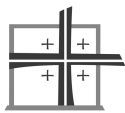


# ALL SAINTS CHURCH

## Emergency Plan



**November 2022**



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[allsaints-pas.org](http://allsaints-pas.org)



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## Welcome

Welcome to All Saints Church, Pasadena. We have prepared this Emergency Plan to assist staff, ushers and the congregation in the event of an emergency on the campus.

The objective of this plan is to provide essential emergency procedures and information to enhance the safety and security of all persons in and about the buildings. This manual is an attempt to provide instruction in advance of potential emergencies so that key personnel are aware of facilities, equipment, procedures and methods, which they may employ in the event of an emergency to minimize injury and trauma. The manual does not cover every emergency or circumstance that might occur. Ushers, Buildings & Grounds personal and staff should always be alert and ready to use initiative and good judgment to assure the safety of the people present on the church campus.

### Guiding Principle

The primary goal of our disaster preparedness work is life safety. We want to keep as many children, youth and adults as safe as possible. It is important that all of our training, judgments and decisions are made with this primary goal in mind.

### **Emergency planning and response for All Saints Church requires recognition that the campus is operated in several different modes:**

**Monday through Friday, Day Time:** The Office Building, Regas House and scattered offices in other buildings are fully occupied with both permanent and part-time staff, as well as visitors. These persons are generally familiar with the site.

**Daily, including Evenings and Weekends:** Conference and meeting facilities in Regas House and the OCC Trailer are occupied with multiple, simultaneous meetings holding from 20 to 200 people. Some of these people may be totally unfamiliar with the site.

Small services are held daily in the Sanctuary Building. Most of these are in the Chapel. Several times weekly, weddings and memorials and other special services are held in the Sanctuary.

**Sunday:** The Sanctuary is full, or partially full, all morning during two separate services. Occupancy of the Sanctuary ranges from about 50 to 950. Simultaneously, most rooms in Regas House, OCC Trailer and Scott Hall are occupied with meetings of 20 to 200 persons. Many people are familiar with the buildings, but there are also many who are not. There are many children present, some with their parents and some in gatherings with group leaders.

## **Emergency Response Teams (ERT)**

In the event of a disaster, All Saints Church will assemble Emergency Response Teams (ERT) to address the immediate emergency. The ERT will be responsible for managing and directing the response needed in an emergency and recovery. The ERT will be made up of staff, ushers and selected members of the congregation.

The Leader (Emergency Lead) maintains overall direction of the emergency response. All information about the status and condition of the people and the environment from the Emergency Response Team Leaders (medical team, FUDS team and search and rescue team) must be passed on to the Leader. The Leader will then be solely responsible for making necessary decisions and passing the information on to the Rescue Personnel.

Internal communications between the Emergency Lead and ERT Leaders are by two-way radio / walkie-talkies provided by the Buildings & Grounds team.

### **Emergency Response Team Responsibilities**

#### **Leader**

- Overall direction of the emergency procedures, oversee, communicate and assist the other teams
- Set up and stay at the Command Post
- Resource allocation coordination
- Maintain roster of injured, trapped and deceased adults
- Communicate with families
- Maintain contact with public agencies for assistance

#### **Medical Team**

- Set up First Aid Supplies
- Set up First Aid Shelter, create Morgue Shelter as needed (slightly apart from others, and not easily viewed if possible)
- Determine medical needs of parishioners
- Administer medical care based on triage needs
- Maintain Medical Treatment Log
- Distribute supplies of water, food, and blankets, as directed by Leader
- Coordinate with on-site fire department / police medical personnel
- Periodically report medical status of parishioners to Leader

### **Search and Rescue**

- Gather search and rescue equipment
- Size-up the perimeter of the building or area to determine if it is safe to enter
- Search building for any injured / trapped people
- Identify medical needs
- Assist and rescue those who are trapped or unable to move
- Coordinate with on-site fire department / police medical personnel
- Report to Leader any injured adults and / or children (*how many and where are they located*)

