PLAN, PREPARE & PROTECT

SAFETY in our
PLACE OF WORSHIP

Emergency Action Plan

FBC Tullahoma
Chemical Release

Actions to be performed in the event of a train derailment that results in a chemical release.

<table>
<thead>
<tr>
<th>ROLES</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Director/FD Chief</td>
<td>Communicate the need to evacuate or shelter in place.</td>
</tr>
<tr>
<td>Church Leaders</td>
<td>Follow the direction of the EMA Director and communicate to the church members.</td>
</tr>
<tr>
<td>Church Members</td>
<td>Follow the direction of the church leaders.</td>
</tr>
</tbody>
</table>

Action in Case of Chemical Release
1. Call 911 - Be specific on details of the situation. (location, issues, # of people, etc.)
2. Shelter in place waiting on direction from local authorities.

We will follow the direction given by either the Tullahoma Fire Department or the Coffee County Emergency Management Agency.
Fire

Actions to be performed in the event of a fire on the church property.

<table>
<thead>
<tr>
<th>ROLES</th>
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<tbody>
<tr>
<td>Church Member</td>
<td>Call 911, evacuate from immediate area of the fire.</td>
</tr>
<tr>
<td>Church Leaders</td>
<td>Call 911, assist your class members out of the building, sweep the building as you exit, conduct head count.</td>
</tr>
<tr>
<td>Ushers</td>
<td>Open the doors, direct church members to Living Waters Park, and stop vehicle traffic.</td>
</tr>
</tbody>
</table>

**Action in Case of Fire**

1. Call 911 - Be specific on details of the situation. (location, issues, # of people, etc.)
2. Assist orderly evacuation of church members in immediate area of the fire to the muster areas. (see attached evacuation maps)
3. Contact church staff of the situation.
4. Alert and evacuate church members in other parts of the building to evacuate in an orderly fashion. (see attached evacuation maps)
5. Church staff or designee conducts a sweep through the building as exiting the building and conditions permit.
6. Check evacuated groups for any missing members.
7. Church staff to communicate fire details to the fire department.
Evacuation Points

Adults will evacuate to the Living Waters Park area. Children will evacuate to the lawn across the alley from the Chapel.
Medical Emergencies

Actions to be performed in the event of a medical emergency during a church function.

<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 911, assist individual until EMS arrives</td>
</tr>
<tr>
<td>Assist individual, remove bystanders, direct someone to go outside to direct EMS to correct location.</td>
</tr>
</tbody>
</table>

Action in Case of Medical Emergency

1. Assess the situation.
2. Direct someone to call 911 - Be specific on details of the situation. (location, issues, # of people, etc.)
3. Identify medical professionals readily available to assist.
4. Stay with the individual until EMS arrives
5. Appoint someone to go outside to direct EMS to the location of the victim.
6. Appoint someone to contact immediate family/friends of the patient.
7. Appoint someone to direct bystanders out of the immediate area.
Inclement Weather

Actions to be performed in the event of inclement/severe weather (Tornado/Thunderstorms) during a church function.

<table>
<thead>
<tr>
<th>ROLES</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Church Member</td>
<td>Follow instructions provided</td>
</tr>
<tr>
<td>Church Staff</td>
<td>Monitor weather conditions and execute actions in this plan.</td>
</tr>
<tr>
<td>Church Leaders</td>
<td>Follow instructions provided, lead members to shelter locations.</td>
</tr>
</tbody>
</table>

Action in Case of a Tornado Watch
1. Church Staff or designee monitors local weather service during inclement/severe weather.
2. Church leaders are notified and to inform church members we are under a watch and will review emergency actions in the event of a tornado warning.

Action in Case of a Tornado Warning
1. Church Staff or designee continues to monitor local weather services.
2. Church staff or designee directs all church members to take shelter in designated storm shelters. (see storm shelter maps)
3. Church leaders will stay in designated storm shelters until all clear call is given by church staff.
Storm Shelter Maps

Main Floor

Minister of Education & Administration's
Minister to Student's Office
WORKROOM
MENS bathroom
WOMENS bathroom
Pastor's Office
STUDY
OFFICE AREA
Conference Room 1

Fellows Preschool

CHAPEL

WORSHIP CENTER

LIBRARY

121
121 B & C
Storage

Welcome Center

Care Ministry

PLAY AREA

MENS bathroom
WOMENS bathroom
to Worship Center

to Fellowship Hall
Disruptive Individual

Actions to be performed in the event of a disruptive individual(s) during a church service.

