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# SAINT DAVID'S EPISCOPAL CHURCH

## EMERGENCY PLAN

# Revision 0

## Record of Plan Revision

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**Purpose**

Saint David's Episcopal Church believes God desires that:

- we are good stewards of the property and facilities we use to meet together to worship and serve (Matthew 25: 14-30)
- we reach out to those in our community who have physical needs, blending our faith with action (James 2: 15-17)

An emergency that involves Saint David's Church could impact the business of the church, disrupt weekly activities, cause physical damage to the facilities, or threaten the ability of Saint David's to serve its members and community. It can include the death or significant injury to church employees, members, or those in the community around us. The use of the term "disaster" may lend itself to a perception of a large-scale event. Each event, however, needs to be assessed against the impact it has on the church and its ability to meet the needs of its own church family and that of the community around us.

Being prepared and understanding what to do can reduce fear, anxiety, and losses that may occur during emergencies. We can minimize the drain on local resources needed during incidents by preparing ourselves as a church and as individuals.

In order to be effective stewards and be able to reach out to those around us during an emergency, it is necessary to:

- mitigate [alleviate, minimize] potential risks,
- prepare for emergencies,
- design a plan to respond to incidents, and
- consider how to recover quickly and efficiently

This Emergency Plan is designed to help facilitate this purpose.

**Scope of Plan**

This plan is designed to address incidents which may occur during normal day-to-day activities or special functions at St. David's. The plan applies to authorized functions held at the church by outside groups. The types of incidents addressed in the plan are those that can develop rapidly, without warning, and require an immediate response to protect life and/or property. Incidents that allow ample time for preparation, such as an approaching hurricane, are outside the scope of the emergency plan and will be addressed in separate procedures.

**Church Profile**

Saint David's is located in North Chesterfield, Virginia. Church membership as of January 27, 2019, was 324. Average Sunday attendance during 2018 was 143.

The complex consists of a single story wooden building originally built in 1972. The building was expanded twice during the 1970s, first for Sunday School rooms and then for a fellowship hall, now used as a classroom. In 1987, the nave was doubled in size. The most recent expansion was the addition of a new parish hall, which was completed in 2007. In its current configuration, the church building has a total



square footage of 12,165. Appendix 1A shows a basic floor plan of the facility while Appendix 1B shows the site plan.

The church building is located on a 4.258 acre site. Site elevation varies between 253 and 268 feet above mean sea level (MSL). The first floor elevation of the church building is 264 feet above MSL. Surrounding terrain is gently rolling hills, with a maximum elevation in the county of approximately 400 feet above MSL. Bodies of water in the vicinity include the James River to the north, Swift Creek Reservoir to the west, and Lake Chesdin and the Appomattox River to the south. The site is not located in a flood plain. There are no dams in the vicinity that would pose a flooding threat if breached. The parking lot has two sections. The west (Camborne Road) parking lot has spaces for 36 cars. The east (Reams Road) parking lot has spaces for 27 cars, including 4 handicap spaces. There are two vehicle entrances, both located on Camborne Road. On the south side of the building there is a fenced area enclosing a prayer garden, a children's play area, and a labyrinth.

The community around the church consists primarily of single family residences. Major thoroughfares in the vicinity include State Highway 76, Powhite Parkway (approximately 0.73 miles northwest of the church), State Highway 288 (approximately 4.12 miles west of the church), and Interstate 95 (approximately 7.38 miles east of the church). The nearest railway is approximately 4.75 miles northeast of the church.

Chesterfield County Fire Station 20 is the primary responding station for a fire or EMS call from Saint David's. Fire Station 20 is located at 201 N. Courthouse Road, a driving distance of 2.8 miles. Chesterfield County Police Department's Midlothian Station is the closest police station. It is located at 20 North Providence Road, a driving distance of 2.3 miles.

## **Hazard**

### **Assessment**

Appendix 2A outlines hazards that have led to incidents at Saint David's, in the community, or have the potential for happening based on the geographical location of the church, its structure, its membership, or the public using its facilities. It is a snapshot in time identifying the hazard, its potential impact, and potential capability of the congregation or the local first responders to react to the incident. With each hazard, the primary concern would be whether the incident occurred during the more heavily populated weekly services. The assessment has been used by Saint David's to determine planning and resource priorities. Appendix 2B provides a description of each hazard.

### **Responsibilities**

Everyone is responsible for safety - especially their own safety and that of their minor children. The St David's Safety Committee serves as one focal point for this "all hands" effort to keep our people and property as safe as reasonably achievable. To the extent funded and supported by the vestry, the Safety Committee will do so by: objectively evaluating risks, providing information to empower parishioners and staff to better protect themselves, initiating actions and expenditures to minimize accidents and crime, developing and maintaining emergency plans, creating an



organization with the necessary equipment to execute the emergency plans, and making relevant training available.

The Safety Committee is currently part of the Building & Grounds Commission. Other ministry teams play critical roles in maintaining safety and security and also participate whenever the Emergency Plan is activated.

#### Vestry

The elected church leadership team or “vestry” is an official governing body with its own identity, rules, and legal obligations. It oversees the missional, strategic, administrative, and fiduciary aspects of the congregation. The vestry determines parish funding priorities, focus, current security posture, and amount of effort to ensure compliance with various safety/security initiatives (such as locking doors). Leadership is critical when it comes to maintaining safety and security.

Individual vestry members also stand duty as “Shepherd of the Day” and will, therefore, often be the first to respond to any emergency in accordance with this plan.

