


|   |  |                                |
|---|--|--------------------------------|
|  | <b>Ingleside Baptist Church - Staff Handbook Procedure</b> |                                |
|   | POLICY REFERENCE: N/A                                      |                                |
|   | Original Date: 2/16/1999                                   | Revised Date: 12/16/2002       |
| SUBJECT <b>EMERGENCY PROCEDURES</b>   |  | PROCEDURE NO. <b>SHP - 301</b> |

## **FIRE ALARMS:**

- **What should be done if the Children’s Building (Building C) fire alarm sounds?**
  1. The building should be immediately evacuated in a calm and orderly fashion. All Ministry Leaders and Teachers shall walk the students out of the building, following the Evacuation Plan that is posted near the door in each room. Those responsible for this function should review the Evacuation Plan now! Don’t wait for a fire alarm to figure out what to do. Once evacuated, everyone must remain outside of the building until instructed to return by the Business Administrator or member of the Maintenance staff. The building will not be released for occupancy until the fire department has reviewed the situation and declared the building safe.
  2. Staff members and Ministry Leaders, not involved in evacuating the building, should contact the Administrative / Facilities Staff on duty via the church’s (Kenwood) radio system. If needed, the Business Administrator can also be reached via his cell phone (256-6394), or Facilities Manager (256-6396) to ensure that one of them is aware of the situation.
  3. The Administrative / Facilities Staff on duty will immediately contact the Fire Department and then review the fire alarm panel to assess the source of the warning. The indicated area will be secured and examined for visible smoke or fire. If fire or smoke is discovered, then Building A (Worship Center building) and B (Adult Education building) will also be immediately evacuated.
  4. In the event that the Worship Center has to be evacuated, there are Evacuation Plans posted in the rear of the building. The Welcome Ministry Teams have been instructed on how to proceed and will lead the evacuation process.
  
- **If the alarm system in the Children’s building sounds, will the Worship Center (Building A) and the Adult Education building (Building B) be automatically evacuated?**

The fire alarm described above relates only to the newer Children’s building and is not connected to the older buildings. There are automatic fire doors between the newer and older buildings which will close when the fire alarm is tripped. If the fire alarm sounds, we do not typically evacuate the Worship Center and Adult Education buildings. However, if a worship service was in progress, informational updates regarding the situation would be conveyed to appropriate staff leaders so that action could be taken if/when appropriate. Obviously, if there was visible fire or smoke in the Children’s building (or anywhere), the entire Church facility (Buildings A, B, and C) would be evacuated.

SUBJECT: **EMERGENCY PROCEDURES**PROCEDURE NO. **SHP - 301****TELEPHONE BOMB THREATS:**• **What should be done if a telephone bomb threat is received?**

1. In the event of a telephone bomb threat, remain calm. Listen carefully and do not interrupt. The attached form - Telephone Bomb Threat Questionnaire will help guide you regarding items to be aware of and questions to ask.
2. Anyone receiving a telephone bomb threat should contact the Administrative / Facilities Staff on duty via the church's (Kenwood) radio system. They will be responsible for contacting the appropriate authorities, passing information regarding the threat to the Senior Pastor and other Ministry Leaders, and aiding in evacuation of the buildings. If needed, the Business Administrator can also be reached via his cell phone (256-6394), or Facilities Manager (256-6396) to ensure that one of them is aware of the situation.
3. Any bomb threat should be taken seriously, and the building should be immediately evacuated in a calm and orderly fashion. All Ministry Leaders and Teachers shall walk the students out of the building, following the Evacuation Plan that is posted near the door in each classroom. In the event that the Worship Center has to be evacuated, there are Evacuation Plans posted in the rear of the building. The Welcome Ministry Teams have been instructed on how to proceed and will lead the evacuation process.
4. Once evacuated, everyone must remain outside of the building until instructed to return by the Business Administrator or member of the Maintenance staff. The building will not be released for occupancy until the police and/or fire departments have reviewed the situation and declared the building safe.

**MEDICAL EMERGENCIES AND INJURIES:**• **Reporting an Incident or Injury**

If an accident occurs on church property, or as the result of involvement in a church sponsored activity, whether to a member, guest, or employee, the matter should be referred immediately to the appropriate Staff Ministry Leader and the Business Administrator, regardless of how insignificant the accident or injury may appear to be. This procedure is necessary in order to provide immediate medical aid to the injured person and to facilitate a full and prompt report. Employees should not make any statements to the injured person as to their opinions on the cause of the accident.

