



WOODBURN
BAPTIST CHURCH

EMERGENCY ACTION PLAN

**600 Woodburn Allen Springs Rd.
Woodburn, KY 42170**

Coordinates = Latitude: 36.843761 | Longitude: -86.529876

(270) 529-5221 (P)

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<http://www.woodburnbaptist.org>

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EMERGENCY CONTACT PHONE LIST

NAME	POSITION	PHONE #
Tim Harris	Senior Pastor	270-996-7735
Warren Weeks	Discipleship Pastor	270-991-5106
	Executive Pastor	
	Worship Pastor	
Jason Dunbar	Youth and Young Adult Pastor	270-704-0317
Nicole Buckman	Children's Pastor	270-405-6165
Ben Norrod	Tech Director	606-922-5030
Law Enforcement	Warren County Sheriff's Department	(270) 842-1633
Emergency	Kentucky State Police	(270) 782-2010
	Woodburn Fire Department	(270) 529-2301
	Plano Fire Department	(270) 842-5100
	Warren County Emergency Management	(270) 781-8776
Utilities	Atmos Energy (Natural Gas Supplier)	1-888-954-4321
	Warren Rural Electric Cooperative	(270) 842-6541
	Warren County Water District	(270) 842-0052
Hospitals	Medical Center Hospital	(270) 745-1000
	Greenview Regional Hospital	(270) 793-1000
Miscellaneous	Bowling Green Regional Airport	(270) 842-1101
	Federal Aviation Administration	1-866-TELL-FAA
	ATF	1-800-800-3855
	CSX	1-800-232-0144
	Kentucky Regional Poison Center	1-800-222-1222

ROLE OF A SAFETY RESPONSE TEAM

The following are guidelines for the creation of a Safety team within the congregation. The positions listed below are recommended for every worship service or event at the church. Several people should be designated and trained for each position.

1. Building Coordinators (Executive Pastor and Head of Trustees)

- 1) A building coordinator is a staff member or volunteer trained to know the floor plans of the building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.
- 2) The Building Coordinator may be responsible for:
 - A. Receiving status reports from the Incident Coordinator.
 - B. Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
 - C. Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.
- 3) A building coordinator may work with the emergency response team to:
 - A. Coordinate emergency planning activities.
 - B. Assist with recruiting team members.
 - C. Schedule training.
 - D. Communicate ongoing plans.
 - E. If necessary, communications with the media will be the responsibility of the executive pastor.

2. Incident Coordinator (Safety Team Leader)

- 1) This individual assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on the scene. Responsibilities include the following:
 - A. Ensure that all emergency response team members are assigned duties and understand all emergency procedures.
 - B. Working with other emergency response team members to evaluate an emergency.
 - C. Ensure proper emergency communication.
 - D. Delegating needed emergency actions.
- 2) The incident coordinator may also be called upon by the emergency agency /agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

3. Medical Team Members

- 1) Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities include the following:

- A. Providing "first aid" to those incurring a medical emergency until personnel with higher training arrive on scene.
 - B. Conducting a primary assessment of the medical emergencies and reporting this assessment to appropriate personnel.
 - C. Operation of AED in the event it is needed.
 - D. Providing medical assistance and support until professional help arrives.
 - E. Remaining "in charge" of the medical emergency until professional help arrives.
- 2) Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

4. **Safety Team Members** (Duties listed on back of badge)

- 1) The Safety team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency. Safety team members know the location of approved tornado shelter areas in the building. Responsibilities include the following:
- A. Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
 - B. Lock down procedures.
 - C. Stay in designated locations throughout all services maintaining surveillance of area and people.
 - D. Other intervention procedures as the situations dictate.
 - E. Work in coordination with the building maintenance/trustees to minimize hazards.
 - F. Maintain hand-held radios to coordinate with incident coordinator or other team members.
- 2) Safety team members immediately identify themselves as such to any personnel responding to the incident.

