



# Emergency Response Plan

Trinity Parish

317 Franklin Street

Clarksville, TN

(931) 645-2458

The Rev. Chad McCabe - Rector

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# **EMERGENCY TELEPHONE NUMBERS**

**For All Emergencies Dial 911**

## **Church Main Phone Number**

931-645-2458

## **Vector Alarm Company**

VECTOR Phone: 931-645-6367

Account #: 1603080

Pass Code: Canterbury

Duress Code: Anglican

## **Emergency Alarm Contacts:**

Steven Stroman, (931) 216-1406

Chris Smith (931) 743-1180

Terry Welsh (931) 216-1406

## **Other Important Numbers**

**Rector** : Rev. Chad McCabe (508) 740-9368

**Parish Administrator:** Bethany Kelly (931) 802-9403

## **Emergency Response/Alarm Contacts:**

Steven Stroman, (931) 216-1406

Chris Smith (931) 743-1180

Terry Welsh (931) 216-1406

## **ROLE OF A SAFETY RESPONSE TEAM**

### **Building Coordinator/Junior Warden**

A building coordinator is a volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.

A building coordinator may be responsible for:

- Receiving status reports from the Incident Coordinator.
- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the emergency response team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

### **Incident Coordinators (Greeters, Ushers, and Vergers)**

The incident coordinator on duty assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene.

Responsibilities may include the following:

- Ensuring that all safety response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

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/him as such to maintenance personnel and emergency agency personnel responding to an incident.

### **Medical Response Team Members**

Medical response team members are members of the emergency response team who have been trained in medical emergencies.

Responsibilities include the following:

- Providing first aid to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Providing medical assistance and support until professional help arrives.
- Remaining in charge of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

## **Safety Response Team Members: Off-Duty Ushers, Greeters, & Vergers**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved tornado shelter areas in the building.

Responsibilities include the following:

- Building evacuations responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Lock down/shelter in place procedures
- Other intervention procedures as the situations dictate.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with incident coordinator or other team members.

Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

## **BUILDING EMERGENCY PROCEDURES**

### **Leader Responsibilities**

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

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## Medical Emergency

Call 911 or other appropriate emergency response activation number. Be prepared to give the following Information:

- Name and extension.
- Location (address is 317 Franklin Street, Clarksville)
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.

Note: Artificial Emergency Defibrillators (AEDs) are located in the church narthex and as you enter the parish house on the wall to the right before the parish hall. Treat minor injuries from supplies in the first aid kits. The kits are located (*church narthex, office, nursery, kitchen*).

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:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

## Fire and Smoke Emergencies

If you detect smoke and/or fire (Trinity Episcopal alarm system is equipped with fire detectors which will automatically activate alarm and alert emergency personnel when detects smoke) Lower-level fire alarms are manual and require calling 911 when an alarm goes off.

Activate the manual fire alarm (to manually activate alarm on any of the alarm keypads, press # and \* simultaneously). Initiate evacuation procedures for any occupants of the affected building(s)

- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- 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.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

## If the Fire Warning Alarm Sounds

Do not use the elevator.

Immediately initiate evacuation procedures.

If alarm is sounded in church, the verger on duty must go to the parish house and also evacuate nursery & children's chapel.

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. Evacuation should be toward ground level.

If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

Assist disabled persons in your area.

If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.

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 you have to quickly close it to protect yourself from oncoming smoke or fire.

Proceed to the ground level and outdoors.

Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes.

Go to the designated assembly area: Downtown Commons (corner 3rd and Main Streets).

Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.

Do not congregate near building exits, driveways, or roadways.

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.)

## **Building Evacuation Emergency**

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

Emergency exit routes are posted near the elevator on every floor.

The designated assembly areas are located: Downtown Commons (corner 3rd and Main Streets).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at front steps of First Presbyterian Church, 213 Main Street.

**If a Building Evacuation is initiated, important “dos” and “don’ts” are:**

DO:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Make sure the church and parish house BOTH are evacuated or if unable to reach these areas or make emergency personnel aware of where ALL occupants are located.

