

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN



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MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

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APPOINTMENT OF STAFF AND CONTACT NUMBERS

Relevant phone numbers

Fire	911
Fire Service	613-232-1551
Alarm Monitoring Company	1-877-576-8221
Church Contact	Chair Property 613-692-3646

After Hours

Chair of Council Name:	Maurice Beere	Phone #: 613-825-8695
Chair of Property Name:	Peter Van Zyl	Phone #: 613-692-3646
Church Custodian:	Shirley and Ernie Deschamps	Phone #: 613-692-2108

Sunday

Area Supervisors

Area 1	Sunday School Superintendent (Basement)	
	Sheila McGaw	Phone #: 613-692-4065
Area 2	Nursery and upper room (Main and top Floor)	
	Esther-Ann	Phone #: 613-692-9203
Area 3	Church Office (Top floor)	
	Rev Elaine Beattie	Phone #: 613-240-9388
Area 4	Sanctuary & Upper Hall (Main floor)	
	Reverend Elaine Beatty	Phone # 613-692-4576
	Maurice Beere	Phone #: 613-825-8695

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

PURPOSE

Manotick United Church believes God desires that:

- we are good stewards of the property and facilities we use to meet together to worship and serve (Matthew 25:14-30)
- we reach out to those in our community who have physical needs, blending our faith with action (James 2:15-17).

An “emergency” that involves Manotick United Church could impact the business of the Church, disrupt weekly activities, cause physical damage to the facilities, or threaten Manotick United Church’s ability to serve its members and community. It can include the death or significant injury to church employees, members, or those in the community around at large. The use of the term “disaster” may lend itself to a perception of a large-scale event. Each event, however, needs to be assessed against the impact it has on the Church and its ability to meet the needs of its own church family and that of the community around at large. Being prepared and understanding what to do can reduce fear, anxiety and losses that may occur during emergencies. We can minimize the drain on local resources needed during incidents by preparing ourselves as a church and as individuals. In order to be effective stewards and be able to reach out to those around us during an emergency, it is necessary to:

- mitigate [alleviate, minimize] potential risks,
- prepare for emergencies,
- design a plan to respond to incidents, and
- consider how to recover quickly and efficiently.

This Emergency Plan is designed to help facilitate this purpose.

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

CHURCH PROFILE

Manotick United Church is located in Manotick, Ontario. It is a church with a day staff that varies from one to four people on site depending on the day of the week. During Manotick United Church's Sunday morning service and special events the attendance may range from 50 to 100 people on site.

Manotick United Church has a long history within the village of Manotick. The building had been the home of the Methodist congregation prior to the union of Methodists and Presbyterians in June 1925. It was decided in 1926 that the United congregation should make the former Methodist church their permanent home and weekly Sunday services began under the guidance of Reverend Brownlee, the former Methodist Minister. Manotick and South Gloucester United Churches became one pastoral charge at this time and in 1941 Bowesville United Church was included in the charge until that church closed in 1951 as a result of expropriation of the property for the expansion of the Ottawa Airport. In May 2000, Presbytery passed a motion to separate Manotick and South Gloucester United Churches.

The original sanctuary was built in 1903 of solid limestone, has a full basement, and is located on the main street in the center of the village of Manotick. A large hall was added in 1954, which is also a two-story structure, and in 1996 an extension was added to the hall/ sanctuary. This newest addition provided a new entrance to the hall from the parking lot, offices for minister and secretary, a full service elevator providing handicapped access, and as well upgraded the structure to meet current electrical, fire and public safety codes. The church is serviced by its own 30 stall paved parking lot. The Sanctuary roof is the original roof that is now 109 years old. The older the roof gets the greater the need to keep it in a good state of repair.

The community around the church consists of a combination of single-family residences and a large shopping mall one block to the west. The Village Fire Department has one station which is one kilometre south.

RECOVERY

Following an incident the Minister along with the church council will conduct a status check with their teams, along with the church staff, to review the status of the church. A review of the church's status will help identify available resources and priorities for restoring the facility to daily and weekly operations. A financial report will be provided by the Finance Team to identify immediate expenses and project recovery costs. The Chair of Board of Trustees will contact Presbytery and the Insurance Company to identify the next steps. The Property Team Lead will take over as chair of the restoration process. If necessary, and if possible, representatives from other Manotick Church Family congregations will be asked to assist.

