

Parkway Port Lavaca Emergency Action Plan

At Parkway, we strive to create safe, welcoming environments for all who connect to our church family. To accomplish this, we have established processes and policies to ensure that our facilities are safe, our people are safe, and our financial controls are secure.

This manual contains quick reference emergency information and checklist procedures, what to do, who will assist you and what help will come from the church staff and professional emergency units. By carefully reviewing this guide, emergencies can be handled with decisive action and security can be improved.

Important Terms and Roles

Campus Pastor

All of the Ministry Directors, and group leaders fall under the CAMPUS PASTOR.

- Reviews and understands the EAP procedures and their posted locations.
- Is familiar with the ministry assignments and responsibilities.
- Determines if the building should be evacuated or is directed to evacuate by an alarm or request from authorities.
- Is consulted on all emergency situations.
- Ensures each area is properly evacuated.
- Acts as the communication point with authorities and security assignees.
- Declares next steps and/or emergency situation status (safe to return to the building, go home etc.)

Example: Fire Alarm

- Ensures MINISTRY DIRECTORS are active in their assigned areas.
- Ensures the building has been evacuated and exits the building last.

MINISTRY DIRECTORS – Ministry Leaders

- Review and understand the EAP procedures and their posted locations.
- Understand the exit paths and ministry assembly areas and can provide instructions as people exit the building.
- Ensure their assigned areas are properly evacuated.
- Exit the building and report to their external assembly areas.

SECTION A: BUILDING SECURITY

Create safe and welcoming environments on Sundays and during the week. Utilize greeters at every ministry event to welcome people and to be on the lookout for concerning behavior. If possible, building should be locked once greeters leave their positions. If doors can't be locked (i.e. Sundays and Wednesdays), consistent attention

needs to be paid to the front doors to ensure that people are welcomed and safe at our facility.

Minor security matters such as solicitors, suspicious-looking persons or activities, or intoxicated persons should be handled by MINISTRY DIRECTORS and reported to the BUSINESS DIRECTOR. If possible, give a description and the location of the individual.

Emergency or serious offenses, including thefts should be reported to CAMPUS PASTOR and City of Port Lavaca Police Department: 911.

- To prevent office thefts, keep all personal items stored in desk drawers.
- To prevent theft of property or unauthorized entry into the building, MINISTRY DIRECTORS check all doors to ensure they are secure at the end of a ministry event.

All teammates should follow the steps below as well:

- Don't enter Parkway's buildings or offices between 10:00 PM and 6:00 AM unless a part of an approved church event.
- Secure your belongings: especially purses, wallets, keys and other valuables in out-of-sight places and, if possible, locked. Don't leave them sitting out where they are obvious targets of opportunity.
- Lock internal offices when you leave for the day.
- Turn off your office lights when you leave for the day.
- Files containing sensitive/proprietary information should be kept locked at all times when not in use—this should also be your final step when leaving for the day.
- Please continue to be aware of the people you see in the building and in our areas during business hours. If you observe anyone in our offices who doesn't seem to belong, to have an obvious reason to be here, or to be with someone from the Church, please inform the CAMPUS PASTOR.

SECTION B: MEDICAL EMERGENCIES

In the event of an accident, illness, or injury, ascertain as much information about the injury as possible.

1. Do not move the injured or ill person. Keep the victim comfortable.
2. On Sunday during service times, notify CAMPUS PASTOR so that they can find medical help. During the week, contact 911 immediately, if required.
3. Call 911 to request an ambulance. Give this information:
 - Address: 2400 35S Port Lavaca, TX 77979.
 - Your location: Area (Children's Area, Atrium, Auditorium, Office)
 - Your name.
 - Any details available about the accident or illness.
 - Injured or ill person's name, if known.
 - Stay on the line with 911 Operator until released.
4. Notify FACILITIES DIRECTOR.
5. **Under all circumstances, remain calm.**
6. Gather all information if possible. Fill out an incident report and submit to BUSINESS DIRECTOR.

SECTION C: REPORT OF ABUSE

All concerns or outcries of physical, emotional, and sexual abuse should be reported to the Port Lavaca Police Department or the Texas Child Protective Services (1-800-252-5400). Pastors are required by law to report suspected abuse within 48 hours. When concerns are noted, they aren't to be investigated. They are to be reported. This standard should be held by all staff and volunteer leaders. The church will fully participate with any police or CPS investigation.

If an accusation of abuse is made against a staff team member or volunteer leader, the accused will be suspended from ministry roles during the investigation. Further action will be taken based on the subsequent investigation.

