

EPISCOPAL CHURCH

OF THE GOOD SHEPHERD

**2016 ACTON
HWY.**

GRANBURY, TEXAS 76048

817-559-0520

EMERGENCY ACTION PLAN

AN EMERGENCY IS DEFINED AS ANY INCIDENT REQUIRING IMMEDIATE ACTION TO PREVENT DIRE CONSEQUENCES ,USUALLY IMMEDIATE THREAT TO LIFE,LIMB OR PROPERTY.

IN CARING FOR OUR CHURCH FAMILY WE MUST FACE THE REALITY THAT EMERGENCIES HAPPEN AND PREPARE FOR THEIR EVENTUALITY. PLACES OF WORSHIP HAVE ALWAYS BEEN SUBJECTED TO EMERGENCIES SUCH AS MEDICAL ISSUES,FIRES,POWER OUTAGES ETC., PLUS THE FORCES OF NATURE, SUCH AS TORNADOS AND WINTER STORMS. THE TIMES IN WHICH WE LIVE TODAY, HOWEVER, SEEM TO HAVE BROUGHT THE WORLD, WITH ITS CRIME AND UNCERTAINTY, RIGHT INTO THE PLACE WE DEEM MOST SACRED.

IT HAS BEEN SAID: WE NEED TO PRAY FOR THE BEST,PLAN FOR THE WORST AND TRUST GOD FOR HIS HAND OF PROTECTION UPON OUR CHURCH.



CONTACTS



EMERGENCIES CALL 9-1-1

1. **Dr. Suzi Robertson, Priest in Charge- 832-723-3129**
2. **Gary Millhollon, Senior Warden- 505-710-5100**
3. **Grady Owen, Junior Warden- 817-219-0504**
4. **Sgt. Jesse Davis, Security Consultant- 817-579-3316, Ext. 7645**

SAFETY TEAM

MEDICAL- Dr. Chuck Kennard, Randy Rife, Liz McClung

FIRE- Larry Anderson

USHERS- Norm & Barb Snyder, Harry & Linda Shively, Dick & Nancy Whitehurst, Ed & Peggy Pultorak, Hank & Janie Portele, Grady & Sandy Owen

MEDICAL EMERGENCY **PROCEDURES**

**IN THE EVENT OF A MEDICAL EMERGENCY, CALL 911 AND
BE PREPARED TO GIVE THE FOLLOWING INFORMATION:**

- 1. Name and phone number**
- 2. Location: Episcopal Church of the Good Shepherd, 2016 Acton Hwy. Granbury, 76048**
- 3. Number of people involved**
- 4. Nature of injury or illness.**
- 5. Remember to stay on the line until help arrives.**

NOTE: Treat minor injuries from supplies in our First Aid Kit.

LOCATION: First Aid Kit is in the small parish hall on top of the metal file cabinet.

While waiting for professional help:

- 1. Do not move the ill or injured person unless safety considerations necessitate movement to a safer location.**
- 2. Assign someone to meet EMS in front of the church and bring them into where the injured/ill person is located.**



MEDICAL EMERGENCY PROCEDURES



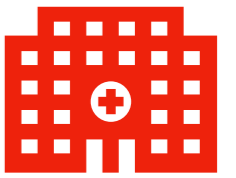
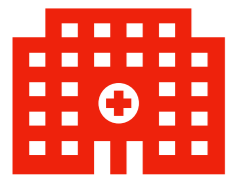
CHURCH MEMBERS AND MINISTRY LEADERS WHO ARE TRAINED IN FIRST AID AND CPR SHOULD BE THE FIRST TO ADMINISTER AID.

AN AED IS BEING PROCURED AND WILL BE ON SITE SOON. TRAINING WILL FOLLOW AND THIS PLAN WILL BE UPDATED .

WHEN PROFESSIONAL HELP ARRIVES:

- 1. Allow responding units to take control of the situation.**
- 2. Stand by to assist as needed.**

Note: Safety team will gather the appropriate information as they will need to complete an injury/illness incident report.



