

# EMERGENCY ACTION PLAN



## Bethlehem First United Methodist Church

709 Christmas Avenue  
Bethlehem, GA 30620

**770-867-3727**

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**Questions About the Plan should be addressed to** BFUMC Trustees, Safety & Security Team, and person designated to act as Emergency Action Coordinator.

**News & Media Inquiries**

Only clergy may speak to the media on behalf of BFUMC. All media inquiries, whether verbal or written, should be directed to the Sr. Pastor/ clergy on site.

**Employee Personal Information**

Clergy members and the Executive Administrative Assistant are able to provide employee personal information or notify employee emergency contacts in the event of an emergency.

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- Await direction from 911 personnel re: next steps

If it is safe to evacuate the building, immediately do so and proceed to a safe location away from the building.

If evacuation is not possible, remain calm and wait for authorities to arrive. **Do not antagonize the individual or independently try to secure individual/situation.**

## **HAZARDOUS CHEMICAL SPILL**

All materials used by employees/volunteers or that employees/volunteers may be exposed to in the church are reviewed to determine potential hazards. The principle information source used in this process is the Safety Data Sheet (SDS) provided by the manufacturer. Information supplied by the material manufacturer is assumed to be accurate and is made available to all employees/volunteers. This information can be obtained from Church Office.

Locations that utilize potentially hazardous products that have a potential to spill or leak are required to have a Spill Prevention and Response Plan that addresses cleaning, disposal, and any emergency response protocols for incidental leaks or large scale spills of those products.

## **UTILITY INTERRUPTION (POWER OUTAGE)**

The church is equipped with an emergency generator. In the event of a utility outage, the generator automatically begins operation. The generator will operate emergency lighting throughout the church providing enough light for people to navigate safely around the church but does not provide electricity for long term building occupation. In case of generator failure, **emergency flashlights/lanterns** can be found in the following locations:

- **Copier Room**
- **Narthex – under desk**
- **Fitness Center**
- **Preschool Office**

Network and security alarms may sound. Notify appropriate Security or Information technology personnel to reset

BACKGROUND SOUNDS		
<input type="checkbox"/> Animals	<input type="checkbox"/> Clear	<input type="checkbox"/> Crockery
<input type="checkbox"/> Factory Mach.	<input type="checkbox"/> House Noises	<input type="checkbox"/> Local
<input type="checkbox"/> Long Dist.	<input type="checkbox"/> Motor(s)	<input type="checkbox"/> Music
<input type="checkbox"/> PA System	<input type="checkbox"/> Static	<input type="checkbox"/> Voices
<input type="checkbox"/> Office Mach.	<input type="checkbox"/> Phone Booth	<input type="checkbox"/> Street Noises
<input type="checkbox"/> Other: _____		

**IMMEDIATELY NOTIFY 911**

\_\_\_\_\_  
Name of Individual Completing Report (Print)

\_\_\_\_\_  
Date & Time of Report

THREAT LANGUAGE		
<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational
<input type="checkbox"/> Read	<input type="checkbox"/> Taped	<input type="checkbox"/> Well Spoken

**THREAT – WORSHIP/WORKPLACE VIOLENCE**

Report any threats or violent behavior to an Usher, Greeter, or Pastor immediately. Include threats from anyone who has the potential and capability to confront you at church

If an individual becomes threatening or violent, notify an Usher, Greeter, or Pastor and then retreat to an area of safety.

The first individual (Usher, Greeter Pastor) who is notified of a violent situation **must** immediately call 911 and calmly explain the situation.

- Provide location of intruder (sanctuary, worship center, parking lot)
- Provide a detailed description of intruder (gender, age, height, color/length of hair, race, type and color of clothing)
- Provide details of weapon

**GENERAL PLAN INFORMATION**

**Emergency Action Coordinator (EAC)**

The purpose of this Emergency Action Plan is to guide staff and volunteers on how to report and respond to potential church emergencies. This plan is owned by BFUMC Trustees, Safety & Security Team, and the person designated to act as the Emergency Action Coordinator. These persons are responsible for ensuring the adequacy and accuracy of the plan contents and for collaborating with key stakeholders to ensure effective implementation.

**Training**

BFUMC Staff Pastor Parish Relations Committee (SPPRC) is responsible for ensuring that all new employees receive a copy of this plan and training for their role. Documentation of employee training will be maintained in each employee’s human resources file. Employees will be re-trained whenever their roles under this plan change. At minimum, employees will receive a refresher on the provisions of this plan annually.

