

**(Insert logo if desired)**

# Emergency Operations Plan

*Last modified MM\_DD\_YYYY*

Church Name

Church Address

# **Basic Plan**

## **Introduction**

This document outlines the policies and procedures related to emergency operations for Church Name. It describes the organization and assigns tasks as required to ensure the safety of the congregation and continuity of operations.

## **Promulgation Document**

The mission of Church Name is to share God's extravagant welcome with all people and provide a safe place for our community of faith to gather together in worship and fellowship. To accomplish this mission, Church Name must ensure its operations are performed efficiently and with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the Church Name Emergency Operations Plan (EOP) and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key Church Name personnel listed under this plan are collectively known as the Church Emergency Response Team (XERT). Upon plan activation, these members will initiate and carry out the Action Plan related to the specific occurrence as directed by the Threat/Hazard and Functional Annexes.

This plan has been developed in accordance with guidance in the *FEMA Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship* (June 2013)

\_\_\_\_\_  
Pastor Name

Pastor

Church Name

\_\_\_\_\_  
Secondary Approver Name

Secondary Approver Title

Church Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval and Implementation**

This document is the Emergency Operations Plan (EOP) for Church Name, which will be implemented in the event that a threat or hazard occurs while people are in attendance at the church. It is the first written plan for Church Name. If previous documentation should be found, it will be superseded by this version.

Modifications to the Emergency Operations Plan (EOP) may only be made by the Church Emergency Planning Committee (EPC). Minor spelling, grammar or formatting edits may be made with verbal approval from the Committee. As the Pastor and the Secondary Approver are members of the Committee, written approval is not required for any significant language or procedural changes, however, they must be present when such changes are presented or provide approval via e-mail.

\_\_\_\_\_  
Pastor Name  
Pastor  
Church Name

\_\_\_\_\_  
Secondary Approver Name  
Insert Secondary Approver Title  
Church Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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## Purpose Overview

### Purpose

The Emergency Operations Plan (EOP) for Church Name outlines goals and objectives specific to various hazards or threats that may occur while people are in attendance at the church. The documented threats or hazards include natural, man-made or technological disasters or disruptions. It provides action plans to support those goals & objectives. It also provides for creation of an Emergency Response Team (ERT) and standard procedures for training of the team as well as preparedness education for the congregation.

### Situation Overview

An Emergency Operations Plan (EOP) is necessary to ensure the safety and well-being of the congregation, church staff and all worship/gathering participants. The Emergency Planning Committee (EPC) performed a risk assessment to determine the specific threats or hazards that might affect the church while people are present in the building (see Appendix A: Risk Assessments). There are several factors that must be considered regarding our house of worship: (edit the bullets below to suit your building & congregation)

- The age of the building and the materials used for construction make it particularly susceptible to fire.
- The number and size of the windows poses a risk for damage and injury from severe thunderstorms, tornadoes or earthquakes.
- Proximity to Route 176, a major east-west travel route, poses a risk for exposure to hazardous materials spills from passing trucks and nearby railways.
- The average age of the congregation increases the probability of a medical emergency.
- As an open and affirming, pro-choice congregation, there is an increased risk of targeting by protesters.
- The age of our lift and its complexity of operation make it prone to failure.

We are dependent on the assistance of First Responders. 911 will be called for major incidents as indicated in the Threat/Hazard Annexes. Fire Department Name is less than X minutes away and will be dispatched in the event of a fire, hazardous materials spill, life-threatening medical emergency or if the lift fails and is stuck between floors and rescue is required. The responding Sheriff or Police Department name will be dispatched if a protester disrupts the service and refuses to leave or an active shooter event occurs.

### Concept of Operations

In the event of a true emergency, this plan is designed to be activated by whoever first notices the threat, i.e. if smoke or fire is detected, the individual that discovers it should pull the fire alarm. In any other situation, the trained leadership or Emergency Response Team (ERT) will initiate action.

## **Concept of Operations, cont'd**

The head usher during a regular service, or head of any group on premises during other events/meetings, is the designated point of contact for First Responders. This person will initiate the call to 911, meet and direct First Responders as they arrive, and gather and relay important information such as head count, exact location assistance is needed, etc.

Young children are located in the nursery during the main portion of the service. The nursery staff is part of the Emergency Response Team (ERT) and has separate instructions for where to take the children depending on whether evacuation or sheltering in place is required. Parents are instructed to meet their children in these locations to reduce stress as much as possible. The outdoor gathering point is (insert location) to provide them activities to keep them occupied and safe.

The elderly and those needing assistance may not be able to use the lift to descend to the basement or evacuate the building, depending on the type of threat. They will be guided to locations near (but not blocking) the exits and will be assisted as soon as the stairwells are clear. The Emergency Response Team (ERT) has been trained on chair carries and will carry or help them down the stairs as needed. Collapsible wheelchairs will be available (insert location) to bring outside for those not able to walk to one of the gathering points once they have exited the building. An alternative gathering point (insert location) has been designated for those who are not able to walk to the main gathering point (insert location).

Red emergency paddles with reflective tape are located in various locations throughout the building and will be used by Emergency Response Team members to lead everyone to the gathering points. This will provide an additional visual aid to any hearing impaired attendees. Visually impaired persons will be assisted by an Emergency Response Team (ERT) member as needed.

Copies of the Church Emergency Operations Plan (EOP) will be distributed to the main responding agencies, Fire Department Name, the Sheriff or Police Department name and the County Name Emergency Management Agency.

The primary purpose of actions taken before an incident, such as regular building & equipment maintenance, purchase & placement of safety equipment, dissemination of the plan and training, is to prevent, protect from and mitigate the impact on life or property.

The primary purpose of actions taken during an incident per the plan is to respond quickly and appropriately to the specific incident and minimize its impact on life or property.

The primary purpose of actions taken after an incident is to recover from its impact on life or property.

## Organization and Assignment of Responsibilities

The Church Emergency Planning Committee (EPC) consists of 8 members, including the Pastor, representatives from the Board of Trustees, the Board of Deacons and the Board of Christian Education, other elected leaders and church members who are active in local Community Emergency Response Teams (CERT) and Emergency Management. This committee is responsible for creating and maintaining the Emergency Operations Plan (EOP), scheduling and leading training for the Church Emergency Response Team (ERT), scheduling & leading drills for the congregation, and coordinating with responding agencies. The Committee will also compile and review After Action Reports (AAR, refer to Appendix D) and Fire Drill Reports from the Fire Department Name to determine if any modifications to the Plan or additional training are necessary.