#### Building & Grounds

As mentioned above, the Safety Committee is currently part of this Commission. Apart from this, the Building & Grounds Commission is responsible for maintaining all aspects of the physical plant. This team ensures that regular inspections, maintenance, and testing are performed to identify and correct any safety or security issues. Emergency equipment and supplies are checked and replenished as required. This team would help determine when the church building would be safe for occupancy after an incident. The Building & Grounds Commission and the Finance Commission are jointly responsible for reviewing the church’s insurance policy, maintaining adequate coverage, and advising the vestry on insurance matters.

#### Worship

If evacuation of the church building becomes necessary during a worship service, Ushers and Lay Eucharistic Ministers (LEMs) will lead the evacuation of the Nave and Sanctuary. Ushers are also responsible for fire prevention and responding with a fire extinguisher to a minor fire.

#### Christian Formation

Christian Education Leaders are responsible for implementing the applicable emergency plan for the students under their charge until relieved by the appropriate parent/guardian.

#### Finance

The Finance Commission receives the annual budget request, including safety/security, from the Building and Grounds Commission. The Finance Commission prioritizes safety/security expenditures (and potential expenditures) within the overall budget and presents it to the Vestry. As mentioned above, the Finance Commission and the Building & Grounds Commission are jointly

responsible for insurance matters. The Finance Commission will also play a key role in the recovery from an emergency.

#### **Pastoral Care**

This commission provides counseling and other support, such as meals and visitation, to church members who may be affected physically or psychologically following an incident.

#### **Incident Command Structure**

Appendix 3A identifies the various roles of the incident Command Structure (ICS). The initial staffing of Incident Commander (IC) will be (1) the vestry Shepherd of the Day (SOD) during worship services, (2) the event leader during other functions, or (3) any church staff member or other person. The IC will be responsible for implementing the appropriate emergency procedure(s). For a relatively minor incident, no additional staffing beyond the initial Incident Commander may be necessary. If an incident is more complex or requires a lengthy recovery, the Incident Command structure will be staffed as required when personnel become available. Training and drills will be made available to ensure staff and vestry know how to implement ICS and its flexibility to expand and contract depending on the complexity of the incident.

#### **Cross Training**

Due to the volunteer nature of church stewardship, it will be important to cross train ministry teams to serve multiple roles. The goal is to have at least two levels of support for each ICS position and a variety of people generally cross trained. The Contact List shown in Appendix 3B should be used to help fill in the ICS as needed depending on availability of church volunteers.

### **Operations**

St. David's concept of operations includes stewardship of the property and facilities, outreach to those in the community, and our commitment to minimizing the drain on local resources needed during incidents. During the preparedness phase of our emergency plan we will take steps to prepare ourselves as a church and as individuals for emergencies.

Should an incident occur, individuals will follow the basic emergency procedures (Appendix 4) to ensure personal safety. After the initial incident is over, the church staff and vestry will implement ICS. Steps will be taken to account for those in the building. The facility will be inspected to determine if it is safe to re-enter. In a serious incident, this may have to be done by a professional. Any children at the church will be kept on site until parents or guardians arrive. The goal will be to get the church building as operational as feasible – both to support the members as well as residents in the community. Members will be asked to remain at the site until local road conditions can be assessed. When possible, the church membership will be notified by e-mail, social media, or telephone about any schedule changes or opportunities to serve after the initial incident.



Should the church be needed as a shelter, that will be coordinated through the Chesterfield County Emergency Operations Center (EOC) and the American Red Cross.

**Recovery**

Following an incident, the vestry will conduct a status check with their teams. The vestry and church staff will then convene to review the status of the church. This will help identify available resources and priorities for restoring the facility to daily and weekly operations. The finance team will identify immediate expenses and projected recovery costs. The insurance provider will be contacted to identify the next steps. The safety team lead will prepare a report that will identify how the church responded to the incident and how that response might be improved.

**Emergency Plan**

**Maintenance**

The safety team is responsible for reviewing the Emergency Plan annually and updating it as needed. The safety team is also responsible for making periodic training available to the appropriate personnel. Appendix 5 provides a matrix defining minimum training requirements.

Exercises or drills will be periodically conducted to ensure proficiency in implementing the Emergency Plan. These exercises can take the following forms:

*Tabletop Exercises:* Review the various responsibilities and simply discuss how emergency situations would be handled.

*Functional Drills:* The ministry teams and ICS roles will test the notification process, communications process, deployment, and equipment needs to identify problem areas and establish corrective action.

*Evacuation Drills:* A day is set aside to conduct a congregational evacuation drill to acquaint members with primary and secondary routes. Members will be asked to account for those around them. The plan should include all occupants of the building.