**Plan Review**

This plan will be reviewed annually by the Safety and Security Team with input from the Pastors, Worships Team Leaders, and Trustees. When changes to this plan are necessary, the Safety and Security Team will ensure the plan is updated, distributed to staff, and that training is conducted as appropriate. In addition, a summary of key plan provisions/ instructions and emergency contact information will be posted in all common areas and is available electronically at [www.bethlehemfirstumc.com](http://www.bethlehemfirstumc.com)

**Plan Exercises/Drills**

To ensure that our plans are sound and that employees/volunteers understand their roles, the Safety and Security Team will ensure that exercises (drills) are conducted according to the frequency below. Drills will be documented including action assigned to follow-up or correct situations.

**REPORTING EMERGENCIES**

Situation	Minimum Test Frequency
Fire	1 Year
Severe Weather (as locally appropriate)	1 Year
Earthquake (as locally appropriate)	1 Year
Bomb Threat	2 Years
Workplace Violence (intruder/active shooter)	2 Years

**To report an emergency, follow the steps below:**

Dial the appropriate number listed below:

- MEDICAL** ..... **911**
- FIRE**..... **911**
- POLICE** ..... **911**

Slowly and clearly relay the following information:

**Type of emergency** (fire, medical, etc.)

**Church name, address** –

Bethlehem First United Methodist Church  
709 Christmas Avenue, Bethlehem, Ga. 30620

**Location** (Sanctuary/offices/classrooms/fellowship hall/  
worship center/gym/fitness/training rooms)

**Warning Methods**

The following methods are used to notify employees/volunteers, visitors and congregation of an emergency and/or to evacuate the building:

**BUILDING EVACUATION**

**Decision/Authority to Evacuate**

The decision to evacuate the building will be made by the Pastors or

Event	Method	Employee Action
Fire	<i>Building fire alarms and strobe lights will activate</i>	<i>Evacuate building immediately via nearest exit. Carefully proceed to designated Assembly Area and await further instructions.</i>
Medical Emergency	<i>Via beeper</i>	<i>Available ERT members respond to care for victims and direct arriving emergency personnel</i>
Severe Weather (or other “Shelter in Place” event)	<i>Weather Alert Radio and word of mouth notification</i>	<i>Immediately proceed to designated shelter or interior room away from windows and glass.</i>
Earthquake	<i>Verbal notification</i>	<i>Seek shelter in doorways or under desks. Stay clear of windows, bookcases, shelving and heavy equipment that might fall. Do not go outside;</i>
General Building Evacuation	<i>Verbal notification</i>	<i>Immediately proceed to designated Assembly Area</i>

Chairman of Trustees or most Senior Leader in facility. (See attached list

CALLER'S VOICE		
<input type="checkbox"/> Angry	<input type="checkbox"/> Calm	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep
<input type="checkbox"/> Disguised	<input type="checkbox"/> Distinct	<input type="checkbox"/> Excited
<input type="checkbox"/> Familiar	<input type="checkbox"/> Laughter	<input type="checkbox"/> Lisp
<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Normal
<input type="checkbox"/> Ragged	<input type="checkbox"/> Rapid	<input type="checkbox"/> Raspy
<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Soft
<input type="checkbox"/> Stutter	<input type="checkbox"/> Whispered	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Accent	What Kind: _____	
<input type="checkbox"/> Other:	_____	

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**COMMENTS:**

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**Talk with no one regarding this threat unless instructed by your supervisor of local law enforcement personnel.**

<b>Date:</b>	<b>Time</b>	<b>BOMB THREAT</b>
<b>Phone # Receiving Call:</b>		<input type="checkbox"/> When is the bomb going to explode? _____
<b>GENERAL THREAT</b>		<input type="checkbox"/> Where is it right now? _____
<input type="checkbox"/> Who is the person/place? _____	<input type="checkbox"/> What does it look like? _____	
<input type="checkbox"/> When will this happen? _____	<input type="checkbox"/> What kind of bomb is it? _____	
<input type="checkbox"/> Why did/are you doing this? _____	<input type="checkbox"/> What will cause it to explode? _____	
<input type="checkbox"/> What is your name? _____	<input type="checkbox"/> Who placed the bomb? _____	
<input type="checkbox"/> What is your address? _____	<input type="checkbox"/> Why did/are you doing this? _____	
	<input type="checkbox"/> What is your name? _____	
	<input type="checkbox"/> What is your address? _____	