The Church Emergency Response Team (ERT) consists of all key church leadership, including the Emergency Planning Committee, all Church Council officials, the Youth Director, Nursery staff, all Deacons, all ushers & greeters, and at least 1 member of any other committee that meets individually at the church. These include, but are not limited to, the Music Staff, Pastoral Relations Committee, Memorial Committee, Women's Connection, Men's Service Club and Men's Social Club. This team is responsible for attending training at least once a year and taking leadership roles as necessary during drills and in the event of plan activation. This can include leading and assisting during evacuation or sheltering in place, organizing the gathering places, keeping head counts and documentation and administering basic first aid (if trained). All members are encouraged to participate in First Aid, CPR & AED training courses when provided.

Fire Department Name Fire Prevention Bureau: XXX-XXX-XXXX

First responders will be dispatched via a call to 911 in the event of a fire, hazardous materials spill, medical emergency or lift failure resulting in entrapment occur. They may also provide various aspects of training for the Church Emergency Response Team, supervise evacuation (fire) drills and provide Fire Drill Reports.

Sheriff or Police Department Name Community Safety Team: XXX-XXX-XXXX

Sheriff will be dispatched via 911 in an active shooter event or for a protester that disrupts the service and refuses to leave. They may also provide traffic control as needed.

County Name Emergency Management XXX-XXX-XXXX

County level Emergency Management personnel may provide guidance on the church Emergency Operations Plan (EOP), additional training resources and/or emergency management services as needed.

Community Name Emergency Response Team (CERT) Contact via Church EPC Member

Community Name CERT has Red Cross certified First Aid trainers who may provide First Aid training for the Church Emergency Response Team (ERT).

## **Organization and Assignment of Responsibilities, cont'd**

Outline resource sharing agreements here, if any.

### **Direction, Control and Coordination**

Command is to be assumed by the head usher during a regular service, or head of any group on premises during other events/meetings, with the assistance of the Pastor if needed/available. Members of the Emergency Planning Committee (EPC) will assist in coordinating the efforts of Emergency Response Team (ERT) members, and shall report in to the head usher or group head in command.

The Church Emergency Operations Plan (EOP) is designed for short-term operations, as the church is occupied daily only by select church staff and is only in use by large groups for short periods of time. As soon as the situation has been assessed to be safe, members & attendees will be released to return to their homes. Further discussion with local agencies is needed to determine the relationship between the church plan and the broader community's emergency management system.

All equipment, resources and supplies for short-term operations are available at the church, however, full execution of the plan for certain threats/hazards is dependent on the availability of First Responders as noted.

### **Information Collection, Analysis and Dissemination**

Information necessary to the successful implementation of the activities that occur **before** and **during** an incident include:

- Weather reports
- National Oceanic and Atmospheric Administration (NOAA) radio alerts
- Law enforcement alerts
- Crime reports

A weather radio is located (insert location). All Church Emergency Planning Committee (EPC) members should be monitoring weather reports & various alerts via cell phone, internet or television, including the local news on a regular basis.

Crime specific to houses of worship may also be reported to the Pastor via communications from the United Church of Christ (insert region) Association, the wider church organization or other religious affiliations. The Committee will discuss any reports of concern internally and determine if any preventative/preparative action is necessary.

## Information Collection, Analysis and Dissemination, cont'd

Concerns prior to a potential incident will be communicated to church members by email from the Pastor or administrative staff and by phone via the Board of Deacons telephone tree.

During an incident the weather radio and local news will continue to be monitored as the situation permits to determine when the threat or hazard has passed. Communications on-site will be announced on the Public Address system, verbally person-to-person or via cell phone.

Information necessary to the successful implementation of the activities that occur **after** an incident include:

- National Oceanic and Atmospheric Administration (NOAA) radio alerts
- Local news
- Websites and/or hotlines for mental health, Emergency Management and/or relief agencies assisting in all aspects of recovery

All Church Emergency Planning Committee (EPC) members will continue to monitor weather reports & various alerts via cell phone, internet or television as available to determine when the threat or hazard has passed. The “all clear” or release will be announced on the Public Address system, verbally person-to-person or via cell phone.

Any post-incident follow up communication will be disseminated to church members by email from the Pastor or administrative staff and by phone via the Board of Deacons telephone tree.

The Church Emergency Operations Plan (EOP) is designed for short-term safety while people are at the church, however, depending on the impact of the incident, the Committee will also research and provide information about additional resources available to members and attendees once they return to their homes and share that information via e-mail. Counseling may also be arranged.

## Training and Exercises

Training for the Church Emergency Response Team (ERT) will be provided as follows to ensure that all members understand their roles & responsibilities and are properly prepared to take action:

Training	Times/Year
Emergency Operations overview, including evacuation & shelter in place procedures & chair carries	2
First Aid	1
CPR/AED	1
Fire Extinguisher Training	1

Church-wide drills/exercises will be scheduled as follows:

Drill/Exercise	Times/Year
Evacuation	2
Shelter in Place	1
Run, Hide Fight (2 the first year, then annually or semi-annually as needed)	1-2
Earthquake “The Great Shakeout”	1

## **Training and Exercises, cont'd**

After Action Reports (AAR, refer to Appendix D) will be compiled & reviewed by the Emergency Planning Committee (EPC) to determine if any modifications to the Emergency Operations Plan (EOP) & Annexes and/or additional training are necessary. The Committee will also review Fire Drill Reports provided by the Countryside Fire Protection District and keep copies on file with the Plan.

## **Administration, Finance and Logistics**

The Church Emergency Planning Committee (EPC) has an annual budget to be used as needed for supplies and training. As the Chair of the Board of Trustees and the Pastor are both members of the Committee, they will approve and handle expenditures and submission of receipts.

The Church Emergency Planning Committee (EPC) will log key activities in quarterly and annual Committee reports. The Committee will also maintain records of all training provided and a list of participants, as well as copies of an After Action Reports (AAR, refer to Appendix D) and Fire Drill Reports from the Countryside Fire Protection District.

