

First Presbyterian Church
Copperas Cove, Texas
www.fpccove.org

Disaster Preparedness & Response Plan



**PRESBYTERIAN
DISASTER ASSISTANCE**

OUT OF CHAOS, **HOPE**

August 2024

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I. Introduction

This document contains information and protocols for disaster preparation and response at First Presbyterian Church, Copperas Cove, Texas.

A. Our Call

As a caring part of the community, we have the opportunity and responsibility to respond to disaster. The deep human needs and psychological scars left after a disaster require care beyond the restoration of physical needs. Putting lives back together after a disaster demonstrates Christ's love and provides hope.

We at First Presbyterian Church, as a collection of church families, characterize ourselves as a community of Christ for worship, nurture, and mission. As such, it is important for us to be a part of the healing love of Christ by caring for neighborhoods and families adversely affected by crises and catastrophic events – both natural and human-caused. From a community's perspective churches are often recognized as gateways for a caring and organized response to a crisis. From a global perspective we are called to equip and send servants out to where the need is great. To be effective in this ministry, we recognize the need for careful preparation and communication that reaches across our community, presbytery, nation, and the world. Helping others to move from chaos to hope is an integral part of our mission to *serve Christ and neighbor in the heart of Copperas Cove and beyond.*

B. Scope of Planning and Response

Disaster planning encompasses two broad phases and happens in two distinct places. The phases are preparation and response. The places are near and far.

It is an important part of our responsibility for the leadership of God's people and stewardship of God's resources to be prepared for emergencies and disasters. Disasters take many forms. They can be natural or human-caused. A period of chaos always follows a disaster event. Being prepared helps mitigate a good portion of that chaos. Developing and revising this Plan is a basic step in that preparation. A disaster plan is a guide for our congregation to:

1. Serve our community
2. Protect property and vital records
3. Continue services
4. Care for members
5. Recover or repair disaster-related damages
6. Communicate information

Disaster response addressed by this plan moves in two directions – reaching two places. It moves inward to our neighborhoods and families experiencing disaster events within the boundaries of Coryell and Bell County, Texas. It also travels outward, reaching areas in need beyond our community – to our presbytery, state, country, and even the world. We recommend using the resources and connections provided by Mission Presbytery and Presbyterian Disaster Assistance (PDA) for response to regional, national, and international disasters.

The nature of disasters covered by this plan is purposely left unspecified. This plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance.

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C. Plan Contents and Organization

This plan defines roles and responsibilities of staff and Session for preparation and response to disasters. It is based on our existing organization structure and recognizes our relationships with local and national disaster assistance organizations. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need.

Because the Central Texas area is a relatively natural disaster-free environment, it is difficult to sustain energy around disaster preparation. Therefore, instead of maintaining a distinct disaster response team, we will charge current staff and Session members with management of preparation and response functions. In this way disaster tasks are not delegated to a separate group of people, but are a normal function of those active in all ministries of the church. The Disaster Preparation and Response Team includes:

1. Disaster Preparedness and Response Coordinator (elected by Session)
2. Pastor
3. Ruling Elders of the Session

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. An adequate response meets physical, emotional, and spiritual needs. We will address these phases by:

1. Relying on the active Session members to prepare and respond within their areas of responsibility surrounding our council organization
2. Developing a centralized list of emergency contacts that can be reached as needed
3. Recruiting volunteers from the congregation to manage specific tasks as appropriate
4. Providing care to pastors who often bear a tremendous leadership role in local disasters
5. Linking our people and physical resources among:
 - a. Community churches and response organizations
 - b. Other Mission Presbytery churches
 - c. National and international relief agencies.

The items and tasks below are grouped according to our Session Teams. Team Elders will have responsibility for disaster preparation and response; however, specific tasks may be delegated to individuals or groups who should be identified in this Plan. This Plan is meant to be evolutionary and expanding. It will be reviewed at least biannually.

Our plan and response are based on training and materials provided by Mission Presbytery and Presbyterian Disaster Assistance (PDA), a ministry of the PC(USA), supported primarily by One Great Hour of Sharing.

The plan is organized into two sections: Preparation and Response. Appendixes contain emergency contacts, church leader roster, facility information, response plans for specific situations, and resources including a sample family disaster plan.

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II. Disaster Preparation

The preparedness tasks have been divided among Session Teams and are the responsibility of each Team Elder. Specific areas of responsibility can be delegated to individuals or committees.

A. Session. The primary responsibility of Session is to designate and support a Disaster Preparedness and Response Coordinator and to serve through their respective teams in the tasks identified below.

1. Overall Planning

Task	Responsibility
Assign a Disaster Preparedness and Response Coordinator	Session
Develop a Disaster Preparedness and Response Plan	Coordinator, Session
Brainstorm with full staff and Session any specific preparations and plans that may be needed to address unique situations to Coryell and Bell Counties for the following disasters: <ul style="list-style-type: none"> • Church fire • House/building fire • Tornado • Tropical storm • Ice/snow storm • Flooding • Earthquake • Brush/forest fire • Chemical accident • Railroad accident • Pandemic flu • Violence • Terrorist activity • Impact of evacuation of nearby metro areas • Key Personnel major illness/death • Leadership crisis • Others? 	Coordinator, Session
Consider pre-arranging for a team to provide emotional and spiritual care for the pastor	Session
Review the Plan and revise information biannually	Coordinator, Session
Ensure that the congregation is scheduled for regular safety drills (tornado, fire, intruder) and other educational opportunities are available (CPR training)	Coordinator, Session
Ensure CPR/Stop the Bleed training is offered to staff and Greeter/Security Team biannually	Coordinator, Session

2. Identify Community Resources and Foster Relationships

Task	Responsibility
Establish link and share Disaster Plan with Presbytery Disaster Response Team	Coordinator
Ensure Session Clerk (Communicator with Presbytery) has access to this Plan	Coordinator
Develop relationships and make links to other disaster response organizations (list in Appendix A)	Coordinator
Discuss roles and response of Church with local Emergency Management Services including sheltering	Coordinator
Discuss potential collaboration or mutual aid with other churches and non-profits	Coordinator
Identify and communicate other disaster response training opportunities for staff and congregation	Coordinator

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B. Administration Team

1. Emergency Contacts. Maintain lists of church and local emergency contacts.

- Create and maintain contact list of local emergency civil and church agencies (Appendix A)
- Create and maintain contact list of church staff and leaders (Appendix B)

2. Back-up Documents and Off-site Storage. Put the following documentation together, make copies and distribute to designated people. Irreplaceable documents must be protected from water damage, fire, theft, and computer failure. Consider that some back-ups may only provide full protection if housed off-site.

