

Presbyterian Church of the Master

Emergency Response Plan



Why an Emergency Response Plan ?

- To be prepared for, and to plan for, safe responses to emergency situations
- To inform the congregations of emergency response procedures

The Emergency Response Plan – (ERP)

Four Components

- Fire
- Earthquake
- Active Shooter
- Emergency Response Team

The Emergency Response Team (ERT)

- PCOM Director Level Staff and Pre-School Head
- Evacuation Team

Trained in all plan procedures

1. The Fire Evacuate & Escape Plan

- A plan for a fire emergency at PCOM
- Plan addresses procedures and process in case of fire
 - for each building on the campus

Evacuation / Exit Procedures

1.
Immediate
Response

2.
Proceed to an
Assembly Area

3.
Wait in the
Assembly Area

1. Immediate Response

Stop what you are doing.

If necessary - leave the building. Follow the directions of a PCOM staff member.

- ▶ Evacuation should be calm and orderly. Proceed expeditiously and do not run.
- ▶ Keep silent to best hear instructions.
- ▶ Provide assistance to the elderly, and those with limited mobility.

2. Proceed to an Assembly Area

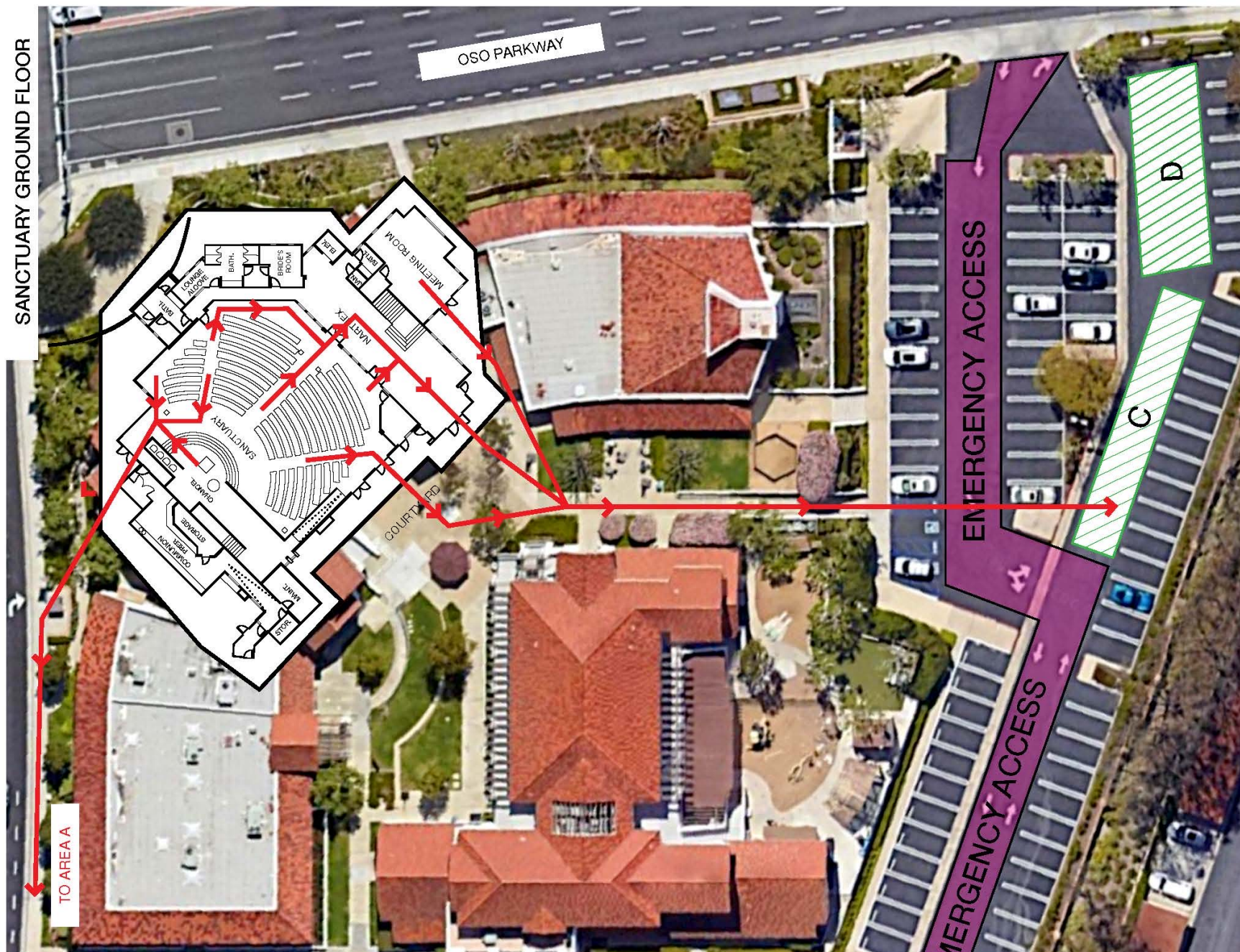
Use the evacuation routes to the designated Assembly Area.

