



EMERGENCY
ACTION PLAN

St. Andrew Presbyterian Church of Denton, Texas

The St. Andrew Presbyterian Church
Emergency Action Plan

St. Andrew Presbyterian Church
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EMERGENCY PLAN

For this plan an emergency is defined as a situation that poses an immediate risk to health, life, property or environment, but is within the abilities of local persons or agencies to treat. Most emergencies require urgent intervention to prevent a worsening of the situation.

The purpose of the emergency plan and procedures is to provide for the safety and well-being of the staff and anyone else present on the grounds of St. Andrew Presbyterian Church.

In caring for “our people” we must face the reality that emergencies happen and prepare for their eventuality. Houses of worship have always been subjected to emergencies such as heart attacks, fires, etc, plus the forces of nature, such as winter storms, earthquakes, and tornadoes. At one time a house of worship was considered one of the safest places to be. The times in which we live today, however, seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred. The newspapers and television often report robbery, theft, homicide and other such events occurring in places of worship. As was once said, we need to pray for the best, plan for the worst, and accept whatever God provides. Whenever we have any type of emergency, **the first concern is the safety and well-being of the staff and anyone else present on the grounds. People first—stuff 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 funny smell? Why does this feel wrong? What is causing that weird sound? What is happening to that person?
- Remain calm—evaluate the situation—take action.
- Use your best judgement, especially when something doesn't fit into pre-arranged procedures.
- Always call 9-1-1 whenever you feel that you or other people are in danger, or the solution to the problem exceeds your capabilities.



- If you are told to evacuate the facility, go to the northeast corner of the main parking lot or the southwest end of the west parking lot.

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 your co-workers and anyone you are responsible for are there. Do not go back into the facility until someone in authority has given the “All Clear.”

- Ensure the office staff is always aware of any emergency.

Under “Specific Emergency Actions” you will find a quick reference to actions you should take in specific situations. All staff members should be guided by these steps in an emergency. Some activities, such as the Children’s Place, Treehouse, or Our Daily Bread may have a more detailed list of emergency actions. Keep the guide handy in offices, rooms, and classrooms. Everyone, including staff and volunteers responsible for other people, should be familiar with its contents.

If the media makes inquiries about an emergency incident, the church response should be made by the senior pastor. Other persons are to refer to all inquires to the senior pastor and not give out any information.

SPECIFIC EMERGENCY ACTIONS

MEDICAL EMERGENCY

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Use first aid.
- Treat minor injuries from supplies in the first aid kits.
- Know who is trained and certified in first aid and CPR. (See list on wall beside A.E.D.)
- A.E.D. is inside work room door, on your right, just off the narthex.
- First aid kit is inside the sacristy door, to the left when you walk in.
- If the problem is beyond your capabilities call 9-1-1. Be prepared to give the following information:

-Name and phone number. (St. Andrew 940-387-3897)

-Location. (300 W Oak St. Denton, Tx 76201)

-Number of people involved.

-Nature of illness or injury.

-If at all possible, stay on the line until help arrives.

While waiting for professional help do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location. Send a person outside to flag down emergency responders and show them where to go.

When professional help arrives:

- Allow responding units 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, someone on the office staff 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, help the office personnel to get appropriate information as they will need to complete an injury report.

FIRE

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Activate the fire alarm and evacuate. Move people in an orderly manner according to established exit routes, if passable, to the primary rally point.

- Clear rooms, close doors and windows. Accompany people to designated area.
- Teachers should take roll call, staff account for people and staff.
- An ALL CLEAR signal will be given indicating when it is safe to return.

Location of fire extinguishers:

- Basement Level (Den)
 - Entrance to Cave (Den dining room)
 - Wall of Den kitchen
- Ground Level
 - F.H. - Cabinet wall, inside right around corner from double door entrance
- Office Wing/ Sanctuary Level:
 - Inside Sacristy door
 - Inside work room
- Sanctuary
 - Beside associate pastor seat in chancel
 - East exit beside chancel
- Nursery
 - South end wall
 - North end wall
- Rec Center
 - Double Door Entrance
 - Mezzanine Wall
- Sunday School Wing
 - Outside Stephen Ministry office
 - 3rd floor exit to Education wing stairs
- Music Wing/ Balcony
 - Chancel choir room entrance
 - Outside of balcony single door, towards Children Chapel

Location of fire alarm pulls:

- Basement Level (Den)
 - Inside door from outside entrance
 - inside Bolivar St. double door

- Fellowship Hall Ground Level
 - Inside Fellowship Hall double doors
 - Inside Fellowship Hall northwest metal door
 - Educational wing entrance
 - Beside west external kitchen door
 - Inside Bolivar St. single door
- Sanctuary/ Office
 - Across from parlor entrance
- Rec Center
 - Inside Rec Center double doors
 - Beside Rec Center Emergency door
 - Across hall from phone in Rec Center hall
- Sunday School Wing
 - Top of 3rd floor stairs, outside Stephen Ministry office
 - Top of Educational wing stairs

EXPLOSION

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Take the following actions if an explosion occurs:

- Assess the situation and inform the staff as quickly as possible and calmly as possible.
- If there is any apparent danger, account for people and evacuate in an orderly manner to the primary rally point.
- If no apparent danger exists, remain with the people in their present location.
- Take any necessary follow-up action.

