

## **EMERGENCY EVACUATION AND FIRE PREVENTION PLAN**

### **I. PURPOSE**

To plan, organize and control evacuation from the building during an emergency, while providing accountability and the highest level of safety to all occupants.

### **II ORGANIZATION**

This plan will be utilized to achieve the highest level of safety for the occupants of the facility during any emergency such as, but not limited to: fire, power outage, intruder, or severe storm. The nature of the emergency will be the determining factor in relation to the actions taken in the evacuation. An evacuation can be to the outside of the facility or to another portion of the facility. Further, situations may arise that require the occupants to be "protected in place."

### **III DEFINITIONS**

- A. Emergency Supervising Team: this shall be the team in charge at the facility at any given time.
  - a. Sunday Service / Head Usher and preaching pastor: this will be the Head Usher for the service.
  - b. Pre-School: the Director in charge of the pre-school
  - c. Other church activities: the staff person in charge of the activity
  - d. Non-church activities: the person responsible for the activity
  - e. Normal daytime operations: the senior person in the facility
  - f. Property and Facility Manager
- B. Emergency Information Coordinator – Pastor Robert Brody
- C. Alternate Emergency Information Coordinator – Dawn Groff, DCM
- D. Evacuators: this shall be designated persons responsible for coordinating evacuation, accounting for persons within their control and reporting to the Emergency Supervising Team any discrepancies.
  - a. Sunday Service: Ushers and all teachers
  - b. Pre-School: teachers
  - c. Other Church activities: helpers and assistants
  - d. Non-church activities: persons responsible for helping organize the event
  - e. Normal daytime operations: church staff
- E. Designated Meeting Spots: locations that are pre-designated as meeting spots for an evacuation inside or outside the facility.

#### **IV. RESPONSIBILITIES OF INDIVIDUAL TEAM MEMBERS**

**EMERGENCY SUPERVISING TEAM** – In an actual emergency, it is the responsibility of the Emergency Supervising Team to see that this plan is executed properly and that the purposes of this plan are accomplished. It is the responsibility of this team to determine what the emergency is and how to best evacuate the occupants.

These people are tasked with overseeing all matters of Health and Safety for the Church. If the emergency is extended in duration, these people should be called to the facility to assist.

Before an actual emergency situation the team shall:

- Ensure that all team members receive proper training
- Ensure that all staff receive proper training annually
- Ensure that a practice drill is held at least once a year
- Familiarize local emergency agencies with our facility
- Make sure this plan is kept up-to-date
- Keep this plan coordinated with all safety and fire codes
- Address problems and concerns of staff as they relate to this plan, and provide further training and explanation where necessary.
- Coordinate all outside agency inspections as they relate to this plan.
- Provide for training, where necessary, for all occupants of this facility.
- Educate all new evacuator on this plan.
- Provide for annual testing of the facility emergency alarm system
- Establish a method of accountability for all employees and visitors in the facility.

During an emergency situation they will:

- Establish a central meeting place as close to the front of the facility as safety allows, from the main entrance down the stairs to Lot #1.
- Be responsible for the accountability of all staff and visitors on site at the time of the emergency.
- Make sure all audible alarms are sounding
- Determine if a follow-up phone call to the emergency dispatch center has been accomplished.
- Either act as, or designate a liaison for the incoming emergency response personnel.
- Notifying the evacuators to carry out their individual duties
- Taking and retaining charge of the scene of the incident, including the safety of all persons on church property.
- Keeping the Emergency Information Coordinator informed of the status of the incident
- Making the decision to secure the property
- Assigning duties to staff as required
- Has appropriate checklist of classes located in the building for accountability purposes. This list is subject to change quarterly.

**EMERGENCY INFORMATION COORDINATOR** (Pastor Robert)

It is the responsibility of this person to collect, coordinate and send to proper personnel, accurate and timely information about the emergency incident.

During an actual emergency it is the responsibility of the Emergency Information Coordinator to:

- Assist the Emergency Supervising Team with implementation of this plan.
- Establish the emergency information control center,
- Place telephone calls as directed by the Emergency Supervising Team
- Maintain a log of events to include the time, telephone number called, who received the call and what information was transmitted.