- The Emergency Response Team in the courtyard will direct people to the safest path.
- Watch for, and avoid, emergency vehicles.

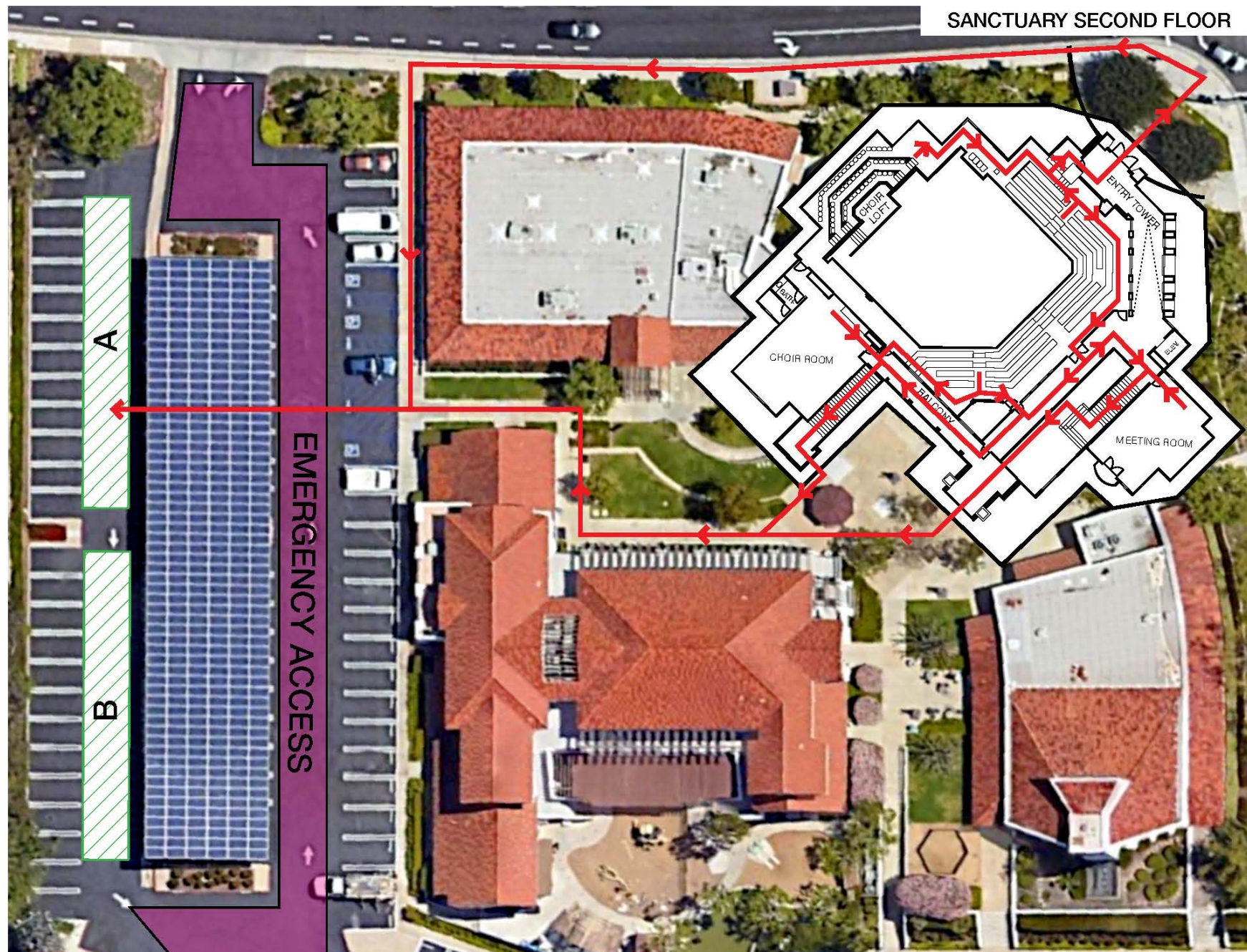
Assembly Areas



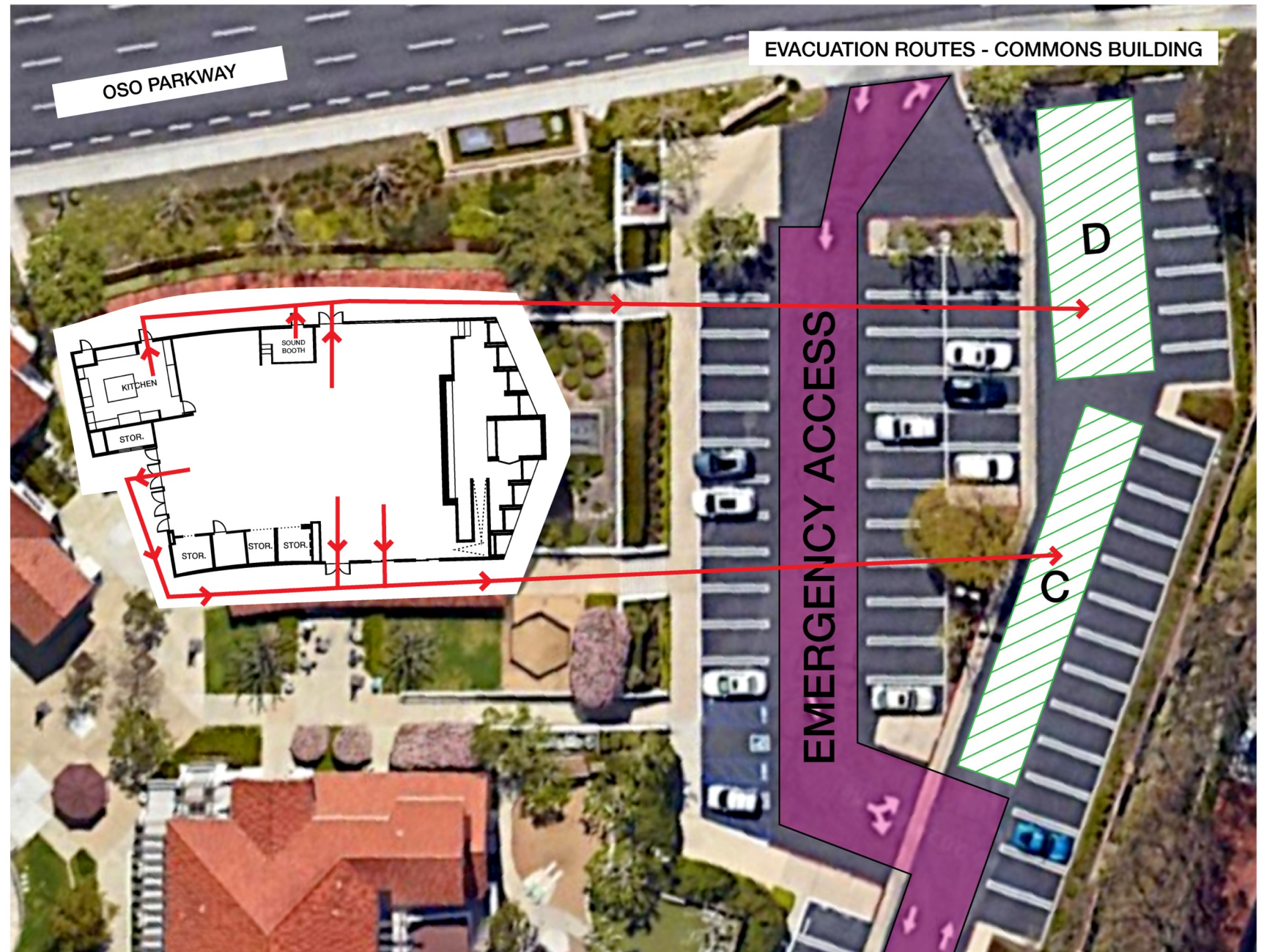
Evacuation Paths – Sanctuary, Ground Floor



Evacuation Paths - Sanctuary, Second Floor



Evacuation Paths – Commons



3. Wait in the Assembly Area

Remain in the assembly areas until told it is safe to leave.

Do not get in cars to leave the campus, until the emergency is deemed over by the ERT.

This is to avoid impeding emergency vehicles, and for the overall safety of everyone.

Notes on Evacuation of Children

- TEACHERS WILL TAKE CARE OF THE CHILDREN AND THEIR IMMEDIATE SAFETY DURING EVACUATION.
- Safest for parents to go to their designated assembly area.
- Teachers and child care personnel will move children out safely.
The designated assembly area for children is Area B.
- Once in the assembly area parents are free to move to any assembly area to meet with their children.
- Contact will be made to parents by the Pre-School Head via the parental group text.

2. The Earthquake Emergency Response Plan

➡ Drop

➡ Cover

➡ Hold On

Drop - Cover - Hold On

- Drop – onto your hands and knees if possible (between pews is good location)
