



EMERGENCY RESPONSE PLAN

Salem Baptist Church-Safety Committee
429 South Broad St.
Winston-Salem, NC 27101

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MISSION

We exist to help people “Find and Pursue Life in Jesus”. We know there is nothing greater or more important than having a real and intimate relationship with God; and that relationship can only be found in Jesus.

PURPOSE

Our purpose as a church is to provide a safe and secure worship environment for our church members and our guests. Our goal is to create an environment where we are alert and aware so that we may be able to prevent an emergency from occurring.

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INTRODUCTION

Salem Baptist Church must be prepared and capable of responding to any emergency situation. A proper emergency response plan is the first proactive step in providing an open and secure worship environment to our congregation and guest. The goal is to increase the situational awareness of all members so that we can either prevent or respond appropriately to an emergency if it were to occur.

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

In caring for members and guest we must face the realization that emergencies can and will happen. As a church body we must be prepared to confront those scenarios as they occur. Our church is subject to emergencies such as medical, fire, utility failure, bomb threat, severe weather, and more recently active shooter situations.

This Emergency Response Plan (ERP) consists of six categories of incidents:

1. Active Shooter
2. Medical
3. Fire
4. Utility Failure
5. Bomb Threat
6. Severe Weather Events

PHONE NUMBERS

Emergency – (911)

NON - EMERGENCY NUMBERS:

ELECTRIC CO: Duke Energy– 800-769-3766 (Power Outage) 800-653-5307 (Customer Service)

<https://www.duke-energy.com>

GAS CO: Piedmont Natural Gas- 800-752-7504

<http://www.piedmontng.com>

WATER: City of Winston Salem – dial 311 or 336-727-8000

<http://www.cityofws.org>

Area Hospitals:

1. Wake Forest Baptist Medical Center, Medical Center Blvd, Winston Salem, NC 27157 (336) 716-2011
2. Novant Health Forsyth Medical Center, 3333 Silas Creek Parkway, Winston-Salem, NC 27103 (336) 718-5000
3. Novant Health Medical Park Hospital, 1950 South Hawthorne Road, Winston-Salem, NC 27103 (336) 718-0785

BUILDING EVACUATION

If a facility evacuation is required, for your own safety, YOU MUST EVACUATE when directed to do so.

Important “do’s and don’ts” are:

Remain calm. Evacuate as quickly as possible in an orderly manner. Follow the instructions posted on the Emergency Exit Diagram located in each room. All classroom doors should be left open. Take only essential personal items with you. Once out of the building proceed to the **Gymnasium**, the primary designated assembly area. DO NOT return for personal items after you have left the building. Do not return to the building until the “all clear” signal is given.

Note: Ushers and/or Emergency Response Team members will be available to assist all disabled persons during evacuation.

SANCTUARY EVACUATION

Fire or other emergency (non-weather related):

The pulpit area will serve as the focus point for all sections:

The far left side of the church and individuals on the choir platform will exit the sanctuary through the exit door located on the left wall. (Choir members note that the exit door is to your right).

The two center sections of the church will exit using the double doors located at the rear of the sanctuary.

The far right side of the church and individuals on the orchestra platform will use the exit door located on the right wall. (Orchestra members note that the exit door is to your left).

The balcony will exit down the stairs and out the foyer doors.

The primary designated assembly area is the **Gymnasium**.

NURSERY/CHILDREN/STUDENT MINISTRY EVACUATION PROCEDURES

Fire or other emergency (non-weather related): Nursery/Children/Student classrooms will evacuate per guidance listed on the Emergency Exit Diagram located in each classroom.

Nursery check-in and checkout procedures are found on Page 5 in the SBC Nursery Polices and Procedures Handbook dated August 2018.

In the event of an evacuation the check-in sheet will be picked up by a worker and taken with the infants/children to the **Gymnasium**, the designated assembly area. A worker must ensure the classrooms are fully evacuated before leaving the building. All classroom doors should be left open.

Workers should calmly but quickly organize the children for evacuation. It is very important that the workers follow the instructions given by the Nursery/Children Director. The calm reaction of the workers will be comforting to the children.

Parents, all children in the Nursery/Children/Student Ministry areas will be escorted by staff to the assembly area. Children K5 and younger will be taken to the Viking Café located within the primary assembly area.

An assigned Usher or Emergency Response Team member is responsible for assisting the evacuation of the infants/children on the nursery hall.

ADULT CLASSROOM EVACUATION PROCEDURES

Fire or other emergency (non-weather related): All adult classrooms located in the Annex, Lawrence, and Tucker buildings will evacuate to the **Gymnasium**, the primary designated assembly area, per the Emergency Exit Diagram located in each classroom.

COMPASS HOUSE EVACUATION PROCEDURES

Fire or other emergency (non-weather related): All individuals will evacuate to the **Gymnasium**, the primary designated assembly area, per the Emergency Exit Diagram.