After the police or CPS is notified of suspected abuse, notify BUSINESS DIRECTOR of report.

SECTION D: THREAT TO HARM SELF OR OTHERS

While we hold many things confidential in groups and in counseling sessions, we have a responsibility to report if people threaten to harm themselves or others. When dealing with someone who is threatening to hurt themselves, take every cry for help seriously. Ask direct questions such as, "Are you going to kill yourself?" Based on their response, appropriate action should be taken. If they have a plan and the means to injure themselves, call 911 immediately. If through talking they reconsider hurting themselves, ensure that they are safe and won't harm themselves. Follow up with recommendation for counseling with STCH. Notify the counseling center of the emergency need.

If there is a threat or high probability of imminent physical injury to others, remove individuals, both those who are threatened and those who are making threats, from public gatherings. Separate individuals and provide counsel to defuse the situation. If escalation continues, call 911. If threat is made outside of worship services, groups, or ministry activities, notify the police of credible threat.

SECTION E: HANDLING OF LOST CHILDREN

In the event of a lost child, the MINISTRY DIRECTOR initiates action to find the child. CAMPUS PASTOR is notified of the event.

1. Initiate search for child.
2. Parents or guardians are contacted and escorted to Kid Mall.
3. Lookout information is shared among greeters and available staff – name, race, hair color, clothing or any other identifying clues.
4. People begin searching the building, exit points, playground and parking lot for the lost child.
5. Once the child is found, the child should be brought to Kid Mall to meet the parent or guardian.
6. If the child is not found in a reasonable period of time, VPD will be notified.

SECTION F: FIRE/REPORTS OF SMOKE

1. Notify CAMPUS PASTOR and MINISTRY DIRECTORS.
2. Notify the Fire Department: 911. Give the following information:
 - Address: 4802 John Stockbauer, Victoria, TX 77904.
 - Your location: Area (Children's Building, Atrium Auditorium, Upstairs, Office)
 - Location of fire, if possible.
 - Your name.
3. If possible, attempt to extinguish small, controllable fires using fire extinguishers.
4. Take purses, coats or other items of protective clothing with you if there is time.
5. If there is smoke, move as low to the ground as possible, as both heavy smoke and poisonous gases collect first along the ceiling.
6. Cover your mouth and nose with a wet cloth.
7. Never use the palms of your hands to test for heat against walls or doors, burning those areas could impede your ability to escape down ladders or crawling.
8. To leave the building, follow the evacuation plan.
9. Gather at the designated assembly area.
10. Do not attempt to re-enter the building until advised by the Fire Department.

SECTION G: EVACUATION PROCEDURES

If a building evacuation is required, MINISTRY DIRECTORS will do the following for the areas under their control:

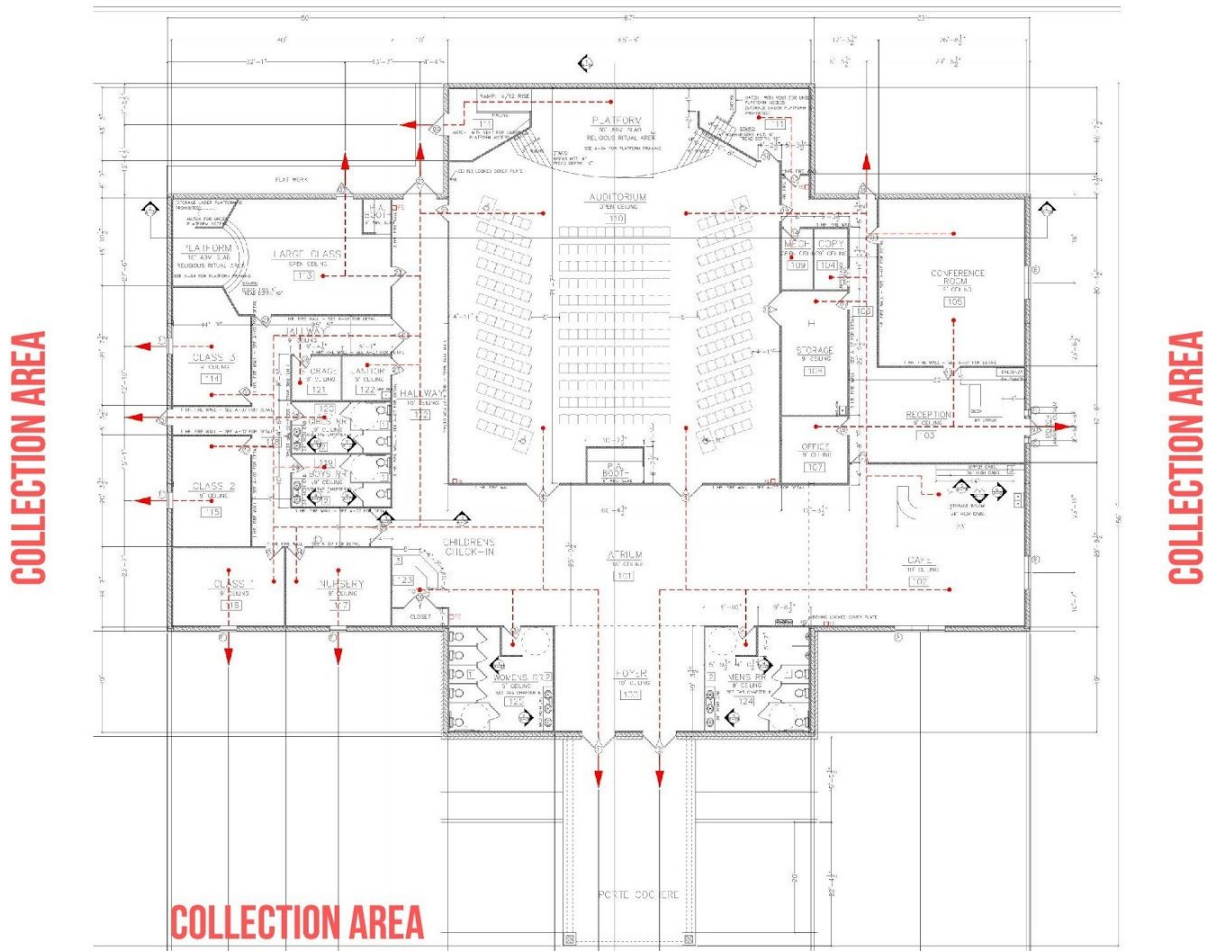
1. Begin the evacuation process in their areas. Advise everyone to remain calm and avoid the elevator.
2. Once the entire area has been evacuated, they should make a final check, when possible.
3. MINISTRY DIRECTORS' volunteer team and group leaders will organize their areas in the designated ministry assembly area and begin roll call.
4. MINISTRY DIRECTORS will exit the building and convene with teams in their ministry assembly areas.
5. No MINISTRY DIRECTORS will attempt to re-enter the building without approval of the local authorities.

Emergency Evacuation Procedure:

In the event of an emergency evacuation:

- Proceed calmly and quickly to the nearest exit.
- Follow the emergency exit routes.

Evacuation Plan and Collection Areas



SECTION H: LOCKDOWNS

A lock-down occurs when employees/students/visitors are mandated to remain in the building by federal/local authorities or the EAP. [Example: threats, random shooter or hostage situation.] In the event of a building lockdown, follow these steps:

Remain in Place

- Text (when possible) informing individuals of the situation by using the statement, "Close and lock doors, please."
- Employees/students/individuals should quickly turn out lights, lock or block entrance doors and take positions not visible from doorways.
- Close shades or curtains.
- Do not allow entry into your classroom until "all clear" is given.
- Advise groups that some type of unknown emergency exists.
- Project a calm attitude to maintain student behavior.
- Employees/students/individuals should remain quiet in this mode. Once the situation is resolved, uniformed police will notify you that you can leave the building.

SECTION I: ACTIVE SHOOTER SITUATION

- Appropriate MINISTRY DIRECTORS will immediately call 911 and if possible notify CAMPUS PASTOR.
- MINISTRY DIRECTORS will initiate "lockdown" procedures where applicable:
 - Teachers should lock doors, turn out lights and take positions with children not visible from the doorway.
 - Teachers/adults should close shades/curtains.
 - Do not allow entry unless it is authorized personnel.
 - Advise student/children that some type of unknown emergency exists.
 - Project a calm attitude to maintain student behavior.
- MINISTRY DIRECTORS in the impacted general assembly area should advise people to take cover and take whatever actions possible to overwhelm the shooter.
- MINISTRY DIRECTORS in non-impacted general assembly areas should initiate Emergency Evacuation Procedures with the intent to move people as quickly as possible.
- If uniformed law enforcement is present; he/she will move quickly to the impacted area to subdue the shooter.
- CAMPUS PASTOR will guide first Law Enforcement responders to the primary area of shooter activity.
- Once first Law Enforcement responders are on the scene the CAMPUS PASTOR will continue to keep the MINISTRY DIRECTORS advised of the situation.
- Once the situation is resolved a full evacuation will be put into effect to the assigned child/parent pick-up areas.

