

# Emergency/Contingency Plan (ECP)

for

## MOUNT ZION FILIPINO SEVENTH-DAY ADVENTIST CHURCH



Developed by ECP Ad-hoc Committee  
*Completed: May, 2014*

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## PURPOSE

This document is a reference guide that describes the measures to be taken in order to facilitate and coordinate a timely and efficient response by emergency teams in situations that may compromise the safety of people within the Mount Zion Filipino Seventh-day Adventist Church premises.

It also provide as starting point to educate our leaders and members in understanding what safe action should be done to assist emergency personnel during emergencies.

Tailored to specific needs of Mount Zion Filipino Church, this document is an adaptation of information based on the Ontario Fire Code; Missouri Faith Based Homeland Security Template; Adventist Risk Management, Inc. and the manual developed by the Columbia Union Conference of Seventh-day Adventists.

## ECP AD-HOC COMMITTEE

### Names

Ben Regoso (Chair)  
Andrew Skytte-Alivio  
Jun Delos Reyes  
Antonio Bernardo  
Ezekiel Lucrida  
Henry Pallasa  
Armand Repizo  
Orlando Sunio  
Albert Glipo  
Pastor Jess Anunciacion  
Pastor Sereivudh Ly

### Email Address

ben.regoso@gmail.com  
kyvenn@hotmail.com  
delosreyesJun15@yahoo.com  
antoniobernardo2025@gmail.com  
exlucrida@rogers.com  
hanksgoatfarm@yahoo.com  
armandrepizo\_17@yahoo.ca  
orlando\_sunio@yahoo.com  
agglipo@yahoo.com  
pjess.maj315@gmail.com  
vudh2001@yahoo.com

## Mandate:

1. To establish an Emergency Contingency Plan (ECP) for the following:
  - Bomb Threat
  - Disruptive Person
  - Missing Child
  - Accidents
  - Sick (Heart Attack, etc.)
  - Gas Leak
  - Natural Disaster
  - Building Collapse
  - Brownouts
2. To establish Fire Drill plan.
3. To develop ECP implementation plan for recommendation to the Church Board.

# EMERGENCY TELEPHONE NUMBERS

Contact	Phone Number
Ambulance	911
Child Protective Services	NY Central Children's Aid Society of To- 416-924-4646 or NY Catholic Children's Aid Society of To-416-395-1700
Electric Company	Power Stream (905) 417-6900
Fire Department	911
Gas Company	Enbridge 1(866) 763-5427
Hospital	NY General -Main Site (416) 756-6000 NY General -Branson Site (416) 633-9420 Humber River Hospital - Finch St. Site (416) 744-2500
Police Department	911
Suicide Prevention Hotline	(416) 408-HELP (4357)
Weather Bureau	1-900-565-5555 (Charges Apply)

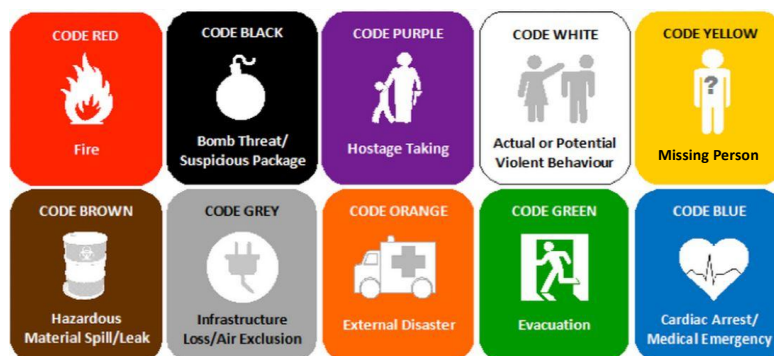
**In the event of an emergency the following people should also be notified immediately:**

Person	Phone Number
Lead Pastor and/or Associate Pastor	(647) 880-8321 (J.Anunciacion) / (647) 62-2627 (S.Ly)
Church Media Communication	Church Pastor
Incident Coordinator	(647) 700-4916 (E. Dela Cruz, Head Elder)
Safety Response Team Leader	(416) 398-4530 (S. Camato, Security & Safety Officer)
Building Coordinator	(416) 575-8370 (O. Sunio, Property Manager)
Medical Response Team Leader	CBoard still to appoint
Conference Risk Management Office	(905) 686-5757 Ext. 114 (B.Chan)
Conference Media Person	(905) 686-5757 Ext. 201 (H.Peat)
SDACC Media Person	(905) 433-0011
Note: Review yearly for any change	

## In an emergency situation, do the following:

1. Assess the situation.
2. Address life threatening issues first (first aid, safety of victims, etc.).
3. Call 911.
4. Follow emergency procedures.
5. Communicate with pertinent entities.
6. Keep detailed notes.
7. Refer media to designated spokesperson.
8. Don't forget to pray!

### Standard Codes:



# GENERAL INFORMATION

## MEDIA AND COMMUNICATIONS

The media can make or break an organization and twist an otherwise innocent statement into a scenario that creates ill will and possibly places tremendous liability on the organization. After any tragic situation, it is critical that questions be answered by someone trained in dealing with media and the public, and the importance of saying the right things at the right time. If there is an emergency the media and the public will be there. When they are, we need to be ready. All statements and interviews following an emergency will be conducted through the same individual to ensure accurate and identical information is released.

**After an emergency of any kind, staff, volunteers and others will direct all media inquiries to:**

**Pastor Jess Anunciacion - (647) 880-8321**

### **Safety Response Team**

- Building Coordinator
- Incident Coordinator
- Emergency Medical Response Team (EMRT) - *See page 13.*
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)
  - 6)
  - 7)
- Evacuation Team
  1. Floor leader (1 + alternate)
    - 1)
    - 2)
  2. Section leader (5 + alternate)
    - 1)
    - 2)
    - 3)
    - 4)
    - 5)
    - 6)
  3. Exit monitor (1 + alternate)
    - 1)
    - 2)
  4. Reduced mobility assistant (1 + Assistant)
    - 1)
    - 2)



## **ROLE OF THE SAFETY RESPONSE TEAM**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved tornado shelter areas in the building. Responsibilities include the following:

- Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Lock down/shelter in place procedures
- Other intervention procedures as the situation dictates.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with incident coordinator or other team members.

Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

### **Building Coordinator**

A building coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.

A building coordinator may be responsible for:

- Receiving status reports from the Incident Coordinator.
- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the Safety Response Team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

### **Incident Coordinator**

The incident coordinator on duty assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene.

Responsibilities may include the following:

- Ensuring that all Safety Response Team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

### **Floor Leader**

- Receives and transfers information from various decision-makers (Fire Marshall, Health and safety coordinator, building coordinator, police officers, firefighters);
- Replaces, at a moment's notice, absent members from the Emergency Response Unit and provides replacement members with appropriate instructions;
- Will be the last to leave the floor, unless there are occupants who are not able to or do not want to leave;
- Does not proceed directly to the Designated Assembly Area, but stays with emergency services personnel to receive information from section leaders;
- Coordinates tasks and information with the section leaders;
- Assumes the responsibilities of the Section Leader if there are no Section Leaders assigned (Basement, Ground Level and 2<sup>nd</sup> floor)

### **Section Leaders**

1<sup>st</sup> Section Leader – In-charge of the Deacon's Room and washroom, Sanctuary, Audio-Visual Room, Mother's Room and washroom, Cradle Roll Room, Reception room and foyer.

2<sup>nd</sup> Section Leader – In-charge of the Fellowship Hall, Kitchen, Storage Room, Janitors Room, Electrical Room, washrooms, and corridors.

3<sup>rd</sup> Section Leader (2<sup>nd</sup> Floor)– In-charge of Adventurer's, Primary, Personal Ministries, Youth, Pathfinder's Room and washrooms

4<sup>th</sup> Section Leader (Ground Floor)- In-charge of Filipino, LE, Printing, Music/Board Room, Pastor's Room and washrooms.

5<sup>th</sup> Section Leader (Basement) – In-charge of Food bank/Community Services, Juniors Early Teens, Rondalla, Mechanical Room and washrooms.

1. Coordinates tasks and information with the floor leader;
2. Replaces, at a moment's notice, absent members from the emergency response unit and provides replacement members with appropriate instructions;
3. Once the alarm has been activated, does a tour of his/her area and of the washrooms to ensure that everyone has left the premises;
4. If no exit is accessible, directs occupants to a room with a window and flags the attention of fire services personnel by the window or calls 911 if the group is not visible from the window;
5. If a person refuses to evacuate, the section leader reminds the person of the importance of evacuating and if they still refuse, the section leader proceeds with the evacuation. Advises the floor leader that a person has stayed behind in his/her area;
6. Before leaving the premises, ensures that the doors are closed to prevent the flames from spreading;
7. Is the last to leave his/her area, unless there are occupants who are not able to or do not want to leave;

### **Exit Monitor**

1. Once the alarm has been activated, proceeds to their designated exit. Ensures that the exit can be accessed by occupants (no heat or smoke). If there is a problem, directs occupants to another exit;
2. For safety reasons, ensures that people's hands are free before they take the stairs (free of purses, glasses of water, boxes, laptop bags, laptops, binders, etc.);
3. Ensures that evacuation takes place calmly;

4. Closes the exit door once all occupants have left the premises and joins the rest at the Designated Assembly Point with the floor leader.

### **Reduced Mobility Assistant**

1. Assists the person for whom they are responsible, like the handicapped, seniors, and weak;
2. For safety reasons, waits for people to clear out before taking the stairs;
3. Assists the person for whom they are responsible until they have arrived safely at the Designated Assembly Point.

## **EMERGENCY PROCEDURES**

### **MEDICAL EMERGENCIES**

#### **Medical Emergencies Defined**

A medical emergency refers to any situation in which a person(s) requires medical intervention or where a death has occurred. Medical emergencies include complications from medical conditions, work injuries, violent incidents, or other unforeseen events. Having trained staff and effective emergency response procedures will reduce the impact of a medical emergency on the individual and the church.

Medical emergencies can present in a variety of scenarios. Potential emergencies and situations requiring EMRT procedures:

1. Allergic reactions
2. Insect bites/stings
3. Heart attack.
4. Stroke.
5. Burns.
6. Unconsciousness.
7. Fainting.
8. Seizure.
9. Asthma Attack
10. Food Poisoning
11. Pregnancy related care or emergencies.
12. Fever or other illness.
13. Contagious disease.
14. Electrocutation or lightning.
15. Mental or emotional emergencies.
16. Small injuries (scrapes, bruises).
17. Events involving children.
18. Events involving the elderly or high risk groups.
19. When care is being given to someone of the opposite gender.
20. When someone rejects assistance.
21. Medical emergencies involving a crime.
22. (Assault, shooting, etc.)
23. Emergencies involving potential. Liability concerns (sports, falls on church grounds, etc.).
24. Response during natural emergencies.
25. Serious injury
26. Spilled bodily fluids – blood-borne pathogens

#### ***Recommendation for the Church Board***

*The Church administration shall establish and maintain an Emergency Medical Response Team to provide necessary first aid to the injured person until help arrives and as an active resource will benefit the congregation and church leaders. It will also add another positive element to the overall church safety and security program.*

## **Actions To Take In Case Of Medical Emergencies**

If a serious injury or illness occurs:

1. Assess for life threatening conditions such as unconsciousness, difficulty breathing, severe bleeding, etc.
2. Call 911 if in doubt.
3. Do not move patient unless instructed to do so by 911 operators.
4. Contact parent or emergency contact person. Do not delay medical care if they cannot be reached.
5. Send *Consent to Medical Treatment* form with patient.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located at

- **The Lobby** and
- **The Kitchen**.

