



# EMERGENCY OPERATIONS

PLAN FOR CADE CHAPEL M.B. CHURCH

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# PURPOSE & SCOPE

The purpose of this document is to outline the process for how Cade M. B. Church will prepare, respond to and recover from emergency or disaster incidents. This document will cover:

- Facility Safety Assessments
- Congregation Demographics
- Potential Emergencies/Disasters
- Different levels of Emergencies/Disasters
- Roles and Responsibilities
- Response Protocols (*for incidents requiring internal and/or external coordination*)
- Procedures for specific types of emergency/disaster incidents

# SITUATION OVERVIEW

Houses of worship, like Cade M. B. Church, are typically places that provide their members with comfort and inspiration. Most of the congregants who attend (*places of worship – i.e., church, mosques, synagogues, temples, etc.*) Cade M. B. Church expects to find peace and solace. Unfortunately, disasters and emergencies can strike any place at any time! An emergency or disaster could have devastating long lasting impacts on Cade M. B. Church and Virden Addition Community. Impacts could include: injury or loss of life, negative emotional impact on congregants, damage or loss of the facility, damage or loss of equipment or furnishings, loss of personal property, loss of revenue or loss of donations. To mitigate the potential impacts on Cade M. B. Church as well as Virden Addition Community, the Cade M. B. Church Emergency Management Team developed this plan as a guide for how to address disaster or emergency situations that may impact the facility, the congregants, the leadership or the surrounding community.

# POTENTIAL THREATS

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DAY-TO-DAY DISTURBANCES	NATURAL	TECHNOLOGICAL	HUMAN-CAUSED
Most likely to happen during regular operating hours ( <i>i.e. Sunday Services</i> )	Resulting from acts of nature	Involves accidents or the failures of systems and structures	Caused by the intentional actions of an adversary
<ul style="list-style-type: none"> <li>• Fires</li> <li>• Internal Power Outages</li> <li>• Unintentional Equipment Failure</li> <li>• Congregant Health Challenges</li> <li>• Unintentional Emergencies that suddenly make the facility uninhabitable</li> </ul>	<ul style="list-style-type: none"> <li>• Flooding</li> <li>• Severe Weather</li> <li>• Severe Winter Weather</li> <li>• Hurricanes</li> <li>• Tornadoes</li> <li>• Wildfires</li> <li>• Wind</li> <li>• Earthquakes</li> <li>• Sinkholes</li> <li>• Drought</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous Materials Release</li> <li>• Utilities Failure</li> <li>• Transportation Incidents</li> <li>• Structural Collapse</li> <li>• Radiological Release</li> <li>• Dam Failure</li> <li>• Explosions or accidental releases from industrial plants</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Child (Kidnapping)</li> <li>• Domestic Violence</li> <li>• Organized Terrorism Attack</li> <li>• Civil Disturbance</li> <li>• Cyber Attack</li> <li>• Active Shooter</li> <li>• Chemical Agent Attack</li> <li>• Biological Attack</li> </ul>

After assessing facility safety, reviewing the facility/congregation snapshot and identifying potential threats, the Cade M. B. Church Emergency Management Team completed the situation overview by conducting a more in depth analysis of each potential threat subject area: day-to-day operation emergencies, natural disasters, technological disasters and human-caused disasters.

## DAY-TO-DAY DISTURBANCES

Day-to-day operational disturbances for the Cade M. B. Church consist of situations that could occur on a frequent basis and have the potential to render the primary facility uninhabitable. Examples include sudden power outages, congregant health challenges, sudden equipment failure and fires. The Cade M. B. Church Emergency Management Team developed the following policies for addressing the impacts of these potential emergencies. The following policies outline the Cade M. B. Church protocol for facility closings and functions during non-operational hours:

- **House of Worship Closings:** In the event that Cade M. B. Church must be closed due to an emergency or disaster, the Cade Chapel leadership team will issue the notice of the closing. If Cade M. B. Church is expected to be closed prior to normal operating hours, staff should listen to local radio and television broadcasts for updates. However, notifications will also be made via a phone tree to notify all staff that the facility is closed. If the facility is closed during normal operating hours, an announcement will be made to the staff and a hotline telephone message will be made by the Cade M. B. Church Emergency Management Team to the regular congregants and staff members.
- **Functions during Non-Operational Hours:** Some functions occur before and/or after normal operating hours of the Cade M. B. Church. These events typically involve fewer individuals; however, safety of the facility and of the participants is still important to the Cade M. B. Church Emergency Management Team. All applicable safety procedures as outlined during normal operating hours are effective during non-operational hours.

# CONCEPT OF OPERATIONS

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Once the Cade M. B. Church Emergency Management Team finished the situation overview, the next step was to outline operational procedures. The Cade M. B. Church Emergency Management Team began developing the operations protocol by breaking down the responsibility of each player in the emergency response process. This section of the plan covers roles and responsibilities, response protocols and plan activation.



## ROLES & RESPONSIBILITIES

Identification of roles and responsibilities proved to be a critical step in plan development for the Cade M. B. Church Emergency Management Team. This section will cover the different team and individual roles of the various players on the Cade Chapel Emergency Management Team. It will cover all applicable responsibilities for the Cade Chapel M. B. Church Emergency Management team. The Cade M. B. Church Emergency Management Team recognizes that roles and responsibilities will be based on the scale of the emergency or disaster. A smaller, more internalized emergency will most likely be handled by the leadership team and the regular staff members. While a larger event necessitating the need for coordination with external stakeholders will most likely require the emergency management team lead to coordinate response efforts.

