



# IVY CHAPEL UCC EMERGENCY PROCEDURES MANUAL PAGE LINKS

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## EMERGENCY CONTACTS/WALKIE-TALKIES

**When a situation arises in which human life or property is in jeopardy such as medical, fire or police emergency, Immediately call 911.**

**Note: For the purpose of this manual the term "Building Personnel" refers to full-time staff at Ivy Chapel UCC.**

**Ivy Chapel UCC, 620 North Woods Mill Road Chesterfield, MO 63017-3219 Phone 314- 434- 4991**

### EMERGENCY/UTILITY INFORMATION

<b>GENERAL EMERGENCY</b>	<b>911</b>	<b>911</b>	Spire	Natural Gas	800-887-4173
Police/Ambulance	Chesterfield Police Dept.	636-537-3000	Missouri American Water	Water Company	866-430-0820
Fire/Ambulance	Monarch Fire Dist.	314-514-0900	Metropolitan Sewer District	Sewer Company	314-768-6260
Fire Alarm	Hackett Security	314-432-4200	Verizon Wireless	Cell Phone Company	800-922-0204
Poison Control	Missouri Poison Center	800-222-1222	Solid Waste Management	Trash Company	314-739-5943
Electric Company	Ameren Missouri	800-552-7583	Church Asset Management	Insurance Company	800-200-7257

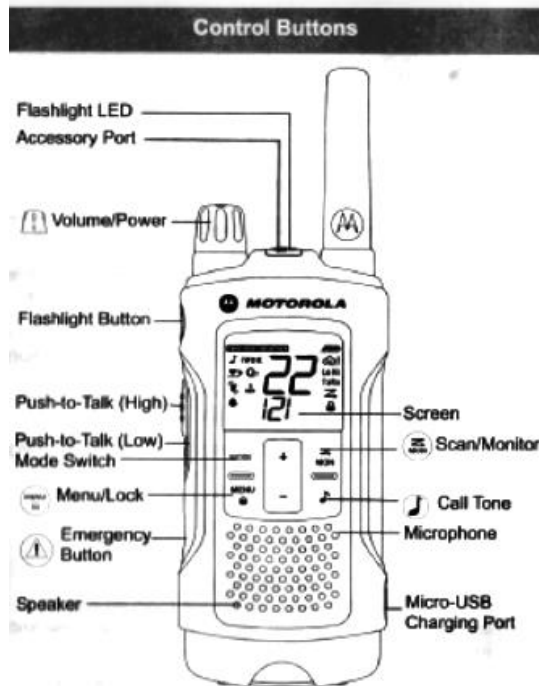
### BUILDING PERSONNEL

Name	Title	Home Phone	Cell Phone	Email Address
Pastor Dan Wilson	Pastor			pastordan@ivy chapel.org
Linda Lowry	Youth Program Coordinator			linda@ivy chapel.org

### TRUSTEES

Frank Purviance	Chair/Nominating	314-469-1953	314-603-4166	purviancefsp@gmail.com
Gary Lindhorst	Secretary	636-391-9504	314-779-5858	garylindhorst@att.net
Tom Glenn	Budget-Finance	314-576-3991		thomglenn@sbcglobal.net
Bruce Wilking	Special Projects/Fellowship	314-275-8344	314-640-4902	bwilking@att.net
Mark Gerdes	Special Projects	314-779-6099	314-779-6099	gerdesfish43@yahoo.com

## WALKIE-TALKIES



### Turning your Radio On and Off

Turn "Volume Power knob" clockwise to turn the radio on and counterclockwise to turn off.

1. In ON position, the radio chirps and briefly shows all icons available.
2. The display screen then shows the current channel, code and all features that are enabled. The radio is now in Two-Way mode.

### Setting the Volume

Press and hold for three seconds while rotating until you reach a comfortable listening level.

1. Rotate clockwise to increase the volume.
2. Rotate counterclockwise to decrease the volume.

### To Communicate

1. To talk, press and hold the PTT button.
2. When you are finished talking, release the PTT button.
3. When receiving, icon blinks and is shown. If it is a high power channel, is shown. For maximum clarity, hold the radio two to three inches away from your mouth and speak directly into the microphone.

### Power Boost

To boost the power of your radio to high power, press the top portion of the PTT button when talking. If you know your party is close by, you can conserve the energy of your battery by pushing the lower part of the PTT button to use less power.