### **Fire / Utilities / Debris / Shelter Team – FUDS**

- Evaluate the condition of all utilities (gas, water, etc.)
- Check for small fires and extinguish
- Distribute communication devices - Two-way Radios / Walkie talkies
- Erect shelters as needed
- Perform search and rescue as needed
- Report to Leader periodically on status of facilities

# Types of Emergencies

## Fire

### Fire Prevention

- Smoking and vaping are prohibited in all buildings and on the Quad Lawn.
- Microwaves, coffee makers and cooking appliances may be used. Keep them clean and do not leave them unattended when in use. Remember to check behind appliances for dust and inspect cords for frayed wires.
- Do not block exits or exit pathways with any movable objects, including kneelers, flowers, and boxes.
- Do not hang decorations or ornaments from Fire Safety Equipment such as Fire Sprinklers and Strobes.
- Do not stack any items closer than 18 inches below Fire Sprinklers.

### When a fire is first noticed:

- In the Sanctuary, Office Building and Scott Hall, activate the nearest pull station and call 9-1-1.
- In Regas House, smoke alarms will automatically activate and call 9-1-1.

### Evacuation: Follow instructions noted above, and:

- Stay low; a smoke-filled hallway can be just as dangerous as one filled with fire. The best air quality is 12 to 18 inches above the floor.
- Smoke is dangerous because it contains poisonous gases such as carbon monoxide and carbon dioxide that blind and disorient you. The inhalation of smoke causes the most fatalities in a fire. Remember to clear the area quickly and calmly.
- Always check doors for heat prior to opening them. Close doors behind you, but do not lock them.

### Shelter in Place: If you are trapped in a building during a fire:

- Call 9-1-1, and if possible, call the church office (626) 796-1172. Provide information regarding your location and situation.
- Close as many doors as possible between you and the fire. Do not lock them.
- If possible, wedge a wet piece of cloth along the bottom of the door to keep out smoke.
- Do not break windows unless you are being overcome by smoke and must do so as a last resort. Providing a fresh oxygen source may fuel the fire.



## Earthquake

The greatest immediate threats during an earthquake are loose items and falling debris.

### **Before an Earthquake:**

- Glass can be a major hazard during an earthquake. If your work area is near a window or glass partition, decide in advance where you will take cover when a tremor starts. This will help you avoid being injured by flying glass.
- Heavy objects can be a serious hazard. If your work area is near a temporary wall or partition, make sure it is securely anchored. Book shelving should be anchored to a wall.
- Loose objects such as materials stored on top of cabinets or shelves can be dangerous. Determine if these materials should be secured or moved. Keep overhead cabinet doors closed when not in use.

### **During an Earthquake:**

#### **If you are indoors:**

- **Drop, Cover and Hold On**
- If you are in the Sanctuary in the pews, duck down as far as you can, and hold your hands and arms over your head.
- Elsewhere, seek immediate shelter under a heavy desk or table. When you seek shelter under a heavy desk or table, stay put and remember to drop, take cover, and hold. Hold on tightly, because if the shaking causes the desk or table to move, you will move with it.
- Remain inside the building. Do not run outside where you would be vulnerable to the danger of falling debris. If you are in a stairwell, remain there until the tremor stops and follow directions for evacuation.
- To assess your own safety, try to determine if there is:
  - a power failure
  - the sound of alarms
  - the activation of the fire sprinkler system
- Do not be surprised to hear noise from broken glass, creaking walls, or falling objects.
- Do not smoke or use matches or lighters.

#### **If you are outdoors:**

- Move into the open.
- Stay away from buildings, trees, streetlights and utility wires.

**After an Earthquake:**

- Remain where you are for several minutes in case of aftershocks.
- Do not leave your immediate area or evacuate the building unless necessary. To avoid injuries due to aftershocks, stay in place. Do not go near broken windows, or windows that are missing glass.
- Open doors carefully. Watch for falling objects.
- Do not light matches or use lighters.
- Check yourself for injuries first, and then use the stairs or exit. Do not use the elevator.
- Check persons around you for injuries and assist them if possible. Do not move seriously injured persons unless they are in immediate danger of further injury.
- If you suspect a gas leak, do not use matches or lighters and do not turn on electrical switches or appliances. Advise the nearest Buildings & Grounds staff.
- Do not touch power lines or electrical wiring of any kind, or anything in contact with electrical wires.