The House of Worship Leadership Team consists of the pastoral staff, deacons, Sunday school superintendents, and trustees as well as the business manager to act as the on-site emergency coordinator. The Cade M. B. Church Emergency Management Team is responsible for:

- **Training a small group of staff and/or house of worship leaders in basic emergency action. This includes taking rosters with them if they must be evacuated.**
- **Keeping parents and response agencies informed of emergency plans and revisions.**
- **Assigning roles of the emergency management team.**
- **Utilizing present communication capabilities and integrating future capabilities into the emergency plan.**
- **Identifying a specific place evacuation location on campus/off campus for congregants and visitors required to leave the building.**
- **Executing periodic safety checks.**
- **Inviting emergency personnel to visit the place of worship on a regular basis to alleviate anxiety of membership following a crisis.**
- **Designating a staff member to be at the hospital to collect information about injuries and to report the information back to the house of worship**
- **Designating a staff member to notify family members of the injured.**
- **Designating someone to assist with identifying the injured and the fatalities.**
- **Designating sufficient personnel to handle phones.**
- **Developing a strategy for post-crisis orientation for staff and congregation. The post-crisis orientation will allow staff and congregation to debrief and get a grip on what occurred with the event.**
- **Having a roster giving the names of members who are off campus at Cade M. B. Church related activities.**
- **Convening the emergency management team consisting of the individuals who will be leaders in an emergency.**
- **Reviewing plans for on-campus and off-campus emergencies.**
- **Making notifications to the community about cancellation and re-start of services in the house of worship.**
- **Conducting drills and making emergency operations plan revisions based on drills.**

**Emergency Management Team:** In addition to the house of worship leadership team and the staff designated to supply the house of leadership team, Cade Chapel M. B. Church has also developed an emergency management team which consists of specific positions activated during an emergency response effort that warrants additional coordination that is beyond the capacity of the house of worship leadership team and the support staff. The Cade M. B. Church emergency management team consists of the following positions Men's senior usher board members.

When activated, the emergency management team responsibilities include:

**Emergency Management Team Lead (*Incident Coordinator*)**

- Serves as Incident Coordinator
- Briefs Cade M. B. Church Emergency Management Team on incident specifics and response operations.
- Immediately identifies themselves as the emergency management team lead to the appropriate public safety personnel responding to the incident.
- Remains in close proximity to the incident location (*at the facility or as close as possible*).
- Coordinates the emergency response effort.
- Ensures that necessary notifications are made.
- Acts as a liaison between the Cade M. B. Church and public safety personnel.
- Coordinates with all response participants including local fire, police, medical response personnel, etc.
- Ensures that all team members are assigned duties and understand all emergency procedures.
- Works with emergency response team members to evaluate the emergency.
- Ensures proper emergency communication.
- Delegates needed emergency actions.
- If requested is prepared to assist county or city emergency responders involved to aid in crowd control and building evacuation.

**Business Manager (*Facility Coordinator*)**

- Knows the floor plans of each building and the emergency evacuation procedures for any emergency - medical, fire, tornado, etc.
- Provides status reports and briefings to the emergency management team lead.
- Coordinates with the emergency management team lead and the local emergency agency/agencies on evacuations and other emergency actions.
- Serves as a lead on emergency planning activities and works closely with the emergency management team lead on emergency response coordination.
- Assists with recruiting emergency management team members.
- Schedules trainings for the emergency management team.
- Communicates ongoing and evolving emergency response plans.

**Medical/Health Ministry**

- Provides emergency first aid and assistance in line with their training until medical assistance arrives.
- Immediately identifies themselves as the medical response liaison to any personnel responding to the incident.
- Assists in triage activities.
- Conducts a primary assessment of the medical emergencies and reports this assessment to appropriate personnel.

### **Crisis Counseling Liaison (*Pastoral Staff*)**

- Assesses the need for onsite mental health support.
- Determines if there is a need for outside agency assistance.
- Provides onsite intervention/counseling.
- Manages the well-being of those from the house of worship that are responding to the incident, congregants, and staff and reports it to the

### **Media Ministry**

- Works with the Carle Chapel M. B. Church leadership team to develop strategies for addressing media inquiries.
- Meets the media and communicates a consistent message to be delivered to the community.
- Coordinates and advises on the preparation of news statement and arranges interviews.

### **Parent Liaison (*Sunday School Superintendents /Youth Director*)**

- Serves as a liaison between parents and the Cade Chapel M. B. Church leadership team
- Coordinates response to parents who may arrive at the house of worship with inquiries about the incident and the well-being of the children involved.
- Advises parents of the situation and advises them whether their child was involved in the emergency.
- After the emergency has been cleared, assists those who wish to take their child home.

### **Finance Liaison (*or team*)**

- Tracks resources that may be needed to help house of worship and /or congregants respond and recover from the event.
- Tracks the source (*who the resource came from*) and use of resources (*who used/are using the resources*).
- Acquires ownership of resources.
- Compensates the owners of private property used by the house of worship.
- Maintains recording keeping for possible reimbursement by insurance agencies or a government entity.

## **RESPONSE PROTOCOLS**

This section outlines Cade M. B. Church specific emergency response protocols including: **Emergency Procedures**. Emergency Procedures explain how the Cade M. B. Church will respond during emergencies. The Cade M. B. Church Emergency Management Team will be the main authority to initiate building lockdown or evacuations. The Cade M. B. Church Emergency Management Team will designate several key personnel who are authorized to make such decisions. All designees will be made aware of their responsibility and the scope of their authority to act. This section outlines procedures to be performed by the designated individuals when deemed appropriate. Designated individuals will be relieved of such responsibility upon the arrival of the Cade M. B. Church Emergency Management Team or local emergency responders.

### **1) Normal Operations (*Day-to-Day Activities*):**

Examples of when Cade M. B. Church Emergency Management Team will conduct normal day-to-day activities include: instructional activities, trips and classes.

Procedure:

- Continue normal safety measures such as inquiring about suspicious persons, ensuring exits and entrances are secure, etc.
- Explain evacuation procedures to congregation; teach about safety.

