

Church Facility Emergency Management Flip-Chart

Facility name: _____

The contact numbers in this booklet were
filled in by:

Street Address: _____

Date: _____

Church Facility Emergency Management Flip-Chart

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Introduction

As people with responsibilities for facilities and the people who enter them, it is important that we know how to deal with emergencies that may arise. This flip-chart is intended to provide a user-friendly format to help individuals cope with intense and demanding situations. Copies should be kept in various and obviously accessible locations where all individuals have access. All blanks should be filled in with the appropriate phone numbers and updated regularly. In preparation for the time when this book may be needed, it is also important to:

1. Maintain fire alarms and extinguishers by having them checked annually.
2. Obtain or re-stock your first-aid kit(s) and have readily available. Make sure that the contents are complete and usable, including non-latex medical gloves. Check with the kit manufacturer for supplies.
3. Locate and mark valves and breakers. Review how to shut down utilities.

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Emergency Phone Numbers

911 is not used in all communities. Write it in below for police, fire, and ambulance if it is used in your community. If not, write in your local emergency number(s).

City Police _____

Animal Control _____

County Sheriff _____

Ambulance _____

Child Protection _____

State Red Cross _____

Fire Department _____

County Red Cross _____

Poison Control _____

Salvation Army _____

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Introduction

Emergency Phone Numbers

Two pieces cut at **4.5** and **9.0** inches from top.

Water Contamination

1. Immediately post information at all sinks, taps, and drinking fountains regarding water usage limitations and boil orders.
2. Disable drinking fountains and coolers, ice makers, coffee makers and any other devices directly connected to the water supply by shutting off the water valve.
3. Notify all users of the facility, especially if there is a nursery school, day care, or parochial school in your facility.
4. Postpone or relocate events scheduled at the facility, especially if a meal is planned,
5. Be aware of persons in the vicinity who may not have gotten the notification such as hearing or sight impaired persons, persons who have been out of town, or persons who do not speak English. Try to get the word to them.
6. When water is safe to drink again, flush all appliances and devices in #2 above, and notify all users that the water is safe.

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Suspected Biological Hazard/Exposure

1. Person(s) exposed should place source of exposure in isolated or out of the way location without using hallways or major traffic areas. Under no circumstances should others touch or examine the item.
2. All persons having contact with the source of exposure should wash hands thoroughly, then wait in an isolated area until the arrival of police or fire department.
3. Evacuate and secure the immediate area of contamination and if unable to secure it, station people at entrances to keep people out. Discourage anyone from leaving the premises until told to do so by emergency responders.
4. Call **911** or your local emergency number _____.
5. Designate someone to meet emergency responders outside the building and guide them to the source of exposure.
6. Follow instructions of emergency responders.
7. Designate a media spokesperson.
8. Inform the congregation's insurance company at _____.
9. Contact the Conference Office at **1-317-924-1395**.

Water Contamination

Biological Hazard/Exposure

Suspected Biological Hazard/Exposure

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Water Contamination

Biological Hazard/Exposure

Medical Emergency

1. Inspect the area around the victim to be sure that no hazards (such as electrical wires, etc.) exist that makes the area unsafe.
2. Solicit the aid of someone with a medical background such as a doctor, nurse, or first responder to render emergency first aid.
3. Call **911** or your local emergency number _____.
4. Do not move the subject(s). If possible move others out of that area of the building.
5. Designate someone to meet the ambulance(s) outside and lead the EMS crew to the location of the subject(s).
6. If the subject is unconscious, be prepared to supply his/her name, age, address and any medical conditions of which you are aware. If it can be determined, supply information regarding medications being taken. (Clergy are often privy to such information and may divulge it under these circumstances, provided it is done in a private setting.)
7. Arrange transportation of family members to the hospital. They are often too upset to drive.
8. If the subject(s) was/were injured on church property, contact the congregation's insurance company at _____.
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Firearm Attack

1. Call **911** or your local emergency number _____.
2. Evacuate and isolate the immediate area of the shooting.
3. Notify all other occupants to stay out of hallways and open areas until further notice. Do not evacuate the building! Groups of people in open areas make better targets.
4. Get as much information as possible from eyewitnesses as to type of weapon(s), number and identity of shooter(s), location and direction of movement. (If a tape recorder is available, try to make use of it to insure accuracy.) Convey this information to the police.
5. Stay inside until law enforcement instructs occupants as to evacuation procedures.
6. When leaving the building, keep hands visible to police at all times and do not carry bulky items in pockets or under coats.
7. If there are shooting victims:
 - Contact the parents/families of victims. Express concern and sorrow. Give information as to where the victim has been taken, if you have it.
 - At an appropriate time, as soon as possible (that same day), send a letter to all members explaining what transpired and what steps are being taken to address the situation.
 - Designate a media spokesperson
 - Contact the congregation's insurance company at _____.
 - Contact the Conference office at **1-317-924-1395**.

