

SERP

Adventure Christian Church Emergency Response Plan

INTRODUCTION

Scope:

1. This Emergency Response Plan (SERP) addresses ACC's response to emergencies that may arise during Saturday or Sunday services, or any other events making use of the Main Auditorium.
2. This SERP assumes that the Administration building, Classroom building and temporary classroom buildings will be in use when the Main Auditorium is in use, and includes them within its scope.
3. This SERP does not address the handling of emergencies that may arise during the week when it is assumed that the Administration building, the Classroom building, and Temporary buildings are primarily occupied by ACC's fulltime staff and employees and the elementary/private school staff and students.

Summary:

The primary emergency scenario addressed in this draft of the SERP is fire. ***(We need to address other emergencies beside just fire. E.g. Medical, ERT, mental health, bomb threat, robbery etc.)*** The following basic procedures address preserving life, rapid access to the emergency scene by Roseville Fire Department (RFD), general crowd control, and preservation of items vital to ACC's rapid recovery and continued ministry. ***(Needs to include response from local law enforcement - Roseville PD.)***

- Procedure 1: describes how a site emergency is declared, including, verification of a false fire alarm and silencing the alarm.
- Procedure 2: describes calling the Roseville Fire Department and how and where to receive their first responders on site. This procedure interfaces in part with ACC's Emergency Medical Response procedure.
- Procedure 3: describes how to evacuate the buildings, determine which buildings to evacuate, and the ideal evacuation paths and "refuge areas" for each building. It includes handling persons with special needs and anticipates medical emergencies during evacuation.
- Procedure 4: describes steps to be taken to help initial containment of the fire pending arrival of Roseville Fire Department.
- Procedure 5: explains how children are to be reunited with their parents, and how people are to evacuate the property.
- Procedure 6: describes the process for reentering the buildings to continue the service/program if permitted by the fire department.
- Procedure 7: discusses ensuring the safety of money, vital records, and documents vital to the ongoing work and ministry of ACC.
- Procedure 8: describes the process for the shutdown of electrical power, gas, water, and HVAC systems as necessary for any given emergency.
- Procedure 9: describes ACC's SERP training program.

SERP

Adventure Christian Church Emergency Response Plan

SERP Equipment List: identifies key equipment used to implement this SERP.

(Each task should be assigned to a specific unit of the Guest Services Ministry – MED, ERT, Ushers, Parking Control, etc.)

Command and Communications Center (CCC)

The Information Desk ***(This location for a CCC provides too much access by the general membership. It will create undue distractions at a time when task overload is at its peak. We are recommending Rm. 101 as the primary CCC.)*** in the Main Auditorium Building will function as the Command and Communications Center (CCC) for the entire ACC site unless and until the Main Auditorium Building must be evacuated. If it becomes necessary to relocate the CCC, it will be moved to a location that allows for the best direct communications with the public emergency responders. This will most likely be in the vicinity of the north driveway and the access road to the Fire Control Room at the North West side of the Main Auditorium Building.

The Information Desk, and CCC once it has been activated in accordance with Procedure 1, *Declaring A Site Emergency*, will always maintain radio communications with appropriate ACC Facilities Staff, Guest Services Ministry Leaders, Parking Lot Staff and Emergency Medical Responders, and Emergency Response Team.

The CCC will establish and maintain communications with Public Emergency Responders once they have arrived on site.

The CCC will be responsible to provide information and instructions to ACC members and guests as appropriate and in coordination with Public Emergency Responders.

(When an emergency exists, two things need to be immediately identified. Who's in charge? Where's the Command Post? This is the start of organizing a response and identifying the available resources. People need to know who to report to and where that person is located.)

SERP

Adventure Christian Church Emergency Response Plan

Procedure 1

Declaring A Site Emergency

1. Introduction:

- a. Activating the building fire alarm in the Administration Building, Classroom Building, or Main Auditorium Building will sound a fire horn only in that building. If the alarm is triggered in the Administration Building or in the Main Auditorium Building, an automatic prerecorded evacuation announcement will follow the alarm in that building.