## **2) Impending Severe Weather:**

Examples of situations where impending severe weather protocol may be initiated by the Cade M. B. Church Emergency Management Team include: thunderstorm watch and warnings, tornado watch and warnings, hail storms, high winds, winter weather events flashfloods, etc.

Procedure:

- Review the emergency procedures and have them posted in all rooms.
- Monitor weather bulletins including weather radios, TV and/or radio news broadcasts.
- Keep staff and congregants informed concerning the weather situation.
- Activate “spotters” when appropriate. (*see glossary for definition of spotter*)

## **3) Heightened State of Security/Preventative Lockdown Protocol:**

Examples of situations where heightened state of security/preventative lockdown protocol may be initiated: bomb threats, weapons on campus, a major crime or police chase near the house of worship, and civil disturbances that pose a threat to members and staff.

Procedure:

- The Cade M. B. Church Emergency Management Team will inform all houses of worship staff and congregants that the heightened state of security/preventative lockdown protocol is being implemented by use of the PA system. Personnel in areas without intercom/phone/radio capability will be notified in person by a runner from the Cade M. B. Church Emergency Management Team. Staff should be briefed through a designee in person or via a written memorandum regarding the situation.
- If a bomb threat has been verified, all wireless communication should be terminated immediately in the vicinity of the suspected package. The slightest radio signal emitted from a cell phone can detonate a bomb, which is the reason for this recommendation.
- Children who may be separated from parents at the time of threat should be reunited with them as quickly as possible.
- If congregants are not in a room at the time the warning is announced, they should proceed to their assigned meeting room. House of worship leaders (including small group leaders) will lock their room doors once the hallways near their rooms are clear of congregants. If leaders observe imminent danger near their room, they should immediately secure their room and notify a staff member of the danger.
- If no imminent danger has been detected, leaders should brief members that the house of worship has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Congregants should be given instructions as appropriate as to what they should do during the lockdown protocol. House of worship staff not assigned to room duties should follow the house of worship's procedures for limiting access to their workplace. They should also report any suspicious activity to the main office immediately.
- While the lockdown protocol is in effect, leaders should only open room doors for house of worship staff members unless clearance is obtained from the Cade M. B. Church Emergency Management Team.

## **4) Heightened State of Security Requiring Evacuation Protocol:**

Examples of situations where heightened state of security requiring evacuation protocol may be initiated: a bomb threat has been deemed as credible, release of chemicals that adversely affect the health and safety of members or staff; and any other event that requires the evacuation of the building.

Procedure:

- The Cade M. B. Church Emergency Management Team will inform all Cade M. B. Church staff that the evacuation protocol is being implemented by use of the PA system. Personnel in areas without intercom/phone/radio capability will be notified in person or via a written message regarding the situation.

- Congregants should be given instructions as appropriate as to what they should do during this protocol. Cade M. B. Church staff not assigned to room duties should follow the procedures for evacuating the building. They should also report any suspicious activity to the Cade M. B. Church Emergency Management Team immediately.
- All members and staff shall evacuate the building immediately and proceed to their pre-determined assembly areas outside and away from the building.
- Once at their assembly areas, leaders should report the status of their members to the Cade M. B. Church Emergency Management Team and/or appropriate staff member.
- Staff shall carry a current member roster and emergency contact information with them anytime the building is evacuated to their assembly areas.
- Children not with their families will not be allowed to leave their assembly areas unless the leader obtains authorization from the Cade M. B. Church Emergency Management Team.
- If activities are occurring outside, those outside should be warned and informed not to come back inside of the building.
- Following an evacuation due to a credible bomb threat, no one will enter the building until it has been cleared by law enforcement.

### **5) Actual Crisis Response Protocol:**

Examples of situations where actual crisis response protocol may be initiated: shots being fired on or immediately adjacent to the campus, violence on campus, an explosion near but not on the campus, a hostage situation or armed barricaded subject on or immediately adjacent to the campus, natural disasters, hazardous materials incidents, or threats involving weapons of mass destruction which indicate immediate danger, and a civil disturbance that is out of control.

Procedure:

- The senior pastor or his/her designee will announce that the actual crisis response protocol is in effect. Runners may be sent, if it is safe to do so, to ensure that personnel in outside areas are notified.
- Leaders should brief congregants that the house of worship has been placed on a heightened security status as a response to an apparent crisis. They should advise congregants to remain quiet until more can be learned about the situation. Leaders should then begin calmly and quietly reviewing emergency evacuation procedures with members to prepare them for possible evacuation.
- Leaders will immediately lock their rooms and advise congregants to move away from doors and windows, and sit on the floor.
- If they are not in a room at the time the protocol is announced, congregants should proceed to their assigned room. If it appears unsafe to proceed to their room, congregants should proceed to the nearest room. Leaders will lock their doors once the hallways near their room are clear of congregants. If leaders observe imminent danger near their room, they should immediately secure their room and notify Cade M. B. Church Emergency Management Team and/or the appropriate Cade M. B. Church staff member of the danger as well as 9-1-1.
- Cade M. B. Church staff not assigned to room duties should follow their assigned emergency duties.
- Personnel who are engaged in outdoor activities when the protocol is announced will need to make a prompt determination as to whether it is safer to attempt to enter the building, to take shelter, or to leave the campus to seek shelter in the safest place available. If the decision is made to leave the campus, congregants present should move as quickly as possible. A list of all who are evacuated should be made by the staff member or leader present as soon as it is safe to do so.
- Congregants should not be instructed to leave the room unless the leader receives instructions from the Cade M. B. Church Emergency Management Team or emergency responders.
- Leaders should not open the door to any rooms unless they are instructed to do so by a staff member that they recognize by sight or voice. Emergency response personnel may enter the room by using a master key; otherwise the door will not be opened.