Vital records will be preserved in the same manner as the general church records, via both hard copy and electronic copy with a backup electronic copy maintained off site.

Sources for replacement of assets, if necessary, would be determined by the Board of Trustees.

The Church Emergency Operations Plan (EOP) is designed for short-term safety while people are at the church. If large scale damage to the building or property occurs, the Board of Trustees would then determine resource needs and keep any resulting financial records.

## **Plan Development and Maintenance**

The Church Emergency Planning Committee (EPC, see Organization and Assignment of Responsibilities, page 8) performed a risk assessment to determine the specific threats/hazards that might affect the church while people are present in the building (see Appendix A: Risk Assessments). The risks were prioritized and Threat/Hazard Annexes were written for each. Functional Annexes were written to address each of the two common actions across multiple hazards. The Basic Plan was then written to tie everything together.

The Emergency Planning Committee (EPC), under the guidance of the Committee Chair, is responsible for overall planning and coordination of training dates & times (see Training and Exercises, page 10 for frequency). The Committee will evaluate all plan-specific training & exercises via After Action Reports (AAR, refer to Appendix D) to determine if any updates to the Plan or training materials are needed. In addition, the Committee will review the Plan annually to ensure it is current and relevant.

## Authorities and References

This plan has been developed in accordance with guidance from the FEMA *Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship* (June 2013), under the authority of: (replace local and state mandates below with those that apply to your location)

- Village of Mundelein Municipal Code 2.100.050 Emergency operations plan (Ord. No. 13-08-53, § 5, 8-26-13)
- Illinois Emergency Management Act (P.A. 87), January 1, 1992
- Illinois Emergency Response Plan, May 1998
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- Homeland Security Presidential Directive 8, Annex I, National Planning, February 2008

In the event that the Pastor, head usher or group head leading the meeting or gathering is unavailable or unable to make decisions, succession of decision-making authority in an emergency is as follows:

- Chair or member of the Emergency Planning Committee (EPC)
- Chair or a member of the Board of Trustees on the Emergency Response Team (ERT)
- Chair or a member of the Board of Deacons on the Emergency Response Team (ERT)

## Glossary of Acronyms Used

Acronym	Stands For
AAR	After Action Report
AED	Automated External Defibrillator
ALICE	Alert, Lockdown, Inform, Counter, Evacuate
CERT	Community Emergency Response Team
CPR	Cardio Pulmonary Resuscitation
EMA	Emergency Management Agency
EOP	Emergency Operations Plan
EPC	Emergency Planning Committee
ERT	Emergency Response Team
FEMA	Federal Emergency Management Agency
<u>X</u> ERT	<u>Church</u> Emergency Response Team
NOAA	National Oceanic and Atmospheric Administration

## Functional Annex

### Function: Evacuation

*Last modified MM\_DD\_YYYY*

#### **Planning**

1. Identify all exits to the building and create schematics
  - a. Ground level (list all doors & possible exits)
    - Exit 1
    - Exit 2
    - Exit 3
    - Exit 4
  - b. Sanctuary level (list all doors & possible exits)
    - Exit 1
    - Exit 2
    - Exit 3
    - Exit 4
  - c. Top level (list all doors & possible exits)
    - Exit 1
2. Identify location of fire extinguishers and alarms; include on schematics
  - a. Ground level (list all alarm & extinguisher locations)
    - Alarm 1
    - Alarm 2
    - Extinguisher 1
    - Extinguisher 2
  - b. Sanctuary level (list all alarm & extinguisher locations)
    - Alarm 1
    - Alarm 2
    - Extinguisher 1
    - Extinguisher 2
  - c. Top level (list all alarm & extinguisher locations)
    - Extinguisher 1

3. Identify location of emergency paddles (if using)
  - a. Ground level (list all paddle locations)
    - Paddle 1
  - b. Sanctuary level (list all paddle locations)
    - Paddle 2
    - Paddle 3
    - Paddle 4
    - Paddle 5
    - Paddle 6
4. Identify location of emergency packs & fire-proof blankets
  - a. Sanctuary level (list all emergency supply locations)
    - Pack & Blanket 1
    - Pack & Blanket 2
    - Pack & Blanket 3
  - b. Garage (if applicable, list all emergency supply locations)
    - Supplies 1
5. Identify gathering places in the event of an evacuation
  - a. Location 1 – nursery workers, children & parents
  - b. Location 2 – those with limited mobility
  - c. Location 3 – all others
6. Identify trained leaders (Emergency Response Team members)
  - a. ERT members to assess the situation and identify the best exit plans
    - In the case of a threat of fire, know where the fire is located
  - b. ERT members use a paddle device to identify themselves and direct persons to safety.
    - 1 or more ERT members direct persons from inside the church
    - 1 or more ERT members direct persons to safety after they exit the church
    - In general, the plan should be to quickly exit able-bodied people first.
  - c. ERT members to help those with limited mobility

## Action Plan

1. Before ANY gathering in the church building, the **Usher taking head count on Sunday or the leader** of each gathering should:
  - a. Familiarize themselves with the location of the nearest fire alarm, extinguisher, exit(s) and emergency paddle(s)
  - b. Write down the head count
  - c. Have a cell phone (on silent) on their person at all times
  - d. Be prepared to call 911 - in an emergency your job will be to stay on the phone with dispatch and go out to the driveway to direct First Responders when they arrive
2. Before ANY gathering in the church building, any **trained Emergency Response Team members** attending a service or gathering should:
  - a. Familiarize themselves with the location of the nearest fire alarm, extinguisher, exit(s) and emergency paddle(s) and identify a secondary exit in case the nearest one is blocked
  - b. In the event of an emergency requiring evacuation, be prepared to:
    - i. Get the nearest paddle (and emergency pack if available)
    - ii. Go back to the section where you were seated, raise the paddle and get the attention of the people in the rows around you
    - iii. Ask those people to follow you to the nearest safe exit - able-bodied people should exit first (if there is more than one trained team member in your section, one can lead and the other can follow) - REMEMBER if there is smoke, crawling is safer
    - iv. Lead your group to the Gathering Point outside the building
    - v. If you are not leading a group, assist anyone with limited mobility
    - vi. Take a headcount of your group
3. Gathering Points
  - a. **Location 1** - description (nursery staff, children & parents only)
  - b. **Location 2** - description (those with limited mobility only)
  - c. **Location 3** - description (all others)
4. Priorities:
  - a. Identify the hazard & determine the need to evacuate
    - i. WHO: Whoever notices the hazard first (i.e. smells or sees smoke)
    - ii. ACTION: If the hazard is fire, activate the nearest fire alarm AND grab the nearest emergency paddle and raise it or shout to get the speaker's attention
  - b. Activate & guide First Responders (Fire, Police, Ambulance)
    - i. WHO: Usher taking head count on Sunday OR leader of any smaller gathering
    - ii. ACTION: Call 911, stay on the line with dispatch and proceed to driveway to direct First Responders to the problem when they arrive, compare reported headcount from Gathering Points to total to identify any missing