*Regular CPR/First Aid training is recommended for all leaders, especially pre-Church and Sabbath Church teachers.*

## **Medical Response Team**

Medical response team members are volunteer professional medical practitioners who have been trained in medical emergencies and first aid. Responsibilities include the following:

- **Providing** “first aid” to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- **Conducting** a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- **Providing** medical assistance and support until professional help arrives.
- **Remaining** “in charge” of a medical emergency situation until professional help arrives.
- Work in coordination with security team members and others at special events, providing oversight of conditions
- Evaluate potential activities or situations that might present medical concerns for participants and make recommendations about them
- Ensure the presence of adequate first aid supplies and equipment
- Provide training and information to staff members and teachers about a variety of illness and accident related topics.
- Ensure proper safety measures are taken about body fluids or other bio-hazards.
- Add to the overall church outreach and safety and security program.
- Provide an increased level of comfort and assurance to the church family and guests

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

## Emergency Medical Response Team (EMRT) Members

The following Emergency Medical Response Team members are trained and certified individuals which may be contacted for medical assistance:

	NAME	QUALIFICATIONS (MD, NURSE, FIRST AID, CPR)	TELEPHONE NUMBER
1			
2			
3			
4			
5			
6			
7			

### Procedures

#### If you are the first person on the scene of a medical emergency:

1. Ensure your own safety as you approach the scene by making sure that there is no hazard to you.
2. Once you consider the scene safe, administer first aid if qualified to do so. If you are not qualified to administer first aid yell for help.
3. When help arrives, ask them to call the EMRT (Emergency Medical Response Team) and report back to confirm that the EMRT is on his/her way.
4. If you believe at any time during the medical emergency that the person needs emergency medical services, call 911 as outlined in the emergency reporting procedure. Stay with the person until the EMRT arrives.
5. Follow instructions of the EMRT.
6. Call 911 (or appropriate numbers for Police, Fire, Ambulance, etc) according to the emergency reporting procedure if requested by the EMRT and not done already.
7. Report back to the EMRT to confirm that an ambulance is on its way.
8. Complete a "Medical Incident Report Form" attached as Appendix "???" after you are no longer needed by the EMRT.

#### EMRT:

1. When called, retrieve the **First Aid Kit** and go to the scene as quickly as possible.
2. Assess and control any hazards.
3. Administer first aid and call for emergency medical services, as required.
4. Report relevant information to the EMS, as required.
5. Log the incident in the **First Aid book** and complete any other required
6. Meet with other EMRT after any emergency to debrief

### Federal and Provincial Laws

**Federal and provincial laws** are clear as to who may administer medications and treat if a medical professional is not available. It is essential that church pastoral staff know these laws. In some areas, bee sting medication kits can only be self-administered. Even

administering simple first aid is limited. Contact the Local Conference Risk Management for the details in your province or district.

## **Be Prepared**

It is also strongly recommended that a church leader who is in-charge of church activities outside church premises obtains professional first aid and CPR training. This can be achieved through the local Red Cross chapter.

## **Ongoing Medical Issues**

It is extremely important for church administration and staff to be informed of any ongoing medical condition a church member may have that could worsen in a church services or activities. This could include allergies and bee sting reactions, as well as more serious conditions such as diabetes, asthma, etc. Church Members, Parents and staff must work together before a crisis to outline symptoms as well as procedures to follow if the condition worsens. Keep the following information in a separate file that can be easily accessed, thus preventing an emergency:

1. Describe the condition.
2. List signs of a worsening condition.
3. List procedures that can be self-administered by the church member, i.e. juice for a diabetic, inhaler for asthma, Epi Pen for bee sting, etc. (Always observe legal restrictions if no medical personnel are available.)
4. List numbers of who to call – more than one, including a doctor.
5. Outline what to do with the subject until help arrives.

## **Blood Borne Pathogens**

The Public Health Agency of Canada requires certain protocols be followed when dealing with bodily fluids. Churches must provide training for handling these situations. Information includes items that must be kept at the church such as gloves and masks. Check [www.osha.gov](http://www.osha.gov) and the Local Conference Office for further information and training.

## **Known Medical Conditions**

If a known medical condition worsens while the attendee is in the church, **follow the written instructions on file** making sure that all legal parameters are observed.

## **Insect Bites – Stings – Allergic Reactions**

Anyone who attends church not known to have allergic reactions, begins to exhibit the following symptoms, **call 911 immediately**:

1. Difficulty breathing
2. Loss of consciousness
3. Chest pain
4. Swelling

Monitor and call 911 if multiple symptoms occur and begin to worsen.

1. Headache
2. Dizziness
3. Abdominal pain
4. Vomiting
5. Muscle cramps
6. Rash
7. Fever
8. Belly pain
9. Severe swelling around a sting site

## **Head Injuries**

Bumps and blows to the head and neck area are common playground and sports injuries. Most are not serious but all should be taken seriously. Observation for a period of time should follow. Call 911 if any of the these symptoms appear:

1. Unconsciousness
2. Lightheadedness
3. Weakness on one side of body
4. Abnormal breathing
5. Unsteady balance
6. Blurred or double vision
7. Headache
8. Confused state
9. Seizure
10. Dizziness, weakness
11. Pupils of unequal size
12. Obvious serious bleeding
13. Repeated vomiting

[TOC](#)

# FIRE AND SMOKE EMERGENCIES

## MZFC Building General Description

Mount Zion Filipino Seventh-day Adventist Church premises are built with concrete and steel, and therefore fire-resistant, nevertheless there are certain flammable materials such as carpeting, furniture, drapes, etc.

At the onset of a fire, the smoke and toxic gas emanating from burning flammable materials can spread very quickly to a part or to the entire building, thereby disturbing occupants and posing a threat to their safety.

At the slightest suspicion that there may be a fire or once a fire has actually been detected, 911 must be contacted after the fire alarm has been activated.

The first five minutes during a fire is crucial. It is therefore extremely important to activate the fire alarm quickly and to proceed with the evacuation procedure.

The evacuation plan describes situation-specific emergency measures. The objective of the plan is to ensure the safety and to protect the lives of the building's occupants and visitors during an emergency situation.

## Description of the Fire Alarm Mechanism

Mount Zion Filipino Seventh-day Adventist Church fire detection systems consist of only one step, which is the general alarm. Therefore, once the alarm system has been activated, a general evacuation is signalled by this system and is sounded through all auditory devices in the building.

## What to Do?

### If a fire, smoke or explosion has been detected:

- Stay calm.
- If the fire is in the beginning stages and is small in scale and if you are familiar with using portable fire extinguishers, proceed with extinguishing the fire by using the appropriate equipment. Do not attempt this operation alone. If you are not familiar with using :
- Activate the closest fire alarm.
- Dial 911.
- Advise your floor leader.
- Follow the evacuation procedure.

### 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**

- 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 ploy** 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**” should be initially issued by the Fire Department.)

### **What Leaders Should Know During 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 areas is located at the **North East corner of the Church's parking lot.**

Should the designated assembly area be deemed unsafe, an alternate assembly area is located at the **North Parking Lot of the building east of the Mount Zion Church.**

### **Leader Responsibilities**

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.

- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

**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.

## **FIRE AND EVACUATION PROCEDURES**

The Church Safety Response Team Leader (Safety Officer) working with the Security & Safety Committee and/or other designees, as listed in this document is responsible for establishing and maintaining the church fire prevention and evacuation plans. Self-inspections will help in the identification of numerous typical hazards. The Church Self-inspection Form is available in the Resources section of Adventist Risk Management’s website at [www.adventistrisk.org](http://www.adventistrisk.org)

The head Elder and head Deacon will work closely with the Safety Officer or designee to establish the roles for all parties in the event of an emergency and will ensure that Elders, Deacons, Sabbath Church leaders and others in their charge are properly trained in their duties.

Fire drills will be held periodically with Pastoral Staff and employees on workdays, and with Pastoral staff, Deacons, Elders and others, as appropriate to ensure familiarity with the plan and each individual’s responsibilities. Drills will then be evaluated to determine what elements did not go smoothly and where changes will be needed. Drills applicable to church services can be conducted during an actual service, or during “dry runs” with just those who will be part of the evacuation and emergency response.

Among things to review are:

- The effectiveness of the alarm system (operational, audible, notified appropriate parties, if monitored).
- How smoothly and quickly the evacuation went.
- Whether everyone participated and showed up at the designated evacuation safe areas, etc.

Deficiencies in the Plan will be noted, rewritten and reevaluated in future drills.

## Deacon's (Deaconess) Responsibilities:

(A check off sheet can be valuable in helping a deacon or deacons to follow through on all assignments and will provide valuable information on the condition of the facilities if the sheet is designed to allow for reports of deficiencies.).

- In conjunction with a church security walkthrough for suspicious persons, objects or unsafe conditions, a deacon or deacons shall ensure that all exits passageways are clear and that doors are unlocked and operate properly.
- Ensure that the fire alarm panel is operational. For the most part this will merely involve looking to confirm there are no "trouble lights" lit on the main fire panel box.
- Deacons will be familiar with all locations and the emergency evacuation routes illustrated on maps throughout the facility.
- Monitor conditions of all church facilities at various times throughout services during other activities. *(This is also a good time to again monitor halls and other locations for suspicious persons who could be a threat to church members, volunteer, children or property.)*
- If a fire is discovered, the deacon shall immediately close any doors to help contain the fire, activate the fire alarm system and assist in evacuation of the area.
- Each Sabbath, Deacons will be assigned restrooms and other key locations that need to be checked if an emergency arises and evacuation is required.
- While most alarm systems notify occupants and a monitoring company or the fire department, the head Deacon will still **immediately call 911.**
- If the fire is small and it can safely be extinguished with a fire extinguisher (small trash can fires, copier fire, etc.), a deacon experienced in the use of extinguishers can put it out with the appropriate extinguisher while someone else calls 911 and the evacuation proceeds until the facility is deemed safe for return. Delayed calls to fire departments have historically led to greater losses of facilities.

### FIRE EXTINGUISHERS

In most cases, a multipurpose Class ABC extinguisher will be available, but in every case, ensure you have the right extinguisher for the emergency at hand. Classifications are shown on the side of each extinguisher as follows:

**Class A: ordinary combustibles (wood, paper)**

**Class B: flammable and combustible liquids**

**Class C: electrical fires**

**Class D: combustible metals**

**Class E: kitchen**

Fire extinguishers should be serviced annually.

### FIRE EXTINGUISHER USE

When operating portable fire extinguishers, remember the "P.A.S.S." system!

**PULL** the pin at the top.

**AIM** low at the base of the fire.

**SQUEEZE** the trigger.

**SWEEP** the nozzle from side to side moving toward the fire.

## Pastoral Staff and/or Elders Responsibilities

- In the event of an evacuation, Pastoral staff or an elder on the platform during services shall emphasize the need for all adults to remain calm, and move quickly to the nearest exit and to the designated evacuation safety area. During Sabbath Church classes parents must be reminded to not attempt to get children from their respective Sabbath Church classes, and that children will be released to their parents at the designated evacuation safety area.
- Pastoral staff, or elders will be assigned the responsibility of helping to ensure the safe and

prompt evacuation of the mother's room.