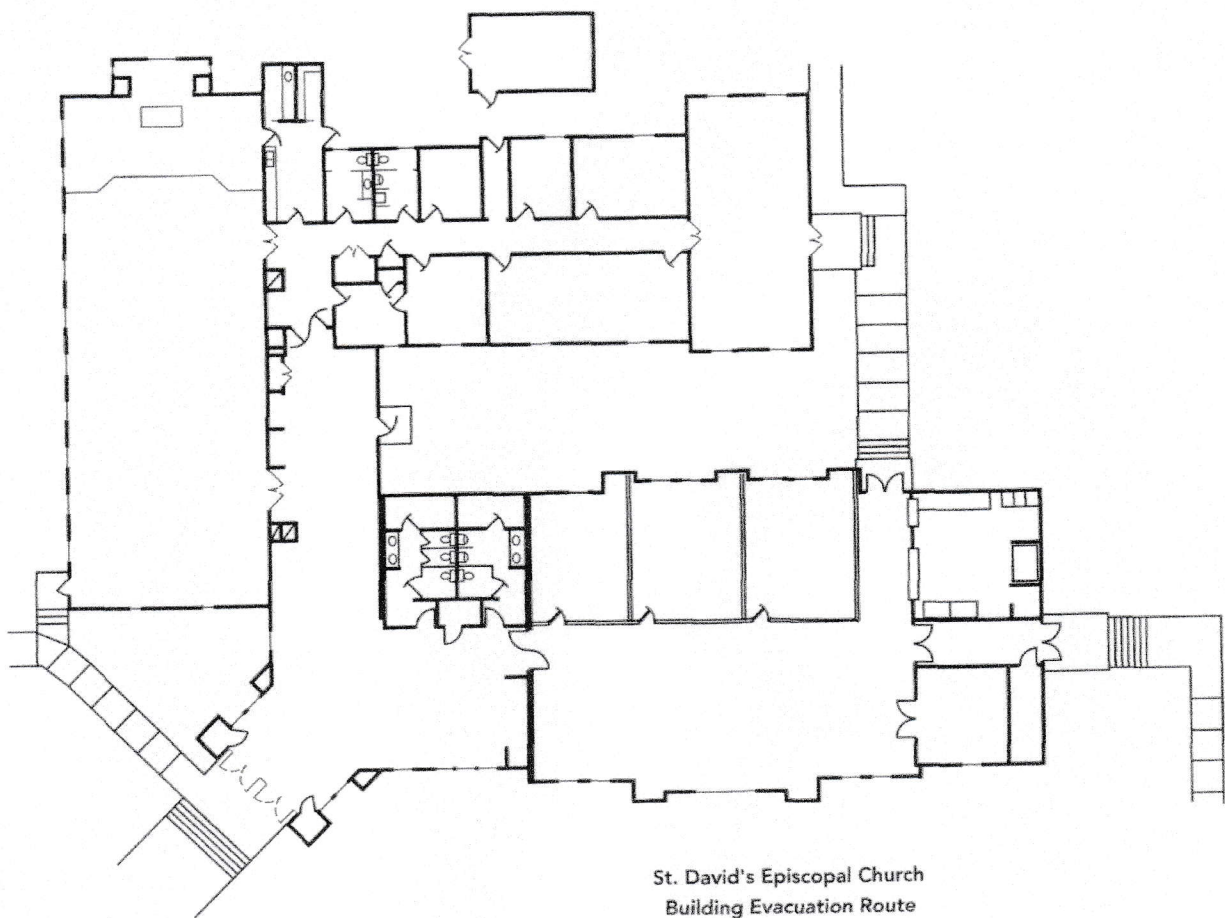
*Full-scale Exercise:* A real-life emergency is simulated as closely as possible. A debriefing is held afterwards and opportunities to improve the plan will be documented and the plan updated.

**Summary**

Implementation of an Emergency Plan is one step toward meeting the church goal of being good stewards and reaching out to those in our community before, during, and after a major incident. The Emergency Plan must become an integral part of church operations. Members need to be educated on how to make personal preparations (use Resources in Appendix 6). The church must be kept as safe as possible for day-to-day operations as well as having minimal damage during a significant incident. The Emergency Plan must be tested through exercises and drills, and then updated to reflect what was learned during those tests.



**APPENDIX 1A**  
**FACILITY MAP**



**APPENDIX 1B**

**SITE PLAN**





## APPENDIX 2A

## HAZARD IDENTIFICATION AND RISK ASSESSMENT

| Event <sup>1</sup>   | Severity<br>1-10 | Probability<br>1-10 | Effectiveness of<br>mitigation (0-1) | Actual Risk or<br>Vulnerability | Rank<br># |
|--|------------------|---------------------|--------------------------------------|---------------------------------|-----------|
| Medical<br>Emergency <sup>2</sup>  | 7                | 8                   | .15                                  | 48                              | 1         |
| Medical Issue  | 2                | 10                  | .25                                  | 15                              | 4         |
| Fire   | 7                | 6                   | .65                                  | 15                              | 4         |
| Severe Weather <sup>3</sup><br>(per climate.gov)                                 | 5                | 4                   | .07                                  | 19                              | 4         |
| HAZMAT release<br>- inside or nearby   | 5                | 1                   | .03                                  | 5                               | 5         |
| Earthquake   | 3                | 1                   | .03                                  | 3                               | 5         |
| Crime against<br>person (e.g.<br>mugging, sexual<br>assault, battery,<br>murder) | 8                | 4                   | .40                                  | 19                              | 3         |
| Bomb or other<br>threat  | 5                | 1                   | .03                                  | 5                               | 5         |
| Disruptive,<br>unusual, high-risk,<br>or suspicious<br>activity <sup>4</sup>     | 5                | 7                   | .10                                  | 32                              | 2         |

Use form estimates only to help prioritize current work list and planning effort

Rate Severity (S) & Probability (P) on a scale of 1-10... thinking of a “typically bad” event w/I category. For S, 10 = multiple deaths or life-threatening injuries. For P, 10 = very likely to occur annually.

Rate the effectiveness of current mitigation (M) from 0-100%, specifically identifying the mitigation measures considered.

Actual Risk (or Vulnerability) =  $S \times P \times (1 - M)$

Assumption. If called, Police and EMS will respond within no more than double their typical response times of 4-11 minutes.