Disruptive behavior disturbs, interferes with or prevents normal work functions or activities.
Examples: yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.

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<thead>
<tr>
<th>ROLES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Church Member</td>
<td>Stay calm</td>
</tr>
<tr>
<td>Church Leaders</td>
<td>Follow training and execute actions in this plan.</td>
</tr>
<tr>
<td>Ushers</td>
<td>Follow training and execute actions in this plan.</td>
</tr>
</tbody>
</table>
Actions in Case of Disruptive Individual in Worship Center (large group)
1. The usher will approach the individual and ask them to either; calm down, step outside to talk, or all of the above.
2. If necessary, call 911.

Actions in Case of Disruptive Individual in small groups
1. The church leader will approach the individual and ask them to either; calm down, step outside to talk, or all of the above.
2. If necessary, call 911.
Active Shooter

Actions to be performed in the event of an active shooter situation during a church function.

In the event of an active shooter/armed intruder, building occupants should immediately take steps to secure their own safety. FBC Tullahoma promotes the RUN - HIDE - FIGHT method.

RUN

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have a known escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 only when you are safe
HIDE

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

Your hiding place should:
- Be out of the attacker’s view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  1. Lock the door
  2. Blockade the door with heavy furniture

If the active shooter is nearby:
- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and silence the phone, allowing the dispatcher to listen

FIGHT

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions
How to Respond When Law Enforcement Arrives

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

Officers usually:
- Arrive in teams
- May wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- May be armed with rifles, shotguns, handguns
- May use pepper spray or tear gas to control the situation
- May shout commands, and may push individuals to the ground for their safety

You should:
- Remain calm and follow officer’s instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on the them for safety
- Avoid pointing, screaming and/or yelling
- Never stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises
Information to provide to Law Enforcement or 911 Operators:

- Location of active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Note that the first officers to arrive to the scene will not stop to help injured persons. Their job is to secure the area and neutralize the threat. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.
Church Events Action

Prior to church events (on-site or off-site) organizers shall conduct an event specific risk assessment to determine risks and develop emergency action plan for the event (fire, police, medical, etc.).

Checklist Items
1. Have risks been identified for this event?
2. Is Police support necessary?
3. Is Emergency Medical Service support necessary?
4. Is Fire Department support necessary?
5. Are the ushers needed for security support during the event?
6. Have you reviewed the Emergency Action Plan?
7. What elements of the Emergency Action Plan potentially apply?
Recommendations
1. Determine mass communications system to communicate emergency campus wide during church events.
2. Move evacuation point for the children to the grassy area NW corner and then to the ministry center if weather is an issue.
3. Train Church Leaders on elements of the Emergency Action Plan.
4. Place Emergency Action Plan in all SS classrooms and ministry areas.
5. Better define the ushers role during worship service to include security.
6. Create a committee of ushers to support worship services and church events, which would include welcoming members and visitors and conducting security walk arounds (every 15 minutes) during church events. This group would help to implement the FBC Emergency Action Plan.
7. Provide ushers training on how to handle a disruptive individual.
8. Additional drill training is needed for youth, children, and seniors.
9. Adjust the Trustee’s lockup responsibility to include all but a few doors during the 11:00 Sunday morning worship service.
10. Develop a list of emergency lights, fire extinguishers, and smoke alarm locations.
11. Develop monthly inspection for fire extinguishers, smoke alarms, and emergency lights.
Security Team Charter

Team Purpose:
Assure that the safety and security policies of Frist Baptist Church Tullahoma provide a level of acceptable risks while protecting members, staff, and visitors.

Team Function
1. To identify risks, threats, and vulnerabilities through campus assessments.
2. Conduct analysis of the risks, threats, and vulnerabilities to determine control measures.
3. To present assessment findings and proposed control measures to the Church Staff for approval to implement.
4. Implement approved control measures.
5. Develop monitor systems of implemented controls measures.
6. Report team status monthly to the Church Staff.

Team Structure
1. This team shall be composed of four members.
2. The team is nominated by the Committee on Committees and elected at any regular business session of the church.
3. A team member can serve until they feel led to another ministry area at which time they simply contact the Team Leader to discuss the transition.
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