MEDICAL FACILITIES

- 1. LAKE GRANBURY MEDICAL CENTER** **817-573-2273**
1310 Paluxy Rd. Granbury, Texas 76048
- 2. GLEN ROSE MEDICAL CENTER** **254-897-2215**
1021 Holden St. Glen Rose, Texas 76043
- 3. MEDICAL CITY WEATHERFORD** **682-582-1000**
713 East Anderson St. Weatherford, Texas 76086
- 4. JOHN PETER SMITH HOSPITAL** **817-702-3431**
1500 S. Main St. Ft. Worth, Texas 76104
- 5. TEXAS HEALTH HARRIS METHODIST** **817-250-2000**
1301 Pennsylvania Ave. Ft. Worth, Texas 76104
- 6. BAYLOR SCOTT & WHITE FORT WORTH** **817-926-2544**
1400 8th Ave. Ft. Worth, Texas 76104



FIRE EMERGENCY



IF YOU DETECT SMOKE AND /OR FIRE:

- 1. Initiate evacuation procedures for any occupants of the affected buildings.**
- 2. If it is a small fire and you know how to use a fire extinguisher and you feel the best course of action is to attempt to extinguish the fire, proceed without risking injury.**
- 3. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.**
- 4. Call 911 and give your name, telephone number and location.**
- 5. Describe the situation.**
- 6. Assist disabled persons in your area.**
- 7. If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.**
- 8. Feel all doors with your hand before opening. If the door is hot do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.**
- 9. Be aware that moving your vehicle could hinder access by emergency vehicles.**
- 10. There are 7 fire extinguishers in the Sanctuary Building and 3 in the Large Parish Hall. See maps for locations.**



FIRE EXTINGUISHERS



LOCATIONS: See Maps.

There are 4 Fire Extinguishers in the Sanctuary, 1 in the Utility Closet, 1 by the Rear Exit Door to the Large Parish Hall and 1 in the Small Parish Hall by the Side Exit Door.

There are 3 Fire Extinguishers in the Large Parish Hall. 1 by the front entrance, 1 by the side exit door and 1 in the Kitchen.

TO OPERATE FIRE EXTINGUISHERS PASS

(P) Pull Pin

(A) Aim at Bottom of Fire

(S) Squeeze Trigger

(S) Sweep Base of Fire Side to Side

SEVERE WEATHER EVENT/ TORNADO



THE National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification of storm conditions are:

- 1. Tornado Watch: Atmospheric conditions are conducive for tornadoes although none have been sighted.**
- 2. Tornado Warning: A tornado has been spotted, visually or on radar.**

IF A TORNADO WARNING IS ANNOUNCED:

- 1. Shelter in place by moving to a designated tornado shelter area immediately. Move quickly, but do not run**

NOTE: Designated Shelter Area in the Sanctuary Building is Mail Room, Nursery, and Classroom.

- 2. Ushers and Safety staff will assist the disabled and children.**
- 3. Shelter in place until you hear an announcement from a member of the safety response team that it is safe.**

SEVERE WEATHER EVENT/



TORNADO



TORNADO SAFETY BASICS:

- 1. Move away from windows. Flying glass and debris is the cause of most injuries in buildings.**
- 2. Warn others. Encourage them to get to safety immediately.**
- 3. Move away from the building perimeter area.**
- 4. All doors should be closed.**
- 5. Move to an interior room away from windows; to an enclosed room or conference room, a rest room, an interior stairwell.**
- 6. If in an interior hallway, away from windows, crouch down as low as possible.**
- 7. If moving to a safer location in the building is not possible, get under a desk, table or pew.**
- 8. If a tornado were to hit the building, everyone is to crouch on their elbows and knees and put their hands over the back of their head.**



BOMB THREATS



Most Bomb Threats are just threats: however the safety of the church building occupants should always be the prime consideration in evaluating any Bomb Threat.

Person Receiving the Bomb Threat

In case a bomb threat is phoned into the church, attempt to obtain and record as much pertinent information as possible. After this, then call 911 and report it.

In most cases, the police will not make the decision to evacuate a building. They usually leave this up to the Leadership of the building (PRIEST). Those most familiar with the church building should look around and see if they spot any unfamiliar or suspicious items or packages. If they are found, DO NOT TOUCH, clear the area and notify the police. Also cut off any electronic devices, i.e. cell phones, pagers, etc.

EVACUATE CHURCH BUILDING TO A OUTSIDE SAFE ZONE, THE GRASSY FIELD IN BACK OF THE LARGE PARISH HALL.

In the event you receive a Bomb Threat call, remain calm. Make a THREAT CHECKLIST.



THREAT CHECKLIST



Complete this list if you receive a Bomb Threat or threatening call.

Exact time of call: _____ Date _____

Exact words of caller: _____

Caller's voice: (circle)

Male Female Adult Youth Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

If voice is familiar, whose did it sound like? _____



THREAT CHECKLIST



DO NOT HANG UP! OBTAIN AS MUCH INFORMATION AS POSSIBLE:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. Method of activation: mechanical, clock, movement/chemical action?

6. Method of deactivation? _____
7. Did you place the bomb? _____
8. Why? _____
9. Where are you calling from? _____
10. What is your address? _____
11. What is your name? _____



ARMED INTRUDER/ACTIVE SHOOTER



ACTION PLAN

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and reduce further harm to victims.