DON'T:

- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the all clear signal is given.

Note: Ensure that Safety Response Team Members have planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g. in member orientations).

## **Tornado & Severe Weather Emergency**

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:

Tornado watch, Tornado warning, Other severe weather watch or warning



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.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. IF a battery-powered radio is not available, cell phones with data plans (that do not rely on WIFI) should be used. 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.

### **If a Tornado Warning is announced**

When you hear the announcement for a tornado warning:

- Church: Shelter in place by taking cover under your pew or bend over and protect your head.. Parish house: lower level interior wall classrooms with no windows.
- Do not use elevators.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

### **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in Tennessee. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.

- If moving to a safer location in the building is not possible, get under a pew, desk or table in an interior area.
- Once you've 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.)

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- 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 wall.

## **Mental Health Emergency**

The following are guidelines in the case of an individual with mental health issues or in a mental health crisis enters a church building or are on building grounds. Signs of a mental health crises include: crying, agitation, talking to themselves, unkempt appearance, not responding to questions.

- Attempt to locate clergy, staff, and/or a member of the mental health committee: Larry Faust, Phyllis or Jerome Viltz, Merrilee Laugeness, Samantha Sharpton, and Michelle Blake. Members of the committee or clergy will attempt to talk to individual in a private area. Never confront, or go into, or find yourself in a private area with an individual unknown to you alone, always have at least one or two people with you. If you find yourself in a room with just an unknown person, leave and locate another member, clergy, or staff. Then introduce yourselves and ask if they need assistance.
- Never confront or help an individual alone, always have someone with you.
- Call 911 immediately if the individual shows signs of: harming themselves or others, yelling obscenities or acting out, and/or will not leave premises when asked to.
- If the individual expresses suicidal thoughts, contact crisis services by calling 988 and follow their instructions. Contact mental health committee member, clergy, and/or staff.
- DO NOT transport individual in private vehicle. If individual asks for money, help, and/or transportation contact clergy or staff to arrange a ride or if appropriate, financial assistance.

## Intruder/Active Shooter Emergency Action Plan

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:

- Get out of the building if possible and run for help.
- If unable to get out, lock yourself in the room you are in at the time of the threatening activity. Barricade door with anything in the room.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm/push the panic button on the keypad. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

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.

1. 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. Safety Response Team leaders will direct you to the nearest safe place.
2. If you think you can safely make it out of the building by running, 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.
3. If the person(s) is causing death or serious physical injury to others and you are unable to avoid, or deny entry into the room you are in, then you must be prepared to defend yourself.
4. If forced to defend yourself, remember the intruder is there to kill you and your friends/students. Do not fight fair, target sensitive areas of the intruder. This is dangerous, but, remember taking no action will result in certain injury/death.
5. 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.
6. 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.

**This Emergency Action Plan cannot cover every possible situation that might occur.**

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

### **Warning Signs**

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 your organization:

- DO NOT LOCK ANY EXTERIOR DOORS WHICH WILL PREVENT ESCAPE. THIS IS A FIRE HAZARD AND THEREFORE TRAPPING PEOPLE PREVENTING ESCAPE.
- Backpacks, duffel bags and/or luggage must be left in the Narthex. Failure to comply is a warning sign.
- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

## APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

### Threat Checklist

Complete this list if you receive a threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

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Caller's voice: (circle)

Male          Female          Adult          Youth

Estimate Age: \_\_\_\_\_

Black White Hispanic Asian Other: \_\_\_\_\_

Calm          Disguised          Nasal          Rapid          Accent

Nervous          Angry          Sincere          Slurred          Loud

Excited          Giggling          Stressed          Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music          Children          Typing          Airplanes          Machinery          Cars/trucks

Other:

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**Do not hang up!** Obtain as much information as possible:

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

Method of activation: mechanical, clock, movement/chemical action?

