

ST. DAVIDS-QUEENSTON UNITED CHURCH

EMERGENCY MANAGEMENT PLAN

Updated: January 25, 2024



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IMPORTANT CONTACT INFORMATION

Church Information

Emergency Numbers

St. Davids-Queenston United Church	Fire, Ambulance & Police	911
1453 York Rd.	Emergencies	
St. Davids, Ontario L0S 1P0	Fire Department (Non-emergencies)	905-468-3266
905-262-5242	Police Department (Non-emergencies)	905-688-4111
www.stdavids-queenstonuc.ca	Ministry of Transportation	5-1-1
	Roads Report	
	211 – Emergency Information	2-1-1

Church Personnel

Minister		Rev. YongSeok Beak	905-357-8878
Administrative Assistant		Darlene Romanowsky	905-262-4152
Church Congregational Chair		Marianne McRae	905-295-6361
Church Board Chair		Sandra MacDonald	905-687-9251
Chair, Worship & Faith Life		Nancy Utting	905-358-7049
Sunday School Teacher	Church Leader	Maya Gazzard	905-468-9652
Sunday School Supervisor	Church Leader	Sue Foss	905-356-7827
Choir Director	Church Leader	Lisa Brillon	905-262-4610
Caretaker		Margaret Elia	905-262-5067
Grounds Keeper		Geoffrey Mayer	905-327-0246
Property Committee	Church Leader	Allan Cobham	905-262-7562
	Church Leader	Harvey Hall	905-468-9714
	Church Leader	Steven Hardaker	905-687-7295
	Church Leader	Weldon Harrison	289-241-2966
	Church Leader	John Krawiec	905-262-7574
	Church Leader	Monty Slingerland	905-688-1805
	Church Leader	Bill Utting (Chair)	905-358-7049
	Church Leader	Jim Vahrmeyer	289-273-2156

Important Contacts

Hydro & Water (NOTL Hydro)	905-468-4235
Enbridge Gas	866-763-5427
Garbage & Recycling	905-356-4141
Electrician – RJ (Ray) Hobbs Electric	905-933-9477
Plumbing – Emerald Plumbing	905-374-3828
Furnace, A/C, Hot Water Tank, Boiler – Evans Heating and Cooling	289-271-7828
Chair Lift & Elevator – Brock Elevator Ltd	905-682-2427
Hamilton office	905-526-6444
Don Cowan (Vice-President)	905-682-2427
Insurance – M. Butler Insurance Brokers: Gary Butler	905-356-6635
Force Security Inc.	1-844-360-1234
Marianne McRae (Congregational Chair)	905-295-6361
Sandra MacDonald (Church Board Chair)	905-687-9251
Bill Utting (Property Chair)	905-358-7049
Town of Niagara-on-the-Lake	905-468-3266
Niagara Region	905-680-6000
Call Before You Dig!	800-400-2255
Local Media	800-400-2255

During an emergency, listen to your radio and television for information and instructions from authorities.

Local radio stations include:

CKTB 610 AM	EZ Rock 105.7	97.7 HTZ FM	Giant FM 91.7
105.1 Ed FM	Z 101.1 FM		
Local television:	CHCH TV	TV Cogeco Niagara	

CHURCH PROFILE

St. Davids-Queenston United Church is located at 1453 York Road in the village of St. Davids on the southern edge of the Town of Niagara-on-the-Lake. The church's website has more information at www.stdavids-queenstonuc.ca.

The church staff is usually in the office on Wednesday and Friday mornings. The staff consists of the Minister and the church Administrative Assistant. During regular Sunday church services, attendance can range from 50 to 110. During special events, attendance can reach 150.

The capacity for the meeting rooms are as follows:

- Sanctuary – 150
- Christian Education Hall – 120
- Classroom – 12
- Parlour – 12

Church Leaders are listed on page 3 and will be familiar with this Emergency Management Plan.

The current church building was completed in 1955. In 1963, the Christian Education building was started and dedicated on October 31, 1965.

Another addition to the church started in 1982 when a new entrance to the church was required. In March 1983, the new entrance and narthex was dedicated.

An elevator from the rear doors to the sanctuary, a chair lift down into the Christian Education Hall and an accessible washroom in the CE Hall vestibule was completed in 2009.