Documents that we must protect against loss	Primary Location	Back-up Location
Insurance policy, insurance binder, insurance company/agent name and contact information	Property File Cabinet in workroom	Admin Team elder’s home computer, Treasurer’s computer & Pastor’s home computer
Pastor, staff, session, contact info	Clerk’s office	Members (disseminated info)
Presbytery, mission community contacts (Presbytery Directory)	Clerk’s office	Work room and Pastor office/home
Member directory	Clerk’s Office	Members (disseminated info)
Electronic church financial transactions	Power Church files	Online via password
Financial account information (institutions & acct #s)	Treasurer’s Office	Treasurer’s home; Accounting Manager home; Administrative Team chair home
Tax Exemption certificate with ID number	Treasurer’s office	Clerk’s file
Personnel files	Clerk’s office	
Legal contracts and agreements	Clerk’s office	Treasurer’s office
Historic documents	Clerk’s office (in fireproof safe)	
Membership Rolls	Clerk’s office (in fireproof safe)	
Session Minutes	Clerk’s office	Church’s & Clerk of Session’s home computer
Inventory of computers, business equipment, manuals, warranties, and equip. maintenance contracts	Property File Cabinet in workroom	
List of all places where copies of pertinent equipment information and manuals are housed	Property File Cabinet in workroom	

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3. Communication. Alert building occupants about any emergencies. Provide accurate and timely information to staff, congregation, and public.

Item	Primary Responsibility	Back-up Responsibility
Develop procedures for alerting building occupants of internal emergencies (fire, intruders) and threats coming from outside (weather, disturbance)	Session: Greeter/Security Team	Disaster Coordinator
Develop criteria for deciding on evacuation or sheltering in place	Session: Greeter/Security Team	Disaster Coordinator
Provide current info on status of worship and church programs on phone answering machine.	Discipleship elder instructions in Firebox	Pastor/clerk
Provide current info on status of worship and church programs on web site.	Webmaster	Pastor/clerk
Provide information about church status to media	Mission and Outreach Elder	Pastor, Clerk

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C. Property Team

1. Inventories and Emergency Information. Create and maintain inventories of major equipment along with operation and maintenance information.

Item	Location
Develop and maintain list of emergency contacts for facility systems	Appendix C
Instruct Property Team to handle emergency facility issues and identify in Appendix C.	Appendix C
Develop and maintain diagrams of circuit breaker panel and utility shut-offs	Property Files
Compile an inventory of: - Equipment (see Admin section for computers, etc.) - Furniture - Appliances - Fixtures - Computers, copiers, printers, etc.	Property Files
Equipment & systems manuals	Property Files
Equipment warranties	Property Files
Maintenance and cleaning supplies	Utility Rooms
Compile an inventory and location of emergency equipment:	
- Fire extinguishers (bldg. map)	Appendix D
- Flashlights and/or rechargeable emergency lights	Offices, Sanctuary, all areas of building
- First aid kits	Kitchen, Children areas, Workroom
- Blankets	(none)
- Weather radio	Workroom
- Bottles of water	Kitchen pantry
Install and maintain emergency exit placards	all exits

2. Securing Resources and Building. Consider who should have this information and train all appropriate people. Designate primary and back-up responsibility.

Task	Responsibility	Back Up
Procedure for protecting building and equipment against predicted heavy weather	Property Elder	Property Team
List items that need special attention (e.g., organ, pianos, computers, audio/visual)	Pastor, Team Elders	Teams
List outdoor items that need to be secured (e.g., playground, signs, garbage cans)	Property Elder	Property Team
Shut off main electric power, Sanctuary power	Property Team	Staff on-site
Shut off power to other buildings	Property Team	Staff on-site
Shut off main water supply, other bldgs.	Property Team	Staff on-site
Assess condition of facilities following a weather event or fire	Fire Marshall	Property Team

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D. Worship Team

Task	Responsibility
Investigate alternate site for worship in case facilities are unusable for worship (plan to use other churches)	Team Elder
Refer to procedures and evacuation procedures in the Greeter/Greeter/Security person's job description	Team Elder
As part of Greeter/Security Team, train Greeter/Greeter/Security persons in emergency procedures including evacuation of Sanctuary	Team Elder

E. Church Life and the Mission and Outreach Teams

Task	Responsibility
Identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children)	Team
Assign someone responsibility to check on and/or assist at-risk individuals.	Team elder
Consider establishing neighborhood or community groupings of members for follow-up and spiritual care	Team
Consider pre-identifying volunteer groups with specific skills for recovery and spiritual care	Team
Investigate use of facilities for sheltering and/or food preparation	Team
Collect and disseminate disaster preparation information for families	Team
Consider forming groups to prepare disaster kits for use inside or outside the congregation: <ul style="list-style-type: none"> • Personal Hygiene Kits • Shelter Kits • School Kits • Flood Cleanup Buckets 	Team
Respond to needs outside the local area as coordinated by Mission Presbytery, Presbyterian Disaster Assistance, and others	Disaster Response Coordinator, Team Elders

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III. Disaster Response

This section is divided into two sub-sections: local and distance responses.

A. Response to Local Disaster

Local response includes actions needed for events that directly impact our church members or facilities, as well as events within Coryell and Bell Counties. It means we can respond without traveling away from our homes.

1. Disaster Warning or Event - Weather/Human-Caused Emergency at/near the Church Facility

THE ACTIONS/RESPONSIBILITIES BELOW ARE TO BE CONSIDERED IN CONCERT WITH THE FPC SAFETY SCENARIOS (SEE MANUAL OF OPERATION OR GREETER/SECURITY TEAM NOTEBOOK)

