



## **SAFETY RESPONSE FLIPCHART**

IF THERE IS A LIFE THREATENING OR EMERGENCY SITUATION IN PROGRESS ON CAMPUS, THE FOLLOWING FLIPCHART SHOULD BE USED AND PROCEDURES OUTLINED INSIDE SHOULD BE FOLLOWED.

## ARMED SUBJECT IN ROOM

### IF ARMED SUBJECT IS IN YOUR ROOM:

- COMMUNICATE & COOPERATE.
- DO NOT APPROACH.
- DO NOT ATTEMPT TO CONFISCATE WEAPON.
- Ask calmly for permission to evacuate class.
- If evacuation is not permitted, continue to cooperate until law enforcement instructs otherwise.

## ARMED SUBJECT IN ROOM

## **ARMED SUBJECT IS OUT OF ROOM**

### **IF ARMED SUBJECT IS OUT OF YOUR ROOM:**

- If possible, to do without risk, use a cellphone to call 911.
- If you have access, contact the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes
- Move people in your room away from windows and doors.
- Lock doors, turn off lights and assist anyone with injuries.
- Make a barricade in a corner of the room, with students/people behind it.
- Calm students/people in room and take attendance or a head count.

***STAY IN THE ROOM UNTIL DIRECTED TO LEAVE BY A SAFETY TEAM MEMBER AND/OR LAW ENFORCEMENT OFFICER.***

## **IF ARMED SUBJECT IS OUT OF ROOM**

## BOMB THREAT

FOLLOW THESE PROCEDURES, IF A BOMB THREAT IS RECEIVED BY WAY OF E-MAIL, FAX, PHONE OR WRITTEN NOTICE.

### *PHONE THREAT*

- Write down **everything** the caller says.
- If threat occurs during weekend services, alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes.
- Keep caller on phone as long as possible.
- Don't hang-up the phone and don't leave it unattended (leave it off the hook). Lay the receiver down until police arrive.

### *NOTE FOUND (fax & email)*

- DO NOT TOUCH THE NOTE.
- If threat occurs during weekend services, alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes.
- Make sure the note is watched.

### *SAFETY TEAM*

- A member of the Safety Team will call 911 and communicate with Guest Services of the emergency.
- Ushers and Safety Team members will lead an evacuation of the building using the same plan for fires as displayed on the emergency campus maps.

## BOMB THREAT

## ASSAULT

### IN THE EVENT OF AN ASSAULT OR FIGHT ON CAMPUS INDOORS OR OUT:

- Alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes.
- A Safety Team member will Call 911.
- A Safety Team member will check status of any victims.
- If any injuries have occurred, follow Medical Emergency Protocols.

***Do not attempt to physically break up a fight!***

## FIGHTS/ASSAULTS

## **FIRE IN CHURCH BUILDING**

**IN THE EVENT OF A SUSPECTED FIRE OR FIRE LOCATED ON THE CHURCH CAMPUS:**

***ALERT THE SAFETY TEAM BY RADIO (CHANNEL 5) OR BY ENTERING 8000 INTO ONE OF THE CALL BOXES AND CALL 911 TO REPORT ANY FIRE NO MATTER WHAT THE SIZE OR CONTAINMENT.***

***SMALL OR ISOLATED FIRE*** (such as kitchen, stove, basket, etc).

- Remain calm.
- Use one of the nearest fire extinguishers, located throughout the campus. (Please note the location of the nearest exit closest to your area of ministry, in case needed).
- To put out the fire follow the instructions on the fire extinguisher.
- If there is even a small fire, follow the response plan below for *LARGE FIRE OR SMOKED FILLED ROOM*.

***LARGE FIRE OR SMOKE-FILLED ROOM***

- A Safety Team member will notify TVC Kids to begin their evacuation process.
- A Safety Team member will deliver the evacuation message to whomever is leading on the platform in the auditorium.
- Guest Services will lead evacuation plan as displayed on the emergency campus maps.
- Do your best to keep people calm and quiet.
- If room is dark or full of smoke, have people hold onto hands and form a chain. Keep people as low to the floor as possible.
- Leave the building ASAP using the nearest exit identified on the evacuation map.

**FIRE**

## **GAS LEAK OR CHEMICAL SPILL**

### **IN CASE OF GAS LEAK OR CHEMICAL SPILL:**

- Alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes
- A Safety Team member will call 911

### ***SAFETY TEAM & GUEST SERVICES STAFF RESPONSE***

- A Safety Team member will notify TVC Kids to begin their evacuation process.
- A Safety Team member will deliver the evacuation message to whomever 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 evacuated.
- As people leave the building, they will be directed to locations that are upwind of the gas leak or uphill from the chemical spill.
- 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.

## **GAS/CHEMICAL SPILL**

## **SUICIDE ATTEMPT**

### **FOLLOW THESE PROCEDURES IF THERE IS A SUICIDE ATTEMPT:**

- Alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes.
- Call 911
- If medical treatment is needed, see MEDICAL EMERGENCY in flipchart.
- Instruct Guest Services to clear the area and provide individual privacy.
- A Safety Team member will monitor the person until law enforcement or EMS unit arrives.

**SUICIDE ATTEMPT**



## **MEDICAL EMERGENCY**

### **IF MEDICAL ASSISTANCE IS NEEDED:**

#### ***INSTRUCTIONS FOR FIRST PERSON ON THE SCENE***

- Alert the Safety Team by radio (channel 5) or by entering 8000 into one of the call boxes.
- Keep person calm.
- Do not administer any treatment that you are not trained to perform.

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

- If the emergency requires it a Safety Team member will call 911.
- If person is a minor consult with parents if available.
- Provide any medical assistance required, based on responder's qualification.
- Guest Services will keep crowd or people away from the person needing medical assistance & provide privacy with sheets.

## **MEDICAL EMERGENCY**

## WEATHER EMERGENCY

### 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 phone.

### ***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 phone.
- 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 & Guest Services will initiate plans for taking shelter (see emergency map for instructions).
- The announcement will be delivered to the platform speaker by a Safety Team 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.

***The plan for taking shelter and the map of safe places are outlined on the Emergency Maps of the TVC Campus.***

## SEVERE WEATHER