(What is the actual announcement? Has this been done? Can we test this? I think Rick's voice would be the most reassuring during an emergency.)

- b. The Administration Building and the Main Auditorium Building have a battery operated public address system, which can be used to give further instructions that can be heard throughout that building only. The microphone for the Administration Building is located at the fire enunciator panel in the back stage room at ground level on the east side of the stage. The microphone for the Main Auditorium Building is located at the fire enunciator panel in the Fire Control Room located outside of the Main Auditorium Building on its northeast side.

2. Activation of the CCC:

- a. The Command and Communications Center (CCC) is activated at the first indication of any emergency on site at ACC having a possibility of involving Roseville Fire or Police Departments. This does not include a medical emergency being handled under the *First Response Procedure For Medical Related Emergencies During Worship Services*. This may or may not initially require any building evacuations.
- b. CCC is activated at the Information Desk in the lobby of the Main Auditorium Building.
- c. CCC is normally activated by Guest Services Team members at the ~~information desk~~ contacting the following individuals to inform them of the emergency and the fact that the CCC is being activated at the information desk:
 1. Duty Staff or volunteer overseeing the Guest Services Ministry who is present during that service.
 2. Emergency Response Team Manager
 3. Senior ACC Staff person who is present during that service, and who is not physically on the platform, (typically the Executive Pastor).
 4. Senior Duty Facilities person who is present during that service.

SERP

Adventure Christian Church Emergency Response Plan

1. The Senior Duty Facilities person will ensure that an ACC staff facilities person reports with a key to the Fire Control Room for the building in which a fire alarm has been sounded. To the extent that safety permits, this facilities person will wait at the Fire Control Room for RFD, ensure they have immediate access to the room, and assist them as requested.
- d. In the event that the CCC must be evacuated for the immediate protection of personnel, it shall be relocated outside of the Main Auditorium entrance, near the top of the east most steps leading to Parking Lot A in such a way as to avoid blocking the evacuation of the building.
 1. The following persons are notified as soon as the CCC has reached its new location:
 1. Duty Staff or volunteer overseeing the Guest Services Ministry
 2. Emergency Response Team Manager
 3. Senior ACC Staff person
 4. Senior Duty Facilities person
 5. Guest Services Ministry usher team leaders
 6. Guest Services Ministry parking lot leader
 7. Primary Emergency Medical Responder
 2. The following items are taken to the new location:
 1. Portable two-way radio equipment
 2. SERP briefcase (***Does this already exist?***)
 3. Emergency medical packs
 4. Personal cell phones
- e. CCC will dispatch a person, who does not have other assigned responsibilities during an emergency, with a radio to meet and establish communication between the CCC and the public emergency responders.
- f. The Senior ACC Staff person reports to the CCC in person. This Staff person is responsible to make all decision necessary to carry out and implement this SERP and its procedures with the assistance of the Emergency Response Team, the Guest Services Ministry Team, the ACC Emergency Medical Response Team, and Facilities personnel. This person's responsibilities include the following:
 1. Make any immediate decisions concerning the evacuation of buildings other than the building immediately involved in the emergency. To the extent possible this decision will be made after consultation with and in cooperation with public emergency responders.

SERP

Adventure Christian Church Emergency Response Plan

2. Ensure the safe and complete evacuation of buildings needing to be evacuated. *Who physically will be assigned to do this? Ushers are a natural for this assignment. They could be responsible for their current door in escorting attenders out through pre-designated doorways.*
 3. Final evacuation from the building of all ACC Guest Services Ministry, Medical Responders, and Facilities Staff personnel who are assigned tasks by the CCC or by this SERP during an emergency.
 4. Notification of the ACC Facilities Director if he is not already on site.
- g. The Senior ACC Staff person is assisted by the following personnel present for that service:
1. Duty Staff person or volunteer overseeing the Guest Services Ministry;
 2. Guest Services Ministry usher team leaders;
 3. Guest Services Ministry parking lot leader;
 4. Primary Emergency Medical Responder;
 5. Emergency Response Team Manager
 6. Senior ACC Facilities Staff person.