a. Building Occupied

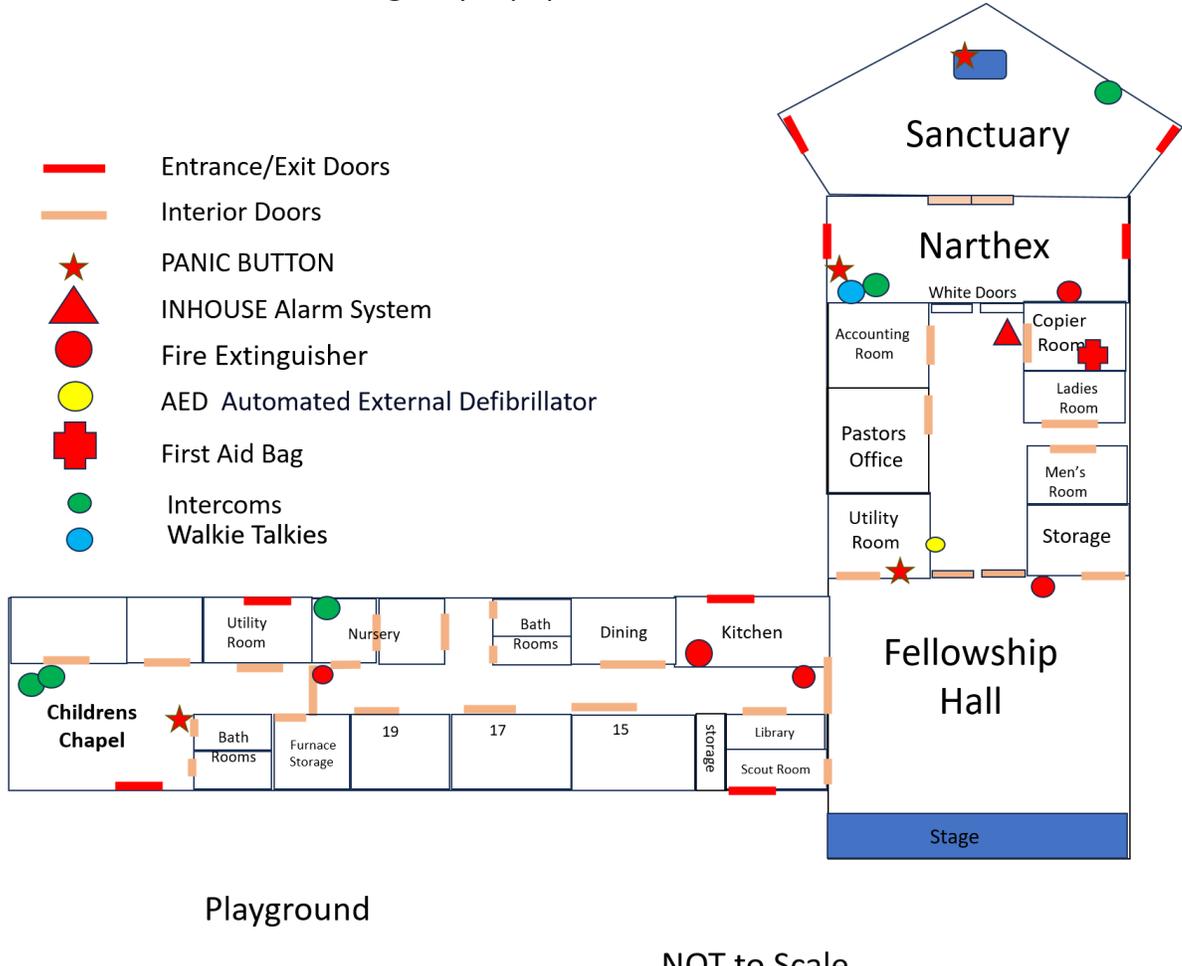
Action	Responsibility
1. Determine if occupants should evacuate or shelter-in-place	Greeter/Security Team, Pastor, Elders
2. Warn other building occupants (Ushers evacuate Sanctuary if during worship)	Greeter/Security Team, Pastor, Elders
3. Evacuate or go to shelter area	Greeter/Security Team, Pastor, Elders
4. Call 911, if needed	Greeter/Security Team, Elders, Staff, Pastor
5. Administer first aid as needed and as trained	All
6. Call Disaster Coordinator, Property Chair, Pastor, parents (if sheltering-in-place)	Any church staff member present
7. If sufficient warning, turn off water, gas, power as necessary to prevent damage, secure building as much as possible	Property Team

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EMERGENCY EQUIPMENT

- **Evacuation/Exits**
- **First Aid and AED**
- **Fire Extinguishers**

Emergency Equipment



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b. Building not Occupied

1. Do not go to building until the next phase, the immediate needs of your family are met, and it is safe to travel.
2. Call pastor, elders, and/or Disaster Coordinator to inform them of your personal status and to get information. Use the communication plan in table below.

c. Communication Plan

The Table below suggests communication groups and a sequence of contact (those in center column contact those in right column). Group members should touch base and assess their personal situations and wait until hearing from the group above before acting. This plan aims to disseminate the most accurate information to those who need it first. Flexibility is key for each specific situation.

Group	Members	Contact other Members/Group
1. Pastor, Disaster Coordinator	Pastor, Disaster Response Coordinator	Session clerk & Team Elders. Local and church agencies
2. Administrative Staff	Administration Elder	Accounting manager, other staff members
3. Session	Team Elders	Key members of church teams

2. Immediate Relief and Assessment

Action	Responsibility
a. Use local media to receive best information from local authorities – follow all official guidance	Mission and Outreach Elder
b. Property Elder, Disaster Coordinator, and Pastor will communicate and arrange a time after all is safe to meet at the facility for an initial inspection and assessment.	Disaster Response Coordinator, Property Team, Pastor
c. Inspect facility and secure as necessary, take pictures of any damage, use inspection forms or forms from insurance agent.	Disaster Response Coordinator, Property Elder, Pastor
d. Contact insurance agent	Administration Elder
e. Accompany insurance adjuster during visit	Property Team, Pastor
f. Call Session meeting to discuss next steps	Pastor
g. Communicate status of church programs, facility, and next steps to congregation	Pastor, Session
h. Call Presbytery to relay initial assessment of local conditions and request assistance if needed (Presbytery will contact PDA)	Pastor, Disaster Response Coordinator or Clerk
i. Restore communications at facility	Property Team
j. Form visitation teams to check on vulnerable members	Pastor, Session
k. Form work groups as needed to manage immediate emergency repairs	Property Team
l. Conduct worship service within one week after disaster	Pastor, Worship Team
m. Arrange use of alternate worship/meeting site if building unusable	Pastor, Worship Team
n. Decide about sheltering survivors. Be prepared to answer the following questions: <ul style="list-style-type: none"> • Capacity of space? • Location of space? • Kind of space? (Singles, families,) • Accommodate disabilities? • How rapidly is space available? • Access to showers? • Access to food? • Access to public transportation? • Accommodate pets? • Any other restrictions to use of space? 	Disaster Response Coordinator, Session, Property Team
o. Receive and manage requests for assistance received by Church Life elder and Pastor	Disaster Response Coordinator

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3. Recovery/Reconstruction

Action	Responsibility
a. Recruit members to attend community disaster relief information and organizational meetings.	Disaster Response Coordinator
b. Continue to identify needs of community and if/how congregation can respond	Disaster Response Coordinator, Pastor, Session
c. Form committee to oversee church repairs and obtain contractors	Property Team
d. Maintain contact with Presbytery	Pastor, Clerk of Session
e. Form groups of volunteers to meet community needs	Disaster Response Coordinator, Mission and Outreach Team
f. Decide how to manage unsolicited volunteers and donations	Disaster Response Coordinator, Administration Team
g. Decide about hosting outside volunteers	Disaster Response Coordinator, Session
h. Decide on involvement with community Long-Term Recovery Committee	Pastor, Disaster Response Coordinator

