregants.

**Notification Procedures:** In the event that an active violence incident becomes apparent in any church location--report the threat immediately (or as soon as it is safe to do so).

**Call 9-1-1**

* Stay calm and assess the situation; if possible, determine the location of the threat.
* If possible, evacuate the area by a safe route. If not, seek an area of safe refuge, quickly secure all doors and windows, and barricade as many items between congregants and the threat.
* Render first aid to injured congregants that may be in or near the area, as long as it is safe to do so.
* Do not attempt to make contact with the individual responsible for the threat.
* If congregants must have contact with the individual posing the threat, attempt to find some cover (e.g., solid objects) to place between them and the individual.
* Be prepared to combat the subject individually or as a group to neutralize the threat, if lives are in imminent danger. Active resistance will increase the chance of survival, but this is strictly a personal decision.
* If congregants are barricaded in a room, identify objects that could be used as weapons to deter the threat from pursuing them at that location.
* If congregants are fortunate to be in a group, develop a plan for how they will combat the subject posing the threat should he/she gain access to the area of refuge.
* Once in a secure location, **DO NOT** open the door for anyone but law enforcement.
* **DO NOT** approach police officers as they attempt to locate and neutralize the threat.

**DO NOT LEAVE A SECURE LOCATION DURING AN ACTIVE THREAT, EVEN IF THE FIRE ALARM ACTIVATES, AND DO NOT OPEN THE DOOR FOR ANYONE BUT LAW ENFORCEMENT.**

**INTRUDER/TRESPASSING**

**Purpose:** This protocol is used when there is an intruder or trespassing-related incident that could jeopardize the safety of congregants.

**Notification Procedures:**

* Identify the problem and the location; stay calm and assess the situation.
* Approach the subject and determine the nature of their business within the building.
* Ask the subject for their name and identification. Take note of their identification information, in case further follow-up is required by public safety personnel.
* Request that the subject accompany a church leader to a designated location away from the main area where congregants are assembled. If the suspect is looking for a specific congregant have someone contact that person and check with them about the situation (e.g., recent domestic violence issue, personal protection orders, custody orders, etc.).
* If there is no acceptable reason for the subject to be in the building, ask the subject to leave the building site.
* If the subject refuses to leave:

**Call 9-1-1**

* Provide the suspect’s description and information gathered.
* Await police response.
* If appropriate, initiate emergency **LOCKDOWN** procedures.

**VERBAL/WRITTEN THREAT**

**Purpose:** This protocol is used as a guide for responses to verbal or written threats by congregants toward self, other congregants, or the church. Often, young congregants make threats of harm in moments of anger, frustration, or when challenged. Church leaders, with the help of mental health professionals—may help assess threats, which are classified low-, medium-, or high-level. Each level has specific indicators and responses. Safety of congregants is always paramount.

**Notification Procedures:** In the event that a verbal or written threat incident occurs in any church location--report the threat immediately (or as soon as it is safe to do so).

* Stay calm and assess the situation.
* Notify pastor, available church leader and/or Church Security Team.
* Immediately determine level of threat with input from a mental health professional, and/or from law enforcement, where appropriate.

**LOW LEVEL THREAT:**

* Notify congregant’s family member, pastor or available church leader, etc.
* Refer congregant to the pastor, available church leader or the Church Security Team, as needed.
* Consult Emergency Response Team regarding strategies for managing low-level threat.

**MEDIUM LEVEL THREAT**:

* Notify law enforcement of congregant making threat.
* Notify law enforcement, pastor or available church leader of intended victims, as appropriate.
* Disciplinary actions are determined by the pastor and church board.
* Identify and offer appropriate referral resources to the congregant’s family.
* Refer congregant to the Church Security Team, as needed.