- c. Evacuate the building
  - i. WHO: Trained ERT members
  - ii. ACTION: Grab the nearest emergency paddle and lead the people in your section to the nearest safe exit, proceed to Gathering Point and take headcount for your group. If there are enough leaders, additional ERT members should assist anyone with limited mobility. REMEMBER if there is smoke, crawling is safer.
- d. Eliminate hazard (protect people & property) if possible
  - i. WHO: Trained ERT members
  - ii. ACTION 1: If the hazard is fire AND it is smaller than an office wastebasket in size, use the nearest extinguisher and attempt to put it out
  - iii. ACTION 2: If a person's clothing has caught on fire or they must pass close by flames to exit, wrap them in the nearest fire proof blanket to extinguish the flames or protect them while exiting
  - iv. Remember...**STOP, DROP & ROLL**
- e. Provide First Aid or any necessary care to any injured
  - i. WHO: Certified medical professionals or trained ERT members
  - ii. ACTION: Use supplies in emergency packs to apply first aid or care as needed; document name and age of person being treated, symptoms and actions taken
- f. Manage Gathering Points
  - i. WHO: First trained ERT member to reach each Gathering Point
  - ii. ACTION: Get head counts from each ERT member reporting with a group and send someone to communicate total headcount to Usher or leader in 4b, work with ERT members to maintain order & calm, take note of anyone that chooses to leave the scene if possible
  - iii. IF: There are a large number of injuries, delegate additional ERT members to set up a treatment area easily accessible to an ambulance and shift uninjured groups to a different spot
- g. Release participants
  - i. WHO: Usher taking head count on Sunday OR leader of any smaller gathering
  - ii. ACTION: When advised by 911 that it is safe to leave, notify both Gathering Points
- h. Secure building if needed
  - i. WHO: The person that opened the building for the service/gathering
  - ii. ACTION: Close and lock the building or take action as directed by First Responders

## Functional Annex

### Function: Shelter in Place

Last modified MM\_DD\_YYYY

#### Planning

1. Identify all exit paths to the ground floor level
  - a. Sanctuary level (list all possible exits to ground floor)
    - Exit 1
    - Exit 2
    - Exit 3
    - Exit 4
  - b. Top level (list all possible exits to ground floor)
    - Exit 1
2. Identify location of emergency paddles (if using)
  - a. Ground level (list all paddle locations)
    - Paddle 1
  - b. Sanctuary level (list all paddle locations)
    - Paddle 2
    - Paddle 3
    - Paddle 4
    - Paddle 5
    - Paddle 6
3. Identify location of emergency packs & fire-proof blankets
  - a. Sanctuary level (list all emergency supply locations)
    - Pack & Blanket 1
    - Pack & Blanket 2
    - Pack & Blanket 3
4. Purchase a weather radio for severe weather information. Set up in/on insert location.
5. Identify trained leaders (Emergency Response Team members)
  - a. ERT members to assess the situation and identify the best exit plans
  - b. ERT members use a paddle device to identify themselves and direct persons to safety.
    - 1 or more ERT members direct persons to the nearest exit paths to the ground floor level
    - In general, the plan should be to quickly move able-bodied people first.
  - c. ERT members to help those with limited mobility

## Action Plan

1. Before ANY gathering in the church building, the **Usher taking head count on Sunday or the leader** of each gathering should:
  - a. Familiarize themselves with the location of the nearest path to the ground floor level and emergency paddle(s)
  - b. Write down the head count
  - c. Have a cell phone (on silent) on their person at all times
  - d. Use cell phone to monitor the situation (such as weather and/or community alerts)
2. Before ANY gathering in the church building, any **trained Emergency Response Team members** attending a service or gathering should:
  - a. Familiarize themselves with the location of the nearest path to the ground floor level and emergency paddle(s) and identify a secondary exit in case the nearest one is blocked
  - b. In the event of an emergency requiring sheltering in place, be prepared to:
    - i. Get the nearest paddle (and emergency pack if available)
    - ii. Go back to the section where you were seated, raise the paddle and get the attention of the people in the rows around you
    - iii. Ask those people to follow you to the nearest safe path to the ground floor level - able-bodied people should go first (if there is more than one trained team member in your section, one can lead and the other can follow)
    - iv. Organize others in moving tables under windows to protect from flying glass.
    - v. If you are not leading a group, assist anyone with limited mobility
    - vi. Take a headcount of your group
3. Sheltering Points
  - a. **Location 1** – for use by the nursery staff and children
  - b. **Location 2** – restrooms can be used if there are no windows
  - c. **Location 3** – use for adults, saving space for anyone with limited mobility who will be brought downstairs last
  - d. **Location 4** – use for adults and older children who have the ability to crawl under tables
4. Priorities:
  - a. Identify the hazard & determine the need to shelter in place
    - i. WHO: Whoever sees/receives a warning first (such as storm warning)
    - ii. ACTION: Grab the nearest emergency paddle and raise it or shout to get the speaker's attention
  - b. Move everyone to shelter on the ground floor level
    - i. WHO: Trained ERT members
    - ii. ACTION: Grab the nearest emergency paddle and lead the people in your section to the nearest path to the ground floor level. Start by filling up Location 1 with Nursery staff and children and by filling up the restrooms. If the hazard is for severe weather and your church has no windowless areas, start moving tables under the windows. For the best protection, use a set of two tables against the wall along the areas with windows. Additional ERT members should assist anyone with limited mobility.