When the recovery is well underway the Chair of Property will facilitate preparing a report that will identify how the church responded to the incident and how that response and this document might be improved.

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

EMERGENCY PLAN SUMMARY FOR THE CONGREGATION

This is a summary of what to do in the case of a Church emergency. With the help of many professionals, a comprehensive emergency plan has been developed which has and will be used to train volunteers and church leaders. This is a summary of that plan. It is our goal that in the event of an emergency, our people would respond according to their training so as to minimize danger and promote the well being of everybody. The complete plan can be acquired at the church office or found online.

Plan to Stay in Business

If Manotick United Church is not accessible we will operate from location below:

Business Name: To Be Determined

Address: To Be Determined

City: To Be Determined

Telephone Number: To Be Determined

Parents:

- In the case of a church wide evacuation due to a fire, your child (ren) will be escorted out of the building by trained volunteer staff and waiting for you at a pre-designated location. It is your job to learn where this pre-designated location is (see below), so you can meet your child(ren) there. Therefore, **when evacuating the building DO NOT go to the Sunday School class room or even to the nursery as this will cause counter traffic on the stairs and impede the evacuation.**
- In the case of “Lock Down” due to an intruder, your child(ren) will be instructed to remain in their classroom with the doors and windows locked and covered until Church Leaders or Emergency Responder give the word that the threat is gone.
- Please talk with your child(ren) about the Emergency Plans so they are comfortable with the evacuation and lock down concepts and especially where they will eventually meet up with you. Your child(ren) will be instructed regularly from the classroom on what will happen in the case of an emergency.

Evacuation and Pre-Designated Pick-Up Location for Children:

- Classrooms should exit through the nearest safe exit doorway. They will proceed to the rear of the parking lot and wait your arrival.
- During any emergency scenario teachers will not release children from their care, without the direct consent of parent/guardian or Emergency Responder.

Sanctuary:

- If an emergency should happen during a service, a church leader will give instructions from the microphone for your safety. You may be asked to exit the building or to move strategically inside the building.
- If called upon to exit the building, exit through the door, nearest to you unless it is blocked.
- If you have children, **DO NOT go to the nursery or education wing**; instead meet them at the pre-designated location or wait till the emergency has ended.

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

IN THE CASE OF MEDICAL EMERGENCY:

- If you are trained or certified, proceed with First Aid/CPR/ADE protocol. If not, ensure the safety of others, call for help, and wait with person in need until help arrives.
- Notify staff or Church Leaders of the medical emergency as soon as possible.

General Safety Principles:

- We recognize that emergencies come with many variables that cannot be fully anticipated. Your job is to be prepared to respond to the best of your abilities in a responsible manner.
- We ask that you give extra assistance to the elderly, infants, and children.
- If you would like the church to be able to call upon your professional skills in the case of an emergency, please contact the church and make them aware of your training and availability.

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 in the main office. While waiting for professional help do not move the ill or injured person, unless safety considerations necessitates 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

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

POWER OUTAGE – Elevator

DO NOT USE THE ELEVATOR DURING A POWER OUTAGE

Since an elevator door can be opened at any time providing the elevator carriage is at that floor, anyone entering and putting an elevator card in to go to upwards will cause the elevator to move approximately one inch downward causing the door to lock trapping themselves in the elevator, and possibly in the dark.

General Procedure:

In a power failure immediately check the elevator to see if anyone is trapped.

- If yes see below.
- If no, immediately place a sign on the door at the level the elevator carriage is at saying, **POWER OUTAGE – DO NOT ENTER.**

In a planned power outage:

- If there is enough time before the power outage:
 - move the elevator to the basement level
 - place a sign on the basement level door saying, **POWER OUTAGE – DO NOT ENTER.**
- If there is not enough time find the floor the elevator is at and place a sign on it saying, **POWER OUTAGE – DO NOT ENTER.**

If Someone is Trapped in the Elevator

- Let them know that you are there and that you will help them.
- Instruct the occupants to remove their card from whichever slot it is in and insert it in the lowest slot, the basement one, and then keep a constant pressure on it until they reach the basement level and the door opens.
- Proceed to the basement level and provide assistance as required.
- Should the above not work:
 - Call Capital Elevator and tell them that there is a power outage and that someone is stuck in the elevator. (613)723-0732.
 - If they can't respond within the hour, or if there is a medical emergency, call 911