**Evacuation: If evacuation is necessary, follow the instructions listed above.**

- The Buildings & Grounds staff will put tape across the entrances and other areas of probable danger, signifying that it is unsafe to enter the buildings or areas until they are inspected and deemed safe.
- Do not return to an evacuated building. Do not cross a taped line.

**Utility Disconnection:**

- Buildings & Grounds staff will turn off gas lines and disconnect the electrical service in the event of noticeable damage.
- The water main will be shut off if leakage or running water is observed.
- Disconnected utilities will not be available until they are inspected and restored by the utility servers.

## **Gun Threat and Active Shooter**

Ushers: The usher nearest to a safe area, call 9-1-1 immediately, from a land line if it is safe to do so, otherwise from a cell phone when you can get to a safe location.

If a person threatens to disrupt the service, with or without a gun, notify the usher captain and the Buildings & Grounds staff, if possible.

Do not allow persons other than law enforcement, rescue personnel and emergency responders to enter the building.

If the person has a gun, keep away from them. If it is safe to do so, shout to the congregation to get down below the seats.

**RUN. HIDE. FIGHT.**

If the person does not have a gun visible, attempt to persuade him to cease his actions. Do not touch them. Seek the assistance of other ushers and Buildings & Grounds staff nearby, encircle the person and attempt to escort them from the building. When you reach the nearest exit, close the door, and ask one or two people to stand outside to prevent the person from reentering.

## **Bomb Threat**

- Call 9-1-1 immediately.
- Do not allow individuals other than rescue personnel, emergency responders and law enforcement to enter the building.
- Bomb threats must be taken seriously. Most bomb threats are made over the telephone.
- Listen carefully to the person making the threat and document all details. Use the "Bomb Threat Checklist" in the appendices. Do not rely on memory. Record as much information as you can.
- Try to determine if the caller seems familiar with the building or the church.
- Keep the person on the telephone as long as possible.
- When the call is concluded, do not hang up the receiver. Use another telephone to call the church office at (626) 796-1172 during office hours and (626) 755-3374 after office hours and report the incident as soon as possible.
- Do not use two-way radio / walkie-talkies to make calls.
- You may be requested to ask other occupants if suspicious people were identified in the immediate area during the day of the bomb threat.
- Ask whether any other occupants received similar threatening calls.
- If a suspicious object is found in the church use discretion and think carefully before touching it.

## **Medical Emergency**

- Gather information about the injury by asking the injured person's name, symptoms, and primary complaint.
- When it seems appropriate, ask an usher or the officiant at the service to broadcast the need for a doctor or EMT (emergency medical technician) if one is present.
- Do not move the person unless he or she is in danger.
- If the medical emergency occurs on Sunday, use one of the following telephones to reach emergency responders:
  - In the South Tower (which calls directly to 911).
  - If it occurs any other time, use the nearest telephone to call 9-1-1.
- Go to Euclid Avenue, in front of the Quad Lawn, to await the emergency personnel and direct them to the afflicted person.
- Provide information you have obtained from the injured party to the emergency personnel.

## **Power Failure**

When the power fails, a minimum number of emergency lights will come on in each building. (See page 21 for emergency light locations)

During services, on Sundays and at other times, power failures may not require mandatory evacuation of the Sanctuary. A staff member or usher will announce, using the megaphone, whether or not to evacuate. If evacuation is necessary, follow the guidelines listed below under "Evacuation Procedures".

- Ushers and staff will obtain flashlights from the emergency supply boxes.
- Do not light candles or other types of open flames in the building. Flashlights and batteries are available in emergency supply boxes in each building.
- If evacuation is necessary, follow the evacuation instructions and proceed to the designated safe refuge area using the nearest stairs or exit. Buildings & Grounds and staff should assist in evacuating persons who may be dispersed in groups throughout the facility.
- Staff will assign Buildings & Grounds team to check each room to see that no one is left inside.
- Leave one light on so that you can see when power is restored.
- Even if the elevator appears to be working, do not use it. It will be running on limited battery power and it may stop at any time.

