

# Contents

1. Emergency Plan
2. Emergency Equipment
3. Red Cross Shelter Agreement
4. Surviving Domestic Violence
5. How to Talk to a Suicidal Person
6. Safe Sanctuary Policy

Plan locations:

Website

Sound booth (sanctuary)

Church Office

Fellowship Hall-Kitchen

**It is the goal of the Canon City First United Methodist Church to ensure emergency events are responded to as effectively as possible through preparation and training. The prevention of emergencies will be pursued by a thorough and complete assessment of threats, physical plant, and training programs.**

**Protect-**The protection of all persons is the first priority of this emergency plan. All people involved in the ministries of this church share in this responsibility by immediately reporting any behaviors that may indicate a threat to the church or anyone participating in any church activity.

**Mitigation-** This emergency plan provides steps that mitigate the likelihood of personal injury or property damage that may result from a variety of different types of emergencies.

**Response-** The response from church employees, specific individuals that fulfill volunteer roles and general instructions from the congregation are identified with this plan.

**Recovery-** In the event of an emergency situation, evaluation of damages sustained to the physical plant will be completed prior to re-occupancy of any affected space.

### **Calling 9-1-1**

1. Stay calm. It's important to take a deep breath and not get excited.
2. Know the location of the emergency and the number you are calling from.
  1. Church Address: 801 Main St. Canon City, CO 81212
  2. Fellowship Hall address 831 Main St., Canon City, CO 81212

Cell phones may not tell the call-taker where you are. Know the differences when calling 911 on a cell phone.

3. **Wait for the call-taker to ask questions, and then answer clearly and calmly.** As the call progresses, you will hear clicking - **do not hang up!**
4. If you reach a recording, listen to what it says. If the recording says your call cannot be completed, hang up and try again. If the recording says all call-takers are busy, *wait!* When the next call-taker or dispatcher is available to take the call, it will transfer you.
5. **Let the call-taker guide the conversation.** He or she is typing the information into a computer and may seem to be taking forever: however, the emergency services will be dispatched while you are still on the line.
6. **Follow all directions.** In some cases, the call-taker will give you directions. Listen carefully, follow each step exactly, and *ask for clarification* if you don't understand. \_

7. **Keep your eyes open.** You may be asked to describe victims, suspects, vehicles, or other parts of the scene. License plate numbers are MOST important. When providing a vehicle description, try to remember CYMBAL (Color, Year, Make, Body type, and, License number).
  
8. **Do not hang up the call** until directed to do so by the call-taker.

## **SAFETY RESPONSE TEAM**

### **The following individuals have been trained to fulfill the roles of the Safety Response Team:**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved shelter areas in the building. Responsibilities include facilitating evacuations or lock down/shelter in place procedures. Safety response team members should immediately identify themselves as such to any personnel responding to the incident.

**Command:** The minister, if available, will assume control of the emergency. Based upon the specific emergency, the pastor will consult with appropriate church members or emergency responders to ensure the best available advice and direction is provided.

In the absence of the minister the following individuals have been trained to assume command of emergency situations:

Mike Delaurentis – 719-240-6714 (cell)

Ted Huskey – 719-275-5175 (home), 719-334-2747 (cell)

If the minister is not on site, the on-site event coordinator will assume command of the incident until relieved by another appropriately trained individual.

### **Support Functions:**

If an emergency occurs during a church service, the Minister will rely upon the ushers to be vigilant and alert for safety issues or potential emergency situations.

**Public Relations:** The pastor, or person he designates, will speak for the church in the event of any media inquiries concerning an emergency or incident.

## **EMERGENCY TELEPHONE NUMBERS**

**For All Emergencies Dial 9-1-1**

## **OTHER IMPORTANT NUMBERS**

Pastor Eric: 719-529-0651 (cell)

Building Maintenance: Larry Tarnow: 719-429-1446 (cell)

Building Coordinator: Laurie Pacheco 719-406-7346 (cell)

Church Safety Committee Representative– Ted Huskey 719-275-5175 (home),  
719-334-2747 (cell)

Executive Council:

Roger Motz, Co - Chair – 303-718-3026

Rene Newey – Co -Chair - 719-429-8036 (Cell)

**Evacuation:**

**The designated assembly areas are:**

**Sanctuary** if the emergency is located in the fellowship hall

**Fellowship** hall if the emergency is located in the main church building

**Off Site:** goodwill Donation Area (910 Main Street)

**If a Building Evacuation is initiated:**

- Remain calm and follow the instructions of the command person on-site
- As you evacuate the room, ensure that all people have left the area and then close the door as you leave. Assist disabled persons in your area.
- Use stairwells for evacuation.
- Do not return for any personal items (i.e. coats, purses, briefcases, etc) after you have left the area.
- Proceed to the appropriate evacuation area.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the Safety Response Team Member in charge.

