



Emergency Operation Plan

First Church UCC
1407 N Second Street
Phoenix, Arizona 85004

Basic Plan

Introduction

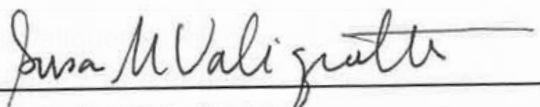
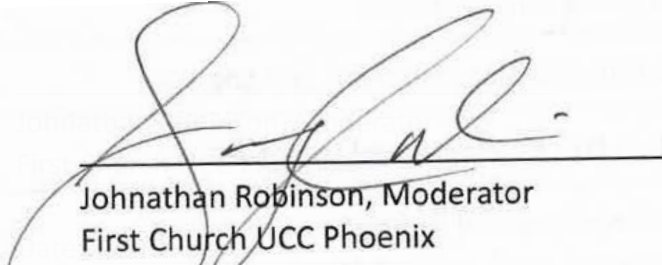
This document outlines the policies and procedures related to emergency operations for First Church UCC Phoenix. It describes the organization and assigns tasks as required to ensure the safety of the congregation and continuity of operations.

Promulgation Document

The mission of First Church UCC Phoenix (hereafter referred to as First Church) is to share God's extravagant welcome with all people and provide a safe place for our community of faith to gather together in worship and fellowship. To accomplish this mission, First Church must ensure its operations are performed efficiently and with minimal disruption, especially during an emergency. This document provides planning and program guidance for implementing the First Church Emergency Operations Plan (EOP) and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions.

Key First Church personnel listed under this plan are collectively known as the First Church Emergency Response Team (ERT). Upon plan activation, these members will initiate and carry out the Action Plan related to the specific occurrence as directed by the Threat/Hazard and Functional Annexes.

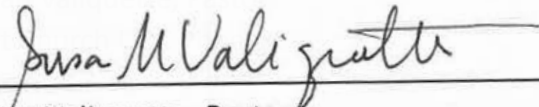
This plan has been developed in accordance with guidance in the FEMA Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship (June 2013).

| | |
|--|--|
|  _____ Susan Valiquette, Pastor First Church UCC Phoenix |  _____ Johnathan Robinson, Moderator First Church UCC Phoenix |
| Date: <u>11/19/2023</u> | Date: <u>11/19/2023</u> |

Approval and Implementation

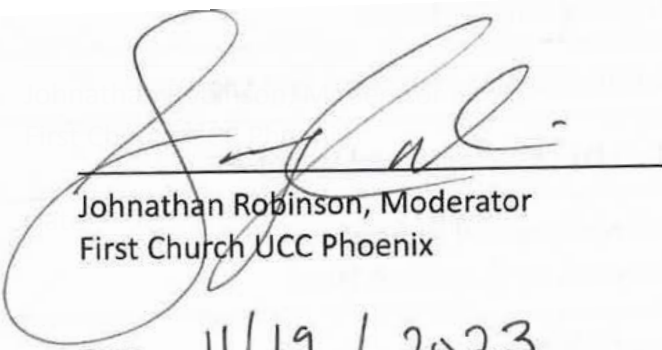
This document is the Emergency Operations Plan (EOP) for First Church, which will be implemented in the event that a threat or hazard occurs while people are in attendance at the church. It is the first written plan for First Church. If previous documentation should be found, it will be superseded by this version.

Modifications to the Emergency Operations Plan (EOP) may only be made by the First Church Emergency Planning Committee (EPC). Minor spelling, grammar or formatting edits may be made with verbal approval from the Committee. As the Pastor and the Secondary Approver are members of the Committee, written approval is not required for any significant language or procedural changes, however, they must be present when such changes are presented or provide approval via email.



Susan Valiquette, Pastor
First Church UCC Phoenix

Date: 11/19/2023



Johnathan Robinson, Moderator
First Church UCC Phoenix

Date: 11/19/2023

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Purpose and Overview

Purpose

The Emergency Operations Plan (EOP) for First Church outlines goals and objectives specific to various hazards or threats that may occur while people are in attendance at the church. The documented threats or hazards include natural, man-made or technological disasters or disruptions. It provides action plans to support those goals and objectives. It also provides for creation of a First Church Emergency Response Team (ERT) and standard procedures for training of the team as well as preparedness education for the congregation.

Situation Overview

An Emergency Operations Plan (EOP) is necessary to ensure the safety and well-being of the congregation, church staff and all worship/gathering participants. A risk assessment was completed April 2023 to determine the specific threats or hazards that might affect the church while people are present in the building and pointed out several factors that must be considered regarding our house of worship:

- The age of the building and the materials used for construction make it particularly susceptible to fire.
- The number and size of the windows poses a risk for damage and injury from severe thunderstorms, wind, and sandstorms.
- Proximity to I-10, a major east-west travel route, poses a risk for exposure to hazardous materials spills from passing trucks and nearby railways.
- The average age of the congregation increases the probability of a medical emergency.
- As an open and affirming, pro-choice congregation, there is an increased risk of targeting by protesters.

We are dependent on the assistance of First Responders. 911 will be called for major incidents as indicated in the Threat/Hazard Annexes. Phoenix Fire Department - Station 4 (210 W McDowell, 602-262-6297) is less than **2** minutes away and will be dispatched in the event of a fire, hazardous materials spill, or life-threatening medical emergency.

The nearest Phoenix Police Department will be dispatched if a protester disrupts the service and refuses to leave or an active shooter event occurs. The nearest Police Station is at 620 W Washington. For non-emergency reporting call: 602-262-6151, Press 4. First Church is located in the Mountain View Precinct.

Concept and Operations

In the event of a true emergency, this plan is designed to be activated by whoever first notices the threat, i.e. if smoke or fire is detected, the individual that discovers it should pull the fire alarm. In any other situation, the trained leadership - i.e. First Church Emergency Response Team (ERT) - will initiate action. The Lead Greeter during a regular service, or head of any group on premises during other events/meetings, is the designated point of contact for First Responders. This person will initiate the call to 911, meet and direct First Responders as they arrive, and gather and relay important information such as head count, exact location assistance is needed, etc.

Young children may be located in the nursery during the main portion of the service. The nursery staff is part of the First Church Emergency Response Team (ERT) and has separate instructions for where to take the children depending on whether evacuation or sheltering in place is required. Parents are instructed to meet their children in these locations to reduce stress as much as possible. The outdoor gathering point is in the grass strip at the north side of the church's parking lot.

The elderly and those needing assistance may not be able to evacuate the building, depending on the type of threat. They will be guided to locations near (but not blocking) the exits and will be assisted as soon as the way is clear. The Emergency Response Team (ERT) has been trained on chair carries and will carry or help them down the stairs as needed. Collapsible wheelchairs will be available at each of the sanctuary and Fellowship Hall exit doors to bring outside for those not able to walk to one of the gathering points once they have exited the building. The elderly and those requiring assistance will be taken to the sidewalk adjacent to the church entrances and then helped across the street to the congregation gathering points.

Red emergency paddles are located in various locations throughout the building and will be used by Emergency Response Team (ERT) members to lead everyone to the gathering points. This will provide an additional visual aid to any hearing impaired attendees. Visually impaired persons will be assisted by an Emergency Response Team (ERT) member as needed.

Copies of the First Church Emergency Operations Plan (EOP) will be distributed to the main responding agencies, Phoenix Fire Department, the Phoenix Police Department and Emergency Management - Maricopa County (Physical Address: · 5630 E McDowell Road Phoenix, AZ 85008 ; Phone. 602-273-1411).

