



**MOUNT VERNON
BAPTIST CHURCH
EMERGENCY ACTION PLAN**

Adopted June 2016

Purpose of this Emergency Action Plan:

- **To protect the Ministry, Membership and Property of Mount Vernon Baptist Church**

To Respond implies you have a plan in place

To React implies that no one knows what to do next

A copy of this Emergency Plan should be stored in a safe place along with keys to all doors and be readily available to emergency responders.

Emergency Management Committee Members:

Morris Hall, Chairman

Lynette Britt

Crystal Wells

Jake Snell

Teddy Quinn

Denise Rackley

TABLE OF CONTENTS

EMERGENCY TELEPHONE NUMBERS	4
ROLE OF INCIDENT COORDINATOR	5
INJURY / INCIDENT REPORT.....	6
MEDICAL TEAM	7
Role of A Medical Team	7
Medical Team Members.....	9
SAFETY/SECURITY TEAM	10
Role of Safety/Security Team	10
EVACUATION OF BUILDING	11
MOUNT VERNON EMERGENCY ACTIONS	12
Fire	12
Tornado	13
Intruder/Active Shooter.....	14
Threat Call Form.....	16
Safety/Security Team Members.....	17
CHILD PROTECTION	18
Role of Child Protection.....	18
Child Information Form.....	19
Background Check Form.....	20
Child Protection Personnel.....	21
FLOOR PLANS	22
EMERGENCY EQUIPMENT LOCATIONS	23
GENERAL PLAN FOR EVACUATION.....	24
WEATHER “SAFE AREAS”	25

EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 911

Treat minor injuries from supplies in the first aid kits.

The kits are located in the:

- Educational Building Hallway across from the nursery
- By the Ladies Restroom (outside of the sanctuary)
- In the Fellowship Hall (by the back doors leading to the picnic area).

OTHER IMPORTANT TELEPHONE NUMBERS

Building and Grounds Chairman:

Tony Rackley Cell: 590-4132 Home: 590-3313

Call this number to report unsafe building and/or parking lot conditions.

Pastor: E.C. Mattocks Cell Number: (910)-305-0454

Chairman of Deacons: Marshall Falatovich Cell Number: (910) 391-2318

Church Office: 910-533-3164

Call this number for appointments or other business

- Non-emergency assistance
- Reporting lost ID or valuables

Security Systems Company: Security Central 1-800-222-5579

Incident Coordinator:

Assistant Incident Coordinator:

Mount Vernon Incident Coordinator

ROLE OF INCIDENT COORDINATOR

The Incident Coordinator assumes responsibility for implementing the local church emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. Responsibilities may include the following:

- Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency
- Ensuring proper emergency communications.
- Delegating needed emergency actions.
- Maintaining accurate records of injury/incident for insurance or liability questions (*see Injury/Incident Report form*)
- Assist with recruiting team members
- Schedule training
- Communicate ongoing plans

The Incident Coordinator may also be called upon by the emergency agencies involved to aid in crowd control and building evacuation. The Incident Coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

The Incident Coordinator should be identified by wearing a photo ID that displays their name and credentials.

Injury/Incident Report

Date: _____ Time: _____

Injured Person: _____

Completed by: _____

Where were you when injury occurred:

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

Mount Vernon Medical Team

ROLE OF A MEDICAL TEAM

The Medical Team is made up of members of the church who have been trained for medical emergencies.

Responsibilities for team members include the following:

- Correctly responding to and summoning help for a medical emergency
- Providing “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training arrives on scene
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel
- Remaining “in charge” of a medical emergency situation until professional help arrives
- Knowing how to operate an AED (Automated External Defibrillator)
- Periodically perform medical emergency drills
- Checking First Aid kits each month and restocking as needed

Medical team members should be identified by wearing a photo ID that displays their name and credentials for rendering first aid.

A medical team member should have an **easily accessible designated spot** in the sanctuary during services.

During other events at the church they should be in contact with Safety/Security team by use of a 2way radio.

In case of a medical emergency, call 911.

Be prepared to give the following information:

- Name and phone number
- Location
- Number of people involved
- Nature of injury or illness

While waiting for professional help:

- Do not move the ill or injured person.
- Immediately identify themselves to any professional personnel responding to an incident.
- Allow responding units to take control of the situation.
- Stand by to assist as needed.