### **Sabbath Church Teachers' Responsibilities**

- Sabbath Church teachers are responsible for the children in their classrooms, and shall know the location of all emergency exits, the location of evacuation meeting areas and all emergency procedures that fall within their responsibilities.
- Within the first ten minutes of Sabbath Church teachers shall ensure that they have an accurate roll for each class. Teachers shall take the list with them to the designated safety area. In case of an evacuation during Sabbath Church class they will need to be able to transfer children to parents at that location and appropriately note that transfer. They may also need to report any children missing that might have gone to a restroom just prior to the emergency.
- During an evacuation, Sabbath Church teachers will direct children out of the classroom, ensure they are all present, close the door and lead them calmly to the designated safe area, where they will verify all are still present. Do not turn children over to parents until all have reached the designated safe area and the final head count has been made.
- If a teacher discovers a fire, he or she should activate the nearest fire alarm pull station and assist in the evacuation.
- Anyone attempting to extinguish a fire shall follow the same procedures listed under the Deacon heading of this plan.
- **Once the facility has been evacuated, NO one is to go back inside until the authority having jurisdiction (Police, Fire Department, etc.) says it is safe to do so.**

For questions or comments in regard to these emergency fire and evacuation procedures, contact the Church Security & Safety Officer, Head Elder, Head Deacon listed below:

<b>POSITION</b>	<b>NAME</b>	<b>PHONE NUMBER</b>
Security & Safety Officer	Samuel Camato	(416) 398-4530
Head Elder	Emicil Dela Cruz	(647) 700-4916
Head Deacon	Oliver Rey	(416) 854-3248

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## GENERAL FIRE DRILL GUIDELINES

All drills must be taken seriously by **staff, church members, and visitors**. The following fire drill guidelines should be taken into consideration.

1. The fire alarm must be heard throughout the buildings.
2. Escape or evacuation maps must be posted in each room throughout the buildings.
3. Exits must be clearly marked and accessible at all times.
4. Everyone must participate during a drill.
5. An area outside the buildings is to be designated to gather.
6. Everyone should be quiet and orderly throughout the drill.
7. Each family household (especially the father should account for their own family members and/or guest(s)). Any missing member must be found before the drill is completed.
8. The Pastor or designate will signal when the drill is completed.
9. Consult the Local Conference Office for further details concerning safety drills.

### Building Evacuation Information

Building diagrams with the evacuation routes indicated shall be posted throughout church facilities. Maps shall include instructions and routes to the nearest designated assembly area.

All staff and volunteers, the church safety officer, elders and deacons shall familiarize themselves with the primary and secondary exit routes from the sanctuary, fellowship hall, offices and classrooms, as applicable. Note also the locations of all assembly areas. In an emergency, staff shall use the assembly areas to perform headcounts of staff and volunteers and will notify emergency personnel of any missing persons. If an evacuation takes place during a church service, meeting, or special event, the assembly areas will be used for reuniting children with parents and any reports of missing persons.

### Primary Designated Assembly Area

The Primary Designated Assembly Area is the

**North East corner of the Church's parking lot.**

All occupants should proceed to this primary designated area when evacuation is initiated by designated personnel. If the primary designated area is compromised, the occupants must proceed to the secondary designated area.

*Note: This primary designated area should be accessible to all and free from fire hazards, combustible material, and other materials that may compromise the safety of occupants.*

### Secondary Designated Assembly Area

In case the safety and welfare of people in the Primary Designated Assembly Area is threatened or compromised, evacuees shall proceed to the Secondary Designated Assembly Area.

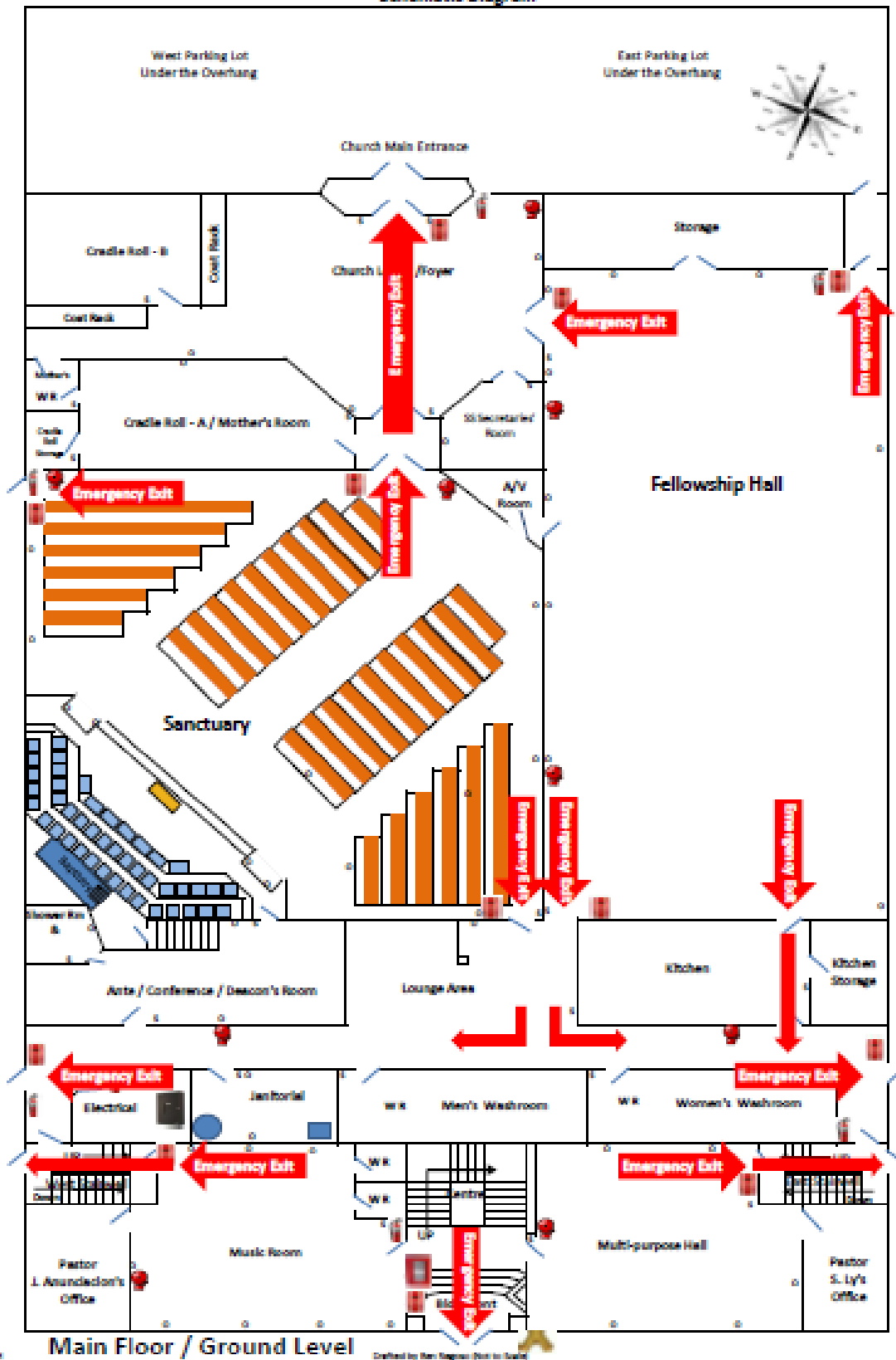
The Secondary Designated Assembly area is the

**North Parking Lot of the building east of the Mount Zion Church.**

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# EMERGENCY EVACUATION EXIT DIAGRAM

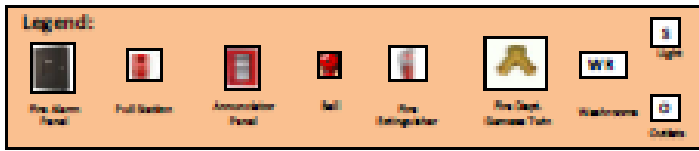
Mount Zion Filipino Seventh-day Adventist Church  
140 St. Regis Cres., Downsview, Ontario M3J 1Y3 (416) 631-6538  
Schematic Diagram



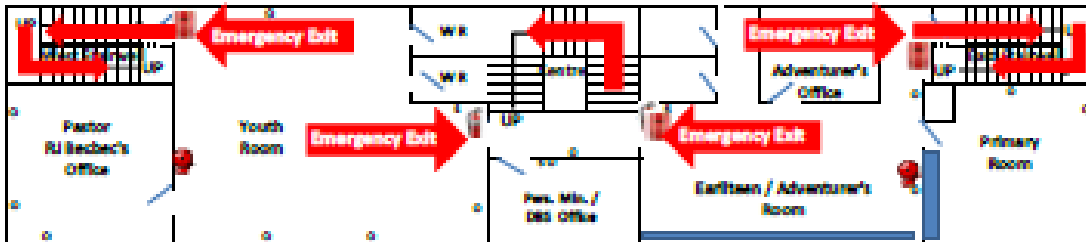
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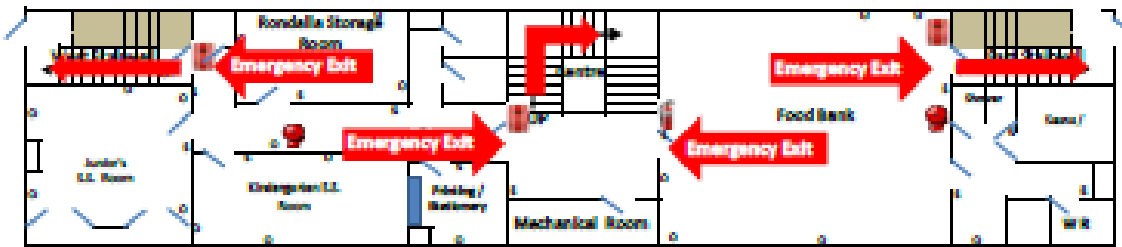
**Mount Zion Filipino Seventh-day Adventist Church**  
 140 St. Regis Cres., Downview, Ontario M3J 1Y3 (416) 631-6358  
 Schematic Diagram



**Second Floor**



**Basement**



# OTHER SPECIFIC EMERGENCY SITUATIONS

## UTILITIES MALFUNCTION (GAS, WATER, ELECTRICITY)

The individual discovering the malfunction will immediately:

- Remove anyone from the area if an exposure exists that could lead to injury.
- Notify the church administration or designees of the malfunction.

The church administration or designee will:

- If it is safe to do so, conduct an investigation to determine if a danger to occupants exists
- Secure the area if needed
- Notify the appropriate utility services or facilities maintenance personnel. See the *Emergency Phone List* for the applicable numbers
- If danger exists:
  - Initiate evacuation procedures (See *Fire and Evacuation Procedures* of this Plan.)
  - Notify the fire department and gas company (if there are gas odors)
  - Notify the fire department and other appropriate individuals if smoke is visible or there is a smell of smoke as listed in our *Fire and Evacuation Procedures*.

### Power Outage

Emergency lights will come on in all rooms, hallways, staircases, fellowship hall, sanctuary and certain open areas will be illuminated.

The procedure to follow in the event of a power outage is as follows:

- Stay calm and remain at your desk/station until a decision has been made.
- Safety Officer and Property Manager will determine the severity and the likely duration of the outage (contact Toronto Hydro, power outage and emergency services at 416 542-8000) and will advise the building coordinator.
- During the entire duration of a power outage, the emergency response unit personnel will help those that are in non-lit areas to return to their respective rooms.
- In the event of a prolonged outage, and following instructions from Safety Officer and the Property Manager, the **emergency response unit** will assist, if necessary, in evacuating occupants safely.

## NATURAL DISASTERS

Every location has particular natural disasters a facility must be prepared to react to. With hurricanes, there is generally time to board up windows, bring in chairs and other objects from outdoors, stockpile water, ice water and food as deemed necessary. Evacuation is often an option. While some supplies can be stockpiled for an earthquake, there is no advanced warning and occupants need to know how to respond when one strikes. Other facilities must deal with heavy winds, snow and ice storms, tornados, and floods. Each organization, working with local authorities (fire, police, emergency management, etc.) must determine its greatest exposures and develop plans accordingly. The following are abbreviated versions of some elements that might be considered:



## EARTHQUAKE

An earthquake during church services, Sabbath Church classes and even work days could result in major damage and severe injuries, as well as the inability of emergency services to respond quickly due to the magnitude of losses, destruction of roads and bridges, and loss of power and communications, to name a few. In the event of an earthquake, the organization must be able to hold together on its own.

