

Sierra Bible Church ~ *Emergency Action Plan*

This Emergency Action Plan is developed to designate the actions that must be taken to ensure safety from fire and other emergencies while on the Sierra Bible Church campus.

I. Fire Escape Procedures and Routes:

- A. In case of a fire or other emergency all employees are to follow the emergency exit routes and leave the building immediately along with those under your care and proceed to the west parking lot. If a fire alarm has not been pulled, do so on your way out.
- B. There is a PRIMARY ROUTE and a SECONDARY ROUTE. All employees are responsible to familiarize themselves with these routes in both buildings.
- C. The employees of The King's Academy and His Kids Preschool will have fire drills on a **monthly** basis to practice the escape routes and procedures. The church staff and anyone else on campus will participate in these drills. These drills will be logged with date and time, and this log will be available for inspection.
- D. Any time the fire alarm sounds, teachers will take any children's medications with them to the west parking lot as well as their planbooks with parental contact information.
- E. Once you are safe, report to your supervisor that all those under your care are accounted for.
- F. The general church policy is to flee and report the fire immediately and not fight it.
- G. The only employees that will be trained to use the fire extinguishers will be the janitor and the maintenance manager.

II. Earthquake Procedures:

- A. Remain calm and quickly follow the steps outlined.
- B. If indoors, get under a desk or table (DROP Procedure [duck, cover and hold]). This procedure consists of everyone dropping to their knees, taking cover under a table or desk if accessible, protecting their head with arms and facing away from windows or mirrors.). Stay away from glass windows, shelves and heavy equipment.
- C. If outdoors, move quickly away from buildings, utility poles, other structures and trees.
- D. After the initial shock, evaluate the situation and if emergency help is necessary, call 911. Protect yourself at all times and be prepared for aftershocks.
- E. Once the earthquake stops, if necessary, all students, teachers, and other employees shall quickly leave the building in an orderly manner and proceed to the west parking lot.
- F. Teachers shall make sure that no student remains in the classroom. If someone is injured and cannot be moved, get the other students to safety and immediately report the injury to your supervisor or first responder.
- G. All employees should be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.

- H. A designated person shall secure the main valve shut offs (1) Gas, (2) Electric, (3) Water – in this order based on the situation (i.e. go to the location of all valves).
- I. Staff shall take the list of students needing medication and their medication with them out to the evacuation area.
- J. The school administrator shall make sure that all classrooms are accounted for by having in place a check-in system for each classroom.
- K. The employees of The King’s Academy and His Kids Preschool will have an Earthquake/Disaster Drill on a **quarterly** basis to practice the escape routes and procedures. The church staff and anyone else on campus will participate in these drills. These drills will be logged with date and time, and this log will be available for inspection.

III. Rescue and Medical Duties for Fire or Earthquake:

- A. If after proceeding to the designated gathering area, you discover a missing employee or someone that is under your care, report it immediately to your supervisor or one of the first responders.
- B. Do not re-enter the building unless instructed by a first responder.
- C. If anyone is injured, let rescue personnel know and let them take care of the injured person(s).

IV. Lockdown Levels and Procedures:

- A. **Code Red—Threat on Campus and/or imminent**
(Response/Emergency Lockdown...Most Danger)
Someone with a visible weapon on campus, shots heard on campus or, any event that creates a significant risk to public safety.
 - 1. Command is given to shelter in place—“Code Red-Lockdown.” Whoever calls the Code Red will also immediately call 911.
 - 2. If outdoors, immediately proceed to Grace Warner Elementary. Let them know we are on a Code Red.
 - 3. If indoors, go to the nearest room.
 - 4. Secure all interior and exterior doors and windows. Barricade the door if possible. Turn off all lights in area and close blinds on windows.
 - 5. Once secured, stay away from windows and doors. Keep quiet. Silence cell phones but keep them on.
 - 6. Text supervisors using the following indicators
 - a) **Red**—wounded inside-critical (list names and conditions of the wounded)
 - b) **Yellow**—wounded—stable/has critical information/student missing or addition (list critical information and/or names and conditions of the wounded/missing/additions)
 - c) **Green**—students inside/will evacuate on order.

7. DO NOT ANSWER THE DOOR FOR ANYONE! Do not leave secured area until someone with a key unlocks your door. Responders or Admin will have a key.
8. The employees of The King's Academy and His Kids Preschool will have Code Red Drill **twice a year** to practice the procedures. The church staff and anyone else on campus will participate in these drills. These drills will be logged with date and time, and this log will be available for inspection

B. Code Yellow—Threat near campus

(Heightened Security-Preventative Lockdown...Low to Moderate Danger)

A serious crime committed in the immediate area of the campus, fresh pursuit of a felon to the immediate area of the campus, shots heard in the general area of the campus, or environmental hazard in the general area of the campus (severe weather, chemical, biological, radiological, etc.) any event that creates a risk to public safety.

1. "Command is given to shelter in place—"Code Yellow-Lockdown." Whoever calls the Code Yellow will also call 911 if needed.
2. If outdoors, immediately proceed to the nearest room on campus.
3. If indoors, go to the nearest room.
4. Secure all interior and exterior doors and windows. Close blinds on windows.
5. Text supervisors using the following indicators
 - a) **Red**—wounded inside-critical (list names and conditions of the wounded)
 - b) **Yellow**—wounded—stable/has critical information/student missing or addition (list critical information and/or names and conditions of the wounded/missing/additions)
 - c) **Green**—students inside/will evacuate on order.
6. May conduct class or other business in secured areas but stay away from windows. The threat is not at the school. This is a prevention.
7. Restrict unnecessary movement in and around the building until Code Yellow is lifted.
8. DO NOT ANSWER ANY EXTERIOR DOOR FOR ANYONE! Do not leave secured area until someone with a key unlocks the locked doors. Responders or Admin will have a key.
9. The employees of The King's Academy and His Kids Preschool will have Code Yellow Drill **twice a year** to practice the procedures. The church staff and anyone else on campus will participate in these drills. These drills will be logged with date and time, and this log will be available for inspection

IF FIRE ALARM SOUNDS DURING ANY LOCKDOWN, IGNORE THE ALARM. RESPONDERS WILL EVACUATE OR NOTIFY YOU IF THERE IS A NEED TO LEAVE THE BUILDING.

V. Training Plan:

- A. All employees and volunteers will be given a copy of this Emergency Action Plan to read and keep for themselves. Any new employees or volunteers will be given a copy on date of hire/approval.
- B. This Emergency Action Plan will be reviewed with each employee and volunteer either individually or as a group.
- C. This Emergency Action Plan will be reviewed annually with all employees and volunteers. Each employee and volunteer will then sign and date the Sierra Bible Church Safety Training and Policies Annual Review form. This form will be kept on file in the church office as an audit of this program.