# Emergency Procedures

## Overview of Campus

All Saints Church is a large church located across the street from Pasadena's City Hall, bordered by East Walnut Street on the north, Plaza Las Fuentes on the south and east, and North Euclid Avenue on the west.

The All Saints Church campus consists of one two-story office building (Rector), a one-story trailer (OCC), one one-story Children's Center (Scott Hall), one two-story multi-function building with basement (Regas House) and a large sanctuary building. Buildings are generally configured in a U-shape, opening onto Euclid Avenue. The semi-enclosed space within the U-shape, known as the Quad Lawn, features landscaping and seating areas, and serves as a gathering place for the congregation.

Except for two connections, one at ground level and one at basement level between the sanctuary building and Regas House, there are no interior connecting corridors or rooms between the buildings.

The campus provides space for church functions and gatherings. On Sundays, tables and canopies are set up on the Quad Lawn. At other times, chairs, and/or tables may be set there, and the area is used for gatherings, receptions and children's play.

## Definitions

**Administrator:** The person authorized to perform official duties for All Saints Church, to direct activities and to sign contracts and other official documents on behalf of All Saints Church.

**Altar:** The table on which the service is performed.

**Ambulatory:** The interior passage behind the east wall of the altar, leading from the Baptistry on the north side to the Chapel on the south side. There is also a parallel exterior ambulatory east of the interior ambulatory.

**Baptistry:** The area of the northeast side of the Sanctuary building east of the North Transept.

**Chancel:** The raised area on the east side, where the staff sits and where the service takes place.

**Chapel:** The small altar area on the southeast side of the chancel, east of the South Transept.

**Cloister:** The covered walkway to the west of the Guild Room.

**Narthex:** The entry area on the west side, under balcony.

**Nave:** The area where the pews are, where the congregation sits.

**North Driveway:** Concrete driveway between the Office Building and the OCC Trailer.

**Playground:** The open space on the north side of the campus between the parking lot and the OCC Trailer.

**North Transept:** The area on the northeast side of the sanctuary, west of the Baptistry.

**OCC Trailer:** The trailer between the Playground and the North Driveway.

**Quad Lawn:** The open area of the campus, surrounded by the Sanctuary on the south, Regas House on the east and the Office Building on the north. The Quad Lawn contains a large oak tree, and it is open to Euclid Avenue on the west.

**Sanctuary:** The entire church building.

**Scott Hall:** The one-story building between the Playground and the Westin Hotel that houses the Sunday School and childcare for young children and meetings during the week.

**South Driveway:** The concrete driveway south of the Sanctuary, adjacent to the Plaza Las Fuentes.

**South Transept:** The area on the southeast side of the sanctuary, west of the Chapel.

## **Buildings and Exits**

### **Sanctuary Building**

The Sanctuary Building is located on the south side of the property. It is a single story building which seats approximately 900 people, and it contains a balcony which extends across the west side of the building and seats approximately 50. On the east side, the Chancel is raised four steps above the floor of the Nave, with continuous steps on the west, north and south sides. A fixed altar rail is located about six feet from the bottom of the steps. The altar rail is 27 inches high and has one center double gate, 5'-6" wide, and two side gates, 30" inches wide. A raised choir area extends along the east side, with three sets of portable risers. A wheelchair lift is located adjacent to the stair on the north side, which can transport persons from the North Transept to the Chancel.

#### ***Emergency Exits***

The Sanctuary has six exits:

One pair of double doors from the Narthex on the north side.

- One single door from the North Transept. This door conforms to ADA regulations for accessible entrances.
- One single door from the Baptistry on the north side of the building.
- One pair of double doors from the Narthex on the south side leading to Euclid Avenue and to the driveway near the south wall.
- One west facing single door from the chapel on the south side.
- One pair of double doors from the ambulatory (on the east side of the building) to the exterior.

