

Tabernacle Baptist Church  
Emergency Operations Plan  
1925 Grove Ave, Richmond, VA 23220

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## APPENDICES

- A: Threat Report (to be distributed with training)
- B: Emergency Evacuation Maps
- C: Emergency Equipment Maps
- D: Injury/Incident Report (to be distributed with training)
- E: Staff/Safety Response Team Training Plan (to be developed/presented fall 2025)
- F: Classroom Emergency Plan Pamphlet Template (to be distributed with training)

# **EMERGENCY TELEPHONE NUMBERS**

***For All Emergencies Dial 9-1-1***

## **Church Staff and Lay Leaders**

Senior Pastor: Sterling Severns - (804) 519-2562

Building Services Coordinator: Vincent Sallie – (804) 389-9436

Building & Grounds Committee Chair: Donna Soyars – (804)-921-0769

Safety & Security Manager: Kyle Kennedy – (804) 381-4663

Emergency Response Team Members: \_\_\_\_\_

## **Emergency Agency Contact List**

Richmond Police Non-Emergency: (804) 646-5100

Police Precinct 3: Captain Gleason – (804) 646-1727

Richmond Fire District 10: (804) 646-1293

Richmond City Emergency Manager: Anthony McLean – (804) 646-2504

Dominion Power: (866) 366-4357

Richmond Public Utilities (Gas and Water): (804) 646-4646

Retreat Doctors' Hospital: (804) 254-5100

VA Dept. of Emergency Management: (804) 897-6500

Walker and Frick (Contractor): (804) 282-1281

# EMERGENCY EQUIPMENT LOCATIONS

## Fire Extinguishers

1<sup>st</sup> Floor – Across from conference room

1<sup>st</sup> Floor – Sanctuary Rear Entrance Staircase

1<sup>st</sup> Floor – Sanctuary Front Interior Doorway

2<sup>nd</sup> Floor – Blue Room

Basement – Fellowship Hall Entrance

Basement – Kitchen, Serving Line Door

Basement – Kitchen, Prep Area

Basement – Front Basement Fellowship Hall Entry Staircase

Basement – Front Basement Kitchen Entry Staircase

(See map in Appendix)

## First Aid Kits

Office Work Room (under sink)

Kitchen (under serving counter)

Class Rooms (small)

(More to be added)

## Automated Defibrillator

Located outside side entrance to the sanctuary across from church office.

## Emergency Shut-offs Locations

### Electricity Circuit Breaker Boxes

Boiler Room (Two Panels)

Food Pantry Room

Hall outside Orange Door Room

(Need complete list)

### Gas Shut Off Valve

Boiler Room (?)

Kitchen (for stove)

(Need Compete list)

### Water Shut Off Valve

Boiler Room (?)

(Need Compete list)

# ROLE OF A SAFETY RESPONSE TEAM

## ***Safety & Security Manager***

The Safety & Security Manager is a lay leader trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The Safety & Security Manager may be involved in long-range planning.

A Safety & Security Manager may be responsible for:

- Receiving status reports from the Incident Coordinator.
- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A Safety & Security Manager may work with the emergency response team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

## ***Incident Coordinator***

The incident coordinator is the staff member or lay leader who assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. This could be a member of the ministerial staff, the Building Services Coordinator, the Safety & Security Manager, or a member of the Building & Grounds Committee.

Responsibilities may include the following:

- Respond to and summon help for a medical emergency.
- Report a fire or smoke emergency using 911.
- Initiate lock-down/shelter in place procedure.
- Initiate evacuation of the building
- Working with other safety response team members to evaluate and respond to an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

### ***Safety Response Team Members***

The safety response team members are volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members responsibilities include the following:

- Assist with building evacuations and knowing locations of exits
- Know the location of approved tornado shelter areas in the building.
- Know and assist with lock down/shelter in place procedures
- Assist with other intervention procedures as the situations dictate.
- Work in coordination with the Building & Grounds Committee to minimize hazards.

### ***Church Staff and All Safety Response Team Members***

To prepare for possible emergencies, staff and safety response team members should learn the following:

- Know the locations of the manual fire alarm pull stations in their area.
- Know the locations of the fire extinguishers in their area and how to use them.
- Know how to correctly respond to a fire warning alarm.
- Know the facilities lock-down/shelter in place procedure.
- Know designated shelter areas and precautions to take in the event of a tornado emergency.
- Be familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.