ACTIVE SHOOTER PLAN

AVOID

When avoiding the threat, don't hide and hope that you won't be seen. Take action to get out and get away from the intruder.

BEFORE INCIDENT

- Pay attention to your surroundings.
- Have an exit plan.

DURING INCIDENT

- Creating space between you and the threat is your first priority.
- Move away from the threat as soon as possible.

Evacuate to the Ted B. Reed Park. Once you are in a safe place, do not return to the incident location.

DENY

When getting away is difficult or impossible, lockout the intruder to deny the threat access.

- Keep the attacker away from you. Lock doors and create barriers to slow down the threat.
- Turn off the lights.
- Remain out of sight and quiet with your phone silenced.

Do not come out until told to do so by authorities.

DEFEND

If you cannot avoid or deny, be prepared to take out the intruder to defend yourself.

- Be aggressive and 100% committed to your actions.
- If possible, overwhelm the threat with multiple people defending themselves at the same time.
- Do not fight fairly. Use whatever you can to defend yourself. Attack weak spots such as eyes, throat, and groin. This is about your survival.

When law enforcement arrives, do not move, show your hands and follow commands.

SECTION J: EXTREME WEATHER

Emergency Internal Safe Haven Procedure

Proceed calmly and quickly to the nearest internal safe room - glass-less offices, hallways, mailrooms, etc.). When you are safely in an internal safe room, remain calm and wait for instructions from a MINISTRY DIRECTOR.

In the event of extreme weather, i.e. tornado, it may be necessary to do the following:

1. When a tornado seen, staff, along with any groups or classes, will move to tornado safe areas in the building. These areas are rooms on the ground floor without windows. Once you are in tornado safe rooms you will be instructed to kneel on the floor, place your heads down on your knees, and cover the back of your necks with your hands. Everyone should remain in this position until the all-clear is sounded. In the event that a tornado warning is posted all outside activities will be cancelled. Anyone outside will immediately move inside to designated tornado safe areas.
2. Remain calm.
3. Do not attempt to evacuate the building unless instructed by authorities. If evacuation becomes necessary, the Facilities Manager will instruct you.

Early Closing: An announcement will be made by BUSINESS DIRECTOR via email and text messages.

Section K: HURRICANE PREP AND RESPONSE

Schedule annual hurricane response meeting at the beginning of hurricane season.

Pre-Disaster Preparations:

Facilities

- Pull in and/or secure outside loose items and remove canopies.
- Bring Uhaul to Victoria.
- Empty fridges in offices and kitchen.
- Turn off a/c units.
- Secure building for the storm.
- Consider generator needs.
- Building closed until cleared by FACILITIES DIRECTOR.

IT & Production

- Computers unplugged, off the floor away from windows, if needed.
- Laptops go with team member, or go in the vault
- Unplug all AV gear from power.

Accounting

- Checks and debit cards with BUSINESS DIRECTOR or in the vault.
- Pre-purchase gift cards, if necessary.
- Important docs saved on cloud.

Staff Team

- Set office close time and identify specifically who will need to stay
- No one leaves until given ok by Facilities Director
- Avoid "hurrication" social media posts

Office

- Notice on doors with emergency contact phone number.
- Redirect phone calls to Google voice services with multiple phone numbers.
- Change voicemail daily.
- Office closed until cleared by FACILITIES DIRECTOR.

People

- Contact Widow/Widower and Elderly or distribute lists to Deacons.
- Identify and recruit 10 people that are ready to respond following the storm.

Teams Needed

- Communications: Facebook and staff updates
- Facilities: reopen building
- Community Service: meet needs
- Spiritual Life: worship, prayer
- People: staff, teams, congregation

Communications

- Send a daily "What We Know" email to the staff team.
- Use social media to identify needs and to mobilize people to serve.
- Email church family, as needed.

Post-Disaster Plan:

People-quick response time

- SENIOR PASTOR and CAMPUS PASTOR check on staff within 6 hours of the storm.
- MINISTRY DIRECTORS check on their teams within 24 hours of the storm.
- Teams check on others in the congregation.
- Congregation serves the community.

Relief Efforts

- Identify partners pre and post storm to mobilize the church.
- Collect gift cards, not supplies.
- Consider giving 100% Sunday offering to relief efforts.
- Consider church wide service if facilities aren't available.
- Campuses worship, connect and serve at their location ASAP.
- Provide supplies for the first 5 days following the storm.
- Provide support and help for months following the storm.