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 2

Interfacing with Roseville Fire Department

1. Contacting Roseville Fire Department (RFD)

- a. RFD is automatically notified of a fire alarm on site by a URL certified alarm company that receives a signal from any of three systems: actuation of a fire alarm pull box; actuation of a smoke detector; water flow in any portion of the automatic sprinkler system.
- b. **Anyone becoming aware of a fire** anywhere on ACC property or in any building should immediately do the all of the following:
 - i. Call 911 if possible
 - ii. Activate a fire alarm pull box
 - iii. Notify the Information Desk in the Main Auditorium Building (either by radio, in person, or by messenger) to provide the exact location and nature of the fire.

2. CCC ACTION: The information desk will immediately do the following:

- a. Call **911** (Call **786-6444** (Roseville emergency Dispatcher) if the 911 operator cannot be reached expeditiously.
 - i. Explain the nature of the emergency
 - ii. Give your name
 - iii. Give the location (See below)
 1. Administration Building and Children's Education Building - 6401 Stanford Ranch Road, Roseville.
 2. Main Auditorium Building is at 6461 Stanford Ranch Road, Roseville.
 3. Temporary Classroom Buildings are in the North Parking Lot (Lot C) at 6401 Stanford Ranch Rd, Roseville.
 - iv. Provide the operator with the call-back number for the emergency cordless phone assigned to the Information Desk.
 1. This phone is for emergency use only for establishing and maintaining communications to implement this SERP.
 - v. **DO NOT HANG UP FIRST** – Follow the emergency operator's instructions and remain on the line or hang up as instructed by the operator/dispatcher.

SERP
Adventure Christian Church
Emergency Response Plan

- b. Verify that the appropriate building fire alarm has been activated in the case of a fire or other emergency requiring the immediate evacuation of that building to ensure the safety of the occupants of that building.
 - i. Activating the building fire alarm in the Administration Building, Classroom Building, or Main Auditorium Building will sound a fire horn only in that building. If the alarm is triggered in the Administration Building or in the Main Auditorium Building, an automatic prerecorded evacuation announcement will follow the alarm in that building.
- c. Implement the appropriate section(s) of **Procedure 3**, *Evacuating The Buildings*, which depends on the building to be evacuated.
- d. Alert the Parking Lot Supervisor of the alarm:
 - i. Explain which building is involved.
 - ii. Direct him to prepare for the arrival of RFD. Provide him with information about the location of the fire and coordinate the progress of any building evacuations taking place.

3. Arrival of Roseville Fire Department:

- a. RFD can be expected to arrive within 3 minutes of the sounding of a fire/evacuation alarm that is initiated by the automatic fire detection system or a pull box.
- b. The Parking Lot Supervisor is responsible for informing arriving RFD of the location of the emergency, clearing appropriate driveways, and informing CCC of their arrival.
- c. The person assigned by CCC to maintain radio communication between RFD and CCC (see procedure 1) meets RFD's first responders at their final arrival point and reports in to CCC.
- d. Upon an alarm originating in the Main Auditorium Building
 - i. RFD first responders are expected to arrive via the north driveway directly from Stanford Ranch Rd. The normal destination for Roseville fire Department on the ACC campus will be the access driveway leading from the north driveway to the north-east corner of the main auditorium building. This route, and the access driveway leading to the Fire Control Room for the main auditorium building and the back-stage garage door shall be kept clear of pedestrian and vehicular traffic during an emergency.
- e. Upon an Alarm originating in the Administration Building or the attached Children's Education Building
 - i. RFD first responders are expected to enter ACC property at the signal light and proceed to the front of the Administration building. This route, and access to the Fire Control rooms at the north end of the Administration Building and the west end of the Children's Classroom Building (in the vicinity of the children's playground) shall be cleared of

SERP

Adventure Christian Church Emergency Response Plan

pedestrian and vehicle traffic as soon as possible after the sounding of an evacuation alarm in either of these buildings.

