United Church of Christ
Indiana – Kentucky Conference

EMERGENCY PROCEDURES

Church Name: ____________________________________________________________

Address: ______________________________________________________________ PH#: _____ - _____ - _______

Compiled by the IKC Disaster Preparedness Ministry Team (DPRMT) August 2019
IN CASE OF FIRE

WHEN: There is a possible or confirmed fire in the building
NOTIFICATION: FIRE ALARM SYSTEM for Churches

WHEN: Inside Chemical Release or other condition when remaining in the building may be dangerous
NOTIFICATION: PA/OVERHEAD ANNOUNCEMENT
“Attention, Attention, Attention
There is an issue inside the building which requires that we evacuate immediately.
Everyone, please follow the Evacuation procedures in your Emergency Checklist”

- If fire activate Fire Alarm, if other call 9-1-1
- If needed, direct staff to check source of alarm and verify situation
- Direct staff to check areas for evacuation compliance
- Get First Response Information Kit
- Get Sign-in List
- If inclement weather request buses for shelter
- Collect attendance and accountability information
- Meet with Emergency Responders/Incident Commander
- Give “All Clear” or other instructions as appropriate after consulting with authorized official
- Reset Alarm System when appropriate
Smell Gas? Know the Signs of A Gas Leak

- **LOOK** for blowing dirt, discolored vegetation or continued bubbling in standing water.
- **LISTEN** for a hissing or roaring noise near a natural gas appliance or line.
- **SMELL** for the distinctive, rotten-egg odor associated with natural gas. Natural gas is colorless and odorless, so we add a chemical odorant called mercaptan for easy detection. This odorant has a distinctive “rotten egg” type odor. You should act any time you detect even a small amount of this odor in the air.

Act Fast!

- **LEAVE** the area immediately and move a safe distance away from the potential leak, while avoiding any action that may cause sparks. Do not try to identify the source or to stop the leak yourself.
- **AVOID** using any sources of ignition, such as cell phones, cigarettes, matches, flashlights, electronic devices, motorized vehicles, light switches or landlines, as natural gas can ignite from a spark or open flame, possibly causing a fire or explosion. Natural gas is non-toxic, lighter than air and displaces oxygen. In severe cases, if not used properly, natural gas can also lead to asphyxiation.
- **CALL** 911 once you are out of the area of the suspected leak and in a safe place. Stay away until emergency personnel indicate it is safe to return.

**Note:** Do not solely rely on sense of smell. Be aware that some individuals may not be able to detect the odorant because they have a diminished sense of smell, olfactory fatigue or because the odor is being masked by other odors in the area. Certain conditions may cause the odorant to diminish so that it is not detectable. Some gas lines, due to their unique function, may not have odor at all.
EVACUATION

WHEN:  When notified the air outside is or could be hazardous, i.e., due to a chemical release

NOTIFICATION:  P.A./OVERHEAD ANNOUNCEMENT

“Attention, Attention, Attention
Everyone will immediately begin SHELTER-IN-PLACE for a release.
We may be shutting off the power, therefore, some building systems may not be operative
Remain until an “All Clear” is given”

☐ Initiate Shelter-in-place alarm
☐ Notify 9-1-1 of shelter-in-place; give status of any affected persons if possible
☐ Notify Everyone in attendance of shelter-in-place actions
☐ Get First Responders Information Kit
☐ Contact and direct groups outside of building to return to shelter immediately
☐ Institute Lock-down procedure
☐ Direct staff to shut down HVAC systems
☐ Attempt to distribute student medications, as needed
☐ Direct church staff to make shelter spaces air-tight
☐ Collect attendance/accountability information
☐ Monitor information sources for changing conditions
☐ Give “All Clear” or other instructions as appropriate after consulting with authorized official
☐ Obtain reports on health status of parishioners, staff, others; act accordingly

SHELTER-IN-PLACE for HAZARDOUS MATERIALS RELEASE

Please refer to “Basic Disaster Supplies Kit for home or office” and have these supplies available when needed.
LOCKDOWN

LOCKDOWN- INTERNAL/EXTERNAL THREAT

WHEN: When a general danger or threat is believed to be inside the building or in the area

LOCKDOWN NOTIFICATION: PA/OVERHEAD ANNOUNCEMENT

"Attention, Attention, Attention

Everyone, may I have your attention please we have been directed to go to Lockdown. There is a perceived threat

(If INSIDE of our church): Remain in place until notified by police/law enforcement

(If OUTSIDE of our church): Remain in place until directed to resume regular schedule

OUTSIDE THREAT:

☐ Initiate Lockdown using notification system
☐ If appropriate, report threat to authorities (9-1-1)
  • Location/Type of threat
  • Description of suspect(s)
  • Injuries/Hostages
  • Weapons/Other information available
☐ Outside activities are routed to a safe location or move inside
☐ Secure exterior doors/windows (close/lock/cover)
☐ Move students to reduce visibility
☐ Verify attendance (check halls and restrooms for students)
☐ Monitor informational sources for changing conditions
☐ Remain in position until threat cleared; announce to staff

INSIDE THREAT:

☐ Initiate Full Lockdown using notification system
☐ Report to authorities (9-1-1) DO NOT HANG UP
  • Location/Type of threat
  • Description of suspect(s)
  • Injuries/Hostages
  • Weapons/Other information available
☐ Outside groups route to safe location away from building
☐ Secure exterior doors/windows (close/lock/cover)
☐ Turn off lights, including computer monitors
☐ Verify attendance and secure Go-Kit
☐ Remain in position until notified by law enforcement

LOCKDOWN
SEVERE WEATHER (WATCH/WARNING)

WATCH

WHEN: Conditions favor the development of a severe storm

WARNING

WHEN: There is an immediate threat in the area; take shelter

“The National Weather Service has issued a Severe Weather Warning; all students, staff and visitors must
Immediately move to shelter areas and remain until an ‘All Clear’ is announced”

Weather WATCH:

☐ Notify building of Watch conditions
☐ Monitor for changing conditions:
  • NOAA Weather Radio
  • TV/Radio
  • Internet Weather
  • Alert Sirens
☐ Outside activities should be prepared to seek shelter if needed
☐ Know potential shelter areas available
☐ Review actions for WARNING (be prepared)

Weather WARNING:

☐ Notify building of Warning conditions
☐ Outside activities seek shelter immediately
☐ Have ‘Go Kit’ accessible (including attendance information)
☐ Move to designated shelter areas
☐ Monitor for changing conditions:
  • NOAA Weather Radio
  • TV/Radio
  • Internet Weather
  • Alert Sirens
☐ Follow “All Clear” or other instructions as appropriate
☐ Perform injury and damage assessment, report findings
Earthquake Safety Tips

Body

Good earthquake preparedness begins before the tremors start. The tips below can help you minimize the impact of earthquake hazards on your family's health and home.

Develop An Emergency Plan Help prepare your family for a seismic event by creating a disaster preparedness plan, including a disaster survival kit and an emergency evacuation plan. Make sure to refresh the water and food supplies in your kit regularly.

Stay Informed

Historically, earthquakes are most frequent in the western and Pacific states, but the aftershock in the central states. Visit the Federal Emergency Management Agency (FEMA) to see if your state carries a low, high, or very high risk of an earthquake.

To identify more specific risks, the United States Geological Survey (USGS) posts a map showing the location and intensity of recent seismic events. If an earthquake occurs in your area, use a battery-powered radio to receive the latest official information.

Stay Safe

The suggested response to an earthquake varies based on where you are located. If you are indoors, drop to the floor and take cover under the nearest interior doorway or sturdy piece of furniture, such as a heavy desk or table. Many earthquake injuries occur when people move to a new location within a structure or try to move outdoors, both of which increase the risk of injury from falls and flying debris. Unless you are in immediate danger, stay indoors until the shaking stops.

If you are already outdoors, stay there and move away from trees and tall structures, including buildings, streetlights, and utility poles and wires.

If an earthquake occurs while you are driving, pull over as soon as it is safe to do so in an area away from bridges, overpasses, and other structures. Stay in your car and turn your radio on for information, unless you are in immediate danger. Once the earthquake has stopped, proceed with caution and avoid roadways that might have been damaged by the quake.

Protect Your Home

There are several steps you can take to help secure your home and property before an earthquake.

Structure: To minimize earthquake damage to your home, be sure your house is bolted to the foundation. Inspect the foundation, roof, and chimneys for cracks and other structural problems. For more information about earthquake-resistant construction, check with your local building department, contractor, or architect.

Appliances: To minimize the risk of fire and flood, strap your water heater securely to the wall, and use flexible connectors for all gas and water suppliers. If you notice faulty wiring, contact an electrician to make necessary repairs.

Furnishings: During an earthquake, falling and flying objects present a clear danger to a building's occupants. Attach tall furniture, bookcases, and refrigerators to walls. Also, make sure mirrors, picture frames, hanging plants, and lamps are mounted securely. Keep beds away from glass or any hanging object that might fall, and install sturdy latches on cabinet doors.

References

### BOMB THREAT or SUSPICIOUS PACKAGE

**WHEN:** Bomb Threat is received or suspicious package is found

<table>
<thead>
<tr>
<th>BOMB THREAT:</th>
<th>SUSPICIOUS MAIL or PACKAGE:</th>
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<tbody>
<tr>
<td>Use Bomb Threat data collection form (next page)</td>
<td>Do not shake, open or empty package; place on table or floor</td>
</tr>
<tr>
<td>Call authorities; Emergency 9-1-1</td>
<td>Isolate: place in plastic bag and seal; if too large, cover</td>
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<tr>
<td>Provide all available information from data collection form</td>
<td>Wash hands with antibacterial product</td>
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<tr>
<td>Follow Evacuation Procedure if directed</td>
<td>Do not leave area</td>
</tr>
<tr>
<td>Be aware of area and surroundings; e.g., items out of place</td>
<td>Call authorities: Emergency 9-1-1</td>
</tr>
<tr>
<td>Do not approach, touch, move, or shake items</td>
<td>Follow directions of the authorities</td>
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<tr>
<td>Do not use electronic equipment (pagers, cell phones, etc)</td>
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<td>If inclement weather request buses for shelter</td>
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<td>Collect attendance/accountability information</td>
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**BOMB THREAT or SUSPICIOUS PACKAGE**
BOMB THREAT DATA COLLECTION FORM

Most Bomb threats are made by callers who want to create an atmosphere of anxiety and panic; however, all such calls must be taken seriously. If you receive a threat of any kind, immediately notify authorities/Emergency 9-1-1. If possible, have someone do this while you continue talking to the caller.