RECOVERY

Following an emergency incident, the Minister, the Congregational Chair and the Property Committee will conduct a status check of the church. This will help to identify available resources and priorities for restoring the facility to daily and weekly operations. A financial report will be provided by the Treasurer and Chair of Finance to identify immediate expenses and projected recovery costs. Horseshoe Falls Regional Council will be contacted should it be required. The Property Committee will take over as Chair of the restoration process.

PLAN TO STAY OPERATIONAL

If St. Davids-Queenston United Church is not accessible, we will be requesting the temporary use of the location below:

St. Davids Lions Club, 1462 York Road, St. Davids, Ontario
905-262-4842

EVACUATION PROCEDURES

All **Church Leaders** should know the emergency evacuation routes and procedures for the building, and the **evacuation meeting area** outside the building. The **evacuation meeting area** is located at the rear of the parking lot on the southeast corner. Memorize all the exit routes.

The Chair of the Property Committee will designate **Church Leader(s)** who will assist disabled persons during an evacuation.

Building Evacuation Important “Dos” and “Don’ts”

- Remain calm.
- Follow the instructions of the **Church Leaders** or emergency response team.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (**do not use elevator**) for evacuation. Keep to the extreme left or right on the stairs so as to leave the centre of the stairs clear for emergency responders. 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 use or allow the use of earphones or anything that would impede your ability to hear instructions.
- Do not return to your area until the “all clear” signal is given.

Parents’ Information

Your child (ren) will be escorted out of the building by a **Church Leader** and waiting for you at **evacuation meeting area**.

- It is your job to learn where this **evacuation meeting area** is, so you can meet your child(ren) there.
- **DO NOT** go to the Sunday School classroom as this will cause counter traffic on the stairs and impede the evacuation.
- In the case of “Lock Down” due to an intruder, your child(ren) will be instructed to remain in their classroom with the doors closed until **Church Leaders** or Emergency Responders give the word that the threat is gone.
- Please speak with your child(ren) about the Emergency Plan so they are comfortable with the evacuation and lock down concepts and especially where they will eventually meet up with you. Your child(ren) will be instructed regularly from the classroom on what will happen in the case of an emergency.
- During any emergency scenario teachers will not release children from their care, without the direct consent of parent/guardian or Emergency Responder.

Sanctuary Evacuation

If an emergency should happen during a service, a **Church Leader** will give instructions from the microphone for your safety.

- You may be asked to exit the building or to move strategically inside the building.
- If called upon to exit the building, exit through the door nearest to you unless it is blocked.
- If you have children, **DO NOT** go to the Sunday school class, playroom or CE Hall; instead meet them at the **evacuation meeting area** or wait until the emergency has ended.

MEDICAL EMERGENCIES

Emergencies come with many variables that cannot be fully anticipated. Your job is to be prepared to respond to the best of your abilities in a responsible manner. If you would like the church to be able to call upon your professional skills in the case of an emergency, please contact the church and make them aware of your training and availability.

General Safety Principles

- Call for help and notify staff or **Church Leaders** of the medical emergency as soon as possible.
- Have someone call 911.
- A person should be stationed in the parking lot to direct Emergency Medical Services (EMS) personnel when they arrive.
- **If you are trained or certified**, proceed with First Aid or CPR protocol.
- Ensure the safety of others and wait with the person in need until help arrives.
- Give extra assistance to the elderly, infants, and children.

Required Emergency Information

Call 911. Do not hesitate to call the emergency number. Be prepared to give the following information:

- Your name and phone number.
- Location – full street address – 1453 York Rd, St. Davids
- Number of people involved.
- Nature of injury or illness. Stay on the line until help arrives, if at all possible.
- Treat minor injuries from supplies in the first aid kit. The kit is located in the kitchen.
- **DO NOT MOVE** the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.

When professional help arrives:

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

POWER OUTAGE

Power outages can have a significant impact on the operations of the church. Power outages can last minutes, hours, days or weeks. During a power outage, you may be left without heating/air conditioning, lighting, hot water, or even running water. If you only have a cordless phone, you may also be left without phone service. If you do not have a battery-powered or crank radio, you may have no way of monitoring news broadcasts.

The greatest threat to the church during a prolonged power outage is flooding because the sump pumps cannot operate. This is followed by burst pipes, if the power outage occurs during the cold winter months.