5. **BUILDING EMERGENCY PROCDEURES**

In the event of an emergency, leader responsibilities include the following:

- A. Knowing how to correctly respond to and summon help for a medical emergency.
 - B. Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
 - C. Knowing the location of the manual fire alarm pull stations in their area.
 - D. Knowing the location of the fire extinguishers in their areas and how to use them.
 - E. Knowing how to correctly respond to a fire warning alarm.
 - F. Knowing the facilities lock-down procedure. (Manning all entrance/exits of facility)
 - G. Knowing the designated shelter areas and precautions to take in the event of a tornado emergency.
 - H. Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
 - I. Closing all opened doors as they evacuate an area.
- (Location of fire extinguishers and pull stations – map part of Appendix 2)

6. Medical Emergency

- 1) Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:
 - A. Location – Woodburn Baptist Church, 600 Woodburn Allen Springs Rd.
 - B. Nature of incident
 - C. Number of people involved
 - D. Name of person making the 911 call AND the person needing medical assistance
 - E. Be prepared to stay on the line until help arrives if at all possible
- 2) Note: Treat minor injuries from supplies in the first aid kit. The kit is located above the water fountain between the men's and women's bathroom across from the church office.
- 3) While waiting for professional help do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:
 - A. Allow responding units to take control of the situation.
 - B. Emergency response team members will stand by to assist as needed.
 - C. Accident Report Form /return completed form to church office (see Appendix 3)
- 4) If the medical emergency occurs during a worship service, the service will be suspended and the worship center evacuated to ensure the privacy of the person needing medical care and also to facilitate the response of first responders. An "all clear" will be given when worshippers can re-enter the worship center and services to resume.

7. Fire and Smoke Emergencies

- 1) If you detect smoke and or fire:
 - A. Activate the manual fire alarm
 - B. Initiate evacuation procedures for any occupants of the affected building(s)
- 2) Call 911 (move to a safe area before making this call). Be prepared to give the following information:
 - A. Location
 - B. Describe the situation
 - C. Name and telephone number
- 3) If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and without risking injury attempt to extinguish the fire.
- 4) If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing the areas before evacuation.
- 5) If the Fire Warning Alarm Sounds
 - A. Immediately initiate evacuation procedures
 - B. Note: Evacuation route and holding areas should be checked/secured prior to the evacuation; if at all possible, noting a fire alarm could be a ruse to get people to evacuate

to an area where they are more accessible or vulnerable to someone wanting to harm them. If you encounter smoke or heat in an exit proceed across the floor to another exit and continue evacuation.

- C. Assist disabled persons in your area
- D. If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- E. Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case to have to quickly close it to protect yourself from oncoming smoke or fire.
- F. Proceed to the ground level and outdoors.
- G. Move upwind to the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area if possible. The designated area will be the fenced in playground area for pre-school teachers. Babies/toddlers should be placed in a wheeled crib and rolled to the fenced in playground. The designated area for children's and youth teachers will be the designated light poles area in the rear parking lot of the building marked "children" and "youth." Parents/guardians, do not try to retrieve your children from their classrooms. Their leaders will have them in their designated areas where they will be checked back into your care. Whenever children are evacuated from their designated areas, leaders are to secure attendance sheets before leaving the building to account for each child.
- H. Do not congregate near building exits, driveways or roadways.
- I. Do not reenter the building until an "all clear" is issued by the incident coordinator. Note: the "all clear" should be initially issued by the Fire Department.
- J. Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- K. In the event of fire, the whole facility is to be evacuated.

8. Evacuation Routes

- 1) Evacuation route maps have been posted in each room. The following information is marked on evacuation maps:
 - A. Emergency exits.
 - B. Primary and secondary evacuation routes.
 - C. Locations of fire extinguishers and fire alarm pull stations
 - D. Assembly areas
- 2) If a Building Evacuation is initiated, important "dos" and "don'ts" are:
 - A. DO
 1. Remain calm
 2. Follow the instruction of the incident coordinator or emergency response team, if applicable.
 3. If you occupy an enclosed office, close the door as you leave.
 - B. DO NOT
 1. Return for coats, purses, briefcases, etc., after you have left the area.
 2. Smoke

3. Return to your area until the "all clear" signal is given.
- 3) Note: Ensure that there is a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members.