TORNADO

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

At St. Andrew we have several challenges due to the campus layout, number of buildings, and various usages throughout the day and evening hours.

Should a TORNADO WATCH be issued for the area, a designated staff member should tune to local radio,

news broadcast, or online services for updates. The staff member will notify all leaders of the WATCH and be prepared to move classes to designated safe areas should a WARNING be issued.

Should a TORNADO WARNING be issued for the area, the designated staff member should notify each leader of the WARNING. DO NOT USE THE ELEVATOR. Leaders then will direct the classes to the designated safe areas to take shelter. Once the WARNING has expired or an ALL CLEAR called by the National Weather Service, ALL persons should be accounted for by the designated staff member. If injuries are present, the staff member will call 9-1-1 for immediate help, provide the address and number of injured, locate medical first aid kits and triage as needed until help arrives.

Safe areas are the lowest level of the structure away from windows, interior hallways; stairwells without windows are best. If in classrooms, go to the lower level interior hallways closing the doors behind you. Sit down next to the wall and cover your head. Stay out of large rooms (Sanctuary, gym). Do not get in a vehicle or attempt to drive away from the storm(s).

If a TORNADO WARNING occurs during church services, mobility challenged and aged attendees go to main hallway, between Sacristy entrance and single Bolivar St. door.

Other attendees on Pulpit side, go to either office wing stairwell or to the Cave (serving room inside Den) or to Den kitchen or Den hallway. Also, the wall from the Narthex to the church office, is a safety area.

Other attendees on Lectern side, go to Sacristy or to Fellowship Hall area, from the columns to the serving window wall.

Safe areas in the building are as follow:

- Den-The Cave (Dining Room)
- North Stairwell-Den inside entrance to Office Wing
- South Stairwell-Ground floor breezeway to 2nd floor
- Fellowship Hall-Area outside restrooms
- Area from columns to serving area wall
- Office wing and main hallway separating sanctuary and narthex
 - Office door to narthex door
 - Sacristy to Bolivar St. single door
 - Sacristy

TRAMAUTIC INCIDENTS

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Examples of traumatic incidents are: suicide, death, or anything else likely to cause severe emotional reaction.

If you become aware of a traumatic incident that may affect the physical or emotional health and/or safety of people, immediately notify the office. The person in charge will gather information, review options, and inform the staff of actions taken. All non-essential people must be kept away from the scene of a traumatic incident, and it should be isolated until the scene is released by professional responders.

CHEMICAL SPILL

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Should a hazardous chemical spill occur on site or in the immediate area, such as a traffic accident with a tank truck spilling its contents, the following precautions should be taken:

- Evaluate the area nearest the spill. Be sure to locate people UPWIND from the spill.
- Call 9-1-1 for HAZMAT response. (Report chemical, if known).
- Notify the office immediately.
- Shut down any re-circulating air systems.
- Follow all directions given by emergency personnel.

CRIME IN PROGRESS

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Do not attempt to apprehend or interfere with the criminal except for self-protection.
- Flight- RUN Get away from the person or persons as quickly as possible. Exit the building and seek shelter at the nearest open business with other people. Call 911 and report the location and situation. If with others from the church it may be necessary to split the group if being chased; otherwise, try to stay together. There is strength in numbers. Wait until police respond and make contact with you.
- Shelter- HIDE If you cannot leave the building or room due to the person(s) blocking your escape, take shelter. Hide yourself and others in a closet, small room with no windows, walk in refrigerator or office. Lock or block the door with anything you can find that is heavy; close window coverings and remain silent. If possible call 911 and report the location and situation and wait for police contact.
- FIGHT - As a last resort, attack the person like your life depends on it, because it does. If one attacker is present, as many as possible should take the fight to them with anything you have (keys, hand tools, chairs whatever will inflict the most damage). If more than one assailant, this may not be the best practice beyond HIDE. If you are able to disable or disarm the person, RUN away and call 911 giving the location and situation. Wait for Police.
- 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.
- Call 9-1-1. Give them your name and location, and apprise them of the situation.

- Notify the office.

CIVIL UNREST

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Civil unrest may result when people are moving about, challenging authority, committing acts of vandalism, gang activity, etc., to the point where the safety of the staff and people at the facility is jeopardized. The goal is protecting all people from injury or harassment until proper help can be summoned, and keeping property losses and damages to a minimum.