Note: Treat minor injuries from supplies in the First Aid Kits.

First Aid Kits are located in the:

- Educational Building Hallway
- By the Ladies Restroom (outside of the sanctuary)
- In the Fellowship Hall (by the back doors leading to the picnic area).

First Aid Kits and AED location are also noted on Evacuation Floor Plans located throughout the building.

First aid kits should be checked once a month and restocked as needed.

A **Portable First Aid Kit** should be available for Medical Team personnel.

An **AED** (Automated External Defibrillator) is located in the lobby by the water fountain.

AED should be checked on a regular basis and maintained as needed

Regular **CPR/First Aid training** is recommended for all church leaders, especially pre-school and Sunday School teachers.

Mount Vernon Medical Team Members

Team members are:

Lynette Britt, Team Coordinator

Destini Carter

Leslie Wainscott

Natalie Pope

Heather Hill

Reed Mattocks

Mount Vernon USHERS

Ushers and the Medical Team

Ushers should be trained on how to **assist** the medical team by:

- Recognizing a medical emergency
- Notifying Medical Team personnel
- Bringing needed equipment to scene (*First Aid Kit, AED, Wheelchair*)
- Keeping area clear around person
- Helping move person when needed
- Directing Emergency Vehicles onto church property
- Directing First Responders to person in need and assist as needed

Mount Vernon Safety and Security Team

ROLE OF A SAFETY/SECURITY TEAM

Safety/Security Team are members of the church who are trained in evacuation techniques, use of fire extinguishers and protection of members and property.

Responsibilities for team members include the following:

- Knowing how to correctly report a fire or smoke emergency using the 911 emergency number
- Knowing the locations of the fire alarm stations
- Knowing the locations of the fire extinguishers and how to use them
- Checking fire extinguishers once each month to insure workability
- Knowing how to correctly respond to a fire warning alarm
- Knowing designated shelter areas and precautions to take in the event of a tornado (interior room preferably with no windows, restroom, or hallway)
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for evacuation
- Periodically carry out evacuation drills and tornado drills
- Having a procedure in place to assist disabled persons during evacuations
- Working in coordination with the building and grounds chairman to minimize hazards
- Maintaining hand-held radios to coordinate with other team members and medical team
- Not allowing church members to go to their automobiles or attempt to move their automobiles from the parking lot in the case of fire or threat of fire. This could hinder access by emergency vehicles.
- Not allowing church members to congregate near building exits, driveways, or roadways in the case of a fire or threat of fire
- Policing parking lots, playground and building during services and events
- Dealing with situations that disrupt the normal activities of the church
- Protecting the membership and property of Mount Vernon Baptist Church from threats of weather, fire and intruders

Evacuation of Building

An Evacuation Plan should be posted in all classrooms, nursery, sanctuary, fellowship hall and other appropriate areas of the church.

All Safety/Security Team members should know the emergency evacuation routes and procedures for the building and the designated assembly area outside the building.

In case of any emergency, team members should direct church members to **follow the evacuation plan posted in your area.**

The designated assembly area for all children will be the playground. Should the designated assembly area be deemed unsafe, the alternate assembly area will be the grassy area next to the main church parking lot.

All Safety/Security Team members should carry a 2way communications radio while performing their duties at Mount Vernon.

Safety/Security Team Members:

- Must be a member of Mount Vernon Baptist Church
- May be male or female
- Should be identified by wearing a photo ID that displays their name and credentials.
- May carry non-lethal defensive items (*such as pepper spray*)
- Must be a law enforcement agent and must display their badge in order to display a lethal weapon
- Should immediately identify themselves to any professional personnel responding to an incident.

Mount Vernon Emergency Actions – Fire

In case of a fire press the Fire Button on a security pad and/or call 911

The fire alarm siren can be activated by pressing *4 on any of the security pads throughout the church.

If the Fire Warning Alarm Sounds

- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.
- Follow instructions from Safety personnel or follow Evacuation Plan posted in your area
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the outdoors.
- Move at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Sanctuary and Fellowship Hall evacuation assembly area will be the grassy area past the main church parking lot
- Education Dept. assembly area will be the Senior parking lot and the playground. The designated assembly area for all children will be the playground.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- **Do not reenter the building** until an “all clear” is issued by the incident coordinator. (Note: The “all clear” should be initially issued by the Fire Department.)