**HIGH LEVEL THREAT:**

**Call 9-1-1**

* Congregant is separated from the main body of congregants and remains under supervision by a church leader.
* Notify family members of congregant making threat and request their immediate response to the church if they are not present.
* Notify law enforcement, pastor or available church leader of intended victims, as appropriate.
* If immediately available, the pastor or available church leader may contact a trained mental health worker to conduct emergency assessment of threat of harm to self, others, or property.
* Identify and offer appropriate referral resources to congregant’s family.
* Refer congregant to Church Security Team, as needed.

**BOMB THREAT**

**Purpose:** This protocol is used when there is a bomb threat-related incident that could jeopardize the safety of congregants.

**Notification Procedures:** In the event that a bomb threat becomes apparent in any church location--report the threat immediately (or as soon as it is safe to do so).

**Call 9-1-1**

**If bomb threat is made by phone:**

* Stay calm and assess the situation; complete the Bomb Threat Response Report (below), as much as possible.
* Start recording device, if available.
* Signal another church leader to listen in, if possible.

**If bomb threat is written/e-mail:**

* Save the document.
* Handle the document as little as possible.
* Re-write the threat exactly as it reads on a separate piece of paper. Record: who, what, where, when, why, and how details surrounding the document.
* Secure the original document. If small, place in a bag or envelope. **DO NOT** fold, crumple, tear, delete, or mark the item in any way. If on a large object, secure the location.

**If bomb threat is verbal:**

* Detain the person making the threat, if possible, and practical.
* If the person who made the threat leaves, note in which direction they are going. Call 9-1-1. If possible and safe, follow them at a discreet distance. Have another congregant notify the pastor or available church leader.
* Note the description of the person who made the threat:

|  |  |
| --- | --- |
| * + - Name (if you know it) | * + - Type and color of clothing |
| * + - Race | * + - Body size |
| * + - Sex | * + - Hair color |
| * + - Distinguishing features | * + - Scars/tattoos |

* Write down the threat exactly as it was communicated to you:

|  |  |
| --- | --- |
| * + - Exact wording | * + - Who made the threat |
| * + - Where the person who made the threat is now | * + - The date and time of the threat |

**If a suspicious item is found or location of bomb is determined:**

* **DO NOT TOUCH THE ITEM.**
* Report location and description.
* Secure area where item is located, but do not guard it (stay away from the item).
* Notify the pastor or available church leader.
* **DO NOT** use any type of radio or cellular communication when in close proximity to the item.
* Notify police, fire, EMS, bomb squad.
* Select and clear evacuation routes and assembly areas that are away from the suspicious item.
* When evacuation routes and assembly areas are cleared, conduct evacuation by the safest route possible.
* Meet arriving responders and brief them on the situation. Let them speak with the person who found the item, and inform them where the item is located.
* Law enforcement will assume command of the scene. The Church Security Team should remain at the scene to inform and manage evacuees, media, etc., and others, as appropriate.
* **BOMB THREAT RESPONSE REPORT**
* A Department of Homeland Security Bomb Threat Card is located near every telephone in the Church.

**PERSON EXHIBITING MENTAL ILLNESS**

**Purpose:** This protocol is used when there is an incident involving a person exhibiting disruptive behaviors due to a mental illness that could jeopardize the safety of congregants.

**Notification Procedures:**

* Identify the problem and the location; stay calm and assess the situation.
* Observe the subject’s behaviors and approach them safely and cautiously in an accepting, calm, patient and non-confrontational manner.
* Let the subject know who you are and why you are talking with them. Be honest and direct.
* If the subject is an unknown congregant ask the subject for their name and where they live. Take note of their identification information, in case further follow-up is required by public safety personnel.
* To stabilize the situation, request that the subject accompany you and another available church leader to a location in the church that is away from where the majority of congregants are assembled.
  + If the suspect is refusing to relocate and is continuing to disrupt church activities, the pastor or an available church leader will calmly and discretely have the congregants move to another safe area of the church to continue their activities
* Notify the family if the subject is a known congregant and have them respond. Ask direct questions of family members (e.g., “have them been diagnosed with a mental illness and what type,” “if they are taking any medications,” “have they threatened suicide in the past,” “do they have a history of mental illness treatment and hospitalization.”).