The Church and CE Hall have battery powered emergency lighting that will automatically illuminate during a power outage to assist in a safe evacuation of the buildings.

Our church has a gas-powered generator that is located in the shed beside the CE Hall. It is accessible from the outside only. Never use the generator indoors. It gives off carbon monoxide, which can cause health problems and is life threatening. The Property Committee will determine the priority of connection based on the individual circumstances (winter/summer, etc).

Our church has four separate sump pumps.

1. There is a sump pump in the Boiler Room to evacuate water from the Kitchen drains.
2. There is a sump pump in the furnace room in the CE Hall to evacuate water from the CE Hall.
3. There is a sump pump located outside and adjacent to the Admin Area to evacuate water from the lower level of the Church.

All these sump pumps operate using electricity. They would all be out of service during a power outage.

4. There is a dual sump pump located in the storage room behind the Parlour. This sump pump is primarily a back-up for the lower level of the Church. The lower pump in this sump operates using electricity and it would also be out of service during a power outage. The upper pump in this sump is a water activated pump. During a power outage, the water activated pump will replace the electric pump and evacuate water in the sump using Town supplied water.

During a Power Outage:

DO NOT USE THE HANDICAP ELEVATOR DURING A POWER OUTAGE

In a power outage, immediately check the elevator to see if anyone is trapped. **If someone is trapped in the Elevator:**

- Let them know that you are there and that you will help them.
- Call BROCK ELEVATOR at 905-682-2427 in St. Catharines. Brock Elevator is located in Hamilton and can also be reached at 1-905-526-6444. Don Cowan is their Vice-President and his cellphone is 905-658-0445. Tell them that there is a power outage and that someone is stuck in the elevator.
- If they can't respond within the hour, or if there is a medical emergency, call 911
- Turn off and unplug all appliances and electronic equipment and turn the thermostats for the CE Hall and Church heating system down to a minimum to prevent damage from a power surge when power is restored. Also, power can be restored more easily when there is not a heavy load on the electrical system.

- Turn off all lights, except one inside and one outside, so that both we and hydro crews outside know that power has been restored.
- Avoid opening our fridge or freezer.
- Use a battery or crank-powered flashlight.
- Listen to your battery or crank-powered radio for information on the outage and advice from authorities.

After the Power Returns:

Give the electrical system a chance to stabilize before reconnecting appliances. Turn the heating-system thermostats up first, then wait 10 minutes before reconnecting everything else.

FIRE AND SMOKE EMERGENCIES

If you detect smoke and/or fire

- Yell **FIRE FIRE FIRE** to alert nearby people.
- Initiate evacuation procedures for any occupants of the building
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location – 1453 York Road, St. Davids.
- Describe the situation.
- 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.
- 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.

If the Fire Signal is Given

- Do not use the elevator.
- Immediately initiate evacuation procedures.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation.

Evacuation should be toward ground level.

- If you encounter smoke or heat in a stairwell, proceed to another stairwell and continue evacuation to ground level.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to the **evacuation meeting area** (if possible) (See Appendix 5).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not re-enter the building until an “all clear” is issued by the Fire Department.

General Fire Procedures

All occupants must receive the following information beforehand

- Location of fire exits
- When the fire signal is raised, everyone exits the building as they are, taking nothing with them
- Face away from the building where the emergency is occurring
- Be ready to listen to instructions (i.e. do not cover ears)
- Last person out of the room should be a **Church Leader** that has verified that the area, including washrooms, is clear and then must close the door
- Get to the **evacuation meeting area** (See Appendix 5) as quickly as possible
- Form a quiet straight line in order to hear names being called and/or further instructions.

Area 1/ Sunday School Procedures/LOWER LEVEL

Upon hearing the fire signal,

- The Sunday School Teacher leads the way, taking the current attendance record;
- Sunday school children form a line and start outside toward the **evacuation meeting area** (southeast corner of the parking lot);
- Any other adult volunteers follow the teacher;
- The first adult out of the lower level hold the hallway doors open;
- The last ones out verifies that the area is clear and then closes the lower level door;
- The Sunday School Teacher and/or adult volunteer must report as quickly as possible if a child is unaccounted for to a **Church Leader**.