## **6) Return to Normal Operations:**

Once danger has passed, the Cade M. B. Church Emergency Management Team may be able to return the facility to normal operations.

Procedure:

The return to normal protocol should be used when-

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the house of worship to continue./The Cade M. B. Church Emergency Management Team will announce that the Return to Normal Operations is in effect via the public address system.
- The Cade M. B. Church Emergency Management Team will make a brief announcement to inform the congregation and staff of the reason the other protocols were utilized.

Evacuation Protocol:

When it is necessary to evacuate the building, either a fire alarm, or heightened state of security requiring evacuation protocol using the public address system will signal the evacuation. Evacuation reasons could include: bomb threat, explosion, chemical spill, and any other event that requires the evacuation of the building. This section outlines the different evacuation preparedness, response and family reunification.

### **1) Preparedness**

#### **Before an Evacuation**

- Maps showing the evacuation routes for all locations in the building are posted in each room in the building.
- A master copy of the evacuation plan is in the Senior Pastor's, Business, and the secretary's office and is carried with the Cade M. B. Church Emergency Management Team during all evacuations.
- Staff and congregation will be oriented to their specific duties, requirements and responsibilities should an off-campus evacuation become necessary.
- The public address system will be the primary means of notifying building occupants, when possible. In the event the public address system fails the announcement of an evacuation will be made by a bullhorn, or by other effective means of communication.
- Consider not removing any bags from the facility during an evacuation due to a bomb threat.
- Evacuation drills take place on an annual basis.

### **2) Response**

#### **During an Evacuation**

- Leaders should bring their rosters with them, if applicable.
- Leaders will ensure that all congregants are out of their rooms and adjoining restrooms and workrooms.
- Groups will proceed to their designated assembly areas. Once there, leaders will make note of members who are not present and furnish those names to house of worship staff members as soon as possible.
- The first member out will be instructed to hold open the exit door(s) until all persons in the group have evacuated. This procedure is to be continued until the building is clear.
- Leaders will close, but not lock doors, before they follow their congregants out of the building.
- Leaders will remain with their group until the Cade M. B. Church Emergency Management Team sounds an "all clear" signal.
- Staff members will gather lists of unaccounted persons from staff members to provide to the Cade M. B. Church Emergency Management Team and emergency response personnel.

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#### Family Reunification Protocol after an Evacuation:

- Parents who are not with their children at the time of an evacuation will be notified by runners, when it is safe, of where they can be reunited with their children.
- Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags.
- Designated personnel, assisted by law enforcement, coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of 18, must be a verified person on the minor's check out card authorized to pick up the child.
- A mental health professional or counselor should be assigned to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families should be encouraged to leave the reunification site promptly.
- Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes to pick them up. Cade Chapel media liaison and parent liaison will relay the message to the house of worship community of the new pick up site where family members can pick up their loved ones.

#### COMMUNICATIONS

Besides conducting the Cade M. B. Church facility safety assessment, completing the demographics form, assessing potential threats, identifying roles, responsibilities and emergency procedures, the Cade M. B. Church Emergency Management Team also reviewed methods of communication with internal and external stakeholders. This was a key step in the planning process for the Cade M. B. Church Emergency Management Team. This section discusses information collection (including emergency alerts and warnings), information dissemination, communication equipment usage and protocol for dealing with the media during emergencies and disasters.

**\* EVERYONE HAS AN  
IMPORTANT ROLE DURING  
AN EMERGENCY.**

# BUILDING EMERGENCY PROCEDURES

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## MEDICAL EMERGENCY

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

- **Name and extension.**
- **Location.**
- **Number of people involved.**
- **Nature of injury or illness.**
- **Remember to stay on the line until help arrives, if at all possible.**

Note: Treat minor injuries from supplies in the first aid kits. The kits are located (*Health Ministry, Business Manager Office, Secretary Office and Ushers*).

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 reconunended for all leaders, especially pre-school and Sunday school teachers.

### Fire and Smoke Emergencies

If you detect smoke and/or fire:

- **Activate the manual fire alarm**
- **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.**

Note: Evacuation route and holding areas should be checked/secure 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.**

- 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 your designated assembly area (if possible).
- 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 clearl is issued by the incident coordi nator.  
(Note: The - all clearl 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.

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

- 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.
- 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.

### 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 tomado warning, a battery-powered radio should be used and tuned 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.

If a Tornado Warning is announced

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tomado shelter area immediately. Move quickly, but do not run.
- 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 Mississippi. 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 desk or table in an interior office.**
  - **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.)**
  - **In general, gymnasiums are not good - shelter in place locations for severe weather.**

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.**

### **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:

- **Lock yourself in the room you are in at the time of the threatening activity.**
- **If communication is available, call 911 or other appropriate emergency #'s.**
- **Don't stay in open areas.**
- **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 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.
- 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 run or hide, you may choose to play dead if other victims are around you.
- 4) 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.
- 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:

- **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.**

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

# APPENDIX

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## 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          Cars/Trucks

Other: \_\_\_\_\_

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**Do not bang 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: \_\_\_\_\_

