

Saint Barnabas Episcopal Church - Emergency Operating Procedures (EOP)

Format The Plan: (P.G. 11)

A folder will hold all of the Emergency Operating Procedures (EOP) and will be located in plain sight usually by the door in each room where people may gather. The EOP folder will contain the building floor plans (P.G. 24) which will include all windows and doors, basic first aid items,(P.G. 30), the EOP quick reference chart, pad of paper and pencil to write names or notes down to give to police, bomb threat orange hang tag for door, list of emergency contacts and a copy of this EOP document. **Reminder EOP instructions and necessary safety charts will be posted on the walls, doors and door flip locks. A removable floor plan chart will be placed on the wall near all entrances and exits of the building to be used by Emergency First Responders.** A rechargeable flashlight (P.G. 9 of Active Shooter booklet) will be plugged into an outlet in several rooms such as the minister's office and the church office upstairs as well as the kitchen and Bolmer room downstairs where people gather so that it can be used in an emergency when the lights go out. The greeters will be stationed by the main church doors for the Sunday, 10:30 AM service and 9:30 AM Summer service. The courtyard door and the upstairs level door will remain locked at all times unless it's needed to be unlocked for a short period of time.

Write the Plan: (P.G. 12) A committee consisting of the minister, the Building and Grounds Warden, the Administrative Warden and at least one vestry member will write and ensure the EOP procedures are placed in the emergency folders.

Review the Plan: (P.G. 13) The EOP plan will be reviewed by the committee and vestry members and then updated each year. "The Plan is complete when it integrates the needs of the whole house of worship population". Finalization of the EOP Plan will be done after the South Brunswick Police Department reviews it.

Approve and Share the Plan: (P.G. 13) The final approval will be given by the vestry members who will help to place the EOP folders into each area of the church where people will gather.

Plan Implementation and Maintenance: (P.G. 14) An EOP refresher meeting may be held twice a year to educate church and vestry members on the Plan. The meeting times may be in the fall to include all new personnel in administrative positions and in ministries such as Sunday school and youth group and in the spring for the newly elected vestry members and any other groups with new members such as the greeters and ushers. The Building and Grounds Warden will check that all updated material has been placed in the EOP folders throughout the year. A check off list for all of the EOP folder locations will be provided.

Review, Revise and Maintain the Plan: Each year the EOP Plan will be reviewed by the minister, the Building and Grounds Warden, the Administrative Warden and the Vestry members in case technology, personnel or current events may require changes that need to be updated in the EOP folders and shared with all parties. (P.G. 15 & 19)

The rector is always available to meet with anyone who may need counseling after a traumatic event. (P.G. 21 & 22)

Fire Drills & Bomb Threat Evacuation Drills:(P.G. 20)

- 1. Fire Drill: close the windows and doors as you leave to contain smoke and the fire.**
- 2. Bomb Threat Drill: Do not touch anything except the door if it needs to be opened and put the orange tag on opened door to indicate that everyone is out of the room.**
- 3. If needed, bring the emergency folder with you to reference emergency contact info or reference**

Realm to access the church directory and vestry members can reference this document in the google drive share folder.

4. Two gathering locations will be designated, one for the upper level by the hanging banners and one for the lower level on the lower parking lot which will be in sight of each other. These locations will allow everyone to be safe and stay clear of any emergency vehicles or personnel.
5. Call the emergency contact person, the minister or one of the deacons, from the opposite gathering location with important details. If possible, the upper level location will join the lower level parking lot to become one group so that the police can interview everyone.
6. Have a leader designated to communicate to emergency personnel which areas were checked for people. Also indicate if any actions were taken such as closing doors to contain smoke and fire or if doors were left open & untouched in case of a bomb threat.

Lock Down Drill: (P.G. 20, 24, 30)

1. Response to Intruder: (Pg 29) Talk, listen to demands and de-escalate the situation if you can.
2. Three basic response options: "Run, hide or fight where you will try to incapacitate the shooter in order to survive and protect others from harm. Each individual will need to rely on their own judgement to decide which option will best protect lives". (P.G. 29)
3. A decision may be made to "run away" and then you will be evacuating from the building or if you will stay and "hide".
4. If hiding, then one or two adults will **1st** lock or secure the doors by flipping a door lock to jam the doors closed only in the room that they are presently located in, **2nd**, shades are pulled down on door windows and **3rd**, lights are turned off.
5. The remaining occupants quietly relocate to another part of the room, away from doors and windows to a dark corner, closet, behind furniture or a wall out of view of the windows on the doors and therefore out of the shooter's sight or gun angle.
6. **Communication will be given first to the police by calling 911 and then if possible, via text message or cell phone call to the minister, one of the deacons or a current or past vestry member, indicating that "an active shooter incident is underway" and the important details of your location, the active shooter's location, how many shooters and how many hurt, etc.**(P.G. 24)
7. Everyone stays in place until a person you know or a police officer comes to the door and informs you it's safe.
8. First aid materials (P.G. 30) will be stored in the EOP folder in case of injuries and a rechargeable flashlight (P.G. 9 of Active Shooter booklet) will be plugged into an outlet in several specific rooms where people gather which can only be used if the active shooter is known to be not nearby.

Shelter in Place Drill: (P.G. 21)

1. Everyone will need to stay inside the building or a room or an area.
2. If it's a natural hazard such as a tornado then everyone will evacuate to Hubbard Hall, a basement setting with less windows.
3. Someone will keep track of everyone to ensure no one goes outside of the building or designated room or area.
4. Everyone continues what they were doing until a police officer has informed you it's safe to exit the building or room or area.
5. Shades may be pulled down to block the situation outside the building or room or area, especially if it's upsetting to children.
6. First aid materials (P.G. 30) will be stored in the EOP folder in case of injuries and a rechargeable flashlight (P.G. 9 of Active Shooter booklet) will be plugged into an outlet in several specific rooms where people gather.