**First Presbyterian Church**

**Safe Church Emergency Policy and Procedures**

**2022 edition**

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**Suspicious or Potentially Violent Situations**

In the event of an abusive or threatening individual, weapon possession, or a hostage situation, call or text 911 as soon as it is safe.

1. **Dealing with a Person Acting Suspiciously**
   1. Observe the individual’s actions.
   2. If the actions appear to be non-violent in nature, then greet the individual to see if they need assistance.
   3. If the individual is attending a program or other meeting, then escort them to the designated area and observe.
   4. If the individual refuses assistance and fails to comply with requests, ask the individual to leave. If they seem threatening, enlist support from others in the building.
   5. If they are violent, call or text 911.
2. **Dealing with a Person Acting Disruptively**
   1. Stay calm and collect your thoughts. Assess the level of threat. Don’t risk staying in a situation if you think a physical attack is possible.
   2. If the situation does not appear to be dangerous, take steps to de-escalate the conflict:
      * 1. Invite individual to a private area away from an audience.
        2. Use a clear, calm, strong voice.
        3. Keep your body language non-threatening.
        4. Do not use words that threaten or intimidate.
        5. Be respectful – do not shame, blame, or judge the individual.
        6. Listen to the individual and allow them to express themselves.
        7. Do not argue – let them express their anger.
        8. Empathize with the individual – image yourself in the same situation.
        9. Ask the individual how the problem may be solved.
        10. Think about the possible ways to solve the problem.
        11. If you are unable to solve the problem, ask for help.
        12. Thank the individual for bringing the concern to your attention.
   3. If you are unable to de-escalate the situation, go to a safe place and call for assistance from a staff person or call 911.
   4. Use of physical force should never be considered as routine and only be reserved for the most unique circumstances to prevent serious injury or death to self or others.
   5. If possible obtain the license plate and vehicle description. Take a photo if able.
   6. If the individual remains on the church property, they shall be observed until they leave the property or until law enforcement have arrived to handle the situation. The person who called 911 should wait for law enforcement, and advise them of the problem.
   7. Document the events even if you solved the problem. Give documentation to the appropriate church staff. Documentation Form available on page 18.
3. **Communication Tips with People Acting in a Disruptive Way**
4. When interacting with someone you do not know and who is acting in a disruptive way, try starting a conversation with, **“*Welcome to FPC, how may I help you?”***
5. Try asking, ***“Is something the matter?”*** This will soften a person’s response and may encourage them to talk.
6. Try asking, ***“Is there anything I could do or say to help you?”***If the answer is YES there may be a solution, If the response is NO, then additional information is gained to gauge the next move.
7. Try asking ***“Let me see if I understand what you are saying?”*** This helps to absorb the other person’s tension and helps them feel supported.
8. Take the time to explain the rules clearly as most people will comply if they know what to do.
9. Try asking, ***“I am sorry, I’m not sure how I can help you?*** Approaching an agitated person in this manner almost always de-escalates the situation.
10. **Potentially Violent Situations (Intruder/Hostage Situation)**

A hostage situation, disgruntled person, or unstable custody matter may be cause for lockdown or evacuation (see page 5). This allows for large numbers of children and adults to stay out of harm’s way when a potentially violent individual is on-site.

* 1. If a potentially violent individual gains access to the facility and LEAVES:

1. Immediately call 911.
2. Indicate to law enforcement and facility administrative staff that a condition may exist for a lockdown.
3. If the individual cannot be isolated and chooses to leave the premises, allow them to exit, making note of car make and model, license plate and direction of travel. Communicate this to 911 dispatcher.
4. If the individual is leaving and taking a child or staff member, it is still often better to let them leave rather than prompt a confrontation that would increase the risk of injury.
   1. If a potentially violent individual gains access to the facility and REMAINS:
      * + 1. Call or text 911 and seek advice on how to handle the situation
          2. Indicate to church staff a condition may exist for a lockdown. If there is reason to suspect the individual has a weapon, order a lockdown as soon as possible.
   2. **Weapons Possession** 
      1. Do not attempt to approach, escort, or disarm the individual.
      2. Remain calm. Instruct others in the area to remain seated and to stay calm.
      3. STAY AWAY from the intruder with the weapon. Talk to the individual in as controlled a manner as possible.
      4. Ask the individual to put the gun/weapon down and move away from it.
      5. Do what you can to get the attention of another person so that help can be summoned.
      6. Get a description of the individual and their location.
      7. Notify staff or call or text 911.
      8. Explain the situation and give a description and location of the individual with the weapon.
   3. **Hostage Incident**
      1. Follow the instructions of the hostage taker.
      2. Do not try to disarm or negotiate with the hostage taker.
      3. Do not offer yourself as a hostage.
      4. Do focus your attention on what is happening and make mental lists of events and a description of the perpetrator(s).
      5. If hostages are taken away, make sure you know who they are and remember what the hostage taker says at this specific moment in the incident.
      6. When it is feasible, call or text 911.
      7. When police arrive, trust them and follow their instructions.
5. **Procedures for Suspected Shooter**
   1. **Lockdown**

