



Rochester Christian Reformed Church

EMERGENCY
ACTION PLAN

We Welcome In, Build Up, and Reach Out

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Introduction

Isaiah 41:10 “So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.”

Rochester Christian Reformed Church wants to be proactive and have an Emergency Action Plan (EAP) in place if an emergency were to occur at our church. The goal of this plan is to create an alert and aware environment that may be able to prevent an emergency from occurring or mitigate the severity of the emergency. We seek to provide a safe and secure worship environment for our church members and our guests, but we must understand the reality that emergencies happen and prepare for their eventuality.

For the purposes of this EAP, an emergency is defined as a situation that poses an immediate risk to safety, health, life, property or environment, but is within the abilities of local persons or agencies to treat.

This EAP covers four broad categories of incidents

- ‡ Fire Emergencies
- ‡ Medical Emergencies
- ‡ Active Shooter Emergencies
- ‡ Severe Weather Events

Emergency Response Team

Rochester Christian Reformed Church has developed an [Emergency Response Team](#) comprised of volunteers who have committed to being responsible for the implementation of specific actions as identified in this Emergency Action Plan. These Emergency Response Team members will take the lead in coordinating a response to any emergency at the church during worship or other church events

Roles and responsibilities of the Emergency Response Team are defined and described inside this EAP

Building Evacuation

If a building evacuation is initiated, for your own safety, YOU MUST EVACUATE when directed to do so

- ⚡ Follow the instructions of the Emergency Response Team
- ⚡ Remain Calm. Proceed as quickly as possible in an orderly manner
- ⚡ If you are the sole occupant of an enclosed room, close the door as you leave and place the **Empty** sign on the door
- ⚡ Take only essential personal items with you. DO NOT return for coats, purses, etc., after you have left the building
- ⚡ **Once out of the building, proceed to the designated assembly area at the Office parking lot**
- ⚡ Adults responsible for the care of Nursery, Sunday Schools, Children's Church, Children in Worship, etc. should calmly but quickly organize the children for evacuation and ensure that all children are evacuated to the designated assembly area.
- ⚡ Emergency Response Team Members will be responsible to clear rooms within the church, and ensure occupants are evacuated
- ⚡ Do not return to the building until the "all clear" signal is given by the Emergency Response Team

Fire Emergencies

If a small fire is identified during services or an event, notify church staff or a member of the Emergency Response Team. If the best course of action is to attempt to extinguish the fire, locate an extinguisher and without risking injury attempt to extinguish the fire. Fire Extinguishers are indicated by red and white Fire Extinguisher signs

To operate a fire extinguisher, use the PASS Method below:

(P) Pull Pin

(A) Aim at Bottom of Fire

(S) Squeeze Trigger

(S) Sweep Base of Fire Side to Side

Fire Emergencies – Continued

If the fire is beyond the point of a safe attempt to extinguish it, call 911 immediately and report the fire using the church name and address below

✝ [Rochester Christian Reformed Church, 2750 Atlantic Ave, Penfield, NY 14526](#)

✝ Provide the 911 operator with a call-back number (e.g., your cell phone)

In addition to calling 911, do the following:

- ✝ Alert other people using verbal communication
- ✝ Follow the building evacuation plan, away from the incident
- ✝ Do not Panic, Remain Calm
- ✝ Assist disabled persons in evacuating the building
- ✝ Isolate the fire by closing doors
- ✝ Proceed to the designated assembly area. Children will be taken to this area
- ✝ Do not leave the church property
- ✝ Do not break windows - Oxygen feeds a fire
- ✝ Be aware that moving your vehicle could hinder access by emergency vehicles

Emergency Response Team Members will be responsible to clear rooms within the church and place signage on doors to assist in accountability. Accountability will be completed by Emergency Response Team Members, at the designated assembly area.

Medical Emergencies

In the event of a medical emergency during services or events, call 911 immediately and report the medical emergency using the church name and address below:

✝ [Rochester Christian Reformed Church, 2750 Atlantic Ave, Penfield, NY 14526](#)

✝ Provide the 911 operator with a call-back number (e.g. your cell phone)

✝ Number of people involved

✝ Nature of injury or illness

✝ Remember to stay on the line until help arrives, unless otherwise directed by the 911 operator

While waiting for professional assistance

✝ Unless you are trained or the victim is in an immediate life-threatening situation, DO NOT attempt to give any first aid before trained assistance arrives

✝ DO NOT move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location

✝ Emergency Response Team Members will remain / assign someone to remain with the injured / ill until help arrives

✝ Emergency Response Team Members will meet / assign someone to meet EMS and bring them into where the injured / ill person is located

When professional help arrives:

✝ Allow responding units to take control of the situation

✝ Stand by to assist as needed

Active Shooter Emergencies

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter situations are often over within minutes, before law enforcement arrives on the scene. Members must be prepared both mentally and physically to deal with an active shooter situation

