

# MINGO, IOWA UNITED METHODIST CHURCH EMERGENCY OPERATIONS PLAN

Drafted: March 2, 2018

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*The purpose of this document is to outline the process for how  
Mingo, Iowa United Methodist Church will prepare, respond to  
and recover from emergencies and disasters.*

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**Date: January 2018**



Dear House of Worship Leaders and Congregants,

State officials and the Iowa Homeland Security and Emergency Management Agency take emergency preparedness very seriously. Every day we work to protect our state and its citizens from disasters, but we can't do it alone. That's why we're asking you – our faith based community – to help us educate and engage those around you in the community and other houses of worship. The materials supplied in this plan will help inform you and your congregants about the relevance of emergency preparedness and empower you and your community to take the necessary steps to protect yourself should an unexpected disaster occur.

Iowa is subject to numerous disasters every year, so the "Preparedness" message is relevant to our state's economy, your house of worship, the future of your congregants and the communities you serve. Together, through awareness, education, and action we can minimize vulnerabilities and ensure the protection of our houses of worship and our congregants.

It is our intent that this document will assist you with the development of your facility emergency operations plan. For additional assistance, you can log onto the Iowa Disaster Human Resource Council at <http://homelandsecurity.iowa.gov/programs/IDHRC.html>

Sincerely,

Rev. Greg Smith, Ph.D. (Honorably Retired)

Spiritual and Emotional Care Chair, Iowa Disaster Human Resources Council (IDHRC)

National Response Team, Presbyterian Disaster Assistance

717-557-1341 (cell)



## **Signature Page**

Mingo, Iowa United Methodist Church mission is to facilitate the fellowship as servants of Jesus Christ. To accomplish this mission, the United Methodist Church must strive to provide a safe and secure place of worship for all congregants. This document provides an overview of how we plan to address a disaster or emergency that may interrupt our Mingo UMC community.

This plan has been developed in accordance with guidance provided in:

- Jasper County Local Emergency Operations Plan (LEOP)
- FEMA guide: "Comprehensive Preparedness Guide 101," version 2.0
- FEMA guide: "Developing Emergency Operations Plans for Houses of Worship" guide

This plan will be reviewed and updated annually by the Emergency Planning Committee.

## **Mingo United Methodist Church**

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**[House of Worship Leader Signature]**

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**[Emergency Management Team Lead Signature]**

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**[Date]**



## **Glossary**

1. **Check out cards:** Cards intended to help make checking minors out of the family reunification area more secure. The information on these cards should include, but are not limited to, the minor's name, age, address, emergency contact, parents/guardian authorized to pick the minor up, special needs, medications/medical needs, and allergies.
2. **Day- to- day operations:** These operations are events or functions that occur at some point during the week at the house of worship and not during normal worship service hours.
3. **Day-to-day disturbances:** Smaller scale incidents that have the potential to occur on a frequent basis and have the potential to render the primary facility uninhabitable.
4. **Disaster:** A calamitous event, especially one occurring suddenly and causing great loss of life, damage, or hardship, as a flood, airplane crash, or business failure.
5. **Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
6. **Emergency Management Agency Director:** The individual ultimately responsible for emergency preparedness, planning, response and recovery within their jurisdiction.
7. **Emergency Management Team (EMT):** The team responsible for coordinating the emergency response that requires coordination with entities outside the four walls of the house of worship.
8. **Emergency Management Team Leader (Incident Coordinator):** The Emergency Management Team (EMT) Leader/Incident Coordinator (IC) is responsible for overall management of the response to an emergency that reaches a capacity beyond the capabilities of the house of worship leadership team and their support staff. This includes developing incident objectives and managing all incident operations.
9. **Emergency Operations Center:** The physical location where the emergency management agency coordinates information and resources in support of the on-scene disaster response effort.
10. **Facility Safety Assessment:** an assessment conducted by building/facility coordinators to assess the safety and security of a facility.
11. **Faith-based Organizations:** Religious organizations and other charitable organizations affiliated or identified with one or more religious organizations.
12. **Section 29C of the Iowa Code** provides the authority and lists the responsibilities of Iowa Homeland Security and Emergency Management and the county emergency management commissions to plan for emergencies.
13. **Head of Establishment:** The leader of the house of worship, i.e. senior pastor, rabbi, imam, etc.; the individual who is the ultimate decision maker for the house of worship.
14. **House of Worship (HOW):** Any building where congregations gather for prayer.

15. **House of Worship Leadership Team**: The team of individuals who collectively make decisions on behalf of the house of worship congregation.
16. **Human-Caused Disasters**: Human caused disasters are caused by the intentional actions of an adversary.
17. **Interruption Insurance**: Insurance that can be purchased to substitute for the loss of donations lost from lack of tithing and offering resulting from a significant emergency or disaster impact on the house of worship facility.
18. **Local Emergency Management Agency**: The Jasper County Local Emergency Planning Commission (LEPC) responsible locally for coordinating a multi-departmental response to emergencies or disaster. EMA's coordinate information and resources in support of the disaster response operation.
19. **Local Emergency Operations Plan (LEOP)**: The plans developed by the local emergency planning commission (LEPC) outlining how the local jurisdiction will respond to and recover from emergencies or disasters requiring activation of the plan.
20. **Media Liaison (or team)**: The individual (or team) responsible for all media coordination on behalf of the house of worship.
21. **Medical Response Liaison (or team)**: The individual (or team) responsible for leading the emergency medical response at the house of worship.
22. **Natural disasters**: A natural disaster is a major event resulting from natural processes of the Earth. Examples include floods, tornadoes, thunder and lightning storms, and hurricanes.
23. **National Oceanic and Atmospheric Administration (NOAA) Weather Radio**: The NOAA weather radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather service office. The NOAA weather radio broadcasts official weather service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.
24. **Non-Operational Hours**: Non-operational hours are times when the house of worship is normally not functioning with their routine daily/weekly activities.
25. **Parent Liaison (or team)**: The individual (or team) responsible for acting as a liaison between the head of the establishment, the emergency management team lead and the parents.
26. **Post-Crisis Orientation**: Post-crisis orientation refers to the introduction of the debriefing period for those who have been involved in the response and/or recovery phases of an emergency. During this time, congregants are able to speak with counselors as well as other volunteers to talk about what they have seen and heard in order to deal with the situation that may pose traumatic for some.
27. **Safety Checks**: Safety checks involve making sure that important devices around the house of worship are functioning properly as well as making sure that all exits are free of any obstructions. Devices to check include: fire alarms, security alarms, fire extinguishers, AEDs, and emergency door locks (used during lockdowns).

28. **Safety Team Liaison (or team)**: The individual (or team) responsible for ensuring the safety of the house of worship facility and congregation.
29. **Special/Functional Needs**: Individuals in need of additional response assistance may include those who have disabilities; who live in institutional settings; who are elderly; who are unaccompanied children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who lack transportation.
30. **Spotter**: A spotter is a human observer who actively maintains a visual watch of the development and progression of specific weather events while actively relaying important information to their respective local emergency management agency.
31. **Stakeholder**: Stakeholders are people who have a personal interest in the outcome of a policy or protocol in emergency management. Since all citizens are likely to be affected by emergency management policies, this definition implies all citizens are emergency management stakeholders. Private sector groups such as faith-based organizations, nongovernmental organizations, nonprofit organizations, and community based organizations are important resources in emergency management, especially during the response and recovery phases, and therefore are important stakeholders to consider when developing emergency management plans and policies. The organizations listed above as well as others have specializations that can be effectively used if they are included in the development of the community's policies.
32. **Technological Disasters**: Technological disasters occur when there are accidents or failures of systems and structures.



## **Purpose & Scope**

The purpose of this document is to outline the process for how Mingo UMC will prepare, respond to and recover from emergency or disaster incidents. This document will cover:

- Facility Safety Assessments
- Congregation Demographics
- Potential Emergencies/Disasters
- Different levels of Emergencies/Disasters
- Roles and Responsibilities
- Response Protocols (for incidents requiring internal and/or external coordination)
- Procedures for specific types of emergency/disaster incidents

## **Situation Overview**

Houses of worship, like Mingo UMC, are typically places that provide their members with comfort and inspiration. Most of the congregants who attend (places of worship-i.e., church, mosques, synagogues, temples, etc.) Mingo UMC expects to find peace and solace. Unfortunately, disasters and emergencies can strike any place at any time! An emergency or disaster could have devastating long lasting impacts on Mingo UMC and Mingo. Impacts could include: injury or loss of life, negative emotional impact on congregants, damage or loss of the facility, damage or loss of equipment or furnishings, loss of personal property, loss of revenue or loss of donations. To mitigate the potential impacts on Mingo UMC as well as Mingo, the Mingo UMC leadership team developed this plan as a guide for how to address disaster or emergency situations that may impact the facility, the congregants, the leadership or the surrounding community.