Because Active Shooter situations are often over within minutes, before law enforcement arrives on the scene, Good Shepherd staff and members must be prepared both mentally and physically to deal with an active shooter situation. Time is a critical factor in the management of a situation of this magnitude.

HOW TO RESPOND

RUN/HIDE/FIGHT

Evacuate/Run

If there is an accessible escape path, attempt to evacuate the building. Be sure to:



ARMED INTRUDER/ACTIVE SHOOTER



- 1. Have an escape route and plan in mind but be prepared to be flexible since routes may not be available.**
- 2. Evacuate regardless of whether others agree to follow.**
- 3. Help others escape if possible.**
- 4. Leave your belongings behind.**
- 5. Prevent others from entering an area where the active shooter may be.**
- 6. Keep your hands visible when law enforcement arrives on the scene.**
- 7. Follow instructions of any police officers present.**
- 8. Do not attempt to move wounded people.**
- 9. Call 911 when you are safe. If possible give the 911 operator the location of the shooter, number of shooters, physical description, number and type of weapons, number of potential victims.**



ARMED INTRUDER/ACTIVE SHOOTER



HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- 1. Be out of the active shooter's view.**
- 2. Provide protection if shots are fired in your direction. In a room, lock yourself in the room. Our Mailroom and Large Parish Hall. Turn all lights, audio equipment and cell phones off.**
- 3. If doors won't lock, like our Sanctuary Entrance Doors, block it with pews.**
- 4. Stay away from the windows.**
- 5. Try to stay calm and be as quiet as possible. Call 911 when safe to do so.**
- 6. Remain in place until found by a uniformed law enforcement officer.**

FIGHT/TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

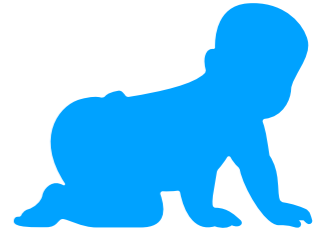
ARMED INTRUDER/ACTIVE SHOOTER



- 1. Acting as aggressively as possible against him/her.**
- 2. Throwing items and improvising weapons (fire extinguisher)**
- 3. Be loud, yelling at the suspect.**
- 4. Committing to your actions.**

NOTE: These types of situations will generate a lot of media attention. All media communications and inquiries will be made by the PRIEST or designated spokes person.

NURSERY LOCKDOWN



NURSERY DIRECTOR, ASSISTANT, AND SAFETY TEAM WILL TRANSFER CHILDREN FROM THE NURSERY CLASSROOM TO THE MAIL ROOM NEXT DOOR.

THE MAIL ROOM CAN BE LOCKED FROM THE INSIDE (BOTH DOORS IN THIS ROOM CAN LOCK)

WORKERS MUST REMAIN CALM AND ACT QUICKLY.

DOORS REMAIN LOCKED UNTIL ALL CLEAR SIGNAL FROM THE SAFETY TEAM.

SANCTUARY EVACUATION

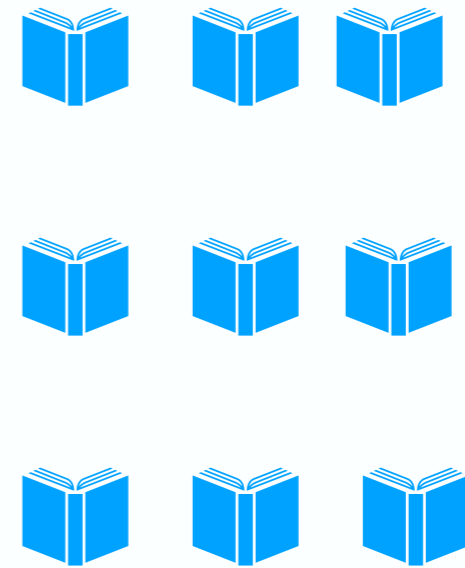
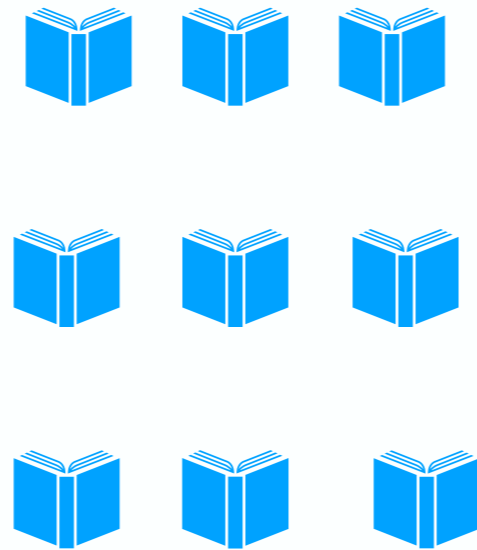
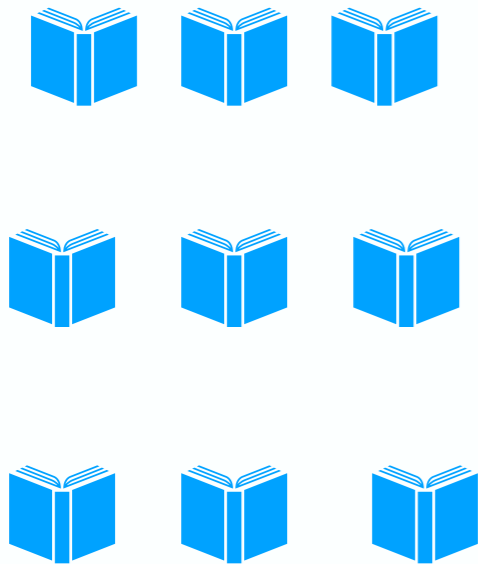
EXIT DOOR