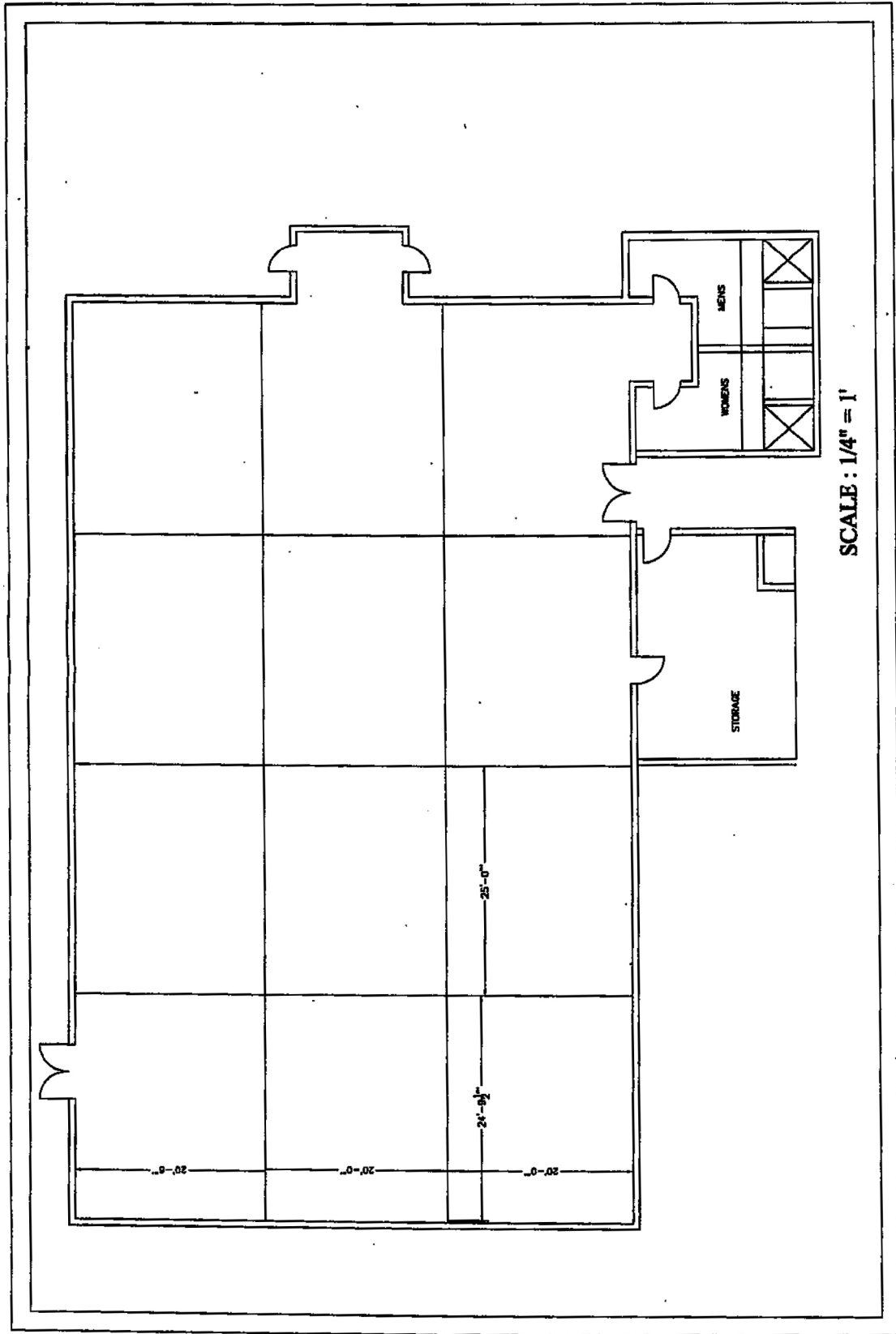
**Note: In the event you receive a bomb threat:**

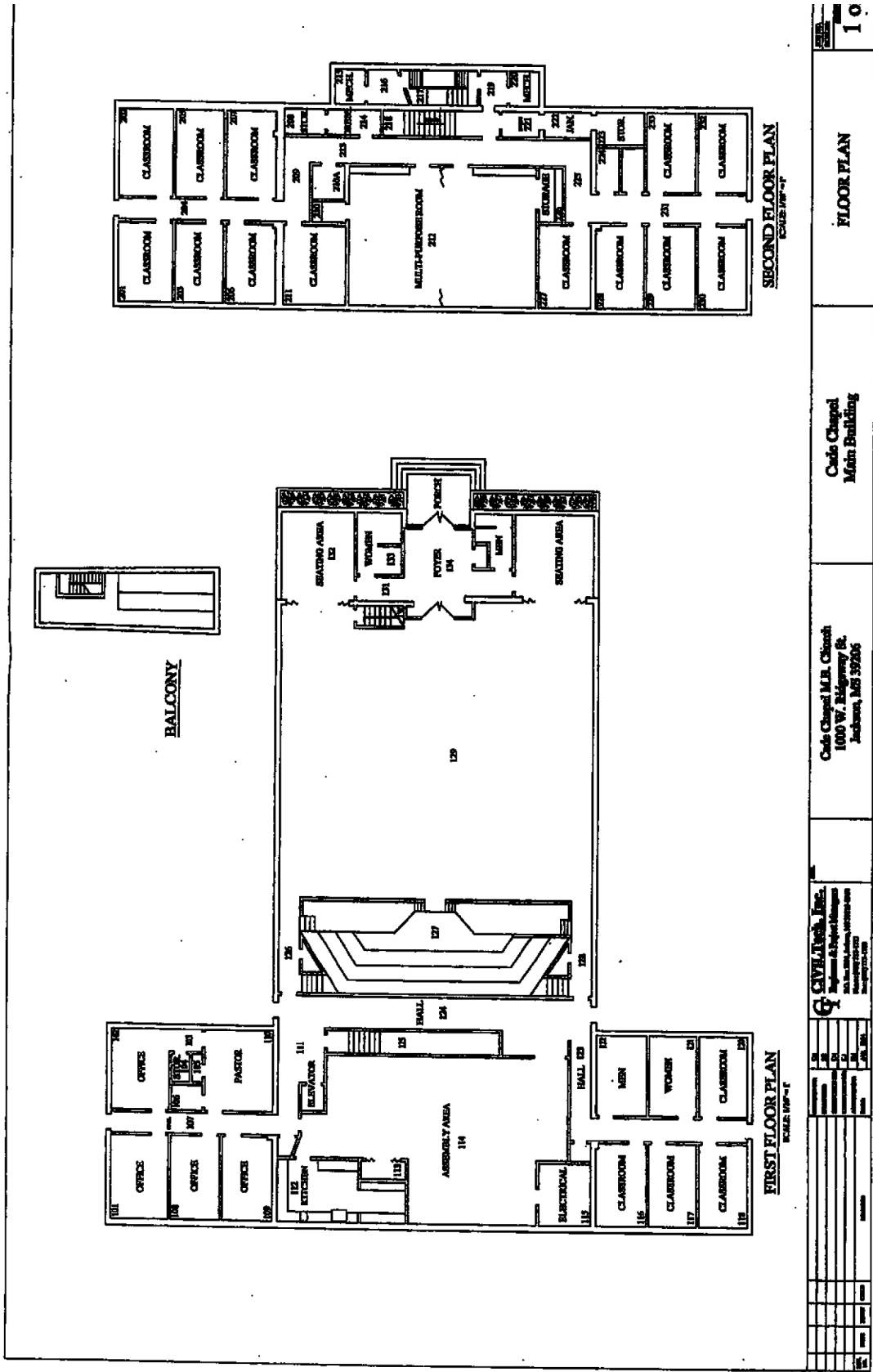
- Call 911 immediately.  
Provide the following information:
  - 1) Identify yourself
  - 2) State: -I have received a bomb threat...
  - 3) Give your office location and extension.