## **Assessment of Existing Operations**

To develop an efficient and effective emergency response plan, Mingo UMC leadership began by reviewing the: **a)** Mingo UMC facility safety assessment checklist ([Figure 1.0](#)), **b)** the house of worship facility and congregation snapshot form ([Figure 2.0](#)) and **c)** the potential threats ([Table 1.0](#)) that are most likely to impact the facility, the congregation and the community at large.

The Facility Safety Assessment provided the Mingo UMC leadership with a thorough understanding of the facility and congregation strengths and weaknesses. The House of Worship Facility and Congregation Snapshot gave the Mingo UMC leadership the opportunity to accurately account for all Mingo UMC congregants and facility activities. The Mingo UMC Specific Threat and Hazards Table ([Table 1.0 – located on page 14 of this plan](#)) provided the Mingo UMC leadership team with a comprehensive overview of all potential threats and hazards that could impact the Mingo UMC and the surrounding community.

**Figure 1.0: Facility Safety Assessment Checklist**

## Mingo UMC Facility Safety Checklist

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Assessment Date:

Facility Name:

Primary Contact:

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Assessor:

Facility Address:


Facility Coordinator:

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**Section A: Organization Profile**

Criteria	Yes/ No / N/A	Description/Comments
Facility Capacity		
Facility Campus Type		
Type of Building Materials		
Total Number of Buildings		
Names of Buildings on Campus		
Total Number of Floors		
Approximate Total Square Footage		
Year of Construction		
Number of Rooms in Each Building		
Number of Exits		
Type of Surrounding Community		
Are the following pieces of equipment and locations checked on a regular basis?	Fire / Life Safety Systems	
	HVAC	
	Fire Suppression	
	Fire Extinguishers	
	Smoke / Heat Detectors	
	Generators	
	Security Alarm	
	Kitchen	
	Playground	
Were mechanical, custodial and electrical rooms found to be locked?		
Were all chemicals properly stored, labeled and in their original containers?		
Total Number of Congregants		
# of Adult Congregants		
# of Youth Congregants		
# of Staff Members		
Number of People with Disabilities		
Average # of Visitors During Worship Services		
Average # of Visitors Daily		

**Figure 2.0: House of Worship Facility & Congregation Snapshot**



## Mingo UMC Facility & Congregation Snapshot

**Section A: Contact Information**

Name of House of Worship:	Phone Number:
	Fax Number:
Facility Address:	Facility Coordinator:
Head of Establishment:	Website Address:

**Section B: Administration Names & Positions**

Name :	Name :
Position:	Position:
Name :	Name :
Position:	Position:
Name :	Name :
Position:	Position:
Name :	Name :
Position:	Position:

**Section C: Facility Information**

Size & Type Building		Congregants & Staff		Rooms	
# of Buildings		# of Children/Youth		# of Interior Rooms	
# of Floors		# of Adults		# of Miscellaneous Rooms	
# of Exits		# of Staff		# of Kitchens	
Type of Structure		# of Individuals with Disabilities		# of Bathrooms	
Approximate Square Footage		# in Attendance at largest service of year		# of Rooms – Total	
Maximum Capacity		# of Public Safety Personnel		# of Elevators	
Additional Information		Number of Congregants present on weekdays		Other	

**Additional Considerations**

1. Is the facility used by organizations outside of the house of worship?
2. How often is the facility used by non-members of the house of worship?
3. Is the facility accessible to people with disabilities?
4. How often is the facility used for outreach ministries?

**Table 1.0: Mingo UMC Specific Threats and Hazards**

Day-to-Day Disturbances	Natural	Technological	Human-Caused
Most likely to happen during regular operating hours (i.e. Sunday Services)	Resulting from acts of nature	Involves accidents or the failures of systems and structures	Caused by the intentional actions of an adversary
<ul style="list-style-type: none"> <li>Fires</li> <li>Internal Power Outages</li> <li>Unintentional Equipment Failure</li> <li>Congregant Health Challenges</li> <li>Unintentional Emergencies that suddenly make the facility uninhabitable</li> </ul>	<ul style="list-style-type: none"> <li>Flooding</li> <li>Severe Weather</li> <li>Severe Winter Weather</li> <li>Tornadoes</li> <li>Wind</li> <li>Sinkholes</li> <li>Drought</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous Materials Release</li> <li>Utilities Failure</li> <li>Transportation Incidents</li> <li>Structural Collapse</li> <li>Dam Failure</li> <li>Explosions or accidental releases from commercial activities</li> </ul>	<ul style="list-style-type: none"> <li>Missing Child (Kidnapping)</li> <li>Domestic Violence</li> <li>Organized Terrorism Attack</li> <li>Civil Disturbance</li> <li>Cyber Attack</li> <li>Active Shooter</li> <li>Chemical Agent Attack</li> <li>Biological Attack</li> </ul>

After assessing facility safety, reviewing the facility/congregation snapshot and identifying potential threats, the Mingo UMC leadership team completed the situation overview by conducting a more in depth analysis of each potential threat subject area: day-to-day operation emergencies, natural disasters, technological disasters and human-caused disasters.

### Day-to-Day Disturbances

Day-to-day operational disturbances for the Mingo UMC consist of situations that could occur on a frequent basis and have the potential to render the primary facility uninhabitable. Examples include sudden power outages, congregant health challenges, sudden equipment failure and fires. The Mingo UMC leadership team developed the following policies for addressing the impacts of these potential emergencies. The following policies outline the Mingo UMC protocol for facility closings and functions during non-operational hours:

- **House of Worship Closings:** In the event that Mingo UMC must be closed due to an emergency or disaster, the Mingo UMC leadership team will issue the notice of the closing. If Mingo UMC is expected to be closed prior to normal operating hours, staff should listen to local radio and television broadcasts for updates. However, notifications will also be made via a calling tree to notify all staff that the facility is closed. If the facility is closed during normal operating hours, an announcement will be made to the staff and a hotline telephone message will be made by the Mingo UMC leadership team to the regular congregants and staff members.
- **Functions during Non-Operational Hours:** Some functions occur before and/or after normal operating hours of the Mingo UMC. These events typically involve fewer individuals; however, safety of the facility and of the participants is still important to the Mingo UMC leadership team. All applicable safety procedures as outlined during normal operating hours are effective during non-operational hours.

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Mingo UMC does not have daily activities on a regular basis and many may not even have a regular staff on a day to day basis. However, people will most likely visit the facility at some point during the week illustrating a strong reason to have a plan for events that may occur at the house of worship during non-operational hours. Daily activities are events or functions that occur at some point during the week. Many times, there are different activities planned from day to day. Staff is identified as anyone who executes duties for the Mingo UMC regularly regarding the administration and running of the house of worship, whether they are paid or volunteer.

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## Natural Disasters

Natural Disasters/Hazards are characterized as emergencies caused by forces extraneous to man in elements of the natural environment. The Mingo UMC is at risk for a variety of natural hazards including: snow storms, tornados, floods, sink holes, and severe thunderstorms. Natural hazards cannot be managed and are often interrelated. Natural hazards can occur in uninhabited areas and cause no damage to humans or the built environment; however, when a hazard and the built environment intersect, significant damage to developed communities occurs, causing a natural disaster.

## Technological

- Technological disasters occur when there are accidents or failures of systems and structures. Examples include: intentional or unintentional breakdown in technological equipment used during normal operations, hazardous material releases, widespread, long-lasting utilities failure, transportation incidents, structural collapse, radiological releases, explosions or accidental releases from commercial activities. Based on the size of the Mingo UMC leadership team and the results of



the facility assessment, the Mingo UMC is potentially at risk for the following technological disasters: Hazardous Materials Release, Utilities Failure, Transportation Incidents, Structural Collapse, Radiological Release, Explosions or accidental releases from commercial activities.

### **Human-Caused**

Human caused disasters are caused by the intentional actions of an adversary. The Mingo UMC is at risk for a variety of human caused disasters including: bomb threats, hostage barricades, missing children (kidnapping), intruders (suspicious person), and weapon on site, active shooter, sexual assault, civil disturbance, injury, illness, suicide and death.