EMERGENCY PROCEDURE IN THE EVENT OF A POWER OUTAGE

- **IMMEDIATELY REMOVE YOUR CARD FROM THE SLOT IT IS IN.**
- **PLACE THE CARD IN THE LOWEST SLOT, THE BASEMENT, AND MAINTAIN NORMAL PRESSURE INWARDS ON THE CARD UNTIL THE ELEVATOR DESCENDS TO THE BASEMENT LEVEL.**
- **OPEN THE DOOR AND EXIT THE ELEVATOR**

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FIRE AND SMOKE EMERGENCIES

If you detect smoke and/or fire:

- Activate the manual fire alarm. (this will automatically send a FIRE signal to our monitoring company who will immediately call the Fire department)
- Yell **FIRE FIRE FIRE** to alert nearby people.
- Initiate evacuation procedures for any occupants of the building
- 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 Bell Sounds

- Do not use the elevator.
- Immediately initiate evacuation procedures.

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 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 clear” is issued by the incident coordinator. (Note: The “all clear” must be initially issued by the Fire Department.)

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General Fire Procedures

All occupants must receive the following information beforehand

- location of fire exits;
- when alarm sounds, everyone exits the building as they are, taking nothing with them;
- face away from the building where the emergency is occurring;
- be ready to listen to instructions (i.e. do not cover ears);
- last person out of the room should be an adult that has verified that the area, including toilets, is clear and then must close the door;
- get to the designated spot as quickly as possible; (**rear of the parking lot**); and
- a quiet straight line must be formed in order to hear names being called and/or further instructions.

Area 1/ Sunday School Procedures/BASEMENT

- Upon hearing the fire signal, Sunday school children form a line and start outside toward their designated outdoor gathering place. (**rear of the parking lot**) The first adult out of the lower hall hold the hallway doors open. The last ones out verifies that the area, including toilets, is clear and then closes the lower hall door;
- The classroom Sunday School Teacher leads the way, taking the current attendance record; and
- One supervisor from each group must report as quickly as possible that a child is unaccounted for to the Sunday School director, or in her absence her designate, who will stand in the middle of the parking lot.

Area 2/ Nursery Procedures and upper room/MAIN FLOOR

The person in charge will evacuate all occupants via the stairway and exit door adjacent to the nursery and make their way to the Sunday school designated area – **the rear of the Church parking lot**.

Area 3/ Office/UPPER FLOOR

The person in charge will evacuate all occupants via the stairway and exit at the nearest exit door.

Area 4/ Congregation/Sanctuary Procedures/UPPER HALL

- Upon hearing the fire signal, Congregation members will depart the Sanctuary or Rear Hall in an orderly and controlled manner using the exit door nearest to their location;
- Their only role is to vacate the church; and
- They shall not attempt to go to the basement to assist Sunday School Children. The Sunday school has an evacuation plan that it will be executing.

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INDIVIDUAL RESPONSIBILITIES

Sunday School Teachers

- Teachers are to take the attendance list when exiting the building;
- Lead the children in your care out of the building to the **rear of the parking lot facing away from the church**;
- Grades 5-6 and Junior Kindergarten-Senior Kindergarten will exit through the parking lot doors;
- Grades 1-2 and 3-4 will exit through the side street doors; and
- Call the roll and report to the Sunday School Superintendent.

Sunday School Superintendent

- Ensure the washrooms are empty, the area is totally evacuated and that the exit doors are closed; and
- Ascertain if it is necessary to remove the students or relocate to another location where the parents can be called.

Sanctuary Supervisors

- Direct members of the congregation to the proper fire exits; and
- Check the washrooms closest to your classroom and join your particular group outside at designated area. (**rear of the parking lot**)

Office/Upper floors

- The person in charge will evacuate all occupants via the stairway and close all doors.
- Direct members of the office to the proper fire exits.