A lockdown situation is when there is an emergency situation within the building or neighborhood that could endanger the lives of church members and visitors. Church ushers and staff will notify the building of the potential danger. The following procedures will be initiated over the building intercom system:

* + 1. Upon hearing “we are now under lockdown,” staff and volunteers should:
       1. Check halls
       2. Bring any children, parents, volunteers into the classroom
       3. Lock the doors
       4. Close the blinds
       5. Cover interior windows & room door if time allows
       6. Maintain a calm atmosphere
       7. Remain alert to children’s emotional needs
    2. The goal is to stay in place until “all clear.” The church will be alerted over the building intercom system when the emergency situation has been resolved.

1. **Procedures for an Active Shooter**
   1. **Run** if an escape route is accessible.
2. Have an escape route in mind-post nearest exits from all rooms.
3. Do not trap yourself unnecessarily and be aware of your options for movement.
4. Evacuate regardless if others agree to follow. Do not congregate in large groups outside while waiting for assistance.
5. Leave belongings behind, but take cellphone if able.
6. Assist others escape if possible.
7. Prevent others from entering the area where the shooter may be located.
8. When approaching law enforcement DO NOT RUSH at them and keep your hands visible.
9. Follow directions of law enforcement officers.
10. Do not attempt to move wounded individuals.
11. Call or TEXT 911 when it is safe.
    1. **Hide** (or Lockdown) if evacuation is NOT possible.
12. Gather those around you and go to the nearest room with a locking door.
13. Turn lights out and shut blinds, drapes and cover windows.
14. If possible, barricade the door with heavy objects or use a table to block the door and secure as able.
15. Sit or lie on the floor next to the wall with the door and be as quiet as possible.
16. SILENCE YOUR CELL PHONE and TEXT 911. (address location, active shooter)
17. Do not answer the door for anyone until police or church leaders give an all clear.
18. Maintain a calm atmosphere and remain alert to children’s emotional needs.
    1. **Fight** or take action.
19. As a last resort attempt to take the active shooter down. When a shooter is at close range and you cannot flee, your chance of survival is much greater if there is an attempt to incapacitate the shooter.
20. If you are found, be aggressive and be prepared to fight for your life by using any item you can as a weapon to strike or throw and yell and defend yourself.
    1. **Report by calling or texting 911**
21. Provide your location
22. Provide what is going on- “*Shooter in church/school*”
23. Can you leave the building?
24. Description of suspects if known (Clothing, gender, race, etc.)
25. Description of type of weapons? Pistols, rifles, shotguns?
26. How many shots have been fired?
27. How many suspects? What is their location in the building?
28. Did you hear the suspects say anything?
29. How many people are with you?
30. Do you know how many people have been shot?
31. Do you know if there are any hostages?
32. What is the best way to get to you?
33. **Bomb Threat**
    1. Take all bomb threats seriously until proven otherwise.
       1. DO NOT USE THE FIRE ALARM, HAND-HELD RADIOS, OR CELL PHONES. These devices can inadvertently trigger an explosive device if one is near.
       2. Inform church staff and/or other church leadership.
       3. If you should spot a suspicious object, package, etc. which may be a potential bomb, DO NOT TOUCH, MOVE, EXAMINE, OR DISTURB THE OBJECT. Clear the area and call 911.
       4. If instructed to evacuate, follow the Emergency Evacuation Plan. Do not re-enter the building until instructed to do so.
       5. **Bomb Threat Recording Form on page 18.**
    2. **Threat By Phone**
       1. It is imperative to act quickly yet remain calm in gathering information. Do not interrupt the caller.
       2. Remain calm and listen; attempt to obtain as much information as possible from the caller by using the Bomb Threat Recording Form.
       3. If your phone has Caller ID, also list the source of the call if available.
       4. If able, write a note and pass it to a fellow co-worker to call 911 on a landline.
       5. Call 911 as soon as the caller disconnects, giving your name, location, and telephone number. Be ready to provide information gained using the Bomb Threat Report (location, time to explode, time received and any distinguishing information.)
    3. **Threat received by a Handwritten Note**
       1. Call 911 immediately.
       2. Handle the note as minimally as possible.
    4. **Threat received by Email**
34. Call 911 immediately.
35. Do not delete the email.
    1. **Identifying a Suspicious Package**
       1. No return address
       2. Unexpected postage (ex. foreign or excessive amount)
       3. Stains
       4. Strange odor
       5. Strange sounds
       6. Strange writing (ex. handwritten, misspelled words, incorrect titles)
36. **Wandering Plan**
37. In case of a lost child or one who has wandered from a classroom or designated area, begin the following Wandering Plan procedure:
    * 1. Notify DCYYAM and Childcare Staff that a child is missing. Give name, gender, and clothing the child was wearing if possible.
      2. Staff will text/alert other teachers and volunteers to assist in searching without leaving other children unattended.
      3. Parents will be alerted by staff.
      4. Volunteers and Staff will report to the DCYYAM when their areas have been checked. **Check all rooms, cabinets, closets, and child-sized hiding places.**
      5. Available staff will circulate, checking the Sanctuary, Donner and Education Kitchens, Gym, Donner Storage Room, and Playground
    1. When child is located, DCYYAM will notify all volunteers and staff, **“Thank you, the \_\_\_\_\_\_\_\_\_\_\_\_\_ child has been found.”**
    2. **If Child Is Not Found**
       1. Begin lockdown procedures.
       2. Staff member responsible for the child will call 911, since they will have best knowledge of the child.
       3. The following information should be written down:

Child’s name, age, height, weight, DOB and hair color

Clothing that they are wearing that day & identifying features

Time at which the child was noticed missing

If abduction is suspected, were there any suspicious vehicles or people located around facility? Give description

* + 1. While law enforcement is en route, staff will continue to search facility. Staff should look in every cabinet, closet, cubby and location where a child may hide.
    2. DCYYAM or other staff will stay on facility premises and serve as contact person for law enforcement, staff, and missing child’s parents/guardians.

**Property and Natural Emergencies**

1. **Emergency Evacuation Plan (Temporary)**

In the event of temporarily leaving the facility due to emergency conditions such as:

* + Small fire
  + Unusual odors
  + Gas leak
  + Chemical spill inside the facility

1. **Building Evacuation** - If a building evacuation is necessary, the fire alarm or a deacon/elder/staff person will make an announcement over the phone system saying, “Please evacuate all areas of First Presbyterian Church. Meet in the library parking lot evacuation site.”
   1. Sunday School staff/volunteers shall conduct attendance checks before and after the evacuation and notify staff of any absences. Parents can join their child’s classroom and assist with group evacuation if the situation allows. Wait for additional directions.
   2. Classroom Safe Church binders will be taken outside with the group.
   3. Exit building in an orderly fashion, closing inside and outer doors, and meet at the evacuation site.
   4. If emergency necessitates building evacuation, follow primary evacuation routes
   5. If primary evacuation routes are blocked or inaccessible, follow best accessible egress routes.
2. **Evacuation Site -** In the event of an emergency requiring site evacuation, follow off-site evacuation plan to:

**Bartholomew County Library Parking Lot**

536 5th Street

Columbus, IN 47201

(812) 379-1255

1. **Severe Thunderstorms**
2. **Thunderstorm Watch-** is issued when the potential exists for the development of thunderstorms which may produce large hail or damaging winds. National Weather Service will provide updates and possible warnings.
3. **Severe Thunderstorm Warnings**- are issued when a storm is capable of producing damaging surface winds and or large hail. The National Weather Service considers a thunderstorm severe if it produces hail at one (1) inch in diameter and or winds in excess of 58 mph.
   1. Seek shelter immediately; move everyone to lower level hallways- Donner Wing classrooms and basement hallway, and assume a safe position.
   2. Individuals with special needs or disabilities will be assisted by other elders, deacons, and/or staff members to the shelter areas.
   3. Ensure all windows and blinds are closed. Stay away from windows and exterior walls.
   4. Monitor weather conditions via radio and contact with pertinent law enforcement agencies.
   5. Remain in safe area until warning expires.
4. **Tornado/s**
5. **Tornado Watch**- is issued to alert people to the possibility of a tornado developing in your area. At this point, a tornado has not been seen but the conditions are very favorable for tornadoes to occur at any moment.
   * + 1. **Tornado Warning-** is issued whenan actual tornado has been identified in the area by spotters and/or radar. Seek shelter immediately; move everyone to lower level hallways- Donner Wing classrooms and basement hallway, and assume a safe position.
       2. Individuals with special needs or disabilities will be assisted by other elders, deacons, and/or staff members to the shelter areas.
       3. Ensure all windows and blinds are closed. Stay away from windows and exterior walls.
       4. Monitor weather conditions via radio and contact with pertinent law enforcement agencies.
       5. Remain in safe area until warning expires.
6. **Tornado Aftermath**
   1. After the all clear, leave badly damaged buildings; do not attempt to return to the buildings unless directed to do so by emergency personnel.
   2. See Medical Emergencies regarding care of injured persons.
   3. Report all damages and injuries to church staff.
   4. Do not attempt to turn on/off or use utilities or equipment.
7. **Tornado Drill** – Must occur at least once in the spring every year for the worshiping community and staff, and is to be scheduled by Safe Church and Session.
8. **Earthquake**
   1. **During The Quake**
      1. Drop, cover & hold.
      2. If you are indoors, stay there. Get under a desk, table, pew, or stand in a doorway or corner. Stay clear of windows, bookcases and outside walls. DO NOT USE THE ELEVATORS!
      3. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
   2. **After The Quake**
      1. Evacuate the facility.
      2. Begin a basic assessment of damage.
      3. Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger.
      4. In the case of severe injuries, assign a staff member or elder to stay with individual(s) and wait for medical personnel.
      5. Staff and elders will make any assessment for the next steps considering present danger, weather, and other factors.
      6. Do not use the telephone immediately unless there is a serious injury, fire or gas leak. Telephones should be kept open for emergencies.
      7. If you suspect or know that someone is trapped in the building, notify emergency personnel on the scene. Give the time when the victims were last seen, number of victims, and their last known location.
      8. Do not touch downed power lines or damaged building equipment.
      9. Where possible, turn off all natural gas.
      10. Clean up spilled medicines, bleaches, gasoline, or other chemicals. If a spill is significant in amount, utilize Chemical Spills Emergency Procedures on page 13.
      11. Be prepared for aftershocks.
9. **Flash Flood/Flood**
   1. Advise staff of weather conditions that are approaching.
   2. Consider transportation (evacuation) preparations.
   3. Move records & valuable equipment to higher floors.
   4. Store chemicals in the facility to keep them from getting into flood waters.
10. **Fire**

Know the location of the fire alarms, extinguishers, fire hoses, and fire evacuation routes and fire exits in the area you are working.

* 1. In the event of a fire:
     1. **Activate alarm**. Upon discovering a fire, explosion, or smoke in the building, close the door to the room where the fire is located, and immediately activate the fire alarm system.
     2. **Call for help**. After sounding the alarm, **call 911** if time permits. Identify yourself and the location of the fire (floor and room number, if possible).
     3. **Warn others**.
     4. **Attempt to extinguish only if you can do so safely.**
     5. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing the doors in the area before evacuating.
     6. **Evacuate**. Follow Primary Evacuation Routes for fire. Do not re-enter the building until instructed to do so.
  2. **Evacuation Procedures**
     + 1. **CLASSROOMS and LAWS ROOM EVACUATION**
  3. Grab the red Safe Church binder for your class if applicable.
  4. Proceed to nearest exit with children/adults.
  5. Turn off lights and close door.
  6. Check classrooms and restrooms. The DCYYAM and volunteers will search the classrooms in use.
  7. Proceed to nearest parking lot (either the Library parking lot or back parking lot near playground). Check attendance.
  8. Have children and adults wait quietly.
  9. If any children or adults are missing notify the Pastor and/or DCYYAM.
  10. Pastor or DCYYAM will then notify the fire department of missing children or adults.
  11. When guardians come to pick up their children, they must sign them out in the red binder.
  12. Wait for directions from the fire department and staff.
      1. **SANCTUARY EVACUATION**