## **Concept of Operations**

Once the Mingo UMC leadership team finished the situation overview, the next step was to outline operational procedures. The Mingo UMC leadership team began developing the operations protocol by breaking down the responsibility of each player in the emergency response process. This section of the plan covers roles and responsibilities, response protocols and plan activation.

### **Roles & Responsibilities**

Identification of roles and responsibilities proved to be a critical step in plan development for the Mingo UMC leadership team. This section will cover the different team and individual roles of the various players on the Mingo UMC emergency planning team. It will cover all applicable responsibilities for the Mingo UMC, including the Mingo UMC leadership team, staff (paid or volunteer), ushers, lay leader, the emergency management team lead (the incident coordinator), the medical response liaison, the safety response liaison, the crisis counseling liaison, the media liaison, parent liaison, the finance liaison and the building/facility coordinator. The Mingo UMC leadership team recognizes that roles and responsibilities will be based on the scale of the emergency or disaster. A smaller, more internalized emergency will most likely be handled by the leadership team and the regular staff members (paid or volunteer). While a larger event necessitating the need for coordination with external stakeholders will most likely require the emergency management team lead to coordinate response efforts.

House of Worship Leadership Team: The House of Worship Leadership Team consists of the Pastor as well as the designated leaders of Mingo UMC. These leaders include: pastor, board president, trustees lay leader, paid congregants, Sunday school teachers, worship leaders, as well as bible study leaders. Pastor has designated the following **Senior Trustee** to act as the on-site emergency coordinator. In addition, the Pastor has appointed crisis counseling liaison to coordinate crisis counseling activities (this role is explained in detail below). The Mingo UMC leadership team is responsible for:

- ✓ Training a small group of staff and/or house of worship leaders in basic emergency action. This includes taking rosters with them if they must be evacuated.
- ✓ Keeping parents and response agencies informed of emergency plans and revisions.
- ✓ Assigning roles of the emergency management team.
- ✓ Utilizing present communication capabilities and integrating future capabilities into the emergency plan.
- ✓ Identifying a specific place evacuation location on site/off site for congregants and visitors required to leave the building.
- ✓ Executing periodic safety checks.
- ✓ Inviting emergency personnel to visit the place of worship on a regular basis to alleviate anxiety of membership following a crisis.

- ✓ Designating a staff member to be at the hospital to collect information about injuries and to report the information back to the house of worship
- ✓ Designating a staff member to notify family members of the injured.
- ✓ Designating someone to assist with identifying the injured and the fatalities.
- ✓ Designating sufficient personnel to handle phones.
- ✓ Developing a strategy for post-crisis orientation for staff and congregation. The post-crisis orientation will allow staff and congregation to debrief and get a grip on what occurred with the event.
- ✓ Having a roster giving the names of members who are off site at Mingo UMC related activities.
- ✓ Convening the emergency management team consisting of the individuals who will be leaders in an emergency.
- ✓ Reviewing plans for on-site and off-site emergencies.
- ✓ Making notifications to the community about cancellation and re-start of services in the house of worship.
- ✓ Conducting drills and making emergency operations plan revisions based on drills.

Staff: The staff at Mingo UMC consists of administrative assistant, treasurer, custodian, trustees, ushers, lay leader. Staff participation during a day-to-day emergency response will be coordinated through the Mingo UMC leadership team. Staff will be responsible for:

- ✓ Participating in the development of the EOP and being familiar with all aspects of the plan.
- ✓ Executing duties as outlined in the EOP.
- ✓ Keeping the emergency management team lead informed of day-to-day emergency incidents.
- ✓ Being familiar with all avenues of exit at each building.
- ✓ If exiting a classroom or building, securing the classroom.
- ✓ Accounting for all congregants under their supervision during the crisis. Reporting to the Mingo UMC leadership team any missing or injured members.
- ✓ Following a prearranged plan of transportation and supervision to appropriate shelters.
- ✓ Teaching emergency/disaster awareness and preparedness by incorporating these materials into existing curriculum.

Emergency Management Team: In addition to the house of worship leadership team and the staff designated to support the house of leadership team, Mingo UMC has also developed an emergency management team which consists of specific positions activated during an emergency response effort that warrants additional coordination that is beyond the capacity of the leadership team and the support staff. The Mingo UMC emergency management team consists of the following positions





emergency management liaison, incident coordinator, the medical response liaison, the safety response liaison, the crisis counseling liaison, the media liaison, the parent liaison, the treasurer and senior trustee.

When activated, the emergency management team responsibilities include:

**Emergency Management Liaison (Senior Trustee--Incident Coordinator)**

- ✓ Serves as Incident Coordinator
- ✓ Briefs Mingo UMC leadership team on incident specifics and response operations.
- ✓ Immediately identifies themselves as the emergency management Liaison to the appropriate public safety personnel responding to the incident.
- ✓ Remains in close proximity to the incident location (at the facility or as close as possible).
- ✓ Coordinates the emergency response effort.
- ✓ Ensures that necessary notifications are made.
- ✓ Acts as a liaison between the Mingo UMC and public safety personnel.
- ✓ Coordinates with all response participants including local fire, police, medical response personnel, etc.
- ✓ Ensures that all team members are assigned duties and understand all emergency procedures.
- ✓ Works with emergency response team members to evaluate the emergency.
- ✓ Ensures proper emergency communication.
- ✓ Delegates needed emergency actions.
- ✓ If requested is prepared to assist county or city emergency responders involved to aid in crowd control and building evacuation.

**Building Coordinator (Trustee appointed by Senior Trustee)**

- ✓ Knows the floor plans of the building and the emergency evacuation procedures for any emergency – medical, fire, tornado, etc.
- ✓ Provides status reports and briefings to the emergency management team lead.
- ✓ Coordinates with the emergency management team lead and the local emergency agency/agencies on evacuations and other emergency actions.
- ✓ Serves as a lead on emergency planning activities and works closely with the emergency management team lead on emergency response coordination.
- ✓ Assigns congregants with duties for emergency management action.
- ✓ Schedules training as need for the Mingo UMC leadership team.

- ✓ Communicates ongoing and evolving emergency response plans.

#### Medical Response Liaison

- ✓ Provides emergency first aid and assistance in line with their training until medical assistance arrives.
- ✓ Immediately identifies themselves as the medical response liaison to any personnel responding to the incident.
- ✓ Assists in triage activities.
- ✓ Conducts a primary assessment of the medical emergencies and reports this assessment to appropriate personnel.

#### Safety Response Liaison

- ✓ Building evacuations – responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- ✓ Immediately identifies themselves as the safety response liaison to any personnel responding to the incident.
- ✓ Helps to implement and announce lock down/shelter in place procedures
- ✓ Performs other intervention procedures as the situation dictates
- ✓ Works in coordination with the trustees to minimize hazards.
- ✓ If available, maintains hand-held radios to coordinate with emergency management team lead and other team members as deemed appropriate.

#### Crisis Counseling Liaison

- ✓ Assesses the need for onsite mental health support.
- ✓ Determines if there is a need for outside agency assistance.
- ✓ Provides onsite intervention/counseling.
- ✓ Manages the well-being of those from the house of worship that are responding to the incident, congregants, and staff (**usually the Pastor**).

#### Media Liaison

- ✓ Works with the Mingo UMC leadership team to develop strategies for addressing media inquiries.
- ✓ Meets the media and communicates a consistent message to be delivered to the community.
- ✓ Coordinates and advises on the preparation of news statement and arranges interviews.

#### Parent Liaison (**Sunday School/VBS Teacher**)

- ✓ Serves as a liaison between parents and the Mingo UMC leadership team
- ✓ Coordinates response to parents who may arrive at the house of worship with inquiries about the incident and the well-being of the children involved.
- ✓ Advises parents of the situation and advises them whether their child was involved in the emergency.
- ✓ After the emergency has been cleared, assists those who wish to take their child home.

#### Treasurer

- ✓ Tracks resources that may be needed to help house of worship and/or congregants respond and recover from the event
- ✓ Tracks the source (who the resource came from) and use of resources (who used/are using the resources)
- ✓ Acquires ownership of resources
- ✓ Compensates the owners of private property used by the house of worship
- ✓ Maintains recording keeping for possible reimbursement by insurance agencies or a government entity.

### Response Protocols

This section outlines Mingo UMC specific emergency response protocols including: evacuation protocol, family reunification protocol, media protocol, communication equipment protocol.