### Mode Button

By pressing "mode" button, the user will seamlessly switching between two-way and weather mode. When radio is in two-way mode, "TWO-WAY" will be shown. When radio is in weather mode, "WEATHER" will be shown. Corresponding setting and information will be shown on the display screen.

### Selecting the Channel

1. With the radio on, press **Volume/Power Knob** until the channel number starts to flash. When the radio is on a .5 watt channel, display "Lo" shows. When the radio is on a 1.5 watts channel, display "Hi" shows. The current channel flashes.
2. Press + or - and select an unused or quiet channel.
3. Press the PTT button to save the channel setting or **Volume/Power Knob** continue set up.

### Emergency Alert Mode

The Emergency Alert feature can be used to signal members in your group of your need for urgent help. The radio will operate in an automatic "hands-free" emergency control mode for a total of 30 seconds after activating the Emergency Alert. All radios in your group will automatically advance the speaker volume to the maximum setting and sound a warbling alert tone for 8 seconds. The alert tone is emitted from your own radio speaker and the receiving radios in your group. After the 8 second alert, any spoken words or incidental sounds at your end will be transmitted to the group for 22 seconds. For the 30 second duration of Emergency Alert mode, radio controls and buttons will be locked to maximize reception of the emergency message.

1. Press and hold the Emergency Alert button for 3 seconds.
2. Release the button the alert tone begins to sound. There is no need to continue to hold the Emergency Alert button or use PTT for your message to be transmitted.
3. After the alert tone ends you may speak into the microphone. Your voice or incidental sounds will be transmitted.
4. After 30 seconds your radio speaker will emit a Talk Confirmation Tone. Operation then returns to normal two-way mode.

### Using the Charger

1. Make sure the radio is Turned Off
2. Plug the charging cable into the charging port. Connect the other end of the cable into the wall outlet.
3. An empty battery will charge in 14 hours. The battery meter will indicate the battery is charging.

## MEDICAL EMERGENCIES

Time is of the essence if someone faints, has difficulty breathing, reports irregular heartbeats or other symptoms that may indicate sudden cardiac arrest.

### TAKE ACTION:

- Do not move the person.
- Assess the situation.
- Contact Building Personnel.
- If necessary, CALL 911.

## MEDICAL EMERGENCIES

## TORNADO

Tornados do not require evacuation. **STAY INSIDE THE BUILDING.** If a tornado warning is issued, occupants will be notified via Building Personnel with Walkie-Talkies.

**SIGNAL:** Push emergency button on walkie-talkie and announce that a tornado warning has been issued and all persons must take shelter in lower level hallways. Quickly survey all upper level rooms to ensure everyone has gone downstairs.

### **TAKE ACTION:**

- Never be caught outdoors, if possible get inside.
- Go immediately to Ivy's lower level.
- Stay along hallway walls, away from stairwell and exterior doors. Stay away from ALL glass.
- Sit in protected position on knees, facing the wall with hands covering head and face.

Take Walkie-Talkie and tune to NOAA Weather Radio Station for current conditions.

## TORNADO

## FLOOD

A broken water main or pipe is the most likely cause of a flood. Water could also enter the building under the doors of the three main entrances off the parking lot: narthex, office wing and Sanctuary. Water could also enter through the HVAC fresh air intake in the lower level furnace room.

### **TAKE ACTION:**

- Locate source of water.
- Contact Building Personnel and trustees (see Contacts page in manual).
- **Pressurized Water Source:**
  - If flooding comes from pressurized water, turn off the closet shut-off valve. (See Utility Shut-Off Map located at end of manual.)
  - If local shut-off cannot be found close the building main water valve. (See Utility Shut-Off Map located at end of manual.)
  - If water is rising in lower level, turn off main Electrical Circuit Breakers located in the closet of Classroom #4. Emergency Lights should come on.
- **Ground Water Source:**
  - Keep ALL three main entrances closed. Pack rags, cloth, etc. at bottom of these doors.

## FLOOD

## FIRE

Both “Fire Drills” and the “Actual Event” must be taken with the same sense of urgency. When you hear the alarm, you must ALWAYS assume it is a real emergency and follow established procedures to exit the building.