\_\_\_\_\_  
Method of deactivation? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

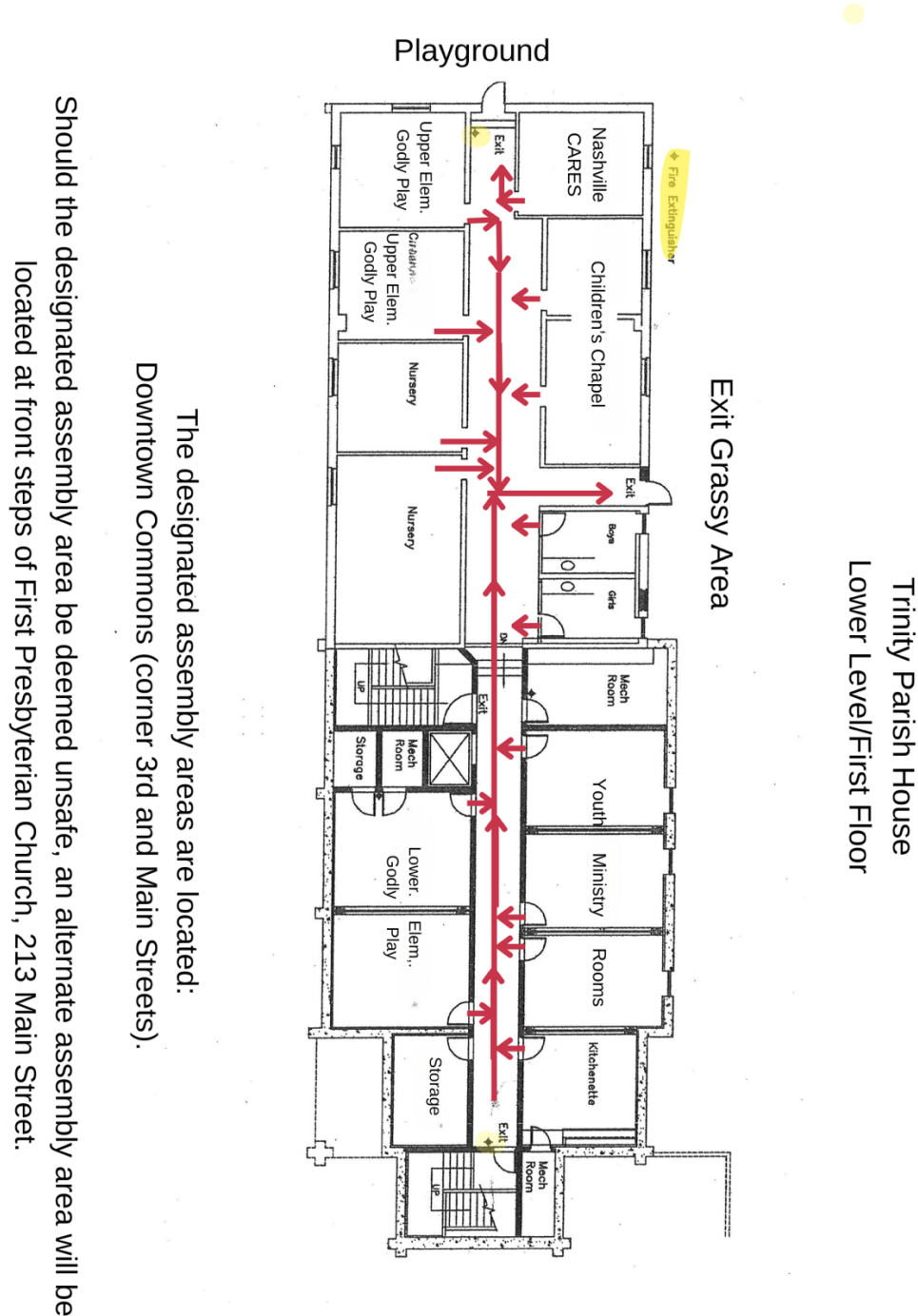
Call received by: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_

Note: In the event you receive a bomb threat:

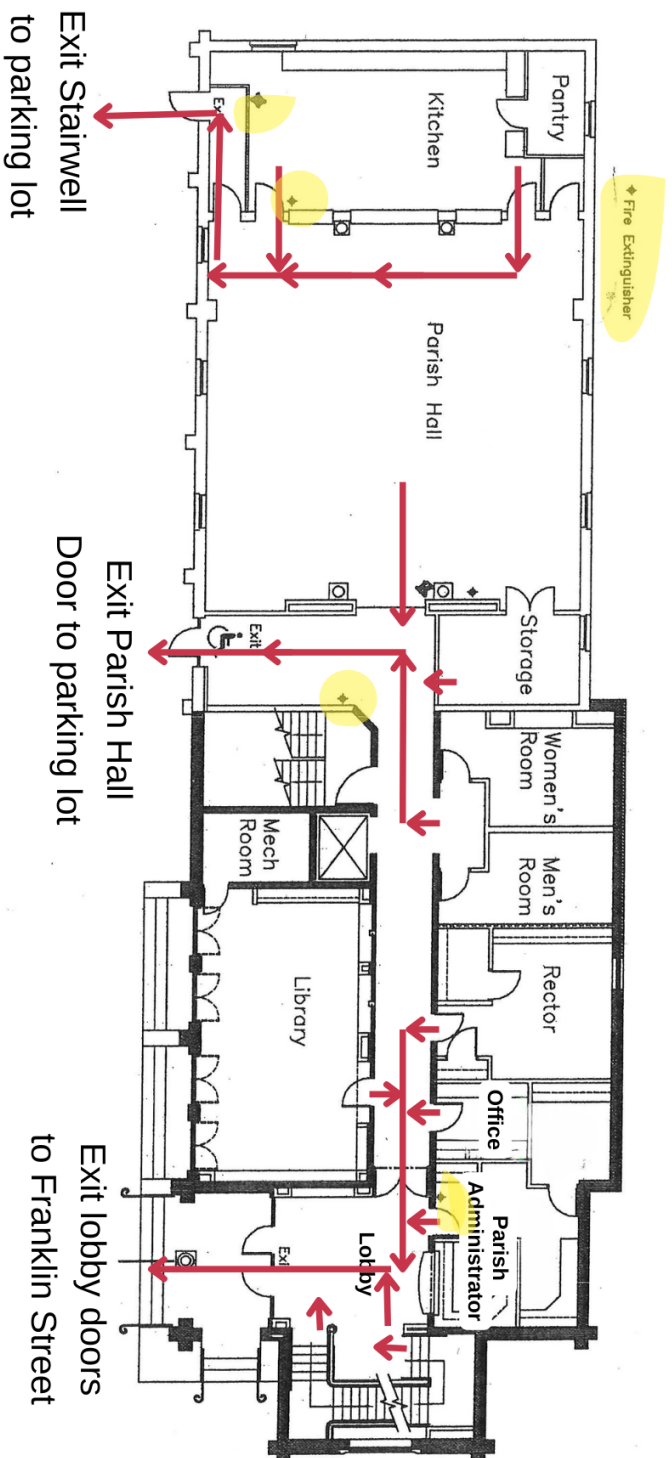
- Call 911 immediately. Provide the following information:
- Identify yourself
- State: I have received a bomb threat
- Give your office location and extension.