Area 2/ Christian Education Hall & Kitchen/MAIN FLOOR

- The person in charge will evacuate all occupants via the stairway and exit at the nearest exit door to the **evacuation meeting area**.

Area 3/ Congregation/Sanctuary Procedures/UPPER LEVEL

Upon hearing the fire signal,

- Congregation members will depart the Sanctuary in an orderly and controlled manner using the exit door nearest to their location to the **evacuation meeting area**;
- They shall not attempt to go to the lower level to assist Sunday School children. The Sunday School has an evacuation plan that it will be executing.

Individual Responsibilities

Sunday School Teacher/Supervisor

- Teacher and/or Supervisor are to take the attendance list when exiting the building;
- Close all doors after ensuring all rooms are empty;
- Lead the children in your care out of the building to the rear of the parking lot facing away from the church to the **evacuation meeting area** (See Appendix 5).

Sanctuary Supervisors/Church Leaders

- Direct members of the congregation to the proper fire exits;
- Close all doors after ensuring the sanctuary is empty;
- Check the washrooms.

SEVERE WEATHER EMERGENCY

Severe weather events can have a significant impact on the operation of the church. From severe winter storms that prevent congregation members from attending worship services to severe summer storms that produce lightning, flash floods, tornadoes and high winds, weather can impact the day to day operation of our church. It can even result in our church becoming uninhabitable.

Environment Canada is the main source of weather information, forecasts and warnings in Canada. There are other sources of weather information, like the Weather Network, local and national news sources and other web-based resources. Most of these use data supplied by Environment Canada. Listen to the local radio or television stations for severe weather warnings and advice. There are a number of web-based resources, including Environment Canada, the Weather Network and even the weather gadget at the bottom of our church website Home Page. You can also tune in to the latest updates on VHF Weatheradio, or use your regular or wireless telephone to receive automated weather information or speak to a meteorologist in person. It is key to use reliable and accurate sources of information. Keep a battery-powered or windup radio on hand as there can be power outages during severe storms. Know the difference between a special weather statement, a watch and a warning. The following is a listing of weather alerts and their definitions:

- **Special Weather Statements** are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern.
- **Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly impact Canadians.
- **Watches** alert you about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.
- As certainty increases about the path and strength of a storm system, a watch may be upgraded to a **Warning**, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued six to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hours' notice.

These alerts are updated regularly so that members of the public can stay on top of a developing situation and take the appropriate action.

Winter Weather Hazards

Winter weather conditions in Niagara can quickly become dangerous, often with little or no warning. Winter storms and excessive cold claim over 100 lives each year in Canada - that is more than the combined number of deaths caused by hurricanes, tornadoes, floods, extreme heat and lightning each year.

- Winter weather hazards can include snow squalls, blizzards, significant snow storms, ice storms and high winds.
- The most significant threat to St. Davids-Queenston United Church from severe winter conditions is the ability to safely drive to the church from your home or leave the church for home. **It is recommended that if severe winter conditions are occurring or are forecast to occur, that you remain at home and avoid driving.**

Summer Weather Hazards

From hail and heat waves, to thunderstorms and tornadoes, severe weather in Niagara takes many different forms in the summer months. It is by knowing what to expect and how to prepare for it, that you will be able to protect yourself, your family and our church property from summer weather hazards.

- Thunderstorms are often accompanied by high winds, hail, lightning, heavy rain and tornadoes. Thunderstorms are usually over within an hour, although a series of thunderstorms can last for several hours.

- Lightning and severe winds are the most significant threat to St. Davids-Queenston United Church during a thunderstorm. If this occurs during a church event, seek shelter immediately and stay inside and away from windows. Stay inside for at least 30 minutes after the last rumble of thunder. If you can hear thunder, you can get hit by lightning.
- If there is threat of a tornado, seek shelter immediately and everyone should proceed to the lower level of the church. Stay away from windows. Take cover under a sturdy structure such as a table or desk. Crouch face-down and protect your head with your arms. If there is no time to get to the lower level, get under the seats or pews, protecting your head with your arms or hands.

Closure Announcements

During severe weather, church closing announcements will be on the church website. Using a Congregation email distribution list, members will be notified by email. Check local radio and television stations for important instructions from authorities.