- f. Upon an Alarm originating in the Temporary Classroom Buildings
 - i. RFD first responders are expected to enter ACC property via the north driveway directly from Stanford Ranch Rd. However, the alarm address in this instance is the same as the address for the Administration Building (6401 Stanford Ranch RD) and RFD could enter ACC property at the stop light. Both of these routes, and the vicinity of the Temporary Classroom Building shall be cleared of pedestrian and vehicle traffic as soon as possible after the sounding of an evacuation alarm in these buildings.
- g. The Senior Duty Facilities Person ensures that public emergency responders have access to the rear perimeter road as necessary. This includes unlocking the access gates and coordinating with the Guest Services Ministry parking lot leader to ensure that this road is not blocked at either end, and that no unauthorized traffic uses this road.

Do we want and can we use the Fire Enunciator for all evacuations?

SERP

Adventure Christian Church Emergency Response Plan

Procedure 3

Evacuating the buildings

Reunifications – Where and who handles?

1. Introduction:
 - a. No ACC Staff, volunteer, member or guest is to take any action that would jeopardize his or her own life or safety. No person shall knowingly be instructed to do anything that is likely to jeopardize his or her life or safety.
 - b. Buildings needing to be evacuated are to be done so in an orderly and prompt manner so as to minimize any possibility of injury, either as a result of the incident causing the emergency or the evacuation itself. Any evacuation shall also be accomplished in a manner that creates the least amount of interference with emergency responders arriving from off site.
 - c. Parking Lot Staff will ensure that there is no vehicle traffic moving in the parking lots during any building evacuation, and that no unauthorized vehicles will attempt to drive into, through, or out of the parking lots until appropriate. Timing of the departure of members and guests from the site will be coordinated with public emergency responders, and will take into consideration the amount of pedestrian traffic in the lots, including reunification of parents with their children, who may be located in lots B and or C.
 - d. Evacuation of children will be accomplished in such a manner that all children in a room are kept together under the constant supervision of the adults working in that room. One person at each location where children are checked in is assigned to be responsible for taking the check-in sheet, or attendance record, to the evacuation assembly area where the children will be taken. A means for determining the identity of each child will be established to ensure the proper reunification of parents and children following any evacuation. Plans for the ERT and well being of each child include the possibility that a parent may be delayed from being reunited with their child, either as a result of their responsibilities during the emergency as an ACC staff member or volunteer, or as a result of the emergency itself.
 - e. An Emergency Evacuation Kit is located in 1) the nursery, 2) the Children's Classroom Building, and 3) one of the Temporary Classrooms. This kit contains minimal necessary supplies to care for the children until they are reunited with their parents (e.g. water and disposable cups, protection from rain or sun, first aid kit, paper towels, pole with an identifiable flag to aid in locating the children's assembly area once the evacuation has been completed).
 - f. People with disabilities, who are not able to keep up with the flow of pedestrian traffic evacuating the building will be evacuated by ushers as soon as appropriate without blocking the main evacuation. Ushers are assigned as appropriate to join

SERP

Adventure Christian Church

Emergency Response Plan

people with disabilities, reassure them, and assist them in their orderly evacuation. The elderly, and persons with disabilities will be evacuated to the top of the steps leading to Lot A, or to the Administration Building or Lot B as appropriate.

Excellent!