#### ***Other doors***

- One pair of doors leads from the Baptistry to the ambulatory; these doors should be used by the choir and staff to exit the building in an emergency.
- One pair of doors leads from the Chapel to the ambulatory; these doors should be used by the choir and staff to exit the building in an emergency.

### **Office Building**

The Office Building is located on the north side of the Quad Lawn, parallel to the sanctuary and forming the north leg of the U-shaped campus. It is a two-story building, comprising a reception area and offices.

There is one main open stairway near the center of the building. This stairway provides egress from the second floor to ground level. The landing of the main stair is inside the building on ground level and exits to the Quad Lawn and to the north.

#### ***Emergency Exits***

The Office Building has four exits at ground level. These exits are:

- One set of double doors on the east side, leading to the cloister hallway.
- One single door on the east side of the building, leading to the atrium
- One single door on the north side, leading to the north driveway.
- One single door on the south side, leading to the Quad Lawn.

## **Regas House**

Regas House is located on the east side of the property and it completes the U of the of the campus shape. Regas House is a two-story building with a basement, which contains flexible meeting space on the second floor, meeting spaces of several sizes together with four offices on the first floor, and a large, fixed seating forum space, choir practice room, and some smaller meeting rooms in the basement. Toilet facilities are located on each floor. The building contains three sets of stairs.

The main lobby stair is located on the southwest side of the building opening to the lobby, which in turn opens to the Quad Lawn. This stair provides egress from the second floor to the basement.

The southeast stair is located on the southeast side of the building. This stair provides egress from the second floor to the basement. The landing of the southeast stair is inside the building on ground floor and exits through the ambulatory to the south driveway.

An exterior stair is located on the north end of the building, which leads from the second floor to the ground.

There is one elevator, which serves all floors of Regas House only, on the northwest corner of the building. An accessible ramp leads from the Quad Lawn level to the elevator door on the ground floor. This elevator is large enough to accommodate a gurney.

### ***Emergency Exits***

Regas House has four exits on the ground floor leading to the exterior:

- One set of double doors on the west side of the Sweetland Hall
- One single door on the south side of the building.
- One exit door from the forum in the basement to a walkway on the east side.
- One exit door from the choir practice room in the basement to a walkway on the east side.



## **OCC Trailer**

The OCC Conference Room is located in a portable trailer adjacent and to the north of the Office Building. The OCC Trailer building contains accessible toilets.

Fire extinguishers are provided in the meeting rooms.

### ***Emergency Exits***

- Two exits from the OCC Trailer lead to an accessible ramp and then to the ground.

## **Scott Hall**

Scott Hall is located between the Playground and Westin Hotel. Scott Hall is a single-story building housing the infant and preschool programs plus office space.

### ***Emergency Exits***

- One single door exits to the west from each room.

## **Duties and Responsibilities**

**Everyone:** Each person should maintain a personal disaster kit at his or her workplace and in their car. Items might include, as applicable:

- Flashlight and extra batteries (Batteries should not be stored in flashlight to avoid corrosion)
- Water
- Food, energy bars
- Spare glasses
- Comfortable, low-heeled footwear
- Essential medications
- Warm, comfortable clothing
- Plastic bags
- Photos of friends/family/significant others
- Cash (lower bills - \$5s, \$10s, and \$20s as change may not be available)
- Current emergency telephone numbers for friends and family
- Items essential to each person's daily life, survival and comfort (For example, toilet paper, medications, etc.)

**Ushers:** On Sunday and at other large gatherings such as memorials, the ushers are the interface between the congregation and emergency responders. In the event of an emergency, the nearest usher will notify the usher captain who will assign their crew to duty as required. If you are the nearest usher, notify your captain, but take immediate steps as outlined in this plan to mitigate the emergency.

**Staff:** At all times the church staff, including clergy, office staff and Buildings & Grounds staff, are the first responders in case of emergency. Each person should take action as appropriate and as outlined in this plan to mitigate the emergency.