- c. After the threat is over, assess if additional help is needed (such as fire rescue due to lightning strike or medical help due to injury).
  - i. WHO: Usher taking head count on Sunday OR leader of any smaller gathering
  - ii. ACTION: Call 911; activate & guide First Responders (Fire, Police, Ambulance)
- And**
- iii. WHO: First trained ERT members
- iv. ACTION: ERT members work to maintain order & calm, take note of anyone that chooses to leave the scene if possible
- d. Provide First Aid or any necessary care to any injured
  - i. WHO: Certified medical professionals or trained ERT members
  - ii. ACTION: Use supplies in emergency packs to apply first aid or care as needed; document name and age of person being treated, symptoms and actions taken
- e. Release participants
  - i. WHO: Usher taking head count on Sunday OR leader of any smaller gathering
  - ii. ACTION: If no emergency services were required, release after assessing that it is safe. If emergency services are required, release when advised by 911 that it is safe to leave
- f. Secure building if needed
  - i. WHO: The person that opened the building for the service/gathering
  - ii. ACTION: Close and lock the building or take action as directed by First Responders

## **Threat and Hazard Annex**

### **Threat: Fire**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Prevent a fire from occurring
- Goal #2: Protect all persons and property from injury
- Goal #3: Provide medical attention if necessary

#### **Objectives**

1. Goal: Prevent a fire from occurring
  - a. Follow annual safety inspection schedule
    - i. Fire Marshall inspection and report; Board of Trustees to review and take action if necessary
    - ii. Inspect and service alarm systems, fire and stove hood extinguishers
  - b. Equipment/technical needs
    - i. Secure important documents: contracts and financial files
      1. Church Secretary to back up electronic files nightly and store on flash drive(s) taken offsite at the end of the day
      2. All other files will be backed up in the Cloud
    - ii. Develop long range technical and financial plan to bring smoke alarms up to current code
    - iii. Purchase equipment identified by planning team
      1. Fire blankets, mylar blankets
      2. Emergency paddles (for guiding and directing people)
      3. Medical packs (see 3.b below)
    - iv. Create and post evacuation routes and instructions
  - c. Training needs
    - i. Provide general training for the congregation
      1. Review & practice the Action Plan
      2. Hold evacuation drills twice a year
      3. Provide first aid and AED/CPR training once a year
    - ii. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
      1. Review & practice the Action Plan
      2. Provide leadership training, including review of evacuation routes and chair carry training to help mobility challenged individuals get down the stairs
      3. Provide fire extinguisher training
2. Goal: Protect all persons from injury
  - a. Develop & practice an evacuation plan (see Functional Annex – Function: Evacuation)
  - b. Follow the Action Plan

3. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed
  - e. ERT members to help coordinate communication after evacuation
    - i. Collect info from anyone receiving first aid and document all treatment given
    - ii. Keep track of who is being transported to a hospital
    - iii. If possible, document names and times for anyone leaving the scene

### **Action Plan**

Refer to Action Plan in Functional Annex – Function: Evacuation

1. Sound fire alarm and/or call 911
2. Identify an ERT member to serve as the liaison to first responders. Note: during a regular Sunday service, this should be whichever Usher has taken the headcount.
3. When practicable & safe to do so, use fire extinguisher(s) to put out or diminish the fire
4. Account for all persons to determine the need for a rescue effort

## **Threat and Hazard Annex**

### **Threat: Severe Thunderstorm or Tornado**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Protect all persons and property from harm  
Goal #2: Provide medical attention if necessary

#### **Objectives**

1. Goal: Protect all persons and property from harm
  - a. Develop & practice a shelter in place plan (see Functional Annex – Function: Shelter in Place)
  - b. Purchase & install a weather radio in/on insert location
  - c. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
    - i. Review & practice the Action Plan
    - ii. Provide leadership training, including review of exit paths to the ground floor and chair carry training to help mobility challenged individuals get down the stairs
  - d. Follow the Action Plan
2. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed
  - e. ERT members to help coordinate communication after threat of the storm has passed.
    - i. Collect info from anyone receiving first aid and document all treatment given
    - ii. Keep track of who is being transported to a hospital
    - iii. If possible, document names and times for anyone leaving the scene prior to the “All Clear” signal.

#### **Action Plan**

Refer to Action Plan in Functional Annex – Function: Shelter in Place

1. Monitor the weather radio to determine when the threat has passed.
2. After the threat has passed, if anyone was injured in the storm and needs additional assistance beyond first aid, call 911 to request medical assistance. Note: during a regular Sunday service, this should be whichever Usher has taken the headcount.
3. Account for all persons to determine the need for a rescue effort
4. If a lightning strike hits the building during the storm, as soon as it is safe to do so, assess if fire rescue services are needed. If needed, call 911 for assistance.

## **Threat and Hazard Annex**

### **Threat: Hazardous Materials or Bomb Threat**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Protect all persons and property from injury  
Goal #2: Provide medical attention if necessary

#### **Objectives**

*Overview:* While we do not store hazardous materials onsite, the church is on a major road and is near a major intersection. The potential exists for some type of traffic incident resulting in a hazardous material spill. Hazardous materials can include health hazard materials, toxic materials, corrosive materials, and explosive materials. A bomb threat or suspicious package would be handled in much the same way. Given the range of risks, the plan is to notify first responders and immediately and temporarily shelter in place until an assessment can be made.

1. Goal: Protect all persons from injury
  - a. Develop & practice a shelter in place plan (see Functional Annex – Function: Shelter in Place)
  - b. Develop & practice an evacuation plan (see Functional Annex – Function: Evacuation)
  - c. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
    - i. Review & practice the Action Plan
    - ii. Provide leadership training, including review of exit paths to the ground floor and chair carry training to help mobility challenged individuals get down the stairs
  - d. Follow the Action Plan
2. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed
  - e. ERT members to help coordinate communication after threat of the hazard has passed.
    - i. Collect info from anyone receiving first aid and document all treatment given
    - ii. Keep track of who is being transported to a hospital
    - iii. If possible, document names and times for anyone leaving the scene prior to the “All Clear” signal.