B. Response to Regional, National, and International Disasters

Action	Responsibility
1. Receive information about needs and response requests from Presbytery, VOAD (National Volunteer Organizations Active in Disaster), and PDA	Disaster Response Coordinator, Pastor
2. Communicate needs to congregation and establish campaign for monetary donations, prayers, as needed	Session, Disaster Response Coordinator, Church Life
3. Decide about hosting survivors	Disaster Response Coordinator, Session
4. Decide about hosting regional and/or transiting volunteers	Disaster Response Coordinator, Session
5. Form work groups to travel to disaster site	Disaster Response Coordinator, Session

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Appendix A

Local Emergency Contacts

	Contact	Phone
Fire/Rescue/Police	Emergency Communications Center	911
Fire/Rescue (non-911)	Copperas Cove Fire Dept.	254-547-2514
Police (non-911)	Copperas Cove Police Dept.	254-547-8222
Animal Control	Copperas Cove Animal Control	254-547-5584
Insurance company	Church Mutual	800-544-2642 or 715-536-5577
Attorney		
Computer technician	Evyn Koneczny	907-750-6109

Roster of area response agencies

Response Agencies	Phone
Copperas Cove Emergency Management Office	254-547-9130 (TX Dept of Public Safety in Copperas Cove) 254-547-4221 Copperas Cove City Hall
Coryell County Emergency Management Office	<i>Robert L. Harrell</i> , Emergency Management Coordinator Email coryellcountymemc@coryellcounty.org Office: 254 -248-3154 Cell Phone: 254-458-5038
Red Cross	800-928-4271 (Local) http://www.redcross.org/about-us/our-work/disaster-relief
Mission Presbytery executive:	(210) 826-3296 ext. 103
Presbytery Disaster Response Team	210-826-3296 Presbytery staff
Presbyterian Disaster Assistance	Rev. Dr. Laurie Kraus Director, (800) 728-7228 x5840
Others	

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Appendix B

Church Emergency Contacts

Position	Name	Primary Phone	Secondary Phone
Disaster Response Coordinator	Jeff Hampton	254-368-8276	254-368-6893
SESSION/DISASTER RESPONSE TEAM			
Pastor			
Clerk of Session	Gail Batman	254-421-0137	
Treasurer	Frank Reiser	254-542-2065	
Worship Team Elder	Grace Hoy	325-669-4057	
Property Team Elder	Charlie Pasco	254-290-8634	254-290-0367
Administration Team Elder	Cyndy Burleson	512-632-1526	
Discipleship Elder	Vicky Morris	254-231-9700	
Church Life Elder	Marley Ngwa	862-250-0181	
Mission and Outreach Elder	Marian Harrison	254-547-3850(h)	254-423-0359(c)
GREETER/SECURITY TEAM			
Team member/Chair	Jeff Hampton	254-368-8276	254-368-6893
Team member	Charlie Pasco	254-290-8634	254-290-0367
Team member	Don Taylor	254-291-9025	254-547-6789
Team member	Michael Addo-Safo	804-640-0952	
Team member	Jeff Greentree	254-554-1563	
Team member	Gerard Shu	240-788-0868	

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Medical Response Team Members		
Name	CPR Certification date	Expiration Date
Charlie Pasco	3/20/2024	3/2026
Denise Pasco	3/20/2024	3/2026
Jane Sievers	3/20/2024	3/2026
Michael Addo-Safo	3/20/2024	3/2026
Nancy Arrington	3/20/2024	3/2026
Jeff Hampton	3/20/2024	3/2026
Josiphine Wilson	3/20/2024	3/2026
Mark Trumbo	3/20/2024	3/2026
Gail Batman	3/20/2024	3/2026
Don Taylor	3/20/2024	3/2026
Dodie Turner	3/20/2024	3/2026
Pamela Azueh	3/20/2024	3/2026
Kate Burleson	3/20/2024	3/2026
Cyndy Burleson	3/20/2024	3/2026
Becky Hunter	3/20/2024	3/2026
Estrellita Hughes	3/20/2024	3/2026

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Appendix C

Facility Contractor Emergency Contacts

	Contact	Phone
Building		
Electric power	TXU	877-898-4249
	Reliant	866-660-4900
	ONCOR	888-313-4747
Electrician	(Not Owens)	
Gas	Atmos	866-286-6700
Water	Copperas Cove Water Dept.	254-547-2416
Plumbing	Cove Plumbing	254-547-4263
Insurance	Church Mutual	888-531-4310
		(Emergency)
Air Cond and Heating	Air Max	254-547-2406
Telephone	Spectrum	844-294-9517
Alarm Security	In-House	254-773-7300
Other Common Contacts		
Pest Control	Bugs Unlimited	254-721-0295
Computer	Evyn Koneczny	907-750-6109

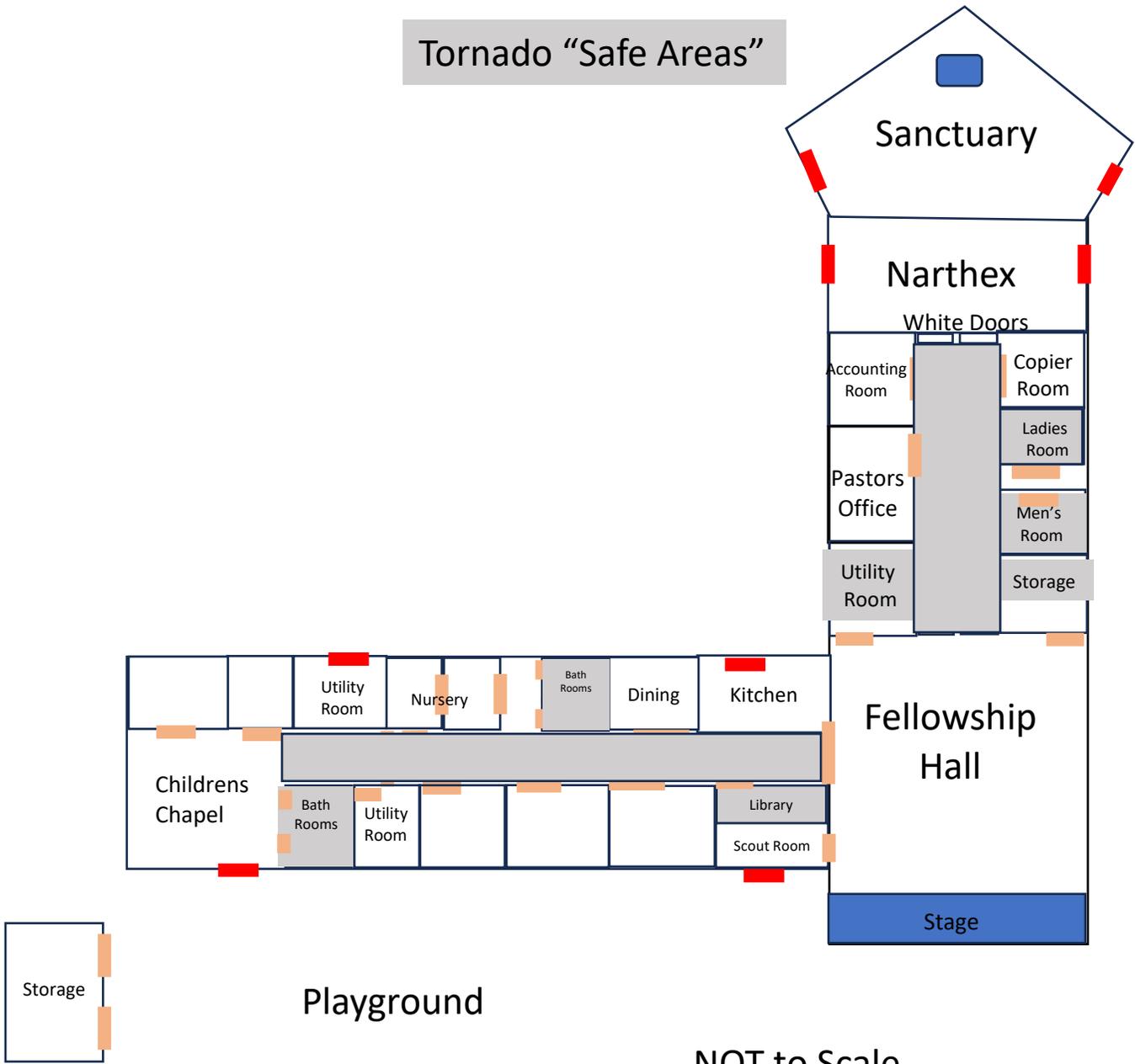
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Appendix D