**Vergers:** Vergers are coordinators of the participants in the services, and at least one is on duty during all services. Vergers should see that procedures outlined in this plan are followed, and assist the ushers and staff where needed. Vergers should see that all candles are extinguished, usually the job of acolytes. Vergers should get the megaphone from under the pulpit and deliver it to the officiant in the pulpit.

**Buildings & Grounds staff:** There are at least two Buildings & Grounds staff on duty at any time the campus is occupied. They are most familiar with the physical plan of the site. Buildings & Grounds staff are assigned specific tasks as the FUDS team (Fire / Utilities / Debris / Shelter) and reporting channels in order to be either the first responders, or to assist ushers and staff in each type of emergency.

In the event of an emergency, each Buildings & Grounds staff person will proceed to an assigned duty station. They will assist the ushers and staff by opening doors, encouraging the flow of traffic during an evacuation, assisting with persons of limited mobility and distributing two-way radio / walkie talkies.

**Congregation:** Individual members of the congregation are generally on site on Sundays for one to two hours. Many of them have been attending the services for years and are cognizant of the facilities, the exits, restrooms, and conference facilities. Many others are relatively new, and are unaware of the facilities.

If emergency lights flash, or an alarm sounds during a service, each member of the congregation should follow the advice of the ushers, staff, and Buildings & Grounds staff. In serious emergencies, the congregation will be asked to exit the Sanctuary. In this case, exit the building as quickly as possible. Do not stop at the doors or block the exits. Proceed as far away from the building as you can, and disperse.

# Emergency Systems

## Fire and Emergency Systems

The campus is equipped with fire and life safety systems, which are monitored 24 hours a day, seven days a week by an offsite monitoring company. The life safety systems include an audible alarm system, strobe lights, manual pull stations, and smoke detectors. The activation of either a manual pull station or smoke detector will result in the sounding of the fire alarm and the flashing of lights throughout the building. When an alarm is activated, 9-1-1 is called by the alarm company to alert authorities of an emergency.

## Fire Extinguisher Locations

Fire extinguishers are provided in the following locations:

### Regas House Basement

- Forum – south exit door
- Forum – by elevator
- Forum – A/C room front restrooms
- Forum – inside sound room left side
- Forum – main electrical room
- Choir Room – northeast exit door
- Music Office – outside door

### Regas House Main Floor

- Lobby – main entrance inside left side
- Sweetland Hall – by Guild Room
- Sweetland Hall – northwest side
- Kitchen – by restroom
- Sweetland Hall – storage outside (through northeast door)
- Between Acolyte and Vesting Room

### Regas House Second Floor (Learning Center)

- Senior High Room
- Learning Center #6 by AC Thermostat
- Learning Center – Outside Restroom

### Church

- South Transept
- North Transept
- Balcony right side of entrance
- North entrance right side
- Ambulatory in front of Sacristy
- Boiler room left side

- Basement tunnel
- Usher Room Basement
- Basement storage

#### Office Building

- Work room – southwest door
- Lobby – northwest side
- Second floor – southeast side by stair case
- Basement entrance
- Basement rear
- Attic

#### Scott Hall

- Main office
- Front Hallway
- Behind bathroom in room 4 & 5

#### Trailer

- Outside restroom right side
- West exit door right side

### **Emergency Light Locations**

- Narthex
- Baptistry
- North Transept
- South Transept
- Chapel
- Baptistry Aisle
- North Aisle
- South Aisle
- South Tower
- North Tower
- Balcony
- Ambulatory
- Nave
- Chancel
- Scott Hall Room 1, 2, 3, 4 5 and 6

# **Evacuation Procedures**

## **Standard Evacuation for Occupants - Most Buildings**

Always begin an evacuation any time you hear an alarm, smell smoke, see flames, or see fire strobe lights flash.

When an alarm sounds for any cause, an alarm bell and / or flashing lights will signify an emergency. Move quickly to the nearest exit and evacuate the building immediately. As you enter a stair or aisle, do not stop the flow of traffic. Proceed down the stairs or into the aisles and to the exits quickly and carefully.