<sup>1</sup> Event types from Chesterfield County & FEMA sample plans & web sites

<sup>2</sup> “Medical Emergency” includes accidents, incidents, or sudden conditions directly leading to some form of outside medical attention w/i 24 hours. All others are a “medical issue”

<sup>3</sup> Assume severe weather, HAZMAT release, earthquake, etc. occurs with little notice and/or while campus occupied

<sup>4</sup> This category includes unusual, puzzling, or high-risk activities/behaviors **including** those contained in the REPEnT policy.

## APPENDIX 2B

### GOALS AND OBJECTIVES FOR EMERGENCY PROCEDURES

#### Medical

#### Emergency

##### Definition

A medical emergency includes accidents, incidents, or sudden conditions leading a reasonable observer to believe prompt outside medical attention is necessary, usually ASAP but within at least 24 hours. In other words, the observed medical situation, if unresolved, could seriously jeopardize the person's health.

##### Risk

Persons using the campus, come with a variety of pre-existing medical conditions. Accidents happen. A medical emergency may occur as a result of the stress of emotional situations such as funerals and weddings. Severe weather, unsafe conditions, earthquakes, and criminal acts may also result in medical emergencies.

##### Considerations

This plan assumes EMS (and police) will respond within no more than double their typical response times of 4-11 minutes. However, basic first aid measures can, obviously, be continued for significantly longer if necessary. The goal is to promptly & effectively call for professional assistance and provide basic life support until first responders arrive.

##### Goals & Supporting Objectives for a Medical Emergency

**Goal 1.** Prevent medical emergencies to the maximum extent possible.

##### Objectives

- (1.1) Monthly safety inspections of campus with follow up action
- (1.2) Review most recent monthly safety inspection at each vestry meeting
- (1.3) Promptly advise staff & congregation of unresolved hazards – keeping in mind vulnerable individuals
- (1.4) Create specific plan to minimize slipping hazards during periods of snow and ice. Practice the plan.

**Goal 2.** Promptly & effectively contact EMS

##### Objectives

- (2.1) Determine content of an optimum EMS report
- (2.2) Train all vestry members (SOD), and other mid-week group leaders, on optimum EMS report

(2.3) Conduct realistic drills, e.g. can SOD make full report under stressful (noisy) conditions? (Recalling church address, etc.)

(2.4) Identify best method to facilitate proper reports by non-vestry, e.g. permanent signs, notebook with checklist, etc.

(2.5) Post signs (or notebooks, etc.) in common areas

**Goal 3. Protect patient from further harm**

*Objectives*

(3.1) Identify sources of additional harm such as a fire or panicked crowd

(3.2) Mitigate the potential additional harm, if possible

(3.3) Determine safest method to move patient from immediate danger (as a last resort only)

(3.4) Obtain any necessary equipment; store with easy access

(3.5) Train vestry (SODs), and other mid-week group leaders, how to safely move patients (as a last resort)

**Goal 4. Provide basic first aid as necessary**

*Objectives*

(4.1) Obtain & maintain first aid kits & equipment

(4.2) Ensure SOD, IC, or other individuals know how to locate & use kits/gear

(4.3) Inspect equipment monthly – document, resupply as necessary

**Crime Against**

**Person**

**Definition**

This procedure addresses any crime (or attempted crime) that involves touching or otherwise interacting with another person. Examples include mugging, sexual assault, battery, murder, kidnapping, pickpocket, etc. This procedure also addresses when it appears there is a significant risk a crime against a person is about to occur (but has not yet).

**Considerations**

This emergency procedure assumes police and EMS (if necessary) will respond within no more than double their typical response times of 4-11 minutes. It includes several alternate paths depending on circumstances. The overall goals are to interrupt the intended criminal conduct, ensure the victim's safety, minimize or eliminate additional victimization/crimes, call for police and any necessary EMS assistance, provide basic life support (if necessary) until the arrival of first responders, and secure the crime scene and any evidence such as security video.

**Goals & Supporting Objectives for Crimes Against Person**

**Goal 1. Prevent crime to the maximum extent possible.**

*Objectives*



(1.1) Encourage universal alertness to avoid and deter crime.

(1.2) Implement and enforce basic prevention measures & procedures such as locking all unattended exterior doors.

(1.3) Encourage personal responsibility for preventing and responding to an unfolding crime as opposed to assuming someone else will act or provide immediate rescue.

(1.4) Expand security camera coverage, improve lighting, and implement other measures recommended during the 2018 Chesterfield PD security audit.

**Goal 2. Promptly & effectively contact police and EMS (as necessary)**

*Objectives*

(2.1) Determine content of an optimum 9-1-1 call reporting a crime.

(2.2) Train all vestry members (SOD), and other mid-week group leaders, on optimum 9-1-1 report

(2.3) Conduct realistic drills, e.g. can SOD make full report under stressful (noisy) conditions? (Recalling church address, etc.)

(2.4) Identify best method to facilitate proper reports by non-vestry, e.g. permanent signs, notebook with checklist, etc.

(2.5) Post signs (or notebooks, etc.) near landlines and in common areas.

**Goal 3. Minimize casualties if a crime occurs.**

*Objectives*

(2.1) Implement the Run-Hide-Fight and/or Avoid-Deny-Defend programs.

(2.2) Obtain necessary equipment to support the chosen program/system; store with easy access; maintain.

(2.3) Provide basic first aid as necessary (see Medical Emergency Procedure)

(2.4) Assist police respond rapidly to the specific location of the emergency.

**Goal 4. Prevent interference with the police investigation**

*Objectives*

(4.1) Keep unnecessary people from the crime scene & victim.

(4.2) Prevent actions that might otherwise contaminate the investigation.

(4.3) Ensure security system does NOT record over the incident.