- ❖ **ALL DRILLS MUST BE SCHEDULED AND HAVE A TRUSTEE PRESENT.** For “DRILL”, Hackett Alarm Co. **MUST** be notified prior to the alarm box being opened to avoid dispatch of emergency personnel and additional charge to Ivy Chapel. Hackett Alarm Co. **MUST** be notified again after the Drill is complete. Phone number for Hackett Alarm is 314-432-4200.

**SIGNAL:** Fire Alarm Horn/Flashing Lights (Use Pull Stations to activate: (see map for locations.)

### **TAKE ACTION:**

- ❖ If you feel you can extinguish the fire without injury, use fire extinguisher.
  - **Fire Extinguishers:** (See map for locations.)
    - Remove Trigger Pin by pulling out (Break plastic retaining strap.)
    - Point nozzle at Base of Fire.
    - Squeeze trigger and move side to side to extinguish flames.

### **Fire Evacuation Procedure:**

- Leave personal items behind.
- After being certain everyone is out of your room, turn lights off and close doors.
- Exit the building from the floor you are on.
- Utilize the closest exterior door to exit the building.
- Remain quiet so instructions can be heard by others.
- Building Personnel will assist non-ambulatory individuals.
- Building Personnel will check the facility to see all rooms are clear.
- Upon leaving the building, **upper and lower levels** will gather at the assembly point (western edge of the parking lot, flagpole side).
- Keep the front of the building clear as emergency vehicles will be pulling up close to the building.
- As best possible, take attendance to assure all individuals have exited the building.
- If you know the whereabouts of a missing person make sure you notify first responders immediately.
- What happens after the emergency depends on the extent of damage.

## FIRE

## BOMB THREAT

Bomb threats can come in one of two forms. They can come in the form of a telephone call, the most common method used, or through the mail (letter or package). Regardless of the method, bomb threats should always be taken seriously.

**If a suspicious package or object is found, do not touch it and do not use a cell phone**

### **TAKE ACTION:**

#### ➤ **Bomb Threat Call**

- Remain Calm
- Keep the caller on the line (record time of call)
- Take Notes
- Get as much information as possible by asking:
  - When is the bomb set to go off?
  - Where is the bomb located?
  - What kind of a bomb is it?
  - What does the bomb look like?
  - Why are you doing this?
  - Who are you?
- Listen carefully for clues such as:
  - Age
  - Gender
  - Race, Accent
  - Background noises (music, conversations, traffic, machinery, etc.)
- After caller hangs up, record end time of call
- Contact Building Personnel in charge.

- Do not discuss the details of the call with other employees.

- Evacuate the building and do not allow anyone to enter

- **CALL 911**

#### ➤ **Letter/Package Bombs**

- Do not touch, examine or move the package or suspicious letter
- Do not use a cell phone.
- Do not turn any lights or electrical equipment on or off.
- Notify Building Personnel in charge
- **CALL 911**
- Evacuate the building and do not allow others to enter.

## BOMB THREAT



## EARTHQUAKE

### Earthquake Procedure:

- **Shelter in place.**
- **Evacuate the building by utilizing the “Fire” section of this manual**

**Signal:** The ground shaking

### TAKE ACTION:

- **Stay in the room you’re in and protect yourself.** Get under a table or substantial furnishing. The goal is to protect yourself from anything that can harm you by falling from above.
- Regardless the duration of the quake, when the trembling stops, follow the Fire Emergency Procedure to immediately exit the building.
- Building Personnel will systematically check the building to assure all is safe before allowing the building to be re-entered. Points of concern include: damage to the structure; fire or water damage and the smell of gas.
- Building Personnel or Trustees will turn off building electrical breakers, main water valve and building gas meter as necessary. (Map of shut off locations is located at the end of this manual.)

### Fire Emergency Procedure (Exit Procedure)

- Exit the building from the floor you are on.
- Utilize the closest exterior door to exit the building.
- Remain quiet so instructions can be heard by others.
- Building Personnel will assist non-ambulatory individuals.
- Building Personnel will check the facility to see all rooms are clear.
- Upon leaving the building, upper and lower levels will gather at the designated assembly point (western edge of the parking lot, flagpole side).
- Keep the front of the building clear as emergency vehicles will be pulling up close to the building.
- As best possible, take attendance to assure all individuals have exited the building.
- If you know the whereabouts of a missing person make sure you notify first responders, immediately.
- What happens after the emergency depends on the extent of damage.