Emergency Procedures: Emergency Procedures explain how the Mingo UMC will respond during normal operations, operations during impending severe weather, operations during a heightened state of security/preventative lockdown, operations during a heightened state of security that requires evacuations, operations during an actual crisis response protocol and procedures for returning to normal operations. The Mingo UMC leadership team will be the main authority to initiate building lockdown or evacuations. The Mingo UMC leadership team will designate several key personnel who are authorized to make such decisions. All designees will be made aware of their responsibility and the scope of their authority to act. This section outlines procedures to be performed by the designated individuals when deemed appropriate. Designated individuals will be relieved of such responsibility upon the arrival of the Mingo UMC leadership team or local emergency responders.

**1) Normal Operations (Day-to-Day Activities):** Examples of when Mingo UMC leadership team will conduct normal day-to-day activities include: instructional activities, trips and classes.

Procedure:

- ✓ Continue normal safety measures such as inquiring about suspicious persons, ensuring exits and entrances are secure, etc.
- ✓ Explain evacuation procedures to congregation; teach about safety.

**2) Impending Severe Weather:** Examples of situations where impending severe weather protocol may be initiated by the Mingo UMC leadership team include: thunderstorm watch and warnings, tornado watch and warnings, hail storms, high winds, winter weather events, flashfloods, etc.

Procedure:

- ✓ Review the emergency procedures and have them posted in all rooms.
- ✓ Monitor weather bulletins including weather radios, TV and/or radio news broadcasts.
- ✓ Keep staff and congregants informed concerning the weather situation.
- ✓ Activate “spotters” when appropriate. (see glossary for definition of spotter)

**3) Heightened State of Security/Preventative Lockdown Protocol:** Examples of situations where heightened state of security/preventative lockdown protocol may be initiated: bomb threats, weapons on site, a major crime or police chase near the house of worship, and civil disturbances that pose a threat to members and staff.

Procedure:

- ✓ The Mingo UMC leadership team will inform all house of worship staff and congregants that the heightened state of security/preventative lockdown protocol is being implemented by use of the PA system. Personnel in areas without intercom capability will be notified in person by a runner from the Mingo UMC leadership team. Staff should be briefed through a designee in person or via a written memorandum regarding the situation.
- ✓ If a bomb threat has been verified, all wireless communication should be terminated immediately in the vicinity of the suspected package. The slightest radio signal emitted from a cell phone can detonate a bomb, which is the reason for this recommendation.
- ✓ Children who may be separated from parents at the time of threat should be reunited with them as quickly as possible.
- ✓ If congregants are not in a room at the time the warning is announced, they should proceed to their assigned meeting room. House of worship leaders (including small group leaders) will lock their room doors once the hallways near their rooms are clear of congregants. If leaders observe imminent danger near their room, they should immediately secure their room and notify a Mingo UMC trustee of the danger.
- ✓ If no imminent danger has been detected, leaders should brief members that the house of worship has been placed on a heightened security status as a precaution and that no imminent

danger has been detected. Congregants should be given instructions as appropriate as to what they should do during the lockdown protocol. House of worship staff not assigned to room duties should follow the house of worship's procedures for limiting access to their workplace. They should also report any suspicious activity to the main office immediately.

- ✓ While the lockdown protocol is in effect, leaders should only open room doors for house of worship staff members unless clearance is obtained from the Mingo UMC leadership team.

**4) Heightened State of Security Requiring Evacuation Protocol:** Examples of situations where heightened state of security requiring evacuation protocol may be initiated: a bomb threat has been deemed as credible, release of chemicals that adversely affect the health and safety of members or staff; and any other event that requires the evacuation of the building.

Procedure:

- ✓ The Mingo UMC leadership team will inform all Mingo UMC staff that the evacuation protocol is being implemented by use of the PA system. Personnel in areas without intercom/phone/radio capability will be notified in person or via a written message regarding the situation.
- ✓ Congregants should be given instructions as appropriate as to what they should do during this protocol. Mingo UMC staff not assigned to room duties should follow the Mingo UMC procedures for evacuating the building. They should also report any suspicious activity to the Mingo UMC leadership team immediately.
- ✓ All members and staff shall evacuate the building immediately and proceed to their pre-determined assembly areas outside and away from the building.
- ✓ Once at their assembly areas, leaders should report the status of their members to the Mingo UMC leadership team and/or appropriate staff member.
- ✓ Staff shall carry a current member roster and emergency contact information with them anytime the building is evacuated to their assembly areas.
- ✓ Children not with their families will not be allowed to leave their assembly areas unless the leader obtains authorization from the Mingo UMC leadership team.
- ✓ If activities are occurring outside, those outside should be warned and informed not to come back inside of the building.
- ✓ Following an evacuation due to a credible bomb threat, no one will enter the building until it has been cleared by law enforcement.

**5) Actual Crisis Response Protocol:** Examples of situations where actual crisis response protocol may be initiated: shots being fired on or immediately adjacent to the site, violence on site, an explosion near but not on the site, a hostage situation or armed barricaded subject on or immediately adjacent to the site, natural disasters, hazardous materials incidents, or threats involving weapons of mass destruction which indicate immediate danger, and a civil disturbance that is out of control.

Procedure:

- ✓ Pastor or his/her designee will announce that the actual crisis response protocol is in effect. Runners may be sent, if it is safe to do so, to ensure that personnel in outside areas are notified.
- ✓ Leaders should brief congregants that the house of worship has been placed on a heightened security status as a response to an apparent crisis. They should advise congregants to remain quiet until more can be learned about the situation. Leaders should then begin calmly and quietly reviewing emergency evacuation procedures with members to prepare them for possible evacuation.
- ✓ Leaders will immediately lock their rooms and advise congregants to move away from doors and windows, and sit on the floor.
- ✓ If they are not in a room at the time the protocol is announced, congregants should proceed to their assigned room. If it appears unsafe to proceed to their room, congregants should proceed to the nearest room. Leaders will lock their doors once the hallways near their room are clear of congregants. If leaders observe imminent danger near their room, they should immediately secure their room and notify Mingo UMC leadership team and/or the appropriate Mingo UMC staff member of the danger as well as 9-1-1.
- ✓ Mingo UMC staff not assigned to room duties should follow their assigned emergency duties.
- ✓ Personnel who are engaged in outdoor activities when the protocol is announced will need to make a prompt determination as to whether it is safer to attempt to enter the building, to take shelter, or to leave the site to seek shelter in the safest place available. If the decision is made to leave the site, congregants present should move as quickly as possible. A list of all who are evacuated should be made by the staff member or leader present as soon as it is safe to do so.
- ✓ Congregants should not be instructed to leave the room unless the leader receives instructions from the Mingo UMC leadership team or emergency responders.
- ✓ Leaders should not open the door to any rooms unless they are instructed to do so by a staff member that they recognize by sight or voice. Emergency response personnel may enter the room by using a master key; otherwise the door will not be opened.

**6) Return to Normal Operations:** Once danger has passed, the Mingo UMC leadership team may be able to return the facility to normal operations.

Procedure: The return to normal protocol should be used when-

- ✓ There is no indication that an above normal level of danger exists.
- ✓ Further measures such as evacuation will not be needed.
- ✓ It is possible for the functions of the house of worship to continue.



- ✓ The Mingo UMC leadership team will announce that the Return to Normal Operations is in effect via PA system, word of mouth or written notice on all entrances/exits.
- ✓ The Mingo UMC leadership team will make a brief announcement to inform the congregation and staff of the reason the other protocols were utilized.

Evacuation Protocol: When it is necessary to evacuate the building, either a fire alarm, or heightened state of security requiring evacuation protocol using the public address system will signal the evacuation. Evacuation reasons could include: bomb threat, explosion, chemical spill, and any other event that requires the evacuation of the building. This section outlines the different evacuation preparedness, response and family reunification.

## **1) Preparedness**

### Before an Evacuation

- ✓ Maps showing the evacuation routes for all locations in the building are posted in each room in the building.
- ✓ A master copy of the evacuation plan is in the Pastor's office and is carried with the Mingo UMC leadership team during all evacuations.
- ✓ Staff and congregation will be oriented to their specific duties, requirements and responsibilities should an off-site evacuation become necessary.
- ✓ The public address system will be the primary means of notifying building occupants, when possible. In the event the public address system fails the announcement of an evacuation will be made by a bullhorn, or by other effective means of communication.
- ✓ Consider not removing any bags from the facility during an evacuation due to a bomb threat.
- ✓ Evacuation drills take place on an annual basis.