**Call 9-1-1**

* When talking with the subject make sure to:
  + Maintain a calm tone, low voice and speak briefly
  + Ask direct questions and offer simple choices
  + Avoid making continuous eye contact
  + Avoid touching the person
  + Do not challenge hallucinatory or delusional statements
  + Avoid making sudden movements or give rapid orders
  + Be understanding, honest and patient
  + Treat them with dignity and respect
  + Ask about medications and prior hospitalizations
  + Spend extra time to open lines of communication
* Await police response.
* If appropriate, initiate emergency **LOCKDOWN** procedures.
* Behaviors and appearances associated with **MENTAL ILLNESS**.
  + Behavioral cues:
    - Sitting or doing nothing
    - Having endless energy or grandiose plans
    - Hearing voices
    - Experiencing profound confusion
    - Appearance and hygiene is unkempt
    - Wearing clothing inappropriate to the weather, or displaying abnormal fear, panic, apathy, or aggression.
  + Verbal cues:
    - A rapid flow of unrelated thoughts
    - Disorganized thinking (expressing loose associations)
    - Talking about delusions or hallucinations
    - Speaking extremely slow or repeating words
* Behaviors and appearances associated with **DEVELOPMENTAL DISABILITIES**.
  + Behavioral cues:
    - Inattention or inactivity (or both)
    - Social withdrawal
    - Unexpected behavioral outbursts, such as screaming or laughing
    - Trying to appear more competent then they are
    - Anxiety or worry out of proportion to the feared event
    - Repetitive movements and sounds
  + Verbal cues:
    - Slurred speech
    - Invented speech/neologism (words that have meaning only to the person using them)
    - Inability to express thoughts clearly
    - Expressing an extreme desire to please those in authority

Inappropriate laughing or giggling

**MEDICAL EMERGENCY**

**Purpose:** This protocol is used when there is a medical emergency-related incident that could jeopardize the safety of congregants.

**Notification Procedures:** In the event of a medical emergency at any church location-- report the medical emergency immediately.

**Call 9-1-1**

* Stay calm and evaluate the scene.
* Isolate the area.
* Contact a Medical Team member to respond to the area to assist.
* Assign an individual to bring the medical response kit to the scene.
* If the scene is not safe (e.g., electrocution, downed wires, etc.), wait for EMS.
* If the scene is safe, proceed to the victim and assess the severity of the situation/injury.
* Stabilize the victim and administer first aid.
* Assign an individual to meet/escort the emergency medical responders.
* Notify the family member of the congregant, pastor, church leader, etc.
* Provide the police/fire/EMS with emergency information.
* Accompany the congregant to the hospital if their family member, pastor, church leader, etc., cannot be there.

Cardiac Emergency Response Plan

**Purpose:** This protocol is used when there is suspected sudden cardiac arrest.

**Notification Procedures:** In the event of a suspected cardiac emergency at any church location--report the emergency immediately.

* Recognize sudden cardiac arrest (e.g., collapsed and unresponsive; no breathing or gasping, gurgling or labored breathing; seizures may occur).

**Call 9-1-1**

* Assign an individual to meet/escort the police/fire/EMS.

**Proceed with following:**

* Assign an individual to bring the automated external defibrillator (AED) and any transportation and/or privacy items (i.e. collapsible wall) to the scene; locate a Medical Team member to respond to the area to assist.
* Assign an individual to assist with crowd control, documentation, and clearing all bystanders.
* Assess patient (e.g., airway, breathing, and circulation).
* Prepare victim by removing his/her shirt; dry his/her chest, if wet.
* The Medical Team member should operate the AED.
* If no Medical team member is available/present, have a congregant trained in First Aid/CPR respond to the area to assist.
* EMS will take charge of the situation upon arrival.
* Notify the family members, pastor, church leader, etc.