### Prior to an earthquake:

- Secure bookcases and cabinets to walls.
- Strap televisions to wide-based carts and wall mounts
- Avoid placing heavy objects on tops of cabinets
- Create Placards for each room that state:
  - Injured Inside
  - Room Clear

Following an earthquake, these will be placed, as determined in the planning phase, and used to help identify locations where assistance is needed and will reduce wasted time that might be spent searching for victims in areas known to be clear.

- Determine needs and obtain what emergency equipment and supplies might be needed for your facility (bullhorn for making announcements if power is lost, flashlights (for night meetings and areas without windows), extra water, shovels, first aid supplies, etc. Local emergency management organizations can provide suggestions in regard to needs.)

### During an earthquake:

- Stay inside and go to “duck and cover” position under a sturdy desk, table, or counter, away from windows and heavy swinging light fixtures. Instruct children to do the same.
- Do not enter elevators.

### After the Earthquake:

- Calmly evacuate the building and place the appropriate placard (Injured Inside, Room Clear) on the door or in a window, as applicable.
- Pastoral staff or an elder on the platform during services shall emphasize the need for all adults to remain calm, and move quickly to the nearest exit and to the designated evacuation safety area. During Sabbath Church classes parents must be reminded to not attempt to get children from their respective Sabbath Church classes, and that children will be released to their parents at the designated evacuation safety area.
- Pastoral staff, or elders will be assigned the responsibility of helping to ensure the safe and prompt evacuation of the mother’s room.
- Provide assistance to injured or trapped persons and provide first aid, as needed.
- Do not move seriously injured persons unless they are in immediate danger of further injury.
- Do not use elevators.
- Call for help, as needed.
- Sabbath Church teachers will direct children out of the classroom, ensure they are all present, close the door and lead them calmly to the designated safe area, where they will again verify all are still present. Do not turn children over to parents until everyone has reached the designated safe area and the final head count has been made.
- During the evacuation, ensure that quake damage has not compromised the safety of normal exit routes and doorways.

- Instruct everyone to remain calm and not to run.
- Instruct everyone to stay clear of any electrical wires.
- Report to designated evacuation safe area for roll, and reporting missing or injured personnel, and those who may have remained behind to assist the injured.
- Maintenance or other designated personnel may be instructed to turn off gas and electricity to the building if conditions warrant the need (arcing electrical wires, the smell of gas, etc.).
- The church administration or designated parties as found in the *Emergency Telephone List* will apprise local authorities, Conference officials and others, as needed of damage, injuries, and other emergency needs, etc.
- Following roll call, any children can be released to their parents or guardians. Ensure that names are checked off the list upon release and that time of the release is recorded.

### Returning to buildings:

- Stay clear of damaged buildings.
- Return to buildings *only* after they have been deemed safe, and Church leadership and/or the local authorities having jurisdiction (Fire Department, etc.) have authorized the return.
- Be prepared for aftershocks.
- Immediately clean up hazardous spills (medications, bleaches, gasoline, or other flammable liquids).
- Immediately leave room and buildings if you smell gas or fumes from other chemicals.
- Open closets and cabinet doors cautiously as objects may have shifted and could fall.
- Open a window and quickly leave the building if you smell gas. Notify someone to turn off the gas.
- Turn off the electricity at the main circuit breaker, if arcing or sparks are observed, or you see broken or frayed wires, or smell hot insulation.

# SEVERE WEATHER EMERGENCY

## TORNADO

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 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, 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 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

Tornadoes and tornado-producing weather conditions are common in Missouri. 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.

## HURRICANE

The National Weather Services defines a hurricane as "a tropical system in which the maximum sustained surface wind is 64 knots (74 mph) or greater. This is the worst and strongest of all tropical systems." Hurricane winds blow in a counter-clockwise direction around the center or "eye" of the hurricane, and can exceed 155 miles per hour. A hurricane's devastating affects can be felt hundreds of miles inland.

An approaching hurricane will also bring a storm surge, "an abnormal rise in sea level accompanying a hurricane or other intense storm" that generally results in flooding and major damage and causes most hurricane related deaths. Hurricanes can also bring heavy rains with additional flooding and tornados. The strength of the hurricane will strongly influence response on the part of the public and can ultimately include the need to evacuate. There are five categories of hurricane based on wind speeds, central pressure and damage potential:

- **Category one** - winds 74 - 95 mph
- **Category two** - winds 96 - 110 mph
- **Category three** - winds 111 - 130 mph
- **Category four** - winds 131 - 155 mph
- **Category five** - winds greater than 155 mph

### Prior to a hurricane:

Fully understand the storm warning terminology used by weather forecasters and local agencies. The NOAA (National Oceanographic and Atmospheric Administration) provides a search link to such information at <http://www.noaa.gov/wx.html>. More precise information on how you might be affected will be available from a regional office of the National Weather Service. As the dangers increase, warnings will go from Hurricane Watch (a hurricane is possible within 36 hours...stay

tuned for additional advisories) to Hurricane Warning (a hurricane is expected within 24 hours...if advised to evacuate, do so immediately).

### Prepare your facility:

- Have your facility inspected for physical condition and compliance with local building codes. Damage from high winds of any kind are often more extensive when building structures have deteriorated due to lack of maintenance. Water leakage and subsequent damage from heavy rains and wind-driven water can also result due to poor maintenance practices. In addition, many facilities have been damaged or destroyed by hurricanes because they were not constructed according to local codes.
- Consider flood insurance, if available, and purchase insurance well in advance, as there may be a waiting period before it becomes effective.
- Take photographs and/or videotapes of your belongings. Keep records in a safe location.
- Know what actions to take for the protection of your facility in preparation for an approaching hurricane. Do windows have permanent storm shutters? Unless you can be assured materials will be readily available, have materials on hand to board up windows and doors if that becomes necessary. Where can sandbags be obtained if needed to fend off potential flooding?
- There may be times when local authorities deem your facility safer than anything else in the surrounding area and designate it as a place to evacuate to. This will place additional burden on the facility, while working with authorities to come up with a plan that addresses any additional supply needs: water, sanitary facilities, food, and other resources.
- Purchase a NOAA Weather Radio to monitor weather conditions. Monitor other media, as well.
- Know what community evacuation plans exist and work with local authorities to ensure your Plan is harmonious with what would be expected by local authorities.
- Ensure that any childcare facilities adhere to Plan requirements by local governmental agencies.
- Consider the purchase of an emergency generator where deemed critical to future operations.
- Total destruction of your property is also possible. How will your church or Church function if that happens?
- Know how and where to shut off all utilities.
- Explain to members what is expected of them. The safety of your church members, volunteers and children must always come first. Remember, disasters and other emergency events do not always go as planned, so the better we plan for certain contingencies the easier it is to make the right decisions when things go differently.

### Hurricane Incident Response

If local authorities issue warnings that a hurricane is going to affect your facility put all plans immediately into action:

- Secure the facility. Close storm shutters and/or board up windows. Secure loose outdoor objects or bring them indoors.
- Shut off all utilities.
- Place sandbags, if recommended and time allows (nothing shall hamper evacuation efforts).

- Employers cannot dictate how employees are to respond to hurricanes from home, although it is recommended that all individuals adhere to the advice of the local authorities managing the disaster.
- Prepare to evacuate to an inland location. Ensure that all vehicles are fully fueled and review the pre-determined evacuation routes.
- If an evacuation is ordered, residents should leave immediately, and follow evacuation routes announced by the authorities. Stay away from coastal areas and let others know where you are going.
- When evacuation is not required, residents should stay indoors and away from windows. The same will apply where authorities have relocated local residents to your facility. Do not be fooled by any lull in the storm, as winds will resume after the eye has passed by. Avoid “mobile” facilities, as they are extremely hazardous during hurricanes.
- Monitor radio and television broadcasts for updates on the storm.
- Avoid using phones except in an emergency to keep from jamming phone lines that are needed by emergency response personnel.
- Avoid areas subject to flooding.

#### After the hurricane

- If in a safe location, stay there until local authorities say it is safe to leave.
- Stay away from disaster areas unless requested to be there by authorities.
- Stay away from riverbanks, streams, and low areas prone to flooding, until the potential threat has passed.
- Remain tuned to local radio or television for assistance and information.
- Report broken gas, sewer or water lines.
- When business is allowed to continue, notify the conference of any damage sustained. They will in turn notify the insurance company who will send out adjusters and begin the process that leads to rebuilding. Take pictures of damage and separate damaged materials from undamaged. Keep records of all cleanup costs.
- Maintain a manageable schedule on any repairs and ensure that all work by volunteers or others is completed in a safe and correct manner.

## SEVERE WEATHER SAFETY DRILLS

### Be Prepared

Church should maintain preparedness kits which include the following:

1. Battery-operated weather radios and flashlights
2. Fresh supply of batteries
3. First Aid kit
4. Emergency water supply
5. Non-perishable snacks
6. Procedures for early dismissal (Pastor to decide, and may consult with Leadership Administration Team (LAT) if needed, personnel assigned to remain until all non-essential personnel are gone, etc.).
7. Contingencies for overnight accommodations if required

### Severe Weather Drills

Church should have a way to monitor the *Emergency Alert System* through a regular or weather radio powered by batteries or hand crank.

1. A different alarm signal is required for weather emergencies.
2. All persons should be brought inside buildings.
3. Designated areas should have short span ceilings and be located on the lowest floor of the building – hallways, restrooms, basements. Large rooms with free span roofs such as gyms, cafeterias, and auditoriums should be avoided.
4. Designated areas should be as free of windows and glass as possible.
5. Everyone should be instructed to remain in a crouched position, covering their heads with their arms for protection.
6. Record should be taken and everyone accounted for before signaling the - "all clear".

### Procedures

In the event of fire or severe weather:

1. Keep everyone calm.
2. Follow practiced procedures.
3. Determine if emergency personnel need to be contacted.
4. Determine the safest place for everyone to stay during emergency (away from building for fire, away from windows during storms, etc.).
5. Follow predetermined communication procedures.

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## **INTRUDER - HOSTAGE**

### **Intruder**

An intruder could be someone with a legitimate purpose on site (members and/or authorized visitor) or an unauthorized or unwelcomed visitor (stranger, non-custodial parent). Their presence on site could be a minor disruption or serious threat to everyone's safety.

### **Hostage Situation**

Hostage situations usually are brought about by an intruder on site, whether planned or spur-of-the-moment. The hostage taker is usually in a state of high frustration with demands that he/she feels have not been met or taken seriously.

### **Non-Custodial Parents**

Care must be taken that church leaders and any members are not placed in the middle of a tug-of-war between divorced parents and their child. Church's should have clearly written instructions and permissions concerning custody rulings, who has permission to pick up the child, etc., if any. Extreme care, courtesy and diplomacy must be used in dealing with these situations.

### **Before It Happens**

#### **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.

Steps can be taken to reduce the possibility of an intruder/hostage situation:

1. Keep all outside doors locked during Church hours.
2. Establish a routine for admitting and registering all visitors.
3. Request identification of utility workers, etc.
4. Notify the Pastor or Security & Safety Officer immediately of suspicious person or behavior.

### **What to do?**

#### **Intruder**

1. Request that the intruder leave the premises.
2. Advise intruder of consequences if he/she refuses to leave.
3. Immediately notify the Pastor & Security & Safety Officer.
4. Determine if any member is in physical danger.
5. Call 911 – provide a full description of the intruder.