## **Fire**

### **Definition**

A fire is defined as uncontrolled flames or smoke that can not be terminated by immediate action such as smothering, applying water, isolating a fuel source, or de-energizing an electrical component.

### **Risk**

The leading causes of church structure fires between 2007 and 2011 were cooking equipment (30%), heating equipment (16%), intentional fires (16%), electrical distribution or lighting equipment (10%), candles (4%), and lightning (4%). These fires resulted in annual averages of 2 civilian deaths, 19 civilian injuries, and \$111 million in direct property damage. [Source: U.S. Structure Fires in Religious and Funeral Properties, Richard Campbell, June 2013, NFPA] Fires are a secondary risk associated with an earthquake.

### **Considerations**

Structure fires in commercial properties add the risk of hazardous materials and other substances, which can give off toxic fumes when burned. The day and time that a fire occurs will affect the potential for injuries and the amount of property damage. Injuries after an earthquake may occur due to secondary explosions and fire.

### **Goals & Supporting Objectives for a Fire**

#### **Goal 1: Prevent a fire from occurring**

##### **Objectives**

- 1.1: Implement and maintain a fire protection program that includes fire prevention, fire detection and suppression equipment, training of staff and congregation, and regular drills
- 1.2: Implement and maintain a program of regular maintenance on heating and cooling equipment
- 1.3: Conduct monthly safety inspections with follow up action
- 1.4: Review the results of the most recent monthly safety inspection with the vestry
- 1.5: Promptly advise staff and congregation of any unresolved fire protection issues

#### **Goal 2: Protect people from injury and minimize property damage from the fire**

##### **Objectives**

- 2.1: Immediately sound the fire alarm
- 2.2: Evacuate all people from the building
- 2.3: Ensure training and drills are conducted for fire evacuation
- 2.4: Notify the fire department
- 2.5: Ensure training and drills are conducted for making effective 911 reports
- 2.6: Account for all people known to be on site

#### **Goal 3: Provide necessary medical attention to those in need**

Objectives

- 3.1: Notify EMS
- 3.2: Ensure training and drills are conducted for making effective 911 reports
- 3.3: Render first aid until EMS arrives
- 3.4: Obtain and maintain first aid kits and equipment
- 3.5: Ensure first aid trained individuals know kit locations.
- 3.6: Inspect first aid kits monthly and replenish supplies as required

**Goal 4:** Initiate recovery actions

Objectives:

- 4.1: Make notifications
- 4.2: Establish incident command structure
- 4.3: Perform damage assessment

**Severe Weather**

Definition

Severe weather is defined as any weather phenomena relating to severe thunderstorms (tornadoes, thunderstorm winds greater than 58 miles per hour, or hail greater than one inch in diameter).

Risk

The probability of a severe weather event at St. David's is 3 to 4% [Source: Severe Weather Climatology (1982 to 2011), NOAA/NWS Storm Prediction Center]. Severe weather can develop quickly, leaving little or no time for preparation. Significant damage to buildings can occur. Building occupants can be killed, injured, or trapped.

Considerations

Severe weather can damage or block roads and cause utility outages. Emergency responders can be delayed. Communication systems can become disabled.

Goals and Objectives for Severe Weather

**Goal 1:** Protect people from injury

Objectives:

- 1.1: Immediately take shelter in designated locations
- 1.2: Provide emergency kits with drinking water and food
- 1.3: Perform monthly inspections of emergency kits and replenish as required
- 1.4: Provide first aid kits and equipment
- 1.5: Perform monthly inspections of first aid kits and replenish as required

**Goal 2:** Provide necessary medical attention to those in need

Objectives

- 2.1: Immediately notify EMS

- 2.2: Ensure training and drills are conducted for making effective 911 reports
- 2.3: Render first aid until arrival of EMS
- 2.3: Obtain and maintain first aid kits and equipment
- 2.4: Ensure first aid trained individuals know kit locations.
- 2.5: Inspect first aid kits monthly and replenish supplies as required

