

Pastor Emergency Check List

Fire Alarms sounds during Worship Service

1. Pastor directs evacuation of the Chapel or Sanctuary to pre-designated assembly area for adults (under trees in front yard).

Intruder threat in CHAPEL OR SANCTUARY during worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. If someone in the congregation disrupts the service, the Pastor will ask the person to be quiet or leave.
2. The Pastor will use a panic button to notify the police (blue light in Nursery illuminates).

Intruder threat to occupants in the NURSERY during 8 am Worship Service

1. Upon notification from the Usher, the Pastor asks congregation to remain calm and informs everyone there has been an emergency signal initiated by the Nursery attendant and police are on the way.
2. The Pastor, as a precaution, will direct the congregation to evacuate the building and for parents to assemble in the pre-designated assembly area (under trees in front yard)
3. The Pastor meets the police upon their arrival.

Intruder threat to occupants in the NURSERY or KIWI during 10:30 am Worship Service

1. Upon notification from the Elder in the Narthex, the Pastor asks congregation to remain calm and informs everyone there had been an emergency signal initiated by either a Nursery attendant or the KIWI leader and police are on the way.
2. The Pastor, as a precaution, will direct the congregation to evacuate the building and for parents to assemble in the pre-designated assembly area (under trees in front yard)
3. The Pastor meets police upon arrival.

Medical Emergency during worship service

1. Pastor will stop the service if a medical emergency happens and ask the Designated Medical Attendant to help the person.
2. Senior pastor resumes service after praying for the person if removed by emergency medical personnel

Pastor Emergency Check List (continued)

Bomb Threat on Sunday Morning

1. If informed by the Elder in the Narthex the Pastor will inform the congregation about the bomb threat and as a precaution instruct the congregation to evacuate the building and ask the parents to meet their children at the playground.
2. The Pastor will meet the police upon their arrival.

Usher Emergency Check List

Fire Alarms sounds during 8:00 Worship Service

1. Head Usher checks for smoke and actual fire in kitchen and upper level then on lower level
2. Head Usher reports finding to fire department official upon their arrival

Fire Alarms sounds during 10:30 Worship Service

1. Ushers assist congregation during evacuation of the Sanctuary

Intruder threat in CHAPEL or SANCTUARY during Sunday worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. Ushers remain alert for intoxicated, suspiciously dressed or behaving persons that enter the church.
2. The Head Usher will inform the Pastor after the first hymn of any unusually behaving person that might potentially disrupt the service
3. If a Panic Button is pressed, the Head Usher will meet the police outside and update them on the situation.

Intruder threat to occupants in the NURSERY between 8 am and 9 on a Sunday Morning

1. Lead Nursery Attendant will meet with the 8am Usher prior to opening the Nursey to ensure they have cell phone communication.
2. The 8am Usher will inform the Pastor there is an emergency in the Nursery and then attempt to assess the emergency in the Nursery.
3. The 8 am Usher will and update the congregation at the pre-designated assembly area (under trees in front yard)

Medical Emergency during worship service

1. The Designated Medical Attendant may ask the Head Usher to get them any medical emergency equipment needed

Nursery Attendant Emergency Check List

Fire Alarms sounds during Sunday Morning

1. Nursery Attendant(s) determines the safest escape route away from visible smoke, then takes children from Nursery to pre-designated assembly area for children (playground)

Intruder threat to occupants in the NURSERY on a Sunday Morning

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. Lead Nursery Attendant will meet with the 8am Head Usher prior to opening the Nursery to ensure they have cell phone communication.
2. Lead Nursery Attendant locates panic buttons upon arrival at the Nursery and ensures any Nursery Attendant that replaces him/her knows where the panic button is located.
3. If an intruder enters the Nursery, the Lead Nursery Attendant cooperates with the intruder, assess the seriousness of the situation and try to diffuse the situation.
4. If able and the situation warrants, the Lead Nursery Attendant presses the panic button to notify others in the building of the situation and notify police of an emergency (blue lights will notify others in the building that panic button has been pressed)
5. If prior to 9 am and as soon as possible, the Lead Nursery Attendant will use their cell phone to notify the Head User for the 8 am Worship Service of any emergency in the Nursery