The primary purpose of actions taken before an incident, such as regular building and equipment maintenance, purchase and placement of safety equipment, dissemination of the plan and training, is to prevent, protect from and mitigate the impact on life or property.

The primary purpose of actions taken during an incident per the plan is to respond quickly and appropriately to the specific incident and minimize its impact on life or property.

The primary purpose of actions taken after an incident is to recover from its impact on life or property.

Organization and Assignment of Responsibilities

The First Church Emergency Planning Committee (EPC) consists of 8 members, including the Pastor, at least one representative from each of the following: the Leadership Council, the Greeters, the Nursery and Sunday School Team, other elected leaders and church members who are active in local Community Emergency Response Teams (CERT) and Emergency Management. This committee is responsible for

- creating and maintaining the Emergency Operations Plan (EOP),
- scheduling and leading training for the First Church Emergency Response Team (ERT),
- scheduling and leading drills for the congregation, and
- coordinating with responding agencies.

The Committee will also compile and review After-Action Reports (AAR, refer to Appendix A) and Fire Drill Reports from the Phoenix Fire Department to determine if any modifications to the Plan or additional training are necessary.

First Church Emergency Response Team (ERT) consists of all key church leadership and staff including the Leadership Council, Greeters, Staff, Pastor, Childcare Provider, and those trained in Emergency Operation Plan, Active Shooter Training, First Aid/CPR, Mental Health First Aid, and those with professional medical training.

This team is responsible for

- attending training at least once a year and
- taking leadership roles as necessary during drills and in the event of plan activation. This can include leading and assisting during evacuation or sheltering-in-place, organizing the gathering places, keeping head counts and documentation and administering basic first aid (if trained).
- participating in First Aid and CPR training courses when provided.

Phoenix Fire Department

First responders will be dispatched via a call to 911 in the event of a fire, hazardous materials spill or medical emergency. They may also provide various aspects of training for the Church Emergency Response Team, supervise evacuation (fire) drills and provide Fire Drill Reports.

Phoenix Police Department

First Responders will be dispatched via 911 in an active shooter event or for a protester that disrupts the service and refuses to leave. They may also provide traffic control as needed.

Emergency Management - Maricopa County 602-273-1411 5630 E McDowell Road Phoenix, AZ 85008

County level Emergency Management personnel may provide guidance on the First Church Emergency Operations Plan (EOP), additional training resources and/or emergency management services as needed.

Community Emergency Response Team (CERT) - Phoenix, Arizona 602-534-9206 CERT has Red Cross certified First Aid trainers who may provide First Aid training for the First Church Emergency Response Team (ERT). <https://www.phoenix.gov/fire/directory/cert>

Direction, Control and Coordination

Command is to be assumed by the Lead Greeter during a regular service, or head of any group on premises during other events/meetings, with the assistance of the Pastor if needed/available. Members of the Emergency Planning Committee (EPC) will assist in coordinating the efforts of Emergency Response Team (ERT) members, and shall report to the Lead Greeter or group head in command.

The First Church Emergency Operations Plan (EOP) is designed for short-term operations, as the church is occupied daily only by select church staff and is only in use by large groups for short periods of time. As soon as the situation has been assessed to be safe, members and attendees will be released to return to their homes. Further discussion with local agencies is needed to determine the relationship between the church plan and the broader community's emergency management system.

All equipment, resources and supplies for short-term operations are available at the church; however, full execution of the plan for certain threats/hazards is dependent on the availability of First Responders as noted.

Information Collection, Analysis and Dissemination

Information necessary to the successful implementation of the activities that occur **before** and **during** an incident include:

- Weather reports
- National Oceanic and Atmospheric Administration (NOAA) radio alerts
- Law enforcement alerts
- Crime reports

All First Church Emergency Planning Committee (EPC) members should be monitoring weather reports and various alerts via cell phone, internet or television, including the local news on a regular basis.

Crime specific to houses of worship may also be reported to the Pastor via communications from the Southwest Conference, United Church of Christ, the wider church organization or other religious affiliations. The Committee will discuss any reports of concern internally and determine if any preventative/preparative action is necessary.

Concerns prior to a potential incident will be communicated to church members by email from the Pastor or Leadership Council. During an incident the weather radio and local news will continue to be monitored as the situation permits to determine when the threat or hazard has passed. Communications on-site will be verbal person-to-person or via cell phone. Information necessary to the successful implementation of the activities that occur after an incident include:

- National Oceanic and Atmospheric Administration (NOAA) radio alerts
- Local news
- Websites and/or hotlines for mental health, Emergency Management and/or relief agencies assisting in all aspects of recovery.

All First Church Emergency Planning Committee (EPC) members will continue to monitor weather reports and various alerts via cell phone, internet or television as available to determine when the threat or hazard has passed. The “all clear” or release will be announced verbally person-to-person or via cell phone.

Any post-incident follow up communication will be disseminated to church members by email from the Pastor or Leadership Council.

The First Church Emergency Operations Plan (EOP) is designed for short-term safety while people are at the church, however, depending on the impact of the incident, the Committee will also research and provide information about additional resources available to members and attendees once they return to their homes and share that information via email. Counseling may also be arranged.

Training and Exercises

Training for the First Church Emergency Response Team (ERT) will be provided as follows to ensure that all members understand their roles and responsibilities and are properly prepared to take action:

| Training | Times/Year |
|--|------------|
| Emergency Operations overview, including <ul style="list-style-type: none"> ●evacuation, ●shelter-in-place procedures, and ●chair carries | 2 |
| First Aid (including Narcan use and operation of defibrillator) | 1 |
| CPR | 1 |
| Fire Extinguisher Training | 1 |
| Mental Health First Aid Suicide Prevention (including Narcan use) | 1 |

Church-wide drills/exercises will be scheduled as follows:

| Training | Times/Year |
|---|------------|
| Evacuation | 2 |
| Shelter-in-Place | 1 |
| Run, Hide, Fight (2 the first year and then annually) | 1-2 |
| Mental Health First Aid including Suicide Prevention | 1 |

After-Action Report (AAR, refer to Appendix A) will be compiled and reviewed by the Emergency Planning Committee (EPC) to determine if any modifications to the Emergency Operations Plan (EOP) and Annexes and/or additional training are necessary. The Committee will also review Fire Drill Reports provided by the Phoenix Fire Department and keep copies on file with the Plan.

Administration, Finance and Logistics

The First Church Emergency Planning Committee (EPC) resource needs are included within the maintenance and property budget for supplies and training. As the Moderator and the Pastor are both members of the Committee, they will approve and handle expenditures and submission of receipts. The First Church Emergency Planning Committee (EPC) will log key activities in quarterly and annual Committee reports. The Committee will also maintain records of all training provided and a list of participants, as well as copies of After-Action Reports (AAR, refer to Appendix A) and Fire Drill Reports from the Phoenix Fire Department. Vital records will

be preserved in the same manner as the general church records, via both hard copy and electronic copy with a backup electronic copy maintained in the cloud. Sources for replacement of assets, if necessary, would be determined by the Leadership Council. The First Church Emergency Operations Plan (EOP) is designed for short-term safety while people are at the church. If large-scale damage to the building or property occurs, the Leadership Council and the Finance Committee would then determine resource needs and keep any resulting financial records.