## EARTHQUAKE

## INTRUDER, ACTIVE SHOOTER & HOSTAGE SITUATIONS (over)

**Run, Hide, Fight** – is the mantra for emergency situations; and these actions can be done in any order or individually. An alert to take these emergency actions could come from a commotion in the building, gunfire, or a phone/text alert. Doors and windows are numbered for identification. Walkie-Talkies are located in: Sanctuary, Kitchen, Office, Nursery, Sunday school and Preschool classroom.

### Intruder

**Lockdown or Shelter in Place**- In the event an Intruder is roaming the building and you cannot exit the building,

#### **Shelter in Place and Call 911.**

- Building Personnel should take their Walkie-Talkies to communicate real-time information: who, what, where.
- Immediately go into a lockable space.
- Stay away from ALL windows and doors
- Secure crash bars with belts, shoelaces. Barricade with anything available.
- Turn off lights and Be Quiet.
- **Silence your cell phone.** Turn off any items that could make noise.
- Gather weapons (furnishings, books, etc.) and be mentally prepared to defend yourself and others.
- Attack as a group (swarm).
- Wait for evacuation instructions.
- If you see the intruder, be prepared to report vital information to authorities such as a physical description, number of weapons, number of potential victims and the physical location of the shooter.

### Active Shooter

In the event an Active Shooter enters either floor of Ivy Chapel, an announcement will be made on the Walkie-Talkie: *e.g. "Intruder with gun/weapon in the Sanctuary, Fellowship Hall, etc."*

Building Personnel will assist as in other evacuations, unless hostage-taking in their immediate area prevents this.

### Hostage

If you become a hostage, REMAIN CALM. The hostage-taker will reflect your emotions. Your initial actions will set the stage for the remainder of the situation. Accept your situation and be patient.

- Do not panic. Do not be a hero.
- Follow the instructions of your captor. The longer you are together, the less likely the captor will hurt you.
- Don't look down on your captor or make suggestions.
- Only try to escape if you are absolutely certain you can be successful.
- Be aware of everything you see and hear.
- Remember everything possible: number of captors, captors' descriptions, conversations, weapons, etc.
- Try to remember the number and identities of other hostages.
- If you are permitted to speak on the phone, be prepared to answer yes or no to questions.
- If you believe a rescue attempt is taking place, or you hear noise or shooting, take refuge on the floor and stay down. Keep your hands on your head. Do not make any fast movements.
- If confronted by rescuers, be prepared to initially be treated as a hostage-taker. Come out with your hands up. The police will not know who is dangerous and who isn't.
- Follow police instructions explicitly. Police will be looking for identification.

### **What to Expect from Responding Police Officers:**

- Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the threat quickly.
- Responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests and other tactical equipment. The officers will be armed with guns.
- Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Put down anything you may be carrying and keep your hands visible at all times.
- The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to help injured persons.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain where authorities designate.