9. Tornado and Severe Weather Emergency

- 1) The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:
 - A. Tornado watch
 - B. Tornado warning
 - C. Other severe weather watch or warning
- 2) A "tornado watch" status indicates that weather conditions are favorable for the development of tornadoes. The "watch areas" are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.
- 3) A "tornado warning" is an alert issued by the National Weather Service after a tornado has been detected by radar or has been sighted by weather watchers or the public. The National Weather Service provides the approximate time of detection, the location of the storm and direction of movement. A tornado can move from 25 to 30 miles per hour so prompt emergency action must be taken.
- 4) During a tornado warning, the battery powered radio located in the safety team area will be used and turned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members and visitors in the facility.
- 5) If a Tornado Warning is Announced when you hear the announcement for a tornado warning:
 - A. Shelter in place by moving to a designated tornado shelter area immediately. Move quickly, but do not run. The hallways of each building are the safest areas to shelter. The sanctuary should be evacuated if possible or if not, shelter under the pews.
 - B. Assist disabled personnel in your area.
 - C. Shelter in place until you hear an announcement from a member of the safety response team and or a hand-held radio system (if applicable) that it is safe to return to your area.
- 6) Tornado Safety Basics
 - A. Tornadoes and tornado-producing weather conditions are common in Kentucky. Familiarize yourself with the basics of protecting yourself wherever you may be.
 - B. If you are indoors, the general responses to a tornado warning are:
 1. Move away from windows. If you have time, close any windows blinds or shades to help prevent flying glass or debris—the cause of most injuries in office buildings.
 2. Warn others. Encourage them to get to safety immediately.
 3. Move away from large expanses of unsupported ceilings.

4. Move away from building perimeter area.
 5. Move to interior room away from windows to an enclosed room, conference room, rest room or an interior stairwell.
 6. If an interior hallway, away from windows, crouch down as low as possible.
- C. Once you have situated yourself in the safest place you can find, protect your face and head and stay where you are until an "all clear" signal is given. If circumstances change and new dangers are present, seek a different safe place. Hallways in all buildings are the safest place to be.
- D. If you are outdoors, the general responses to a tornado warning are:
1. If at all possible, move in doors to an interior room.
 2. If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining walls.

10. Intruder/Active Shooter Emergency Action Plan

- 1) When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:
 - A. Lock yourself in the room you are in, if possible, at the time of the threatening activity.
 - B. If communication is available, call 911
 - C. Don't stay in open areas.
 - D. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
 - E. Lock the windows and close the blinds or curtains.
 - F. Stay away from windows.
 - G. Turn all lights and audio equipment off.
 - H. Try to stay calm and be as quiet as possible.
 - I. If for some reason you are caught in an open area such as a hallway or main congregation area, you must decide what action to take.
 - J. If you can, try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
 - K. If you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - L. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - M. The last option you have, if caught in an open area, may be to fight back. This is dangerous but depending on your situation, this could be an option.
- 2) If you are caught by the intruder and are not going to fight back. Follow their directions and don't look the intruder in the eyes.

- 3) Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

11. *THIS EMERGENCY ACTION PLAN CANNOT COVER EVERY POSSIBLE SITUATION THAT MIGHT OCCUR.

- 1) Nevertheless, it is a training tool which can reduce the number of injuries or death if put into action as a situation develops. Time is a critical factor in the management of a situation of this manner.
- 2) Warning Signs
 - A. It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in the church Safety team:
 1. Threaten harm or talks about killing others.
 2. Constantly starts or participates in fights.
 3. Loses temper and self-control easily.
 4. Swears or uses vulgar language most of the time.
 5. Possesses or draws artwork that depicts graphic images of death or violence.
 6. Frequently initiates domestic violence.
 7. Becomes frustrated easily and converts frustration into uncontrollable physical violence.

12. MISSING OR LOST CHILD ACTION PLAN

- 1) The Lost Child Alert for missing and lost children identifies a five (5) step process in the event a child is reported missing at Woodburn Baptist Church.
 - A. If an individual reports that a child is missing, the staff/volunteer taking the report shall obtain a detailed and accurate description of the child.
 - B. The Safety Team Leader will be notified immediately.
 - C. The staff/volunteer taking report is to use whatever means of communication (in house telephone, radio and/or an all call page) available to initiate the Lost Child alert.
 1. The staff/volunteer taking report will describe the child's physical features and clothing.
 2. The alert will identify designated staff/volunteers to monitor front entrances
 3. The alert will identify designated staff/volunteers to begin looking for the child within the building.
 - D. If the child is not found within 10 minutes notify the Warren County Sheriff's Office.
 - E. If a child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian.
 1. If the child is found accompanied by someone other than a parent or legal guardian, the staff/volunteer shall attempt to delay their departure without putting the child, staff or congregation at risk or in harms' way.
 2. Warren County Sheriff's Office should be notified and provided with detailed description of the person accompanying the child.
- 2) When approached by a parent/guardian that has become separated from their child, the staff/volunteer should ask the following to obtain a more thorough description of the child BEFORE bringing the child into view of the parent/guardian:
 - A. Gender
 - B. Race
 - C. Age