Plan Development and Maintenance

The First Church Emergency Planning Committee (EPC, see Organization and Assignment of Responsibilities, page 7-8) performed a risk assessment to determine the specific threats/hazards that might affect the church while people are present in the building. The risks were prioritized and Threat/Hazard Annexes were written for each. Functional Annexes were written to address each of the two common actions across multiple hazards. The Basic Plan was then written to tie everything together. The Emergency Planning Committee (EPC), under the guidance of the Committee Chair, is responsible for overall planning and coordination of training dates and times (see Training and Exercises, page 10 for frequency). The Committee will evaluate all plan-specific training and exercises via After-Action Reports (AAR, refer to Appendix A) to determine if any updates to the Plan or training materials are needed. In addition, the Committee will review the Plan annually to ensure it is current and relevant.

Authorities and References

This plan has been developed in accordance with guidance from the FEMA Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship (June 2013), under the authority of:

- Phoenix City Council and Maricopa County Board of Supervisors' [Multi-jurisdictional Hazard Mitigation Plan \(MJHMP\) \(PDF\)](#) which was approved by FEMA, February 9, 2022
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- Homeland Security Presidential Directive 8, Annex I, National Planning, February 2008

In the event that the Pastor, Lead Greeter or group head leading the meeting or gathering is unavailable or unable to make decisions, succession of decision-making authority in an emergency is as follows:

- Chair or member of the Emergency Planning Committee (EPC)
- Chair or a member of the Leadership Council on the Emergency Response Team (ERT)
- Chair or a member of the Greeter Team on the Emergency Response Team (ERT)

Glossary of Acronyms Used

| Acronym | Stands For |
|----------------|--|
| AAR | After-Action Report |
| ALICE | Alert, Lockdown, Inform, Counter, Evacuate |
| CERT | Community Emergency Response Team |
| CPR | Cardio-Pulmonary Resuscitation |
| EMA | Emergency Management Agency |
| EOP | Emergency Operations Plan |
| EPC | Emergency Planning Committee |
| ERT | Emergency Response Team |
| FEMA | Federal Emergency Management Agency |
| NOAA | National Oceanic and Atmospheric Administration |

Functional Annex

Function: Evacuation

Last modified October 18, 2023

Planning

1. Locations of Exits

a. Classrooms and Fellowship Hall

- Exit 1 Northeast gate to parking lot
- Exit 2 Northwest gate to parking lot
- Exit 3 Kitchen door to alley
- Exit 4 Restroom hallway to courtyard
- Exit 5 Fellowship Hall doors to courtyard

b. Sanctuary and Church Offices

- Exit 1 Front doors to Willetta Street
- Exit 2 Sanctuary east door to courtyard
- Exit 3 Church hallway door to courtyard
- Exit 4 Church office door to Second Street
- Exit 5 Pastor's office door to breezeway

2. Location of Fire Extinguishers and Alarms (see Appendix B)

a. Classrooms and Fellowship Hall

There are 3 fire alarms in the classroom wing. All alarms are located near the exit doors from the classroom hallway.

- Alarm A1 - North wall of west hallway exit outside room 5
- Alarm A2 - East wall of northeast exit to parking lot
- Alarm A3 - East wall of restroom hallway that leads to the courtyard

There are 2 fire alarms in the SouthEast wing of the church.

- Alarm A4 - North wall in the hallway outside room 19
- Alarm A5 - East wall in the hallway outside room 22

Extinguishers are located in hallways outside the classrooms and in the Fellowship Hall.

- Extinguisher E1 - North wall outside room 2
- Extinguisher E2 - South wall outside men's restroom
- Extinguisher E3 - South wall outside room 14
- Extinguisher E4 - East wall of laundry room
- Extinguisher E5 - Southwest wall of kitchen
- Extinguisher E6 - West wall of Fellowship Hall near doors
- Extinguisher E7 - Wall between rooms 19 and 20

b. Sanctuary and Church Offices

There are no alarms in the Sanctuary and the Church Offices.

There are 7 fire extinguishers in the sanctuary and church offices.

- Extinguisher E1 - East wall facing outside door in office pantry room
- Extinguisher E2 - South wall next to band entrance through small kitchen
- Extinguisher E3 - On the west lectern (next to choir pews)
- Extinguisher E4 - West wall of sanctuary
- Extinguisher E5 - East wall of sanctuary (south of door to courtyard)
- Extinguisher E6 - East side of south sanctuary wall (behind AV desk)
- Extinguisher E7 - West side of south sanctuary wall

3. Location of emergency paddles

a. Classrooms and Fellowship Hall

Emergency paddles are used to lead groups of people to evacuation locations or stay-in-place locations. These paddles are hung on the walls next to doors in the Boutique (room 1) and all classrooms (rooms 5, 6, 7, 8, 12, 14, 19, 20, 21, 21, 22, 23). Additionally, there are 3 paddles hung next to the exit doors in the Fellowship Hall.

b. Sanctuary and Church Offices

Emergency paddles are used to lead groups to evacuation locations or to stay-in-place locations. There is one paddle hung next the exit doors from the altar/band stage. There is one paddle hung next to each of the exit doors from the sanctuary.

4. Location of DEFIBRILLATOR (see Appendix B)

The DEFIBRILLATOR is hung on the wall outside room 5 in the classroom building.

5. Location of medical packs and fire-proof blankets (see Appendix B)

a. Classrooms and Fellowship Hall

- Fire-proof blankets are located next to all fire extinguishers.
- Medical packs are in selected classrooms and located next to the respective exit door. Medical packs are located in the Boutique (room 1), rooms 2, 4, 5, 6, 7, 8, Anthony Lounge (room 12), room 14, and in the Fellowship Hall by the southwest door to the courtyard.

b. Sanctuary and Church Offices

- Fire-proof blankets are located next to all fire extinguishers.
- One medical pack is located in the Office Manager's Office and one pack is in the pulpit on the altar/band stage.

Gathering places in the event of an evacuation (see Appendix C)

- a. Location 1 – *For nursery workers, children and parents* proceed to the grassy strip at the northeast corner of church parking lot
- b. Location 2 – *For those with limited mobility*, proceed to the sidewalk in front of the church on Willetta Street OR to the sidewalk on the west side of church on Second Street
- c. Location 3 – *For all mobile congregants*, proceed across the street on Willetta Street or across the street on Second Street

6. Identify trained leaders (Emergency Response Team (ERT) members)

- a. ERT members to assess the situation and identify the best exit plan
 - In the case of a threat of fire, know where the fire is located
- b. ERT members use a paddle device to identify themselves and direct persons to safety.
 - 1 or more ERT members direct persons from inside the church
 - 1 or more ERT members direct persons to safety after they exit the church
 - In general, the plan should be to quickly exit able-bodied people first
- c. ERT members to help those with limited mobility

Action Plan

1. Before ANY gathering in the church building, the Lead Greeter taking head count on Sunday or the leader of each gathering should:
 - a. Familiarize themselves with the location of the nearest fire alarm, extinguisher, exit(s) and emergency paddle(s)
 - b. Turn on the walkie talkie and place on greeter table
 - c. Write down the head count
 - d. Keep a cell phone (on silent) on their person at all times
 - e. Be prepared to call 911 - in an emergency your job will be to stay on the phone with dispatch and go out to the driveway to direct First Responders when they arrive

2. Before ANY gathering in the church building, any trained Emergency Response Team (ERT) members attending a service or gathering should:
 - a. Familiarize themselves with the location of the nearest fire alarm, extinguisher, exit(s) and emergency paddle(s) and identify a secondary exit in case the nearest one is blocked
 - b. In the event of an emergency requiring evacuation, be prepared to:
 - I. Get the nearest paddle (and emergency pack if available)
 - II. Go back to the section where you were seated, raise the paddle and get the attention of the people in the rows around you
 - III. Ask those people to follow you to the nearest safe exit - able-bodied people should exit first (if there is more than one trained team member in your section, one can lead and the other can follow) - REMEMBER if there is smoke, crawling is safer
 - IV. Lead your group to the gathering point outside the building
 - V. If you are not leading a group, assist anyone with limited mobility
 - VI. Take a headcount of your group