**REMAIN CALM!**

APPENDIX 2: PARISH HOUSE EMERGENCY EVACUATION  
MAPS



## Trinity Parish House Main Level/Second Floor

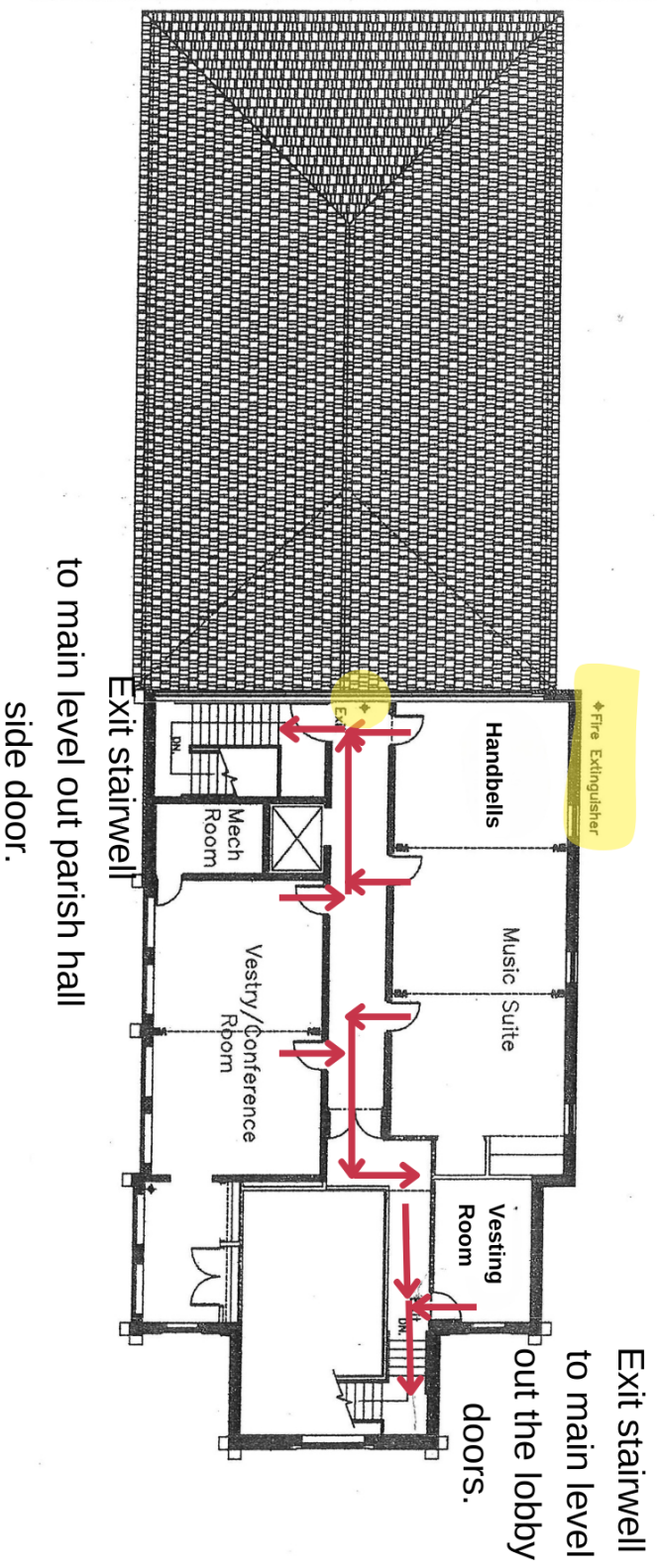


The designated assembly areas are located:  
Downtown Commons (corner 3rd and Main Streets).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at front steps of First Presbyterian Church, 213 Main Street.