Church Website – www.stdavids-queenstonuc.ca

Local radio stations include:

CKTB 610 AM	EZ Rock 105.7	Giant FM 91.7
97.7 HTZ FM	105.1 Ed FM	Z 101.1 FM

Local television stations include:

CHCH TV	TV Cogeco Niagara
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FLOOD

Floods are the most frequent natural hazard in Canada. They can occur at any time of the year and are most often caused by heavy rainfall, rapid melting of a thick snow pack, ice jams, or more rarely, the failure of a natural or man-made dam.

There are two types of flooding that can impact the Church operation.

1. Overland flooding can inundate the church through doors and windows at or below grade or through a leaky roof. Flooding of this type is not covered by insurance in Canada, without a special rider. It is called an “Act of God”.
2. Flooding caused by sewer back-up is the other type of flooding. This type of flooding is covered by our church insurance policy.

To prevent sewer back-up flooding in the church, we have sump pumps located in the furnace room at the back of the CE Hall, in the boiler room in the lower level of the church, outside and adjacent to the Admin Area and in the storage room behind the Parlour. The pumps in the furnace and boiler rooms and adjacent to the Admin Area are electrically powered and should be connected to our gas-powered generator during a power outage. The pump in the storage room behind the Parlour is a dual pump. The lower pump is electrically powered. The upper pump is powered by Town water and is activated only during a power outage. This offers the church a good level of protection from flooding caused by sewer back-up.

In the Event of a Flood:

Following a flooding incident, the Pastoral Supervisor, Congregational Chair and the Property Committee will conduct a status check of the church. This will determine first whether the church is safe to enter and what needs to be done immediately to clean-up. This will help to identify available resources and priorities for restoring the facility to daily and weekly operations. If necessary, an electrician will be contacted, if power needs to be shut-off to the Church. If warranted, our insurance broker will be notified and a restoration company will be selected to do a restoral estimate.

Ways to Mitigate Potential Damage from a Flood:

- Toys, stuffed animals and books in the Classroom should be off the floor at all times and preferable stored in Rubbermaid containers.
- Important documents and archives should be stored off the floor and preferably in the upper drawers of filing cabinets.
- Books, papers and other documents in the classroom, Choir Director’s office and Choir room should be stored off the floor.
- Sump pumps should be kept in good working order and periodically check.
- Caulking around lower level windows should be checked periodically for signs of wear and if necessary re-caulked.
- Door seals should be checked periodically for signs of wear and if necessary, replaced.

INTERNAL/EXTERNAL THREATS

24/7 Security Monitoring

The church is equipped with a selection of video surveillance cameras both outside and inside the building. Additionally, all possible entry points like doors and windows are wired to detect illegal entry. Each member with a key to the church, must enter a unique code on a keypad to deactivate the alarms when entering the church as well as reactivate the alarms upon departure. The premises are monitored 24/7 by a private security firm. If an incident is detected, the security firm will contact a designated church leaders, the police and/or the fire department.

Kidnapping / Custodial Issues

If an observed abduction has taken place:

- Immediately call 911, Church Staff.
- Volunteer/ Staff: Do not place yourself or other students in harm's way and maintain control of children.
- Parents are notified.
- Await arrival of police.

Intruder/Active Shooter

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

- Lock yourself in the room you are in at the time of the threatening activity. If communication is available, call 911 or another appropriate emergency #s.
- Don't stay in open areas.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If for some reason you are caught in an open area, such as a hallway or main congregation area you must decide what action to take.

- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so.
- If you decide to run do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run.
- When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead with others that are around you.
- The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look into the intruder's eyes.

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 PLAN CANNOT COVER EVERY POSSIBLE SITUATION THAT MIGHT OCCUR

Nevertheless, it is a training tool that can reduce the number of injuries or deaths 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

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify **Church Leaders** in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- 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.

SEXUAL ABUSE

The United Church of Canada has an established policy on sexual abuse. Please refer to “*Sexual Abuse Prevention and Response Policy and Procedures*” as can be found on their website <https://www.united-church.ca/sites/default/files/resources/sexual-misconduct-prevention-response.pdf>.

