

CALVARY CHAPEL MID VALLEY EMERGENCY ACTION PLAN (EAP)

Purpose: Define Emergency Action Plan (EAP) for all ministries and staff.

- To define Action Plan for Fire, Earthquake, and Active Shooter incidents.
- Identify any staff or personnel within church, with professional training as EMT, PARAMEDIC, FIRE, POLICE, NURSE, OR PHYSICIAN.
- EAP to consist of immediate action consisting of *control, communication, evacuation procedures, active shooter incidents, and disruptions.*

Control: Check in/Check out roster system for Children and Parents, recognizing histories of Domestic disputes involving kidnapping of children by non-custody Parents.

- Control system to eliminate any possible kidnapping by offsite persons intent on taking a child not their own. This has happened.
- Control system using a Roster, to Roll Call students and staff after Evacuation, to determine all charges are safe and out of structure.
- Control of Students to keep them calm and quiet during emergency. THIS IS CRITICAL. This involves calm and quiet evacuation, not running but a controlled exit from building.
- Control to include each teacher *to identify at all times*, Her charges, students and or staff she will be responsible and accountable for at all times.

Communications: Using current hand-held communications, notify Security and Usher Teams, requesting assistance and communicating current status of conditions and needs.

- SECURITY MINISTRY member distributes a Radio to each classroom.
- SECURITY MINISTRY member to establish Radio Frequency at the start of each day. Make this frequency known to all radio users.
- SECURITY MINISTRY member to assist Teachers with a radio Check to verify radio operation, communications protocol, and correct frequency.

- Cell phone numbers of teachers, staff, on roster will be helpful in coordination of EAP. Parents/teachers may need assurances of the safety of their children.
- Teachers should not hesitate in dialing 911 for any injuries such as falls with head injuries, bleeding, loss of consciousness, and internal pain especially chest pain. If in doubt, call for Security.
 - **Information for 911 dispatcher:**
 - Address of location:
 - 14615 Sherman Way, cross Street, Van Nuys Blvd.
 - Phone: 818-461-0121
 - Type of Emergency? I.e. Fall, loss of consciousness, etc.
- Call for Security or Ushers to aid in evacuation.
- Use radio communications protocols, identifying location, your name, and *team requesting. I.e. Security or Usher team member.*
 - K to 2 (*location*)
 - Meg (*name*)
 - Security (*team needed*)
 - Help with evac. (*description of assistance needed*)
 - Confirm request acknowledged by team requested.

Evacuation Procedures: Evacuation procedures will be dependent on the type of emergency, Earthquake, Fire, or Active Shooter incident.

- MEETING/ASSEMBLY evacuation areas:
 - Large open area between CCMV classrooms and SDA offices is the pre-designated Meeting/Assembly area.
 - Gate leading to front (Sherman Way) lawn area and two gates leading to rear Parking lot area are both secondary evacuation areas, if primary Meeting/Assembly area becomes untenable due to any condition found not suitable to remain.
 - SECURITY MINISTRY members have KEY to open the three gates leading to front and rear parking lot.

- **FIRE** Evacuation Procedures:
 - NOTE: During an Active Shooter Incident, DO NOT EVACUATE CLASSROOMS on a “**pulled fire alarm.**” 2018 Florida School shooting, gunman pulled fire alarm to draw students and teachers out of rooms to shoot. Some were shot evacuating.
 - Evacuation Plan should include evacuation ROUTE, all routes leading to Assembly and Meeting areas.
 - On a pulled Fire Alarm, Teachers should choose older, reliable children to act as an assistant(s), to ensure an orderly, calm, and quiet (not running) exit from classroom, using both exit doors.
 - Teachers should check classroom after all children have exited, to ensure all children are safely out of classroom.
 - Pre-arranged MEETING AND ASSEMBLY AREA for children and all staff to meet. All persons should be aware of these Fire Evacuation Assembly areas.
 - Small Children or Children with special needs should be carried and or assisted in exiting.
 - Second floor emergency exiting require careful supervision of stair safety, especially for small children and special needs.
 - ROLL CALL for all Children and staff at Assembly Area.
 - ALTERNATE ASSEMBLY area Pre-Planned for unforeseen circumstances, i.e.. fire, smoke, or high winds making area untenable for assembly.
 - Gates to front and rear are locked. Have keys available.
 - AVOID assembly areas near electrical, gas utilities, chimneys, falling hazards, and overhead high voltage power lines.
- **EARTHQUAKE** evacuation procedures:
 - During Earthquake, keep children away from windows, taking cover under tables, on knees, hands covering heads.
 - In major earthquake building collapses, experience has shown furniture, refrigerators, and sofas next to walls, in space between wall and furniture, has protected occupants from roof and ceiling collapses. This has proven to be one of the safest areas.

- Standing in doorways are not safe areas, take cover under tables and between walls and large objects.
- Teachers must decide whether to shelter in place during earthquake or evacuate rooms using available exits.
- If decision is made to evacuate, Teacher must have firm control of children at all times, directing, calming, quieting, and moving children out of rooms using available exits.
- Use exits and pre-planned routes to Assembly Areas. Take Roll call immediately upon assembling.