Trinity Parish House  
Upper Level/Third Floor

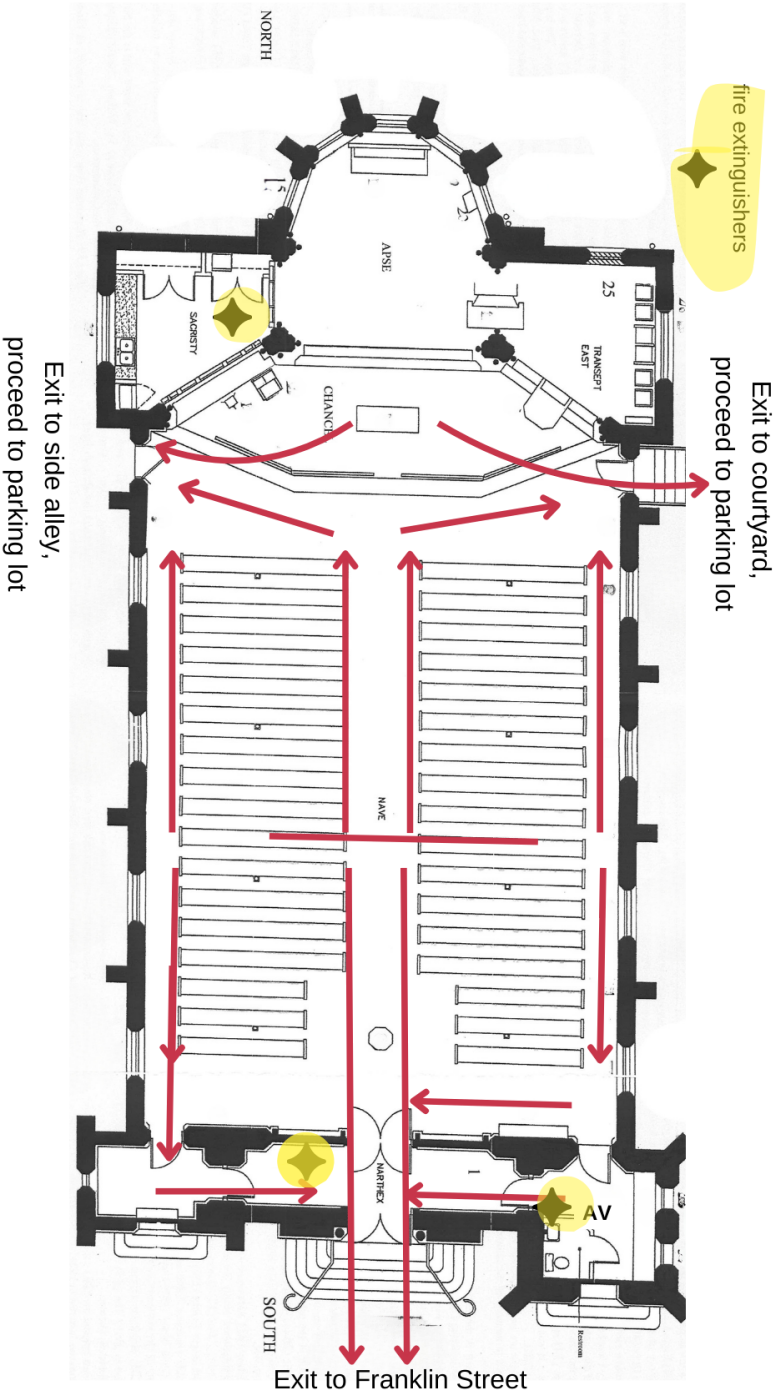


The designated assembly areas are located:  
Downtown Commons (corner 3rd and Main Streets).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at front steps of First Presbyterian Church, 213 Main Street.