**Evacuation area:**

Every attempt will be made to determine if all people known to be in the building at the time of the evacuation are present. Any person that suspects an individual remains in the evacuated building will immediately notify the person in command of the evacuation (normally the pastor).

The identified evacuation areas will be used as an initial staging area, if possible. If responding emergency personnel suggest re-locating the evacuated individuals to a different area (i.e. further from the evacuated building), this move will be announced. At that point, instructions will be delivered by the person in command to ensure that disabled persons and children are appropriately assisted to the new location.

**Fire and Smoke Emergencies:** If you detect smoke and/or fire:

- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Assign someone to don an emergency vest and to go outside to direct the emergency personnel to the correct location. (see emergency equipment list for location of the vests)
- Give your name, telephone number, and location and then describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

**If a cooking fire is detected in the kitchen area of the fellowship hall-** If the fire is small, use the specialized portable fire extinguisher located on the north wall of the kitchen. If the use of this extinguisher does not extinguish the fire, activate the hood fire suppression system by removing the pin and pulling the ring near the door.

**•Fire Evacuation Process:**

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with the back of your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move **upwind** of the building at least 75 feet away from the building. Go to your designated evacuation/assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the Safety Response Team member in charge. (Note: The “all clear” should be initially issued by the Fire Department.)

*The security system of the building will initiate a call to the alarm system when smoke or heat are detected, but do not wait for that to occur. If fire or smoke is detected -Call 911.*

**Notifications:**

1. Notify church personnel of the incident.
2. After the emergency, a review will be conducted by a member of the church safety response team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe.

## **Hazardous Material Emergency**

- In the case of a hazardous material exposure or accident, initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Assign someone to don an emergency vest and to outside to direct the emergency personnel to the correct location. (see emergency equipment list for location of the vests)
- Give your name, telephone number, and location and then describe the situation.
- If possible, locate information concerning the type of chemical or hazardous material that may be involved in the incident.
- Provide emergency first aid for injured persons, if needed.

## **Notifications:**

1. Notify church personnel of the incident.
2. After the emergency, a review will be conducted by a member of the church safety response team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe.

## **Hostage Incident**

### **Tips for People Taken Hostage:**

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is in a highly emotional state of mind. Don't make mistakes that could jeopardize your well-being.
- Don't speak unless you are spoken to and then only when necessary. Maintain eye contact with the captor at all times if possible, but do not stare.
- Try to rest. Comply with instructions as best you can. Avoid arguments.
- Be observant. If you are released the personal safety of others may depend on your memory.
- Attempt to establish rapport with the captor, if you are comfortable doing so.
- If medications are needed by anyone, say so.

### **The following are safety recommendations in case you are in a building in which a hostage situation is taking place:**

- If you are able to leave the area or the building without placing yourself in danger, take the closest exit and call 911.
- If you are unable to leave the area of the building without placing yourself in danger, go to the nearest unused office, lock and barricade the door and call 911. **SILENCE OR TURN OFF YOUR CELL PHONE!**
- While on the phone to police, state clearly that you need immediate assistance. If you are not in immediate danger, don't hang up until told to do so. Give your name, location, the nature of the problem and the people or area it involves.
- Follow instructions provided by responding law enforcement officials.

### **Notifications:**

1. Notify church personnel of the incident.
2. After the emergency, a review will be conducted by a member of the church safety response team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe.

## **Intruder/Active Shooter:**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

**If you are in the immediate area:** take all actions possible to protect yourself and others.

1. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if there are other victims around you.
2. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this might be an option. Throwing items, yelling or moving about may be options which could increase your safety.

**If you are very close to the immediate area of the intruder:**

- Lock yourself in the room, if possible.
- If communication is available, call **911**
- Lock the window and close blinds or curtains, if applicable
- Stay away from windows and don't stand in open areas.
- Turn off all lights and audio equipment including cell phones (after 911 has been called)
- Try to stay calm and be as quiet as possible.