- g. Exit lights and emergency lighting in the Auditorium Building are operated by an emergency power system located backstage, stage left. Backstage exits in the Main Auditorium are marked by illuminated exit signs located at floor level.
2. Evacuation Routes and Assembly Areas:
- a. The **Administration Building** will be evacuated to the far side of Parking Lot B nearest Stanford Ranch Road. The nursery will evacuate via the building's north exit in accordance with prescribed instructions. The remainder of the building will exit via the nearest available exits and proceed to Lot B.
 - 1. Parking Lot Staff will ensure that people exiting the Administration Building have priority over vehicle traffic, and that the driveway is cleared of pedestrians as soon as possible.
 - 2. To the extent possible, ushers from the Guest Services Ministry Team, ACC Emergency Medical Responders, and the Emergency Response Team will assist in the evacuation, and ensure that the evacuation is complete and that no unauthorized individuals remain in or reenter the building.
 - 3. If this building is being evacuated due to a fire in this building, persons evacuating the office spaces shall leave the doors to the offices closed and UNLOCKED. To the extent that safety permits, a facilities staff person shall ensure that the doors to the office spaces on the second floor are unlocked.
 - b. The **Children's Education Building** will be evacuated to Parking Lot B via the corridor between the playground and the Administration Building. An alternative route, only if necessary, is available by exiting through the playground onto the north driveway and proceeding to Lot B. If the above two evacuation routes are not available, exit onto the north driveway from the east end of the building, farthest from the playground, cross the north driveway, and proceed to the far (north) edge of Parking Lot C.
 - 1. Parking Lot Staff will ensure that people exiting the Children's Classroom Building have priority over vehicle traffic, and that the driveway is cleared of pedestrians as soon as possible.
 - 2. To the extent possible, ushers from the Guest Services Ministry Team and ACC Emergency Medical Responders will assist in the evacuation and ensure that no unauthorized individuals reenter the building.

SERP

Adventure Christian Church Emergency Response Plan

- c. The **Temporary Classroom Buildings** will be evacuated directly to the far (north) edge of Parking Lot C away from the north driveway.
 1. To the extent possible, ushers from the Guest Services Ministry Team and ACC Emergency Medical Responders will assist in the evacuation and ensure that no unauthorized individuals reenter the building.
- d. The **Auditorium Building** will be evacuated to the south parking lot, Parking Lot A. The Guest Services Ministry Team and Emergency Response Team assigns and trains team members the specific responsibilities to be carried out as described for the evacuation of the Main Auditorium Building. Upon the sounding of a fire/evacuation alarm, the following actions will be taken and coordinated by the CCC:
 1. Three ushers will report immediately outside of the northeast exit of the Auditorium Building to block access to the area outside of the Fire Control Room the drive leading from there to the north driveway. These ushers will direct people exiting the building to proceed clockwise around the Auditorium Building and down to the south parking lot, Lot A.
 2. Three ushers will report immediately outside of the northwest exit, at the top of the cement steps by the Administration Building. They will keep pedestrian traffic moving away from the Auditorium Building as smoothly and safely as possible. People should be encouraged to move toward Lot A, and not through the Administration Building. However, moving people out of and away from the Auditorium Building is the priority.
 3. Six ushers will report to the top of the steps leading to Parking Lot A where they will assist keeping evacuees moving into the parking lot.
 4. Ushers assigned as described in paragraphs 1, 2, and 3 above, will also assist in keeping unauthorized personnel from moving back toward or into the Auditorium Building.
 5. Parking Lot Staff in Lot A will position themselves so that they can keep evacuees moving on into the parking lot itself to make room for others. They will also ensure that people do not attempt to drive their cars in the lot until they have been notified that it is safe to do so.
- e. All available Emergency Medical Responders report to the CCC. The Duty Emergency Medical Responder will take charge of the emergency medical packs. As soon as the emergency necessitates, or when the Auditorium Building has been evacuated, this person will take the emergency medical packs to the top of the steps leading down to Parking Lot A and stand by at that location. **Under no circumstances will any assignments be made, or actions taken, that are likely to involve a risk to the health or safety of ACC staff or volunteer personnel.**

Training - Video and written material for all ACC and Volunteer staff. (Complete evacuation schematics for training and overheads)

3. Completion of Evacuation:

SERP
Adventure Christian Church
Emergency Response Plan

- a. During the evacuation, CCC may assign ushers, medical personnel and ERT personnel to check specifically assigned rooms and areas of the building being evacuated to ensure that the entire building has been evacuated. As soon as a room has been checked, the door will be shut, but NOT locked. Each individual will report back to CCC upon completion of this assignment, and CCC will note the results on a floor plan chart maintained at the CCC for this purpose.
 1. No ACC Staff or volunteer personnel will perform this step or be assigned to perform this step if there is any likelihood that their lives or personal safety could be placed at risk during the performance of this task.