TORNADO RESPONSE PLAN

1. If the church is occupied and a tornado alert is received, the Greeter/Security team members will be responsible for directing church members to shelter areas within the church. Church elders will secure first aid kits that are in their shelter areas.
2. If a worship service is in process, the designated Greeter/Security team members/elders will be responsible for directing church members to shelter areas.
3. Locations within the church considered suitable for shelter during a tornado:
 - a. Hallway leading from Sanctuary to Fellowship Hall
 - b. Hallway leading from Fellowship Hall past Classrooms
 - c. Bathrooms in Hallway between Sanctuary and the Fellowship Hall
4. Tornado Safety Basics
 - a. Move away from windows. If time, close window blinds or shades to help minimize flying glass or debris.
 - b. Warn all those around you and get to sheltered areas immediately
 - c. Move away from large expanses of unsupported ceilings, such as the church Fellowship Hall.
 - d. In interior hallways, crouch down as low as possible, facing the walls
 - e. If unable to get to designated shelter areas, get underneath desks or heavy tables in offices and classrooms
5. After tornado has passed, every effort will be made by church members to help other members who may be trapped or otherwise incapacitated to get out of the building. If church members are severely injured, immediate first aid or CPR will be provided by any persons qualified in those areas. Call 911 to summon emergency aid. However, widespread damage may limit the ability of first responders to reach the church in a timely fashion. Church members should not hesitate to help others and provide aid until help arrives.

Tornado "Safe Areas"



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Appendix E

FIRE RESPONSE AND EVACUATION PLAN

1. If fire is detected and the church is occupied during a non-worship period, the person who discovers the fire will be responsible for calling 911 immediately. If church staff, greeters-Greeter/Security members, ushers, or elders are present, they will be responsible for helping to evacuate the church in the quickest and most expedient method possible.
2. If a fire is detected during worship services, Sunday School, or Fellowship activities, the person who discovers the fire will immediately call 911 or notify any church staff who will immediately call 911. Church Greeter/Security team members will be responsible for evacuating the congregation during the worship service according to the fire evacuation scenarios. At other locations such as Sunday School, Fellowship Hall, and Child Care areas, church staff members (e.g., Child Care attendants) will be responsible for helping to evacuate people from those areas. Church staff will call on assistance as needed for evacuating children, the elderly, or those needing physical assistance.
3. Measures will be taken, as appropriate or possible, to control the fire. People who know how to use a fire extinguisher and can do so without injuring themselves or others can try to extinguish the fire. Church fire extinguishers are located in the following areas:
 - a. In Narthex, located on the wall near the hallway entrance
 - b. Fellowship Hall, located on the wall near double doors entrance
 - c. Kitchen, located on the wall near the stove
 - d. Utility Room next to Fellowship Hall, located on wall next to doorway
 - e. Children's Chapel Room, located on wall by the doorway to the Chapel
4. Those who assist in evacuating the church should ensure that people do not congregate near building exits or the marked fire lanes in the church parking lot. People should be advised not to try moving their cars or leaving the parking lot. This could hinder access by emergency vehicles.
5. During the church evacuation, an elder or Greeter/Security team member should take the automated external defibrillator (AED) device which is located on the wall near the Fellowship Hall. Preferably this should be an elder with CPR AED training
6. The Rally point for the church evacuation should be the North side of the Church (in the yard). An assigned elder should make a head count and query those outside to make sure that all church members have been accounted for. This information should then be provided to the Fire Department officials who arrive to fight the fire.

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Appendix F

Medical Response Plan

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

Medical response team members responsibilities may include the following:

1. Providing “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training arrives on scene.
2. Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
3. Participating as emergency response team members in emergency situations when their medical expertise is not required.
4. Providing medical assistance and support until professional help arrives.
5. Remaining “in charge” of a medical emergency situation until professional help arrives.

In a Medical Emergency Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:

1. Name and extension.
2. Location.
3. Number of people involved.
4. Nature of injury or illness.

Remember to stay on the line until help arrives, if at all possible. Note: Treat minor injuries from supplies in the first aid kits. The kits are located (provide location here). While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives: Allow responding units to take control of situation. Emergency response team members will stand by to assist as needed Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

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Appendix G

Response Plan to Violent Intruder or Active Shooter

1. The goal of intruder response should be to safeguard innocent life to the greatest extent possible. Since first responders may not arrive in time to prevent loss of life, the church members may have to take drastic actions to safeguard lives of all those within the church at the time of such an incident.
2. When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within the church, the following procedures are advised:
 - If possible, RUN or HIDE and lock yourself in or barricade the room you are in at the time of the threatening activity as a last resort FIGHT.
 - If communication is available, call 911 to report the hostile incident.
 - Do not stay in the open. Seek cover wherever possible and remain hidden.
 - Stay as quiet as possible.
 - Do not sound the fire alarm. A fire alarm could cause occupants in the building to expose themselves as they evacuate the building.
 - If people are caught in an open area, such as the Sanctuary or in a hallway, people must decide what actions to take.
3. You can try to hide, but make sure that it is a hidden space or you may be found as the intruder moves around looking for victims.
4. If you can safely make it out of the building by running, then do so. Be evasive as you run. Try to stay out of sight of the intruder(s) if possible. Use chairs, pews, any other furniture items to hinder line of sight from the intruder(s). When away from immediate area of danger, summon help any way possible, warn others, and cooperate with first responders who may arrive on the scene.
5. If the intruder(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead. You must remain absolutely still and refuse to react to physical contact.
6. If you are caught by the intruder(s) and they do not injure you, this could be a hostage situation. At this point, follow the directions you are given and do not show defiance to the intruder(s). Be alert to actions by law enforcement against the intruder(s) that may cause you to need to seek cover. Follow the directions of law enforcement EXACTLY in such a situation.
7. Another option if caught in the open by the intruder(s) is to fight back. This is dangerous and will be a personal decision to make depending on the situation. Anything available to use as missiles, such as books, furniture, other heavy objects, may be used to distract the intruder(s). Again, fighting back should be used as a last resort or to possibly save others' lives in a desperate situation.