**If you are able to get out of the building, then do so.**

1. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building.
2. Run until you are able to get to the donation area of Goodwill (910 Main Street).
3. When away from the immediate area of danger, summon help any way you can and warn others.

This Emergency Action Plan cannot cover every possible situation that might occur but may provide tools that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

### **Warning Signs:**

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others or constantly starts or participates in fights.
- Loses temper and self-control easily or becomes frustrated easily and converts frustration into uncontrollable physical violence.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.

### **Notifications:**

1. Notify church personnel of the incident.
2. After the emergency, a review will be conducted by a member of the church safety team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe.

## **In the event of a medical emergency:**

First person on the scene, ensure there is no continued threat

Assess the situation

Call EMS (Emergency Medical Service) – 911- Be prepared to give the following information:

- a. Name and extension.
- b. Location.
- c. Number of people involved.
- d. Nature of injury or illness.
- e. Remember to stay on the line until help arrives, if at all possible.

If the incident occurs during a church service, the minister will be expected to take control of the incident.

The most highly trained medical provider on scene will provide first aid within the limitations of their credentials and the available first aid supplies on hand. Care should be taken to ensure all responders adhere to standards of universal precautions when exposed to bodily fluids. (refer to list of first aid kit locations for supplies and gloves). 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.

Search for a support person to accompany the injured person to the hospital, if appropriate.

### **Notifications:**

1. Notify on-site church personnel of the incident. If no church personnel are on-site notify the church personnel within one business day.
2. After the emergency, a review will be conducted by a member of the church safety team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe.

## **In the event of an emergency created by severe weather:**

When severe weather is anticipated, church activities may be cancelled. Notices will include placing cancellation information on the website, sending email notifications to members, and notifying the TV and radio stations.

Additionally, the following actions should be considered to protect the building:

Ensure that all windows and doors are closed and locked.

If time allows, cover the stain glass windows and any other windows, if necessary.

Consideration for sand bagging around exterior doors and windows at ground level may be done to keep water from penetrating building.

Consideration should be given to shutting off utilities:

Gas supply should be turned off at the meter.

Electrical supply should be turned off for the main part of the building by switching the lever located behind the building near the alley. Water supply should be shut off at the control valve in the maintenance room in the basement. The educational wing has additional electrical and water shut off points located in the closet near Mary's Kitchen.

The Fellowship Hall utility shut offs (water lever and electrical panel) are separate. They are located in the janitor's closet in Fellowship Hall.

## **Notifications:**

1. After the emergency, a review will be conducted by a member of the church safety response team to ensure any unsafe condition is corrected and the appropriate area has been cleaned, if necessary. Based upon the severity of the incident, appropriate inspectors (i.e. fire department) may be necessary to ensure the area is safe and the building is structurally sound. After the emergency, church personnel will ensure that the area has been cleaned, if necessary.

## THREATS

In the event you receive a threatening call (i.e. bomb threat, armed assault), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb or other actions could maim or injure innocent people.

**Threat Checklist:** (complete this list if you receive a threat.)

Exact time of call:

Date:

Exact words of caller:

**Callers Voice:** (circle)

Male Female Adult youth

Estimated age:

Ethnicity/Race: Black, White, Hispanic, Asian, other: \_\_\_\_

Is the voice familiar? If so, whose did it sound like?

Emotional clues:

Calm Disguised Nasal Rapid Accent Nervous Angry Sincere Slurred Loud Excited  
Giggling Stressed Crying

**Background Noise:** (Circle)

Music Children Typing Airplanes Machinery Cars/autos

Other:

**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 did you place the bomb? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_

Phone number/text where the call was received: \_\_\_\_\_

Note: In the event you receive a bomb threat:

" Call 911 immediately. Provide the following information:

Identify yourself

State: "I have received a bomb threat."

Give your office location and extension.

**REMAIN CALM!**

## Accident/Incident Report Form

Date of accident/incident: \_\_\_\_\_

Time of accident/incident: \_\_\_\_\_ a.m./p.m.