## **Action Plan**

Refer to Action Plan in Functional Annex – Function: Shelter in Place

1. Identify if a traffic incident happens, a bomb threat is received or a suspicious package is observed. Call 911 to report and provide the number of people currently sheltering in the church building. Provide a call back phone number for first responders or stay on the line if instructed. Do not attempt to assess the situation ourselves.
2. Emergency Response Team (ERT) members will initiate movement of all persons in the building to the ground floor, assisting those with limited mobility
3. If instructed by first responders, initiate evacuation of the building to an upwind position
  - a. Refer to Action Plan in Functional Annex –Function: Evacuation
4. After the threat has passed, if anyone was injured in the process and needs additional assistance beyond first aid, call 911 to request medical assistance. Note: during a regular Sunday service, this should be whichever Usher has taken the headcount.

## **Threat and Hazard Annex**

### **Threat: Protester/Disrupter**

*Last modified MM\_DD\_YYYY*

#### **Goals**

Goal #1: Protect all persons and property from harm

#### **Objectives**

*Overview:* Churches are private property. In the event of a protester entering the church property (parking lot and/or building) we have the right to ask a person to leave the property. If necessary, the police can and should be called to escort the person(s) from the property. Our main concern should be the protection of our church members and visitors.

1. Goal: Protect all persons and property from harm
  - a. Develop a best practices plan for dealing with a protester
    - i. The protester should be told that they are welcome to worship but otherwise should leave the property and the police will be called if necessary
    - ii. No one should physically engage with a protester
    - iii. Other than the initial welcome and warning, no one should verbally engage with a protester
    - iv. Provide extra supervision and protection for the nursery
    - v. Be clear on the boundaries of the private property
    - vi. Have a discussion with the local police about guidelines
  - b. Provide training to the Church leadership on the Action Plan for protesters. As part of overall emergency preparedness training for the congregation, church members should be advised to avoid engaging with a protester, touching, speaking with, and/or approaching a protester.
  - c. Follow the Action Plan

## **Action Plan**

1. If there is a protester outside the church on Sunday morning, the Pastor will call or specifically ask an individual to call 911
  - a. The caller will explain that the purpose for the call is to request support for our desire to gather at our place of worship without intimidation or disruption
  - b. The caller will be as clear and as specific as possible about the actions of the protester and the details of the situation
  - c. Unless there is truly an emergency, or there has been an actual threat of violence, the caller will be explicit in saying that an emergency response is not necessary
2. The Pastor will send 2 persons to stand near the nursery
3. The Pastor will ask the protester to cease their disruption and leave
  - a. Ushers will assist the Pastor, or may intercede if the Pastor is not present or first to respond. Large physical presence is helpful.
  - b. Say, "Everyone is welcome, but not all behaviors are welcome. Disrupting a service of worship is trespassing. Please leave the property immediately."
4. The Pastor will ask accompanist to begin playing hymn #1 and ask everyone to sing
5. Several church leaders will position themselves in the parking lot to escort church members into the building if needed
6. As soon as possible, the Pastor will inform the congregation of the situation. The Pastor will let the congregation know that if they are uncomfortable with the presence of a protester they should feel empowered to avoid or remove themselves from the situation. Church members are under no obligation to keep themselves in a situation where they feel like their (or their family's) emotional, spiritual, or physical well-being are at risk.

## **Threat and Hazard Annex**

### **Threat: Active Shooter**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Prepare for a potential active shooter event
- Goal #2: Protect all persons and property from injury
- Goal #3: Provide medical attention if necessary

#### **Objectives**

*Overview:* Active Shooter / Active Deadly Threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area. The “active” aspect inherently implies that both law enforcement personnel and citizens have the potential to affect the outcome of the event based upon their responses.

1. Goal: Prepare for a potential active shooter event
  - a. Practice situational awareness (recognize the threat) and have a plan (see Action Plan)
  - b. Identify two possible escape routes (get familiar with posted escape routes)
  - c. Identify places to hide in an active shooter situation
  - d. Training needs:
    - i. Get an Emergency Planning Committee member certified as an ALICE trainer
    - ii. Provide ALICE or similar training for the congregation at least once a year
    - iii. Remind Emergency Response Team (ERT) members that they should help direct/lead others and help keep a head count
2. Goal: Protect all persons from injury
  - a. Follow Action Plan
3. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. When safe to do so, qualified ERT members or congregants to administer first aid as needed
  - e. ERT members to help coordinate communication after evacuation
    - i. Collect info from anyone receiving first aid and document all treatment given
    - ii. Keep track of who is being transported to a hospital
    - iii. If possible, document names and times for anyone leaving the scene

## **Action Plan**

### **1. RUN**

- a. Leave your belongings & exit immediately (run if you can)
- b. Encourage others to follow
- c. Move far away & warn others
- d. Call 911 when you are safe

### **2. HIDE**

- a. If you can't exit safely, find a place to hide
- b. Act quickly & quietly
- c. Secure your hiding place – turn off lights, close & block door, take cover
- d. Silence cell phones
- e. Do your best to remain quiet & calm

### **3. FIGHT**

- a. Last resort
- b. Fight as a group, improvise weapons and work to disarm the shooter
- c. Make yourself a difficult target – throw things to distract the shooter, constantly move & yell until you have the opportunity to attack

4. When safe to do so, call 911

5. Identify an ERT member to serve as the liaison to first responders. Note: during a regular Sunday service, this should be whichever Usher has taken the headcount

6. Account for all persons to determine the need for a rescue effort

7. When law enforcement arrives

- a. Their first priority is to stop the shooter, they cannot stop to help the injured
- b. Do not try to touch them – they will be looking for a threat so put your hands up, spread your fingers, show them your palms and stay still
- c. If you have subdued the shooter and taken control of the weapon or have obtained a firearm, do not hold it when police enter – as soon as possible place it in a secure location out of sight

8. Arrange a post-event Critical Incident Stress Debriefing (CISD) and offer counseling services

## **Threat and Hazard Annex**

### **Threat: Medical Emergency**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Provide medical attention if necessary
- Goal #2: Minimize disruption to the service/meeting