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Appendix G

Response Plan to Violent Intruder or Active Shooter (cont.)

8. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or putting your hands in the air. This is done for safety reasons. Once law enforcement has evaluated the situation, they will provide further directions.

9. 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 church leadership:
 - Threatens harm or talks about killing others.
 - Constantly starts or participates in fights.
 - Loses temper frequently, leading to violent actions, such as throwing things
 - Swears or uses vulgar language, especially in a very personal way toward others
 - Possesses or draws artwork that depicts graphic images of death or violence
 - Has a history of domestic violence against family members
 - Has demonstrated violent tendencies as a result of being frustrated or converts frustration into uncontrollable physical violence

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Appendix H

Disaster Preparation and Response Resources

FEMA *Are You Ready* Guide

(<http://www.fema.gov/areyouready/index.shtm>)

Extensive guide on preparing for disasters. The entire document is available online, in pdf format and in bookform. Also available is the *Are You Ready? Facilitator Guide* (IS-22FG). The Facilitator Guide is a tool for those interested in delivering *Are You Ready?* content in a small group or classroom setting. The Facilitator Guide has instruction modules for adults, older children, and younger children. Copies of *Are You Ready?* and the Facilitator Guide are available through the FEMA publications warehouse (1.800.480.2520).

The American Red Cross http://www.redcross.org/services/prepare/0,1082,0_239_,00.html

The Red Cross provides a series of articles covering all aspects of Disaster Preparedness.

Presbyterian Disaster Assistance

<http://gamc.pcusa.org/ministries/pda/>

The PDA web site has a number of resources for training and response.

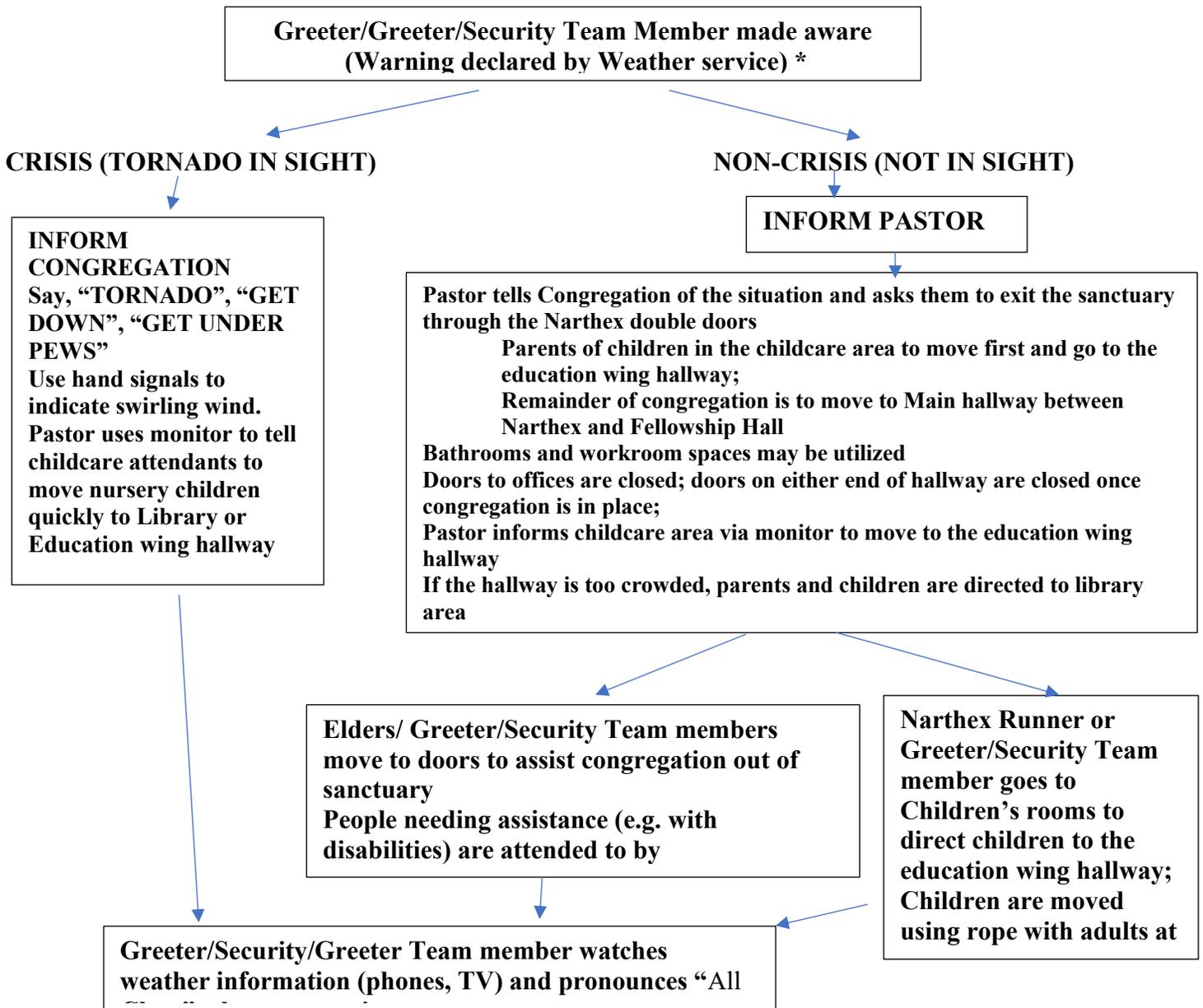
Mission Presbytery

<http://www.shenpres.org/disasterprep.html>

Mission Presbytery Disaster Response Team has listed a number of resources on its web page.