ONCE THE FIRE ALARM SYSTEM HAS BEEN ACTIVATED, IT SHOULD BE SILENCED AND RE-SET ONLY ON THE ORDERS OF THE FIRE SERVICE

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

SUNDAY EVENINGS AND MONDAY TO SATURDAY

This affects all other **use whether church sponsored or not.**

Relevant phone numbers

Fire	911
Fire Service	613-232-1551
Alarm Monitoring Company.....	1-877-576-8221
Church Contact, Peter Van Zyl	613-692-3646

General Procedures

- When the fire alarm sounds, the supervisors are responsible for taking the occupants in their care, out of the building to the pre-determined area, as quickly and efficiently as possible; (**rear of the parking lot**)
- Everyone must face away from the building(s);
- Last person out should close doors;
- Have the occupants form a quiet straight line so that a roll can be called;
- Keep this list with procedures and phone numbers in a safe and convenient spot and take with you when you leave the building along with a register containing the names and emergency phone numbers of people in your care; and
- These procedures must be practiced once a month without the actual alarm sounding.

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. The designated assembly area is located at the rear of the parking lot

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. Keep to the extreme left or right on the stairs so as to leave the centre of the stairs clear for emergency responders. 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 use or allow the use of earphones or anything that would impede your ability to hear instructions.
- Do not return to your area until the “all clear” signal is given.

The Chair of the Property Committee will plan 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).

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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 favourable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even Provinces 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. Should a tornado develop which threatens our area, Church emergency coordinators 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 tornado 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

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.

Continued on next page

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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.

MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

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.

APPENDIX 1

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:

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:

Continued on next page

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APPENDIX 1, CONTINUED

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: ____

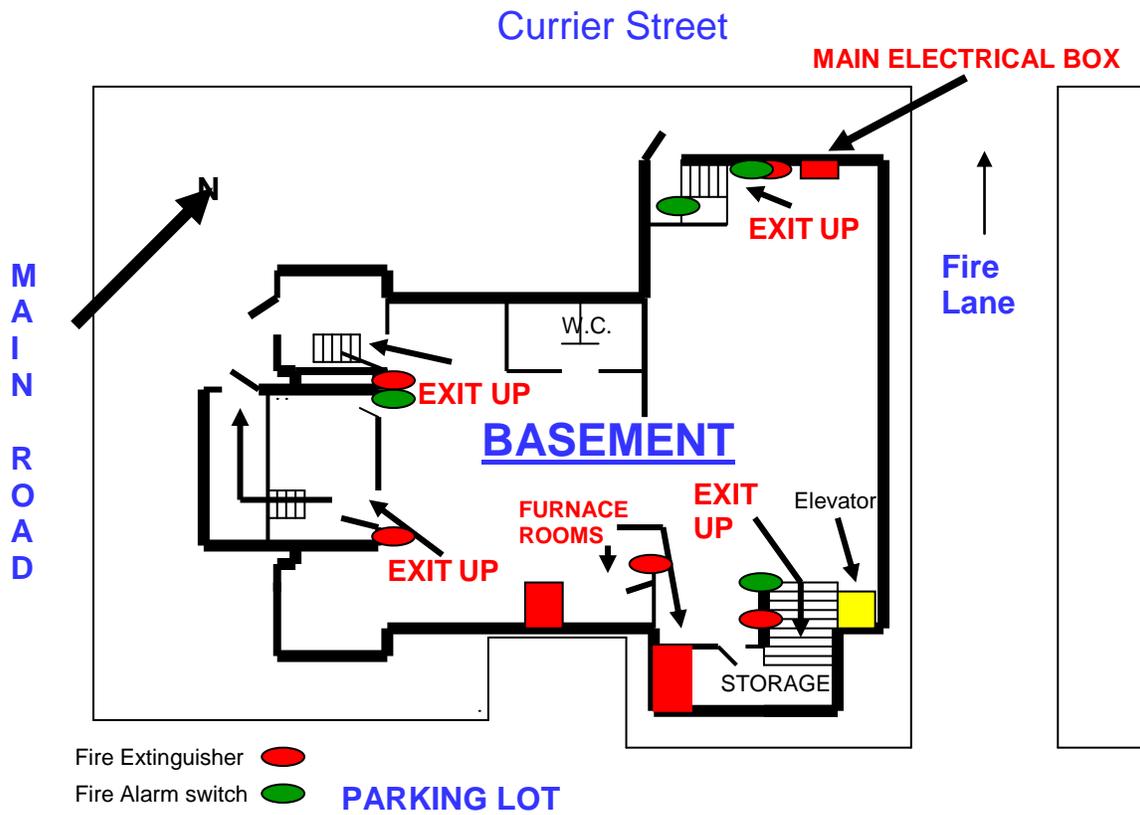
Note: In the event you receive a bomb threat:

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

REMAIN CALM!