## **2) Response**

### During an Evacuation

- ✓ Leaders should bring their rosters with them, if applicable.
- ✓ Leaders will ensure that all congregants are out of their rooms and adjoining restrooms and workrooms.
- ✓ Groups will proceed to their designated assembly areas. Once there, leaders will make note of members who are not present and furnish those names to house of worship staff members as soon as possible.
- ✓ The first member out will be instructed to hold open the exit door(s) until all persons in the group have evacuated. This procedure is to be continued until the building is clear.
- ✓ Leaders will close, but not lock doors, before they follow their congregants out of the building.



- ✓ Leaders will remain with their group until the Mingo UMC leadership team sounds an “all clear” signal.
- ✓ Board President will gather lists of unaccounted persons from staff members to provide to the Mingo UMC leadership team and emergency response personnel.

#### Family Reunification Protocol After An Evacuation

- ✓ Parents who are not with their children at the time of an evacuation will be notified by runners, when it is safe, of where they can be reunited with their children.
- ✓ Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags.
- ✓ Designated personnel, assisted by law enforcement, coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of 18, must be a verified person on the minor’s check out card authorized to pick up the child.
- ✓ A mental health professional or counselor should be assigned to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- ✓ Reunited families should be encouraged to leave the reunification site promptly.
- ✓ Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes to pick them up. Mingo UMC media liaison and parent liaison will relay the message to the house of worship community of the new pick up site where family members can pick up their loved ones.



## **Communications**

Besides conducting the Mingo UMC facility safety assessment, completing the demographics form, assessing potential threats, identifying roles, responsibilities and emergency procedures, the Mingo UMC leadership team also reviewed methods of communication with internal and external stakeholders. This was a key step in the planning process for the Mingo UMC leadership team. This section discusses information collection (including emergency alerts and warnings), information dissemination, communication equipment usage and protocol for dealing with the media during emergencies and disasters.

**Information Collection:** During an emergency or disaster incident, the Mingo UMC leadership team expects to collect information in a variety of ways including: congregant reports, media alerts, NOAA Weather Radio Alerts, messages from other houses of worship, county wide alerts. Below are methods Mingo UMC will use for collecting information from various sources during all phases of an emergency:

- ✓ Identify the type of information that will be helpful in the successful implementation of the activities that occur before, during and after an emergency
- ✓ Scan information sources like: weather reports, law enforcement alerts, National Oceanic and Atmospheric Administration (NOAA) radio alerts, crime reports, websites and hotlines for mental health agencies, emergency management agencies, and relief agencies assisting in all aspects of emergency response and recovery.
- ✓ Be prepared to provide answers to the various questions for each of the identified types of information:
  - What is the source of the information?
  - Who analyzes and uses the information?  
(ex: head of the house of worship? Emergency management team leader?)
  - How is the information collected and shared? (ex: Is the media coordinator collecting and then sharing to local media outlets? Is the information coming from a NOAA radio or local news broadcast?)
  - What is the format for providing the information to those who will use it?  
(ex: Email blasts, if power is still on? Solely using local media outlets?)
  - When should the information be collected and shared?  
(ex: as soon as the information can be received? After the event occurs?)

## **Information Dissemination**

In order to establish effective communication during an emergency incident, Mingo UMC will collect all information relevant to the persons and events involved in the emergency and disseminate appropriate information to all parties involved. Information will be shared with parents, families, law enforcement agencies, medical service agencies, print and electronic media representatives and the general community. By effectively managing communication, Mingo UMC intends to provide necessary services to its members and staff, and to the families of those persons affected by the emergency or disaster situation. It is expected that effective collection and dissemination of information will minimize problems caused by unfounded rumors.

To address inquiries from the media, Mingo UMC will follow the following Media Specific Protocol-

- ✓ Designated staff member will be responsible for working with the media. All media requests will be directed through the Mingo UMC leadership team.
- ✓ As soon after an emergency as is reasonably possible, the Mingo UMC leadership team will meet to establish relevant position statements on topics about which the media have questions.
- ✓ Screen interview requests for children under the age of 18 and ensure parent permission for interviewing has been attained.
- ✓ A list of local media will be kept on hand so the community can quickly be informed of the event that has taken place. Examples include: radio stations, television stations, and newspapers.

## **Communications Equipment Needs**

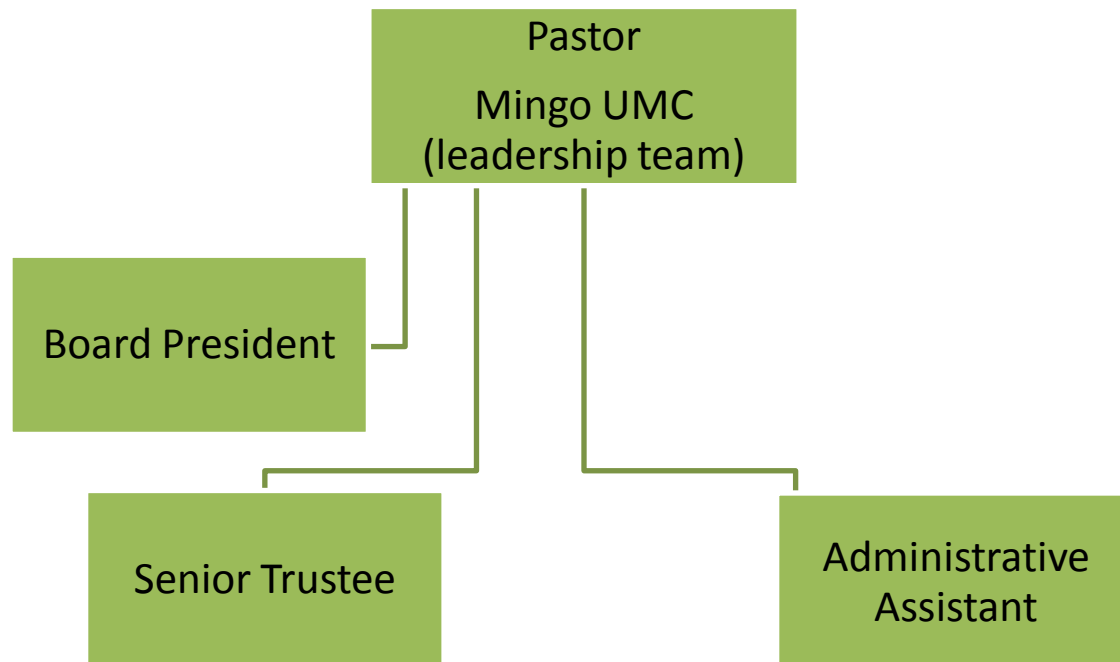
- At least one data line attached via modem to the house of worship's computer.
- Public Address system speakers in each classroom.
- An emergency communication kit that will contain an abundant supply of batteries (all appropriate sizes), a list of all house of worship and family telephone numbers, BBS numbers, FAX numbers and others.
- A current backup copy of all computer files (zip drive that can be loaded immediately into a portable computer).