Appendix 1: Report on Threats

When a threat is received (i.e. armed assault, custody issues, bomb threat)

- Listen...Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as possible.
- Give this sheet to a Church Leader immediately
- If a bomb threat is received, call 911 immediately

Recorded Data

Date: _____ Time: _____ AM() PM() Duration of Call _____ Caller ID _____

Exact wording of threat

Identifying Characteristics

- Adult () Juvenile () Estimated age () _____
- Sex - Male () Female () Not sure ()
- Voice - Loud () Soft () Other _____
- Speech - Fast () Slow () Other _____
- Diction - Good () Nasal () Lisp () Other _____
- Manner - Emotional () Calm () Vulgar () Other _____
- Voice was familiar (specify) _____
- Caller was familiar with area _____

Background Noise

Music () Children () Typing () Airplanes () Machinery () Cars/Trucks ()

Other:

Questions to ask if a bomb threat is received

- What time will the bomb explode? _____
- Where is it? _____
- What does it look like? _____

- Where are you calling from? _____
- Why did you place the bomb? _____
- What is your name? _____

Other information

Call received by:

Name: _____ Telephone _____

Appendix 2: Injury/Incident Report

The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____

Injured Person: _____

Completed by: _____

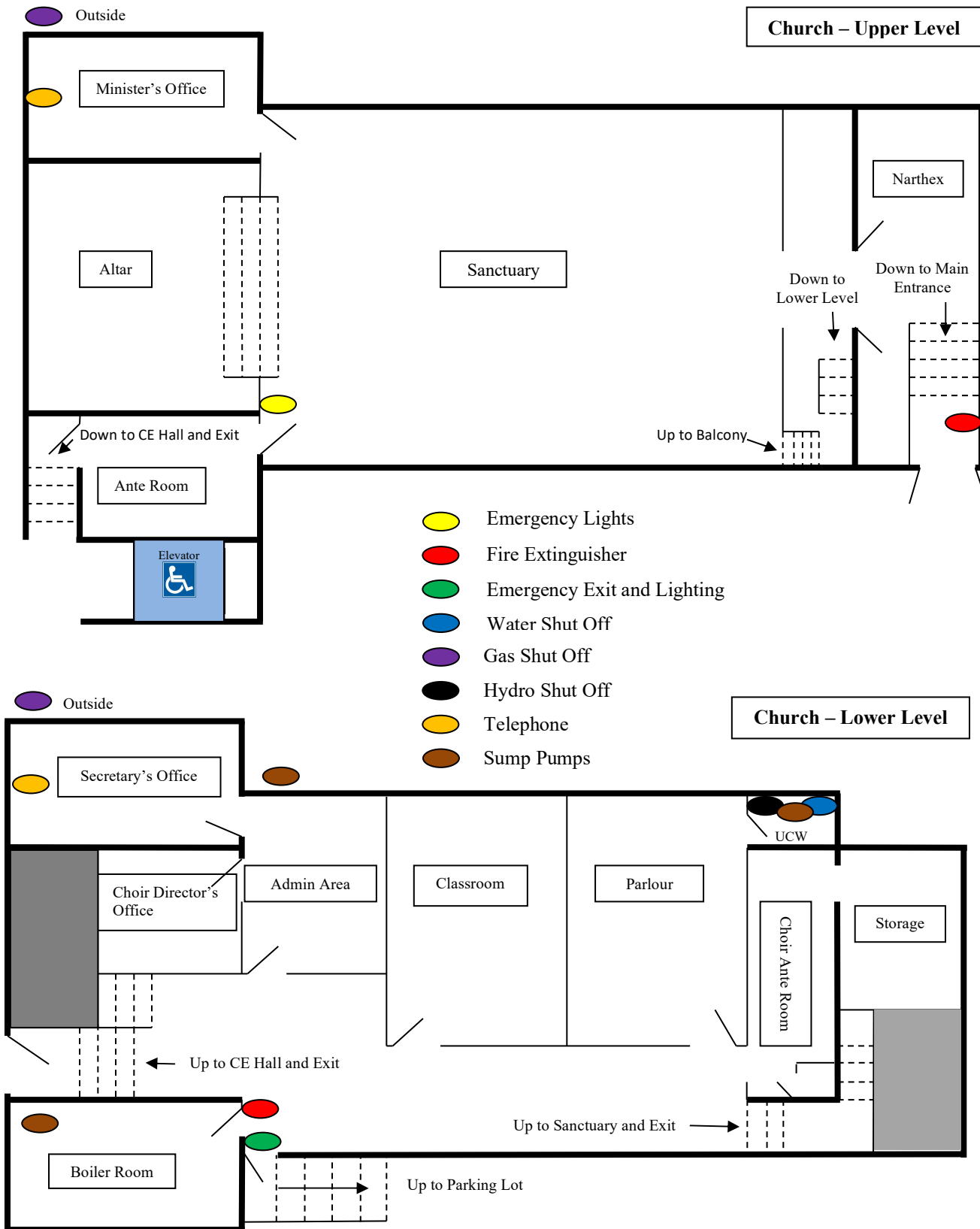
Where were you when injury occurred: _____