Mount Vernon Emergency Actions – Tornado

Tornado safe areas are designated on the weather safe area floor plan.

When you hear the announcement for a tornado warning:

- Move to a designated tornado safe area immediately.
- Move quickly, but do not run.
- Assist disabled personnel in your area.
- Wait in the safe area until you hear an announcement from a member of the emergency Safety team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or, a rest room, or an interior hallway.
- If in an interior hallway, stay away from windows, close all doors, crouch down as low as possible.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. (If circumstances change and new dangers are present, seek a different safe place)

Mount Vernon Emergency Actions – Intruder/Active Shooter

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.

5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Mount Vernon Emergency Actions – Intruder/Active Shooter, cont.

6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

Threat Checklist

Complete this list if you receive a threat.

Exact time of call: _____ Date: _____

Exact words of caller:

Caller's voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks

Other:

Do not hang up! Obtain as much information as possible:

Note: In the event you receive a threat:

• Call 911 immediately. Provide the following information:

- ✓ Identify yourself
- ✓ State: "I have received a _____ threat."
- ✓ Give your location

REMAIN CALM!

Mount Vernon Safety/Security Team Members

Team members are:

Jake Snell

Shane Griffin

Kay Griffin

Ed Tedford

Marshall Ezzell

Chet Bass

Duell Pope

Teddy Quinn

Mount Vernon Child Protection

Child Protection involves all members of Mount Vernon Baptist Church, especially those who work with children in the nursery, classroom, children's worship time and Vacation Bible School

ROLE OF CHILD PROTECTION

Child Protection is providing a SAFE environment for each child while at Mount Vernon by:

- Collecting informational sheets on each child including name, address, age, allergies, medical conditions, parents names and pick-up information (*see Child Information form*)
 - Posting an allergy profile that is visible for all parents and workers to see. Profile should include name, picture of child, and allergy.
 - Checking children in and out of the church by using lanyards and/or computer program generated security stickers with child's name, allergies, parents names and pick up information
 - Having a minimum of two adults in classrooms with children at all times
 - Not letting children go to restroom or other areas unescorted
 - Having an evaluation period of 3 months for individuals new to the Mount Vernon family before they can work with children
 - Getting written permission to do "Background Checks" on personnel working with children (*see Background Check Authorization form*)

Parents should be aware of the evacuation plan in the case of an emergency.

Parents should know that:

The designated assembly area and pickup for all children is the playground.

Should the designated assembly area be deemed unsafe, parents should be made aware that the alternate assembly area will be the grassy area by the main church parking lot.

Mount Vernon Baptist Church

3790 Faison Hwy. Clinton, NC

Child Information Form

Use Separate Form for Each Child

Date_____

Childs Name_____

Birthday_____

Address_____

Allergies_____

Medical Conditions_____

Phone_____

Persons Authorized to Pick Up

Mother_____

Cell Phone_____

Work Phone_____

Father_____

Cell Phone_____

Work Phone_____

Other_____

Relationship_____

Cell Phone_____

Work Phone_____

Other_____

Relationship_____

Cell Phone_____

Work Phone_____

Please immediately notify the Church office of any changes.

Give copy to parents.

CONFIDENTIAL

**Mount Vernon Baptist Church
Background Check Authorization**

Print Name: _____
(First) (Middle) Last

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Mount Vernon Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Mount Vernon Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release Mount Vernon Baptist Church, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____ Date: _____

Mount Vernon Child Protection

Child Protection Personnel are, but not limited to:

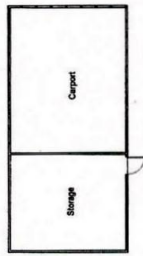
Sandra Starling.....Nursery Coordinator
Lib Barber..... Nursery Coordinator
Kim Pope..... Children's Worship Leader
Ashley Bass..... Children's Worship Assistant
Jo Hall.....Children's Worship Leader
Barbara Stroud..... Children's Worship Assistant
Lisa Driver..... Children's Worship Assistant
Melissa Ezzell..... Children's Worship Leader
Beth Bass..... Children's Worship Assistant
Ashley Holloman.....Children's Worship Leader
Heather Hill.....Children's Worship Assistant
Emily Wilson..... Children's Worship Leader
Jessica Thigpen..... Children's Worship Leader
Cathy Cottle..... Children's Worship Assistant
Kay Griffin..... Children's Worship Assistant
Wendy Massey.....Children's Worship Leader
Beth Hales..... Children's Worship Assistant
Suzanne Rice..... Children's Worship Assistant
Blair Colglazier..... Children's Worship Leader
Leslie Wainscott..... Children's Worship Assistant
Deana Cooke..... Children's Worship Assistant
Natalie Pope..... Children's Worship Leader
Heather Logan..... Children's Worship Assistant
Stephanie Bass..... Children's Worship Assistant

Mount Vernon Baptist Church Floor Plans

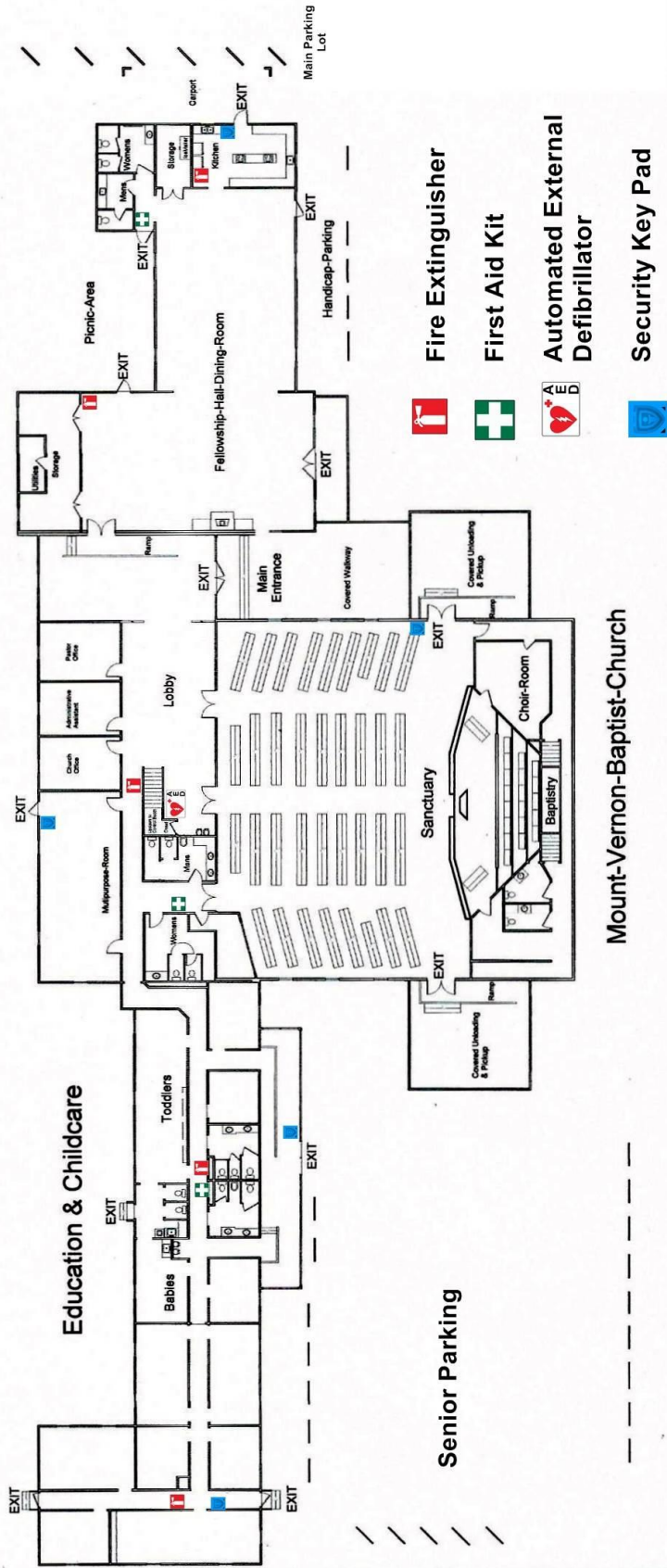
- **Emergency Equipment Locations**
- **Evacuation Plan**
- **Weather “Safe Areas”**