# **BUILDING EMERGENCY PROCEDURES**

## **Medical Emergency**

1. Determine severity of injury/emergency. Treat minor injuries from supplies in the first aid kits. See list on page 3 for first aid kit locations.
2. Call 911 for all emergencies that are not clearly minor. Be prepared to give the following information:
  - Location – 1925 Grove Ave, Richmond, VA 23220
  - Name and phone number
  - Number of people involved
  - Nature of injury or illness
  - Stay on the line until help arrives, if at all possible.
3. Ask someone to meet the paramedics at the front of the building to direct them to the location of the emergency.
4. While waiting for paramedics, perform first aid, CPR, or deploy the automated defibrillator as you are able. Control any bleeding using direct pressure on the wound.
5. Notify church staff, the Safety & Security Manager, or the Building and Grounds Committee Chair about the emergency.
6. Do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.

Safety response team members will stand by to assist as needed

# Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, and the designated assembly area outside the building. Memorize the exit routes from the common use areas of the building.

The designated assembly areas: **Meadow Street Parking Lot and Alley Parking Lot.**

If a Building Evacuation is Initiated, important “dos” and “don’ts” are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not return to your area until the — “all clear” signal is given.

## ***Basic Evacuation Routes***

Sanctuary – Exit the doors on the front of the building toward Grove Ave

1<sup>st</sup> Floor Classrooms or Office – Exit toward the atrium alley door

2<sup>nd</sup> Floor – Use the nearest stairwell to the exit

Basement – Use the nearest stairwell to the exit



# Fire and Smoke Emergencies

## *If you detect smoke and/or fire:*

1. Activate the manual fire alarm
2. Initiate evacuation procedures for all occupants of the building. Do not use the elevator. Assist disabled persons and children. Use safety response team members to help with evacuation.
3. If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
4. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
5. Call 911 (move to a safe area before making this call). Be prepared to give the following information:
  - Location – 1925 Grove Ave, Richmond, VA 23220
  - Name and phone number
  - Describe the situation.
  - Stay on the line until help arrives, if at all possible.
6. Go to your designated assembly area (if possible).
7. Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
8. Do not congregate near building exits, driveways, or roadways.
9. Do not reenter the building until an “all clear” is issued by the Fire Department.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

# **Tornado & Severe Weather Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification of storm warning are “Tornado Watch” or “Tornado warning”

A “tornado watch” status indicates that weather conditions are favorable for the development of tornadoes. The watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “tornado warning” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning staff and safety response team members should initiate actions to notify and protect everyone in the building.

If a Tornado Warning is Announced

- Shelter in place by moving to a designated tornado shelter area immediately. Move quickly, but do not run. The Community Room in the basement is the tornado shelter area.
- Do not use elevators.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or the National Weather Service that it is safe to leave your shelter location.

## **Inclement Weather**

The personal safety of our community is of utmost importance, especially during and after adverse weather conditions. Attendees and community members are urged in the strongest terms possible to use their own discretion and judgement at all times in determining if conditions warrant attendance to regular worship services.

The Senior Pastor, in consultation with the Building Services Coordinator, the Chair of the Building and Grounds Committee and the TCCC Director (if on a weekday), shall determine if the building should be closed based upon the following factors:

- Current and forecast weather conditions.
- The condition of the parking lots, sidewalks, and entrances to the building.
- Manpower and supplies available to clear or salt sidewalks.
- Condition of the roads and potential for worsening conditions during building use.

If the decision to close the building is made the church staff shall:

- Notify the church community of any cancelled services via email and the church website.
- Post signs at the building entrances explaining the closure.
- Notify any groups or organizations expecting to use the building of the closure via email, text, or phone call.
- Check that the building has been vacated, prior to leaving.

Following a building closure due to inclement weather, the Building Services Coordinator, the Building and Grounds Committee, and the TCCC Director (if on a weekday) shall work diligently to reopen the building as soon as practical. This work may include:

- Removing or coordinating the removal of snow/ice from the parking lots.
- Removing or coordinating the removal of snow/ice from sidewalks.
- Ensuring all entrances to the building are clear and functioning properly.
- Identifying any weather damage to the building.
- Identifying and providing warning for any hazard created by the inclement weather.

# **Intruder/Active Shooter Emergency Action Plan**

## ***If an intruder is discovered in the building:***

1. Do not approach the intruder or intervene in any ongoing activity by the intruder.
2. Do not activate the fire alarm.
3. Call 911 immediately and provide as much information as possible.
4. Provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapon(s), if any.
5. Notify other staff and safety response team members if discreetly possible.
6. Determine if the building can be evacuated safely or if people should shelter in place.

## ***If a hostile person(s) is actively causing harm or the imminent threat of harm or is barricaded within a building, the following procedures should be followed:***

If possible, evacuate the building.

1. Leave your belongings & exit immediately (run if you can)
2. Encourage others to follow
3. Move far away & warn others
4. Call 911 when you are safe

If you can't evacuate safely, find a place to hide.