- b. Auditorium Building Evacuation: Assuming CCC has not already been forced to relocate as a result of the emergency, as soon as completion of the evacuation has been verified, CCC shall move to a safe location that allows for communications with the public emergency responders and for coordination of staff, volunteers and guests on site. This will most likely be in the vicinity of the steps leading from the front of the Auditorium Building down to the South Parking Lot (Lot A). The CCC will always maintain radio communications with appropriate ACC Facilities Staff, Guest Services Ministry Leaders, Parking Lot Staff and Emergency Medical Responders. The CCC will establish and maintain communications with Public Emergency Responders once they have arrived on site. The CCC will be responsible for relaying information and instructions to ACC Staff, volunteers, members and guests in coordination with Public Emergency Responders.

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 4

Containing the Fire

This procedure shall be implemented only if there is no danger to the life or safety of any ACC staff, volunteer, member, or guest who might remain in the vicinity of the fire for the purpose of containing the fire.

1. Ensure that the fire has been reported to the Information desk.
2. Only attempt to extinguish small fires that can be safely contained.
3. Fire extinguishers are located throughout each of the buildings.
4. Do not allow a fire of any size to get between you and an exit.
5. Do not inhale smoke.
6. If smoke begins to spread, close doors and windows to contain the smoke and fire. Smoke contains toxic fumes and can be deadly. Containment is vital to prevent panic and injuries.
7. If it is not immediately possible to suppress the fire, exit the area, ensure the fire has been reported to the Information Desk in the Auditorium Building, and sound the fire alarm by activating the nearest fire alarm pull box.
8. Individuals who find themselves in an area with smoke should cover their mouth and nose with a cloth, stay close to the floor and leave the area quickly.
 - a. Exits backstage in the Main Auditorium are marked by illuminated exit signs located at floor level.
9. The last person leaving the room in which there is a fire shall close the door after them, but not lock it.

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 5

Post Evacuation Crowd Control

This procedure addresses three scenarios:

1. Notification of individuals in buildings not required to be immediately evacuated as a result of an emergency in another building;
2. Reuniting parents with children who were left either in the nursery, in the Children's Education Building (2, 3, and 4 year-olds), or in the Temporary Classrooms (grades K-5);
3. Managing the exit of vehicles from the ACC campus;
4. Returning members and guests to evacuated buildings

Initiation of any of the above processes will be done after consultation with and in coordination with the public emergency responders. All actions taking in accordance with this procedure will adhere as much as possible to the following priorities:

1. Ensure the safety and protection of ACC Staff, volunteers, members, guests and their children;
2. Minimize interference with arriving public emergency responders;
3. Provide public emergency responders the greatest freedom of uninhibited movement possible to address the emergency.
4. Move all persons, who do not have responsibilities under this SERP, off of the ACC campus as soon as possible.

The primary need is to establish clear communication: first among ACC Staff and volunteers; second with members and guests on campus.

All official decisions and instructions are the responsibility of the Senior ACC Staff person on site who is working at the CCC in accordance with Procedure 1. This Senior Staff person maintains communication with the designated public emergency responder and coordinates all decisions with that individual as appropriate to adhere to the priorities listed above.

Every effort is made to communicate the status of the emergency and instructions by means of announcements to individual groups in rooms not directly affected by the emergency, and to those who have evacuated to assembly areas by the use of portable public address systems (bull horns). All individuals on ACC radio nets are kept informed of the announcements being made to members and guests to enable them to stop rumors and provide answers to questions which are consistent with current information generated from the CCC.