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APPENDIX I SAFETY SCENARIOS TORNADO



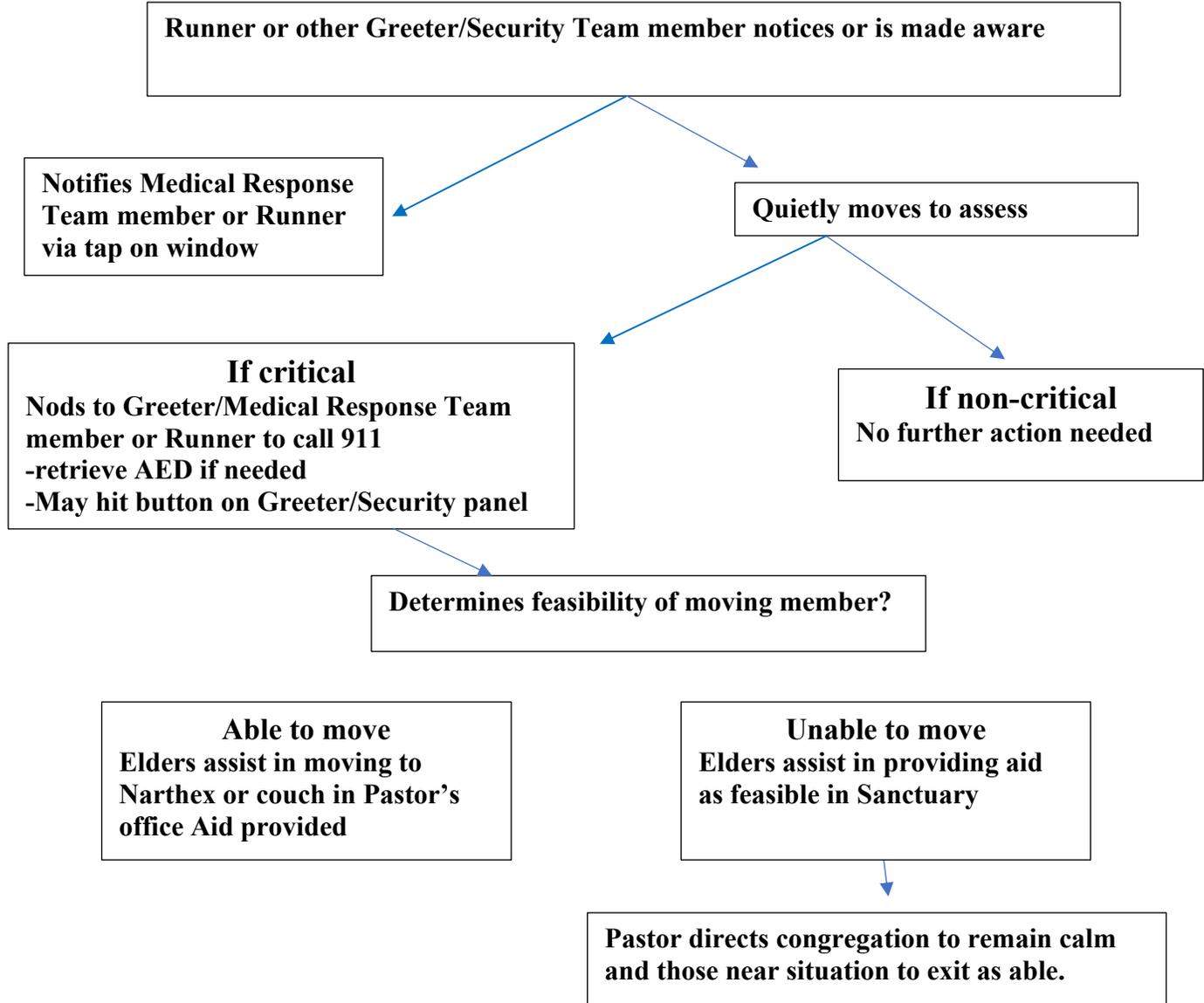
***If the “runner” is absent on any particular Sunday, the Pastor or Greeter/ Greeter/Security Team member will ask that another one of the Greeter/Security team remains in the Narthex to act as a runner for the day.**

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MEDICAL EMERGENCY

Congregation in Sanctuary



*If the “runner” is absent on any particular Sunday, the Pastor or Greeter/Greeter/Security Team member will ask that another one of the Greeter/Security team remains in the Narthex to act as a runner for the day.

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INTRUDER/ACTIVE SHOOTER

RUN (If you can)

- Get out if you can, even if others insist on staying
- Leave belongings behind
- Your life is more precious than "things"
- Once out, call 9-1-1



HIDE (If you need)

- If you can't get out, find a place to hide
- Barricade or lock doors
- Hide behind large objects
- Turn out lights and silence your phone



FIGHT (If you must)

- Attempt to incapacitate the shooter
- Act with aggression
- Improvise weapons
- Commit to your actions



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INTRUDER/ACTIVE SHOOTER

**Runner or other Greeter/Security team member says, “GET OUT. EXIT CLOSEST DOOR”
Pastor hits panic button on FOB (at pulpit)
Pastor speaks loudly into monitor to notify childcare staff**

**All Greeter/Security team member move to defend in all ways possible
(Wasp spray, thrown objects, physical take-down, block sanctuary door)**

**Runner moves quickly
(by door to outside to
notify the childcare staff**

**Elders assist in evacuating people;
Elders return into church once “all
clear” in order to render aid.**

**Children are led
into backyard
using back door**

**Pastor assists in evacuation and to “clear” the church
All work with police as directed**

***If the “runner” is absent on any particular Sunday, the Pastor or Greeter/Greeter/Security Team member will ask that another one of the Greeter/Security team remains in the Narthex to act as a runner for the day.**

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Appendix J

Sample Family Disaster Plan

How Prepared Is Your Family?

Instructions:

1. Working individually, take about 5 minutes to answer the questions below about you and your family's disaster preparedness.
2. Be prepared to share examples of areas in which you and your family are and aren't prepared.

Action	Suggestions	Completed?
Educate yourself and your family.	Talk to your local emergency management agencies and the American Red Cross chapter about: <ul style="list-style-type: none"> • Types of disasters likely to affect the community and how to prepare for them • Community warning systems and evacuation plans • Animal care during and after a disaster • Taking responsibility for elderly and disabled persons • Disaster plans at work places, schools, day care centers, or other places where your family spends time 	Yes No
	Be sure you have adequate insurance coverage	Yes No
	Conduct a home hazard hunt to identify anything that can move, fall, break, or cause a fire	Yes No
	Take a Red Cross first-aid and CPR class.	Yes No

Action	Suggestions	Completed?
Create a family plan and practice it	Identify "safe rooms" or shelter areas for earthquakes and violent weather	Yes No
	Determine the best escape routes out of the safe rooms/shelter areas	Yes No
	Pick two places to meet in case you cannot return to your home - one spot just outside your home and another outside the neighborhood.	Yes No
	Create a contact list	Yes No
	Identify an out-of-state relative or friend as a family contact in case family members are in separate locations at the time of disaster. Be sure work and school offices have this number on file	Yes No
	Discuss what to do in an evacuation and how to care for your pets.	Yes No
	Teach young children how and when to dial 911 and what to say	Yes No
	Post all emergency numbers by every phone.	Yes No
	Hold fire and emergency evacuation drills periodically (every six months) with all members of the family	Yes No
	Quiz family members periodically, (children every six months), on procedures and contact information.	Yes No
	Store originals of important family documents in a safe deposit box	Yes No