CHURCH OFFICE EVACUATION PROCEDURES

Fire or other emergency (non-weather related): All individuals will evacuate to the **Gymnasium**, the primary designated assembly area, per the Emergency Exit Diagram.

GYMNASIUM EVACUATION PROCEDURES

Fire or other emergency (non-weather related): All individuals will evacuate to the **Sanctuary**, the alternate designated assembly area, per the Emergency Exit Diagram.

ACTIVE SHOOTER EMERGENCY

An Active Shooter is an individual actively engaged in killing or attempting to

kill people in a confined and populated area. In most cases, active shooters use firearm(s) and 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, but because active shooter situations are often over within minutes, SBC staff and members must be prepared both mentally and physically to deal with the situation. Time is a critical factor in the management of a situation of this magnitude.

How to respond – Run/Hide/Fight

Evacuate/Run

If there is an accessible escape path attempt to evacuate the building. Be sure to have an escape route and plan in mind. Evacuate regardless of whether others agree to follow. Leave your belongings behind. Help others escape if possible. Prevent others from entering an area where the active shooter may be. Keep your hands visible when law enforcement arrives on the scene. Follow the instruction of any police officers. Do not attempt to move wounded people. Call 911 when you are safe. If possible, give the 911 operator the location of the shooter, number of shooters, physical description, number and type of weapons, and number of potential victims.

Hide

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 and provide protection if shots are fired in your direction. If in a room, lock yourself in the room. Lock the windows and close blinds or curtains. Stay away from the windows. Turn all lights and audio equipment off and place cell phones on silent. Blockade the door with heavy furniture or any obstruction. Try to stay calm and be as quiet as possible. If possible call 911 and leave the line open. Remain in place until found by uniformed law enforcement officers.

Take Action – Fight

AS A LAST RESORT, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her. Throwing objects, using improvised weapons, yelling, and committing to your actions may distract the shooter. (U.S Department of Homeland Security, February 2019, <https://www.dhs.gov/publication/active-shooter-how-to-respond>)

MEDICAL EMERGENCY

In the event of a medical emergency:

Call 911 and be prepared to give the following information:

- Your name, phone number, and location: Salem Baptist Church - 429 South Broad Street, Winston Salem, NC 27101 (336) 722-9437 or Cell Number - We are located at the corner of South Broad and Bank Street.
- Number of people involved
- Describe the nature of injury or illness
- Remember to stay on the line until help arrives.

Notify an Usher or Emergency Response Team member that an emergency has occurred and 911 has been called. An Usher or ERT member will notify the designated Salem Baptist First Responder on duty.

While waiting for professional help:

- DO NOT move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. DO NOT give any medication.
- 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.

When professional help arrives:

- Allow responding units to take control of the situation. Stand by to assist as needed.

- Treat minor injuries from supplies in the first aid kits. First Responders, Ushers, and ERT members have access to the first aid kits.

Automatic External Defibrillators (AED) are located in the Lawrence Building on the Nursery Hallway and the Gymnasium. Only trained personnel are authorized to administer first aid utilizing the AED.

Note: An Usher/Emergency Response Team member will gather the appropriate information to complete an injury/illness incident report.

FIRE EMERGENCY

In the event of a fire pull the nearest fire alarm and call 911 immediately. Give the dispatcher the following information:

- Your name, phone number, and location: Salem Baptist Church - 429 South Broad Street, Winston Salem, NC 27101 (336) 722-9437 or Cell Number - We are located at the corner of South Broad and Bank Street.
- Do not panic, remain calm, and follow the building evacuation plan. Designated Ushers or Emergency Response Team members will assist disabled persons out of the building. Isolate the fire by closing doors.
- Proceed to the **Gymnasium**, the primary designated assembly area. Parents remember that your children will be taken to this area. **If the fire is located in the gymnasium individuals will evacuate to the Sanctuary, alternate assembly area.**

Notify an Usher, Emergency Response Team member, or SBC staff as soon as possible.

Fire Extinguishers are located throughout the building.

How to operate a Fire Extinguisher

- (P) Pull Pin
- (A) Aim at Bottom of Fire
- (S) Squeeze Trigger

- (S) Sweep Base of Fire Side to Side

Power Outage

The SBC Sanctuary/Nursery/Children/Student classrooms are equipped with emergency back-up lighting that will illuminate upon a power failure. These lights are designed to stay on for a period of about 90 minutes. If there is no potential of danger to building occupants the services may continue at the discretion of the SBC Pastoral Staff.

If there is danger, remain calm and exit according to our evacuation plan. Staff or Maintenance personnel will notify the power company of the outage.

Gas Leak

Call 911 immediately and notify an Usher, Emergency Response Team member or SBC staff. Do not turn on lights or any electrical equipment. Evacuate the building in a calm and orderly manner.