Name of person completing this report: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone number: \_\_\_\_\_

Location of Accident/Incident/Injury \_\_\_\_\_

Describe what happened:

Was anyone injured: yes/no ... If so:

Name of injured person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_  
Phone number: \_\_\_\_\_

(attach additional paper if more than one other person was injured)

Did any injured person seek medical attention as a result of this accident/incident: yes/no

If so, where did they seek care: Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Notifications: Was a church employee or onsite event coordinator notified of this accident/incident?  
Yes/no

If so, Name of person notified: \_\_\_\_\_

Method of notification: phone/ in person/email    Date and Time of notification:

Signature of person completing this form: \_\_\_\_\_

## Safety Plan for Surviving Domestic Violence

What to do should someone confide in you that they are a victim of domestic violence:

- Listen to that person carefully! (Not all victims show signs of fear or panic.) Take her assessment of danger seriously. Don't discount any fear concerning violence that the abuser may be capable of and realize that she may be at greater risk for talking to you.
- *Victim of domestic violence can be female or male.* Listen without assigning blame. Believe what they have to say.
- Explore the possibility of calling the police or finding a safe house. (Never say anything that may make the victim feel like blame is being placed on her for the situation she is in).
- Support her decision and choice of action and continue that support no matter how many times she discloses, even if she is not ready to take action.
- Encourage her to start a safety plan (below).
- Keep in mind these people are focused on survival. Survivors would lie to keep the family together and not all women want to call the police, except as a last resort.
  - Ask her if she thinks her children are in danger or has seen children mimic any behaviors she is concerned about
  - Again, remind her that you can call the Family Crisis services from the church office and someone will come to the church for counseling.
  - Encourage her to follow her "gut" as to when she should get out of the situation.
- Make sure she has the phone number for Family Crisis Services – 719-275-2429. Family Crisis Services can provide a temporary safe home, counselling, advice and emergency supplies.
- Discuss the option of calling an advocate from Family Crisis Services while she is with you or take her to the family crisis services office personally. Never transport anyone alone, ask for a second person to be in the car. Make sure she knows that anything she discloses to Family Crisis Services is confidential and all of their services are free.

## **Safety Plan for Victims of Domestic Violence**

1. Always keep some money hidden, in case the need for a quick escape becomes apparent.
2. Have the following in a place that is easily accessible:
  - bag with extra clothing and medication (if needed)
  - extra keys for your car and home
  - documents: bank account information, insurance policies, marriage license, driver's license, social security numbers (yours, spouse's, children's), birth certificates, spouse's driver's license number, phone numbers for crisis assistance and phone numbers of family and friends.
3. Establish a code with family and friends in case of emergency.
4. Don't hesitate to call the police.
5. Notify a neighbor to be alert to strange noises and call police.
6. If possible, get rid of weapons in the house.

## HOW TO TALK TO SUICIDAL PERSON

### **When talking to a suicidal person (by phone or in person):**

- A. Listen attentively to everything the caller says, and try to learn as much as possible about what has the caller concerned. If possible, write everything down.
- B. Allow the caller to cry, scream or swear. Suicidal feelings are very powerful, so be prepared for them. Allowing the person to talk may help to decrease the suicidal threat.
- C. Stay calm and be supportive, sympathetic, non-judgmental, and kind.
- D. Do not be judgmental. Let the caller express emotions without negative feedback.

After you have a good understanding of the caller's concerns, summarize the problems back to him or her. This helps to preclude misunderstandings and demonstrates to the caller they have been heard and that you care about them.

### **Then ask the caller:**

- A. Are you feeling so bad that you are thinking about suicide?
  - 1. If the answer is yes, ask "Have you thought about how you would do it?"
    - a. If the answer is yes, ask "Do you have what you need to do it?"
      - If that answer is yes, ask, "Have you thought about when you would do it?"

Here are the four important questions in abbreviated form:

- 1. Suicidal?
- 2. Method?
- 3. Have what you need?
- 4. When?

The reason for asking these questions is to assess the level of risk of suicide for the caller. If the caller answers yes to any of these questions, professional help is needed. Ask the person for a commitment that they will not harm themselves until professionals can be contacted, then try to get the individual to call 911 or go to an emergency room. If they are unwilling to do either of these actions, try to get the person to talk to one of the crisis centers or suicide helplines.

**Suicide Prevention Hotline - 544-1133**

**Statewide Suicide Prevention Hotline- 1-844-493-8255**

**Poison Control - 1-800-222-1222**

**Sol Vista Crisis line: Cañon City Office 719-275-2351**

**Family Crisis Center- 719-275-2429**

**Additional resources can be found at:** <http://www.suicidepreventioncolorado.org/>

<http://coloradocrisisservices.org/>

If the person is unwilling do any of these actions, you should call 911 and provide them the information that you have gathered.