1. Proceed to the nearest exit from your seat. Remember to look around you for nearest exit.
2. Gather in the Library Parking Lot or Back Parking Lot (nearest playground).
3. Parents, exit the building first then locate your children outside. (They will have evacuated with their teachers.) You must sign them out in the red binder before leaving.
4. Ushers-
   1. Must assist any persons needing help evacuating to the nearest exit.
   2. Direct congregants to the nearest, least crowded exit to facilitate quickest evacuation.
5. Deacons- assist Ushers in evacuating congregants as needed.
6. Wait for directions from the fire department and staff.
   * 1. **GYM EVACUATION**
7. Proceed to the nearest exit from you. Remember to look around you for nearest exit.
8. Gather in the Library Parking Lot or Back Parking Lot (nearest playground).
9. Parents, exit the building first then locate your children outside. (They will have evacuated with their teachers.) You must sign them out in the red binder before leaving.
10. Deacons and Elders-
    1. Must assist any persons needing help evacuating to the nearest exit.
    2. Direct congregants to the nearest, least crowded exit to facilitate quickest evacuation.
11. Wait for directions from the fire department and staff.
    1. **Fire Drills**- Must occur at least once in the fall every year for the worshiping community and staff, and is to be scheduled by Safe Church and Session.
       1. Call the Fire Department (812-379-1689) to tell them we are conducting a fire drill. The church’s code number is 063.
       2. Go to the sprinkler room (D6, downstairs in the preschool wing below the ramp) and get the Allen wrench key.
       3. Take the key to one of the fire alarm boxes and use the Allen wrench key to open an alarm box.
       4. Press the switch down and the alarm will sound.
       5. Everyone should follow evacuation procedures for their location and exit the building.
       6. To turn off the alarm, reset it by returning the switch to the UP position.
       7. Go to the alarm box in room D6 and push the “Alarm Silence” button.
       8. Then push the “Reset” button.
       9. Call the Fire Department (812-379-1689) to tell them we have completed the drill and our system is reset.
12. **Gas Leaks and Chemical Spills** 
    1. **Natural Gas Leak**
       1. If you detect the odor of natural gas, ventilate the area and turn off any gas equipment.
       2. Do not use any spark producing devices such as light switches, electric motors, etc.
       3. Initiate the Emergency Evacuation Plan.
    2. **Shelter-In-Place -** Local authorities may give a shelter-in-place order during:
       1. Accidental release of toxic chemicals on a nearby property
       2. Other emergencies that threaten air quality
       3. Severe or threatening weather conditions
       4. Leave only after “all clear” is given or threat has passed.
       5. Do not call 911 unless you have an emergency.
       6. Stay put until authorities issue the “all clear”
    3. **Immediately Dangerous to Life or Health -** If a chemical spill takes place that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:
       1. **Call 911**. Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, and estimate volume of material(s) involved.
       2. Sound the building fire alarms if there is any reason to believe the released material may affect individuals outside the immediate spill area. Make reasonable attempt to direct evacuating individuals away from the immediate spill area.
       3. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water for at least 15 minutes.
       4. Initiate the Emergency Evacuation Plan.
       5. Ensure that medical assistance is obtained for those injured or exposed (safely shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes, unless directed otherwise.
    4. **Not Immediately Dangerous to Life or Health -** Chemical spills involving materials for which the person responsible has definite information indicating that the released material does not pose an immediate threat to themselves or other building occupants, should be handled in the following manner:
       1. If you are thoroughly familiar with the hazards of the spilled material, and you have been trained to confine and cleanup spills and you have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
       2. If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
       3. **Call 911**. Be prepared to give: building, floor, room number, type of incident, chemical(s) involved, estimate volume of material(s) involved.
    5. During business hours, immediately alert the church office. On weekends or after business hours notify any staff in addition to contacting any necessary professionals (see list of contact numbers on final page). Be prepared to give the following:
       1. Location including floor and room number if applicable
       2. Nature of the problem
       3. Person to contact and phone extension.
13. **Equipment Failure**
    1. **Electrical Failure** 
       1. Keep flashlights available/check on regular basis.
       2. During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are operational. Emergency lighting is temporary and is not provided to continue building operations.
       3. Evacuate darkened areas with caution.
       4. Parents/guardians of minors will be notified ASAP, if not on premises. Children will stay until parent/guardian picks them up and signs them out.
    2. **Elevator Failure**
       1. If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone (if available).
       2. NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.
    3. **Flooding/Plumbing Failure**
       1. Do not touch energized electrical appliances while you are standing in an area filled with water.
       2. During business hours, immediately alert the church office. On weekends or after business hours notify any staff in addition to contacting any necessary professionals (see list of contact numbers on final page).
14. **Emergency Shut Off Procedures**
    1. **Fire Alarm Procedure for False Alarm** - If the sprinkler is set off, but there is no fire follow the directions to prevent water damage and turn off the system.
       1. In Preschool/ Franklin St. Side
          1. Go to Room D6 (downstairs in the Preschool’s Donner Wing, last room on the right nearest Franklin St.)
          2. Enter D6 with Master key and open the closet door to the left
          3. Shut off “Main Control Valve” by turning clockwise
          4. Open the “Main Drain” by turning counterclockwise
          5. Close the “Air Line Valve” by turning clockwise
          6. Turn off the alarm by flipping the long red handled switch
          7. Turn off the flashing lights by pressing the button in the large box on the east wall.
       2. Hydrant key opens the lock on the sprinkler hydrant (located outside on Franklin St. near flagpole). Key is kept in the church office with office staff.
       3. In Boiler Room (basement)
          1. Open the 2 valves labeled F and G by turning clockwise (located in back section of boiler room through the second door)
    2. **Failed Sprinkler Shutoff** - A valve with a blue handle that will shut off a single failed sprinkler head can be found in the church office, in the Property Committee mailbox.
    3. **Electrical Breaker Panel Location and Function**- there are 6 locations for breaker panels in the Church:
       1. Custodian’s office in the lower level of the Laws area: this contains the main shutoffs for more the power in the church as well as 3 breaker panels the serve the Laws area, the Office, and the Elevator.
       2. Near the boilers under the Laws area: this panel serves the Sanctuary and Chapel; next to it is the Lutron panel for the sanctuary lighting.
       3. Choir room: this panel serves the Gym, Choir Room, and Restrooms.
       4. Donner wing, lower level of preschool hallway: this panel serves the Preschool classrooms, Library, Nursery, and the Preschool Office.
       5. Education wing, near the girl’s restroom: this panel serves the lower level classrooms and the Loggia.
       6. Mechanical room adjacent to the Large Youth Room upstairs: this panel serves the Large and Small Youth rooms.
    4. **Water Shutoff**
       1. The water shutoff for the whole church is located in room D6 (the sprinkler control room downstairs in the Preschool’s Donner wing).