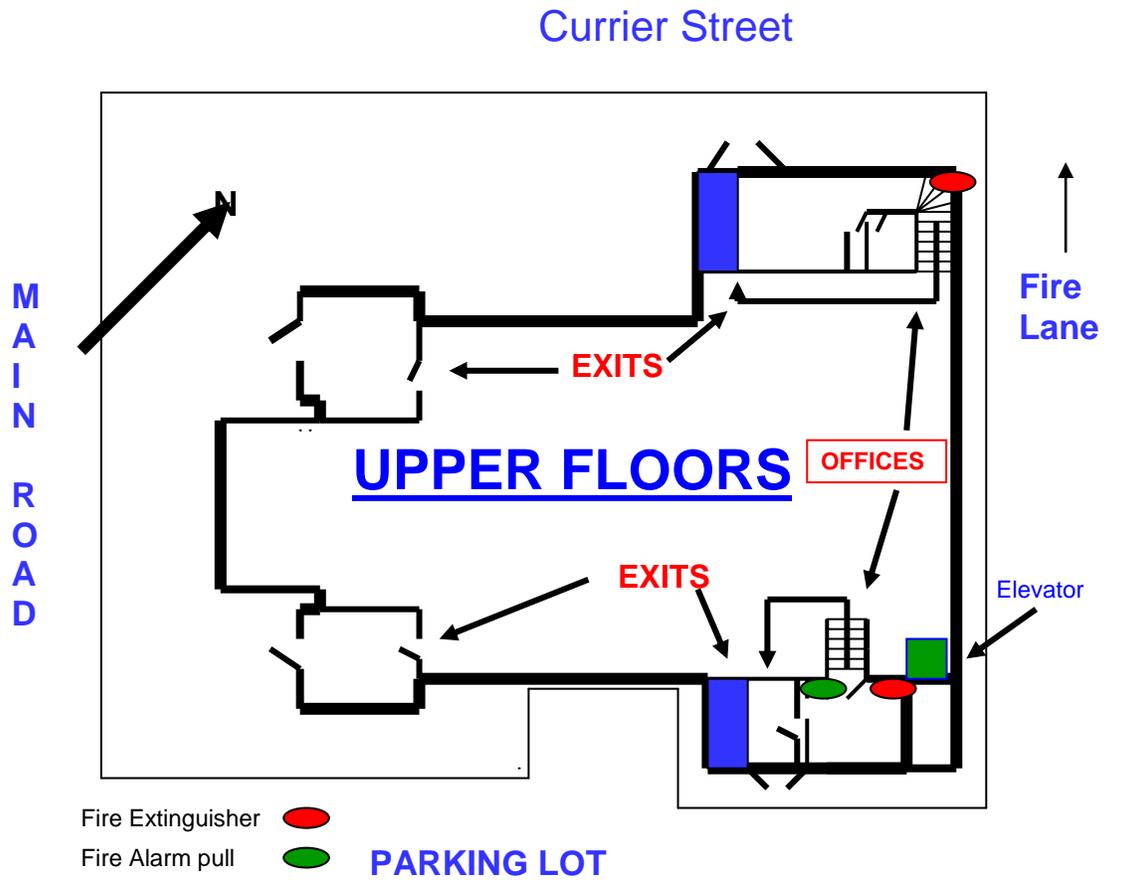
APPENDIX 2: EMERGENCY EVACUATION MAPS

(Copy of this appendix in each room in the building - with directions to "evacuation location/shelter in place locations")