**COMMENT:**

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**COMMENTS:**

of Leadership and Emergency Contact)

**Ministry Assistants Assist with Evacuation**

Pastors, ushers, greeters and worship leaders will assist the congregation in leaving the building in the event of an emergency. Ministers and ministry assistants receive basic instruction on their roles and are expected to participate in all plan exercises and drills that involve building evacuation scenarios

Upon exiting the building, all persons should proceed to the nearest assembly areas:

**Assembly Areas:**

- **Bus Shelter on South Side of BFUMC**
- **Fenced Playground on North Side of BFUMC next to lower parking lot**
- **BFUMC sign on Highway 11**
- **Soccer/Athletic Fields to rear of the building**

**General Evacuation Procedures**

Activation of the fire alarm system is the signal to evacuate the church and have everyone report to an Emergency Assembly Area. Once the decision has been made to evacuate, please follow these procedures:

- Step 1. **STOP WHAT YOU ARE DOING.**
- Step 2. **STAY CALM.**
- Step 3. **EXIT THE BUILDING** using the nearest exit. Walk rapidly and orderly to the designated Assembly Area (Do Not Run). Make sure to take your personal belongings with you, in case you are not allowed back into the building.  
  
**ASSIST** visitors, new employees or anyone whom may not be familiar with the floorplan and exits.  
  
**Assist persons** that cannot evacuate due to mobility issues.
- Step 4. **WAIT** in the **Assembly Area** for further instructions.

**SPECIFIC EMERGENCY PROCEDURES**

**Fire**

1. If the fire alarm sounds, quickly proceed to the nearest exit and to the nearest Assembly Area.

Remain in the Assembly Area until the all clear is given by Fire/ Police Department.

- 2. If you see smoke or fire: Yell "FIRE" to notify those around you and proceed to the nearest exit. If possible, activate the nearest fire alarm pull station as you exit the building.

**Fire alarm pull stations are located adjacent to facility emergency exits.**



3. If the fire is still contained to a small area, persons trained in the use of a fire extinguisher, may use a fire extinguisher. Fire extinguishers are located throughout the facility including at emergency exits. All employees and ministry leaders should become familiar with fire extinguisher locations within their work area.

- 4. Teachers and other personnel associated with the preschool have only **ONE** responsibility and that is to evacuate the children to one of the nearest Assembly Areas.

Children/student names and contact information will be kept in each classroom on a clipboard along with an outline of proper evacuation routes and emergency assembly areas. These clipboards must be taken with the teacher upon exiting the building to account for the students.

- 5. When the Barrow County Fire Department arrives to the church, they will be in charge of the incident and therefore will communicate the necessary actions to be taken by BFUMC to the senior person present, who will then communicate those actions to appropriate personnel (eg; Leaders, Safety & Security Team members).

## MEDICAL

The church is equipped with first aid kits and an Automated External Defibrillator (AED).

Location of First Aid kits (see floor plan)

- Narthex – on desk

or envelope.

- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area. Leave the area. Close any doors and assemble outside the room's entrance. Take actions to prevent others from entering the area.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin.
- If possible, create a list of persons who were in the room or area when the suspicious letter or package was recognized and a list of persons who also may have handled it.
- Await arrival of assistance.

## "THREAT" CHECKLIST

In the event that someone receives and/or is informed of a "THREAT" to the church that individual shall complete this form. **Remain Calm! Do not attempt to determine whether this is a prank or an actual threat.**

### EXACT WORDING OF THE THREAT:

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U.S mail or email. Any document may be critical to a successful prosecution and positive identification of the perpetrator. It therefore is extremely important to follow the steps below:

**DO NOT** handle the envelope or letter/note any more than is necessary and limit the number of persons who touch these items. Know who the people are that have touched these items so elimination fingerprints can be obtained. Once proper notification has been made to police/security personnel, place the item(s) in a folder or large envelope to protect them and tell others not to handle them.

- Immediately notify Security and Security Team or Pastor
- Safeguard the received material until it is given to proper authorities.

### **Suspicious Package:**

If a suspicious package or device is found, immediately **call 911**. **Do not** touch or handle any suspicious item! **Do NOT** use the fire alarm. Request all persons to leave the immediate area where the package is located.

If the package is a suspected bio-hazard (e.g. Anthrax): It is unlikely that any threat of exposure will be found, but the potential exists. All such threats should be taken seriously.