#### **Objectives**

1. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits
  - c. Offer first aid and CPR/AED training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed
  - e. Follow the Action Plan
2. Goal: Minimize disruption to the service/meeting
  - a. Allow one or two qualified ERT members/congregants to care take charge of the medical emergency
  - b. Move others away to allow the ill/injured person space and to protect their privacy
  - c. Continue the service/meeting if practicable or determine to adjourn

#### **Action Plan**

1. Call 911 with location and the nature of the victim's illness/injury
2. One or two qualified ERT members or congregants to administer first aid as needed
3. Identify an ERT member to serve as the liaison to first responders
4. Do not attempt to move an injured person
5. Comfort the person and reassure them that medical assistance is on the way.
6. Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper personal protective equipment (PPE).
7. After the person's immediate needs have been taken care of, remain to provide pertinent information about the incident

## **Threat and Hazard Annex**

### **Threat: Winter Storm**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Protect all persons from harm  
Goal #2: Provide medical attention if necessary

#### **Objectives**

*Overview:* Winter storms are predictable – in most cases we know at least several hours if not days in advance. When a winter storm is expected and is predicted to be severe enough to make roads impassable or cause safety concerns, it would be up to the Pastor or Emergency Planning Committee (EPC) Chair to determine whether the service or meeting should be cancelled and communicate this to the congregation and Committee members. It is assumed that each individual would determine whether it was safe for them to attend, and for most winter storms no one would be at the church. This annex was included in case of a sudden blizzard or if a storm in progress worsens unexpectedly during a planned event at the church.

1. Goal: Protect all persons from harm
  - a. Develop & practice a shelter in place plan (see Functional Annex – Function: Shelter in Place)
  - b. Purchase & install a weather radio on first aid counter in/on insert location
  - c. Follow the Action Plan
2. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed

#### **Action Plan**

You may refer to Action Plan in Functional Annex – Function: Shelter in Place, however, it is not necessary to move anyone downstairs or take cover. Staying inside is sufficient.

1. Monitor the weather radio to determine when the threat has passed
2. After the threat has passed, ensure paths are shoveled and salted
3. Provide assistance shoveling out, brushing off and/or moving cars as needed
4. Monitor anyone shoveling or assisting for potential medical issues (heart issues or hypothermia) and call 911 if necessary

## **Threat and Hazard Annex**

### **Threat: Earthquake**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Protect all persons and property from harm  
Goal #2: Provide medical attention if necessary

#### **Objectives**

1. Goal: Protect all persons and property from harm
  - a. Develop, share and practice the Action Plan
    - i. Participate in Great ShakeOut nationwide drills  
<https://www.shakeout.org/centralus/>
  - b. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
    - i. Review & practice the Action Plan
    - ii. Provide leadership training, including review of exit paths to the ground floor; chair carry training to help mobility challenged individuals get down the stairs
  - c. Follow the Action Plan
2. Goal: Provide medical attention if necessary
  - a. Survey the congregation to build a list of persons with medical training
  - b. Purchase medical packs and place near major exits; store a more complete kit of supplies in the garage
  - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
  - d. Qualified ERT members or congregants to administer first aid as needed
  - e. ERT members to help coordinate communication after threat of the storm has passed.
    - i. Collect info from anyone receiving first aid and document all treatment given
    - ii. Keep track of who is being transported to a hospital
    - iii. If possible, document names and times for anyone leaving the scene prior to the "All Clear" signal.

#### **Action Plan**

Earthquakes can happen without warning and result in injuries and damage to property and roads. If an earthquake happens, protect yourself right away. (Source: <https://www.ready.gov/earthquakes>)

- If you are outdoors, stay outdoors away from buildings
- Do not get in a doorway
- Do not run outside

## Stay Safe During an Earthquake: Drop, Cover, and Hold On

**IF  
POSSIBLE**



**USING  
CANE**



**USING  
WALKER**



**USING  
WHEELCHAIR**



**Drop:** Drop wherever you are on to your hands and knees. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops.

**Cover:** Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.

**Hold on:** If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If you can't find a table or desk, cover your head and neck with both arms and hands. If seated and unable to drop to the floor, bend forward, cover your head with your arms, and hold on to your neck with both hands.

After the shaking stops:

1. Monitor the news for emergency information & instructions
2. If the building is damaged, evacuate and quickly move away from the building (refer to Functional Annex, Function: Evacuation). Do not enter damaged buildings.
3. Be prepared for aftershocks
4. Account for all persons to determine the need for a rescue effort
5. Communicate via text messaging when possible, reserve phone calls for emergency use
6. If anyone was injured and needs additional assistance beyond first aid, dial 911 to request medical assistance. Note: during a regular Sunday service, this should be whichever Usher has taken the headcount.
7. If damage occurs to the building or grounds and someone becomes trapped, as soon as it is safe to do so, assess if fire rescue services are needed. If needed, dial 911 for assistance.
8. If damage occurs to the building or grounds and a Trustee is present, conduct a damage assessment

## **Threat and Hazard Annex**

### **Threat: Lift/Elevator Failure**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Protect all persons from harm
- Goal #2: Get any trapped people safely out of the lift/elevator

#### **Objectives**

*Overview:* A lift/elevator is available insert location to transport persons with mobility issues between the ground level and sanctuary level. If the lift/elevator is not operable prior to a known service or other event, calls will be made to church members to advise them. The information below is for use in the event that there is a failure when someone is in the lift/elevator.

1. Goal: Protect all persons from harm
  - a. Establish and implement a routine lift/elevator inspection and maintenance plan
  - b. Train lift users, ushers and greeters on lift/elevator operation
  - c. Post instructions on where to find the door keys and how to use them (include general notes here)
  - d. If the lift/elevator fails with someone inside, follow the Action Plan
  - e. If the problem persists, post signs on the lift/elevator doors on both levels that the lift/elevator is out of service and notify the church office of the issue to request repairs
2. Goal: Get any trapped people safely out of the lift/elevator
  - a. Follow the Action Plan

#### **Action Plan**

Ushers and Pastor are trained in emergency operation of the lift/elevator. Other members of the congregation may have been trained and can be asked for help as well.