3. Gathering Points
 - a. Location 1 – *For nursery workers, children and parents* proceed to the grassy strip at the northeast corner of church parking lot
 - b. Location 2 – *For those with limited mobility*, proceed to the sidewalk in front of the church on Willetta Street OR to the sidewalk on the west side of church on Second Street
 - c. Location 3 – *For all mobile congregants*, proceed across the street on Willetta Street or across the street on Second Street

4. Priorities:

- a. Identify the hazard and determine the need to evacuate

WHO: Whoever notices the hazard first (i.e. smells or sees smoke)

ACTION: If the hazard is fire, activate the nearest fire alarm or shout to get the speaker's attention. Grab the nearest emergency paddle and raise it

- b. Communicate with all groups gathered in different locations throughout the church campus

WHO: Greeter taking head count on Sunday OR leader of any smaller gathering

ACTION: Use walkie talkie to communicate the problem and the needed action. State the message and REPEAT TWO TIMES. EX: "FIRE-EVACUATE"

- c. Activate and guide First Responders (Fire, Police, Ambulance)

WHO: Greeter taking head count on Sunday OR leader of any smaller gathering

ACTION: Call 911, stay on the line with dispatch and proceed to driveway to direct First Responders to the problem when they arrive, compare reported headcount from gathering points to total to identify if there are any missing persons

- d. Evacuate the building

WHO: Trained ERT members

ACTION: Grab the nearest emergency paddle and lead the people in your section to the nearest safe exit, proceed to the gathering point and take headcount for your group. If there are enough leaders, additional ERT members should assist anyone with limited mobility. REMEMBER if there is smoke, crawling is safer

- e. Eliminate hazard (protect people and property) if possible

WHO: Trained ERT members

ACTION 1: If the hazard is fire AND it is smaller than an office wastebasket in size, use the nearest extinguisher and attempt to put it out

ACTION 2: If a person's clothing has caught on fire or they must pass close by flames to exit, wrap them in the nearest fire proof blanket to extinguish the flames or protect them while exiting

Remember...STOP, DROP and ROLL

f. Provide First Aid or any necessary care to any injured

WHO: Certified medical professionals or trained ERT members

ACTION: Use supplies in emergency packs to apply first aid or care as needed; document name and age of person being treated, symptoms and actions taken

g. Manage gathering points

WHO: First trained ERT member to reach each gathering point

ACTION: Get head counts from each ERT member reporting with a group and send someone to communicate total headcount to Greeter or leader in 4b, work with ERT members to maintain order and calm, take note of anyone who chooses to leave the scene if possible

IE: There are a large number of injuries, delegate additional ERT members to set up a treatment area easily accessible to an ambulance and shift uninjured groups to a different spot

g. Release participants

WHO: Greeter taking head count on Sunday OR leader of any smaller gathering

ACTION: When advised by 911 that it is safe to leave, notify both gathering points

h. Secure building if needed

WHO: The person that opened the building for the service/gathering

ACTION: Close and lock the building or take action as directed by First Responders

Functional Annex

Function: Shelter-in-Place

Last modified October 18, 2023

Planning

1. Exit paths to gathering places for sheltering-in-place (See Appendix D)
 - a. From Sanctuary
 - Exit 1 - Proceed from pews to band stage
 - Exit 2 - Proceed through east door from band stage to hallway
 - Exit 3 - Proceed through west door from band stage to small kitchen
 - Exit 4 - Gather in center aisle between pews
 - b. From Church Offices
 - Exit 1 - Proceed through south door into hallway
 - Exit 2 - Proceed through east door from Pantry Office to hallway
 - Exit 3 - Proceed through south door from Pantry Office into small kitchen
 - c. From Fellowship Hall
 - Exit 1 - Proceed to the stage
 - Exit 2 - Proceed through northwest door to Kitchen and then North door to classroom hallway
 - d. From Classrooms
 - Exit 1 - Proceed through Classroom Door to hallway
2. Location of emergency paddles
 - a. Sanctuary
 - Paddle 1 - Hanging on the wall next to east door beside choir loft
 - Paddle 2 - Hanging on the wall next to the northeast exit to the courtyard
 - Paddle 3 - Hanging on the wall next to the southeast exits to Willetta Street
 - b. Church Offices
 - Paddle 1 - Hanging on the wall next to the exit door to Second Street
 - Paddle 2 - Hanging on the wall next to the exit door to the courtyard
 - c. Fellowship Hall
 - Paddle 1 - Hanging on the wall next to north exit door to the courtyard
 - Paddle 2 - Hanging on the wall next to south exit door to the

- courtyard
 - Paddle 3 - Hanging on the wall next to the exit door to kitchen
 - d. Classrooms
 - Paddle - Hanging on the wall next to the exit door of each classroom
- 3. Location of DEFIBRILLATOR (See Appendix B)

The DEFIBRILLATOR is hanging on the wall outside room 5 in the classroom building.
- 4. Location of medical packs and fire-proof blankets (see Appendix B)
 - a. Classrooms and Fellowship Hall
 - Fire-proof blankets are located next to all fire extinguishers.
 - Medical packs are in selected classrooms and located next to the respective exit door. Medical packs are located in the Boutique (room 1), rooms 2, 4, 5, 6, 7, 8, Anthony Lounge (room 12), room 14, and in the Fellowship Hall by the southwest door to the courtyard.
 - b. Sanctuary and Church Offices
 - Fire-proof blankets are located next to all fire extinguishers.
 - One medical pack is located in the Office Manager's Office and one pack is in the pulpit in the sanctuary.
- 5. Identify trained leaders (Emergency Response Team (ERT) members)
 - a. ERT members to assess the situation and identify the best exit plans
 - b. ERT members use a paddle device to identify themselves and direct persons to safety
 - 1 or more ERT members direct persons to the nearest exit paths
 - In general, the plan should be to quickly move able-bodied people first.
 - c. ERT members to help those with limited mobility

Action Plan

1. Before ANY gathering in the church building, the Greeter taking head count on Sunday or the leader of each gathering should:
 - a. Familiarize themselves with the location of the nearest path to the gathering places for Sheltering-in-Place and emergency paddle(s)
 - b. Turn on the walkie talkie and place on greeter table
 - c. Write down the head count
 - d. Keep a cell phone (on silent) on their person at all times
 - e. Use cell phone to monitor the situation (such as weather and/or community alerts)

2. Before ANY gathering in the church building, any trained Emergency Response Team (ERT) members attending a service or gathering should:
 - a. Familiarize themselves with the location of the nearest path to the gathering places for Sheltering-in-Place and emergency paddle(s) and identify a secondary exit in case the nearest one is blocked.
 - b. In the event of an emergency requiring sheltering-in-place, be prepared to:
 - i. Get the nearest paddle (and emergency pack if available)
 - ii. Go back to the section where you were seated, raise the paddle and get the attention of the people in the rows around you
 - iii. Ask those people to follow you to the nearest safe path to the gathering place for sheltering-in-place able-bodied people should go first (if there is more than one trained team member in your section, one can lead and the other can follow)
 - iv. If you are not leading a group, assist anyone with limited mobility
 - v. Take a headcount of your group