The following general guidelines apply to suspicious packages:

#### **Appearance**

- Powdery substance felt through or appearing on the package or envelope.
- Oily stains, discoloration, or odor.
- Lopsided or uneven envelope.
- Excessive packaging material such as masking tape, string, etc.
- Excessive weight.

#### **Handling Suspected Packages or Envelopes**

- Do not shake or empty the contents of any suspicious package

- Kitchen
- Main corridor with AED south wall near Commons Area
- Copier Room
- Gym near exit

Location of AED (see floor plan)

- Main Corridor – south wall near Commons Area

#### **Medical Emergency**

If you or someone near-by are experiencing a life-threatening illness or injury including:

- Severe Bleeding
- Difficulty Breathing
- Chest Pain / Pressure
- Vomiting or Passing Blood
- Seizures
- Unconsciousness
- Broken Bones

Immediately Inform the nearest Usher, Greeter or Pastor who will activate the Emergency Response Team, by:

- a. Notifying Nursery Personnel to page Emergency Response Team beeper
- b. Responding to the emergency and call for emergency assistance (contact 911, as needed)
- c. Designating someone to meet fire/ambulance personnel at an entrance and direct them to the patient.

Inform Operator that someone will meet fire/ambulance personnel at a designated entrance to direct them to the patient.

#### **General Injury / Illness**

If anyone experiences any other type of injury or medical condition that may require treatment, please notify the nearest Usher, Greeter, or Pastor.

#### **WEATHER**

Weather alert radios are located at the Office Desk, Preschool Office, and upstairs Gym. Upon National Weather Service notification of a tornado warning for our location, Office staff will make an announcement for staff to seek proper shelter. When this announcement is made, all persons must quickly and carefully move to a Severe Weather Shelter noted below. A first aid kit should be taken to the shelter to treat any potential injuries.

**NOTE:** If conditions are severe enough that you cannot safely get to your assigned shelter area, seek shelter in a safe area closet to you.

- \_\_ Commons Area (between Fellowship Hall & Children's wing)
- \_\_ Restrooms
- \_\_ Administrative Hall inside offices
- \_\_ Conference Room behind Sanctuary
- \_\_ Library
- \_\_ Preschool Director's Office
- \_\_ Fitness/Recreation Office

Severe Weather Shelter Areas are generally internal rooms without windows (e.g. offices, learning rooms & restrooms) and can be identified by the following sign:

Should all Severe capacity, the designated main corridor (Narthex) glass as possible. After the door. If necessary, table with your hands yourself from falling/ sheltered until threat is



Weather Shelter fill to overflow shelter area is the as far away from windows and arriving at the shelter, close crouch on the floor under a over your head to protect airborne debris. Remain clear.

## EARTHQUAKE

In earthquakes, most injuries occur as people are entering or leaving buildings. To reduce the risk of injury, observe the following guidelines:

1. **REMAIN WHERE YOU ARE** - unless there is a good reason not to (for example, fire). If you are outdoors, stay outdoors. If inside,

stay inside.

2. **TAKE COVER** under a desk or table or brace yourself in a strong doorway. Squat sideways in the doorway head down, arms overhead bracing the doorjamb. If none of these are available, hover against an inside wall, preferably a weight-bearing wall.
3. **STAY CLEAR** of windows, bookcases, shelving and heavy equipment. **Do not rush outside.** You may be injured by falling glass or building parts.
4. Once the earthquake has ceased and if instructed to do so, evacuate the building. (See Evacuation Procedures)
5. If you are **OUTSIDE**, get into the open, away from buildings, low hanging balconies, poles, overhead electric wires or anything that might fall.

## SHELTER IN-PLACE

In some circumstances, it may become necessary for to remain within the church and/or take shelter during an emergency (other than severe weather).

Examples may include:

- a nearby hazardous materials spill or fire
- law enforcement activities
- terrorist attack

In such instances, you will receive specific instructions in person. In some cases, local authorities may REQUIRE everyone to remain within the facility until it is determined that it is safe to leave.

## THREAT - BOMB / SUSPICIOUS PACKAGE

### Telephone Threat:

The person receiving a telephone threat should remain calm and obtain as much information as possible by completing the Threat Checklist on page 14.

After the caller hangs up, immediately call **911**.

### Written Threat:

Written threats can come in the form of a note, letter or fax, through the