EXIT DOOR



ALTAR

CHOIR LOFT



REAR EXIT
TO SMALL PARISH HALL



REAR EXIT



SIDE EXIT
DOOR

Rear Church Exit



SMALL PARISH HALL & NURSERY EVACUATION

Rear Church Exit



Front Door Exit



Mailroom



Nursery



Classroom

Mens Restroom

Utility Closet



Ladies Restroom



Exit Door to Large Parish Hall



First Aid Kit

Small Parish Hall



Exit Door to Parking Lot



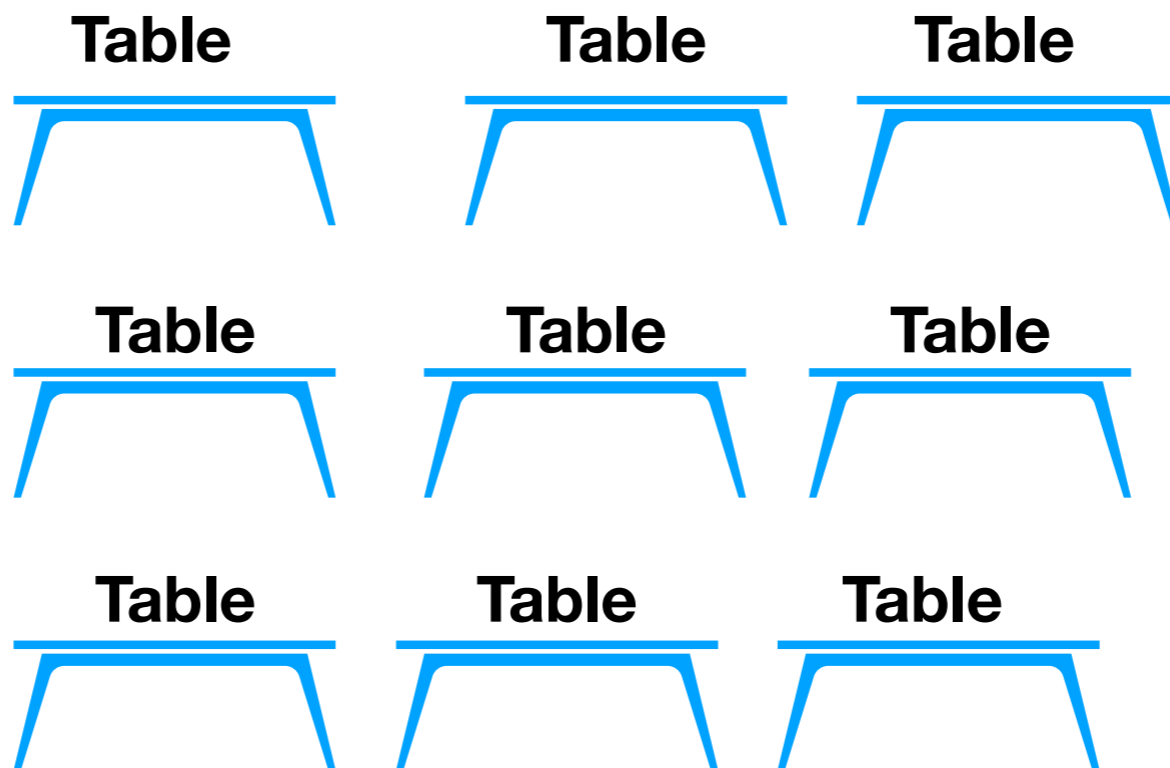
LARGE PARISH HALL



Exit Door to Sanctuary

EVACUATION

Exit Door to Parking Lot



Kitchen



Side Exit Door to Parking Lot



Rear Exit Door to Grassy Field