Intruder threat in CHAPEL, SANCTUARY or Sunday School Classroom on Sunday morning

1. The Nursery Attendant will lock the door and move children to a safe area in the room

Bomb Threat on Sunday Morning

1. If advised by the Deacon in the Office the Nursery Attendant will take children from Nursery to pre-designated assembly area for children (playground)

Sunday School Teacher Emergency Check List

Fire Alarms sounds during Sunday School (9:00 am to 10:15 am)

1. Sunday School teachers direct evacuation of their classroom to pre-designated assembly area for children (playground)

Intruder threat to occupants in a SUNDAY SCHOOL CLASSROOM OR YOUTH ROOM between 9:00 am and 10:15 am on a Sunday Morning

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. If in a lockable room, Sunday School teachers will lock the classroom doors at the start of their class.
2. If an intruder enters the room the Sunday School teacher will cooperates with the intruder, assess the seriousness of the situation and try to diffuse the situation or get the intruder to leave.
3. As soon as possible the Sunday School teacher or assistant will notify the DCE, Sunday School Superintendent, or Youth Director in possession of the panic button by any means available including using their personal cell phone that there is or was an emergency in their room.
4. When notified of an emergency all Sunday School teachers ensure their classroom door is locked and ask the students to move to a safe area in the classroom.

Intruder threat to other areas of the building on a Sunday Morning

1. When notified of an emergency all Sunday School teachers ensure their classroom door is locked and ask the students to move to a safe area in the classroom.

KIWI Leader Emergency Check List

Fire Alarms sounds during 10:30 Worship Service

1. KIWI leader evacuates children from the KIWI classroom to pre-designated assembly area for children (playground)

Intruder threat to occupants in the KIWI classroom between 10:45 am and 11:30 on a Sunday Morning

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. KIWI leader gets the panic button from the Director of Christian Education, Sunday School Superintendent, and Youth Director prior to 10:30 Service.
2. If in a lockable room, the KIWI leader will lock the classroom doors at the start of their class.
3. If an intruder enters the KIWI room the KIWI leader will cooperate with the intruder, assess the situation and try to diffuse the intruder's concern or get the intruder to leave.
4. If the situation warrants, use the panic button to notify the police and Nursery Attendants of the emergency situation (blue lights will notify others in the building that panic button has been pressed).

Intruder threat in SANCTUARY or NURSERY during 10:30 am worship services

1. If notified that there is an emergency in the building the KIWI leader will lock the door and move children to a safe area of the room

DCE or designated representative Emergency Check List

Fire Alarms sounds during Sunday School

1. DCE, Sunday School Superintendent or Youth Director checks for smoke and actual fire
2. DCE, Sunday School Superintendent or Youth Director reports finding to fire department official upon their arrival

Intruder threat to occupants in a SUNDAY SCHOOL CLASSROOM OR YOUTH ROOM between 9:00 am and 10:15 am on a Sunday Morning

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. Director of Christian Education, Sunday School Superintendent, or Youth Director depending on who is present on the day, locates panic button in Room 11 upon arrival.
2. When notified by a Sunday School teacher that there is an emergency in a classroom the DCE, Sunday School Superintendent, or Youth Director will use the panic button to notify the police and others in the building of the emergency
3. The DCE, Sunday School Superintendent or Youth Director (depending upon who is present) will attempt to update other Sunday School Teachers and Nursery attendant(s) then meet the police upon their arrival.

Intruder threat in other areas of the building between 9 am and 10:30 on a Sunday Morning

1. The DCE, Sunday School Superintendent or Youth Director (depending upon who is present that day) will notify all Sunday School teachers of an emergency in the building and instruct the teachers to lock down their classrooms.
2. The DCE, Sunday School Superintendent or Youth Director (depending upon who is present that day) will attempt to assess the emergency and update Sunday School Teachers then meet the police upon their arrival.