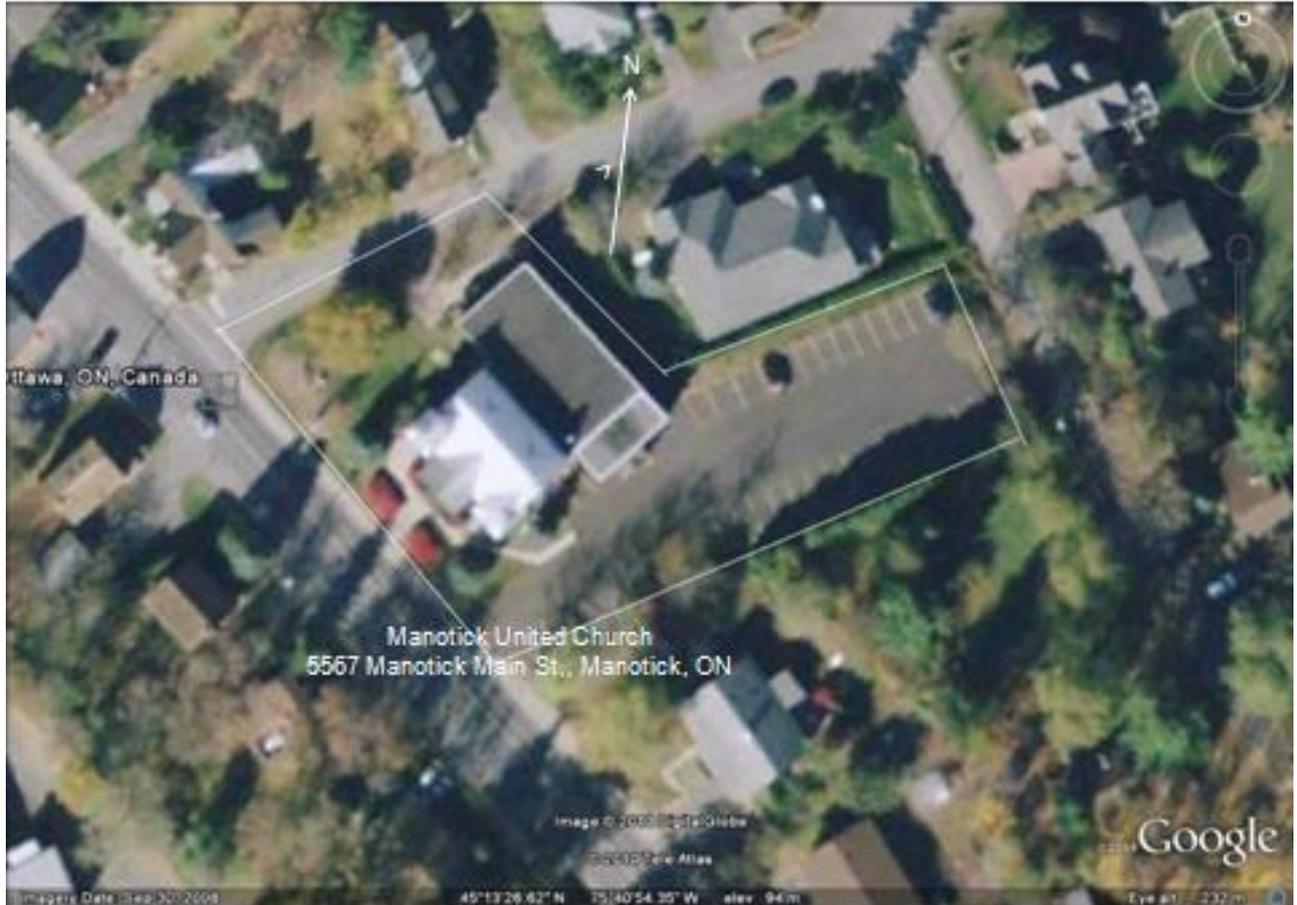
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APPENDIX 2, CONTINUED



MANOTICK UNITED CHURCH EMERGENCY CRISIS MANAGEMENT PLAN

APPENDIX 2, CONTINUED



APPENDIX 3

APPENDIX 3: INJURY/INCIDENT REPORT

The following form is to be completed 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.

Property Name: _____

Property Address: _____

Person Injured: _____

Injured Person's Contact Information:

Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Date of Incident: _____ Time of Incident: _____

Description of Weather Conditions:

Location of Incident:

Description of Incident:

Property Damage and/or Personal Injury Description:

First-Aid Measures Taken (If Applicable):

Professional Medical Attention Utilized: Yes ___ No ___

Hospitalization/Ambulance Utilized: Yes ___ No ___

Photographs Taken? Yes ___ No ___

Witnesses:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Incident Reported By: _____ Date: _____
(signature of party)

Incident Reported To: _____ Date: _____
(print name)

Incident Reviewed By: _____ Date: _____
(print name)