After the situation has been brought under control and appropriate medical attention has been secured, a "Report of Incident and/or Injury" Form should be completed by the Ministerial Staff member, or other Ministry Leader, responsible for the program or event. All incidents or injuries, regardless of how minor, shall be reported. Forward the original completed form to the Business Administrator in a timely manner, and maintain a copy of the form for the ministry area files.

The Business Administrator will be responsible for reporting all accidents to the proper church insurance officials. For any accidents or injuries sustained by a church employee in the performance of his/her duties, the incident must be reported immediately to the employee's supervisor AND the Business Administrator. The Business Administrator will ensure that the church is in compliance with reporting Worker's Compensation injuries to our insurance agent.

SUBJECT: **EMERGENCY PROCEDURES**PROCEDURE NO. **SHP - 301**

- **Medical Emergencies**

If a medical emergency occurs during a church event, church staff should perform the following:

1. Professional medical personnel from the congregation should be summoned by a member of the Church Staff or Welcome Ministry Team, in order to assist the ill person.
2. 911 medical emergency call should be placed immediately, even if the victim requests you not to. The victim can refuse treatment if they so desire, but we have done our part to ensure that the medical treatment option remains available to them.
3. Select someone to go to the front of the building to wait on the ambulance and help guide them to the proper location.
4. Notify family members that may be elsewhere in the building.
5. Call Business Administrator (256-6394), as soon as possible, to alert him to the situation.
6. Help facilitate transportation to a local hospital.
7. Complete a "Report of Incident and/or Injury" regarding the incident.

- **Emergency First Aid**

1. First aid treatment can be administered from a first aid kit, as appropriate. First aid kits are located in the Worship Center Welcome Team closet, Preschool Office, Main Office work room, kitchen, and FLC Control Center. A first aid kit is also located in each church-owned vehicle.
2. Local emergency rescue service must always be called whenever an injury is considered serious or life-threatening. In cases where the seriousness of the injury cannot be determined, always dial 911. Minor injuries that require medical assistance may be handled by transporting the injured person by a personal vehicle or church van to a pre-approved local health care provider.

## **TORNADO/STORM WARNINGS:**

- **Alert Procedure**

1. When a Tornado 'Watch' Status is established, Weather Radios will be monitored for change in status. Radio locations include: Preschool, FLC, ATS, Maintenance Office, General Office.
2. Should the 'Watch' change to a 'Warning', if EMS Public Sirens Sound, or if serious weather is spotted, all Ministry Leaders and Teachers will move the people in their group to the designated Tornado Shelter Areas.

- **Tornado Shelter Areas:**

1. Worship Center  
⇒ Under Pews using seat cushions for cover
2. 'A' Building Choir & Classrooms  
⇒ Rear Hallway next to Choir Room

SUBJECT: **EMERGENCY PROCEDURES**PROCEDURE NO. **SHP - 301****• Tornado Shelter Areas (Continued):**

3. Administrative Corridor  
⇒ Rear Hallway next to Choir Room
4. Building B – Third Floor  
⇒ B-1 Basement Level if time permits or Inner Hallway on B-3 with inner doors closed.
5. Building B - Second Floor  
⇒ B-1 Basement Level if time permits or Inner Hallway on B-3 with inner doors closed.
6. Building B - First Floor (Basement)  
⇒ Inner Hallway – all classroom doors closed
7. Building C – Fourth Floor Walking Track  
⇒ Rear Emergency Exit Stairwell moving toward lower floors.
8. Building C – Third Floor - Family Life Center  
⇒ Rear Gym Emergency Exit Stairwell moving toward lower floors.
9. Building C – Second Floor - Preschool  
⇒ Inner hallway away from double doors, all classroom doors closed.
10. Building C – First Floor Preschool  
⇒ Inner hallway away from double doors, all classroom doors closed.
11. ATS Youth Center  
⇒ Boys - Emergency Exit Hallway – front  
⇒ Girls - Rear Hallway.
12. Frat House – “Living Room” Ministry  
⇒ Basement – away from windows.