3. Sheltering Locations (see Appendix D)

- a. Location 1 – Classroom Building for nursery staff and children
 - Gather in the hallway outside classroom OR hallway outside kitchen door
- b. Location 2 – Classroom Building for Adults
 - Gather in the hallway outside the classrooms
- c. Location 3 – Fellowship Hall
 - Gather on the stage in the Fellowship Hall
- d. Location 4 – Sanctuary
 - Gather on the band stage
 - Gather in the hallway outside the offices
 - Gather in the small kitchen off the Office Pantry
 - Gather in the restrooms

4. Priorities:

- a. Identify the hazard and determine the need to shelter-in-place
 - i. WHO: Whoever sees/receives a warning first (such as storm warning)
 - ii. ACTION: Grab the nearest emergency paddle and raise it or shout to get the speaker's attention
- b. Communicate with all groups gathered in different locations throughout the church campus
 - i. WHO: Greeter taking head count OR leader of any smaller gathering

- ii. ACTION: Use walkie talkie to communicate the problem and needed action. REPEAT the message TWO times. EX: "HIGH WINDS - TAKE SHELTER"
- c. Move everyone to shelter-in-place in designated areas
 - i. WHO: Trained ERT members
 - ii. ACTION: Grab the nearest emergency paddle and lead the people in your section to the nearest path to shelter-in-place locations
 - If in the Sanctuary, start by filling the hallway behind the band stage. Then fill the kitchen area and then the band stage.
 - If in the Classroom Building, start by filling the hallway outside the classrooms
 - If in the Fellowship Hall, start by filling the stage area. If more room is needed, move people through the kitchen to the hallway in the classroom building
- d. Additional ERT members should assist anyone with limited mobility
- e. After the threat is over, assess if additional help is needed (such as fire rescue due to lightning strike or medical help due to injury)
 - i. WHO: Greeter taking head count on Sunday OR leader of any smaller gathering
 - ii. ACTION: Call 911; activate and guide First Responders (Fire, Police, Ambulance)

AND

- iii. WHO: First trained ERT members
- iv. ACTION: ERT members work to maintain order and calm, take note of anyone that chooses to leave the scene if possible
- f. Provide First Aid or any necessary care to any injured
 - i. WHO: Certified medical professionals or trained ERT members
 - ii. ACTION: Use supplies in emergency packs to apply first aid or care as needed; document name and age of person being treated, symptoms and actions taken
- g. Release participants
 - i. WHO: Greeter taking head count OR leader of any smaller gathering
 - ii. ACTION: If no emergency services were required, release after assessing that it is safe. If emergency services are required, release when advised by 911 that it is safe to leave
- h. Secure building if needed
 - i. WHO: The person who opened the building for the service/gathering

- ii. ACTION: Close and lock the building or take action as directed by First Responders

Threat and Hazard Annex

1) Threat: Fire

Last modified October 18, 2023

Goals

Goal #1: Prevent a fire from occurring

Goal #2: Protect all persons and property from injury

Goal #3: Provide medical attention if necessary

Objectives

1. Goal: Prevent a fire from occurring
 - a. Follow annual safety inspection schedule
 - i. Fire inspection and report; Leadership Council to review and take action if necessary
 - ii. Inspect and service alarm systems, fire extinguishers
 - b. Equipment/technical needs
 - i. Secure important documents: contracts and financial files
 1. Bookkeeper to back up electronic files in cloud storage.
 2. All other files will be backed up in the Cloud
 - ii. Develop long range technical and financial plan to bring smoke alarms up to current code
 - iii. Purchase equipment identified by planning team
 1. Fire blankets, mylar blankets
 2. Emergency paddles (for guiding and directing people)
 3. Medical packs (see 3.b below)
 - iv. Create and post evacuation routes and instructions
 - c. Training needs
 - i. Provide general training for the congregation
 1. Review and practice the Action Plan
 2. Hold evacuation drills twice a year
 3. Provide first aid and CPR training once a year
 - ii. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
 1. Review and practice the Action Plan

- 2. Provide leadership training, including review of evacuation routes and chair carry training to help mobility challenged individuals transport safely
- 3. Provide fire extinguisher training
- 2. Goal: Protect all persons from injury
 - a. Develop and practice an evacuation plan (see Functional Annex – Function: Evacuation)
 - b. Follow the Action Plan
- 3. Goal: Provide medical attention if necessary
 - a. Survey the congregation to build a list of persons with medical training
 - b. Purchase medical packs and place near major exits
 - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
 - d. Qualified ERT members or congregants to administer first aid as needed
 - e. ERT members to help coordinate communication after evacuation
 - i. Collect info from anyone receiving first aid and document all treatment given
 - ii. Keep track of who is being transported to a hospital
 - iii. If possible, document names and times for anyone leaving the scene

Action Plan

Refer to Action Plan in Functional Annex – Function: Evacuation

- 1. Sound fire alarm and/or call 911
- 2. Identify an ERT member to serve as the liaison to first responders.
Note: during a regular Sunday service, this should be whichever Greeter who has taken the headcount.
- 3. When practicable and safe to do so, use fire extinguisher(s) to put out or diminish the fire
- 4. Account for all persons to determine the need for a rescue effort

Threat and Hazard Annex

2) Threat: Severe Weather, Extreme Heat

Last modified October 18, 2023

Goals

Goal #1: Protect all persons and property from harm

Goal #2: Provide medical attention if necessary

Objectives

1. Goal: Protect all persons and property from harm
 - a. Develop and practice a shelter-in-place plan (see Functional Annex – Function: Shelter-in-Place)
 - b. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
 - i. Review and practice the Action Plan
 - ii. Provide leadership training, including review of exit paths to the ground floor and chair carry training to help mobility challenged individuals get down the stairs
 - c. Follow the Action Plan
2. Goal: Provide medical attention if necessary
 - a. Survey the congregation to build a list of persons with medical training
 - b. Purchase medical packs and place near major exits
 - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
 - d. Qualified ERT members or congregants administer first aid as needed
 - e. ERT members help coordinate communication after threat of the storm or extreme heat has passed.
 - i. Collect info from anyone receiving first aid and document all treatment given
 - ii. Keep track of who is being transported to a hospital
 - iii. If possible, document names and times for anyone leaving the scene prior to the “All Clear” signal

Action Plan

Refer to Action Plan in Functional Annex – Function: Shelter-in-Place

1. Monitor the weather announcements on cellphones to determine when the threat has passed
2. After the threat has passed, if anyone was injured in the storm or in the extreme heat and needs additional assistance beyond first aid, call 911 to request medical assistance
Note: during a regular Sunday service, this should be whichever Greeter has taken the headcount
3. Account for all persons to determine the need for a rescue effort
4. If a lightning strike hits the building or there is excessive wind or sandstone damage during the storm, as soon as it is safe to do so, assess whether emergency services or building repairs are needed

Threat and Hazard Annex

3) Threat: Hazardous Materials or Bomb Threat

Last modified October 18, 2023

Goals

Goal #1: Protect all persons and property from injury

Goal #2: Provide medical attention if necessary

Objectives

Overview: While we do not store hazardous materials onsite, the church is near I-10 and also near major intersections off McDowell Road. The potential exists for some type of traffic incident resulting in a hazardous material spill. Hazardous materials can include health hazard materials, toxic materials, corrosive materials and explosive materials. A bomb threat or suspicious package would be handled in much the same way. Given the range of risks, the plan is to notify first responders immediately and temporarily shelter in place or evacuate depending upon the location of the threat.