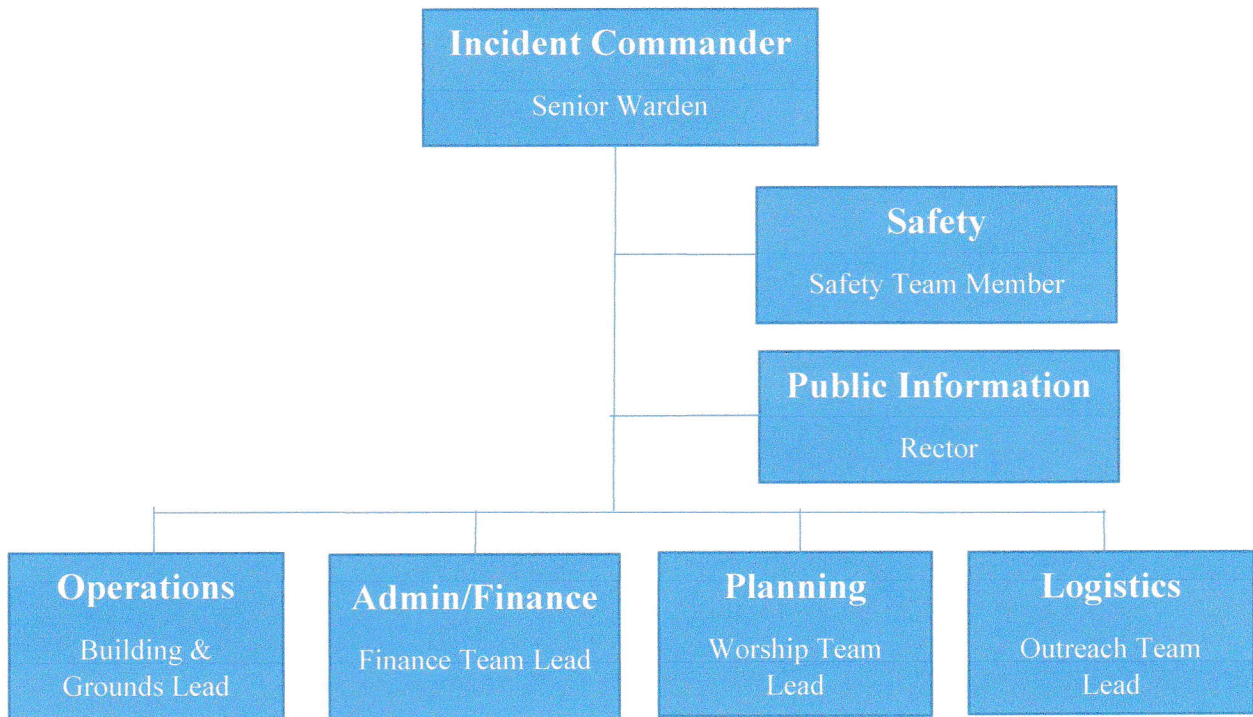
**Goal 3:** Initiate recovery actions

Objectives:

- 3.1: Make notifications
- 3.2: Establish incident command structure
- 3.3: *Perform damage assessment*



**APPENDIX 3A**  
**INCIDENT COMMAND STRUCTURE**



**Note:** The initial staffing of Incident Commander will be assumed by (1) the Vestry Shepherd of the Day (SOD) during Sunday worship, (2) the event leader during other activities or events, (3) any church staff member or other person. For a relatively minor incident, no additional staffing beyond the initial Incident Commander may be necessary. If an incident is more complex or requires a lengthy recovery, the Incident Command structure will be staffed as required when personnel become available.

**APPENDIX 3B**  
**CONTACT LIST**  
**UPDATED 12/10/19**  
**(WITHHELD FROM PUBLIC VERSION)**

| <b>POSITION</b>  | <b>NAME</b>                   | <b>CONTACT INFORMATION</b>                  |
|--|-------------------------------|---|
| Incident Commander   |                               |   |
| Safety   |                               |   |
| Public Information   |                               |   |
| Operations   |                               |   |
| Planning   |                               |   |
| Logistics  |                               |   |
| Administration/Finance   |                               |   |
| Church Insurance Company   | Church Insurance Agency Corp. | Claims: (800) 223-5705<br>cpgclaims@cpg.org |
| Chesterfield Police/Fire/EMS<br>(non-emergency)                    |                               | (804) 748-1251                              |
| Dominion Energy (report an<br>outage or equipment damage)          |                               | (866) 366-4357                              |
| Columbia Gas of Virginia<br>(report a gas leak)                    |                               | (800) 544-5606                              |
| Chesterfield Utilities (report a<br>water or wastewater emergency) |                               | (804) 748-1310                              |
| American Red Cross of Virginia<br>(emergency services)             |                               | (804) 780-2250                              |

**APPENDIX 4A**  
**EMERGENCY PROCEDURES**



## **MEDICAL EMERGENCY**

### **1. Call 9-1-1**

(1.1) Remain calm. Speaking *slowly and clearly*, inform 9-1-1 Operator of the nature of the emergency and the church address:

*[St. David's Episcopal Church, 1801 Camborne Road, North Chesterfield, 23236]*

(1.2) Provide specific location of patient(s), keeping in mind first responders don't know the buildings/grounds or episcopal labels for various spaces.

(1.3) If known, provide additional information about the patient (age, medications, physician, etc.) and his/her condition (fainted, cut, possible heart attack, etc.)

(1.4) If not already discussed, inform 9-1-1 of any hazardous or unusual on- scene conditions. (E.g. booths & people in parking lot for special event)

(1.5) Confirm which building entrance first responders will use. Ensure you and 9-1-1 Operator are totally aligned!

(1.6) As necessary, ask 9-1-1 Operator questions.

### **2. Speed first responders to emergency.**

(2.1) Ensure doors at the agreed entrance are unlocked.

(2.2) Station responsible person outside entrance to escort EMS to patient.

(2.3) Consider stationing second person in parking lot entrance, especially if EMS not coming to main entrance.

(2.4) Clear any obstacles between EMS and patient such as a gathering crowd, chairs, etc.

### **3. Protect patient from further harm**

(3.1) Identify sources of potential additional external harm to patient such as a fire, excessive heat, or panicked crowd.

(3.2) Mitigate the potential harm, if possible. Keep calm.

(3.3) As a last resort, move patient from an immediate danger.

(3.4) Advise 9-1-1 Operator and church escorts of patient's new location.

### **4. Provide basic first aid/life support, as needed**

(4.1) Bring first aid kit and/or other medical equipment to scene

(4.2) Check patient for breathing, heartbeat, and possible bleeding.

(4.3) Provide necessary life support/first aid

(4.4) Remain with patient until relieved by EMS; explain what happened and what, if any, measures taken thus far.

**5. Follow Up**

(5.1) Notify next of kin if not present.

(5.2) Arrange for someone (next of kin, etc.) to meet ambulance at hospital or ride in ambulance.

(5.3) Record the following information:

Ambulance Unit # \_\_\_\_\_

Destination Hospital \_\_\_\_\_

(5.4) Notify rector, senior warden, and junior warden.

