



**Evergreen Christian
Community**

Emergency Response Plan

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated Responsible Official: Ed Girard | Phone: 360-589-9870

Facility Director: Chris Foisy | Phone: 360-870-1268

XP of Life Stage Ministries: Ryan Ward | Phone: 360-888-7674

Human Resources: Lorie Kuns | Phone: 360-561-2062

Pastoral Care: Ed McClanahan | Phone: 360-791-2084

EMERGENCY CALLING PROCEDURES

Evergreen Christian Community Staff are equipped to summon help through the RAVE Panic Button installed on their cellular phones. It is important to utilize this application to call for emergency assistance, as the activation automatically notifies key staff immediately.

In the event that non-ECC staff are utilizing these procedures, please call 911 for an emergency.

The NON-EMERGENCY number to the 911 center is 360-704-2740 if your need does not have urgency.

UTILITY COMPANY EMERGENCY CONTACTS

Electric: Puget Sound Energy | 1-888-225-5773

Water: City of Olympia | 360-753-8333 (24-hour hot line.)

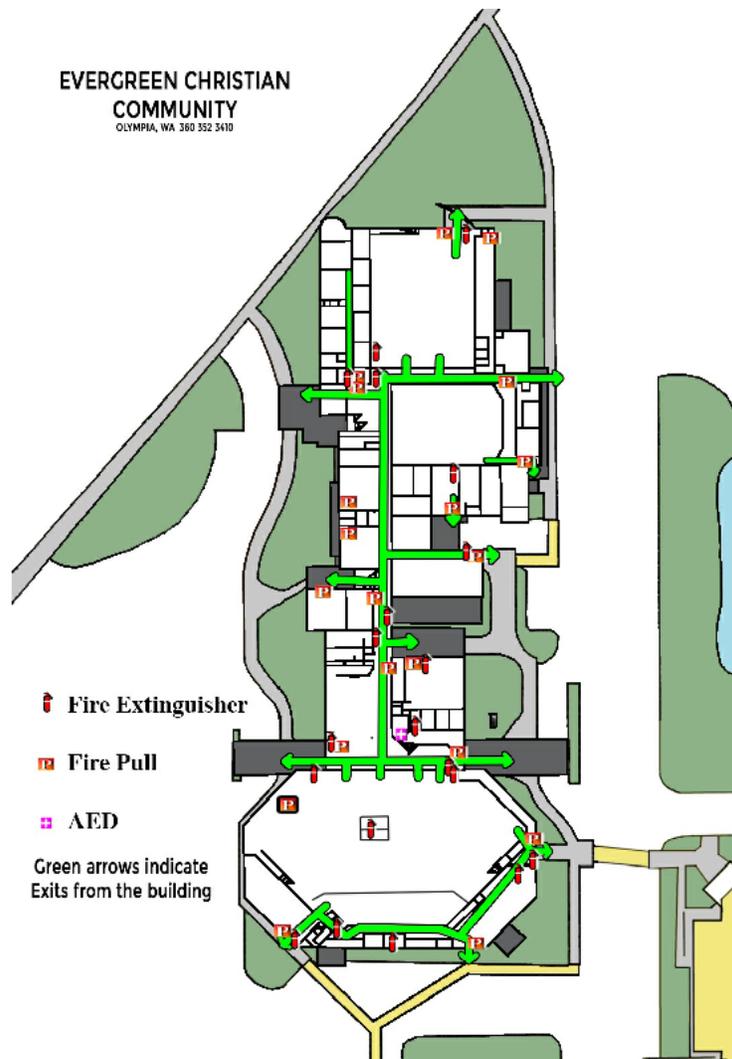
Gas: Puget Sound Energy | 1-888-225-5773

Telephone: Comcast Business | 1-887-761-7401

EVACUATION ROUTES

Evacuation route maps have been posted in each work area. Site personnel should know at least two evacuation routes. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points



MEDICAL EMERGENCY

Activate the medical button on the RAVE panic button app (EMPLOYEES) or call 911 (VOLUNTEERS).

Provide the following information:

- Nature of medical emergency
- Location of the emergency (1000 Black Lake Blvd SW)
- Building (Main, School, Activity Center)
- Your name and phone number from which you are calling.

Do not move the victim unless absolutely necessary.

IF POSSIBLE, assign a staff member or volunteer to escort emergency responders to the victim's location

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or bodily fluids).
- Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the Fire button on the RAVE panic button app, call 911, or pull the nearest red fire alarm button.
- If calling 911, notify AT LEAST ONE site personnel about the fire emergency:

- | | | | |
|--------------------------|-------------|--------------------------|---------------|
| <input type="checkbox"/> | Ed Girard | <input type="checkbox"/> | Mindy Simmons |
| <input type="checkbox"/> | Chris Foisy | <input type="checkbox"/> | Ryan Ward |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading quickly to other areas.
- A fire extinguisher is available, and personnel or volunteers are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated front or rear parking areas.
- Remain outside until a competent authority (Fire Department, Designated Official, or his/her designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of employees and/or congregants.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

All staff must:

- Ensure that all employees have evacuated the area that you were in.
- Report any problems to the Emergency Coordinator at the assembly area.

ACTIVE SHOOTER OR ASSAILANT

At Evergreen, we adhere to the **RUN (Evacuate), HIDE, FIGHT** model of action as a response to active shooter situations. It's important to note that this practice does not require that you proceed through these steps in order. Each situation is different and might require you to go out of order on these steps. Staff should watch the following training video, <https://www.fbi.gov/video-repository/run-hide-fight-092120.mp4/view>

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. The information that you are able to provide law enforcement may be critical such as number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Choose a hiding place with thicker walls and fewer windows, if possible.
- Lock doors and barricade with furniture, if possible.
- Turn off lights.
- Silence phones and turn off other electronics.
- Close windows, shades and blinds, and avoid being seen from outside the room, if possible.

- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings.
- Remain in place until you receive an “all clear” signal from Rave Panic App.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

All children’s rooms in the church building have been equipped with specially designed “school safe” locks. These locks allow the occupants inside the room to merely close the door and move the latch downward for lockdown.



EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment: Custodial Closet located near the office and lobby

Personal Protective Equipment (PPE): Custodial Closet located near the office and lobby

Safety Data Sheet (SDS):

<https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf>

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Activate the Other button (RAVE panic button app) if there are injuries.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
- Evacuate building as necessary.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the SDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

Instructions: Be Calm, Be Courteous. Listen. Do Not Interrupt the Caller.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male ___ Female ___ Adult ___ Juvenile ___ APPROXIMATE AGE: ___
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
___ Loud	___ Fast	___ Excellent
___ High Pitch	___ Distinct	___ Fair
___ Raspy	___ Stutter	___ Foul
___ Intoxicated	___ Slurred	
___ Soft	___ Slow	___ Good
___ Deep	___ Distorted	___ Poor
___ Pleasant	___ Nasal	___ Other
___ Other	___ Other	
ACCENT	MANNER	BACKGROUND NOISES
___ Local	___ Calm	___ Factory
___ Foreign	___ Rational	___ Machines
___ Race	___ Coherent	___ Music
	___ Deliberate	___ Office
	___ Righteous	___ Machines
		___ Street
		___ Traffic
		___ Trains
		___ Animals
		___ Quiet
		___ Voices
		___ Airplanes
		___ Party
		___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour _____ Time Remaining _____
- Where is it located? Building _____ Area _____
- What kind of bomb?
- What kind of package?
- How do you know so much about the bomb?
- What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Use your cell phone to send a text to your supervisor immediately.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.