1. Act quickly & quietly
2. Secure your hiding place – turn off lights, close & block door, take cover
3. Silence cell phones
4. Do your best to remain quiet & calm

As a last resort, fight off the intruder.

1. Fight as a group, improvise weapons and work to disarm the shooter
2. Make yourself a difficult target – throw things to distract the shooter, constantly move & yell until you have the opportunity to attack

When safe to do so call 911.

Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a preparation tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

## **Warning Signs**

If anyone at the church has had contact with ANY INDIVIDUALS who display the following tendencies, you should notify church staff/ lay leaders in the church and consider contacting law enforcement.

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Expresses the desire to harm or kill people who are minorities, women, LGBTQ, immigrants, or other persecuted groups.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

# Second Floor

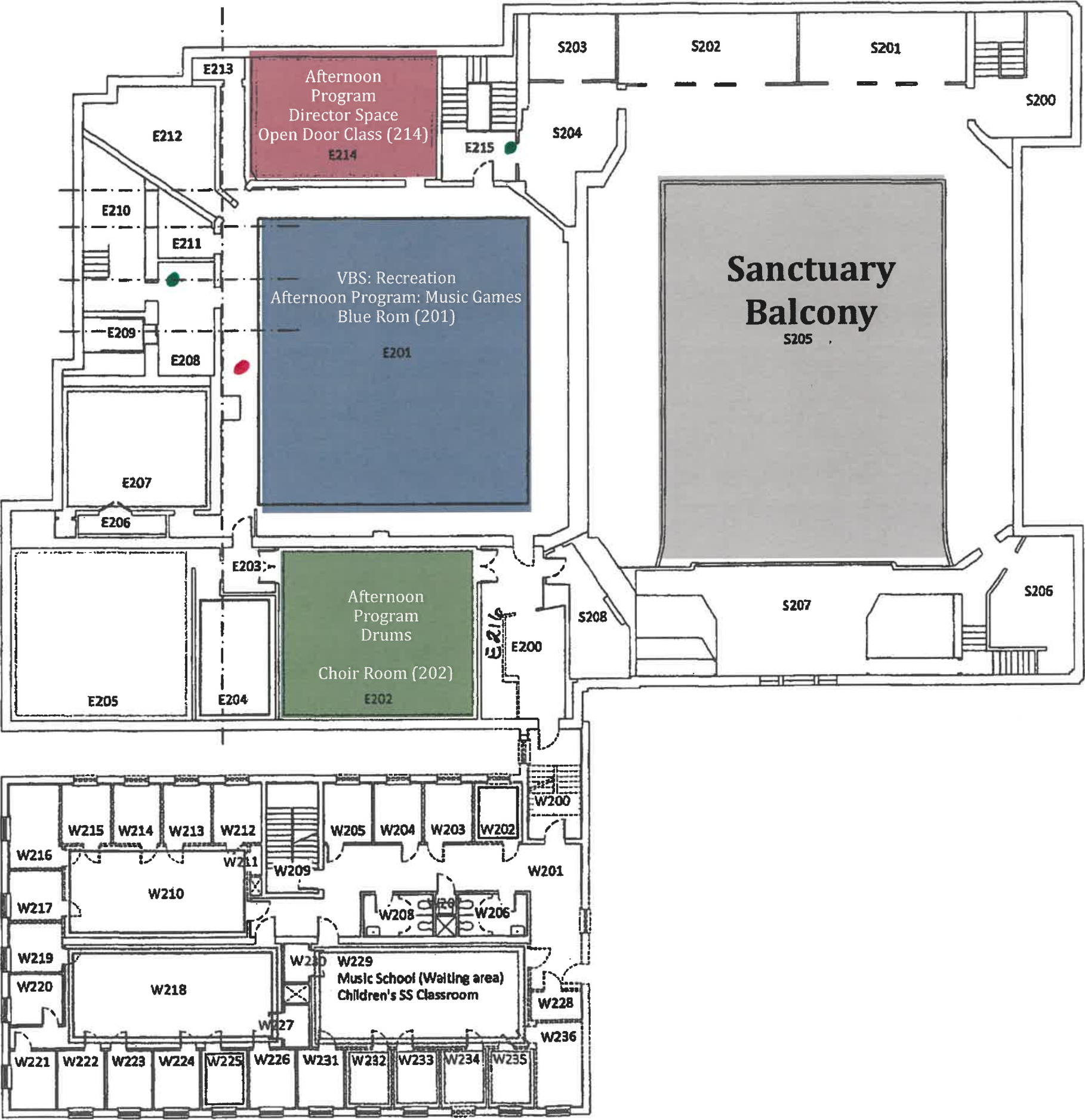
Room 214: Afternoon Program Director Room

Room 201

- VBS: Recreation
- Afternoon Program: Music Games

Room 202: Afternoon Program: Drums

- Emergency Pull
- Fire Extinguisher



Meadow Street

# First Floor

Room 102 & 103: VBS Art

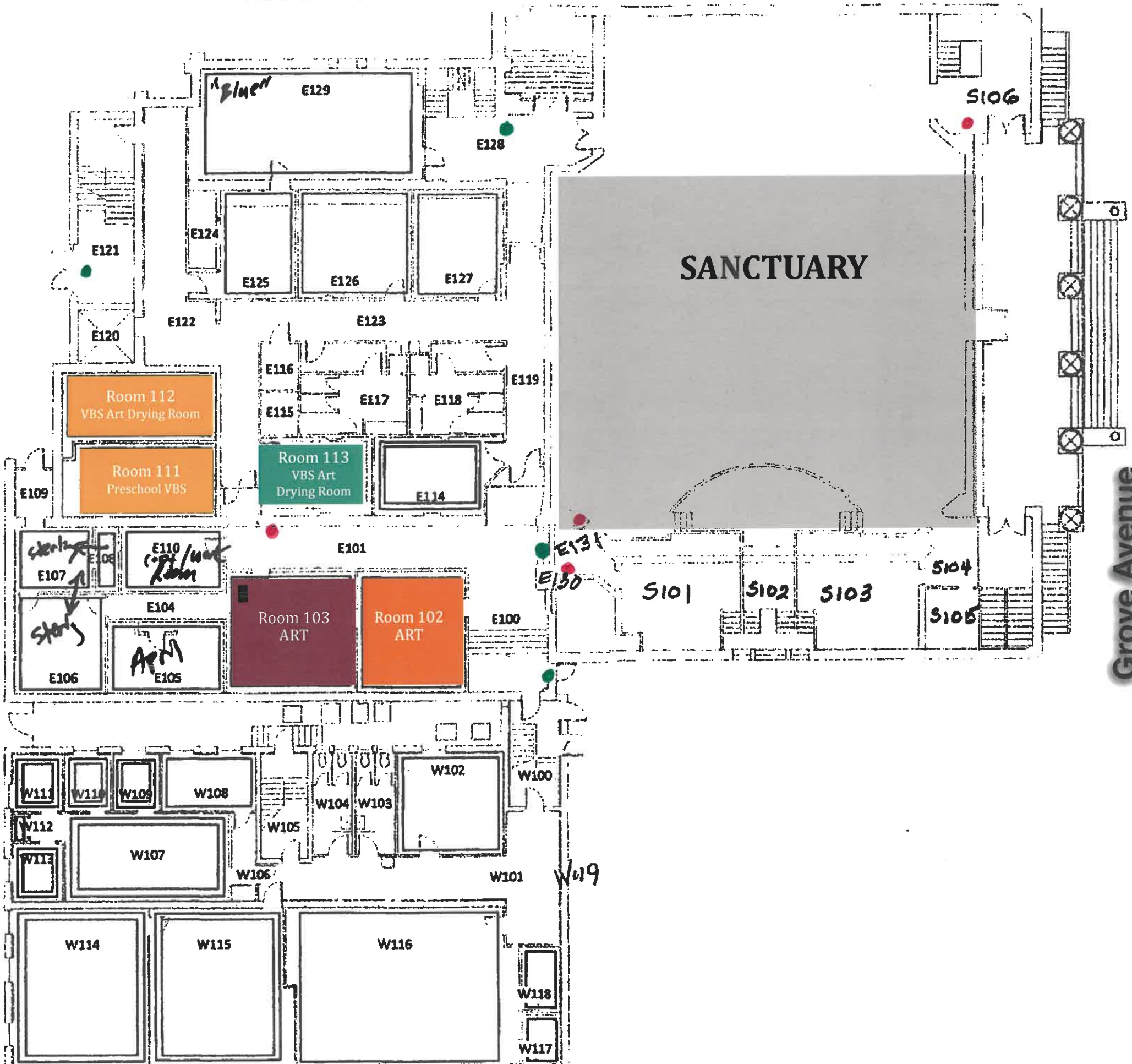
- Room 103: Art
- Room 102: Art
- Room 112: VBS Art Drying Room

Room 113: Afternoon Art Drying Room

- Sanctuary
- VBS: Worship
  - Afternoon Program: Chimes

Room 111: Preschool VBS

- Emergency Pull
- Fire Extinguisher



Grove Avenue



Meadow Street

## Basement Level

### Fellowship Hall

- VBS: Bible
- Afternoon Program: Lunch & Choir

### Community Room

- VBS: Mission
- VBS: Holding room for pick-up

### Atrium & Alley Entrance

- Drop off

● Emergency Pull

● Fire Extinguisher