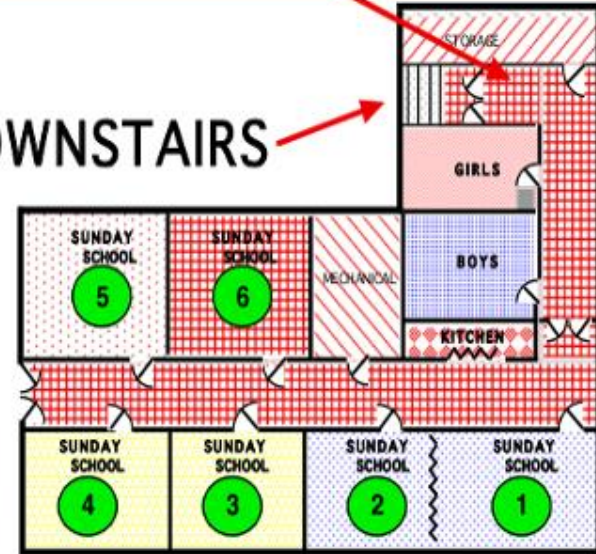
# EMERGENCY SHELTER PLAN



**IN EVENT OF A TORNADO THE LOWER LEVEL HALLWAYS ARE THE SAFE SHELTER AREAS**

**PROCEED DOWN STAIRS CLOSE DOOR ON WEST CLASSROOMS 1-4 & 5**

## DOWNSTAIRS



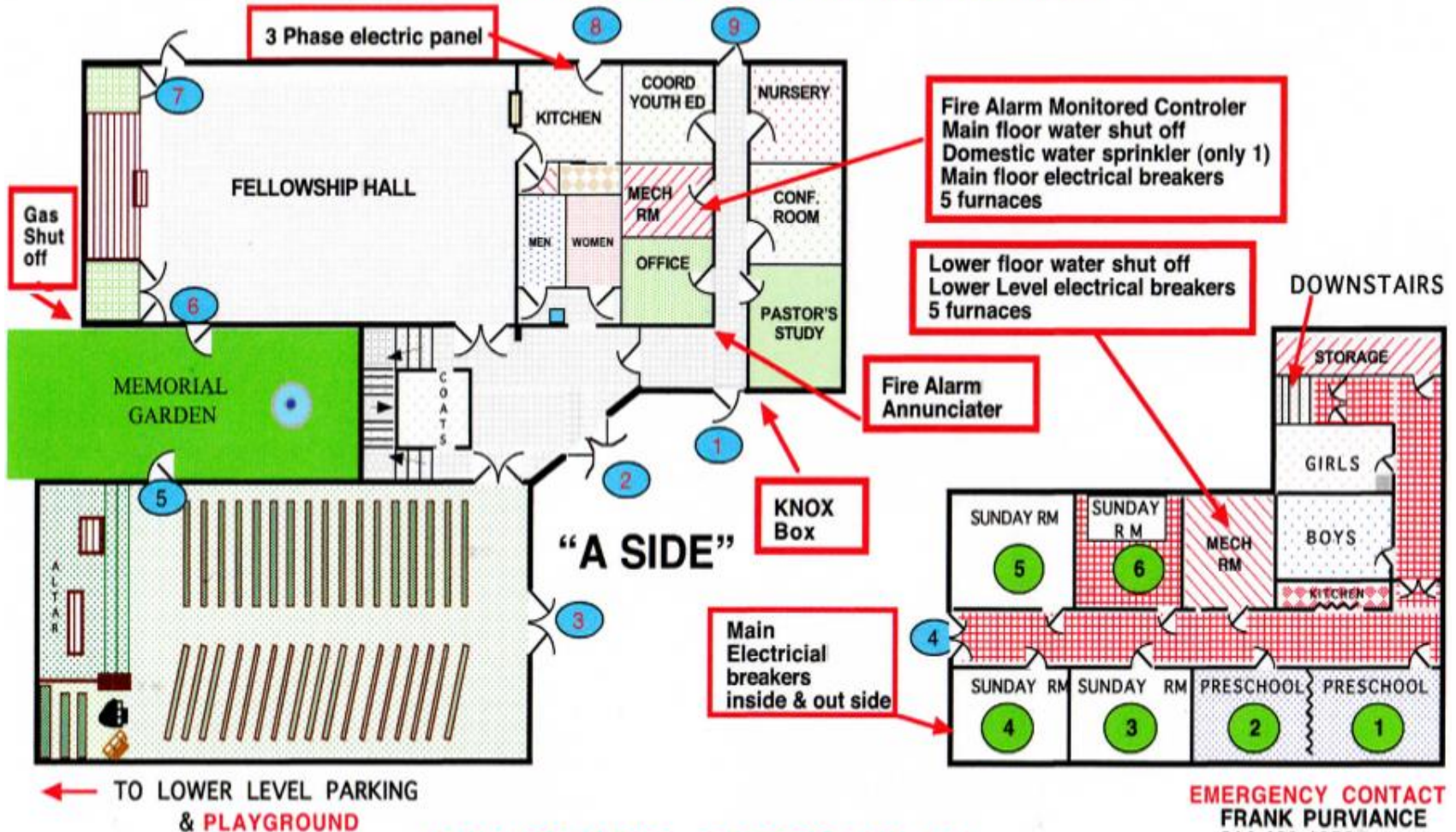