**Medical Emergencies**

1. **Injury or Illness Requiring Ambulance**
2. Call 911 in the event there is a medical emergency and be prepared to provide the following information:
   * 1. Name
     2. Location
     3. Number of people involved
     4. Nature of illness
3. Do not move a seriously injured person unless the person is in a life-threatening situation (i.e. falling debris, fire, explosion).
4. Treat minor injuries with supplies from the First Aid Kit (located in the office, kitchen, gym, Nursery, Large Youth Room, and Youth Group Dungeon). If necessary, seek assistance from medical personnel on site.
5. Remain with the victim until emergency crew arrives. Keep them as calm and comfortable as possible.
6. Employ Universal Precautions for all body fluid spills. Assume all spills are contaminated. Administer CPR if applicable.
7. AED (Automated External Defibrillators) and Stop the Bleed kits are mounted to the wall, located near Door 2 and in the Gym near the Men’s restroom.
8. **Blood Borne Pathogens**
   1. **Procedures for Handling Spilled Blood and Body Fluids**
      1. Put on disposable gloves (latex or vinyl).
      2. Use paper towels to absorb spill.
      3. Place used towels in leak-proof plastic bag. Extensive spills – use Red plastic bag.
      4. Flood area with bleach solution,\* alcohol, or a dry sanitary absorbent agent.
      5. Clean area with paper towels, vacuum, or broom and dustpan.
      6. Place used paper towels, vacuum cleaner bag, or waste in a leak-proof plastic bag.
      7. Remove gloves and pull inside out.
      8. Place used gloves in bag and tie.
      9. Wash hands with soap and water for at least 10 seconds.

