

Emergency Action Plan (EAP)

November 2018

In case of a Fire, or an Active Shooter, or any other type of emergency, Chemung Christian Fellowship wants to ensure the safety for the people in attendance of a worship service or event to the best of our ability.

To ensure a safe and speedy evacuation a **Safety/Security Team** will be established.

The Safety/Security Team will be made up of:

- Board members
- Worship team
- Ushers
- Teachers
- Others

The Safety/Security Team are those who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety/Security Team members know the location of approved evacuation sites. There will be a training seminar held annually.

Responsibilities include the following:

- Calling 911.
- Lock down procedures.
- Seeing that those who are in need of help in evacuation will be assisted.
- Helping guide people to the evacuation site (716 Main Street) the empty lot or the fire station in inclement weather.

Safety/Security Team members should immediately identify themselves as such to any personnel responding to the incident.

A diagram of the plan of evacuation placed in each room.

In Case of FIRE

CALL 911

In the event that you discover a small fire, notify church staff as soon as possible.

Staff members are trained how to use a fire extinguisher, and if they feel the best course of action is to attempt to extinguish the fire, they will locate an extinguisher and without risking injury attempt to extinguish the fire.

ACTIVATE fire alarm/smoke detector in one of these areas:

- Hallway by library
- Fellowship room
- Any Sunday school room upstairs

- Hallway upstairs

Follow the CCF building evacuation plan.

Do not panic; remain calm. Staff will assist disabled persons in the building. Isolate the fire by closing doors.

Proceed to the outside designated assembly area. Parents know that your children will be taken to this area.

The empty lot at 716 Main street will be the gathering point, in inclement weather, proceed up to the Chemung Fire Department.

Do not break windows- Oxygen feeds a fire. Be aware that moving your vehicle could hinder access by emergency vehicles.

Name and Phone number: Church- (607) 877-4033 Location- 726 Main Street, Chemung NY
Fire Extinguishers are provided at several locations throughout the church.

TO OPERATE FIRE EXTINGUISHER (P) Pull Pin (A) Aim at Bottom of Fire (S) Squeeze Trigger (S) Sweep Base of Fire Side to Side

In case of SEVERE WEATHER

- Occupants are to go downstairs and line the hallway by the church office.
- Occupants can also line the wall in the fellowship room opposite the kitchen on either side of the stairway. Staying away from the windows.
- An alternative place could be in the parsonage basement.
- Teachers and leaders are to take a roll call to make sure no one is left unattended.

In Case of ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing, or attempting to kill, people in a confined and populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

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

HOW TO RESPOND RUN/HIDE/FIGHT

EVACUATE/RUN

If there is an accessible escape path, attempt to evacuate the building. Be sure to: Have an escape route and plan in mind.

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

LOCKDOWN/HIDE OUT

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

Your hiding place should:

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

TAKE ACTION AGAINST THE ACTIVE SHOOTER/FIGHT

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

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

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