1. Goal: Protect all persons from injury
 - a. Develop and practice a shelter-in-place plan (see Functional Annex – Function: Shelter-in-Place)
 - b. Develop and practice an evacuation plan (see Functional Annex – Function: Evacuation)
 - c. Identify and train 12-20 persons who will act as Emergency Response Team (ERT) members
 - i. Review and practice the Action Plan
 - ii. Provide leadership training, including review of exit paths to the ground floor and chair carry training to help mobility challenged individuals get down the stairs
 - d. Follow the Action Plan
2. Goal: Provide medical attention, if necessary
 - a. Survey the congregation to build a list of persons with medical training
 - b. Purchase medical packs and place them near major exits.
 - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
 - d. Qualified ERT members or congregants to administer first aid as needed
 - e. ERT members to help coordinate communication after threat of the hazard has passed.

- i. Collect info from anyone receiving first aid and document all treatment given
- ii. Keep track of who is being transported to a hospital
- iii. If possible, document names and times for anyone leaving the scene prior to the “All Clear” signal

Action Plan

Refer to Action Plan in Functional Annex – Function: Shelter-in-Place

1. Identify if a traffic incident happens, a bomb threat is received or a suspicious package is observed. Call 911 to report and provide the number of people currently sheltering in the church building. Provide a call back phone number for first responders or stay on the line if instructed. Do not attempt to assess the situation.
2. Emergency Response Team (ERT) members initiate movement of all persons in the building to the ground floor, assisting those with limited mobility
3. If instructed by first responders, initiate evacuation of the building
 - a. Refer to Action Plan in Functional Annex –Function: Evacuation
4. After the threat has passed, if anyone was injured in the process and needs additional assistance beyond first aid, call 911 to request medical assistance.

Note: during a regular Sunday service, this should be whichever Greeter has taken the headcount

Threat and Hazard Annex

4) Threat: Protester/Disrupter

Last modified October 18, 2023

Goals

Goal #1: Protect all persons and property from harm

Objectives

Overview: Churches are private property. In the event of a protester entering the church property (parking lot and/or building) we have the right to ask a person to leave the property. If necessary, the police can and should be called to escort the person(s) from the property. Our main concern should be the protection of our church members and visitors.

1. Goal: Protect all persons and property from harm
 - a. Develop a best practices plan for dealing with a protester
 - i. The protester should be told that they are welcome to worship but otherwise should leave the property and the police will be called if necessary
 - ii. No one should physically engage with a protester
 - iii. Other than the initial welcome and warning, no one should verbally engage with a protester
 - iv. Provide extra supervision and protection for the nursery
 - v. Be clear on the boundaries of the private property
 - vi. Have a discussion with the local police about guidelines
 - b. Provide training to the Church leadership on the Action Plan for protesters. As part of overall emergency preparedness training for the congregation, church members should be advised to avoid engaging with a protester, touching, speaking with, and/or approaching a protester.
 - c. Follow the Action Plan

Action Plan

1. If there is a protester outside the church on Sunday morning, the Pastor will call or specifically ask an individual to call 911
 - a. The caller will explain that the purpose for the call is to request support for our desire to gather at our place of worship without intimidation or disruption
 - b. The caller will be as clear and as specific as possible about the actions of the protester and the details of the situation

- c. Unless there is truly an emergency, or there has been an actual threat of violence, the caller will be explicit in saying that an emergency response is not necessary
2. The Pastor will send 2 persons to stand near the nursery
3. The Pastor will ask the protester to cease their disruption and leave
 - a. Greeters will assist the Pastor, or may intercede if the Pastor is not present or first to respond. Large physical presence is helpful.
 - b. Say, "Everyone is welcome, but not all behaviors are welcome. Disrupting a service of worship is trespassing. Please leave the property immediately."
4. The Pastor will ask the band to begin playing LEAN ON ME and ask everyone to sing
5. Several church leaders will position themselves in the parking lot to escort church members into the building if needed
6. As soon as possible, the Pastor will inform the congregation of the situation. The Pastor will let the congregation know that if they are uncomfortable with the presence of a protester they should feel empowered to avoid or remove themselves from the situation. Church members are under no obligation to keep themselves in a situation where they feel like their (or their family's) emotional, spiritual or physical well-being are at risk.

Threat and Hazard Annex

5) Threat: Active Shooter

Last modified October 18, 2023

Goals

Goal #1: Prepare for a potential active shooter event

Goal #2: Protect all persons and property from injury

Goal #3: Provide medical attention if necessary

Objectives

Overview: Active Shooter / Active Deadly Threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area. The “active” aspect inherently implies that both law enforcement personnel and citizens have the potential to affect the outcome of the event based upon their responses.

1. Goal: Prepare for a potential active shooter event
 - a. Practice situational awareness (recognize the threat) and have a plan (see Action Plan)
 - b. Identify two possible escape routes (get familiar with posted escape routes)
 - c. Identify places to hide in an active shooter situation
 - d. Training needs:
 - i. Get an Emergency Planning Committee (EPC) member certified as an ALICE trainer
 - ii. Provide ALICE or similar training for the congregation at least once a year
 - iii. Remind Emergency Response Team (ERT) members that they should help direct/lead others and help keep a head count
2. Goal: Protect all persons from injury
 - a. Follow Action Plan
3. Goal: Provide medical attention if necessary
 - a. Survey the congregation to build a list of persons with medical training
 - b. Purchase medical packs and place near major exits
 - c. Offer first aid training once a year and encourage Emergency Response Team (ERT) members to attend
 - d. When safe to do so, qualified ERT members or congregants to administer first aid as needed
 - e. ERT members help coordinate communication after evacuation
 - i. Collect information from anyone receiving first aid and document all treatment given

- ii. Keep track of who is being transported to a hospital
- iii. If possible, document names and times for anyone leaving the scene

Action Plan

1. **COMMUNICATE** with all groups gathered in different locations throughout the church campus. Use walkie talkie to say, “ SHOOTER, EVACUATE.” Repeat two times.
2. **RUN**
 - a. Leave your belongings and exit immediately (run if you can)
 - b. Encourage others to follow
 - c. Move far away and warn others
 - d. Call 911 when you are safe
3. **HIDE**
 - a. If you can't exit safely, find separate places to hide
 - b. Act quickly and quietly
 - c. Secure your hiding place – turn off lights, close and block door, take cover
 - d. Silence cell phones
 - e. Do your best to remain quiet and calm
4. **FIGHT**
 - a. Last resort
 - b. Fight as a group, improvise weapons and work to disarm the shooter
 - c. Make yourself a difficult target – throw things to distract the shooter, constantly move and yell until you have the opportunity to attack
4. When safe to do so, call 911
5. Identify an ERT member to serve as the liaison to first responders.
Note: during a regular Sunday service, this should be whichever Greeter has taken the head count
6. Account for all persons to determine the need for a rescue effort
7. When law enforcement arrives
 - a. Their first priority is to stop the shooter, they cannot stop to help the injured
 - b. Do not try to touch them – they will be looking for a threat so put your hands up, spread your fingers, show them your palms and stay still
 - c. If you have subdued the shooter and taken control of the weapon or have obtained a firearm, do not hold it when police enter – as soon as possible place it in a secure location out of sight
8. Arrange a post-event Critical Incident Stress Debriefing; offer counseling services

Threat and Hazard Annex

6) Threat: Medical Emergency

Last modified October 18, 2023

Goals

Goal #1: Provide medical attention if necessary

Goal #2: Minimize disruption to the service/meeting

Objectives

1. Goal: Provide medical attention if necessary
 - a. Survey the congregation to build a list of persons with medical training
 - b. Purchase medical packs and place near major exits
 - c. Offer first aid and CPR training once a year and encourage Emergency Response Team (ERT) members to attend
 - d. Qualified ERT members or congregants to administer first aid as needed
 - e. Follow the Action Plan
2. Goal: Minimize disruption to the service/meeting
 - a. Allow one or two qualified ERT members/congregants to care take charge of the medical emergency
 - b. Move others away to allow the ill/injured person space and to protect their privacy
 - c. Continue the service/meeting if practicable or determine to adjourn

Action Plan

1. Call 911 with location and the nature of the person's illness/injury.
2. One or two qualified ERT members or congregants administer first aid as needed.
3. Identify an ERT member serve as the liaison to first responders.
4. Do not attempt to move an injured person.
5. Comfort the person and reassure them that medical assistance is on the way.
6. Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper personal protective equipment (PPE).
7. After the person's immediate needs have been taken care of, remain to provide pertinent information about the incident.