Upon identification of an active shooter attempting to enter or inside the church building, quickly determine the most reasonable way to protect your own life. If you are responsible for the safety and care of others (e.g., nursery attendant, Sunday school teachers, etc.) determine the most reasonable way to protect those in your charge. In any case, the individual who identifies the threat must immediately alert others by loudly verbalizing the threat and location (e.g., Shooter in the building at the main doors, take action!) If possible, this warning should be echoed over the sound system and repeated verbally by any available means

There are three response methodologies to an active shooter emergency: RUN, HIDE, and FIGHT. Your response should be based on the situation and circumstances with which you are faced

Run Response

If there is an accessible escape path, attempt to evacuate the building through the closest exit away from the active shooter

- ‡ Have an escape route and plan in mind – go to the designated assembly area
- ‡ Evacuate regardless of whether others agree to follow
- ‡ Leave your belongings behind
- ‡ Help others escape. If possible, take the person next to you
- ‡ Prevent others from entering an area where the active shooter may be
- ‡ Keep your hands visible when law enforcement arrives on scene
- ‡ Follow the instruction of any law enforcement officers
- ‡ Do not attempt to move wounded people
- ‡ Call 911 when you are safe. Give the 911 operator the church name and address: **Rochester Christian Reformed Church, 2750 Atlantic Avenue, Penfield, NY 14526**. If possible, provide the location of the shooter, number of shooters, physical description to include clothing and shoes, number and type of weapon, number of potential victims

Hide Response

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ‡ Be out of the active shooter's view
- ‡ Provide protection if shots are fired in your direction (e.g., a room with a closed and locked door)
- ‡ Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place

- ‡ Try to stay calm and quiet. If possible, call 911 and leave the line open
- ‡ Lock the door
- ‡ Hide behind large items (e.g., cabinets, desks, bookcases, etc.)
- ‡ Block the door with furniture
- ‡ Silence your cell phone and any noise source (e.g., television, radio, toys, etc.)
- ‡ Remain in place until you are sure it is safe to move (e.g., contacted by law enforcement or an Emergency Response Team Member)

Fight Response

If evacuation and hiding are not possible

- ‡ Dial 911, if possible, to alert law enforcement to the active shooter's location
- ‡ If you cannot speak, leave the line open and allow the dispatcher to listen

When your life is in imminent danger, and there is no readily available option to run or hide, attempt to disrupt and/or incapacitate the active shooter by

- ‡ Acting as aggressively as possible against them (e.g., yelling)
- ‡ Throwing items and improvising weapons
- ‡ Using actual weapons to disrupt or neutralize the active shooter threat
- ‡ If fighting, you must commit to your actions

Active Shooter Law Enforcement Response

Active shooter incidents often involve interaction with law enforcement individuals, in a stressful situation. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ‡ Officers usually arrive in teams
- ‡ Officers may wear regular uniforms or tactical equipment and be armed with rifles, shotguns, handguns, etc.
- ‡ Officers may use pepper spray or tear gas to control the situation
- ‡ Officers may shout commands, and may push you to the ground for their safety

When law enforcement arrives

- ‡ Remain calm and follow officers' instructions
- ‡ Put down any items in your hands (e.g., bags, jackets, phones, etc.)
- ‡ Immediately raise hands and spread fingers and keep hands visible
- ‡ Avoid making quick movements toward officers or grabbing them
- ‡ Avoid pointing, screaming, yelling

Accountability will be completed by Emergency Response Team Members, at the designated assembly area. Emergency Response Team members will also be responsible for any required interface with responding law enforcement teams

Access Protocols

To help to mitigate active shooter events, entrances to the church will be minimized in the following manner during services

- ‡ Approximately fifteen (15) minutes after the beginning of worship, doors leading from the main parking lot will be secured and locked by a designated usher. Signage will be placed on the door, indicating that it is locked and to wait until unlocked and greeter by an usher
- ‡ A designated usher will maintain vigilance on the main entrance doors and identify any persons entering, as well as maintaining overwatch of the foyer area of the church
- ‡ Members entering the church by any entrance other than the main doors shall ensure that the door secures behind them

Severe Weather Emergencies

In the event of severe weather or a tornado warning during services or events, the following protocols should be followed

- ✝ The need to take cover will be communicated, as appropriate
- ✝ All occupants will remain inside the church building
- ✝ Everyone should stay clear of windows and exterior doors
- ✝ If a tornado threat is present, all occupants should gather in interior hallways and stay away from windows
- ✝ Emergency Response Team Members will be responsible to clear rooms within the church, and ensure occupants are in a protected location
- ✝ Emergency Response Team Members will secure / close all doors and windows

Communications / Media Response

Emergencies have the potential to generate a lot of media attention. All media communications and inquiries for information will be answered by the Pastor or the designated church spokesperson. The designated spokesperson shall be the Church Council President, if available. If the President is not available, immediate communication functions will be performed by any available Council Officer, Elder, or Emergency Response Team Member