Exit the building quickly. Proceed to the nearest exit and continue to move away from the buildings to Euclid Avenue. The primary emergency assembly area in an evacuation is the North Parking Lot. In the event the North Parking Lot is not accessible for safe evacuation, the secondary assembly area is Plaza Las Fuentes.

## **Evacuation from the Nave**

Ushers will direct you to the nearest exit. Follow the advice of the ushers.

Move quickly to the exit. Do not stop at the doors or near the doors. Continue moving away from the doors. Move away from the building to Euclid Avenue and gather in the assembly area or leave the campus.

## **Evacuation from the Balcony**

When the alarm sounds, move quickly to the stair on the south side of the balcony. Ushers will direct you.

Do not stop the flow of traffic. Keep moving, and proceed down the stairs quickly and carefully. At the bottom of the stairs, exit either to Euclid Avenue, or to the driveway on the south of the Sanctuary Building. Move away from the buildings and gather in the assembly area or leave the campus.

## **Evacuation from the Chancel**

Staff and choirs located in the Chancel who must evacuate immediately, do so through the doors to the ambulatory and the Baptistry and Chapel doors. Staff should remain with the congregation, and, when possible, make announcements, and assist the ushers in an orderly evacuation process, and assist with persons of limited mobility.

## **Evacuation from the Offices**

Supervisors are responsible for accounting for the whereabouts of every staff member who works for them. If a staff person is missing, the Human Resource Generalist will be notified and will notify the employee's emergency contact person.

## **Evacuation from Regas House**

From the first floor, including Sweetland Hall, Guild Room, Seminar Room, and Offices, proceed to the nearest exit and go to Euclid Avenue or Plaza Las Fuentes.

From the second floor and basement, including the Forum, Choir Room, Learning Center, Senior and Junior High rooms, proceed to the nearest stair, exit the nearest exit, and go north to the North Parking Lot or Plaza Las Fuentes.

## **Evacuation from Scott Hall**

Proceed to the nearest exit on the west side and go to the Playground (with space net structure). If children are in the room, adults should escort them out. At least one adult should stay in the room until all children are out. Remain with children on the Playground until parents or guardians arrive.

## **Evacuation of People Needing Assistance - All campus locations**

Persons who need physical assistance in the Sanctuary are generally seated in the North Transept during services. The ushers generally are aware of the persons' needs for assistance. Most of them travel with a companion.

If evacuation is necessary, people needing assistance, or their companion should ask an usher, Buildings & Grounds staff, or staff member to help them exit the building. Do not leave persons needing assistance unattended. Persons needing assistance to exit from above and below grade floors may require special help.

## **Children & Youth Safety and Evacuation Procedures**

During a disaster and in the absence of their parents, minor children (under 18 years old) are the legal responsibility of staff and group leaders.

Always begin an evacuation any time you hear an alarm, smell smoke, see flames, or see fire strobe lights flash.

When an alarm sounds for any cause, an alarm bell and / or flashing lights will signify an emergency. Move quickly to the nearest exit and evacuate the building immediately.

- The Playground (with space net structure) is the primary emergency assembly location for children and youth.
- The area by the fountains in Plaza Las Fuentes is the secondary emergency assembly location for children and youth evacuation in case the Playground is not accessible for safe evacuation.

When the children and youth have been evacuated to the Playground, the gates to the Playground should be closed and locked with a gatekeeper assigned to let other children and parents in, and to stop children from going out unless they are accompanied by a parent. Ideally, parents would sign out their children before leaving the Playground to help account for each and every child.

Staff and group leaders will remain with the children and youth in the Playground evacuation area until they are met by their parent or guardian.

Parents are asked not to enter the buildings during an emergency evacuation in an attempt to assist their children. The staff and group leaders will evacuate the children and youth out of the building safely. Parents are asked to meet their children at the Playground gates to sign out their children to help account for each and every child.

In the case of an evening emergency, staff and group leaders guide children and youth to the Playground, close gates, and flashlights used to help reunite families. Several flashlights are available in the emergency boxes in Scott Hall and the Learning Center.