6. If weapons or the threat of weapons are involved, keep members away from the area.
7. Provide police with a floor plan of the Church.
8. If intruder is in the building, follow emergency evacuation procedures if allowed by the intruder.
9. Account for all members; have members not involved away from immediate area.
10. Await clearance from police before resuming any scheduled activity.
11. Notify parents (if a child is involve) and authorized personnel in a timely fashion.
12. Keep detailed notes.

### Hostage Situation

1. Immediately notify the Pastor & Security & Safety Officer.
2. Call 911 immediately.
3. Give details of the situation with full description of suspect.
4. Seal off the area near the hostage scene.
5. Give control of the scene to the police.
6. Follow police instructions in addressing the safety of everyone.
7. Notify parents (if a child is involve) and authorized personnel.
8. Keep detailed notes of events.
9. Refer all media inquiries to the authorized spokesperson.

### If You Are Taken Hostage

1. Follow instructions of the hostage taker if legally possible.
2. Remain calm. Try to calm everyone present.
3. Treat the hostage taker as normally as possible; do not argue.
4. Calmly ask for permission to let others go.
5. Be respectful toward the hostage taker.

### 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.

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## **DISRUPTIONS / DISTURBANCES**

### **Demonstrations or Disturbances – Defined**

A public demonstration on Church grounds that has the potential to:

1. Disrupt Church activities.
2. Cause injury to members.
3. Damage property.

### **Be Prepared**

The following items usually found in Church can be useful in these situations:

1. Bull horn
2. Cell phone or two-way radio
3. Camera or camcorder (to document the disturbance and help in identifying participants).

### **Procedures**

In the event that a group should stage a demonstration or disturbance during Church hours, the following procedures should be followed:

1. Remain calm.
2. Avoid provoking or obstructing the demonstrators.
3. Account for all members.
4. Keep members in the church or designated area away from the demonstration.
5. Continue with the normal routine as far as possible.
6. Keep members informed to dispel rumors and calm fears.
7. Assess the situation to determine if police assistance is needed.
8. Notify the appointed contact persons (pastor, board chair, conference office, etc.).

### **Assessing the Issues**

It may be wise to address the issues that brought on the demonstration or disruption. Seek advice from professionals trained in dealing with this type of situation. In general:

1. After calm has been restored, a meeting could be scheduled with one individual serving as a spokesperson for the group. The administrator, board chair, pastor and conference official should be in attendance at the meeting.
2. The spokesperson should be given a certain amount of time to outline the grievances without interruptions.
3. After the spokesperson is finished, the group should be given opportunity to ask clarifying questions only; arguing, defensiveness or criticism should not be allowed.
4. Be courteous even if the spokesperson becomes agitated.
5. At the end of the time allotted, thank the spokesperson for his/her views.
6. Do not commit to any changes, simply state that the issues will be considered.

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# WEAPONS

## General Guidelines

### Weapons Brought to Church

Adventist Church should be havens of safety for all members. All weapons should be banned from Church and Church activities. Applicable provincial and federal laws or guidelines must be followed. Each local conference or Church should have a well-written statement about weapons, including a definition of the term. The following definition is recommended:

#### Weapon Definition:

A —weapon is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, mace, pepper spray or knife with a blade exceeding three (3) inches in length.

B —Weapon also includes any device that is either designed by its manufacturer or redesigned and/or altered by another for use as a weapon.

C —Weapon also includes any device in a member's possession while at Church, on Church property or at a Church-sponsored function that the member intends to use as a weapon for the infliction of permanent or temporary bodily harm or harm to property.

### Maintaining Weapons-free Church

#### Exception for Historical Artifacts or Special Occasions

This policy is not intended to preclude the occasional special display or use of historical artifacts or other appropriate props for a valid educational purpose even if the artifact or prop in question falls within the definition of a —weapon, provided advanced written approval for display or use is obtained. Such approval is required from the Church pastor (or Church Board, where applicable), unless the pastor is the person seeking approval, in which case approval is required from the Church Board.

### Expanded Definitions of Weapons

1. Any object, device or instrument having the appearance of a weapon.
2. Weapons listed above which are broken or non-functional.
3. Look-alike guns, toy guns and any object that is a facsimile of a real weapon.
4. Articles designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), intended or used to inflict bodily harm and/or intimidate.

### Procedures

If weapons are seen, reported or suspected, take immediate action:

1. Do not attempt to disarm the person.
2. Remain calm and try to calm the armed person.
3. Notify Pastor and Security & Safety Officer.
4. Call 911.
5. Attempt to separate all members from the area (see Intruder or Hostage situation in this manual).
6. Try to keep the person under surveillance until police arrive.
7. If suspect is unknown, document a detailed description of the person's physical characteristics, clothes, mannerisms, etc.
8. Notify authorized personnel: conference, board chair, pastor, etc.
9. Refer all media inquiries to the authorized spokesperson.

10. Follow predetermined immediate actions.
11. Meet with the appropriate decision-making body (Church Board) to determine long-term measures (if any).

### **Home Responsibility**

Young children may bring a weapon to church innocently or out of curiosity. Most provinces have laws holding parents responsible when weapons are brought to Church by a minor.

Know your local laws. While we are reluctant to cause disruption within a home situation, safety for the members of the church must come first. All laws must be obeyed.

**Take all weapons threats and/or violations seriously.**

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## VIOLENCE

Random acts of violence can occur at anytime, anywhere, to anyone, and as the media continues to report, churches are not immune. While unpredictable, in locations where protests, vandalism and/or civil disturbances are occurring, the potential for violence at a church facility may increase significantly. Economic factors may also play a role.

Fortunately such acts at churches are rare, but they can come in a variety of forms, including assault, robbery, rape and murder. In some cases there are ways we can help reduce the potential for violence through various security measures, including enhancing our physical security elements, increasing the awareness of our Elders, Deacons and church administrators and staff, volunteers and congregation as a whole. In extreme cases it may be necessary to consider help from outside security services.

### Awareness

Here at Mount Zion Filipino Church, security is a major concern. Report all suspicious activity or other concerns immediately to the Security & Safety Officer (Sam Camato).

While not always the case, in many instances, threatening phone calls or verbal altercations have preceded acts of extreme violence. All Elders, Deacons, staff and volunteers are to report suspicious activity, packages, threatening phone calls, verbal abuse and other potentially hazardous conditions or situations to the church administration (Pastor, Head Elder) and the Church Safety Officer immediately.

Prior to church services, meetings and events, Deacons shall perform a walkthrough of the interior and exterior of the church, inspecting for suspicious activity or items, strangers, vandalism or graffiti or other building conditions that may need to be repaired or covered. *(Note in some recent attacks at Churches and public buildings efforts have been made by the attacker to lock escape routes with chains on doors or vehicles pulled up to doors.)* If “forced entry” is evident, the church administration will call the local police to investigate. Check bathrooms, lofts, and other areas for trespassers.

Use the walkthrough as a time to also correct any unsafe conditions, like limbs or gravel on sidewalks and in parking areas, stored items in corridors or in front of exit doors, cords across aisles, etc.

If suspicious items are observed on the premises, do not touch. Contact the church administration and they will call 911. Where objects are suspected of being potential explosive devices or other hazardous objects capable of injury or destruction, the area will be isolated, and people kept away. Evacuation of the facility may be necessary.

During night meetings, observe lighting and shadowed areas. Report bulbs that are out. Maintain observation of parking areas and report any suspicious activity. Accompany a church attendee to his or her car if requested, but neither you nor the individual requesting the escort should go into the parking lot if there is any indication of potential danger. Report concerns and the church administration will make a determination on calling 911. If you spot an assault or burglary in progress, **call 911 immediately**, and then report to administration.

## Communications

Communications between Deacons, Elders and Pastoral staff shall be through the use of "pass codes". MZFC adapts the Standard Codes of Ontario to call for help, relay the type of emergency and for other purposes.

They are as follows:

<b>Code Yellow</b>	- Missing Person
<b>Code Orange</b>	- External Disaster, CBRN (Chemical, Biological, Radiological & Nuclear disaster) and MASS CASUALTY
<b>Code Red</b>	- Fire
<b>Code White</b>	- Violent Behavior Situation
<b>Code Blue</b>	- Cardiac Arrest / Medical Emergency
<b>Code Green</b>	- Evacuation (Pre-cautionary); CODE GREEN STAT (Crisis)
<b>Code Brown</b>	- In-facility hazardous spill or flood
<b>Code Purple</b>	- Hostage taking
<b>Code Black</b>	- Bomb Threat / Suspicious object
<b>Code Grey</b>	- Infrastructure loss or failure; CODE GREY BUTTON-DOWN external air exclusion

## Suspicious Persons

Early detection helps prevent major incidents. Church greeters are to remain alert for church visitors whose behavior appears inconsistent with those arriving for the purpose of worship. Greeters should exercise caution and engage those who arouse suspicions in friendly conversation to determine the nature of their visit. (At times where deemed a higher potential for violence exists, a Deacon or Deacons shall also be posted in the lobby area and will supplement the greeters, engaging in conversation with and welcoming visitors.)

## Threats

While an individual approaching the church with a gun will be an obvious threat, the majority of the time, it will be necessary to read the "signs," like mannerisms and body language, individuals talking to themselves, intoxication and belligerent attitudes.

Access will be firmly, but respectfully denied to individuals who exhibit\_\_\_\_\_.

## Shots fired

If an altercation takes place, weapons are brandished or shots are fired, the main concern is protection of the church congregation, workers, volunteers and children.

**Call 911** immediately.

Attempt to maintain a separation between the shooter and the congregation. Where possible, initiate a "lockdown" of the facility. Lock doors and close off areas of the church. If the best alternative appears to be to remove members and visitors from the premises, do so as quickly as possible. In either case, the Pastor, an Elder or other church official will immediately take charge and issue orders for the Deacons to secure the building and for other areas to be secured, as well.

If a shooter penetrates the sanctuary and begins shooting randomly, take cover behind pews, pillars or

balconies. If the shooter is focused on targeting a pastor or other church leaders at the front, creating a ruckus and direct confrontation, while dangerous, may allow for the shooter to be overwhelmed from behind.

### Security Services and Guards

A number of liability and insurance issues exist in the use of security guards, armed or unarmed. Contact the Conference and your insurance carrier for additional information if considering such actions.

*(NOTE: These are sample protocols. Additional measures may be necessary for your facility. Work with local law enforcement and your Conference when developing your church's security measures and protocols.)*

*Andrew G. Mills, a lieutenant in the San Diego, California police department, in his article "Shooter in the Church," emphasizes the need to know the plans and capabilities of the local police. Two points of emphasis include the following:*

*Designate one of your church leaders to meet with the police and review their strategy for responding to a shooting in your building.*

*Educate your congregation on your church's policies for responding to an emergency, perhaps through a brochure or a segment of your new member's class.)*



## Shelter In Place/Lockdowns

The term *Shelter-In-Place or Lockdown*, in this context shall mean to seek immediate shelter at a designated location within the building and remain there during a chemical or biological event, violence, or other emergency where evacuation would actually increase the risk of injury to employees, volunteers, visitors, children or others in the facility. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location in your office, church or Sabbath Church classroom is the preferred method of safely waiting out one of these events, blocked exits or other conditions. Preparations made in advance, can enhance safety during the event.