## Direction, Control, and Coordination

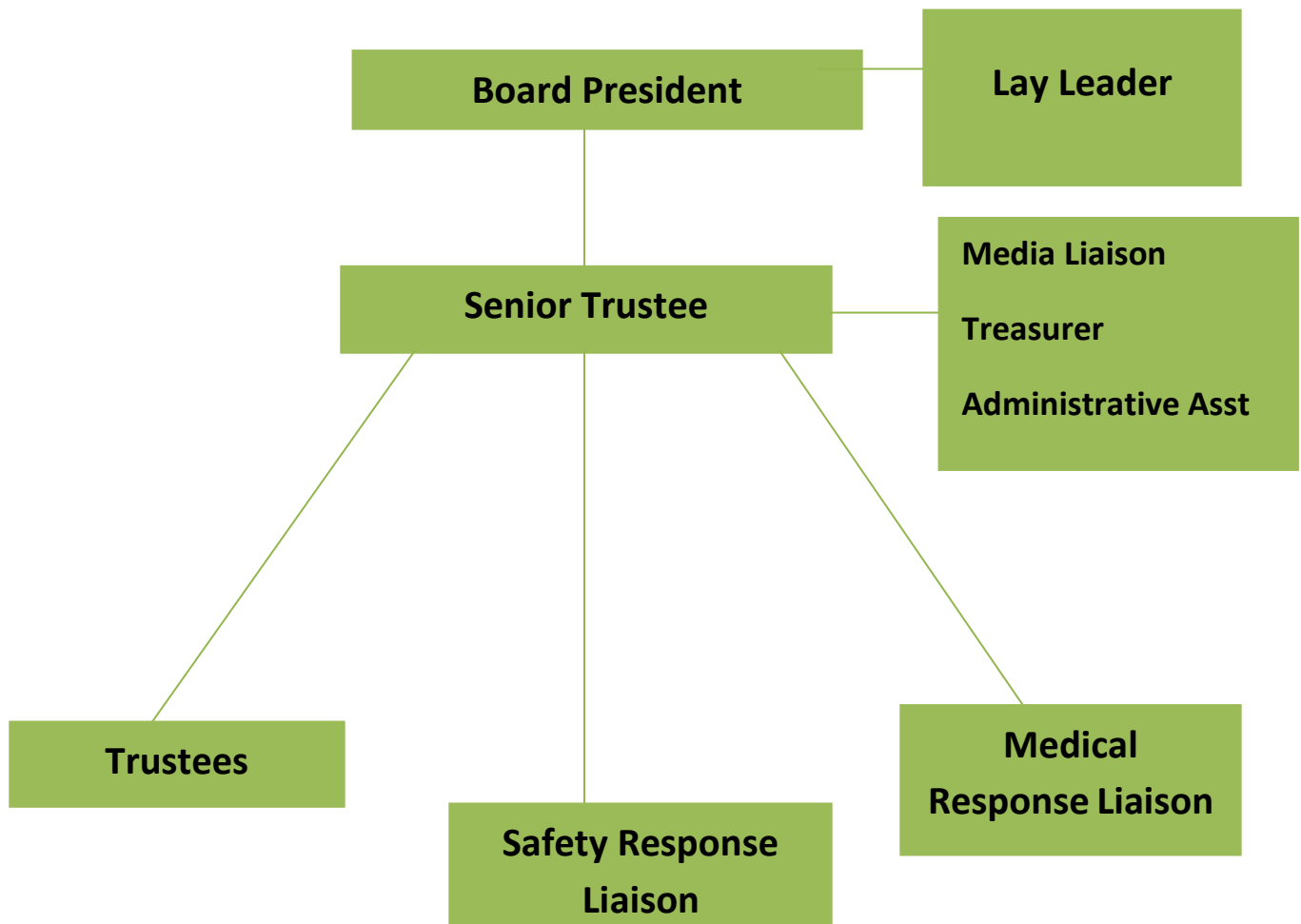
This section describes Mingo UMC's framework for all direction, control and coordination activities. It explains who provides overall direction control and coordination of the incident and which congregants are responsible for supporting the Mingo UMC leadership team. This section:

1. Describes the chain of command used by Mingo UMC.
2. Describes the relationship between the house of worship's plan and the broader community's emergency management system (see **Figure 5.0**).

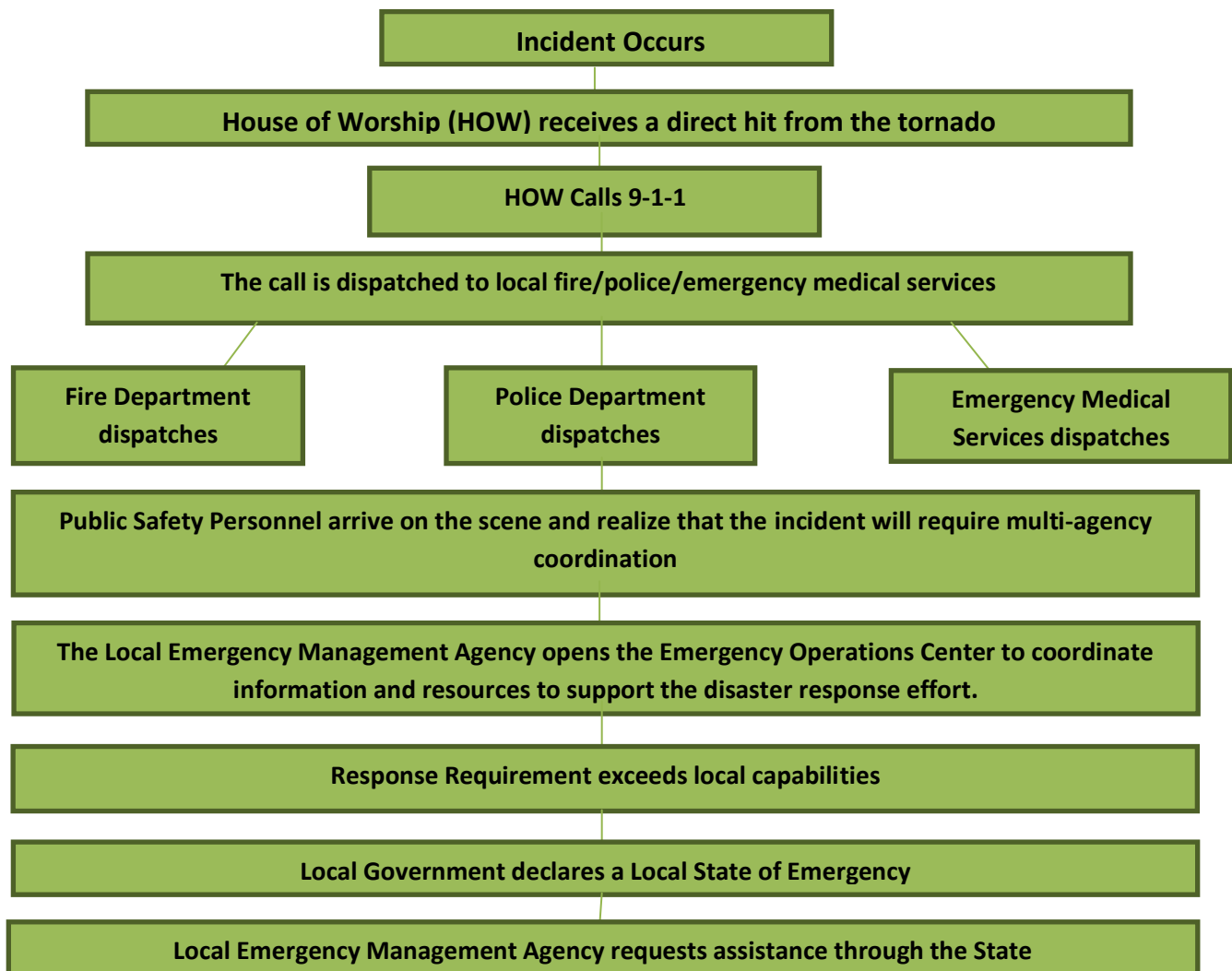
**Figure 3.0:** Day-to-Day Operations Emergency Coordination Structure



**Figure 4.0:** Large-Scale Emergency Coordination Structure



**Figure 5.0:** Tornado Disaster Coordination Chart



## **Administration, Finance and Logistics**

In the event of an emergency or disaster incident at Mingo UMC, the Mingo UMC leadership team will be responsible for identifying additional resources to meet the needs. This section covers general support requirements and the availability of services and support for all types of incidents, as well as general policies for managing resources. This section also identifies and references policies and procedures that exist outside of this plan. This section outlines each action regarding the administration and management of an emergency or disaster at Mingo UMC:

- The Mingo UMC board treasurer will be the individual who will be in charge of administrative responsibilities and requirements that will be used to provide accountability for finances and resources that are used.
- The Mingo UMC will use word, excel, and appropriate financial statements as the method by which accurate logs of key activities will be maintained.
- Mingo UMC will use word, excel, and appropriate financial statements in off-site locations as the method for maintaining vital records.
- Mingo UMC will use the following sources appropriate accounts with financial institutions, insurance, and tithes for replacement of assets.
- Mingo UMC will use the following methods excel and appropriate financial statements for keeping financial records: tracking resource needs; tracking the source and use of resources; acquiring ownership of resources; and compensating the owners of private property used by the house of worship.

## **Plan Review and Maintenance**

The Mingo UMC leadership team shall approve this plan and review the facility safety assessment, the demographics form and emergency plan annually and present for formal approval to the Pastor.

Each major element of the plan: Purpose & Scope; Situation Overview, Concept of Operations, Communications, Direction, Control and Coordination and Administration, Finance and Logistics, the Mingo UMC leadership team will be presented to composite board, trustees, and congregation.