BOMB THREATS

A Bomb threat is more than likely made by an anonymous caller over the telephone. Obtaining as much information as possible from the caller is important in the evaluation of the threat and the action(s) to be taken.

Most Bomb Threats are just threats; however, the safety of the building occupants should always be the prime consideration in evaluating any Bomb Threat.

Occupants within the affected areas are to evacuate as directed by the Ushers, ERT members, or SBC Staff personnel.

Person Receiving the Bomb Threat

It is essential that the person receiving the bomb threat should not risk breaking the telephone connection by attempting to transfer the call to another party. Attempt to obtain and record as much pertinent information as possible. Immediately call 911 to report the threat and notify an Usher, Emergency Response Team member, or SBC staff personnel. Any unfamiliar or suspicious items or packages found should prompt an evacuation of the building. (What To

Do: Bomb Threat. U.S Department of Homeland Security, February 19, 2019.
<https://www.dhs.gov/what-to-do-bomb-threat>)

SEVERE WEATHER EVENTS

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. A tornado is a wind spout spawned by thunderstorms or hurricanes. Winds may approach 300 miles per hour. The weather service uses a two-stage system to alert people to a tornado danger:

TORNADO WATCH: Atmospheric conditions are conducive for tornadoes although none have been sighted.

TORNADO WARNING: A tornado has been spotted, visually or on radar. In the event of severe weather or a tornado warning, the following procedures should be followed.

Ushers, Emergency Response Team members, and SBC staff members will monitor the weather conditions. They will communicate the need to take cover if appropriate. If a tornado threat is present, all occupants will move quickly and orderly to their designated locations.

Sanctuary - In an orderly and calm manner members will exit the sanctuary utilizing the following emergency routes:

The pulpit area will serve as the focus point for all sections:

The far left side, left center section of the church and individuals on the choir platform will exit the sanctuary through the exit door located on the left wall down the stairs to the Church Office hallway and Choir room.

The far right side and right center section of the church and individuals on the orchestra platform will use the exit door located on the right wall down the stairs to the Church Office hallway and Conference room.

The balcony will exit down the stairs into the sanctuary following the designated emergency routes as stated above.

Members will move to the interior portions of the Church Office hallway and other rooms staying away from windows and doors.

In the event we are unable to move safely to the Church Office hallway members are to shelter in place in the sanctuary. **COVER UP - utilizing the pews, pew cushions or coats to protect your head and body from flying objects.**

Nursery/Children/Student classrooms – The 1st floor students (**Annex-Teen Room**) will remain in the safety of the Teen Room. The 2nd and 3rd floor students (**Annex/Lawrence/Tucker**) will be evacuated to the SBCS cafeteria.

Adult classrooms - The 1st floor adult classrooms in the Lawrence and Tucker building will move to the interior hallway. The 2nd floor Adult classrooms in the Annex, Lawrence and Tucker buildings will evacuate to the SBCS cafeteria.

Compass House – Church workers responsible for activities in the Compass House are to be notified by Two-Way Radio or in person if there is a severe weather alert or a tornado watch has been issued. All activities are suspended with all occupants evacuating in an orderly manner directly to the Church Office hallway entrance located across Bank Street and proceed to the Conference and Choir Rooms. Move to the most interior locations within these rooms staying away from doors and windows.

In the event those in the Compass House are unable to move safely to the Church Office, all occupants are to shelter in place. Move to the most interior locations within the house. Stay away from doors and windows. **COVER UP - utilizing furniture cushions, tables, or clothing to protect your head and body from flying objects.**

Gymnasium – Church workers responsible for activities in the Gymnasium are to be notified by Two-Way Radio or in person if there is a severe weather alert or a tornado watch has been issued. All activities are suspended with all occupants evacuating in an orderly manner directly to the Lower Level Activities Building (Elementary Building) to rooms A102 and A104. Move to the most interior locations within the classrooms. Stay away from doors and windows. **COVER UP - utilizing desk, tables, or clothing to protect your head and body from flying objects.**

Church Office Area – Personnel will move to the most interior locations within the Conference and Choir room. Stay away from doors and windows. **COVER UP - utilizing desk, tables, or clothing to protect your head and body from flying objects.**

Cancellation of Service

See the SBC web-site home page for information on cancellation of services.

The web-site address is <http://www.salembaptistnow.org>.

To sign up to receive text alerts from SBC: Text@sbca to 81010. Please follow any additional prompts. You will receive a text to confirm your enrollment.

Any comments or suggestions concerning the Salem Baptist Emergency Response Plan can be directed to the Safety Committee through the church office.

References

Active Shooter: How To Respond Educational Booklet. U.S. Department of Homeland Security, February 19, 2019. <https://www.dhs.gov/publication/active-shooter-how-to-respond>

What To Do: Bomb Threat. U.S Department of Homeland Security, February 19, 2019. <https://www.dhs.gov/what-to-do-bomb-threat>