Emergency Equipment Locations

Playground



Water Fountain



-  Fire Extinguisher
-  First Aid Kit
-  Automated External Defibrillator
-  Security Key Pad

Senior Parking

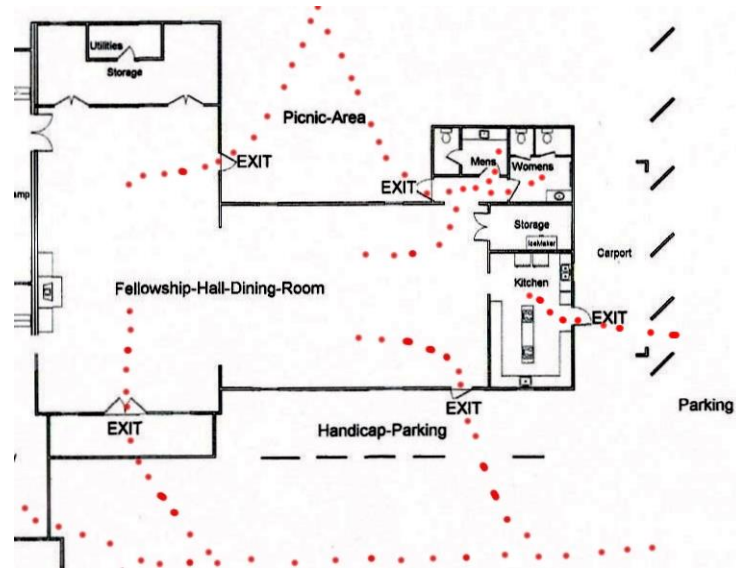
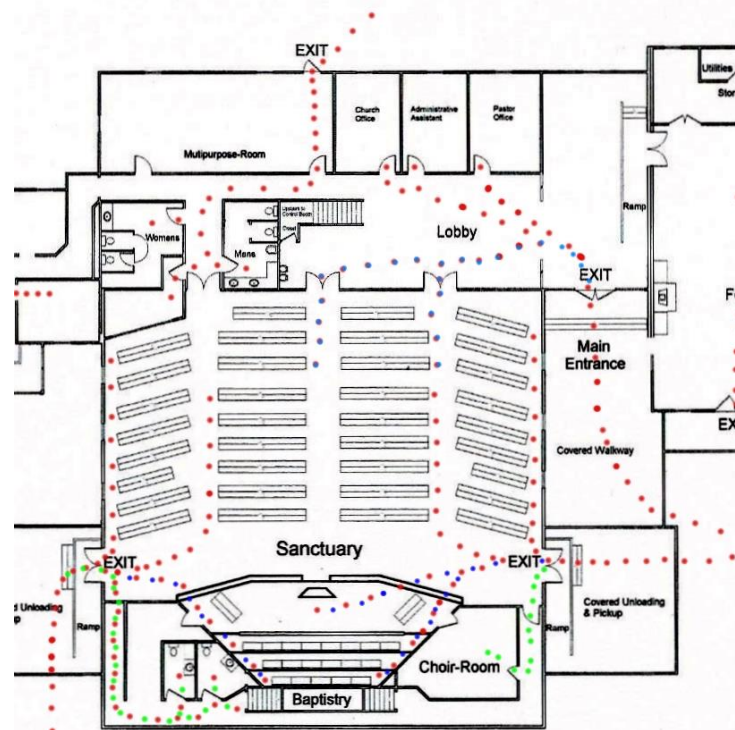
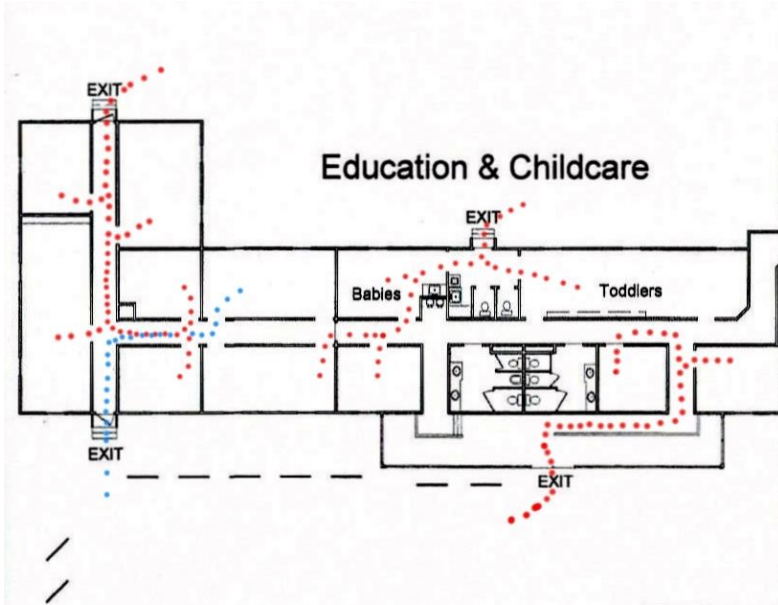
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General Plan for Evacuation