- Get everyone inside, including anyone seeking shelter.
- Do your best to supervise the area outside until everyone is in a room.
- Lock the doors, close the curtains.
- Remain in room until ALL CLEAR signal is given.

BOMB THREAT

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

A bomb threat exists when a suspected bomb or explosion device has been reported, but not located. A bomb emergency exists if a bomb had been located, or a bomb has exploded.

Try to gain as much information from the caller as possible; such as:

- Detonation time
- Location of bomb(s)
- Type of bomb(s)
- Voice characteristics
- Background noises, such as: automobiles passing, noises, etc.
- Reason for bomb threat.

Cease any hand-held radio communication on site, specifically cell phones.

Report threat to office, then call 9-1-1.

If a suspicious package is found, DO NOT TOUCH IT.

Account for people in the threatened area and evacuate.

While moving people a safe distance from the buildings, caution them to stay clear of buildings, trash cans, and lockers.

Once out of the building, remain there until an ALL CLEAR signal is given.

BOMB EMERGENCY

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

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 hand-held radio communication on site, specifically cell phones.
- Call 9-1-1. The dispatcher will ask for information about the device. Police, fire and emergency and medical services will be dispatched.

Evacuate in a mannerly order, and caution participants to stay clear of buildings, trash cans, and lockers.

- Move participants a safe distance from the buildings.
- Open areas are best for gathering after evacuation.
- Account for all people.
- Be aware of a potential second device-stay away from explosion area and buildings or vehicles.
- Once out of the building, remain there until an ALL CLEAR signal is given.

HOSTILE INTRUDER ACTIVE SHOOTING ON SITE

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Unfortunately in this day and time and with current world situations we must be prepared for the worst case scenario at all times. It is sad that even a church is no longer considered to be a safe place or place of “sanctuary” in the proper definition. We at St. Andrew must always be watchful and aware of persons on the campus and in the buildings at all times as the church has many activities, meetings and classes each day and into the evening hours with several access points open.

- Should a situation arise with unknown person(s) on the grounds with an exposed weapon (firearm, bladed instrument or explosive claimed), human nature kicks in to a “fight or flight” decision that must be made in a very few seconds. Take a moment and review the following suggestions, make a plan and be prepared in case you have to make this decision. Flight- RUN Get away from the person or persons as quickly as possible. Exit the building and seek shelter at the nearest open business with other people. Call 911 and report the location and situation. If with others from the church it may be necessary to split the group if being chased; otherwise, try to stay together. There is strength in numbers. Wait until police respond and make contact with you.
- Shelter- HIDE If you cannot leave the building or room due to the person(s) blocking your escape take shelter. Hide yourself and others in a closet, small room with no windows, walk-in refrigerator or office. Lock or block the door with anything you can find that is heavy, close window coverings and remain silent. If possible call 911 and report the location and situation and wait for police contact.

- **FIGHT** - As a last resort, attack the person like your life depends on it, because it does. If one attacker is present, as many as possible should take the fight to them with anything you have (keys, hand tools, chairs whatever will inflict the most damage). If more than one person this may not be the best practice beyond HIDE. If you are able to disable or disarm the person, RUN away and call 911 giving the location and situation. Wait for Police.
- Always be on the lookout for a sleeper assailant, one who is in partnership with the lead or known visible person making the threat(s). This sleeper may be laying back and if someone makes an assertive move on the subject may get involved at that point.

HOSTAGE SITUATION

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Remain calm. Talk with intruder 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.

NOTE: if any site becomes involved in 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.

DRIVE-BY SHOOTING

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

In the event that a drive-by shooting occurs on or adjacent to the site, these procedures should be followed:

- If inside a secure room, DROP, COVER, and HIDE until the danger has passed.
- In an open area—move people to a safe area, room or any cover possible.
- Initiate DROP and COVER if it is not possible to safely reach an enclosed area until the emergency is over.
- Lock doors, block windows if there is a continuation of gunfire.
- Note: Drive-by shootings usually happen very quickly. Try to get as much information as possible without putting yourself in danger.

Phone Numbers

IN EMERGENCIES, DIAL 9-1-1

POLICE	940-349-8181
SHERIFF	940-349-1601
FIRE	940-349-8840
DENTON REGIONAL MEDICAL CENTER	940-220-5901
TEXAS HEALTH PRESBY HOSPITAL	940-898-7000
C+G ELECTRIC	940-566-0711
ATMOS EMERGENCY LINE	866-322-8667
ATMOS NON-EMERGENCY	888-286-6700
DENTON MUNICIPAL ELECTRIC	940-349-8700
C.B.S. MECHANICAL	940-383-4357
AA SHUTTLE + TAXI	940-566-2755
DENTON GLASS	940-566-2814