**Remember to Remain Calm!**

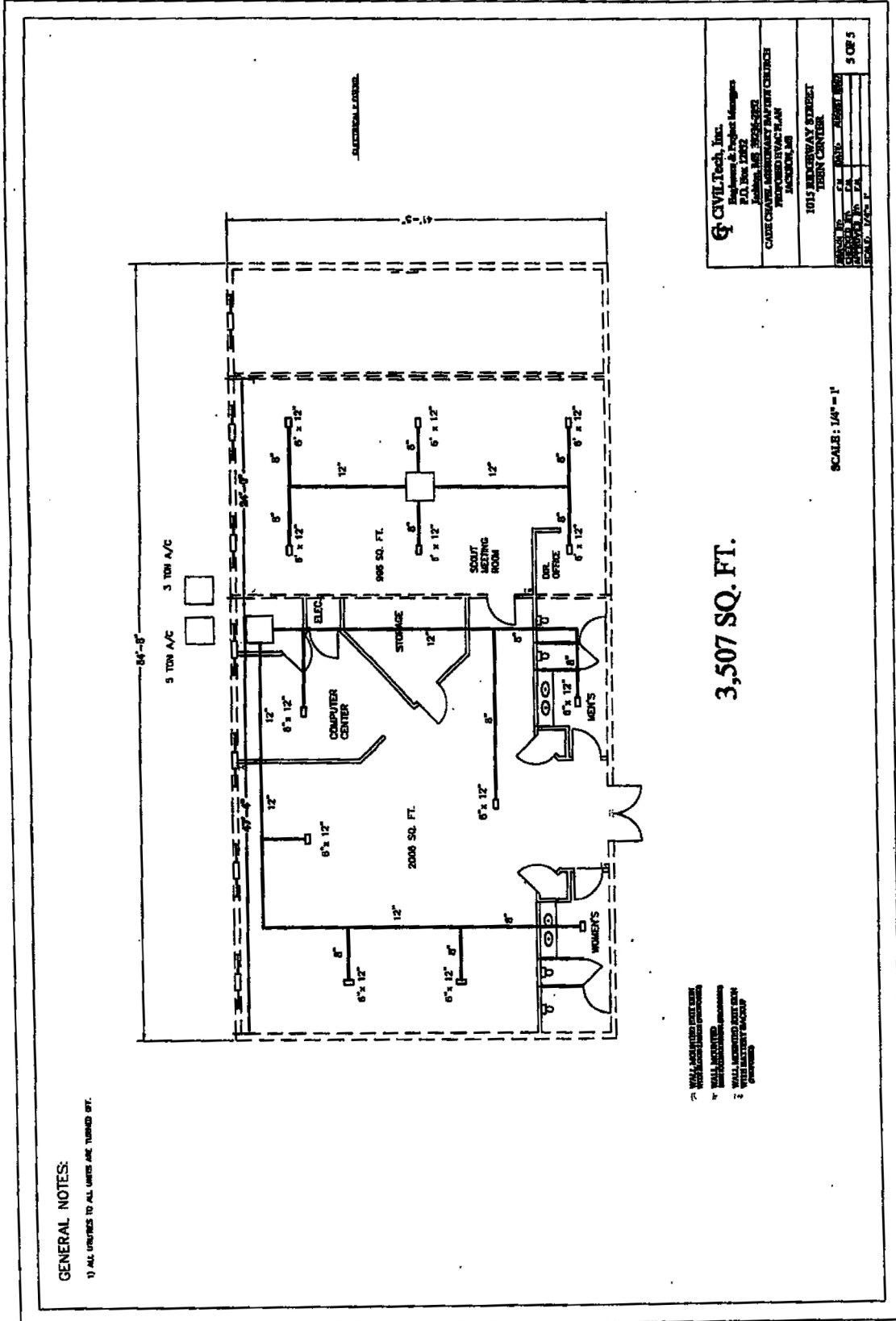


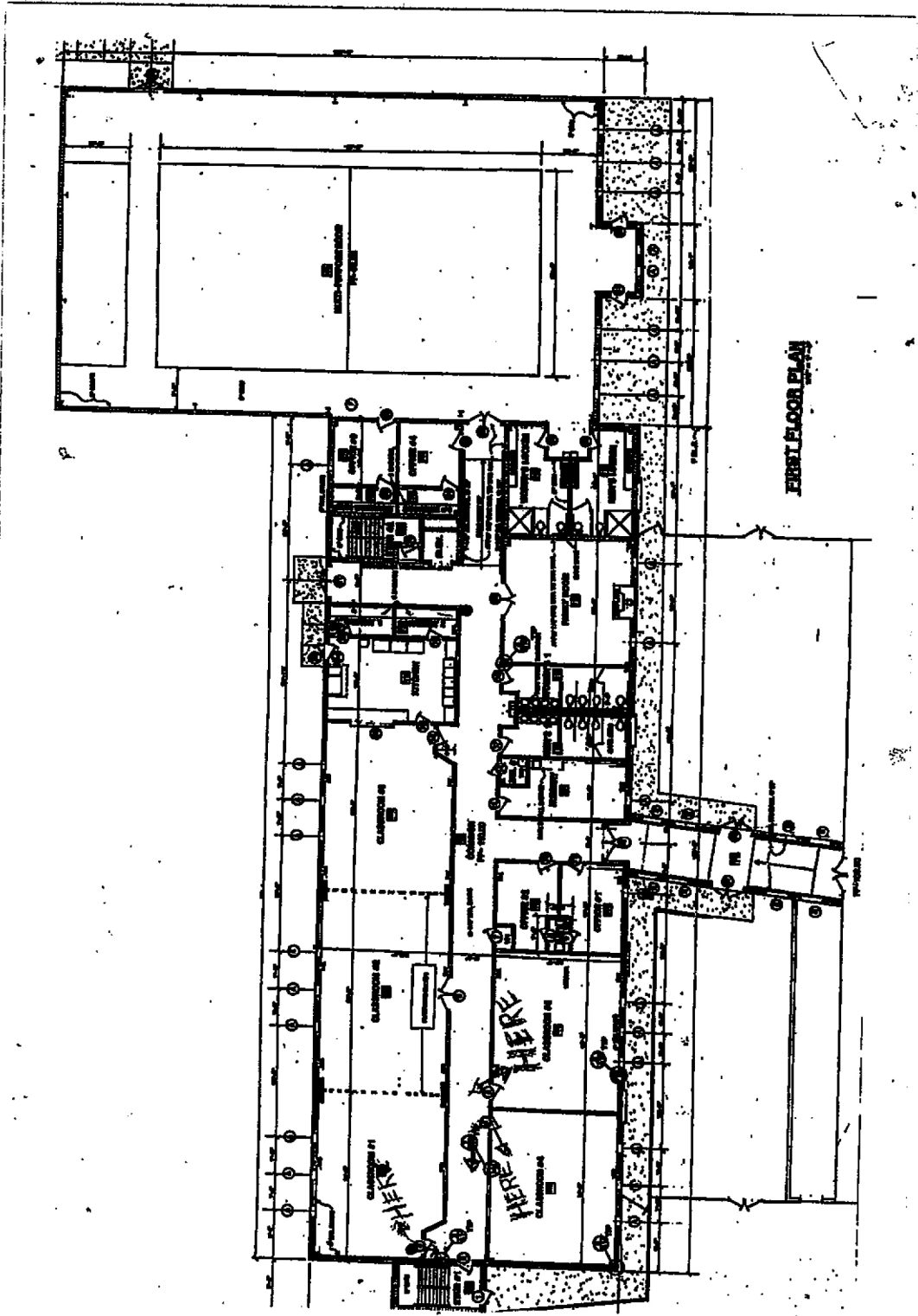
**APPENDIX 2: BUILDING MAPS**

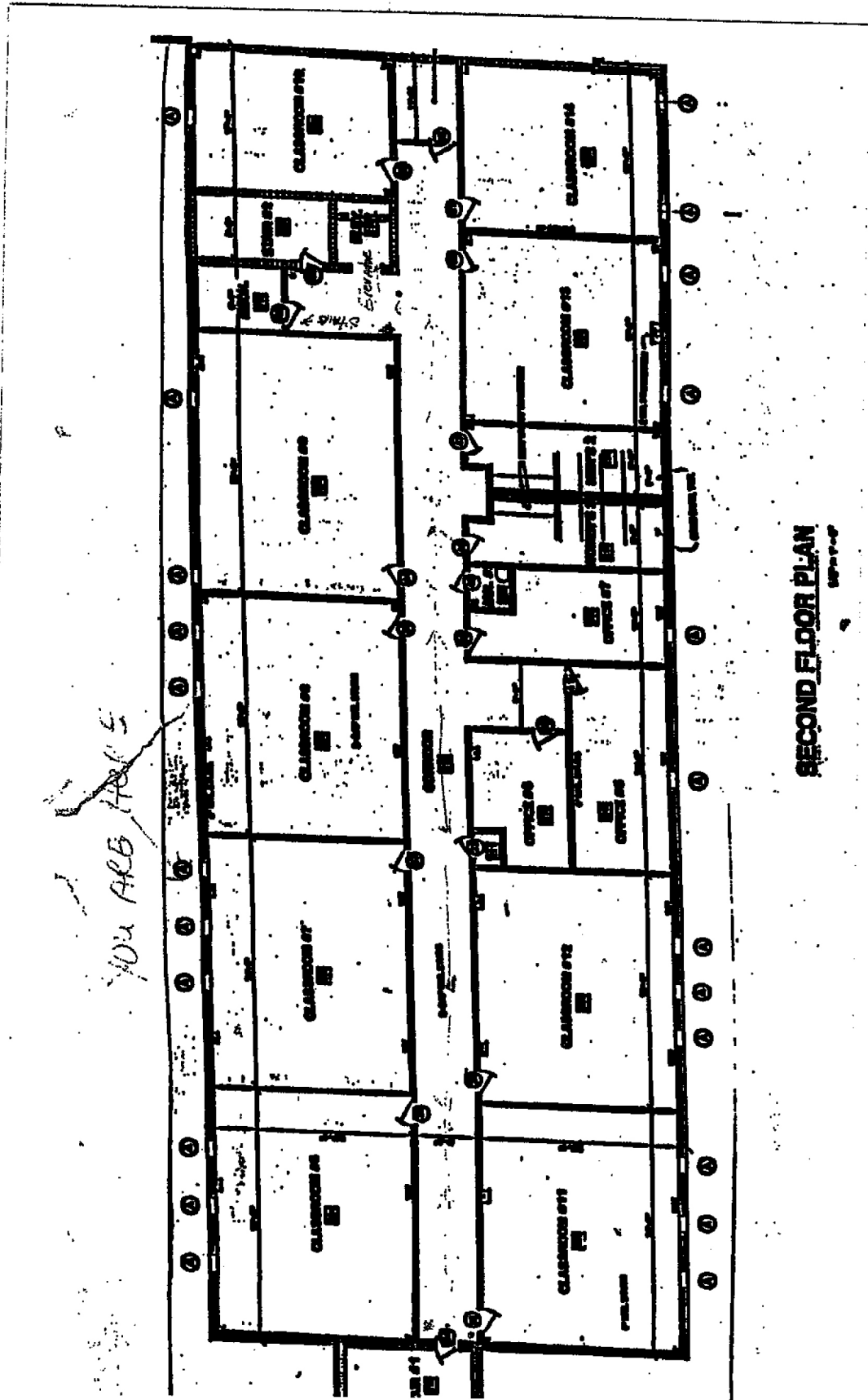




<b>Cade Chapel M.R. Church</b> 1000 W. Ridgeway St. Jackson, MS 39206		<b>Cade Chapel Main Building</b>		<b>FLOOR PLAN</b>		10
<b>CAVALIERS, INC.</b> Engineers & Architects 111 N. Main St., Suite 100 Jackson, MS 39201 Phone: 769-1111						
NO.	DATE	BY	CHKD.	REVISION		







YOU ARE HERE

**SECOND FLOOR PLAN**

**APPENDIX 3: 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)*

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Witnesses: \_\_\_\_\_

Action Taken/Medical Treatment Provided:

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## APPENDIX 4: CONDUCTING A HAZARD ANALYSIS

### Purpose

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

### Starting Point

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

### Considerations

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

### Hazard Analysis Worksheet

Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled “Hazards”. Cross off any hazards that are not possible, for example, the “onsite hazardous material incident”.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

1. **Unlikely or Low Possibility**
2. **Maybe or Average Possibility**
3. **Likely or High Possibility**

In the next three columns labeled, **Employee Impact**, **Property Impact**, and **Economic Impact** use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worst case scenario to estimate the probable impact.

1. **Low impact** (*few hours lost productivity, nick and scratch injuries, slight property damage.*)
2. **Moderate impact** (*loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.*)