**SEVERE WEATHER INCIDENT**

**Purpose:** This protocol is used when a severe weather-related incident could jeopardize the safety of congregants.

***Watch:*** A precautionary alert issued when conditions are favorable for the development of severe weather in a specific area.

***Warning:*** Issued when severe weather has actually been sighted or indicated by radar in a specific area.

**Note:** At the first sign of severe weather, all congregants outside should return to the building.

* Monitor developing weather conditions.
* Contact the pastor or available church leader for direction.
* If conditions warrant protective measures to be taken, initiate shelter-in-place procedures and assist congregants to proceed to the shelter area.
* If there is a medical emergency, **CALL 9-1-1.**
* If damage has occurred to the building, evacuate the affected areas.
* Discourage congregants from leaving until the severe weather passes.
* Account for all congregants in attendance.
* Congregants should remain calm.

**FIRE/EXPLOSION**

**Purpose:** This protocol is used when there is a fire-related incident that could jeopardize the safety of congregants.

**Notification Procedures:** Evacuate the building by using the fire alarm while simultaneously shouting **“FIRE, FIRE, FIRE!”**

**Call 9-1-1**

* Any witness to or anyone witnessing the fire will **CALL 9-1-1.**
* Stay calm and assess the situation.
* Identify the name and address of the church, describe the emergency, and indicate that the church is being evacuated.
* Remain on the phone to provide the location of the fire within the building, updates, and any additional information.
* Conduct evacuation procedures, account for all congregants in attendance, and be prepared to evacuate off-church to a relocation site.
* Ensure the building is evacuated.
* Render first aid to injured congregants that may be in or near the area, as long as it is safe to do so.
* Assist police/fire/EMS, as needed.

**BIOLOGICAL INICIDENT**

**Purpose:** This protocol is used when there is a biological-related incident that could jeopardize the safety of congregants.

**Notification Procedures:** In the event that a biological incident becomes apparent in any church location--report the threat immediately (or as soon as it is safe to do so).

**Call 9-1-1**

* Stay calm and assess the situation; if possible, determine if the source of the biological threat originates within or outside of the building.
* If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside; ensure it is done with controlled routes, guiding congregants as far from the contaminated area as possible, accounting for wind direction and distance.
* If a threat is determined outside the building, shelter-in-place as far from the source of the contamination as possible, closing all doors and windows and covering any gaps between doorways with a wet towel or similar means of obstruction.
* Notify congregants to immediately move to the designated assembly area(s), account for those in attendance, and be prepared to evacuate off-church to a relocation site, if necessary.
* Conduct attendance audit of congregants attending and ensure the building is evacuated.
* Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
* Re-occupy the building when **"All Clear"** is announced.

**Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:**

* **Fever, headache, chills, sweating, weakness, and fatigue.**
* **Joint and muscle pain.**
* **Respiratory distress, difficulty talking, or eating.**
* **Nausea.**

**\*If any of these symptoms appear, congregants should seek immediate emergency medical care.**

**RADIOLOGICAL/NUCLEAR INCIDENT**

**Purpose:** This protocol is used when there is a radiological or nuclear-related incident that could jeopardize the safety of congregants.

**Notification Procedures:** In the event that a radiological or nuclear incident becomes apparent in any church location--report the threat immediately (or as soon as it is safe to do so).