## IVY CHAPEL FLOOR PLAN

FRANK PURVIANCE  
6/2/2018



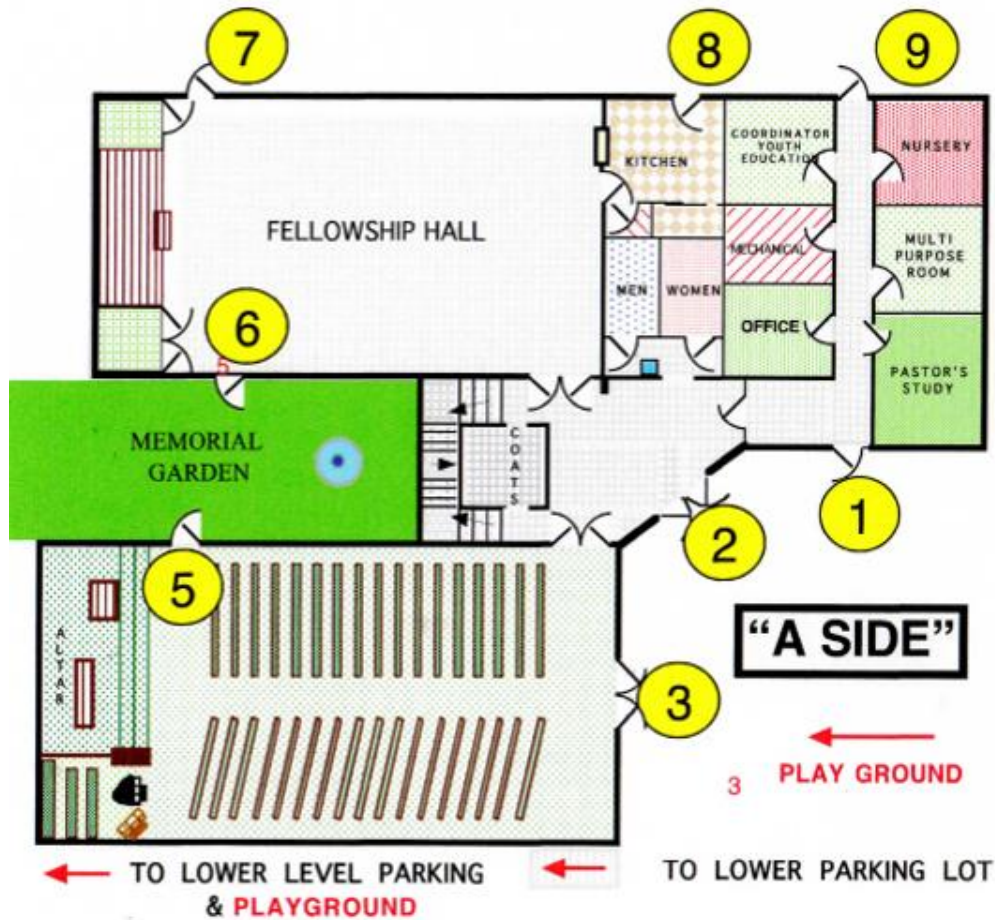
# SHUT-OFFS

## WATER, GAS, ELECTRIC, & FIRE ALARM

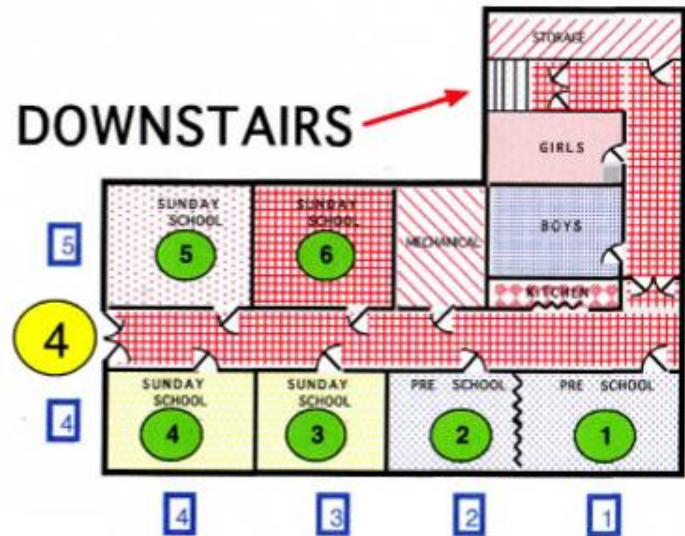