If asked to shelter in place or Lockdown by the organization's administration:

- Remain calm
- If you are outdoors, go inside immediately (an interior room without windows is preferable). Do not call 911 unless there is need to report an immediate life-threatening situation. Do not attempt to get children from their Church or daycare center. Staff members at Church and daycare centers are trained to protect children under emergency conditions and will institute shelter-in-place and lockdown procedures at their designated locations. (NOTE: Building designs and other conditions will strongly influence the appropriate response, as will the type of emergency, i.e. chemical release, violence, etc.)
- Close all windows and doors.
- If the emergency is a chemical release and shelter in place is initiated:
  - Provide telephones or intercoms that allow for communication outside the building.
  - Place pre-cut plastic sheeting over windows, and tape in place.
  - Close or cover all outside air vents.
  - Turn off cooling, heating or ventilating systems.
  - Cover cracks under doors with damp towels.
  - Tape cracks and other openings such as electrical outlets.
  - Monitor portable radios for instructions from emergency officials.
  - Remain sheltered until authorities indicate it is safe to leave.
- If the emergency is a shooter or potential shooter and:
  - Where possible, quickly determine whether evacuation of an area or areas is safer than a lockdown of the facility that attempts to keep the shooter separated from occupants. (NOTE: Local authorities may feel lockdown is the safest way to protect those occupants inside the building yet outside the immediate view of the shooter.)
  - If lockdown is initiated, remain inside out of view of windows, where possible.
  - Lock and barricade doors, but leave lights on to assist in searches conducted by police.
  - Where possible, tip over desks and chairs to form an additional barricade for occupants to hide behind.
  - Provide telephones or intercoms that allow for communication outside the building.
  - Remain in lockdown until authorities confirm it is safe to leave.

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## BOMB THREAT

### **Warning**

*Under no circumstance should occupants leave the building, unless you have received instructions to do so from your Fire Marshall, the floor leader or any other authorized personnel.*

*Once a bomb threat has been made, it can be dangerous to walk around the building until the object has been found since it may explode at any moment. Bomb threats often come in the form of packages that are left in high-traffic areas such as hallways, staircases, under stairs, in a covered parking lot, etc. Therefore, these areas need to be inspected thoroughly before an evacuation takes place.*

### **How To Identify Suspicious Packages and Letters:**

Some characteristics of suspicious packages and letters include the following:

1. Insufficient or excessive postage
2. Handwritten or poorly-typed addresses
3. Incorrect titles
4. Title, but no name
5. Misspellings of common words
6. Oily stains, discolorations or odor
7. No return address
8. Excessive weight
9. Lopsided, rigid or uneven envelope
10. Protruding wires or aluminum foil
11. Excessive security material such as masking tape, string, etc.
12. Visual distractions
13. Ticking sound
14. Restrictive endorsement markings, such as —Personall or —Confidentiall
15. Postmark showing a city or state that does not match the return address
16. Brown paper wrapping, tied with twine
17. Foreign mail, air mail and/or special delivery

### **Anthrax and Other Biological Agent Threats**

#### **Do Not Panic!**

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

### **Handling Suspected Contaminated Material**

1. Call 911 immediately.
2. Don't shake, open or empty the contents of any suspicious envelope or package.
3. Leave the room, close the door, seal off the area.
4. Do not wash hands until instructed by law enforcement.

5. List all personnel that were in the area and keep them restricted to one area.
6. Follow emergency personnel instructions for removing and disposing of contaminated clothing.
7. Follow emergency personnel instructions for cleaning the contaminated area.

#### **Threat by Phone:**

1. Obtain detailed information about the exact location of bomb, detonation time, description and type of explosive.
2. Record in detail all information including accents, background noises, emotional state of caller; note date, time, caller ID and incoming phone line used.
3. Keep the line open, keep the caller talking as long as possible, do not hang up the phone even if the caller does.
4. If possible, have someone call 911 on another line other than a two-way radio or cell phone.
5. Evacuate the building according to fire drill procedures.
6. Leave doors and windows open.
7. Do not re-enter building until declared safe by fire or police personnel.

#### **VERY IMPORTANT:**

**Cell phones, two-way radios or any transmitting device can be used as detonation devices for bombs. They should be turned off and not used until permission is given by emergency personnel.**

#### **Suspicious Device:**

1. DO NOT TOUCH OR MOVE ANY SUSPICIOUS PACKAGE OR DEVICE.
2. Do not open drawers or cabinets, or turn lights on or off as such actions may trigger the device.
3. Secure area, preserve scene, be aware of the possibility of more devices.
4. Evacuate the area according to fire drill procedures.
5. Leave doors and windows open.
6. Call 911 on a phone other than a cell or two-way radio.
7. Wait for fire or police personnel to move or dispose of device.
8. Do not re-enter the area until declared safe by fire or police personnel.

**Evacuation sites must be a minimum of 300 feet from any building.**

The people in charge of the site (safety officer and property manager) will evaluate the situation with police services and the person who took the call. Police services and/or fire services will take charge of the situation. Depending on the assessment of the details, a visual inspection may take place. Each emergency response unit will then have to proceed with a visual inspection of the premises and will confirm with the people in charge when their area has been checked. To ensure safety, if a suspicious package has been discovered, the premises will be evacuated according to instructions.

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## **BURGLARY - VANDALISM**

### **General Information**

In the case of either burglary or vandalism, it is important to keep the area free of contamination. That is to say, walking into or through the area, touching or moving items can compromise the ability to investigate the scene for possible clues to the perpetrators. All evidence at the scene is pertinent, i.e. fingerprints, shoe prints, trash, strands of hair, etc.

Losses will be determined as the investigation progresses. Risk Management or the Church insurance provider should be notified, along with the local law enforcement authorities, and must be allowed to complete their investigations before any attempt to clean up is made.

### **Burglary**

1. If a break-in is suspected, do not enter the building.
2. If a break-in is discovered after entering, do not touch anything.
3. All evidence at the scene is pertinent, i.e. fingerprints & shoe prints, trash, strands of hair, etc.
4. Seal off the area and call the police from a near-by phone or cell phone.
5. Wait for the authorities to advise when clean-up and repairs can begin.
6. Notify the appointed contact persons (board chair, conference office, etc.).
7. Work through the local conference Risk Management office regarding cost recovery of stolen items and/or repair of damages.

### **Car Break-in**

1. If a break-in is discovered, do not touch anything.
2. All evidence at the scene is pertinent, i.e. fingerprints & shoe prints, trash, strands of hair, etc.
3. Seal off the area and call the police from a near-by phone or cell phone.
4. Wait for the authorities to advise when clean-up and repairs can begin.
5. Notify the appointed contact persons (board chair, conference office, etc.).
6. Work through the local conference Risk Management office regarding cost recovery of stolen items and/or repair of damages.

### **Vandalism**

1. Do not enter building if vandalism is discovered before entering.
2. Do not touch anything if vandalism is discovered after entering.
3. All evidence at the scene is pertinent, i.e. fingerprints & shoe prints, trash, strands of hair, etc.
4. Seal off the area and call police from a near-by phone or cell phone.
5. Determine if the extent and type of vandalism requires cancelling classes pending clean-up.
6. Wait for the authorities to advise when clean-up and repairs can begin.
7. Notify the appointed contact persons (board chair, conference office, etc.).

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# CHILD ABUSE REPORTING

## Definition:

Child Abuse is defined as:

1. Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred.
2. Emotional abuse, a pattern of behavior that attacks a child's emotional development and sense of self-worth. This includes excessive, aggressive or unreasonable demands, constant criticizing, belittling, insulting, rejecting and teasing. Emotional abuse is also withholding love, support and guidance.
3. Sexual molestation or harassment. Consensual or non-consensual sexual activity or pregnancy of a girl under the age of 18 with someone more than three years her senior (including other children), or with any staff member, volunteer or agent.
4. Neglect which leads to physical harm.

## Mandatory Reporting Facts

Everyone has a duty to report child abuse and neglect under Canadian child welfare laws. Professionals who work with children and youth have an added responsibility to report. Anyone who has reasonable grounds to suspect that a child is being abused or neglected is required to report their concerns to the child welfare agency, social service department, or police. Anonymous reports are accepted and acted upon. Failure to report suspected child abuse can result in criminal and/or civil liability.

Unfortunately, in our Churches, it can become obvious from whence the report was made. However, suspected abuse **MUST** be reported.

The teacher/person suspecting abuse or to whom the abuse has been revealed is the responsible party for reporting. Leaving reporting up to another party such as the pastor or other leaders/members does not remove the responsibility. Follow-up is a must to ensure reporting.

## More Information Available

For more details on reporting as well as recognizing the signs of possible child abuse situation, contact the local Child Protective Services or visit government websites such as the Canada Department of Justice .

(<http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/child-enf.htm>), the Public Health Agency of Canada (<http://www.phac-aspc.gc.ca/nctv-cnivf/resources-eng.php>), or the Canadian Child Welfare Research Portal (<http://www.cecw-cepb.ca/faqs>).

## A Plea or a Sermon?

More and more child abuse cases are coming to light both in our world and in our Churches. Without becoming paranoid over each bruise, Church staff should become familiar with the common signs and procedures of dealing with these situations. Saving a child from permanent scarring, physical or emotional, is also a part of our responsibility as a Seventh-day Adventist Christian Church.

Reluctance to report, knowing that it can cause disruption to a family unit, is normal; however, the effects of child abuse can be lifelong. Church leaders and members have moral as well as legal responsibilities.

**Every province has a hotline for reporting abuse and neglect. See page 7.**

## **Types of Abuse**

Child abuse comes in several forms. The most common include:

1. Physical
2. Emotional
3. Sexual
4. Neglect

## **Suspected Child Abuse**

1. Contact a child protection social worker at the local child welfare services (children's aid society or child and family services agency) or provincial social service ministries or departments, or local police. This can be done anonymously to confirm if the situation will require official reporting.
2. Do not investigate or interrogate; leave that to the appropriate authorities.
3. Notify the appointed contact persons (board chair, conference office, Church counselor, etc.).
4. Do not notify parents unless instructed to do so by the appropriate authorities.
5. Resist the temptation to counsel or allow others to counsel with the people involved. Leave counseling to the professionals.
6. Keep the situation in prayer.

## **If Reported by a Child (for self or on behalf of a friend)**

1. Avoid denial and remain calm and reassuring. Do not react negatively (shocked, disgusted, disbelief).
2. Don't interrogate. Let the child explain in his/her own words. Don't ask leading questions; leave investigation to the experts.
3. Reassure the child that he/she has done nothing wrong to receive the abuse.
4. Reassure the child that he/she did the right thing to tell an adult.
5. Contact the appropriate authorities as described above.
6. Do not notify parents unless instructed to do so by the appropriate authorities.
7. Notify the appointed contact persons (board chair, conference office, etc.).
8. Keep the situation in prayer.

**THIS IS NOT A MATTER OF CHOICE, IT IS THE LAW**

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## COMMUNICABLE DISEASES/PANDEMICS

### Epidemics vs. Pandemics – Defined

Epidemics and pandemics refer to the spread of infectious diseases among a population. The difference between an epidemic and a pandemic is two-fold.

1. An epidemic is defined as an illness or health-related issue that is showing up in *more cases than would be normally expected*.
2. Pandemic is normally used to indicate a far higher number of people affected than an epidemic in a much larger geographic region.

### Common Causes

Any communicable disease can cause an epidemic. It may be very local or can become world-wide (strains of influenza). Small pox, measles, polio, SARS, colds and influenza (seasonal, Hong Kong, Spanish, swine 1970s & 2009) are among the more common communicable diseases.

### Encourage and Practice Good Hygiene

Provide the following:

1. Disposable tissues within easy reach.
2. Waste baskets with plastic liners in more than one location.
3. Waterless hand sanitizers.

### Encourage Everyone to:

1. Wash hands frequently.
2. Cover nose and mouth when coughing and/or sneezing.
3. Stay home if not feeling well (i.e., fever, sore throat, etc.)