1. **If the lift/elevator is on the ground or sanctuary level, Insert instructions here**
2. **If the lift/elevator is between floor levels, Insert instructions here**
3. If the above procedures fail or are not possible, call 911 for assistance in extracting trapped person(s) from the lift. Reassure them that help is on the way.  
*Note:* if assistance is not immediately available the trapped person(s) can activate the emergency call button inside the lift to summon help.
4. After the safe exit of the trapped person(s), check to see if others are still on the sanctuary level and need assistance to get down to the ground level

## **Threat and Hazard Annex**

### **Threat: Pandemic**

*Last modified MM\_DD\_YYYY*

#### **Goals**

- Goal #1: Prevent further spread of disease
- Goal #2: Ensure continuity of services & care
- Goal #3: Plan & implement return to “normal” operations

#### **Objectives**

*Overview:* As disciples of Jesus Christ, we will continue to share the love of God with everyone, while prioritizing the safety of all. Planning & decisions will be made in accordance with the guidance of the Centers for Disease Control, the State of Illinois and local government, and under advisement of the United Church of Christ (UCC) Illinois Conference.

1. Goal: Prevent further spread of disease
  - a. Determine when/if in-person activities should be suspended; if yes, follow Action Plan 1
  - b. Provide regular status updates to the congregation
  - c. Implement proper disinfection, sanitation & social distancing practices when the building is in use (refer to CDC and State of IL websites for specific guidelines)
  - d. Implement any additional HVAC measures necessary for safe air filtration
  - e. If anyone that has entered the building tests positive within 2 weeks, follow Action Plan 2
2. Goal: Ensure continuity of services & pastoral care
  - a. Pastor to coordinate with the tech team for virtual services
  - b. Board of Deacons to devise & implement virtual outreach programs
  - c. Purchase recording & technical equipment as deemed necessary by the tech team to maximize automation
  - d. Create instructions and cross-train additional people to perform tech team & social media functions
  - e. Follow Action Plans 1 & 2
3. Goal: Plan & implement return to “normal” operations
  - a. Form a Reopening Task Force comprised of the Pastor and members of the Emergency Planning Committee (EPC), with representation from all Boards/Committees
  - b. Stay informed on current recommendations from the CDC, State of IL and local government, and UCC Illinois Conference
  - c. Determine when in-person activities can be resumed and any associated limitations
  - d. Implement Fellowship Hall sign-up and Safety Checklist procedures (see Appendix B, Fellowship Hall Safety Checklist)
  - e. For events where no sign-up or checklist is used, take photos and/or a short video to facilitate contact tracing should it become necessary
  - f. Prominently post appropriate CDC health & safety procedures
  - g. Implement proper disinfection, sanitation & social distancing practices when the building or property is in use

### **Action Plan 1**

When the Pastor and the Emergency Planning Committee (EPC) determine that in-person activities must be suspended:

1. Notify the congregation via website, Facebook, monthly newsletter, e-mail and/or telephone tree
2. Begin virtual services
  - a. Pre-recorded Sunday worship to be made available via YouTube, Facebook and telephone
  - b. Virtual Coffee Hour and small group or committee meetings via Zoom
  - c. Virtual Youth Group online activities & at-home study materials
  - d. Congregational outreach programs per Board of Deacons
3. Make masks available for those that need them
4. Plan short “drive-in” events (carillon concerts, etc.)

### **Action Plan 2**

If any of the essential core staff should test positive, follow steps 1-3. If any member of the congregation that has been in the building in the past 2 weeks tests positive, follow steps 2-3:

1. Seek a substitute through the normal channels. Additional options:
  - a. Pastor
    - i. Substitute Pastor to submit recorded sermon
    - ii. Service sharing with Community Protestant Church
    - iii. Utilize a recorded message from the wider UCC
  - b. Music Staff – refer to Excel library to select & insert pre-recorded preludes, hymns & postludes
2. Initiate contact tracing using sign-up sheets, checklists and/or photos & videos of the event
3. Properly disinfect & sanitize all areas of the building that may have been in use



APPENDIX B  
**(Insert logo if desired)**

This is a Checklist to help keep all that use this space healthy. **Please adhere to it.**

**General Guidelines:**

- Wear a mask that covers both nose and mouth at all times.
- Wash hands frequently.
- Wash areas before use with supplied disinfectant spray. This includes restrooms, light switches, door handles, etc.
- Wash areas after use with supplied disinfectant spray. This includes restrooms, light switches, door handles, etc.
- Maintain social distance (6 tiles = 6 feet)
- Please do not use the fireplace room.

**Guidelines for use of Kitchen:**

- Any surface touched should be cleaned before and after use.
- It is recommended that food and tableware be supplied by participants. Any dishes used should be washed before and after use. A limited supply of disposable tableware is available.
- Garbage in. Garbage out.
- Use of any equipment or appliance requires cleaning before and after use.

**Guidelines for use of Fellowship Hall:** *(Please do not use fireplace room)*

*Note:* Tables and chairs are currently spaced safely. You may move furniture, but please return to 6' placement.

- Wipe off all hard surfaces before and after use.  
(Cleaning products are available on kitchen counter).
- To use water bottle, touch dispenser with a clean tissue.

All groups should contact the church office to schedule their gathering. A leader will complete this checklist and record attendance on the back, with date and names of participants.



**Reservation for use of Church Name Church Fellowship Hall**

Requested by:

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Requested date:

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Approved date:

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Name of Group/event:

---

Participants:

1.

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2.

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3.

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4.

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5.

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6.

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7.

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8.

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9.

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## **APPENDIX C1**

**Insert lift/elevator emergency operation instructions/diagram**

## **APPENDIX C2**

**Insert lift/elevator troubleshooting instructions/diagram**

APPENDIX D

(Insert logo if desired)

# After Action Report

Date: \_\_\_\_\_ Event/Incident: \_\_\_\_\_

Incident Commander / Member in Charge: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Duration: \_\_\_\_\_

Was the Emergency Operations Plan (EOP) or training documentation for this event/incident complete/adequate? *If not, what was needed?*

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What should we **START** doing, **STOP** doing or **CONTINUE** doing for future events/incidents?

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Was there adequate staffing for the Event/Incident:

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Were there any Emergency Response Team (ERT) or responder injuries or incidents?

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Was any church equipment damaged, lost, broken or used that needs to be repaired or replaced?

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Was any equipment needed that was not available?

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Additional notes:

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