Elder Emergency Check List

Fire Alarms sounds during 10:30 Worship Service 1.

1. Elder in the Narthex checks for smoke and actual fire in kitchen and upper level and obtains report of smoke and actual fire on the lower level from the Deacon in the Office
2. Elder in the Narthex reports finding to fire department official upon their arrival

Intruder threat in SANCTUARY during 10:30 am worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. The Elder in the Narthex will remain alert for intoxicated, suspiciously dressed or behaving persons that enter the building and notify the Head Usher of any suspicious persons.
2. The Elder in the Narthex will monitor persons transiting the Narthex area during the Service

Intruder threat to occupants in the NURSERY or KIWI classroom between 10:00 am and 11:30 on a Sunday Morning

1. If notified by the Deacon in the Office there is an emergency in the Nursery or KIWI classroom, the Elder in the Narthex will inform the Pastor of the emergency and then attempt to assess the situation in the Nursery.

Theft threat during a Sunday morning when there is unrestricted access to the building

1. If notified by the Deacon in the Office, the Elder in the Narthex will investigate anyone seen wandering around the building or parking lot and offer assistance to the person.

Medical Emergency during worship service

1. The Designated Medical Attendant may ask the Elder in the Narthex to provide any medical emergency equipment needed to attend to the medical emergency.

Bomb Threat on Sunday Morning

1. If advised by the Deacon in the Office the Elder in the Narthex will inform the Pastor and call 911 to report the bomb threat.

Deacon Emergency Check List

Fire Alarms sounds during 10:30 Worship Service

1. Deacon in the Office checks for smoke and actual fire on lower level and inform the Elder in the Narthex of their findings

Intruder threat in SANCTUARY during 10:30 am worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. The Deacon in the Office will remain alert for intoxicated, suspiciously dressed or behaving persons that enter the building and notify the Elder in the Narthex of any suspicious persons.
2. The Deacon in the Office will monitor video of entrances to the building to detect suspicious persons entering the building during the service and contact the Elder in the Narthex using their cell phone of any individuals that may need assistance

Intruder threat to occupants in the NURSERY or KIWI classroom on a Sunday Morning

1. If the blue strobe light illuminates, the Deacon in the Office will use their cell phone to inform the Elder in the Narthex of an emergency in the Nursery or KIWI classroom and then attempt to assess the situation in the KIWI classroom.

Theft threat during a Sunday morning

1. During Sunday morning activities the Deacon in the Office will monitor video of the entrances to the building to detect suspicious persons entering the building or wandering around the parking lot during the service.
2. The Deacon in the Office will notify the Elder in the Narthex of any suspicious activity using their cell phone.

Bomb Threat on Sunday Morning

1. If the Deacon in the Office gets a bomb threat on Sunday morning DO NOT HANG UP on the caller
2. The Deacon in the Office should remain calm and use the Bomb Threat Checklist to gather information about the bomb from the caller.
3. The Deacon in the Office will notify the Nursery Attendant and Elder in the Narthex using their cell phone or ask a nearby person to notify the Nursery Attendant and Elder in the Narthex about the bomb threat
4. The Deacon in the Office will call 911, or if still on the phone will ask a nearby person to call 911, to report the Bomb Threat.

Sound Booth Operator Emergency Check List

Intruder threat in SANCTUARY during 10:30 am worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. The Sound Booth Operator will remain alert to emergency situations and use panic button to notify the police if needed

Designated Medical Attendant Check List

Medical Emergency during worship service

1. Designated Medical Attendant familiarizes themselves with location of first aid kits, wheel chair, and oxygen or heart defibrillator prior to the Service
2. Designated Medical Attendant asks the Head Usher or Elder in the Narthex to get them any medical emergency equipment needed
3. If needed ask a member of the congregation to call 911

Congregation Emergency Check List

Fire Alarms sounds during Worship Service

1. Pastor directs evacuation of the Chapel or Sanctuary to pre-designated assembly area for adults (under trees in front yard)
2. Teachers and Nursery Attendants will take children to the playground east of the building where parents can reunite with their children

Intruder threat during worship services

NOTE 1: When a Panic Button is pressed the Police are notified and a blue strobe light in the Office, Nursery and Rooms 8 & 11 will flash.