### Epidemic – Pandemic Procedures

In the event of a communicable disease outbreak or health threat, follow guidelines and procedures issued by community health departments and/or federal government.

### Government Websites

<http://origin.phac-aspc.gc.ca>  
<http://www.hc-sc.gc.ca>

Public Health Agency of Canada  
Health Canada

### To Close or Not to Close?

If the outbreak is contained within the Church community and is not considered life-threatening, the general practice is to close Church only if there are fewer than 50% of the members in attendance. It is always advisable to consult with the Local Conference Office.

If the outbreak is more wide-spread, follow directives from local public health authorities in consultation with the conference office.

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## FIELD TRIP EMERGENCIES

**Before leaving on any off-site activity, be familiar with Education Code policies covering these types of activities.**

### **Before Any Field Trip**

1. Follow procedures for obtaining approval from the respective entities.
2. Obtain proper insurance.
3. Ascertain that all vehicles and drivers involved in transporting members have proper insurance and licensure.
4. Obtain and carry on the trip proper permission forms signed by parents.
5. Obtain and carry on the trip the consent for medical treatment forms.
6. Leave a list of everyone on the trip at the Church.
7. Provide a first aid kit that is adequate for the number of participants.

### **Adventist Risk Management Planner**

Risk Management provides a *Field Trip and Outing Planner* on their website ([www.adventistrisk.org](http://www.adventistrisk.org)) which can help assure that all the bases are covered in planning safe field trips. Check Resource Gateway—Forms—Risk Control Forms—Field Trip Form.

### **Brief All Personnel**

In recent years, restrictions have been placed on what non-medical personnel can do with ill or injured minors. Be sure all adults accompanying or assisting with the off-site activity have been briefed on the emergency procedures.

**If possible, include a trained medical professional for trips involving a full day or longer.**

### **In the Event of an Accident on a Field Trip:**

1. Remain calm.
2. Evaluate the nature and seriousness of the injuries.
3. Administer first aid if injuries are minor.
4. Call 911 for all other cases.
5. Do not attempt to move injured person unless there is a threat of danger leaving them where they are.
6. Be calm and reassuring to injured person.
7. Calm and move uninjured person away from the scene.
8. Call an appropriate party at the Church to alert them of the situation.
9. Complete an accident report upon returning to the Church.

### **In the Event of Someone Becoming Seriously Ill While on a Field Trip:**

1. Remain calm.
2. If possible, assess the cause of the illness (ongoing problem, allergic reaction, onset of a communicable disease, etc.)
3. Call 911 if immediate attention is needed.
4. Notify parents and Church personnel.
5. Arrange for ill person to return to the Church or home if possible.
6. Have an adult accompany him/her to doctor, emergency room, or back to Church.

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## HARASSMENT - BULLYING

### Harassment – Bullying

A fine line exists between harassment and bullying. Both include much of the same behavior. Bullying is more often defined as one-on-one behavior, perhaps use superior strength or influence to intimidate (someone), typically to force him or her to do what one wants. involving physical threats or abuse. However, defined behaviors are very similar for either harassment or bullying.

The Canadian Human Rights Commission defines harassment as —any unwanted physical or verbal conduct that offends or humiliates you.

([http://www.chrc-ccdp.ca/discrimination/what\\_is\\_it-eng.aspx](http://www.chrc-ccdp.ca/discrimination/what_is_it-eng.aspx)).

Harassment and bullying in a Church setting may include anyone.

Behaviors can include:

1. Sexual harassment
2. Teasing
3. Excluding
4. Physical threats or abuse
5. Threatening or hazing
6. Damaging or stealing belongings
7. Demanding money
8. Cyber bullying

### Cyber Bullying

Cyber bullying is defined as using technology to threaten, insult or harass. Cell phones, text messages, emails, instant messaging, social networks can all be used to quickly and aggressively spread rumors, threats, hate mail or embarrassing photos.

Long-term consequences can result in using these devices – once messages are sent out, there is no way to take them back. Employment as well as legal issues can be at stake.

### Flirting vs. Harassment

Adolescent flirting is different from harassment. Flirting is reciprocal, flattering and boosts self-esteem; it isn't demeaning or one-sided and doesn't result in feelings of powerlessness.

### Church Responsibility

Churches are ultimately responsible for creating an environment free of harassment. Lawsuits can result if incidents are not dealt with in a timely manner. **Church should have policies detailing exact behaviors deemed to be inappropriate.** Educating everyone on what is acceptable behavior and what is not is an important step in prevention.

**Churchs should take seriously and react swiftly when dealing with reports of harassment.**

### Before It Happens

Steps can be taken toward creating a safe environment:

1. Develop policies and procedures for acceptable and unacceptable behaviors.
2. Educate everyone regarding these policies.
3. Educate everyone on how to report harassment, either as a victim or if observed.
4. Educate everyone on procedures for victims of cyber bullying.
5. Educate everyone that false accusations are a form of harassment.
6. Provide adequate supervision at all times when dealing with children.

### **Responding to a Report of Harassment**

In addition to the following guidelines, Church must become acquainted with the local and government laws concerning reporting harassment where applicable.

1. Take complaints seriously.
2. Investigate promptly.
3. Keep detailed documentation.
4. Respond appropriately for age and offense.
5. Maintain confidentiality.
6. Assure the victim that appropriate corrective action has been taken.
7. Do not tolerate retaliation, open or subtle.
8. Inform and cooperate with parents in solving the issues (in cases where children are involve).

### **Possible Appropriate Corrective Actions**

The age of the perpetrator and the seriousness of the offense should be taken into consideration.

1. Discipline can range from counseling to reporting to the authorities.
2. Progressive discipline is encouraged, but the consequences should reflect the gravity of the offense.

### **Responding to Cyber Bullying**

Members, especially young people should be informed of the following steps if they receive harassing or inappropriate text messages:

1. Never, ever respond to the message sender.
2. Report it as soon as possible to a trusted adult. If that person doesn't help, tell others until someone does.
3. Save or print the message to keep a record of offense.
4. Contact Internet or wireless provider to find out how to block messages or change the phone number.
5. Prevent future harassment by only keeping contact information of close, trusted friends and family members. Never post personal information on social websites.

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## HAZARDOUS MATERIALS

Chemicals are found everywhere. While most are used to improve quality of life, they can also cause injury and death. In Church settings, the most common threat involves inappropriate storage and/or handling of chemicals, use as cleaning agents.

### Storage of Common Chemicals

A more common hazard in Adventist Church involves the storage of cleaning supplies, paint, oily rags, mowers, fuel, etc. These should always be kept in locked storage with access only by authorized adults. They should never be stored in electrical rooms, under stairs or sinks, in corridors, unlocked cabinets or closets. Storage away from the building is recommended for more flammable materials such as fuel for mowers, etc.

Adventist Risk Management has a comprehensive check list that can be used to assure safety of all areas of the Church plant. This checklist can be found at the Adventist Risk Management website, [www.adventistrisk.org](http://www.adventistrisk.org). Click Resource Gateway—Forms—Risk Control Forms—Church Safety Self-Inspection Form.

### Public Spills and Hazards

The most common chemical hazards come from accidental spills from commercial storage or transportation. Should Church be involved in this type of situation, administration should follow instructions provided by the public authorities.

See the Emergency Preparedness and Response page of the Public Health Agency of Canada, <http://www.phac-aspc.gc.ca/ep-mu-index-eng.php> for further information.

**All staff should be instructed how to turn off the ventilation system in their areas.**

*(Ventilation systems may be a unit system controlling individual rooms or a multi-zone system controlling more than one room or the whole building.)*

### Prevention

Periodically check to assure that:

1. Vent hoods and ducts are working and cleaned regularly.
2. Cleaning supplies are out of reach to children or are in locked cabinets.
3. Flammable/combustible supplies are in ventilated, locked storage away from electrical/furnace rooms, stairwells and classrooms.
4. Lawn maintenance equipment is properly stored in ventilated areas.

### Procedures

When hazardous materials contaminate the environment, two options are feasible: **shelter in place** or **evacuate**.

## **Shelter in Place**

Procedures for contamination from spillage (chemicals, chlorine, pesticides):

1. Isolate the area. Move everyone away to a safe area.
2. Turn off ventilation system if fumes are strong.
3. Administer first aid or call 911 if needed.
4. Determine if professional help is needed to clean the spill.
5. Do not attempt to clean spillage if chemical is unknown or area is large.
6. Notify authorized personnel.
7. Notify parents (if children are involve) and inform what to look for if exposure could result in symptoms that could appear later.

## **Evacuate**

Procedures for air borne contamination (gas leaks, carbon monoxide):

1. Evacuate the building as necessary.
2. Open all doors and windows.
3. Turn off ventilation system.
4. Call utilities or fire department to correct problem.
5. Administer first aid or call 911 as needed.
6. Notify authorized personnel.
7. Notify parents (if children are involve) and inform what to look for if exposure could result in symptoms that could appear later.
8. Do not re-enter the building until the source of the problem has been identified and repaired.

**First priority should be given to everyone's safety, then to the environment and then to property.**

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# MISSING - RUNAWAYS - KIDNAPPING

## General Information

### Supervision

The most important practice in preventing emergencies involves proper supervision at all times. Playgrounds, hallways, washrooms, sports events, field trips, and outside church activities are particularly vulnerable times for the unexpected to happen. These can also be the least supervised activities.

Active supervision is required, not just the presence of an adult. Attention should be focused on the children and their activities. The younger the children, the more supervision is required.

### Missing - Runaways

Adolescents may leave church when they are upset or unhappy with friends, parents or with a church leader.

### Custody Issues

Church should have clearly written instructions and permissions concerning custody rulings on who has permission to pick up the child, etc. Non-custodial parents who are in a legal battle may try to contact or remove a child without authority. Care must be taken that church administration and leaders are not placed in the middle of a —tug of war between divorced parents and their child.

### Visitors

The importance of having a record of who enters and leaves the church premises cannot be overemphasized.

### Prevention

Good administrative practices are helpful in keeping the church environment a safe place:

1. See that children are supervised by their parents at all times, particularly in the rooms, halls, washrooms, playground, and during arrival and dismissal.
2. Require all visitors (including parents) to sign in and out during church activities such as VBS.
3. Have on file copies of custody issues, whom to contact, who receives grades, bills, communication, etc.

## Procedures

### Missing - Runaway

If a child is missing:

1. The Children's Volunteer will double count kids, figure out who is missing.
2. Notify the church pastoral staff or Security & Safety Team Officer (Coordinator) and/or member immediately.
3. During a service, available staff and Security & Safety Team meet at the designated area to coordinate the search.
4. Remain calm and don't spread the rumor of missing child. Alarming people doesn't help and makes communication difficult.
5. Notify parent/guardian immediately.
6. Security & Safety Team Coordinator will send volunteers to search all areas.
7. If not found in any areas after reasonable time (up to 15 minutes of search), or at parents/guardian request, Safety Team Coordinator or his designee will call 911.
8. Document any information or facts surrounding the incident: when and where child was last seen, description of person and clothing, after-Church activities, names of friends, etc. –To be completed by Safety Team Coordinator or designee.
9. Speak to missing child's friends to obtain any information they can provide as to whereabouts, frame of mind, usual hangouts, etc.
10. Notify authorized personnel: local conference, board chair, pastor, etc.
11. If lockdown is necessary, the church pastor or designee will initiate lockdown procedure.
12. When situation is resolved, complete an incident report.

### Kidnapping

In most cases, the child knows the abductor, which puts a bigger burden on the church staff & leaders to know who is on the church premises and who is authorized to be near the child and/or take the child off church premises.