## Exercising the Plan

The Mingo UMC leadership team will practice this plan Bi-Annually to ensure all stakeholders are aware of the plan and understand their role. The Mingo UMC leadership team may choose from several different types of exercises to practice the facility emergency operations plan. Below are descriptions of the different types of exercises, the Mingo UMC leadership team may choose to conduct:

- **Tabletop exercises** are small group discussions that walk through a scenario and the courses of action a house of worship will need to take before, during, and after an incident. This activity helps assess the plan and resources and facilitates an understanding of emergency management and planning concepts.
- During **drills**, local emergency management officials, community partners, and relevant house of worship personnel use the actual house of worship grounds and buildings to practice responding to a scenario.
- **Functional exercises** are similar to drills, but involve multiple partners. Participants react to realistic simulated events (ex: a bomb threat, or an intruder with a gun), and implement the plan and procedures using the Incident Command System (see the glossary).
- **Full-scale exercises** are the most time-consuming activity in the exercise continuum and are multiagency, multi-jurisdiction efforts in which resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An emergency operations center is established (usually by the local emergency management agency) and the Incident Command System is activated.

*\*\*See Reference Appendix pages 4-5 for a complete drill checklist.*

Mingo UMC will make a decision about how many and which types of exercises to conduct after consideration of the costs and benefits. Mingo UMC will also consider having representative(s) participate in larger community exercises to ensure that efforts are synchronized with the entire community's efforts.

The Mingo UMC leadership team will take the following steps to conduct the exercises effectively:

- ✓ Include local emergency management officials and community partners
- ✓ Communicate information in advance to avoid confusion and concern
- ✓ Exercise under different and non-ideal conditions (ex: time of day, weather)
- ✓ Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; and document lessons learned
- ✓ Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan.

## **Authorities and References**

Many authorities guided the development of this House of Worship Emergency Operations plan. This section provides the legal basis for emergency operations and includes:

### **Laws providing for Emergency Management and Disaster Relief**

#### **United States Law and Acts**

**National Emergencies Act (NEA)**—Allows the president to declare a national emergency, which triggers emergency authorities contained in other federal statutes.

**Public Health Service Act Section 319**—Authorizes the HHS secretary to determine that a public health emergency exists, which triggers emergency powers that permit the federal government to assist state and local governments, suspend or modify certain legal requirements, and expend available funds to address public health emergencies.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)**—Authorizes the delivery of federal emergency technical, financial, logistical, and other assistance to states and localities.

**Volunteer Protection Act**—Provides immunity from ordinary negligence to volunteers of nonprofit organizations or governmental entities.

#### **Iowa State Code**

CHAPTER 29C, EMERGENCY MANAGEMENT AND SECURITY

#### **County/City**

Jasper County Basic Operations Plan

Jasper County Local Emergency Planning Committee Strategic Plan

#### **Policies**

##### **Homeland Security Policy Directives (HSPDs) and Presidential Policy Directives (PPDs)**

Presidential directives announce executive policies regarding, among other things, homeland security issues. HSPDs and PPDs establish policies, strategies, and frameworks directing executive agency activities on a range of homeland security matters. Directives important for public health are: HSPD-5 (management of domestic incidents); PPD-8 (national preparedness—formerly HSPD-8); and HSPD-21 (public health and medical preparedness).

- Regulations
- Formal agreements relevant to emergencies in the community



## **APPENDICES**

- [Appendix A-Facility Safety Assessment](#)
- [Appendix B-House of Worship Facility & Congregation Snapshot](#)
- [Appendix C-Emergency Management Team Form](#)
- [Appendix D-Medical Response Team Form](#)
- [Appendix E-Relocation Sites/Staging Areas](#)
- [Appendix F- Bomb Threat Checklist](#)
- [Appendix G-Current Assignment List \(Reviewed Annually\)](#)
- [Appendix H-Drill Check List](#)
- [Appendix I-Fire Exit Routes & Evacuation Assembly Areas](#)
- [Appendix J-Emergency & Medical Equipment Location Plan](#)

### **Reference Appendix**

- [Day-to-Day Operations Emergency Operations Coordination – page 26](#)
- [Large-Scale Emergency Coordination – page 27](#)
- [Disaster Incident Coordination – page 28](#)

### **Additional Resources Appendix**

- The Emergency Management Process – page 1
- Awareness/Education Program – pages 2-3
- Interruption Insurance Information – pages 4-5
- Communication Boards (For those with Language Barriers) – pages 6-7

# Mingo UMC Facility Safety Checklist



**Assessment Date:**

**Facility Name:**

Mingo United Methodist Church

**Primary Contact:**

Bob Leonard

**Assessor:**

**Facility Address:**

202 W Main St, Mingo, IA 50168

**Facility Coordinator:**

Bill Berriman

## Section A: Organization Profile

Criteria		Yes/ No / N/A	Description/Comments
Facility Capacity		350	Only during very special events
Facility Campus Type		Church	
Type of Building Materials		Wooden Frame	Cement and Block Foundation
Total Number of Buildings		1	
Names of Buildings on Campus		N/A	
Total Number of Floors		3	
Approximate Total Square Footage		5718	
Year of Construction		1898	
Number of Rooms in Each Building		13	
Number of Exits		3	
Type of Surrounding Community		Residential	
Are the following pieces of equipment and locations checked on a regular basis?	Fire / Life Safety Systems	No	
	HVAC	3	
	Fire Suppression	No	
	Fire Extinguishers	6	
	Smoke / Heat Detectors	4	
	Generators	No	
	Security Alarm	No	
	Kitchen	Yes	
	Playground	No	
Were mechanical, custodial and electrical rooms found to be locked?		No	
Were all chemicals properly stored, labeled and in their original containers?		No	
Total Number of Congregants		48	
# of Adult Congregants		36	
# of Youth Congregants		12	
# of Staff Members		10	4 paid, 6 trustees
Number of People with Disabilities		3	
Average # of Visitors During Worship Services		48	
Average # of Visitors Daily		2	

# Mingo UMC Facility & Congregation Snapshot



## Section A: Contact Information

<b>Name of House of Worship:</b> Mingo United Methodist Church	<b>Phone Number:</b> (641)363-4229 <b>Fax Number:</b>
<b>Facility Address:</b> 202 W Main St	<b>Facility Coordinator:</b> Bill Berriman
<b>Head of Establishment:</b> Bob Leonard	<b>Website Address:</b> <a href="http://www.mingoumc.org/">http://www.mingoumc.org/</a>

## Section B: Administration Names & Positions

<b>Name :</b> Dr Dana Wimmer	<b>Name :</b> Bob Leonard
<b>Position:</b> Pastor	<b>Position:</b> President of Board
<b>Name :</b> Rodney Altes	<b>Name :</b> Bill Berriman
<b>Position:</b> Senior Trustee	<b>Position:</b> Trustee
<b>Name :</b> Johnny Weston	<b>Name :</b> Jan Borts
<b>Position:</b> Trustee	<b>Position:</b> Trustee
<b>Name :</b> Kent McKee	<b>Name :</b> Mike Brady
<b>Position:</b> Trustee	<b>Position:</b> Trustee

## Section C: Facility Information

Size & Type Building		Congregants & Staff		Rooms	
# of Buildings	1	# of Children/Youth	12	# of Interior Rooms	4
# of Floors	3	# of Adults	36	# of Miscellaneous Rooms	10
# of Exits	3	# of Staff	10	# of Kitchens	1
Type of Structure	Wooden Frame	# of Individuals with Disabilities	3	# of Bathrooms	2
Approximate Square Footage	5718	# in Attendance at largest service of year	75	# of Rooms – Total	13
Maximum Capacity	350	# of Public Safety Personnel	0	# of Elevators	0
Additional Information		Number of Congregants present on weekdays	0	Other	

## Additional Considerations

1. Is the facility used by organizations outside of the house of worship?
2. How often is the facility used by non-members of the house of worship?
3. Is the facility accessible to people with disabilities?