Medical Emergency

Firearm Attack

Flood

1. Contact county or local Emergency Management Office at _____ for flood crest estimates and plan facilities management accordingly.
2. Coordinate any sandbagging activities with Emergency Management Office in #1. Be aware that other buildings in the community may take priority over yours (e.g. hospital or water treatment facility).
3. If your building is likely to be overtaken by high water:
 - Remove records, sensitive electronic equipment, and historically valuable artifacts to a safe location, as time allows. Keep in mind that the people you normally would count on to volunteer may have their hands full with their own properties. Contacting a nearby church above the flood plane may be a better plan.
 - Shut off electrical power and gas. If you have a boiler, make sure it is properly shut down.
 - Arrange for a worship space in a facility above the flood plane.
 - Contact your congregation's insurance company at _____ if you have flood insurance.
 - Contact the Conference Office at **1-317-924-1395**.

Gas Leak

1. Determine the source of the leak
2. If the leak is inside the building:
 - DO NOT UNDER ANY CIRCUMSTANCES THROW ANY ELECTRICAL SWITCH ON OR OFF OR USE FLAME OF ANY KIND
 - If possible, extinguish all candles, gas burners, and other open flames.
 - Evacuate the building, informing occupants to meet at the _____.
 - Shut off the gas at the meter or at the LP tank
 - Open as many windows as possible. Keep in mind that natural gas rises and will be trapped under ceilings and the roof. Open the windows on upper levels. Liquid propane (LP) gas sinks and will collect in the basement and stairwells. Open windows and doors in these areas.
 - If groups/classes are meeting, have leaders/teachers account for all present.
3. If there is a leak outside the building:
 - Close the windows and shut down any ventilation systems that draw air from outside. Remember that exhaust fans cause air to be drawn into the building.
 - Shut off gas at the meter or LP tank if it will stop the leak. Keep in mind that a leak may follow gas lines into your building.
 - Remain indoors.
4. Call **911** or your local emergency number _____ (from another location, if possible).
5. Follow the instructions of emergency services personnel.
6. If there is ignition, explosion, and fire, follow steps 1-10 under "Fire".

Flood

Gas Leak

One piece cut at **6.75** inches from top.

Bomb Threat

1. If the threat is called in, the person taking the call should obtain as much information as possible as to the type of device, its location, and the time it is set to detonate. Keep the line open even after the call ends unless there is no other line to call out on.
2. Report the threat immediately to law enforcement via **911** or local emergency number _____ and remain available to answer questions.
3. Cease the use of radio transmitters such as wireless microphones, portable phones, remote keyless entry devices, or walkie-talkies.
4. **DO NOT USE AND ASK EVERYONE TO TURN OFF ALL CELL PHONES.**
5. If the location of the device is known, evacuate the building from that point toward the entrances. Usual evacuation routes may have to be altered to avoid bringing occupants nearer to the device.
6. Staff should quickly survey their areas before leaving to identify unusual objects and report any suspicious items.
7. **DO NOT ATTEMPT TO MOVE OR DISABLE THE DEVICE!**
8. Have leaders/teachers account for all present if groups/classes are in session at the time of the threat.
9. Make sure evacuees move beyond the parking lot in the event that the device is in a parked vehicle.
10. Keep in mind that there may be secondary or tertiary devices. Do not re-enter the building until law enforcement gives the all clear.
11. Request that police file a case report for a telephone line trace if caller ID is not successful.
12. If a device detonates, follow steps 8-10 under "Fire".

Tornado/Windstorm

1. Move everyone to interior rooms on the basement or first floor level. Avoid rooms with large roof spans or large windows. Also avoid rooms underneath heavy loads such as a bell tower or the area underneath a pipe loft.
2. If a suitable room is not available or cannot be reached, instruct people to move to an inside wall or corner, turn away from windows, kneel alongside the wall, bend head close to knees, cover sides of head with elbows and clasp hands firmly behind neck. Jackets, coats, or books can be held over the head for added protection.
3. If the storm strikes during a worship service and there is no time to relocate, have people get down between the pews or chairs and protect themselves as in #2 above.
4. Designate someone, preferably with a medical background, to assess and monitor members for signs of injury, shock, or heart attack. Call **911** or your local emergency number _____ if there are injuries.
5. If there is structural damage:
 - Evacuate the building, being careful to avoid areas where there are electrical lines, and informing occupants where to meet at the _____.
 - If you can do so safely, shut off the gas and electrical power.
 - Contact the congregation's insurance company at _____ for immediate salvage operations.
 - Arrange with another congregation for the use of their building for a gathering place where members can grieve with, worship with, and support one another.
 - Contact the Conference Office at **1-317-924-1395**.
 - Arrange for additional pastoral care for those injured and/or grieving.
 - Designate a media spokesperson.