Evacuation plans will be specific to individual areas

Follow plan in your area or instructions from Safety Team



Mount-Vernon-Baptist-Church

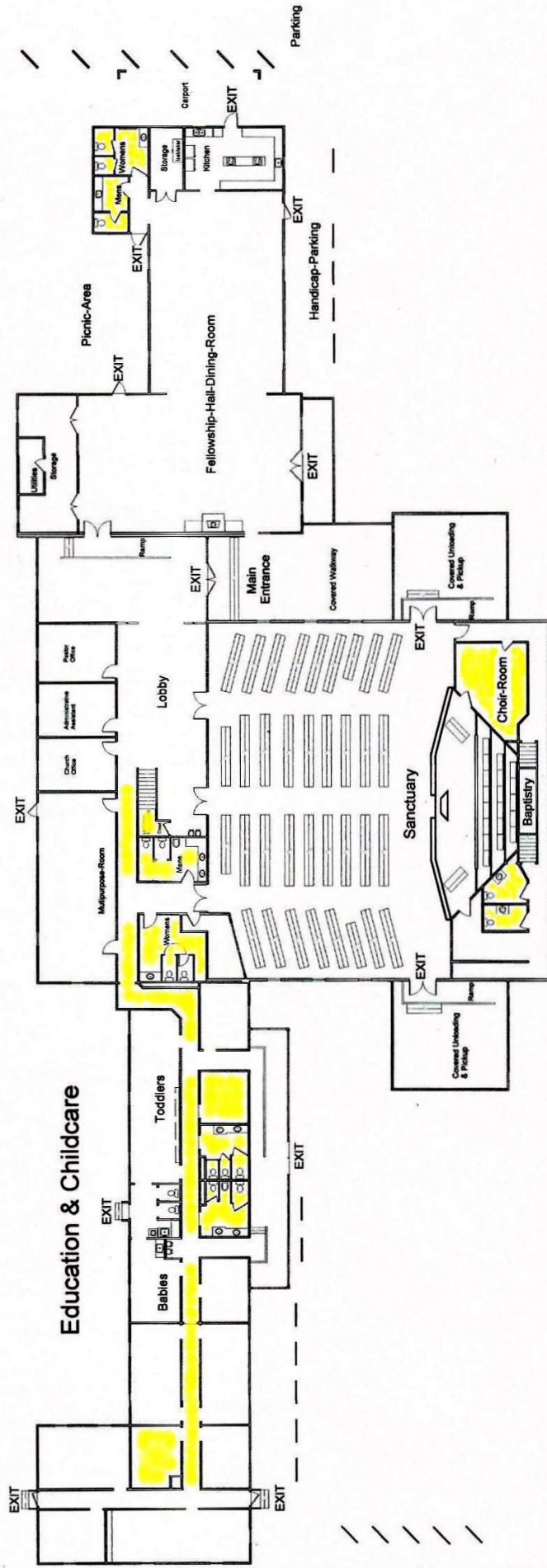
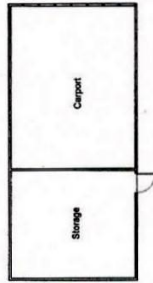
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**Weather
"Safe Areas"**



Playground



Mount-Vernon-Baptist-Church

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