- Cover – your head & neck (& body if possible)
- Hold-on – until shaking stops
- Stay inside – safest location

Evacuation

- The ERT will determine if evacuation is necessary, and when it is safe to do so.
- Evacuate – as directed to do so by the ERT.
- Follow same evacuation routes as for Fire Plan.
- Take care to avoid hazards you may encounter.

3. Active Shooter Incident - Safety Plan

- To respond to a threat that an individual intends to harm people.
- Very different to Fire & Earthquake Plan.
- More unpredictable - requires flexibility in response

Immediate Actions

(Standard Federal Recommendations)

➡ Run

➡ Hide / Deny

➡ Fight / Defend

All, as feasible given circumstances

➤ **Avoid / Run**

If possible, move away from the threat source as quickly as possible

➤ **Deny / Hide**

Keep distance to source. Remain out of sight.
Remain silent. Silence phone.

➤ **Defend / Fight**

If cannot avoid or hide, be prepared to defend yourself.

DON'T BE A HERO !! *First Responders, and ERT, will determine best actions*

Evacuate When Safe

If safe, use the defined evacuation routes (away from the threat).

Leave the campus – not in your car.
On sidewalks away from the church.

First Responders, and ERT, will determine best actions

Thank you for your attention !

➡ Happy to take questions.