(5.5) Establish Incident Command Structure.

(5.6) Complete an Incident Report.

## **CRIME AGAINST PERSON**

### **1. Remain alert to suspicious or abnormal behavior**

(1.1) Pay attention. Alertness is often enough to deter crime.

(1.2) Follow basic prevention measures and procedures such as locking all unattended exterior doors.

(1.3) Mentally rehearse what you'll do if you notice something amiss or observe a crime unfolding. Don't assume someone else will act. Crime can sometimes be prevented by calmly talking to the person. Be polite but persistently observant and inquisitive. A legitimate visitor or church member will be glad we take safety/security seriously.

(1.4) If you see, or otherwise feel, something amiss – take action based on the specific situation, this procedure, and the individual response plan you've mentally rehearsed. Remain calm.

(1.5) Keep a suspicious person outside, if possible, by locking any exterior doors that remain open. Be polite and, if time permits, explain the delay through the door. A legitimate visitor will be glad to learn we take safety/security seriously.

### **2. Alert others**

(2.1) Notify others what you've observed.

(2.2) If an ongoing crime against a person is observed, use the method you mentally rehearsed earlier to notify others and ensure 9-1-1 is called or texted. Be loud and repetitive if the building is full. A whistle or other type of loud signaling device can be used as a general alarm to alert building occupants.

### **3. Increase distance from threat**

(3.1) If perpetrator flees building, ensure doors lock behind them. Keep everyone inside until police arrive.

(3.2) If perpetrator remains, do one or more of the following, as appropriate to the impossible-to-accurately-predict situation and your individual capabilities:

DE-ESCALATE – In some circumstances, it may be possible to prevent additional crime by calming the perpetrator or politely distracting the perpetrator until police arrive.

VERBAL COMMANDS > Firmly order perpetrator to stop/depart  
> Loudly advise perpetrator police are responding  
> Loudly advise of installed security cameras



- > Video perpetrator (if safe)
- > Call 9-1-1 in front of him

**SOUND GENERAL ALARM** > (if not already done) After blowing whistle or other signaling device shout "GUN-GUN" if the intruder is armed.

**RUN** - Direct occupants to evacuate building. Send them in a direction away from the intruder. Direct them to disperse and take cover behind anything available (cars, trees, etc.)

**HIDE** - If someone is unable to evacuate, direct them to take cover in a locked room, use anything available to block the door, remain quiet, and silence electronic devices. (Note: Use text messaging to contact Chesterfield County police.)

**FIGHT** - Use force appropriate to the situation and necessary to stop the clear threat. If the intruder presents a threat of death or serious bodily injury, act aggressively, using any available weapon.

#### **4. Call 9-1-1 at earliest opportunity**

(4.1) Remain calm. Speaking *slowly and clearly*, inform 9-1-1 Operator the nature of the emergency and the church address.

**[St. David's Episcopal Church, 1801 Camborne Road, North Chesterfield, 23236]**

(4.2) Provide specific location of the crime. Use nearest door number as a reference. Police don't know the buildings/grounds or episcopal labels for various spaces.

(4.3) If known, provide additional information about the crime, perpetrator, & victim. (Any weapons? Injuries? Building evacuated?)

(4.4) Confirm the building entrance first responders will use. Ensure you and 9-1-1 Operator are totally aligned!

(4.5) Answer any 9-1-1 Operator questions.

[Note: Chesterfield County 9-1-1 has text capability.]

#### **5. Speed police to emergency**

(5.1) Station someone at the agreed entrance to let police into building. If perpetrator is outside, only unlock door once police seek entrance.

**6. Provide basic first aid/life support, as needed**

See Medical Emergency procedure

**7. Assist Police**

(7.1) Keep unnecessary people from crime scene & victim.

(7.2) Do NOT attempt to interview victim and learn details. Discourage others from doing so. Have someone sit quietly with victim for support, if desired.

(7.3) Collect names of any witnesses. Provide list to police. Do NOT interview.

(7.4) Ensure security system does NOT record over the incident.

**8. Perform follow-up actions**

(8.1) Notify rector, senior warden, and junior warden.

(8.2) Establish Incident Command Structure.

(8.3) Complete an Incident Report.

## **FIRE**

### **1. Sound the Fire Alarm.**

- (1.1) Activate any manual pull station.
- (1.2) Warn others in the vicinity to stay away from the fire.
- (1.3) Close doors while retreating from the fire.

### **2. While continuing this procedure, attempt to extinguish the fire ONLY IF:**

- (2.1) You are trained in the use of a fire extinguisher, and
- (2.2) The fire is small (trash can size), and
- (2.3) You have an escape route

### **3. Evacuate the building.**

- (3.1) Refer to posted fire evacuation routes if required.
- (3.2) Direct evacuation to the primary assembly area (parking lot near Reams Rd.).
- (3.3) During evacuation, check all areas to ensure no one is left behind.
- (3.4) Close all doors when exiting the building to limit the spread of fire
- (3.5) Do not re-enter the building.

### **4. Call 9-1-1**

- (4.1) Remain calm. Speaking *slowly and clearly*, inform 9-1-1 operator of the nature of the emergency and the church address:

***[St. David's Episcopal Church, 1801 Camborne Road, North Chesterfield, 23236]***

- (4.2) Give the following information when requested:

- Is everyone is out of the building?
- Specific location of the fire? - give closest entrance number
- Nature of the fire? - electrical, natural gas, etc.
- Any unusual conditions or hazards?

### **5. Conduct accountability.**

- (5.1) Ensure all people have safely exited the building.