# CHURCH/SANCTUARY EMERGENCY EXITS

Trinity Church Building



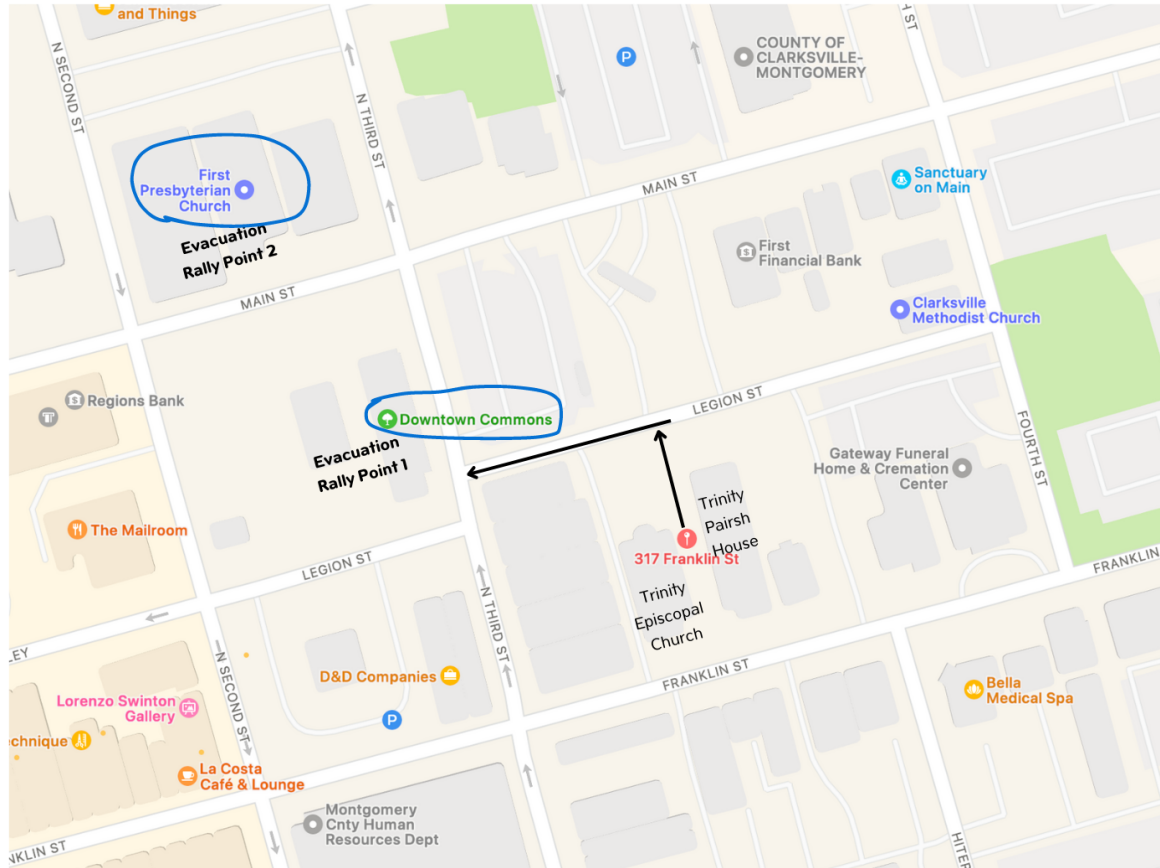
Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at front steps of First Presbyterian Church, 213 Main Street.

The designated assembly areas are located:  
Downtown Commons (corner 3rd and Main Streets).

## APPENDIX 3: EMERGENCY EVACUATION MAP – EVACUATION RALLY POINT

Downtown Commons – N 3<sup>rd</sup> Street and Main Street

Back up rally point – front of First Presbyterian Church on Main Street



## APPENDIX 4: INJURY/INCIDENT REPORT

*The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.*

Date: \_\_\_\_\_

Injured Person: \_\_\_\_\_

Completed by: \_\_\_\_\_

Where were you when injury occurred:

\_\_\_\_\_

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

\_\_\_\_\_

Action Taken/Medical Treatment Provided:

## **APPENDIX 6: BUILDING EMERGENCY SYSTEMS**

### **Fire/Smoke Detection and Warning**

All emergency exits have emergency lights.

Fire extinguishers are located:

#### **Parish House**

##### **Lower level/basement**

- Godly play (lower elementary) classroom across from youth group room.
- End of hallway by door to playground.

##### **Main level**

- Hallway outside parish hall
- Church office as enter on left.
- Kitchen – by pantry as you enter on left

##### **Upper Level**

- End of hallway near interior stairwell/handbell room

#### **Church**

- Narthex - as enter Franklin St doors on the left.
- Outside sacristy door

### **Recognizing an Alarm System Warning**

Trinity's alarm system is motion as well as smoke sensitive. Please be sure ALL persons are off campus (church and parish house) BEFORE setting the alarm.

Should the alarm go off and there is NOT an emergency:

1. Call VECTOR SECURITY 931-645-6367 or they will call church.
2. Give account # 1603080 (may not have to give)
3. Give the passcode of Canterbury. Emergency personnel will be cancelled.

Should the alarm go off and there is an emergency.

1. Call VECTOR SECURITY 931-645-6367 or they will call church.
2. Give account # 1603080 (may not have to give)
3. Give duress code Anglican. Emergency personnel will be notified.