After an actual emergency it is the responsibility of the Emergency Information Coordinator to:

- Consolidate notes as a chain of events for future review.
- Document actions using notes and logs kept during the incident for review by the Emergency Supervising Team

**ALTERNATE EMERGENCY INFORMATION COORDINATOR** (Dawn Groff)

It is the responsibility of this person to assume the duties of the Emergency Information Coordinator when directed to do so by the Emergency Supervising Team and to assist the Emergency Supervising Team and the Emergency Information Coordinator in any way as directed.

**EVACUATORS/** – Shall be the ushers, teachers, pre-school teachers and assistants helping with activities. When there is not an Emergency Supervising Team member, pastor or staff person present, the evacuators will be the person in charge of the activity at the facility.

Prior to an actual emergency he/she shall:

- Check all emergency exits leading from the facility at the beginning of each function.
- Account for the location of all persons under his/her care at all times.
- Know the total number of persons under his/her care.
- Know the designated meeting spot outside the building.
- Be familiar with all aspects of this plan.
- Know the location of all fire extinguishers in the facility.

During an emergency situation he/she shall:

- Make certain that all persons under his/her care know to evacuate.

- Check voids and area where occupants may be trapped or unaware of an alarm, and assist them out of the building
- Activate the audible alarm system if it is not sounding
- Account for all persons at the designated meeting spot.
- Send a person to the Emergency Supervising Team with the accountability information.
- Do not allow anyone to re-enter the building until advised to do so by the Emergency Supervising Team.
- Keep all persons at the designated meeting spot, and away from the building

## **V OFFICE AND ADMINISTRATIVE PERSONNEL**

Special circumstances arise with the accountability of persons utilizing the church facility during hours when church services are not in progress. All staff and visitors need to be accounted for during an evacuation of the facility. This information not only provides for the safety of all persons, but also is valuable to outside responding emergency agencies.

### **1.) Office and Other Staff**

- A. All staff will meet the Emergency Supervising Team at their designated meeting place. It will be the responsibility of the Emergency Supervising Team to have accountability for all of these individuals throughout the day, in relationship to if they are on-site or off-site.
- B. The Property and Facility Manager will be responsible for the accountability of outside contractors when they are in the building.
- C. It will be the responsibility of each individual to let the receptionist know when they are in or out of the facility.
- D. During an emergency evacuation, each individual will exit to the designated meeting place and check in with the receptionist.
- E. When meeting with a visitor, the employee will ensure that the visitor has checked in with the receptionist.
- F. After accounting for all office staff and visitors, or after a reasonable amount of time, the receptionist will report this information to the Emergency Supervising Team member.

## **VI IMPLEMENTATION AND TRAINING**

All staff and evacuators need to be familiar with this plan. All staff and evacuators shall review the emergency exit plan map in their area to review the escape routes. All staff and fire wardens should review the location of their

meeting place as outlined in the next section and displayed on the escape plan map. All staff and evacuators should know the location of the nearest fire extinguisher.

1. When the fire pull station is activated, all occupants of the facility should proceed to the closest exit and leave the building. After exiting the building, all occupants should stay away from the building, remaining at their meeting spot for further instructions from their designated evacuator. If the evacuator does not arrive at the designated meeting spot in a reasonable amount of time, one person should take count of all occupants, and report missing occupants to the Emergency Supervising Team.
2. If an occupant sees a fire or other emergency requiring the evacuation of the building, he/she shall immediately activate the fire pull station. The occupant shall report the problem to his/her evacuator after exiting the building.
3. If an occupant sees a small fire, is trained to use the fire extinguisher and is close to a fire extinguisher, he/she shall call for help and attempt to extinguish the fire. If the extinguisher does not put out the fire, the occupant should activate the fire alarm and leave the building.
4. Action to take when the alarm is activated:
  - A real emergency: execute procedure as written in plan
  - An accidental alarm: silence and reset alarm
  - Unknown alarm: execute evacuation procedure within this plan

## VII DESIGNATED MEETING PLACES

### A. \*Outside Meeting Places:

### Location:

1.) Auditorium and infant nursery	Lower lot at stairs #1 ZONE YELLOW
2.) Offices	Lower lot at stairs #1 ZONE BLUE
3.) Gym	Lower lot at stairs #1 ZONE BLUE
4.) Rooms 140-146, 107,108 & 109	Lot behind church #5 GREEN ZONE
5.) Rooms 115-120,111,138,Library, Prayer room	Upper lot by graveyard #3 RED ZONE
6.) Daily Pequea Preschool	Lot behind church #5 GREEN ZONE

*\*In case of inclement weather, may direct to Hemler's barn 55 Church Rd.*

### B. Inside Evacuations:

Move occupants to either the gym, Fellowship Center, or rooms 140-146 at the discretion of the Emergency Supervising Team.