### IVY CHAPEL FLOOR PLAN

# DOORS & WINDOWS NUMBERING



## DOWNSTAIRS

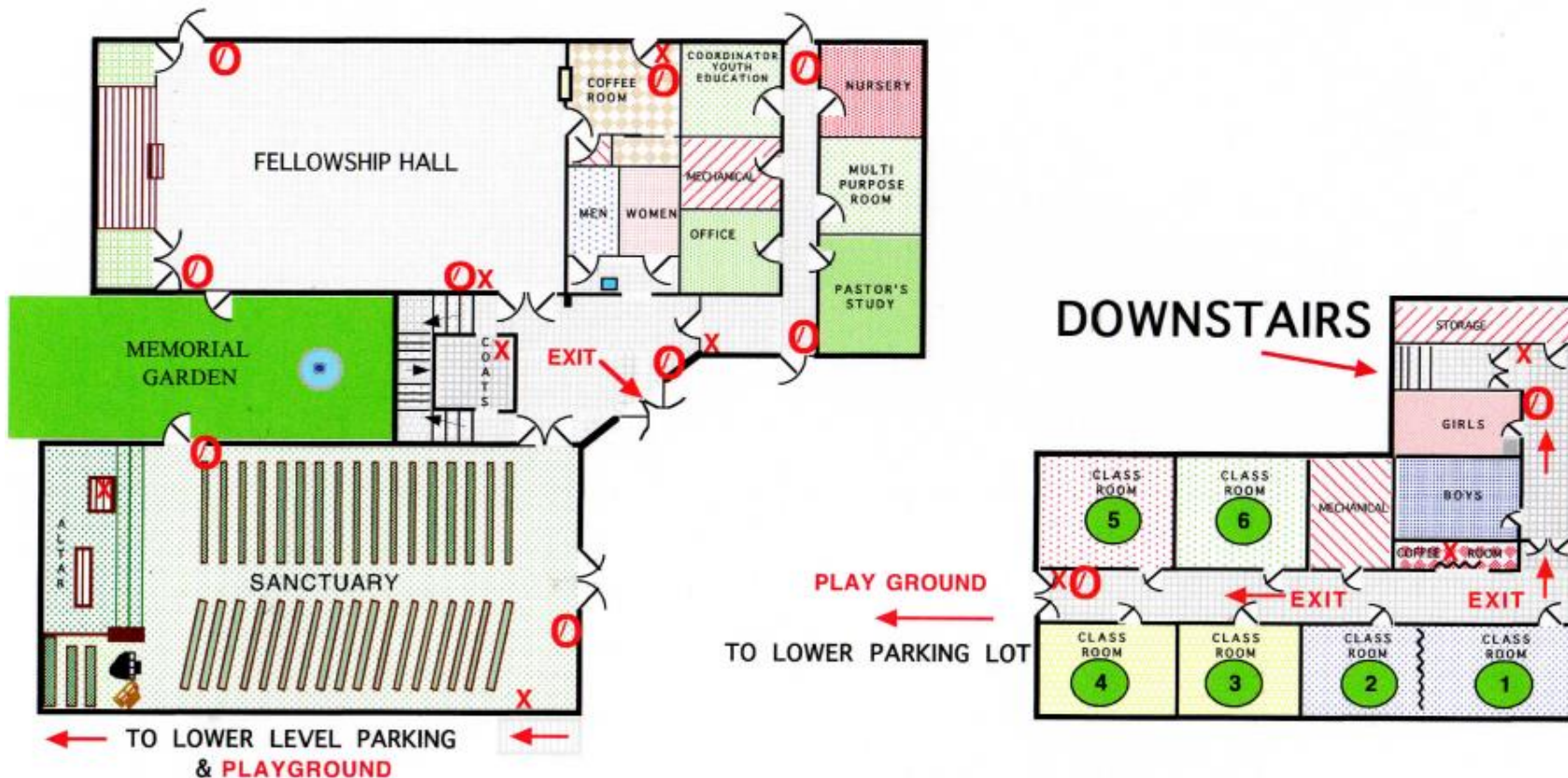


## IVY CHAPEL FLOOR PLAN

FRANK PURVIANCE 7/5/2018



# EXTINGUISHERS & PULL STATIONS



## IVY CHAPEL FLOOR PLAN

FRANK PURVIANCE  
6/8/2018