

Mission Point Church

Emergency Action Plan

2018

Medical Emergency Procedures

*Minor injuries can be treated using the First Aid Kit available. It is located in the bottom left drawer of the sink cabinet in the Welcome Center.

In Case of Medical Emergency:

*Call 911 if necessary and be prepared to give the following information

*Name and Location

*Type of injury or condition

*Number of people involved

*Perform CPR if needed.

*Do not move injured person.

*Do not give any medication.

*Provide medical assistance and support until trained professional help arrives.

*If necessary, assign someone to meet EMS at the door to lead personnel to the location of the injury/illness.

*When EMS arrives, allow them control of the scene.

*Fill out Injury/Incident Report.

Building Evacuation Plan

In the event an evacuation is initiated, YOU MUST EVACUATE for your own safety.

The large grass area directly behind the church building has been established to be the Designated Assembly Area. Proceed directly to this area.

Important things to remember:

- *Remain calm, do not panic.
- *Proceed quickly and in an orderly manner.
- *Follow instructions of Staff and/or Safety Team.
- *Do not take time to retrieve possessions. Take only what is with you.
- *PARENTS: All children in the Children's Ministry area will be escorted out by the Ministry Staff to the designated assembly area. Pick up your children here.
- *Do not go to your cars. Emergency vehicles will need the entrance and isles in the lot to be clear.
- *Do not reenter the building until the all clear is given.
- *Do not talk to media personnel. The pastoral staff will communicate with any media sources.

Note: Assistance will be given to any disabled persons by the Safety Team and/or assigned Staff.

Children's Ministry Evacuation Procedures

***Building evacuation: Ministry Staff will lead their individual group directly to the large grass area behind the church building.**

***Primary exit will be through the Kids Connection classroom and out the double doors on the back of the building. Secondary route will be up the hall into the lobby and out the main entrance.**

***Registration Volunteers will secure and maintain the attendance roster and a pen in their possession, then report directly to the nursery and assist with the evacuation of the children there.**

***Leave your classroom doors open as you exit. The Safety Team will sweep the rooms to ensure all are empty, and close them as they exit.**

***Once assembled outside, the Registration Volunteers will take attendance before releasing the children to parents following the Check in/out procedures.**

***Maintain calmness and order as much as possible. The calm reaction of the workers will be comforting to the children.**

***Remember there will be Emergency Vehicles entering the parking lot. Assemble and stay a good distance off the pavement for safety.**

***Evacuation routes will be posted in each classroom and updated as necessary. Be familiar with the location of them in each classroom.**

SEVERE WEATHER

Tornado Warning

- *The Safety Team will monitor the weather conditions. They will communicate the need to take cover if required.
- *Everyone will move quickly to the designated shelter areas.
- *Teachers must know the location of the designated shelter area closest to their classroom.
- *Assist the disabled.
- *Stay away from windows. Get down as low as possible and protect your head and face.
- *If moving to a shelter area is not possible, get under a desk or table.
- *Shelter in place until the All Clear Signal is given by the Safety Team.
- *The designated shelter areas are located in hallways and interior rooms of the building away from windows.

In case of other weather related emergencies (thunderstorm, snowstorm, etc.)

- *The Safety Team will handle these emergencies on a case by case basis.

Fire Emergency:

*In the event a small fire is discovered, notify a church staff member or Safety Team member. Staff and Safety both have members that are trained in the use of a fire extinguisher. If the fire is determined to be too large to contain, then a building evacuation will be started and 911 will be called.

*Follow the Building Evacuation Plan.

*Remain calm. Do Not Panic.

*Everyone will exit the building at the nearest door and proceed to the designated assembly area. The designated assembly area is the large grass area directly behind the church building.

*Assist the disabled.

*Close doors as time allows isolating the fire.

*Registration volunteer must take attendance sheet with him/her.

*Parents: Our Children's Ministry workers have a specific plan to evacuate the building. Do not go to pick up your children at the registration table. They will be taken to the Designated Assembly Area where you can get them.

*Do not go to your vehicle.

*Wait until All Clear Signal is given by Fire Dept. before re-entering.

*Fire Extinguishers are located in various locations throughout the building and are designated on the Evacuation Map

Other Evacuation Situations (gas leak, bomb threat, etc.)

*The Safety Team will handle these situations on a case by case basis.

ACTIVE SHOOTER EMERGENCY

An active shooter typically operates with the objective to kill or attempt to kill as many as possible within a confined space or heavily populated area. They can use one or multiple firearms and can have no pattern or method to the selection of their victims.

Active shooting incidents evolve rapidly and with unpredictability. Rapid deployment of law enforcement is required to stop the assailant and lessen the number of victims.

Because situations are usually over in minutes, before help can arrive, staff and members need to be prepared, both mentally and physically to deal with a shooting event. Time is a critical factor in the management of this type of situation.

Response Plan if active shooter is inside the building: Run/Hide/Fight

Run (Evacuate)

If there is an accessible escape route, attempt to evacuate the building.
Remember to:

- *Have an escape route in mind.
- *Evacuate regardless of whether others agree to follow.
- *Leave belongings behind.
- *Help others to escape if possible.
- *Stop others from entering an area where the shooter may be.

*If you were to find yourself in the presence of law enforcement after evacuation, follow all of their commands and keep your hands visible.

*Call 911 when you are at a safe location.

Hide

If evacuation is impossible, find a place to hide where a shooter is less likely to find you.

Your hiding place should:

*Be out of shooter's view.

*Provide protection if shots are fired in your direction.

*If in a room, lock yourself in, close blinds or curtains, turn off lights and stay away from windows. Silence cell phones and audio equipment. Block the door with heavy furniture or any obstruction.

*Remain quiet and as calm as possible. If possible call 911.

*Remain there until found by a uniformed police officer.

Fight

As a last resort and when your life is in imminent danger, attempt to incapacitate the shooter.

*Be as aggressive as possible. You are fighting for your life. Be fully committed to your actions.

*Look for improvised weapons or items to throw.

*Multiple people acting together can be very beneficial.

Response Plan if active shooter is outside the building:

If the threat is outside the building, you should do the following:

*Secure/lock all doors and windows.

*Move to interior rooms and/or hallways.

*Call 911

*Shelter in place until all clear is given.

Bomb Threat

Most bomb threats prove to be a hoax, however for the safety of the occupants of the building, all such threats will be taken seriously and evacuation procedures initiated.

Threats are typically phoned in by an anonymous caller. The person receiving the call should obtain and record as much information as possible. If possible, notify a member of the safety team while you are on the phone or immediately after to start a response. Then 911 should be called immediately.

In the event that a threat is made in person, alert the safety team and call 911. Be prepared to give as much of a description as possible, as well as the direction and method of travel if the person has left the premises.

If threat is received:

*Remain calm.

*Evacuate building.

*Cut off any electronic devices, i.e. cell phones, pagers, car remotes, etc.

*If any unfamiliar or suspicious items or packages are found, DO NOT TOUCH and notify a member of the Safety Team or Police.