☐ Record Call if recording equipment is available
☐ Call ID Number _______________________________________

☐ DO NOT HANG UP AT THE CONCLUSION OF THE CALL

Questions to Ask:
When will the bomb explode? ____________________________ Date: ___________________
Where is the bomb right now? ____________________________ Time: ____________________
What does it look like? __________________________________________________________________
What kind of bomb is it? ________________________________
Did you place the bomb? ________________________________
Why? _______________________________________________
What is caller’s name? ________________________________

Other Notes:
Number that received the call: _____________________________
Who took the call? _____________________________________
Gender/Sex of the caller: ________________________________
Age of caller: _________________________________________
Accent/Ethnicity: ______________________________________

Background Sounds
☐ Street noises
☐ House noises
☐ Other voices
☐ Animal noises
☐ Music
☐ Office sounds
☐ Factory sounds
☐ PA System
☐ Phone line very clear
☐ Phone line distant
☐ Static
☐ Other ____________

Language
☐ Well spoken
☐ Foul language
☐ Irrational/incoherent
☐ Taped message
☐ Other _________

Voice
☐ Calm
☐ Angry
☐ Excited
☐ Slow
☐ Fast
☐ Soft
☐ Loud
☐ Laughing
☐ Crying
☐ Normal
☐ Distinct
☐ Slurred
☐ Nasal
☐ Stutter
☐ Lisp
☐ Familiar
☐ Raspy/ragged
☐ Clearing throat
☐ Deep breathing
☐ Disguised

Notes:
<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE</th>
<th>CELLULAR</th>
<th>HOME</th>
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<tbody>
<tr>
<td>Local Emergency</td>
<td>9-1-1</td>
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<tr>
<td>Poison Control</td>
<td>800.222.1222</td>
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<tr>
<td>Police</td>
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<td>Fire</td>
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<td>Sheriff</td>
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<td>State Police</td>
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<td>Hospital</td>
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<tr>
<td>Emergency Manager</td>
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<tr>
<td>FEMA</td>
<td>517.333.5042</td>
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A mass gathering occurs when a large number of people come together in a particular location for a specific purpose. These locations, especially those associated with large crowds, could be an attractive target for terrorism and other crimes. If everyone plays their part, we can keep our neighborhoods, communities, and the nation safe against the threats we face.

**Be Prepared**
- Take notice of your surroundings and identify potential emergency exit routes.
- Be aware of unusual behaviors, unattended objects, unexplained odors, or vehicles traveling at abnormal speeds or patterns.
- Establish locations to meet if separated from your group.
- Report any suspicious items or activities to law enforcement and/or onsite security personnel.

**Don’t Hesitate – Take Action**
- If an attack occurs, run to the nearest exit, making use of available concealment while moving away from the source of hazard.
- If no secure areas are available, protect yourself from harm by seeking cover behind any available natural or artificial objects that eliminate direct line of sight from the source of hazard.
- Cover your nose and mouth if you notice unusual odors or eye irritation.
- If you are unable to safely evacuate, hide in a secure area where access can be blocked or entryways can be locked.
- If necessary, be prepared to defend yourself by attempting to incapacitate the assailant with any means available.

**Assist and React**
- Call 9-1-1 and remain alert for potential secondary attacks.
- Render first aid when safe to do so.
- Maintain situational awareness while providing assistance to others.
- When help arrives, follow instructions given by law enforcement and first responders.

**Additional Resources**
- Active Shooter Prevention Program: [https://www.dhs.gov/active-shooter-prevention](https://www.dhs.gov/active-shooter-prevention)
- You Can Help Prevent Terrorism: [https://www.mylaw Enforcement.com](https://www.mylaw Enforcement.com)
- Nationwide Suspicious Activity Reporting Initiative: [https://www.ncjrs.gov](https://www.ncjrs.gov)

For more information: [https://www.fema.gov](https://www.fema.gov)
Basic Disaster Supplies Kit for home or office

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.

A basic emergency supply kit could include the following recommended items:

- **Water** - one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food** - at least a three-day supply of non-perishable food
- **Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert**
- **Flashlight**
- **First aid kit**
- **Extra batteries**
- **Whistle to signal for help**
- **Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- **Moist towelettes, garbage bags and plastic ties for personal sanitation**
- **Wrench or pliers to turn off utilities**
- **Manual can opener for food**
- **Local maps**
- **Cell phone with chargers and a backup battery**
Floor plans with areas noted; can do by sections or levels:
EVACUATION ROUTES

Please fill in information specific to your location: