



# OWBC Emergency Action Plan (2014)

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## THE MISSION

It is the mission of the One Way Baptist Church to spiritually support, develop and empower the community as we strive to promote disciples for God. We seek to accomplish our mission with diligent love expressed through the life of our Savior Jesus Christ, who represents the compassion and encouragement that extends through **O**utreach, **W**orship, **B**iblical Education and **C**hristian Fellowship (OWBC).

## THE VISION

As the people of God we seek to exercise our spiritual gifts for the edification of the body of Christ to motivate and make a positive change in our community.

*(Isaiah 41: 10 NKJV)*

**“Fear not, for I am with you, be not dismayed, for I am your God. I will strengthen you, yes, I will help you. I will uphold you with my righteous right hand.”**

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## INTRODUCTION

The One Way Baptist Church wants to be proactive, and have a plan in place if an emergency were to occur at our church. We seek to provide a safe and secure

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worship environment for our church members and our guests. Our goal is to create an alert and aware environment that may be able to prevent an emergency from occurring.

**For this plan an emergency is defined as a situation that poses an immediate risk to safety, health, life, property or environment, but is within the abilities of local persons or agencies to treat.**

In caring for “**our people**” we must face the reality that emergencies happen and prepare for their eventuality. Places of worship have always been subjected to emergencies such as medical issues, fires, power outage etc., plus the forces of nature, such as winter storms and tornados. The times in which we live today, however, seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred.

It has been said , “we need to **PRAY** for the best, plan for the worst and **TRUST GOD** for His hand of protection upon our church.” Therefore, relying upon our OWBC “**Core Values**” of “**Togetherness, Loving One Another, Commitment and Reaching Out,**” as the family of God, we can handle any of the world’s emergencies.

***This Emergency Action Plan (EAP) consists of six categories of incidents:***

1. Active Shooter
2. Medical
3. Fire
4. Utility Failure
5. Bomb Threat
6. Severe Weather Events

## NUMBERS TO REMEMBER

### *Emergency – (911)*

#### **NON - EMERGENCY NUMBERS:**

ELECTRIC CO: TXU-1-888-399-5501

GAS CO: Atmos Energy- 866-322-8667

WATER CO: \_\_\_\_\_N/A\_\_\_\_\_

#### **AREA HOSPITALS:**

1. St. David's Round Rock Hospital  
2400 Round Rock Ave, Round Rock, TX 78681  
(512) 341-1000
2. Seton Medical Center Williamson  
201 Seton Parkway, Round Rock, TX 78665  
(512) 324-4000
3. Scott & White Hospital Round Rock  
302 University Blvd, Round Rock, TX 78665  
(512) 509-0200
4. Cedar Park Regional Medical Center  
1401 Medical Pkwy, Cedar Park, TX 78613  
(512) 528-7000

## **BUILDING EVACUATION PLAN**

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

Important “**do’s and don’ts**” are:

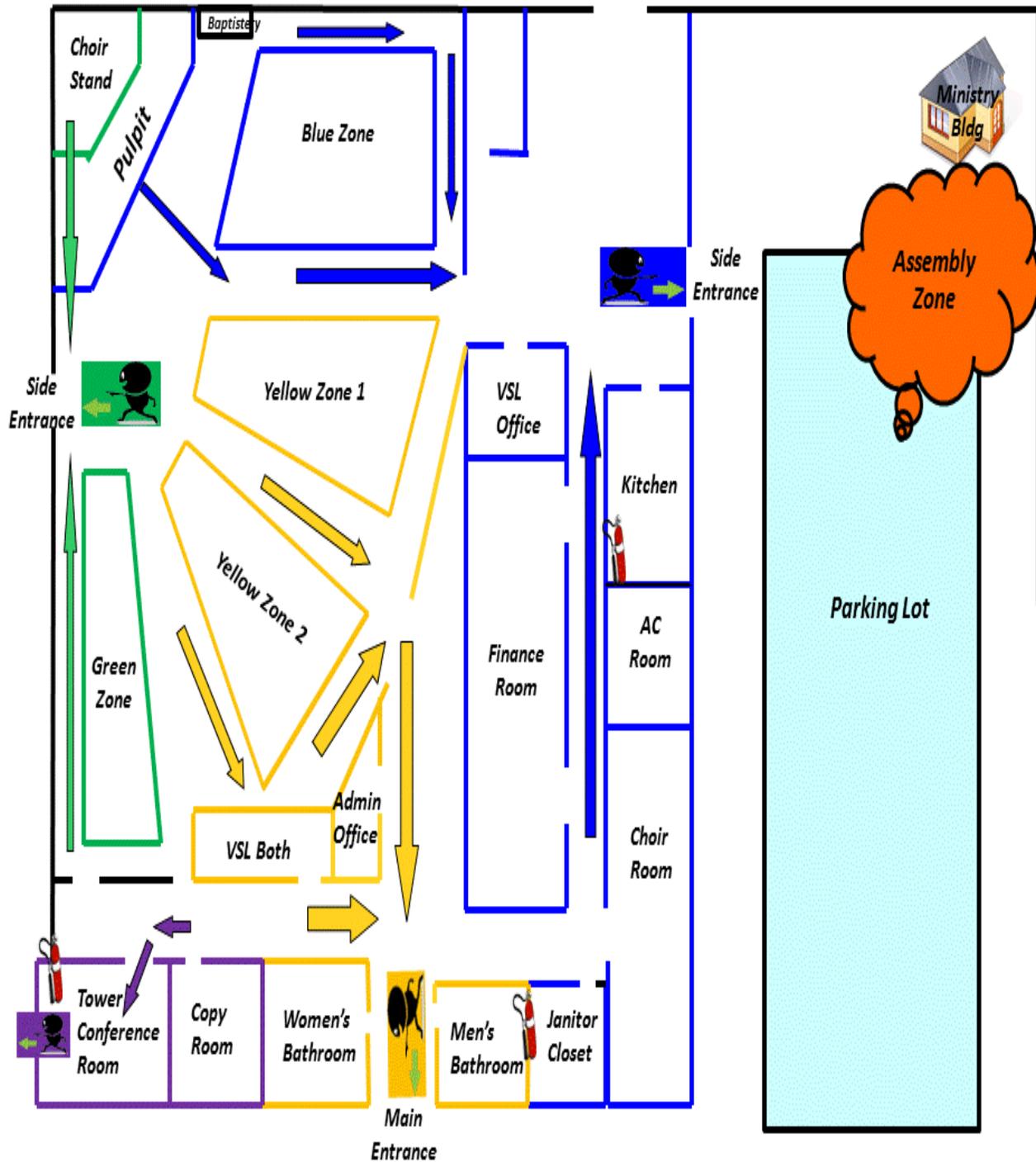
- Remain Calm. Proceed as quickly as possible in an orderly manner.
- Follow the instructions of the **Emergency Response Team**.
- If you occupy an enclosed room, close the door as you leave.
- Take only essential personal items with you. **DO NOT** return for coats, purses, briefcases, etc., after you have left the building.
- Once out of the building, proceed to the designated assembly area being in front of the Ministry Building. **PARENTS**, all children in the Student Ministry area will be escorted by staff to the assembly area. Pick up your children here!
- Do not return to the building until the “**all clear**” signal is given.

**Note:** Specific staff members will be assigned to assist all disabled persons during evacuation.

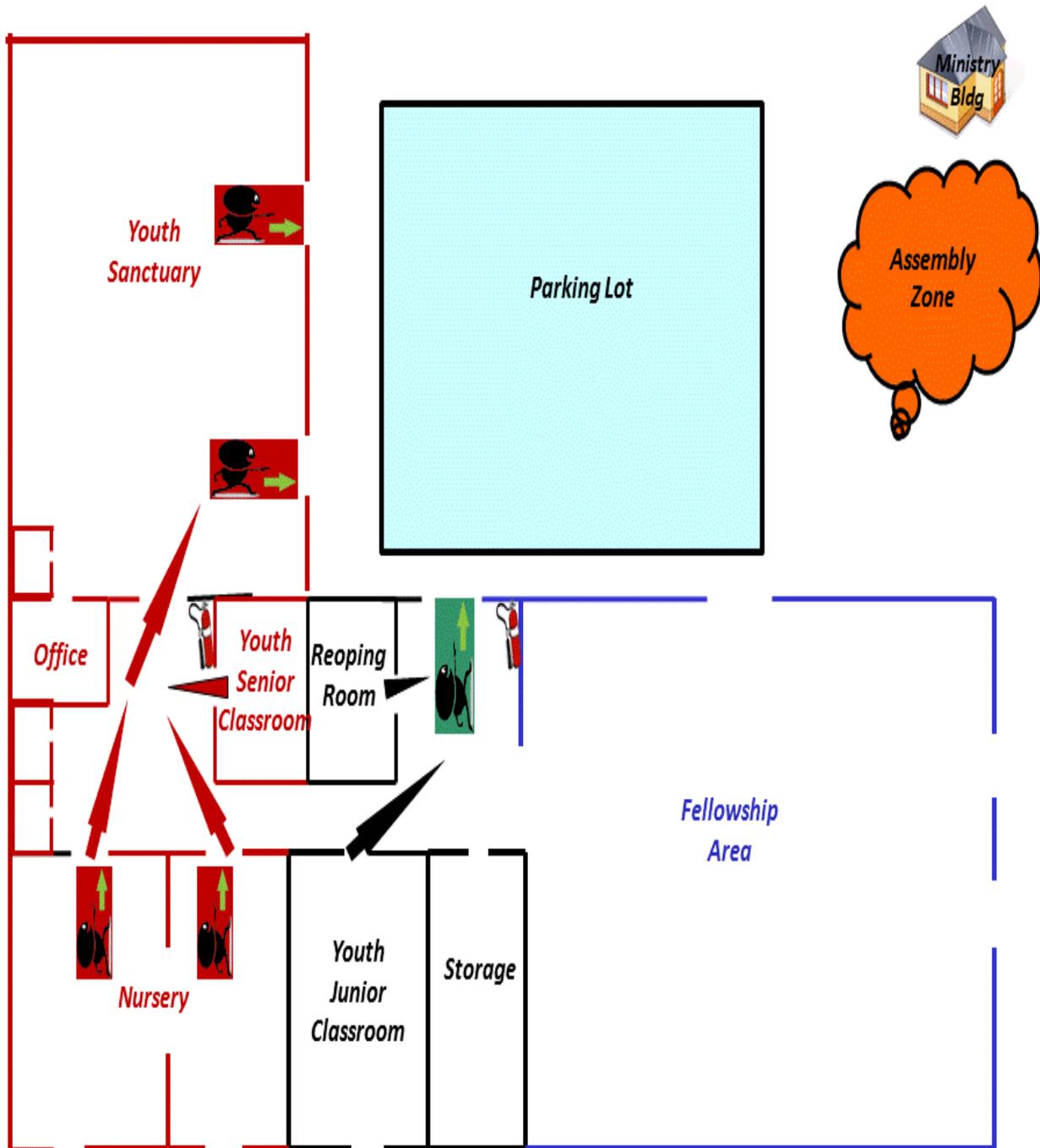
### **PLAN OF ACTION – (The pulpit area will serve as the focus point for all sections).**

1. The far left side of the church and individuals on the choir platform will exit the sanctuary through the door located by the organ.
2. The two center sections of the church will use the double doors; these doors are the entrance to the sanctuary.
3. The far right side of the church and individuals of the band will use the door adjacent to the Fellowship Area and exit the building through the side door entrances.

# EMERGENCY EVACUATION – EXIT MAP



# THE BERNARD BUHL WORSHIP CENTER (B.B.W.) – EXIT MAP



## NURSERY EVACUATION PROCEDURES

- **Fire or other emergency (non-weather related):** Children occupying the class rooms adjacent to the back play ground area, directly behind the sanctuary will evacuate to the open space behind the church marquee. This will prevent the children to stay out of the way of emergency vehicles entering the property. **This back area is where parents can pick up their children.**
- **Weather emergencies:** Children in the B.B.W. Center will gather in the middle hallway by the bathrooms; children in the main building will be taken into the **Sanctuary**. These are the most central areas of each building and therefore offer the most protection.
- All evacuation plans are to be posted on each classroom's door.
- Each child should be signed in on the roster when their parents check them into their room. The child's name should be marked out by the worker if they are checked out before the service ends so that an accurate record is kept of children in the room.
- In the event of an evacuation, the roster should be picked up by a worker and taken to the designated assembly area with the children.
- Workers should calmly but quickly organize the children for evacuation. It is very important that the workers closely follow the instructions given by the Nursery Director. The calm reaction of the workers will be comforting to the children.
- Infants should be **secured by the nursery workers for transporting** to the designated evacuation area.
- A worker must ensure that rosters were picked up and classrooms are fully evacuated before leaving the building. Doors should be left open after each room has been evacuated.

## ACTIVE SHOOTER EMERGENCY

### ACTION PLAN

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

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

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

### HOW TO RESPOND

#### RUN/HIDE/FIGHT

##### *Evacuate/Run*

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

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible when law enforcement arrives on scene.
- Follow the instruction of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe. If possible give the 911 operator, the location of the shooter, number of shooters, physical description, number and type of weapon, number of potential victims.

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## HIDE OUT

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

### *Your hiding place should:*

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction. In a room, lock yourself in the room. Lock the windows and close blinds or curtains. Stay away from the windows. Turn all lights, audio equipment, and cell phones off. Blockade the door with heavy furniture or any obstruction.
- Try to stay calm and be as quiet as possible. If possible call 911 and leave the line open.
- Remain in place until found by a uniformed law enforcement officer.

## *Take Action against the Active Shooter/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

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

## MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, call 911 and be prepared to give the following information:

- Name and phone number. OWBC-(512) 238-6922
- Location- One Way Baptist Church, 2107 Hairy Man Road, Round Rock Texas. At the corner of Hairy Man Road and Sam Bass Road.
- Number of people involved.
- Nature of injury or illness
- Remember to stay on the line until help arrives.

**Note:** Treat minor injuries from supplies in the first aid kits. Security and Usher members have access to the first aid kits.

### ***While waiting for professional help:***

- **DO NOT** move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.
- **DO NOT** give any medication.
- Assign someone to remain with the injured/ill until help arrives
- Assign someone to meet **EMS** in front of the church and bring them into where the injured/ill person is located.
- Unless you are trained or the victim is in an immediate life-threatening situation, **DO NOT** attempt to give any first aid before trained assistance arrives.

### ***When professional help arrives:***

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

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

## **FIRE EMERGENCY**

In the event that you discover a small fire, notify church staff as soon as possible. Staff members are trained how to use a fire extinguisher and if they feel the best course of action is to attempt to extinguish the fire, they will locate an extinguisher and without risking injury attempt to extinguish the fire. If the fire is beyond the point of a safe attempt to extinguish it call 911 immediately and do the following:

- Follow the OWBC building evacuation plan.
- Do not Panic, Remain Calm.
- Staff will assist disabled persons in the building.
- Isolate the fire by closing doors.
- Proceed to the outside designated assembly area. Parents know that your children will be taken to this area.
- Do not break windows- Oxygen feeds a fire.
- Be aware that moving your vehicle could hinder access by emergency vehicles.
- Name and Phone number: OWBC-(512) 238-6922
- Location-2107 Hairy Man Road, Round Rock Texas.

*Fire Extinguishers are provided at several locations throughout the building.*

## **TO OPERATE FIRE EXTINGUISHER**

- (P) Pull Pin
- (A) Aim at Bottom of Fire
- (S) Squeeze Trigger
- (S) Sweep Base of Fire Side to Side

## UTILITY FAILURE

### Power Outage:

The OWBC sanctuary is equipped with emergency back- up lighting that will illuminate upon a power failure. These lights are designed to stay on for a period of about 45 minutes. In most cases, if there is no potential of danger to building occupants, services will continue as usual.

#### *If a danger exists:*

- Remain calm and everyone will be guided out safely according to our evacuation plan.
- Staff will notify the power company of the outage.

### Gas Leak:

- Call 911 immediately.
- Do not turn on lights or any electrical equipment.
- Cease all operations and evacuate the building.

#### *Electrical outages/Bad weather cancelation of services:*

The web-site address is [www.onewaybaptistchurch.com](http://www.onewaybaptistchurch.com) See web-site home page, flashing across the bottom is information on if services are rescheduled or cancelled.

## **BOMB THREATS**

A Bomb Threat will probably be made by an anonymous caller over the telephone. Obtaining as much information as possible from the caller is important in the evaluation of the threat and the action(s) to be taken.

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

### **Person Receiving the Bomb Threat**

It is essential that the person receiving the bomb threat call not risk breaking the telephone connection by attempting to transfer the call to another party. In case a bomb threat is phoned into the church, attempt to obtain and record as much pertinent information as possible. After this, then call 911 and report it.

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

Any unfamiliar or suspicious items or packages found should prompt an evacuation of the building.

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

## Threat Checklist

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

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

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Caller's voice: (circle)

Male      Female      Adult      Youth

Estimate Age: \_\_\_\_\_

Black      White      Hispanic      Asian      Other: \_\_\_\_\_

Calm      Disguised      Nasal      Rapid      Accent

Nervous      Angry      Sincere      Slurred      Loud

Excited      Giggling      Stressed      Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music      Children      Typing      Airplanes      Machinery      Cars/Trucks

Other: \_\_\_\_\_

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Do not hang up! Obtain as much information as possible:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Method of activation: mechanical, clock, movement/chemical action?  
\_\_\_\_\_
- Method of deactivation? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_

## SEVERE WEATHER EVENTS

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. **A tornado is wind spouts spawned by several thunderstorms or hurricanes.** Winds may approach 300 miles per hour. Their usual direction of travel is from the southwest to northeast. The weather service uses a two stage system to alert people to a tornado danger:

**WATCH:** Atmospheric conditions are conducive for tornadoes although None have been sighted.

**WARNING:** A tornado has been spotted, visually or on radar.

**In the event of severe weather or a tornado warning, the following procedures should be followed:**

- Usher/Security staff members will monitor the weather conditions. They will communicate the need to take cover if appropriate.
- If a tornado threat is present, all occupants should gather in the center of the sanctuary and stay away from windows, especially away from the southwest area of the building.
- A staff member will be responsible for bringing over the children from the Student Ministry area.
- All doors should be closed.
- Everyone should stay clear of windows and exterior doors.
- If a tornado were to hit the building, everyone is to crouch on their elbows and knees and put their hands over the back of their head.

## Additional Emergency Numbers:

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**Thank you for your efforts, support and participation.  
Any questions, comments or suggestions, please contact the  
Security Ministry Leader.**

# OWBC Core Values

## Together ~

The Spirit of Unity...To work in harmony toward a shared purpose and vision.

*“Make every effort to keep the unity of the Spirit through the bond of peace” (Ephesians 4:3).*

## Love One Another ~

The Spirit of Servanthood ...To demonstrate true humility by seeking, serving and protecting the well being of others.

*“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms” (I Peter 4:10).*

## Commitment ~

The Spirit of Accountability... to love, encourage and correct each other as we do the work of the ministry, each taking responsibility for decisions and actions that impact the ministry.

*“So in Christ we who are many form one body and each member belongs to all the others” (Romans 12:5).*

## Reaching Out ~

A church that spreads the Good News of Christ in word and deed.

*“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit”*

*(Matthew 28:19).*