SERP

Adventure Christian Church Emergency Response Plan

Notification of individuals in buildings not required to be immediately evacuated as a result of an emergency in another building:

1. CCC dispatches individuals to inform teachers/leaders of groups or classes in the other buildings of the with specific information regarding at least the following:
 - a. The existence and nature of the emergency and any expectation of the arrival of public emergency responders.
 - b. Immediate actions (or no actions) that are to be taken by that person and the group for which they have responsibility, if any. This would include remaining calm and in their present location or evacuation of their building to the specified assembly area.
 - c. If their building is not being evacuated, they are instructed to remain in their room in order to avoid interfering with the arrival of public emergency responders.
 - d. The status/wellbeing of their children (or parents as appropriate) and the fact that there are plans for reuniting them as soon as possible, and that they will be provided with instructions concerning the reunification shortly.
 - e. Any other instructions will be provided as necessary, and as soon as possible.
2. Occupants in “unaffected” buildings, as appropriate, are asked to pray.
3. As soon as appropriate, and as necessary, occupants in “unaffected” buildings are given instructions on when and how to proceed.

Reuniting Parents with their children:

1. Parents who have been evacuated from a building will be informed as soon as possible after reaching their assembly area concerning the status and location of the children, whether they have been evacuated or not, and an explanation of the timing and process to reunite them.
2. Parents of children who have been evacuated from the nursery, Children’s Education Building, or the Temporary Classroom Buildings are instructed and released to pick up their children first. They are given the following instructions:

**Checklist for
CCC and each
team leader:
Ushers
MED
ERT
Parking
CCC
Sr. Staff
Teachers**

- a. Applicable cautions concerning the ongoing work of public emergency responders on site, including areas closed to public traffic at that time.
- b. The location of their children, including a description of the identifying banner they are to look for (CCC confirms the location of evacuated children prior to making this announcement):
 - i. Nursery: Pink
 - ii. Preschool: Purple and Red
 - iii. Grades K-5: Orange

SERP

Adventure Christian Church

Emergency Response Plan

3. Parents with children in sixth through twelfth grade who have been evacuated from the Administration building are released to pick up their children second. They are given the following instructions:
 - a. Applicable cautions concerning the ongoing work of public emergency responders on site, including areas closed to public traffic at that time.
 - b. The location to which their children have been evacuated and are waiting.
4. Minors who have provided their own transportation to ACC will be instructed about departing from the ACC campus along with all other adult evacuees.

Managing the exit of vehicles from the ACC campus

1. All movement of traffic on and departing from the ACC campus will be under the control of the parking lot attendants, as instructed by the ACC Senior Staff person at the CCC. All such movement ~~are~~ **is** cleared with the public emergency responder in charge at the emergency prior to any movement or departures.
2. All traffic lanes that provide access from off-site to any buildings on site are kept clear of traffic until authorization is ~~giving~~ **given** for any movement or departures.
3. Automobile traffic exits onto Stanford Ranch Rd. One of the three possible exits is at the signal light, which allows for straight-through traffic and left turns. The other two exits only allow exiting traffic to turn right, toward Sunset. The exit of automobile traffic onto Stanford Ranch Rd is coordinated either with Roseville Police or the CHP, depending on who responds for traffic control at the emergency.
4. If it is impossible to exit traffic from the north parking lot via the north exit onto Stanford Ranch Rd, an alternate route is to direct traffic to the south parking lot via the rear perimeter road. Before using this route, it is cleared with the public emergency responders. The needs of the public emergency responders in conjunction with the safety of the people being evacuated determine when and how the north lot is exited.

Returning members and guests to evacuated buildings

In the event that the emergency, which caused the evacuation, is resolved and it is possible and practical to resume the services or classes that were disrupted, the following actions are taken:

1. CCC informs all SERP personnel of the decision to return to the building(s)
2. CCC informs ACC staff and volunteers, including teaching staff
3. As appropriate, Guest Services Team members proceed to their normal locations for receiving members and guests
4. Members and guests are invited to return to the building(s)

SERP

Adventure Christian Church

Emergency Response Plan

5. Teachers and other workers having responsibilities over children who were evacuated return to their rooms with all of their children. Attendance is checked upon returning to the rooms, taking into account any children who were released to their parents during the emergency.
6. ACC Staff, volunteers, members and guests located in any buildings not directly affected by the evacuation are informed of the status of the emergency and the fact of the return of all involved individuals to their building(s).