Description of injury and how it occurred: (Use back if more space is needed)

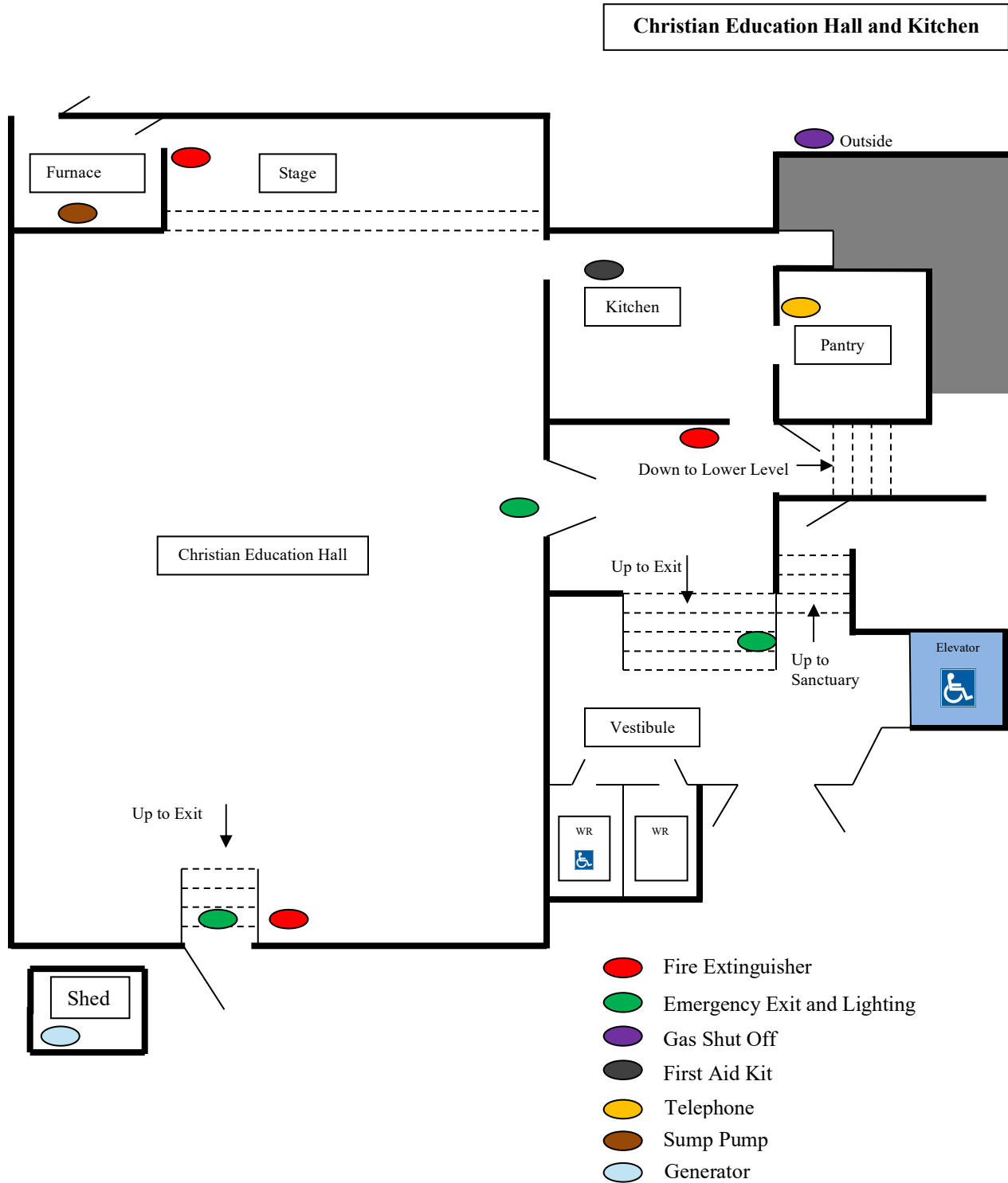
Witnesses: _____

Action Taken/Medical Treatment Provided:

Appendix 3: Church Upper and Lower Levels

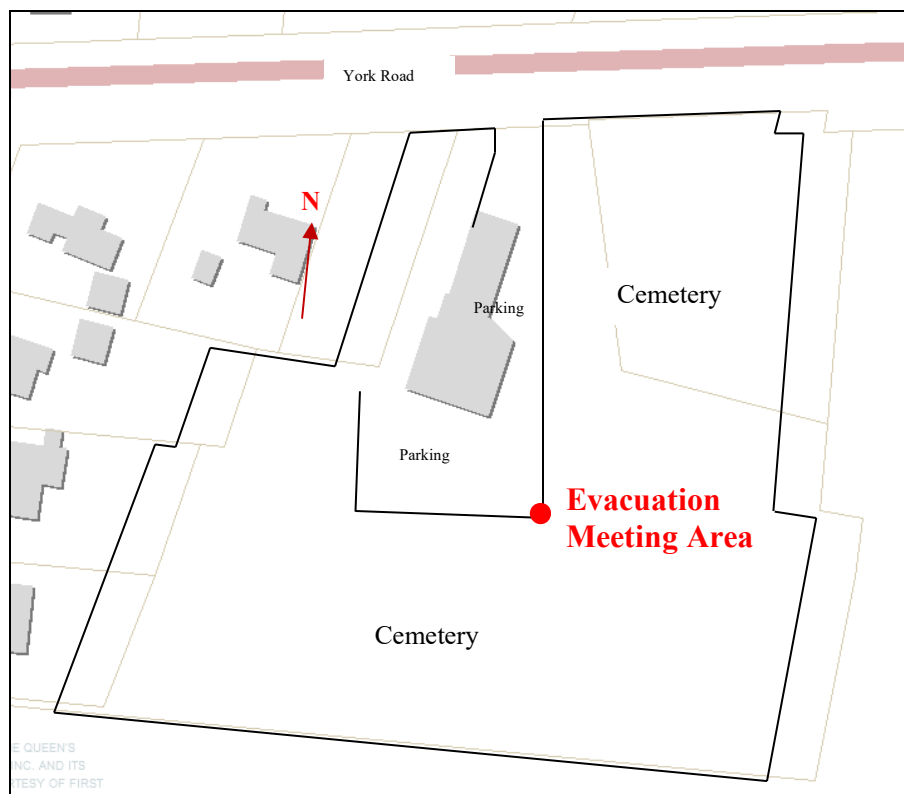


Appendix 4: Christian Education Hall and Kitchen



Appendix 5: Church Property Site Views

Church Property Site Views



RECORD OF PLAN REVISIONS

DATE	Section(s) Revised or Annual Revision	Pages Affected	Changes Made By:
Oct 18/14	Guide Approved by Official Board		
Jun 22/15	Updated with AED/CPR Information	3, 6, 20	S. Hardaker
Feb 7/17	Update Church Leaders, generator location, Add AED to CE Hall diagram	3, 7, 20	S. Hardaker
Feb 12/19	Update Church Leaders and Elevator Maintenance Contractor	3	S. Hardaker
Dec 1/19	Update Minister, Elevator Contractor, Play Room name, UC Sexual Abuse Policy	4, 8, 11, 17	S. Hardaker
Mar 9/21	Update Pastoral Supervisor, Heating and Cooling company, Plan to Stay Operational	3, 4	S. Hardaker
June 14/22	Update Minister, Congregational Chair, Sunday School Teacher, Sunday School Supervisor	3	S. Hardaker
Jan 25/24	Remove all references to the Automated External Defibrillator (AED), Add Admin Area. Update Church Leaders, add 24/7 Security Monitoring	3, 4, 6, 15,20	S. Hardaker