## Emergency Management Team Response Protocol

**A. Emergency Management Team Members: \_Rodney Altes, Bill Berriman, and Kevin Borts\_\_\_\_\_**

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**B. Safety Response Team Members:\_\_\_\_\_**

**Johnny Weston, Craig Warner, and others as requested**

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**C. Building Coordinator:** Bill Berriman

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**D. Incident Coordinator:** Rodney Altes

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**E. Chain of Command: \_Rodney Altes, Bill Berriman, Johnny Weston, Kent McKee, Mike Brady, and Jan Borts**

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#### F. Dissemination of Information:

1. Location of (House of Worship's) News Media Area\*: Mingo City Hall Parking Lot

2. Designated News Media Spokesperson: Marilyn Mathews \_\_\_\_\_

3. Means of Communication (how will the message be shared?):

a. Primary Means: (Telephone, internet, etc.) 2 way radios Cell Phone  
\_\_\_\_\_

b. Alternate Means: (Telephone, internet, etc.) \_Telephone, Internet \_\_\_\_\_  
\_\_\_\_\_

\* When choosing a news media area, if possible, it's best to choose an area of your campus with traffic access, in and out, but away from the main entrance and exit to your house of worship. Also, try to choose a spot with a clear line of sight to the southwest sky for satellite trucks and relatively close proximity to restrooms and water fountains. If your news media area is inside, select a quiet office or other area with sufficient cellular service for telephone and internet access.

## **Medical Response Team Response Protocol**

- A. Medical Response Team Members: \_Janice Gregerson, Janet Beem, Tawnya Vry, and others as requested.**

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- B. Members Trained in CPR/First Aid: \_\_\_\_\_**

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- C. Location of First Aid Kits: Top of ramp outside board room, bottom of SW stairs outside south classroom, NE corner cabinet top shelf of kitchen, and NE corner of youth group room.**

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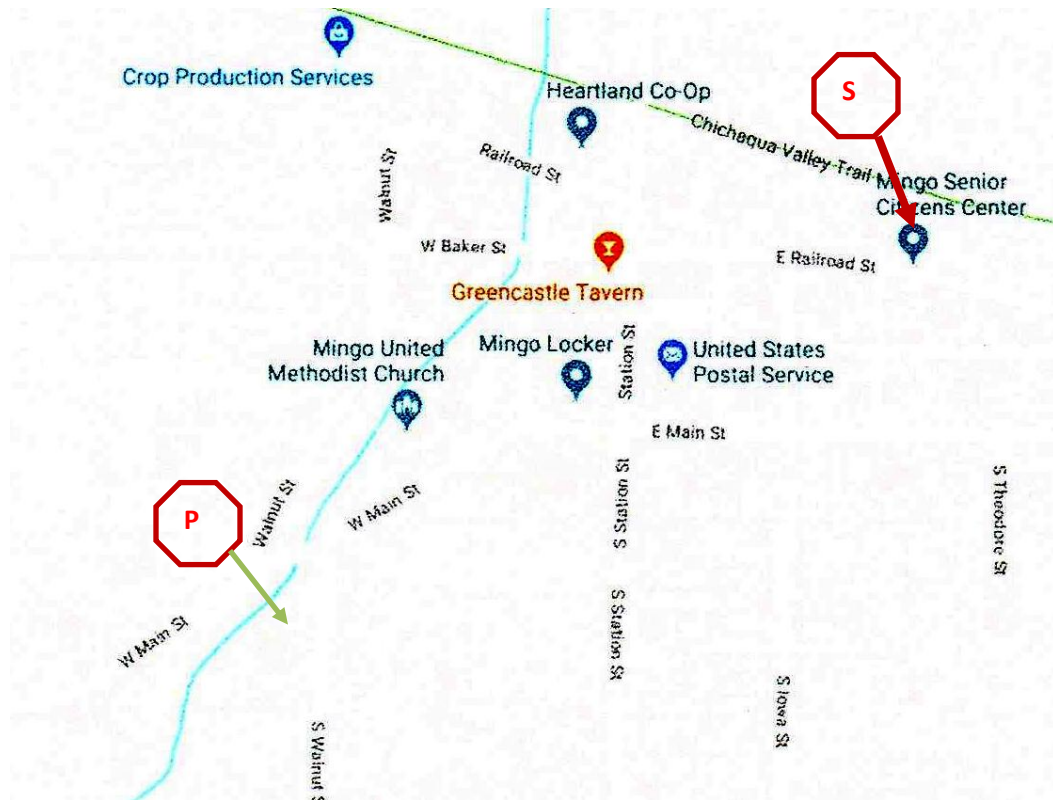
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- D. Dissemination of Information:**

**1. Means of Communication:**

a. Primary Means: (Telephone, internet, etc.) Two way radios, cell phones

b. Alternate Means: (Telephone, internet, etc.) Telephone, internet



#### A. Emergency Relocation Sites

Primary Site

305 W Main St (Berriman's)

Secondary Site

200 E Railroad St (Community Center)

Individuals responsible for the Emergency Relocation Sites:

Individual's Name

Theresa Berriman

Janice Gregerson

Dr Wimmer

Bob Leonard

Responsible For

Opening and Securing Site

Medical Assistance

Counseling

Accountability

#### B. Family Reunification Staging Area

In the event of emergency, all concerned parents, guardians, relatives, and loved ones will be directed to the Family Reunification Area.

Primary Site

Same as A.

Secondary Site

Same as A.

Individuals responsible for the Family Reunification Staging Area:

Individual's Name

Responsible For

Tawnya Vry

Calming/Reassuring Children

Janice Gregerson

Medical Assistance

Jolene Brady

Child Info Card

**C. Media Staging Area**

All media will be required to report to and remain in the Media Staging Area. They will not be permitted into other areas and/or to roam freely through the facility.

Primary Site

Mingo City Hall Parking Lot

Individuals responsible for the Media Staging Area:

Individual's Name

Responsible For

Marilyn Mathews

Media Coordination

Kent McKee

Safety in the Area

Mike Brady

Communications with other Sites

\_\_\_\_\_

\_\_\_\_\_



## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER  
HUNG UP:

PHONE NUMBER WHERE  
CALL RECEIVED:

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

## Current Assignment

For the Year 2018-2019

Pastor (Grief Counselor) Dr Dana Wimmer

Board President Bob Leonard

Senior Trustee (Emergency Team Leader) Rodney Altes

Trustee (Building Coordinator) Bill Berriman

Trustee (Safety Liaison) Johnny Weston

Trustee Jan Borts

Trustee Kent M<sup>c</sup>Kee

Trustee Mike Brady

Lay Leader Lowell Halfhill

Treasurer Luanne Heffelfinger

Administrative Asst Jolene Brady

Media Liaison Marilyn Mathews

Medical Response Liaison Janice Gregerson

Parent Liaison/Family Reunification Coordinator Tawnya Vry

Primary Relocation Coordinator Theresa Berriman

Secondary Relocation Coordinator Bob Leonard

## Drill Checklist

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During drills, local emergency management officials, community partners, and relevant house of worship personnel use the actual house of worship grounds and buildings to practice responding to a scenario. Exercising a plan is one of the most important steps in Emergency Preparedness. Everyone should hold others accountable in the drill as well as in the event of a disaster. Here is a checklist to make sure that all bases are covered in executing a drill:

- ✓ Include local emergency management officials and community partners
- ✓ Communicate information in advance to avoid confusion and concern
- ✓ Exercise under different and non-ideal conditions (ex: time of day, weather)
- ✓ Be consistent with common emergency management terminology
- ✓ Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; and documents lessons learned
- ✓ Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan
- ✓ Do staff members and House of Worship leadership receive emergency management training, regardless of whether they are on the Emergency Management Team?
- ✓ Has the House of Worship ever conducted tabletop exercises or other exercise to test its emergency preparedness?
- ✓ Have staff members been trained in how to take a bomb threat phone call?
- ✓ Has staff received fire extinguisher training?
- ✓ Describe the House of Worship's drill protocol. Is it in line with district/local standards?
- ✓ Is a drill log maintained and post-drill critique conducted after each drill?
- ✓ After an incident, does the Emergency Management Team conduct a post-incident critique? Are lessons learned, shared with local EMA?
- ✓ How many evacuation drills are performed?
- ✓ Has the fire department participated in any drills at the House of Worship?
- ✓ Are evacuation drills conducted in non-operational hours?
- ✓ Have the House of Worship's assembly points been established, both on and off campus? Have transportation needs been addressed if all occupants need to be relocated to the off campus assembly point?
- ✓ How far from the House of Worship is the PRIMARY assembly point(s)?
- ✓ How far from the House of Worship is the Secondary assembly point(s)?
- ✓ Are evacuation assembly points near the street?
- ✓ Does the House of Worship have an adequate system to track congregants evacuating out of the facility?

Do you have any mutual aid agreements with other Houses of Worship or community organizations? (If so, will they participate in a drill with your congregation?)