Threat and Hazard Annex

7) Threat: Mental Health Emergency

Last modified October 18, 2023

Goals

Goal #1: To effectively intervene with a person who appears to be in emotional distress and/or a person affected with a psychosis and/or a person under the influence of a mood altering substance

Goal #2: Minimize disruption to the service/meeting

Objectives

Goal #1: To effectively intervene with a person who appears to be in emotional distress and/or a person affected with a psychosis and/or a person under the influence of a mood altering substance

- a. Keep everyone safe
- b. Provide education to church congregants about mental health issues/disorders and ways to intervene
- c. Identify and train 6-10 congregants to be on the Mental Health Intervention Team
- d. Select someone to be the Leader of the Intervention Team
- e. Follow the Action Plan

Goal #2: Minimize disruption to the service/meeting

- a. Allow one or two members of the Intervention Team to take charge of the situation/emergency
- b. Move others away from the person experiencing the emergency or move the person displaying the concerning behavior away from others for safety
- c. Continue the service/meeting if practicable or the Pastor/Leader makes the decision to adjourn

Action Plan

1. Call 911 if the person appears to be a danger to self and/or a danger to others
2. Select someone (preferably an Intervention Team Member) to serve as the liaison to first responders
3. Intervention Team member/s will quietly approach the individual exhibiting the concerning behavior

4. Intervention Team member/s will try to comfort the individual by talking softly, moving slowly, and reassuring them that we want to help
5. Attendees may be asked to move out of the space or the individual may be taken outside of the room to the hallway or from the sanctuary to the Courtyard or to the Fellowship Hall
6. The Intervention Team Member/s will assess the situation and determine the next steps of providing assistance
7. If possible the individual will be asked if they want help and/or if there is someone they would like us to call
8. Depending on the severity of the situation and the individual's awareness of their behavior, the Intervention Team Member/s will contact the Crisis Response Team at 602-222-9444
9. Debrief with Church Leaders and/or other members of the Intervention Team

Threat and Hazard Annex

8) Threat: Pandemic

Last modified October 18, 2023

Goals

Goal #1: Prevent further spread of disease

Goal #2: Ensure continuity of services and care

Goal #3: Plan and implement return to “normal” operations

Objectives

Overview: As disciples of Jesus Christ, we will continue to share the love of God with everyone, while prioritizing the safety of all. Planning and decisions will be made in accordance with the guidance of the Centers for Disease Control, the State of Arizona and local government, and under advisement of the Southwest Conference United Church of Christ (UCC).

1. Goal: Prevent further spread of disease
 - a. Determine when/if in-person activities should be suspended; if yes, follow Action Plan 1
 - b. Provide regular status updates to the congregation
 - c. Implement proper disinfection, sanitation and social distancing practices when the building is in use (refer to CDC and State of Arizona websites for specific guidelines)
 - d. Implement any additional HVAC measures necessary for safe air filtration e. If anyone that has entered the building tests positive within 2 weeks, follow Action Plan 2
2. Goal: Ensure continuity of services and pastoral care
 - a. Pastor coordinates with the tech team for virtual services
 - b. Leadership Council devises and implements virtual outreach programs
 - c. Purchase recording and technical equipment as deemed necessary by the tech team to maximize automation
 - d. Create instructions and cross-train additional people to perform tech team and social media functions
 - e. Follow Action Plans 1 and 2
3. Goal: Plan and implement return to “normal” operations
 - a. Form a Reopening Task Force comprised of the Pastor and members of the Emergency Planning Committee (EPC), with representation from all Boards/Committees

- b. Stay informed on current recommendations from the CDC, State of Arizona and local government, and Southwest UCC Conference
- c. Determine when in-person activities can be resumed and any associated limitations
- d. Implement Fellowship Hall sign-up and Safety Checklist procedures (see Appendix B, Fellowship Hall Safety Checklist)
- e. For events where no sign-up or checklist is used, take photos and/or a short video to facilitate contact tracing should it become necessary
- f. Prominently post appropriate CDC health and safety procedures
- g. Implement proper disinfection, sanitation and social distancing practices when the building or property is in use

Action Plan 1

When the Pastor and the Emergency Planning Committee (EPC) determine that in-person activities must be suspended:

- 1. Notify the congregation via website, Facebook, monthly newsletter and/or email.
- 2. Begin virtual services
 - a. Pre-recorded Sunday worship to be made available via YouTube, Facebook and telephone
 - b. Virtual Coffee Hour and small group or committee meetings via Zoom
 - c. Virtual Youth Group online activities and at-home study materials
 - d. Congregational outreach programs per Leadership Council
- 3. Make masks available for those that need them
- 4. Plan short “drive-in” events (carillon concerts, etc.)

Action Plan 2

If any of the essential core staff should test positive, follow steps 1-3. If any member of the congregation that has been in the building in the past 2 weeks tests positive, follow steps 2-3:

- 1. Seek a substitute through the normal channels. Additional options:
 - a. Pastor
 - i. Substitute Pastor to submit recorded sermon
 - ii. Service sharing with Community Protestant Church
 - iii. Utilize a recorded message from the wider UCC
 - b. Music Staff – Use previously recorded music as appropriate
- 2. Initiate contact tracing using sign-up sheets, checklists and/or photos and videos of the event
- 3. Properly disinfect and sanitize all areas of the building that may have been in use

Appendices

Appendix A: After-Action Report (AAR)

**Appendix B: Map of Emergency Supplies/Equipment Locations
(Fire Alarms, Extinguishers, Blankets, Medical Packs, and
Defibrillator)**

Appendix C: Evacuation Schematics

Appendix D: Shelter-in-Place Schematics

Appendix A
After Action Report

Date: _____ Event/Incident: _____

Incident Commander/Member in Charge: _____

Start Time: _____ End Time: _____ Total Duration: _____

Was the Emergency Operations Plan (EOP) or training documentation for this event/incident complete/adequate? If not, what was needed?

What should we **START** doing, **STOP** doing, or **CONTINUE** doing for future events/incidents?

Was there adequate staffing for the event/incident? Explain.

Were there any Emergency Response Team (ERT) or responder injuries or incidents? Explain.