NOTE 2: The Security System is programmed to automatically lock all exterior doors except the Courtyard entrance door from 10:45 am to 11:15 am during Sunday morning service

1. Police will be immediately notified by silent alarm
2. Do not engage the intruder
3. Remain calm unless the intruder is threatening, then use your judgment to run, hide or fight
4. Keep hands visible and open when police arrive
5. Children will shelter in place until cleared by the police
6. Upon direction of the police parents will meet their children in their classroom

Medical Emergency during worship service

1. Notify the Pastor or Usher if someone in your family needs medial help
2. A designated medical professional will immediately provide assistance

Office Staff Emergency Check List

Fire Alarms sounds when Derry Discovery Days is in session

1. Building Manager (if present)/Senior Office Staff member checks for smoke and actual fire
2. Building Manager (if present)/ Senior Office Staff member determine location of smoke detector that caused alarm
3. Building Manager (if present)/ Senior Office Staff member reports finding to fire department official upon their arrival

Fire Alarms sounds when Derry Discovery Days is NOT in session

1. Office Staff evacuates building
2. Building Manager (if present) or senior member of the Office Staff checks for smoke and actual fire then determine location of smoke detector that caused alarm
3. Building Manager/senior Office Staff member reports finding to fire department official upon their arrival

Intruder threat when Derry Discovery Days is in session.

1. Call 911 or use a panic button when asked to a Derry Discovery Days Teacher

Intruder threat when Derry Discovery Days is NOT in session

1. When away from their desk, Church Staff members should have a cell phone readily available.
2. Church Staff members should address strangers in a helpful and compassionate manner while assessing the situation
3. Church Staff members will call 911 or use a panic button to request police help if a stranger becomes a threat

Medical Emergency NOT during worship service

1. Assess the situation, call 911 if necessary and check for on the scene medical expertise

Bomb Threat NOT on Sunday Morning

1. DO NOT HANG UP on the caller
2. The Office Staff member receiving the call should remain calm and use the Bomb Threat Checklist to gather information about the bomb from the caller.
3. The Office Staff member will ask someone nearby to call 911 to report the bomb threat and notify others in the building to evacuate.
4. The most senior Office Staff member will meet the police upon their arrival.

TELEPHONE BOMB THREAT CHECKLIST



Instructions: Be calm, be courteous, listen. Do not interrupt the caller.

Your Name: Time: Date:

Caller: M F Adult Juvenile Approximate Age

Origin of Call: Call Phone Local Long Distance Telephone Booth

VOICE CHARACTERISTICS

- Loud Soft
 High Pitch Deep
 Raspy Pleasant
 Intimidated Other _____

ACCENT

- Local Not Local
 Foreign Regional
 Race _____

SPEECH

- Fast Slow
 Distinct Distorted
 Stutter Nasal
 Slurred Other _____

MANNER

- Calm Angry
 Rational Irrational
 Coherent Incoherent
 Deliberate Emotional
 Righteous Laughing

LANGUAGE

- Excellent Poor
 Fair Other _____
 Foul
 Good

BACKGROUND NOISES

- Factory Animals
 Machines Quiet
 Music Voices
 Office Airplanes
 Street Party
 Traffic Atmosphere
 Trains

BOMB FACTS

Pretend difficulty hearing. Keep caller talking. If caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain Hour Time Remaining

Where is it located? Building Area

What kind of bomb? What kind of package?

How do you know so much about the bomb?

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line.

Choose same line and dial *57 (if your phone system has capability). Listen for the confirmation announcement and hang up.

Call police at _____ and relay information about call. Did the caller appear familiar with the House of Worship (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this form.