Procedure 6

Resumption of Services

1. Immediate Resumption of Services
 - a. If the emergency is able to be handled expeditiously, and the disrupted service can be resumed, the following steps shall be taken:
 1. CCC shall notify ACC Staff, Guest Services Ministry leaders, Emergency Medical responders, Facilities Staff and Emergency Response Team Manager
 2. CCC, as necessary, shall return to the Information Desk
 3. Staff, members and guests in buildings unaffected shall be notified that the emergency has been terminated
 4. Guest Services Ministry team shall prepare to assist members and guests back into the building(s) affected.
 5. All equipment that had been issued or taken to different locations for use during the emergency shall be returned to the CCC.
 6. CCC shall ensure that all equipment has been returned and work with appropriate personnel to ensure that it is in acceptable condition prior to being placed back in service.
 7. Parking lot personnel, mindful of pedestrian traffic, shall assist in the departure of public emergency responders
2. Deactivation of CCC;
 - a. When the Senior ACC Staff person has determined that all necessary procedures have been completed, Public Emergency responders have departed, all equipment has been returned to its proper place, CCC shall release all personnel working in conjunction with the CCC, and declare the CCC deactivated.
3. Return of ACC to normal operations

SERP

Adventure Christian Church Emergency Response Plan

- a. Notification of insurance carriers
- b. Notification of ACC Staff not on site during the emergency
- c. Verification of status of items critical to the operation ACC that could have been adversely affected by the emergency.
- d. Notification of affected individuals or groups of the status of ongoing ministries of ACC.
 1. media
 2. web site
 3. phone calls, beginning with ministry leaders
- e. Committee to coordinate reestablish ministries, resources, and facilities begins planning to resume all ACC functions.

A Public Information Officer (Staff Member, Pastor, ?) needs to be assigned as part of the CCC team. The PIO needs to be trained in media relations, preparing written press releases, preparing and presenting press statements, and on-camera interviews.

CCC needs a "scribe" assigned to Sr. staff member for note taking. Notes are for training, incident documentation, and future possible litigation (Risk Management).

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 7

Protection of ACC's Vital Items

What are the churches "Vital Interests?"

People!

Money?

Records?

???

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 8

Emergency Shutdown of Building Systems

Completing this procedure and also implementing it in an emergency should be assigned to someone in charge of facilities.

SERP
Adventure Christian Church
Emergency Response Plan

Procedure 9

Training

Video

- a. *Evacuation Procedures*
- b. *Evacuation Routes*
- c. *Command Communications Center and Leadership responsibilities*
2. *Written review*
 - a. *PowerPoint Presentation of Emergency Response Plan*
3. *Drill on E.R.P at least once annually*
4. *Those to be trained*
 - a. *ACC staff*
 - i. *Pastors, facilities staff, accounting staff, Guest Services staff, and teachers.*
 - ii. *Volunteers*
 1. *MED*
 2. *ERT*
 3. *Ushers*
 4. *Parking*
 5. *Guest Services*
 6. *Children's Ministries*
 7. *Accounting*
 8. *Office*
5. *Create Flip Cards with checklist for team leader with responsibilities for each type of emergency*
 - a. *Emergency checklist*
 - b. *Fire/Hazmat*
 - c. *Lost Person*
 - d. *Evacuation Procedures*
 - e. *???*

SERP
Adventure Christian Church
Emergency Response Plan

SERP Equipment List

1. Portable Handheld Radios
2. Portable Critical Incident Management Case
 - a. Facility Diagrams
 - i. Overall Campus
 - ii. Individual Buildings
 - iii. Water/HVAC/Phones systems
 - b. Facility Photos
 - i. Still
 - ii. Video
 - iii. Aerial
 - c. CIM Forms
 - i. CCC Leader Responsibilities
 - ii. Recorder
 - iii. Evacuation
 - iv. Media Prep
 1. Press Statements
 2. Press Release prep
 - v. Incident Reports
 - d. CIM Policy and Procedures
 - e. Portable White Board