



THORNAPPLE VALLEY  
**CHURCH**

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**EMERGENCY  
ACTION PLAN**



# INTRODUCTION

TVC wants to be proactive and have a plan in place if an emergency were to occur at our church. We seek to provide a safe and secure worship environment for our church members and our guests. Our goal is to create an alert and aware environment that may be able to prevent an emergency from occurring.

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

In caring for "our people", we must face the reality that emergencies happen and prepare for their eventuality. Places of worship have always been subjected to emergencies such as medical issues, fires, power outage, etc., plus the forces of nature, such as winter storms and tornados. The time in which we live today, however, seem to have brought the world, with it's crime and uncertainty, right into the place we deem most sacred.

It has been said, "we need to PRAY for the best, plan for the worst and TRUST GOD for His hand of protection upon our church." Therefore, relying upon our "TVC CORE VALUES", of "TOGETHERNESS, LOVING ONE ANOTHER, COMMITMENT AND REACHING OUT," as the family of God, we can handle any of the world's emergencies.

This Emergency Action Plan (EAP) consists of six categories of incidents:

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

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Our mission at TVC is connecting people with God. Whether you have a deep relationship with Jesus or still have questions, we are here to walk alongside you through your faith journey.

**TVC MISSION**

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In the event that you discover a small fire, notify Safety Team Lead as soon as possible. Safety Team members are trained how to use the fire extinguisher and if they feel the best course of action is to attempt to extinguish the fire, they will 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, call 911 immediately and give them the nature of the emergency, your name, phone number and address. (continue with the following)

- Follow the TVC building evacuation plan.
- Do not Panic, Remain Calm.
- Isolate the fire by closing doors.
- Proceed to the outside designated assembly area. Parents know that your children will be taken to this area.
- Do not break windows – Oxygen feeds a fire.

Fire Extinguishers are provided at several locations throughout the building.

#### **TO OPERATE FIRE EXTINGUISHER**

(P) Pull Pin

(A) Aim at Bottom of Fire

(S) Squeeze Trigger

(S) Sweep Base of Fire Side to Side

# **FIRE EMERGENCY**

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## SAFETY TEAM & GUEST SERVICES STAFF REPOSE

- A Safety Team member will notify TVC Kids to begin their evacuation process.
- A Safety Team member will deliver the evacuation message to the Program Director (Hastings) or the Campus Pastor (Middleville and Delton).
- Guest Services with the help of the Safety Team will lead evacuation plan as displayed on the emergency campus maps.

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

### Important “do’s and don’ts” are:

- Remain Calm. Proceed as quickly as possible in an orderly manner.
- Follow the instructions of the Safety Team.
- If you occupy an enclosed room, close the door as you leave.
- Take only essential personal items with you. **DO NOT** return for coats, purses, briefcases, etc. after you have left the building.
- Once out of the building, proceed to the designated assembly area in front of the Ministry Building. **PARENTS** and all children in the Student Ministry area will be escorted by staff to the assembly area. Pick up your children here!
- Do not return to the building until the “all clear” signal is given.

# **BUILDING EVACUATION PLAN**

## THREAT OF SEVERE WEATHER:

If severe weather is in the area, the Safety Team will monitor the current conditions using the weather band radio or personal cell phones.

## TORNADO WATCH FOR BARRY & ALLEGAN COUNTIES

(Conditions are such that a tornado may develop)

- Safety Team will continue to monitor the weather band radio or personal cell phones
- Trained spotters will watch for developments outside.

## TORNADO WARNING FOR BARRY & ALLEGAN COUNTIES

(Funnel cloud has been seen somewhere in Barry or Allegan County)

- The Safety Team and Guest Services will initiate plans for taking shelter (see emergency map for instructions).
- The announcement will be delivered to the platform speaker by the Program Director/staff member so that he/she can inform people that we will discontinue regular services and recommend that they follow directions for taking shelter. Make it clear that they have the option to leave.
- Guest Services & the Safety Team will communicate with all ministry areas about the warning and need for taking shelter immediately.
- Teachers/Leaders should follow evacuation plans and assist class to the appointed area if possible.
- Leaders should take a head count before evacuating a room. TVC Kids leaders should take sign-in sheets with them.

**WEATHER EMERGENCY**

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TVC Kids Staff/Volunteers will follow current sign out procedures (Matching the Safety numbers to nametags)

- Each child should be signed in on the roster when their parents check them into their room. The child's name should be marked out by the worker if they are checked out before the service ends so that an accurate record is kept of children in the room.
- In the event of an evacuation, the roster should be picked up by a worker and taken to the designated assembly area with the children.
- Workers should calmly but quickly organize the children for evacuation. It is very important that the workers closely follow the instructions given by the TVC Kids Director. The calm reaction of the workers will be comforting to the children.
- Infants should be secured by the TVC Kids workers for transporting to the designated evacuation area.
- Be sure that rosters were picked up and classrooms are fully evacuated before leaving the building. Doors should be left closed after each room has been evacuated.

### **Power Outage:**

The TVC's emergency back-up lighting will illuminate upon a power failure. These lights are designed to stay on for a period of about 45 minutes. In most cases, if there is no potential of danger to building occupants, services will continue as usual.

### **If danger exists:**

- Remain calm and everyone will be guided out safely according to our evacuation plan.
- Staff will notify the power company of the outage.

### **Gas Leak:**

- Alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes and/or call 911.