\*Bleach solution = 1 part bleach to 10 parts water

**Personnel Responsible For Maintenance Systems & Equipment**

Sec 404.3.2 IFC; 2003 Edn; Item 6 & 7

**Ambulance** CRH 812-376-5700

**Church Office** Brook Brown 812-603-5777(c)

Felipe Martinez 309-216-1922(c)

**Office Alarm &**

**Emergency Buttons** Staublin Tech 812-376-6755

**Electricity** Duke Energy 800-521-2232

**Electrician** Forster Electrical 812-376-0715

**Elevator** ThyssenKrupp 317-841-7023

**Extinguisher/Sprinkler** Dalmatian 317-796-0417

**Fire Alarm** Aadco 317-781-7680

**Gas** CenterPoint Energy 800-227-1376

**Hospital Switchboard** CRH 800-841-4938

**HVAC** Marshal Mechanical 317-738-5940

**IT/Computers** Advanced Business Computing 812-799-1995

**Locksmith** Steve’s Lock & Safe 800-991-2966

**Plumbing** Axsom Franke 812-372-3797

**Police Dept.** 812-376-2600

**Preschool Office**  April Hemmerlein 603-240-6502(c)

**The Republic**  Newsroom 812-379-5665

**Security Cameras/IT** Mills Technology 812-653-7677

**Sewer**  Axsom Franke 812-372-3797

**Water** Columbus City Utilities 812-372-8861

**First Presbyterian Church of Columbus**

**Incident Report Form**

Date/Time of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person/s Assisted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age:\_\_\_\_\_ Gender:\_\_\_\_\_\_\_\_\_\_\_ Family Contact (if minor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnesses or others involved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any recommendations for next steps:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report prepared by:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bomb Threat** **Recording Form**

**EXACT WORDING OF THREAT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONS TO ASK**

1. When will the bomb explode?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Where is the bomb?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What does the bomb look like?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What kind of bomb is it?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. What will cause it to explode?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Did you place the bomb?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CALLER’S VOICE AND MANNER DESCRIPTION**: (check appropriate items)

* female
* male
* high pitched
* low pitched
* familiar\*
* accent
* distinct
* disguised
* calm
* angry
* loud
* soft
* slow
* rapid
* excited
* sobbing
* laughing
* profane
* incoherent
* slurred
* lisp
* raspy
* cracking
* stutter

\*If familiar, who did the caller sound like?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND NOISES**: (check appropriate items)

* music
* radio
* television
* office machines
* street noises
* cell phone
* static
* party noises
* PA system
* trains/airplanes
* clear
* whistle sounds
* animal noises
* house noises
* other \_\_\_\_\_\_\_\_\_\_\_

**DATE AND TIME CALL RECEIVED**

Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM/PM

**Additional Information**

**Premise Notifications**

Families with autistic children or any special needs may wish to submit information to the Emergency Operations 911 Center in the event there was a need for a public safety agency to respond to their home or if the child was lost in their neighborhood. Premise notifications alert the dispatchers about any child with special needs before the first responders arrive in order to make the event as less stressful as possible.

Parents may send an email to [tnoblitt@bartholomew.in.gov](mailto:tnoblitt@bartholomew.in.gov) or [jpierce@bartholomew.in.gov](mailto:jpierce@bartholomew.in.gov) their home address, child’s name, DOB, physical description, information that would be helpful should the child be approached by public safety officials that would aid in keeping the child calm, the length of time they want the information in the system and any contacts including parents, grandparents or close friends who could be contacted if necessary.

This information is kept confidential and is only released to Police, Fire and EMS personnel should they be dispatched to the home for any reason. Any questions please call E911 Director Todd Noblitt or Deputy Director Julie Pierce either by email or call 812-379-1551.