**SAMPLE EMERGENCY RESPONSE PLAN**

**POLICY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anglican Church has an Emergency Response plan that covers events that can reasonably be anticipated. Planned responses are designed to effectively protect all involved and to minimize risk. The plan is reviewed annually, updated when needed and posted in the office. Any event constituting an emergency (or close call) requires completion of an Incident Report Form.

**DEFINITIONS**

**Emergency** – an urgent situation threatening the well-being of people, or property.

**Disaster** – a situation that involves risk of very significant harm to large numbers of people, property, or the environment. It would likely require a full evacuation of the building(s) and the involvement of multiple emergency services.

**Chain of Command** – the authority given to those who direct responses. If Emergency Services, or Police, are involved, the person in charge (Incumbent or a Church Warden) will take direction from that agency’s designated official.

**PROCEDURE**:

1. The Incumbent, a Church Warden or the most qualified person on the scene will assume charge of the situation.
2. The person in charge will give instructions to those who will help and those who will move back, but remain alert and ready to help. The in-charge person should ensure someone is assigned to watch for and direct emergency services personnel.
3. When not on site, the Church Wardens will be notified as soon as possible. An event that requires activating the Emergency Response Plan always requires that the Church Wardens and the Bishop be informed immediately.
4. As soon as the situation is under control, the Incident Report is completed and submitted.

**TYPES OF EMERGENCIES:**

**Fires**

1. Small fires are extinguished using the closest fire extinguisher designed for the type of fire.
2. Unless the fire was very small and easily extinguished, the local Fire Department is called immediately.
3. The fire alarm is triggered to call all to the muster point. The primary muster point is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Attendance is taken to ensure everyone is accounted for.

**Death**

1. Immediately call 911, describe the situation and follow instructions.
2. Assuming that any first aid/resuscitation has been attempted, do not further disturb the body and take steps to protect the deceased’s privacy and dignity.
3. Assign someone to cordon off the area, protect the site, and move onlookers far from the area.
4. Call the Bishop, then the Wardens immediately. Ask that the Bishop come, or assign someone to come.
5. In collaboration with the Bishop, Wardens and police, determine who will inform the next-of-kin. If you can, involve the investigating officer in that decision.

**Hostile Intruder**

1. By definition, a “hostile threat” is someone threatening the personal safety of one or more people. Such a person is often armed. Time is a critical factor – call 911 immediately, then *(insert type of alarm). This is to alert all in the building that a hostile threat is nearby.*
2. *Fill in location of alarm(s)*
3. When a hostile threat alarm sounds, those familiar with the emergency response plan must do their best to direct those around them to react as follows:
   1. The advice from more than one policing agency is **RUN, HIDE, or FIGHT** (The three survival methods need not be considered necessarily in order. For example, to run outside the building may in fact be an unsafe area where other threats may be lying in wait. Being aware of your surroundings is paramount. In this case perhaps hiding or fighting is the best option.)
   2. **RUN** – When an active threat is in your vicinity
      1. If there is an escape path, attempt to evacuate with as many others as possible.
      2. Evacuate whether others agree to evacuate or not.
      3. Leave your belongings behind.
      4. Call 911 from your cell phone.
   3. **HIDE** – If evacuation is not possible or is unsafe, find a place to hide. Your hiding place should:
      1. Be out of the threat’s view.
      2. Provide protection if shots are fired in your direction (in a locked room, under a pew)
      3. Not trap or restrict your options for movement
      4. Remember to silence cell phones and shut off lights if possible.
      5. If you are not in a room (or building), try to get to one.
      6. If possible, secure the room you are in at the time of the threatening activity. Remember that many doors cannot be locked from the inside.
      7. Stay calm and be as quiet as possible.
      8. Barricade yourself in the room with furniture or anything you can push against the door.
      9. Lock the windows and close blinds or curtains.
      10. Ensure the identity of other people wanting to share your safe space before you unlock any doors or allow them access. (It could be the threat and not a victim wanting access.)
      11. Stay away from windows. Crouch down if necessary to stay out of sight.
   4. Avoid any open areas. If you are unable to run or hide, you may choose to play dead if other victims are around you.
   5. **FIGHT** – **As a last resort**, and only if your life is in danger
      1. Attempt to incapacitate the threat.
      2. Act with physical aggression.
      3. Improvise weapons.
      4. Commit to your actions.
      5. If you are caught by the intruder and are not going to fight back, follow their directions and don’t look the intruder in the eyes. Direct eye contact can imply a challenge.
   6. Keep in mind:
      1. When choosing someone to assist you, ignore seniority and position – choose the person who is most composed and rational.
      2. If (in your risk assessment) it is the safest possible method, keep everyone together.
      3. Exact circumstances cannot be predicted and excellent judgment and composure are needed.
      4. Once the police arrive, obey all commands. This may initially involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.