

EMERGENCY PREPAREDNESS PLAN FOR

**Church Name here
Date**

4 STEP EMERGENCY PLANNING PROCESS

STEP 1

- **ESTABLISH A PLANNING TEAM**

STEP 2

- **IDENTIFY TYPES OF EMERGENCIES AND HAZARDS**

STEP 3

- **DEVELOP A WORKING PLAN**

STEP 4

- **IMPLEMENT THE PLAN**
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STEP 1

- **ESTABLISH A PLANNING TEAM**
 - **TEAM TO INCLUDE THE FOLLOWING:**
 - REPRESENTATIVE NAME**
 - **STAFF REPRESENTATIVE FOR**
 - **CHILDREN**
 - **YOUTH**
 - **FACILITY REP. FOR**
 - **PLUMBING**
 - **ELECTRICAL**
 - **GENERAL**
 - **USHER REP.**
 - **POLICE REP.**
 - **FIRE REP.**
 - **MEDICAL REP.**
 - **GENERAL REP.**
 - **LEADERSHIP REP.**

- **IDENTIFY AREAS TO BE ADDRESSED**
- **TEAM LEADER**
- **STAFF**
- **FACILITY/GROUNDS/PARKING LOT**
- **PROGRAMS**
 - **LARGE GATERINGS**
 - **CHILDREN**
 - **INFANT**
 - **TODDLERS**
 - **INTERMEDIATE**
 - **YOUTH**
 - **JUNIOR HIGH**
 - **HIGH SCHOOL**
 - **ADULT**
 - **OTHER**
 - **DAY USE**
 - **NIGHT USE**
 - **EMERGENT CHURCH**
 - **WEDDINGS**
 - **GENERAL PUBLIC**
 - **COMMUNITY EVENTS**

STEP 2

- **IDENTIFY TYPES OF EMERGENCIES AND HAZARDS**
 - **EMERGENCY CONTACT (NAMES – NUMBERS)**
 - **MEDIA COMMUNICATION (WHO WILL BE THE SPOKESPERSON)**
 - **SEVERE WEATHER EMERGENCY**
 - **FIRE/EXPLOSION**
 - **EARTHQUAKE**
 - **BOMB OR SUSPICIOUS DEVICE**
 - **POWER OUTAGE**
 - **MEDICAL EMERGENCY**
 - **SUSPICIOUS/DANGEROUS PERSON(S)**
 - **KIDNAPPING**
 - **HAZARDOUS MATERIAL**
 - **TERRORIST ACT**

STEP 3

- **DEVELOP A WORKING PLAN – (SHORT AND SIMPLE)**
 - **PLANS TO INCLUDE:**
 - **TEAM LEADERSHIP/TEAM MEMBERS**
 - **EMERGENCY CONTACT NUMBERS**
 - **SPECIFIC EMERGENCY PROCEDURES**
 1. **EVACUATION**
 2. **SHELTER IN PLACE**
 3. **LOCKDOWN**
 - **COMMUNICATION PLAN**
 - **EXITING PLANS FROM ALL FACILITY LOCATIONS (WRITTEN WITH MAPS)**
 - **TRAINING PROCEDURES**
 - **PLANS TO INCLUDE GENERAL TIMELINES WITH TIMELY UPDATES (APRIL 1ST COMPLETION)**
 - **PRACTICE DRILL (LARGE GROUP – 1ST SUNDAY OF MAY)**

STEP 4

- **IMPLEMENT THE EMERGENCY PLAN**
 - **ALL PLANS AND PROCEDURES IMPLEMENTED BY: (date)**
 - **CITY OF GRESHAM EMERGENCY SERVICES IS REQUESTING ALL CHURCHES CONDUCT A PRACTICE EMERGENCY DRILL ON THE FIRST SUNDAY OF MAY.**

EMERGENCY PREPAREDNESS PLAN EMERGENCY RESPONSE COMMITTEE RESPONSIBILITIES

- **TEAM LEADER -**
- **ESTABLISH COMPLETION DEADLINE –**
- **DEVELOP AN EMERGENCY RESPONSE/PROCEDURE FOR THE FOLLOWING: (Coordinate with Handbook Committee)**
 - **STAFF – Daily operations**
 - Office
 - Entire facility
 - Grounds/parking lot
 - **EVACUATION PROCEDURE:**
 - Master map of facility
 - Individual room/area exiting procedure (Use Gresham Fire Department model)
 - Identify outside gathering areas (keeping people away from fire lanes and emergency vehicles)
 - Determine notification procedure
 - Procedure for additional help in nursery and toddler evacuation
 - **Procedure for uniting parents and children safely**
 - Identify Emergency Response Team
 - Determine responsibility
 - Determine procedure/timeline for practice drills
 - **SHELTER IN PLACE:**
 - Determine notification procedure
 - Identify shelter location with the facility
 - Determine procedure and route for re-locating:
 1. Congregation (including frail/disabled)
 2. Children
 3. Office staff
 - Identify responsibilities for:
 1. Securing heating and air vent systems
 2. Securing and sealing windows and doors
 - Store needed items in identified location

- **Lockdown Procedure:**
 - Determine notification procedure
 - Identify location
 - Identify responsibilities for:
 1. Getting everyone into facility
 2. Securing all doors/windows (keeping everyone away from both)
 3. Facility communications
 4. Communications with Police (using 911 may be the best tool)

- **COMMUNICATION PLAN:**
 - Identify communication team
 - Determine communication method (large group – individual leader/teacher)
 - Timeline

- **TRAINING:**
 - Staff
 - Other leaders/teachers
 - Other (Identify)
 - Timeline

KEEP STATEMENTS SHORT AND TO THE POINT!

EMERGENCY PREPAREDNESS PLAN HANDBOOK COMMITTEE RESPONSIBILITIES

HANDBOOK COMMITTEE RESPONSIBILITY:

- TEAM LEADER -
 - ESTABLISH COMPLETION DEADLINE –
 - DEVELOP AN EMERGENCY PROCEDURE HANDBOOK:
 - COVER PAGE - Design a cover page that provides an overview and categorizes the various types of emergencies/hazards.
 - INDIVIDUAL EMERGENCY PROCEDURE: - Prepare a single page response that addresses each emergency/hazard. (Include expected response and actions)
 - Coordinate with Emergency Response Committee
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SAMPLE WORKSHEET

TYPE OF EMERGENCY: _____

RESPONSIBLE LEADER: (Detail response/action)

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EMERGENCY RESPONSE TEAM: (Detail response/action)

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KEEP STATEMENTS SHORT AND TO THE POINT!

Prepared by Joby Bucher- Grace Community Church 12/03