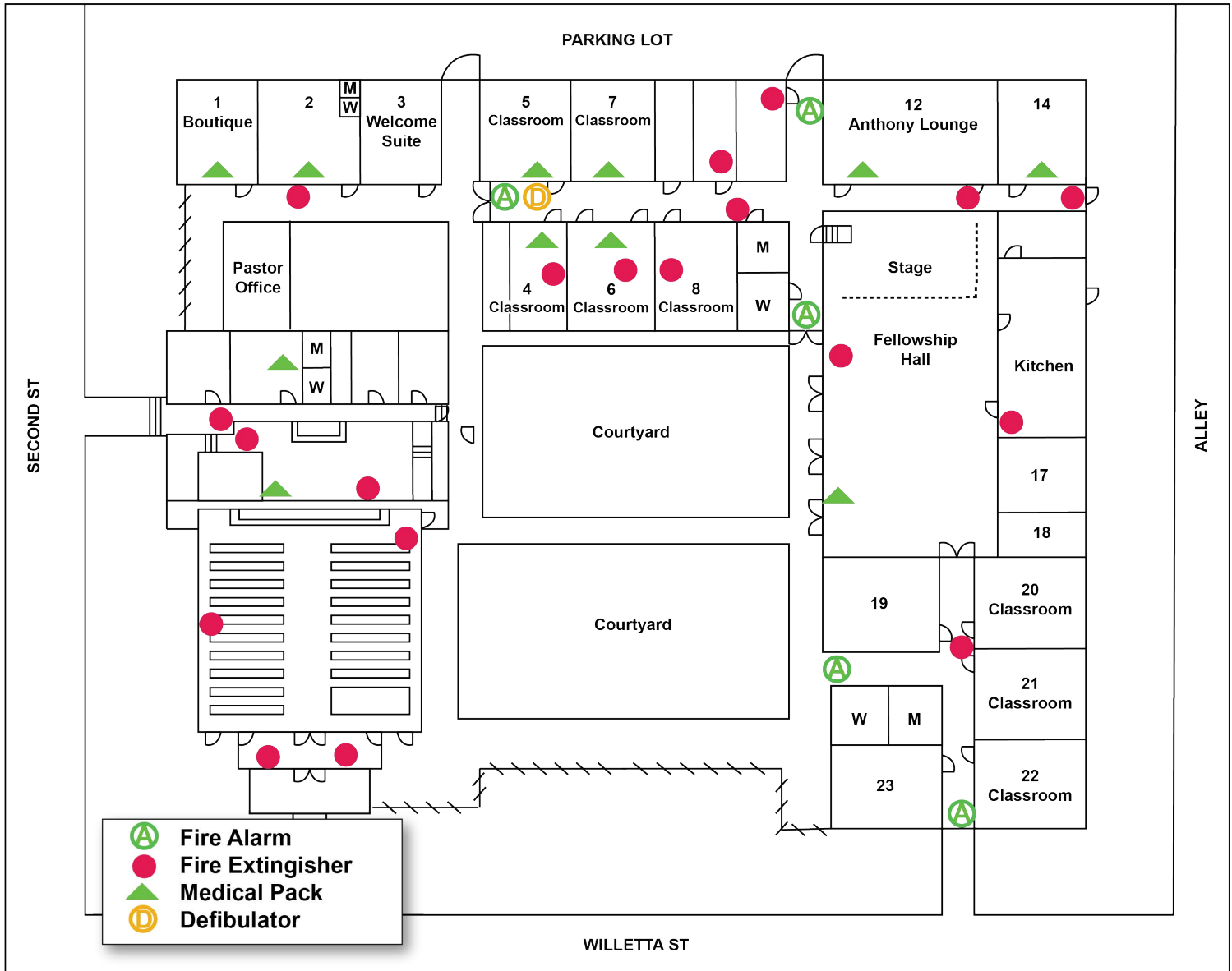
Was any church equipment damaged, lost, broken, or used that needs to be repaired or replaced? Elaborate.

Was any equipment needed that was not available? Elaborate.

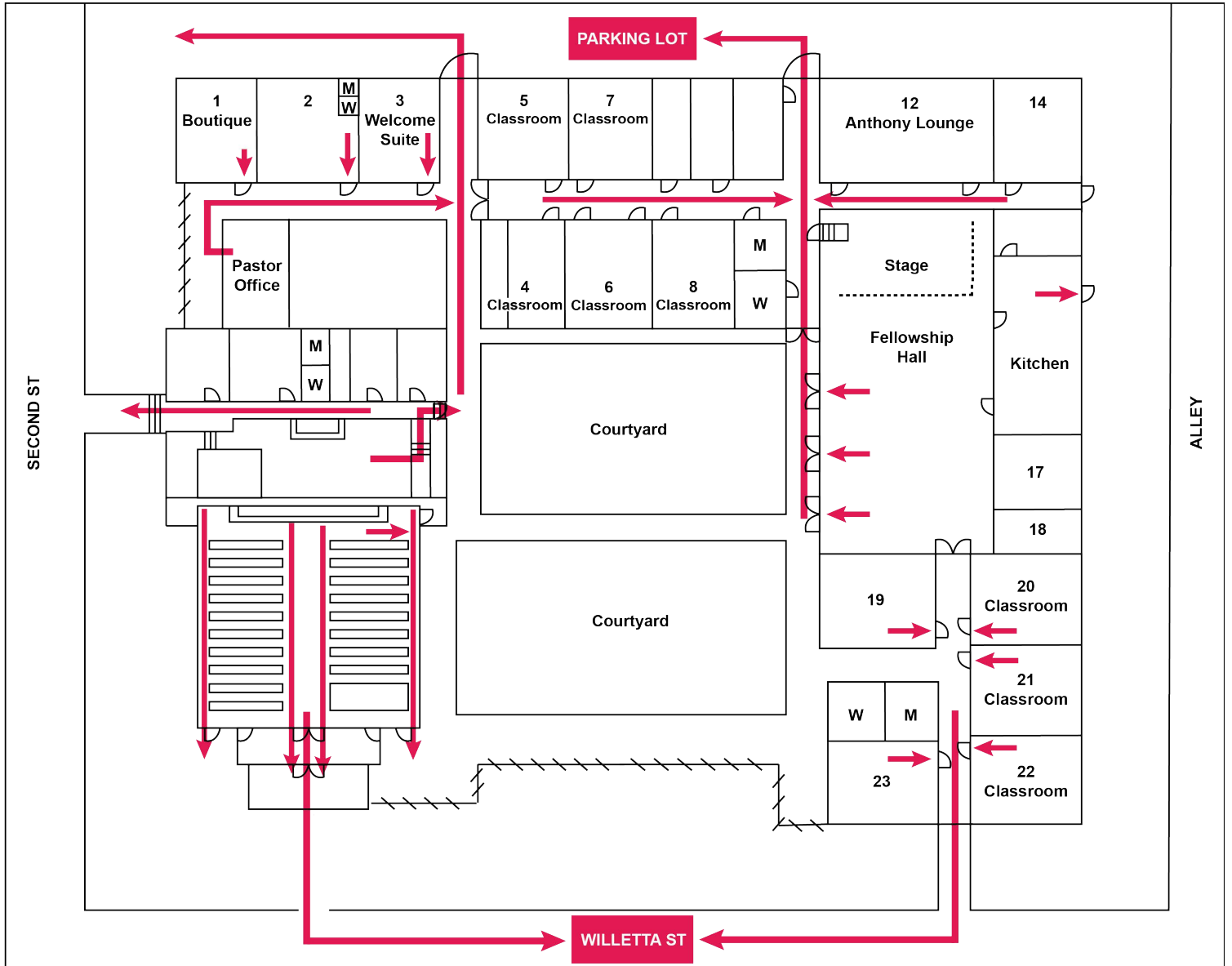
Date: _____ Event/Incident: _____

Additional Notes:

Appendix B: Map of Emergency Supplies/Equipment Locations



Appendix C: Evacuation Schematics



Appendix D: Shelter-in-Place Schematics

