

Christ Presbyterian Parish Emergency Action Plan

Arvon Presbyterian Church

Fork Union Presbyterian Church

Trinity Presbyterian Church

Table of Contents

1. Introduction
2. Purpose
3. Scope
4. Discussion
5. Evacuations
6. Emergency Phone Numbers
 - Medical Emergency
 - Fire
 - Tornado or other Weather Emergency
 - Crime in Progress or Hostile Intruder
 - Bomb Treat or Bomb Emergency
7. Power Outage or Gas Leak

Emergency Plan

1. Introduction – an *emergency* is defined as a situation that poses an immediate risk to health, life and/or property, but is within the abilities of on-site persons, first responders and agencies to take corrective action. Most emergencies require urgent intervention to prevent a worsening of the situation.
2. Purpose – the purpose of this emergency plan is to provide for the safety and well-being of leaders, volunteers, members, invited guests and anyone else present on the grounds of Christ Presbyterian Parish facilities.
3. Scope – this plan will provide information, guidance and directions to key individuals on steps to be taken to address the most likely types of emergencies. Not every type of potential emergency or circumstance can be predicted. It is critical that individuals in a leadership or decision-making position take positive and immediate action to mitigate the risk or danger to individuals and property. This plan applies to all usage of the property to include daily work routines, committee meetings, special events, Sunday worship, community programs, weddings, funerals, etc.
4. Discussion – In caring for our church family we must face the reality that emergencies happen and prepare for their eventuality. Churches have always been subjected to emergencies such as heart attacks, fires, etc. plus the forces of nature such as severe storms and tornados. At one time, churches were considered a place of refuge. However, the times in which we live today seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred. We often hear stories of robbery, theft, vandalism and hostile situations occurring in places of worship. We need to pray for the best and plan for the worst and accept whatever God provides. Whenever an emergency presents itself, the first concern is the safety and well-being of the all those present on the property. People first...material goods later!

In all cases:

- Keep your eyes, ears and all other senses alert and be aware of what is happening around you. What is that unusual smell? Why does this not feel right? What is causing that weird sound? What is happening to that person?
- Remain calm – evaluate the situation – take action.

- Use your best judgment, especially when something doesn't fit into the "normal" expectations.
 - Always call 9-1-1 whenever you feel that you or other people are in danger, or the situation or solution to the problem exceeds your capabilities.
5. Evacuations – if you are told to evacuate the building:

Proceed calmly and in an orderly fashion to the parking lot a safe distance from the church building.

These are the primary "rally points" but their locations may have to change if the nature of the emergency requires. Once there, check to insure all others in the church are there as well. Do not go back into the church until someone in authority has given the "all clear."

Under "Types of Emergencies" you will find a quick reference to actions you should take in specific situations. The pastor and other key leaders such as Committee Chairs, Session members, and ushers should be guided by these steps in an emergency. Some activities such as the nursery, physically impaired, worship in progress and other large assemblies of people will have a more detailed list of responsibilities and emergency actions. Keep this plan handy in offices and other strategic locations. Everyone, staff and volunteers responsible for other people, should be familiar with its contents.

6. Phone Numbers

IN EMERGENCIES, DIAL 9-1-1

Non-emergency numbers:

Fork Union

Fluvanna County Sheriff's Office: (434) 589-8211

Arvon & Trinity

Buckingham County Sheriff's Office: (434) 969-1772

7. Types of Emergencies

Always Remain Calm – Evaluate Situation – Take Action

Medical Emergency

If the problem is beyond your capabilities, call 9-1-1. Be prepared to give the following information:

- Name and phone number
- Church Locations:
 - Arvon
239 Morgan's Hill Road, Arvon VA 23004
 - Fork Union
4464 James Madison Highway, Fork Union, VA 23055
 - Trinity
3870 CG Woodson Road, New Canton, VA 23123
- Number of people involved
- Nature of injury or illness
- If possible, stay on the call until help arrives
- If the injuries are minor treat from supplies in first aid kits.
- While waiting for professional help do not move the ill or injured person unless safety considerations necessitates movement or transportation to a safer location. Send a person outside to flag down emergency personnel and show them where to go.
- When professional help arrives:

- Allow first responders to take control of the situation
- Stand by to assist as needed

If the spouse, parent, responsible adult or next-of-kin was not present during the emergency, the pastor or Clerk of Session must notify them of the occurrence. Do not attempt to make a medical diagnosis of the problem. Tell them what happened and what hospital the person was taken to. If the emergency was caused by an accident or injury, get appropriate information as they need to complete an injury report. If necessary, take photos of the scene to document any circumstances which lead to the accident.

Fire

- Call 9-1-1 and evacuate the building. Move people in an orderly manner according to established exit routes. Move to one of the rally points.
- If circumstances allow (without putting anyone in harm's way), clear rooms, close doors and windows. Accompany people to designated rally points.
- Leaders should account for people including staff, volunteers, and guests.
- An "All Clear" signal will be given indicating it is safe to return to the building.

Tornado or other Weather Emergency

- When a warning is issued by sirens or other means, seek inside shelter.
- During a church event, the Pastor, ushers and other church leaders should assist in directing people to a safe haven. Give immediate assistance to people with physical limitations and children.
- Move people to small interior rooms with no windows or hallways away from doors and windows.
- Stay away from outside walls and windows.
- Crawl under tables, pews or other furniture providing overhead protection.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be all clear.
- During a Sunday service with limited reaction time, the safest place is under the pews. Even though there are outside walls and glass in the sanctuary, the large steel and wood beams will provide maximum protection. The key to reducing injuries is to take cover as soon as possible.
- People in the Arvon or Fork Union Fellowship Halls should crawl under tables or move to adjacent classrooms depending on available time.