- **ACTIVE SHOOTER INCIDENT**
 - **RUN.....HIDE.....FIGHT**
 - Children's Ministry will **HIDE** in Classrooms.
 - **TEACHERS**, YOU ARE THE KEY TO CHILDREN'S LIFE SAFETY.
 - **More lives have been saved by TEACHERS taking charge and acting decisively.**
 - **CODE WORDS: LOCK DOWN, LOCK DOWN, LOCK DOWN.**
 - Lock doors, dead bolts have been installed.
 - Close MINI BLINDS to block view from outside. VERY IMPORTANT.
 - Turn off lights, move children away from windows. Shooters have shot into windows out of frustration.
 - Overturn tables, bookcases, cabinets, furniture, and chairs to form a BARRICADE to place children behind.
 - Take Cell Phones from Children and put on silent mode. Do not depend on Children to do this. Parents may be calling on phones, you must triage your duties and prioritize what you can and can't do.
 - Use social media or call 911, tell other teachers in other rooms to do the same as you are doing.
 - Keep the Children quiet, and calm. They may be panic stricken, and you must gain control over them to keep them quiet and calm. Use older Children to calm and quiet younger children.

- DO NOT OPEN DOORS FOR ANY REASON. Do not give in to children pleading with you to open doors with people begging to be let in.
- **ASSAILANTS HAVE BEEN KNOWN TO WAIT OUTSIDE DOOR TO TARGET PEOPLE INSIDE.** This happened in Parkland Fla shooting. This will be very hard to do but you must do this. The Children's lives you oversee depend on this discipline.
- Only open door when Police or Security Member tells you it is safe.
- Again, do not evacuate room for a pulled fire alarm during an active shooter incident.

- **SECURITY and USHER teams: RUN.....HIDE.....FIGHT**
 - FEMA AND FBI all recommend in their written guides for active shooter incidents, to RUN, HIDE, and FIGHT.
 - These three actions happen simultaneously, with each person doing what he/she decides what is best for the individual or group.
 - More active shooters incidents have been stopped by individuals together or singly **fighting** for survival and bringing down assailant.
 - The use of fire extinguishers discharging while engaging shooter, use of tables and chairs as shields while swarming and engaging, has worked to distract or disable shooter.
 - The use of any thing as a weapon, chairs, benches, rods, poles, buckets, anything that can be thrown can be used. This is **fighting** for survival.
 - The average Active Shooter Incident lasts 10-15 minutes in length.
 - If you can't **RUN, HIDING** under pews, chairs, behind obstacles, out of the line of fire has saved lives.
 - Hiding under chairs shielding vital areas of the head and torso and can protect from sprayed shots.

- **DO NOT BE IN DENIAL. IF YOU HEAR WHAT YOU THINK IS GUNFIRE, IT IS NOT A FIRE CRACKER, ITS GUNFIRE.**
 - React, decisively, TAKE CHARGE, ASSUME LEADERSHIP, people will follow directions.
 - **DIAL 911**
 - Parents, do not run to classrooms and try and get into the classrooms for your children. They may be safer inside the classroom than you are outside. RUN, HIDE, OR FIGHT.
- **EXITING**
 - **USE OF ALTERNATE EXITS**
 - Always look for ALL EXITS doors when entering any public assembly building.
 - Always preplan an alternate exit from the entrance you used when entering. THIS COULD SAVE YOUR LIFE.
 - More people have perished attempting to exit from the same entrance they came in. They find fatalities stacked at front area where they came in, when there were alternate exits available.
- **DISRUPTIONS Interior**
 - People entering churches to purposely disrupt services are not uncommon.
 - **SECURITY** members will deal with these issues, escorting and calling 911 if necessary to deal with trespassing.
 - **USHERS**, please make yourself available to Security members, offering assistance in escorting disruptors out of the sanctuary.
 - **SECURITY members** will manage removal of disruptor, with **USHERS** assisting.
- **DISRUPTIONS Exterior (Parking Area)**
 - Parking Lot receives vehicle and foot traffic, from regular church attendees, and at times, homeless persons looking to attend church or just curious and wandering around.
 - **SECURITY MINISTRY** must approach each individual or situation with Jesus Christ in mind. FIRM BUT LOVING, with the safety and welfare of the Church as the primary function of this Ministry.

- Person attempting to enter from Parking lot with duffle bag, or dressed in overcoat in warm weather, every attempt must be made to closely evaluate person before allowing to enter.
FIRM BUT LOVING.
- Disruptive parent in a domestic custody dispute attempts to enter premises to see or take child out, call **911** and call classroom of age group to lock door. These are very dangerous situations that have triggered Active Shooter incidents. Every effort must be made to not exacerbate an already tenuous situation that can spiral out of control very rapidly.
- **911** should be called for a loud and disruptive person. SDA has a No trespassing policy for any un-authorized person entering premises without permission.
- When in doubt, call for additional SECURITY MINISTRY Members for backup.