### C. Protect in Place:

Keep and secure occupants where they are at as notified by ushers or staff through church phone system if safe to do so.

1. EST determines that it is safe to stay in the building.
2. Small isolated event that can be safely handled w/o evacuating the building.

**D. Intruder in the Building:**

If it is safe to do so, anyone seeing a potentially dangerous intruder in the building should contact a member of the Emergency Supervising Team.

1. Lock down with occupants staying where they are located.
2. Because otherwise occupants need to traverse through dangerous environment to exit the building.

**VIII. TRAINING GUIDE**

The purpose of this guide is to provide Church personnel with an outline of responsibilities and tasks that are basic to most emergency situations. This outline is, by design, not a comprehensive training manual. This approach is designed to allow the Emergency Supervising Team the latitude to use “common sense” and good managerial judgment in handling emergency situations. There is however, a rule that must not be violated:

**THINK BEFORE YOU ACT**

**A. Planning:**

It is also the responsibility of the Emergency Supervising Team to see that all staff and evacuators are properly trained in their respective duties. This shall be accomplished through initial training and complete drills to be held at least annually. This training may involve Office staff personnel and outside agencies at the request of the Emergency Supervising Team.

**B. What to do in the event of an emergency:**

In the event of an unusual situation, it is the responsibility of the Emergency Supervising Team to investigate and make the determination that an actual emergency exists. This determination will be based upon the judgment of that team member. The following is a list of events that may constitute putting this plan into action:

- Fire
- Any accident that requires rescue personnel.
- Robbery
- Water
- Power outages
- Hostage situations, aggression or force
- Natural disasters that cause damage to the property

This list is **NOT** complete; any incident deemed by the Emergency Supervising Team to be an emergency, is an emergency and warrants the plan to be put into action. Upon declaring an emergency, the plan shall be put into action.

The Emergency Supervising Team shall assume and maintain control of the scene of the incident and relinquish that control upon the request of the highest-ranking official of an outside agency.

After an emergency situation has ended, the Emergency Supervising Team, Emergency Information Coordinator, and others that the Supervising Team requests, will meet to consolidate notes to assist the Emergency Supervising Team in documenting the incident.

#### **E. How to handle the press:**

Generally, all occupants should defer all questions from, and remarks to, the press to the Emergency Information Coordinator or Assistant Emergency Information Coordinator.

First, do yourself the favor of claiming some basic privileges for yourself. You have the right to be treated politely and fairly; the right to have a chance to say what you want to, and the right to remain in control of the situation, including the right to turn your back and walk out of the room if your other rights are not being respected.

Take the time to assess the situation and gather background information before you're on the spot. However, there may come a time when you're suddenly before the cameras trying to explain why a fire occurred, or why someone was injured.

The worst thing you can do is to issue an opinion based on skimpy information in the hope that you'll later be proven right by the facts. The press certainly won't want to hear the "That matter is currently under investigation" line, but it is often, in reality, the safest and most honest thing to say.

### **Emergency Calling Card**

If there is an emergency requiring you to call for Police, Fire or Ambulance assistance, follow the below instructions. Only call from inside the building when it is safe to do so!

Select   9   to obtain an outside line.

- 1) Dial 9-1-1
- 2) When the operator answers, say: " I have a (police, fire, or medical) emergency.
- 3) My name is (give your name)
- 4) I am at 40 Church Road in Pequea Township
- 5) The name of the facility is Pequea Brethren in Christ Church
- 6) The (police, fire or ambulance) is needed for (give the reason you need the help)
- 7) If you are calling for an ambulance, give all the important information to the operator:
  - i. If the person is conscious
  - ii. If the person is breathing
  - iii. How the person was injured, if you know
  - iv. Any medical treatment that is being tried
- 8) If you are calling to report a fire, give the following information:
  - i. What is on fire
  - ii. If anyone is still in the building
  - iii. If anyone is attempting to put out the fire
- 9) If you are calling for the police, give the following information:
  - i. Who is involved in the situation
  - ii. If any weapons are involved
- 10) ONLY hang up when the operator tells you to hang up!