3. **High impact** (*loss of employment, loss of life, destruction of property and business.*)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

**HAZARD ANALYSIS WORKSHEET**

HAZARDS	POSSIBILITY	EMPLOYEE IMPACT	PROPERTY IMPACT	ECONOMIC IMPACT	TOTAL POSSIBLE IMPACT
FIRE					
TORNADO					
SEVER WINTER STORM					
FLOOD					
ONSITE HAZARDOUS MATERIAL					
OFF-SITE HAZARDOUS MATERIAL					
BOMB THREAT					
CIVIL UNREST					
UTILITY					



# SIGNATURE PAGE

Cade M.B. Church mission is to facilitate a safe and secure place of worship for all congregants. This document provides an overview of how we plan to address a disaster or emergency that may interrupt our Cade M.B. Church community.

This plan has been developed in accordance with guidance provided in:

- **FEMA guide: “Developing Emergency Operations Plans for Houses of Worship” guide**

This plan will be reviewed and updated annually by the Emergency Planning Committee.

**Name of House of Worship:**

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**House of Worship Leader Signature:**

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**Emergency Management Team Lead Signature:**

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**Date:**

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## RECORD OF REVISIONS

DATE OF UPDATE	SECTION OF DOCUMENT	CHANGE POSTED BY

## EXERCISING THE PLAN

The Cade Chapel Emergency Management team will practice this plan every two years to ensure all stakeholders are aware of the plan and understand their role. The team may choose from several different types of exercises to practice the facility emergency operations plan. Below are descriptions of the different types of exercises, the team may choose to conduct:

- Tabletop exercises are small group discussions that walk through a scenario and the courses of action a house of worship will need to take before, during, and after an incident. This activity helps assess the plan and resources and facilitates an understanding of emergency management and planning concepts.
- During drills, local emergency management officials, community partners, and relevant house of worship personnel use the actual house of worship grounds and buildings to practice responding to a scenario.
- Functional exercises are similar to drills, but involve multiple partners. Participants react to realistic simulated events (*ex: a bomb threat, or an intruder with a gun*), and implement the plan and procedures using the Incident Command System (*see the glossary*).
- Full-scale exercises are the most time-consuming activity in the exercise continuum and are multiagency, multi-jurisdiction efforts in which resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An emergency operations center is established (*usually by the local emergency management agency*) and the Incident Command System is activated. The team will make a decision about how many and which types of exercises to conduct after consideration of the costs and benefits. The team will also consider having representative(s) participate in larger community exercises to ensure that efforts are synchronized with the entire community's efforts.

The team will take the following steps to conduct the exercises effectively:

- **Include local emergency management officials and community partners**
- **Communicate information in advance to avoid confusion and concern**
- **Exercise under different and non-ideal conditions (*ex: time of day, weather*)**
- **Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; and document lessons learned**
- **Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan.**



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