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Sample Family Disaster Plan

Action	Suggestions	Completed?
Be a good neighbor	Meet with your neighbors to plan how to work together in case of an emergency.	Yes No
	Know your neighbors' special needs or skills, such as medical, technical	Yes No
	Make plans for each other's children in case a parent is not able to get home	Yes No

Action	Suggestions	Completed?
Store adequate supplies	Store supplies in a sturdy, pest-free container and place in an accessible location:	Yes No
	Water for 3-5 days (one gallon per person per day, in a plastic container). Mark date of storage on container, and replace every three months.	Yes No
	Non-perishable foods for 3-5 days, including pet food if applicable. Replace every six months.	Yes No
	Flashlights with extra batteries	Yes No
	Manual can opener	Yes No
	Extra pair of prescription eyeglass, contact lenses (and cleaning solution)	Yes No
	Battery-operated radio or TV and extra batteries	Yes No
	Prescription drugs that are used regularly	Yes No
	First-aid kit	Yes No
	Extra set of car keys	Yes No
	One blankets or sleeping bag per person	Yes No
	Information (style, serial number, etc.) on critical medical devices (respirator, pacemaker, etc.)	Yes No
	Small amount of cash and a credit card	Yes No
	Children's toys, games, books, pictures, etc	Yes No
	Extra battery for cell phone	Yes No
	Sanitation supplies	Yes No
	Special items for infants/elderly/disabled	Yes No
	One change of clothing and footwear per person	Yes No

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Sample Family Disaster Plan

Action	Suggestions	Completed?
Take care of utilities	Locate and show all adults where and how to shut off main utility valves for water, gas, electricity.	Yes No
	Install smoke detectors on each floor, especially near bedrooms; test and replace batteries once a year	Yes No
	Teach family members how to use fire extinguishers and show them where they are kept. Test extinguishers once a year	Yes No

Action	Suggestions	Completed?
Create a home exit plan and evacuation box	Create basic floor plan of home and clearly mark exits to be used for emergencies. Post in each room	Yes No
	Create an evacuation box to “grab and go” in a waterproof container. Include	Yes No
	<ul style="list-style-type: none"> • Small amount of cash 	Yes No
	<ul style="list-style-type: none"> • Irreplaceable photos/negatives in plastic 	Yes No
	<ul style="list-style-type: none"> • Written inventory of valuable possessions (updated annually) 	Yes No
	<ul style="list-style-type: none"> • Insurance policy numbers and company phone numbers 	Yes No
	<ul style="list-style-type: none"> • Copies of other important family or home documents and contact list 	Yes No
	<ul style="list-style-type: none"> • Copies of prescriptions 	Yes No
	<ul style="list-style-type: none"> • Copies of important legal documents— deeds, wills, birth certificates, immunization records, first two pages of prior two years’ tax returns, etc. <i>Original documents should be kept in a safe deposit box.</i> 	Yes No

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Appendix K

Greeter/Security Team Position Description

Purpose: To greet and warmly welcome guests and members to the worship services. In addition, monitor key areas of the church during worship services or other events as part of security program of First Presbyterian Church-Copperas Cove.

Status: Volunteer

Accountability: Accountable to the Session through the Session and to the Pastor

Requirements: To be a friendly personality, knowledgeable about the church; [Watch a training video Civilian Response to Active Shooter Event \(CRASE\)](#) or equivalent yearly, in order to identify characteristics of an active shooter. Excellent understanding of Church Disaster Preparedness plan in regard to all emergencies (tornado, fire, intruder, etc.). Be prepared to conduct or assist in emergency action drills and briefings. Has physical abilities and awareness skills. Well acquainted with CPR and first aid skills.

Responsibilities:

- Be present in the Narthex **no later than** 10:40am on Sunday mornings and remain until all members of the congregation have either left the building or moved to Fellowship Hall.
- Refamiliarize yourself with Security Team responsibilities as needed (file holder on wall next to door)
- Check in with Usher(s), Media Team, and Pastor, such that all are aware that you are on duty as the greeter/security team. Ensure that childcare attendants have been contacted and all is going well. Ensure that they know how to reach you if they require assistance. Report problems to the elder over Discipleship (**Becky Hunter**).
- Put on name tag and greet attendees with a smile and a welcome
- Open door for everyone entering the building and assist those who need assistance.
- Remind parents to sign in young children (≤ 7 years) (If childcare attendants are not there)
- Work in cooperation with the usher to attend to those who need direction to nursery, restroom, coffee, pastor as needed
- Work in cooperation with Runner to make rounds of church facility by 11:05am, checking that all doors other than those of the Sanctuary entrance are locked.
- Lock Narthex (Main entrance) doors by 11:10am. They remain locked.
- Shut the double doors into the Sanctuary
- Occupy the seat in the chair nearest to the door
- Investigate any door openings (INHOUSE alarm chimes)

- To minimize disruption in worship, assist the usher in asking all members who leave the Sanctuary after the service has begun to remain in the Narthex and reenter only during breaks in the service (e.g. during hymns, between sections, passing of the peace, etc.). Please gently invite them to have a seat while they wait. (i.e. they should NOT enter during prayers, reading of scripture, the sermon, or choir anthems).
 - Note: small children should be accompanied by parents if they leave the sanctuary.
 - The Fellowship Hall is useful as worship space for overflow, for members who may not feel well, or for parents of small children who are struggling to remain in the Sanctuary. Unsupervised youth are not to “hang out” there.
 - Only the security member, runner and one (1) usher need remain in the Narthex during the service; Ushers may gather in the Narthex just prior to their roles in the collection of communions or offering.
- Working with the runner and other security team members, keep watch over the congregation for any who become distressed, ill, or in some way need assistance. Provide “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Keep watch over the parking lot, determine identity of all who come to the church after the doors are locked.
 - Open doors to late comers or guests. Greet them warmly (as stated above, keep them in the Narthex until a break in the service allows entry.
 - Refer those who come to the church seeking financial or other assistance after 10:30am to either join in worship or return after 12pm to speak with the Pastor
 - Enact the agreed upon proper procedure for the congregation (Avoid, Deny, Defend) if the individual approaching appears to be a risk to them.
 - Store backpacks under table or look inside back pack before allowing into Sanctuary.
- After service, close the white doors in the hallway between the Narthex and the Fellowship Hall. (This assists in keeping children from playing in rooms they don’t need to be in)
- While you are present, keep children from playing in the Narthex and running outside.

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