**6. Provide medical attention to those in need.**

(6.1) Initiate "Medical Emergency" procedure if required.

**7. Ensure the fire department has a clear path to the fire.**

(7.1) Assign a person to meet the fire department

(7.2) Unlock appropriate doors if safe to do so

(7.3) Make sure fire lanes are not blocked

**8. When the Fire Department arrives, notify them of the following:**

(8.1) Is everyone out of the building?

(8.2) Specific location of the fire

(8.3) Nature of the fire

(8.4) Any unusual conditions or hazards

(8.5) Location of fire hydrants

(8.6) Location of utility shutoffs

**9. Do not re-enter the building until authorized to do so by the Fire Department.**

**10. Perform follow-up actions:**

(10.1) Notify the rector, senior warden, and junior warden

(10.2) Establish Incident Command Structure

(10.3) Complete an Incident Report

## SEVERE WEATHER

1. **Check that a Tornado Watch or Severe Thunderstorm Watch has been declared for the area where the church is located.**
2. **Increase monitoring of weather reports using any of the following:**
  - (2.1) NOAA weather radio or AM Radio (WRVA 1140)
  - (2.2) Computer or smartphone weather app
  - (2.3) Chesterfield County Alert System
3. **Prepare to shelter in place - obtain the following items:**
  - (3.1) NOAA weather radio
  - (3.2) First aid kit and emergency kit
  - (3.3) Emergency procedures
  - (3.4) Walkie-talkies and charging cradle
  - (3.5) Cell phone and charger
4. **If a Tornado Warning or Severe Thunderstorm Warning is declared for the area where the church is located, shelter in place (locations listed in order of preference).**
  - (4.1) Narthex rest rooms (capacity - 10 per rest room)
  - (4.2) Parish hall kitchen (capacity - 25)
    - Close rollup dividers and close kitchen door.
  - (4.3) Office/classroom hallway (capacity - 40)
    - Close office and classroom doors.
  - (4.4) Parish Hall Electrical Room (capacity - 10)
5. **Remain sheltered until expiration of Tornado Warning and/or Severe Thunderstorm Warning. Be prepared for the following:**
  - (5.1) Loss of utilities
  - (5.2) Loss of communications
  - (5.3) Building damage or destruction/injury to occupants

(5.4) Delay of first responders if destruction is widespread

**6. If emergency assistance is needed, try the following communication methods:**

(6.1) Call 9-1-1 using cell phone.

(6.2) Call 9-1-1 using landline phone.

(6.3) Send text message to 9-1-1.

(6.4) Call or send e-mail to an emergency contact.

(6.5) Call for assistance using walkie-talkie (try all channels)

**7. Provide medical attention to those in need.**

(7.1) Initiate "Medical Emergency" procedure if required.

**8. Perform damage assessment of building and grounds.**

**9. If significant building damage has occurred, do the following:**

(9.1) Evacuate the building and do not re-enter.

(9.2) Notify the rector, senior warden, and junior warden

(9.3) Establish incident command structure.

(9.4) Complete an incident report.

**10. If no significant building damage has occurred, do the following:**

(10.1) Return items obtained in Step 3 to their normal locations.

(10.2) Return to normal activities.

**APPENDIX 4B**  
**INCIDENT REPORT**



**ST. DAVID'S EPISCOPAL CHURCH**  
**INCIDENT REPORT**

Name of Person Completing Report: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Specific Location of Incident: \_\_\_\_\_

Detailed Description of What Happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses to the Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of First Aid Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ambulance Unit #: \_\_\_\_\_

Destination Hospital: \_\_\_\_\_

Names of People Notified of the Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Forward completed report to rector, senior warden, and junior warden.

**APPENDIX 5**  
**TRAINING REQUIREMENTS**

| <b>TRAINING NEEDED</b>                   | <b>HOW OFTEN</b> | <b>WHO SHOULD BE TRAINED</b>                          |
|--|------------------|---|
| Emergency Procedures                     | Annually         | Congregation<br>Recurring Meeting Sponsors            |
| Emergency Plan                           | Annually         | Church Staff<br>Vestry Members<br>Ministry Team Leads |
| Incident Command Structure               | Annually         | Church Staff<br>Vestry Members<br>Ministry Team Leads |
| Fire Extinguisher Use                    | Annually         | Church Staff<br>Ushers<br>LEMs                        |
| First Aid                                | Every 2 years    | Church Staff  |
| Adult CPR                                | Every 2 years    | Church Staff  |
| Pediatric CPR                            | Every 2 years    | Church Staff  |
| Damage Assessment                        | Every 3 years    | Safety Team   |
| Internal Safety Audits                   | Every 3 years    | Safety Team   |
| Counseling                               | Every 3 years    | Pastoral Care Team                                    |
| Community Emergency Response Team (CERT) | When offered     | Interested Members                                    |

**APPENDIX 6**

**RESOURCES**

| <b>Description</b>                           | <b>Where to Find</b>  |
|--|---|
| Chesterfield County Emergency Management     | <a href="https://www.chesterfield.gov/329/Emergency-Management">https://www.chesterfield.gov/329/Emergency-Management</a>         |
| Chesterfield County Emergency Plan Templates | <a href="https://www.chesterfield.gov/371/Emergency-Plan-Templates">https://www.chesterfield.gov/371/Emergency-Plan-Templates</a> |
| Resources to Protect Your House of Worship   | <a href="https://www.fema.gov/faith-resources">https://www.fema.gov/faith-resources</a>   |
| Plan Ahead for Disasters                     | <a href="https://www.ready.gov/">https://www.ready.gov/</a>   |