Bomb Threat

Tornado/Windstorm

Tips for Responding to the Media

1. Establish a pre-determined media information center (e.g. church office).
2. Designate a media spokesperson to work with a designated law enforcement spokesperson. (They will work together, but the church spokesperson should consult with the law enforcement spokesperson before releasing any information to the media.)
3. Update the media on a regular basis, usually on the half-hour so that they can meet news deadlines. (i.e. 11:30 a.m., 12:30 p.m., 4:30 p.m., and 5:30 p.m.)
4. Have the law enforcement and church spokespersons develop a scripted statement (updated and revised as appropriate) for the church staff to follow in answering phone calls.
5. Have spokesperson establish and observe ground rules for interviews and press conferences:
 - Topic to be discussed
 - Length
 - When
 - Where
6. Be succinct.
7. Use clear language.
8. Don't be evasive.
9. Never say, "No comment," or "Off the record."
10. Don't argue or get defensive with the media.
11. Stick with the facts! Do not release unfounded reports or information.
12. Respect the privacy rights of individuals. Do not release the names of members or staff to the media.
13. Avoid sensationalism, distortions, exaggerations, speculations, or hysterics.
14. Give the impression that a sense of order will prevail.
15. Always remember to put the well being and safety of your members and staff first. (This must be the first part of and interspersed in your comments to the media.)

Fire

1. Activate the building's alarm system, if there is one.
2. Initiate evacuation procedures, informing occupants to meet outside at the _____. Be aware of persons with limited mobility, sight, hearing, etc. Do not use elevators, and remember that lift devices may not be working.
3. Call **911** or fire emergency number _____ from another building, if possible. Be prepared to give your name and the address of the building and a brief description of the nature and extent of the fire (i.e. electrical, grease, structural involving kitchen, first floor, attic, etc.)
4. If it is a small fire, and if you can do so safely, attack the fire with extinguishers.
5. If you can do so safely, shut off gas and electrical power to the affected parts of the facility. The fire department will cut the power and gas at the meters when they arrive.
6. Leave the building and DO NOT re-enter! Keep others from re-entering as well.
7. Have leaders/teachers account for all present if groups/classes were in session at the time of the alarm.
8. Clear the way for emergency vehicles and designate someone to meet them and describe how to get to the fire and parts of the building where rescue may be needed. The fire department may need direction to gas and electric meters.
9. Designate someone, preferably with a medical background, to monitor evacuees for signs of injury, shock, or heart attack.
10. If the damage is extensive:
 - Designate a media spokesperson.
 - Contact the congregation's insurance company at _____ for immediate loss reduction operations.
 - Arrange with another congregation for the use of their building for a gathering place where members can grieve with, worship with, and support one another.
 - Contact the Conference Office at **1-317-924-1395**.
 - Arrange for additional pastoral care for those injured and/or grieving.

Tips for Responding to the Media

Fire

One piece cut at **8.25** inches from top.

Structural Collapse

Follow steps 7-13 under "Earthquake".

Earthquake

1. If inside, stay inside. If outside, stay outside.
2. If outside when the quake hits, move to an open space, away from buildings and power lines. Lie down or crouch near the ground and keep alert for any dangers that may require you to move.
3. If inside, instruct people to move away from windows, shelves, and cabinets and to take cover in doorways, stairwells, or under tables, desks, counters, or pews. Avoid rooms underneath heavy loads such as a bell tower or the area underneath a pipe loft.
4. If possible, extinguish all candles, gas burners, and other open flames.
5. If suitable cover is not available or cannot be reached, instruct people to move to an inside wall or corner.
6. Instruct people to turn away from windows, kneel alongside the wall, bend head close to knees, cover sides of head with elbows and clasp hands firmly behind neck. Jackets, coats, or books can be held over the head for added protection.
7. If there is structural damage to the building, check for a safe route before evacuating. Be especially watchful of downed power lines and/or possible gas leaks. If you can do so safely, shut off the gas and electrical power.
8. If possible, leave the building and do not re-enter! Keep others from re-entering as well. Inform occupants to meet at the _____.
9. Call **911** or your local emergency number _____ from a safe location.
10. Have leaders/teachers account for all present if groups/classes were in session at the time of the quake.
11. Clear the way for emergency vehicles and designate someone to meet them and describe how to get to parts of the building where rescue may be needed. The fire department may need direction to gas and electric meters.
12. Designate someone, preferably with a medical background, to monitor evacuees for signs of injury, shock, or heart attack.
13. If the damage is extensive:
 - Designate a media spokesperson.
 - Contact the congregation's insurance company at _____ for immediate salvage operations. (If you have earthquake insurance.)
 - Arrange with another congregation for the use of their building for a gathering place. where members can grieve with, worship with, and support one another.
 - Contact the Conference Office at **1-317-924-1395**.
 - Arrange for additional pastoral care for those injured and/or grieving.

Structural Collapse

Earthquake

One pieces cut at **9.0** inches from top.

Compiled by
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Indiana-Kentucky Conference
United Church of Christ
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