### **SAFETY TEAM & GUEST SERVICES REPNSE**

- A Safety Team member will notify TVC Kids to begin their evacuation process.
- The Program Director or Staff Member will deliver the evacuation message to whoever is leading on the platform in the auditorium.
- Guest Services will lead evacuation plan as displayed on the emergency campus maps.
- Keep people calm and quiet.
- If possible, close all windows before leaving a room or area.
- Guest Services & the Safety Team will direct people to leave the building ASAP using the nearest exit identified on the evacuation map.
- Guest Services Staff & the Safety Team should also do a “sweep” of entire building/campus to ensure that the campus has been fully evacuated.
- As people leave the building, they will be directed to locations that are upwind of the gas leak.
- Follow all safety/fire/police instructions if they are on location of emergency.
- Do not re-enter the building unless an “all clear” has been given by the responding Fire Department.

## **UTILITY EMERGENCY**

## ACTION PLAN

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within minutes, before law enforcement arrives on the scene, TVC staff and members must be prepared both mentally and physically to deal with an active shooter situation. Time is a critical factor in the management of a situation of this magnitude.

## HOW TO RESPOND -RUN/HIDE/FIGHT-

### Evacuate/Run

If there is an accessible escape path, attempt to evacuate the building. Be sure to:

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

## HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction. In a room, lock yourself in the room. Lock the windows and close blinds or curtains. Stay away from the windows. Turn all lights, audio equipment, and cell phones off (unless you are the one calling 911). Blockade the door with heavy furniture or any obstruction.
- Try to stay calm and be as quiet as possible. If possible, call 911 and leave the line open.
- Remain in place until found by a uniformed law enforcement officer.

## TAKE ACTION AGAINST THE ACTIVE SHOOTER/FIGHT

AS A LAST RESORT, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons
- Yelling
- Committing to your actions.

**NOTE:** These types of situations will generate a lot of media attention. All media communications and inquiries will be made by the PASTOR or designated spokesperson.

In the event of a medical emergency, alert the Safety Team by radio (ch 5) then by entering 8000 into one of the call boxes and/or call 911. Be prepared to give the following information:

- Name and phone number.
- Location (Hastings / Delton / Middleville)
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives.

NOTE: Treat minor injuries from supplies in the first aid kits. The Safety Team and Usher members have access to the first aid kits.

While waiting for professional help:

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

Assign someone to meet EMS in front of the church and bring them into where the injured/ill person is located.

Unless you are trained or the victim is in an immediate life-threatening situation, DO NOT attempt to give any first aid before trained assistance arrives.

When professional help arrives:

Allow responding units to take control of the situation.

• Stand by to assist as needed.

Note: Safety Team/Guest Services personnel will gather the appropriate information as they will need to complete an injury/illness incident report.

**MEDICAL EMERGENCY**

- The first person becoming aware of the missing child should immediately contact the TVC Kids coordinator.
- The TVC Kids Coordinator will report to that classroom/location and gather information about the child, clothing, last time/location seen etc. They will also ensure that the Kids area is closed down and that no one will enter or leave unchecked.
- The Kids Coordinator will notify the Safety Team and Guest Services coordinator.
- If there is any indication that the child was abducted or that a crime occurred, immediately call 911.
- Guest services will direct any volunteers he/she can spare to assist and they will report to the Safety Team Lead in charge.
- If the parent/guardian is not already aware, the parent should be notified by the TVC Kids Coordinator using the parental notification numbers on the screen.
- Safety will deploy volunteers to monitor each door, ensuring that the volunteer has a description of the child and understanding of what to do if they see the child. Radios will be issued as deemed necessary.
- Safety will deploy some volunteers to check the parking lot and area immediately around the building.
- A systemic search should be conducted, radiating out from the last location the child was seen.(Note: Children are often found close to where they should have been. They may hide and fall asleep or be afraid of getting in trouble when they see people getting worried. Check everywhere a child could be including drawers, cabinets, etc.)
- Guest Services Pastor & TVC Kids Pastor will be notified and can decide if more restrictive measures (i.e. building lockdown etc.) should be taken.
- A staff member should be paired with the parent/guardian to offer them immediate support until the incident is resolved.

## MISSING CHILD PLAN

If you are the person receiving call: Skip to Threat Checklist RIGHT AWAY.

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

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

### Person Receiving the Bomb Threat

It is essential that the person receiving the bomb threat make the call so as not to risk breaking the telephone connection by attempting to transfer the call to another party. In case a bomb threat is phoned into the church, attempt to obtain and record as much pertinent information as possible. After this, then call 911 and report it.

In most cases, the police will not make the decision to evacuate a building. They usually leave this up to the Leadership of the building (PASTOR). Those most familiar (Safety Team) with the building should look around and see if they spot any unfamiliar or suspicious items or packages. If any are found, DO NOT TOUCH, clear the area and notify the police. Also cut off any electronic devices, i.e. cell phones, pagers, etc....

Any unfamiliar or suspicious items or packages found should prompt an evacuation of the building.

In the event you receive a Bomb Threat call, remain calm.

**BOMB THREAT**

## Threat Checklist

Complete this list if you receive a (Bomb Threat or threatening call).

Exact time of call:\_\_\_\_\_ Date: \_\_\_\_\_

Exact Words of caller:

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Caller's voice: (circle)

Male      Female      Adult      Youth

Estimate Age:\_\_\_\_\_

Black      White      Hispanic      Asian      Other:\_\_\_\_\_

Calm      Disguised      Nasal      Rapid      Accent

Nervous      Angry      Sincere      Slurred      Loud

Excited      Giggling      Stressed      Crying

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

Background Noise: (circle)

Music      Children      Typing      Airplanes      Machinery      Cars/Trucks

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

**BOMB THREAT CALL CHECKLIST**

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: \_\_\_\_\_

**BOMB THREAT CHECKLIST CONTINUED**