- D. Eye and hair color
- E. Height
- F. Weight
- G. Clothes worn (including shoes)
- H. Any distinguishing characteristics
- I. Location or area last seen

13. CHILD CUSTODIAL ISSUES

In the event of a child custodial issue/dispute please do the following:

- 1) Keep child in a secure location away from parent/guardian that the dispute is with
- 2) Contact safety/staff to come to the location
- 3) Call 911
- 4) Attempt to calm the individual and keep them occupied until help arrives
- 5) Retain the child in your custody until law enforcement arrives

14. BOMB THREAT (EXPLOSIVE DEVICE) - EMERGENCY RESPONSE PLAN

- 1) If you observe a suspicious object or potential explosive device on property,
 - A. DO NOT TOUCH OR HANDLE THE OBJECT!!
 - B. Clear the area and
 - C. Immediately notify a member of the safety team or someone in church leadership.
- 2) Any person receiving a phone call bomb threat should ask the caller:
 - A. When is the device going to explode?
 - B. Where is the device located?
 - C. What kind of device is it?
 - D. What does it look like?
 - E. Why did you place the explosive device?
- 3) Keep talking to the caller as long as possible and recording the information as detailed in Appendix I of this plan.
- 4) If possible, have someone contact a Safety team member while you are on the phone with the caller.
- 5) The Safety Team Leader will contact the authorized personnel to conduct a detailed explosive device search.
 - A. A cursory inspection of the area for suspicious objects and reported to authorities.
 - B. DO NOT TOUCH ANY SUSPICIOUS OBJECTS!
 - C. Do not open drawers, cabinets, or turn lights off.
 - D. Turn off all cellular phones and devices including portable radios.
- 6) If the explosive device threatens you and other building occupants, or if you are instructed to do so, evacuate the space by walking to the nearest marked exit, proceed to the initial gathering point and await further instructions.

- 7) Generally speaking the building alarm system should not be activated during these situations, unless done by someone in authority.
- 8) During building evacuations assist the individuals with disabilities in exiting the building, and emergency personnel.
- 9) Following emergency evacuations, your designated place of shelter is the primary assembly point or alternate if the emergency is impacting your primary location.
- 10) **IMPORTANT - DO NOT RETURN TO AN EVACUATED BUILDING** until and unless told to do so by the Building Coordinator.
- 11) Headcounts from classrooms should be performed at the assembly point. An accurate headcount is imperative in these situations.
- 12) Remember that threats can be received verbally, in written notes, or via email. Preserve any evidence possible, make mental notes about the perpetrator's description and direction of travel.

Appendix 1

EBCC-X FBI BOMB PROGRAM BOMB THREAT CALL CHECKLIST

Questions to Ask:

Exact Wording of the Threat:

I. When is bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Sex of Caller _____ Age _____ Race _____ Length of Call _____

BOMB THREAT QUESTIONNAIRE: CALLER'S VOICE:

Please confirm the 'words' distinctive phrases, accents, background noise, etc. *you* would like to include here.

Appendix 2

Fire Extinguisher Locations

NEXT Center

Upstairs (4)

- Big Room by Emergency Exit
- Hallway beside big room
- Right next to elevator
- Elevator equipment room (locked)

Downstairs (3)

- Big room by glass doors
- Hallway right outside big room
- Next to elevator

Preschool/choir

- End of preschool hallway
- Choir room by emergency exit

Sanctuary

- By Front door
- Sound booth
- Upstairs in attic at the top of the stairs on left by light switch

Office/education building

- By fellowship hall entrance
- Kitchen
- Lobby
- Outside room 19

Parsonage (locked)

- Kitchen

Appendix 3 - Accident Report Form



WOODBURN

BAPTIST CHURCH

Date of Accident: _____

Time of Accident: _____

Name of Person Injured: _____

Age: ____

Address: _____

Phone: _____ Email: _____

Location of Accident: _____

Name of Person(s) who witnessed the accident:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Describe the accident:

Parent or Guardian (if a minor): _____ Notified? ____

Resolution/Follow-up:

Reporter Signature _____ Date _____

Staff Signature _____ Date _____