**Call 9-1-1**

* Identify the threat based on foreign or out of place substances present within or near the surroundings of the church.
* Identify and react to the threat based on emergency warning systems in place for the city or county notification procedures.
* Identify the threat based on unusual or sizable amounts of sickness-related symptoms being experienced with congregants.
* Stay calm and assess the situation. Determine if the threat originates within or outside of the building.
* Turn off HVAC system.
* If a threat is determined inside the building, conduct evacuation procedures to an upwind assembly area outside. Ensure it is done with controlled routes, guiding congregants as far from the contaminated area as possible, accounting for wind direction and distance.
* If a threat is determined outside the school, shelter-in-place as far from the source of the contamination as possible, while providing the best means of protection for students and faculty, and while limiting exposure time. Close all doors and windows and cover any gaps between doorways with a wet towel or similar means of obstruction.
* Have students cover nose and mouth with any fabric material.
* Ensure that students do not chew gum, eat, drink or place objects in their mouth.
* Ensure the segregation of potentially contaminated persons or those showing symptoms, to avoid cross contamination.
* Render first aid to injured persons that may be in or near the area, as long as it is safe to do so.
* Conduct attendance audit of staff/students and visitors.
* Monitor public announcements through local emergency manager or broadcast media and await further instructions.

**Symptoms may not present themselves for 2-6 hours even with high doses dependent on exposure time, distance and rate. Symptoms may include:**

* **Fever, headache, chills, sweating, weakness, and fatigue.**
* **Joint and muscle pain.**
* **Respiratory distress, difficulty talking, or eating.**
* **Nausea.**

Incident Command System

Job Action Sheets

Appendix F

<Insert Applicable ICS Job Action Sheets>

Go-Kit and Emergency Supplies Checklists

Appendix I

| Go-Kit Checklist: | |
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Law Enforcement Command Posts

Appendix J

The church Incident Site Commander will coordinate emergency response activities with the law enforcement and fire department incident command posts.

Emergency Utility Shut-Off Procedures

Appendix K

| **Electricity** | |
| --- | --- |
| Shut-off location: | <Insert shut-off location (e.g., room number, hallway, etc.)> |
| Key location: | <Insert key location, if required, to access room/area> |
| Tools required: | <Insert tools required to shut-off utility> |
| Instructions: | <Insert detailed shut-off instructions> |
| <Insert a digital photo of the shut-off> | |

| **Natural Gas** | |
| --- | --- |
| Shut-off location: | <Insert shut-off location (e.g., room number, hallway, etc.)> |
| Key location: | <Insert key location, if required, to access room/area> |
| Tools required: | <Insert tools required to shut-off utility> |
| Instructions: | <Insert detailed shut-off instructions> |
| <Insert a digital photo of the shut-off> | |

| **Water** | |
| --- | --- |
| Shut-off location: | <Insert shut-off location (e.g., room number, hallway, etc.)> |
| Key location: | <Insert key location, if required, to access room/area> |
| Tools required: | <Insert tools required to shut-off utility> |
| Instructions: | <Insert detailed shut-off instructions> |
| <Insert a digital photo of the shut-off> | |

| **Heating, Ventilation, Air Conditioning (HVAC)** | |
| --- | --- |
| Shut-off location: | <Insert shut-off location (e.g., room number, hallway, etc.)> |
| Key location: | <Insert key location, if required, to access room/area> |
| Tools required: | <Insert tools required to shut-off utility> |
| Instructions: | <Insert detailed shut-off instructions> |
| <Insert a digital photo of the shut-off> | |

| **<Insert Other Utility, If Applicable>** | |
| --- | --- |
| Shut-off location: | <Insert shut-off location (e.g., room number, hallway, etc.)> |
| Key location: | <Insert key location, if required, to access room/area> |
| Tools required: | <Insert tools required to shut-off utility> |
| Instructions: | <Insert detailed shut-off instructions> |
| <Insert a digital photo of the shut-off> | |

1. Section 13(1)(y) of the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL) states: “Records or information of measures designed to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs to the extent that those designs relate to the ongoing security measures of a public body, capabilities and plans for responding to a violation of the Michigan anti-terrorism act, chapter LXXXIII-A of the Michigan penal code, 1931 PA 328, MCL 750.543 to 750.543z, emergency response plans, risk planning documents, threat assessments, and domestic preparedness strategies, unless disclosure would not impair a public body's ability to protect the security or safety of persons or property or unless the public interest in disclosure outweighs the public interest in nondisclosure in the particular instance.” [↑](#footnote-ref-1)