1. Call 911 immediately
2. Notify pastoral staff, safety team coordinator.
3. Notify parent/guardian immediately.
4. If lockdown is necessary, church Pastor will initiate lockdown procedure..
5. Document any information or facts surrounding the incident: when and where child/adolescent was last seen, description of child/adolescent and clothing, any visitors on church, etc.
6. Interview any witnesses.
7. Cooperate with family and police.
8. Notify authorized personnel: local conference, board chair, pastor, etc.
9. Refer all media inquiries to the authorized spokesperson.
10. When situation is resolved, complete an Incident Report.

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# SUICIDE THREAT

## Facts on Child and Adolescent Suicide

Recent statistics suggest that suicide is the second cause of death among college students, third leading cause of death for 15- to 24- year-olds, and the sixth cause of death for 5- to 14-year-olds. The rate of suicide for teens has tripled since 1960. Attempted suicides are even more common.

## Know the Warning Signs

Four out of five teens who attempt suicide give clear warnings. Suicidal adolescents may view a temporary situation as a permanent condition. Feelings of anger and resentment combined with exaggerated guilt can lead to impulsive, self-destructive acts. *Knowing the warning signs is vital.*

Warning signs can include:

1. Threats of suicide – either direct or indirect.
2. Verbal hints (“I won’t be around much longer” or “It’s hopeless”).
3. Putting affairs in order (e.g. giving or throwing away favorite possessions).
4. Sudden cheerfulness after a period of depression.
5. Hallucinations or bizarre thoughts.
6. Obsession with death (poems, essays and drawings that refer to death).
7. Dramatic change in personality or appearance.
8. Changes in eating or sleeping patterns.
9. Severe drop in Church performance.
10. Previous attempts (25-50% who succeed have previously attempted suicide).

## Know the Recommended Prevention Steps

1. Familiarize all leaders with the warning signs.
2. Educate all members in the causes, signs and resources for getting help.
3. Provide an atmosphere where a young people feel safe in alerting adults should they feel suicidal or suspect a friend may be.
4. Have a trained counselor available, if not on staff, at least on call.
5. Be alert during times of extra stress in the school calendar (test weeks, before and after holidays and home leaves, graduation, etc.).
6. Be informed concerning —death defying games that can lead to accidental death (holding breath or choking until passing out, chemical sniffing, etc.)

## Know How to Respond Should Suicidal Behavior be Observed

1. Offer help and listen. Encourage the student to talk about his/her feelings. Listen, don’t lecture.
2. Pay attention to talk about suicide. Ask direct questions and don’t be afraid of frank discussions. Silence is deadly!
3. Seek professional help. It is essential to seek expert advice from a mental health professional.
4. Alert key adults in the person’s life – family, friends, teachers.
5. Trust your instincts. If it seems that the situation may be serious, seek help promptly. If necessary, break a confidence in order to save a life.

## Remember!

1. Take the warning signs seriously.
2. Get help immediately.
3. Caring can save a young life.
4. **"Most depressed people are not suicidal, but most suicidal people are depressed."** (*afsp.org*)

## Contact Numbers

**1-800-999-9999**

**1-800-448-3000**

**911**

For provincial crisis centres, go to: <http://www.suicideinfo.ca/csp/go.aspx?tabid=77>

## Response to Suicide Threat or Attempt

1. Protect others from witnessing a traumatic event.
2. Remain calm when communicating with the person.
3. Do not leave the person alone.
4. Remove any firearms, drugs or sharp objects that could be used for suicide.
5. Provide privacy for counseling.
6. Call a suicide prevention —hotline or 911 immediately.
7. Contact parents.
8. Notify authorized personnel: conference, board chair, pastor, etc.
9. Refer all media inquiries to the authorized spokesperson.

## Follow-up Procedures

### For Suicidal Person:

In order to continue to function, the person who threatened or attempted suicide will need:

1. Access to on-going professional counseling (consult with the local office for mental health if family is unable to provide).
2. Continued support and monitoring by counseling personnel and/or a trusted person.
3. Support and encouragement to stay on medication if prescribed (time and persistence is required to find the right medication for each case).
4. A supportive environment from peers and other members/leaders while learning to deal with issues before they become a crisis.

### For Leaders and Members:

Suicidal situations affect some leaders and members of the Church. Post trauma counseling may be needed after a threat, attempt, or actual suicide has taken place by a person on or off site, or by a family member. Leaders and members may need advice on:

1. How to relate to the suicidal person upon his/her return to the church.
2. How to be supportive and help prevent further attempts by the person.
3. What to look for to prevent another crisis.
4. How to relate to family members of an off-site suicide situation.
5. How to cope with their own feelings after this type of situation.



**Visit these websites for more detailed information:**

*Centre for Suicide Prevention – <http://www.suicideinfo.ca>*

*Canadian Association for Suicide Prevention – <http://www.casp-acps.ca/>*

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## APPENDIX 1: MEDICAL EMERGENCY INCIDENT RECORD

<b>DATE</b>	
<b>INJURED PERSON</b>	
<b>COMPLETED BY</b>	
<b>WHERE WERE YOU WHEN INJURY OCCURRED?</b>	
<b>DESCRIPTION OF INJURY AND HOW IT OCCURRED.</b> (Use back if space is more needed)	
<b>WITNESSES:</b>	
<b>ACTION TAKEN / MEDICAL TREATMENT PROVIDED:</b>	

## APPENDIX 2: THREATS CHECKLIST

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.

### **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 all applicable)*

Male	Female	Adult	Youth	Estimate Age: _____
Black	White	Hispanic	Asian	Other: _____
Accent	Angry	Calm	Clearing Throat	Cracking Voice
Coughing	Crying	Deep	Deep Breathing	Disguised
Distinct	Excited	Giggling	Loud	Nasal
Nervous	Normal	Ragged	Rapid	Raspy
Sincere	Slow	Slurred	Soft	Stressed

If voice is familiar, whose did it sound like? \_\_\_\_\_

**Background Noise:** *(Circle all applicable)*

Music	Children	Typing	Airplanes	Machinery	Cars/Trucks
Animal Noises	House Noises	Kitchen Noises	Street Noises	Booth	PA System
Conversation	Motor	Clear	Static	Office Machine	

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

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**Threat Language:** *(Circle all applicable)*

Incoherent	Message Read	Taped	Irrational	Profane	Well Spoken
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Other Information: \_\_\_\_\_

**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 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: BUILDING EMERGENCY SYSTEMS**

*This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:*

### **Fire/Smoke Detection and Warning**

*Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting*

### **Emergency Power System**

*Recommended information: emergency power backup equipment*

### **Recognizing an Alarm System Warning**

*Recommended information: description of warnings (sound, light)*

## APPENDIX 5: 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 worse 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

<b>Hazards</b>	<b>Possibility</b>	<b>Employee Impact</b>	<b>Property Impact</b>	<b>Economic Impact</b>	<b>Total Possible Impact</b>
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite Haz/Mat*					
Off-site Haz/Mat*					
Bomb Threat					
Civil Unrest					
Utility					

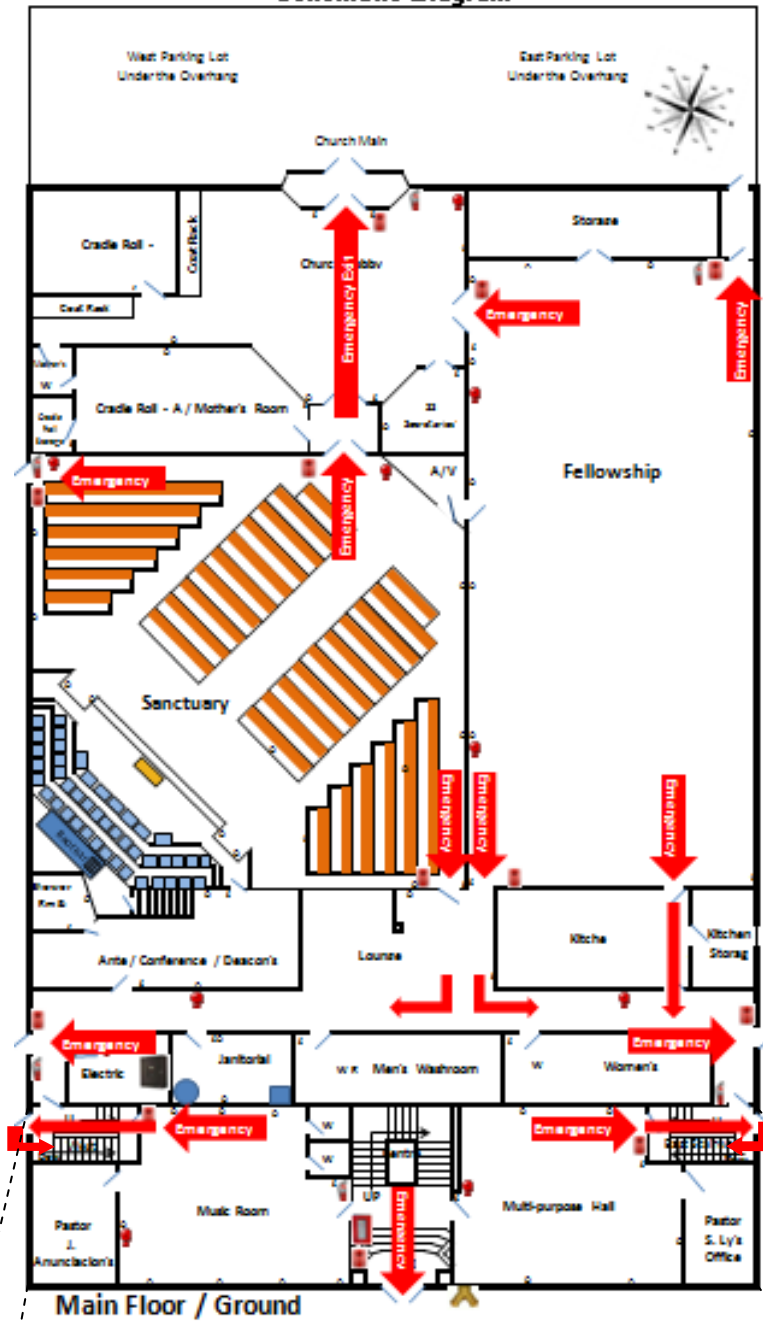
\* Haz/Mat means Hazardous Materials



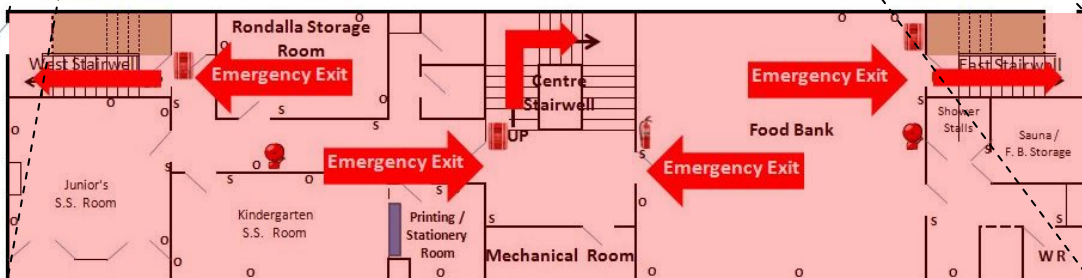
## APPENDIX 6: EVACUATION LOCATION/SHELTER IN PLACE MAPS

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

### Mount Zion Filipino Seventh-day Adventist Church 140 St. Regis Cres., Downsview, Ontario M3J 1Y3 (416) 631-6558 Schematic Diagram



### Basement (Shelter in Place)



## APPENDIX 7: OUTSIDE TRIAGE AREA MAPS

*(Copy of this appendix in each room in the building - with directions to "Outside Triage Area")*