Crime in Progress or Hostile intruder

- Do not attempt to apprehend or interfere with the criminal except for self-protection. If possible, your first reaction should be to escape and avoid confrontation.
- If possible, call 9-1-1.
- If the assailant is in possession of a weapon, direct everyone to drop, cover and remain motionless.
- In the event gunfire is heard, everyone should be directed to lay flat on the floor or ground.
- If the assailant does not have a weapon, move people away from the scene of the crime in an orderly fashion. If the situation permits, make notes of as many details as possible.
- If it is an intruder, talk to the person in a low, non-threatening manner. Keep your distance. Do not attempt to deceive or threaten the intruder. Maintain order among people. Be constantly alert and prepared for violence.

- If the intruder creates a hostage situation, the primary concern must be the safety of people and staff. Individuals who take hostages are frequently emotionally disturbed and it is important to not antagonize them. Communication must be handled in a calm, quiet, non-threatening, non-joking manner, always remembering that it may take very little to cause such people to become violent.

Bomb Threat

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located. If possible, use the checklist in this plan (Appendix D) to share with law enforcement authorities.

- Try to gain as much information from the caller as possible including: detonation time, location of bomb, type of bomb, voice characteristics, background noises and reason for bomb threat (use attached bomb threat checklist to get as much information as possible).
- Cease any cell phone communications on site except to call 9-1-1.
- If a suspicious package is found, DO NOT TOUCH IT!
- Account for people in the area and evacuate.
- Move a safe distance away from the church.
- Once out of the church, remain there until an all clear signal is given.

Bomb Emergency

A bomb emergency exists when a bomb has been located or a bomb has exploded.

- DO NOT TOUCH, MOVE OR IN ANY WAY HANDLE A SUSPECTED EXPLOSIVE DEVICE.
- Cease any cell phone communications on site except to call 9-1-1. The dispatcher will ask for information about the device. Police, fire and emergency medical services will be dispatched.
- Evacuate in an orderly manner and direct people to a safe distance from the church.
- Account for all people.
- Stay away from potential explosion area and vehicles.
- Once out of the building, remain there until an all clear signal is given.

Power Outage

- Call Dominion Virginia Power Customer Service (1-866-366-4357)
- If a long duration with no power exists, large groups of people for Sunday service or special event should be asked to leave the premises.
- If an extended power loss is experienced during winter months, water lines should be drained and propylene-glycol should be added to toilet bowls, toilet tanks, sink traps and floor drains.
- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Water pipes should be checked for leaks from freeze damage after the heat has been restored to the church and water turned back on.

Gas Leak – Arvon Presbyterian Church

Special Precaution: Never Strike a Match Until You Have Smelled Down Low (At Floor Level) For Propane Gas.

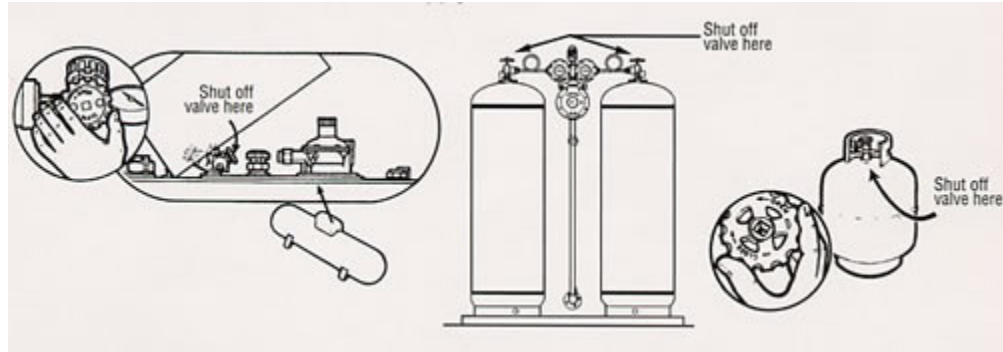
If you smell gas in the church, or around any gas equipment or appliance, follow the emergency procedure below.

Step Action

- Step 1:
Put out all smoking materials and other open flames. Do NOT operate electric switches.
Do NOT light matches. Do NOT use your phone.

Any spark or flame in the area where propane gas is present may ignite the gas. This could include the spark of a light switch, telephone, fan, or refrigerator motor, and even static electricity from walking across a room or flame from a burner, pilot light or cigarette lighter.

- Step 2:
IMMEDIATELY get everyone out of the building, vehicle, trailer, or area.
- Step 3:
Close all gas tank or cylinder supply valves.



- Step 4:
Use a neighbor's phone to call a trained propane service person and the fire department. Do NOT re-enter the building, or area until a trained service person or the fire department advises it is safe to return.
- Step 5:
Let the trained propane service person or firefighters check for escaped gas. Have them air out the area before you return.
- Step 6:
Have the trained propane service person
 - repair the leak
 - pressure check the system
 - turn on the gas appliances.
 - check all the gas appliances, and
 - relight the pilots on the appliancesRe-enter the area only when the trained service person or firefighters say it is safe.