### **Evacuation from Learning Center**

- From the Learning Center, staff and group leaders will guide the children and youth through the High School Room to the outdoor stairwell against Sweetland Hall and exit to the Playground.
- From the Junior High Room, staff and group leaders will guide the children and youth through the west door of the Junior High Room, down the Regas House stairwell and exit through the main doors of Regas House to the Playground (with space net structure). If the main entrance and stairwell of Regas House are blocked due to the emergency, children and youth should exit through the Senior High room to the outdoor stairwell to the Playground.



- If the outdoor stairwell and Playground are not accessible for safe evacuation, staff and group leaders will guide the children from Regas House stairwells, outside to Euclid Avenue, to the Plaza Las Fuentes fountain area and will remain with them until they are met by their parent or guardian.
- Parents in the Guild Room should exit through the main door of Regas House and go to Euclid Avenue and walk towards the north parking lot.

### **Evacuation from Scott Hall**

- From Scott Hall, childcare staff will guide the children and youth to the nearest exit on the west side and go to the Playground (with space net structure). At least one adult should stay in the room until all the children are out.

### **Evacuation from Choir Room**

- From the choir room, staff and group leaders will guide the children and youth through the west door of the choir room up the Regas House main stairwell and out the Regas House main doors and evacuate to the Playground.

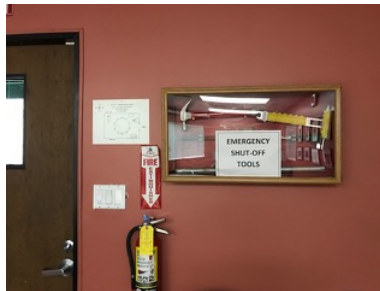
### **Evacuation from Acolyte / Vesting Room**

- From the Acolyte / Vesting Room, staff and group leaders will guide the youth to through the Regas house main doors to the Playground

## Tools and Equipment

### Emergency Shut-off Tools

Emergency shut-off tools, including gas and water shutoff tools, axe, hammer, and glass breaker are located in a cabinet mounted on the southwest wall of the OCC Conference Room in the OCC Trailer.



### AED - Automated External Defibrillator

An Automated Emergency Defibrillator is mounted in the lobby of Regas House. Only a physician, emergency medical technician or other person trained in their use should use the defibrillator. Other first responders should call 9-1-1 instead.



A second AED is located in the Sanctuary on the east wall in the Baptistry.



## **Elevator Safety**

Never attempt to use an elevator during an emergency. The elevator shaft may contain smoke and heat during a fire. The elevator is slow moving and may delay your evacuation from the building.

If an elevator stops between floors and the doors do not open, remain in place until the elevator is reactivated. Do not attempt to force the doors open or to leave the elevator through a service hatch.

If you find yourself trapped in the elevator, push the telephone icon button for help. This will connect you directly to the elevator company. Explain your location and situation to the person who answers. They will dispatch assistance to you. Also press the alarm button on the elevator panel. A local alarm will sound, alerting people in the immediate area that you need assistance.

## **Use of Fire Extinguishers**

Fire extinguishers are located throughout the campus. The extinguishers have an "ABC" rating, which means that they are to be used in extinguishing fires caused by ordinary combustibles such as wood and carpet, flammable liquids, or electrical appliances. Although fire extinguishers are available, use them only to extinguish small fires and only after having notified 9-1-1. If you are not comfortable using this equipment, please do not attempt to do so. Instead, make sure the alarm on your floor has been activated, and evacuate the area immediately.

Fire Extinguishers - P.A.S.S.

If you have activated a manual pull station, alerted Buildings & Grounds about the fire, called 9-1-1, have someone with you, have a primary and secondary exit available, and have been trained to use a fire extinguisher, proceed to fight the small fire if it is

safe to do so. Always keep your eye on the flames and your back to an exit, and remember the acronym "PASS", which stands for:

- PULL the pin.
- AIM at the base of the fire. This is where the fuel is located.
- SQUEEZE the top handle or lever to release the pressurized extinguishing agent.
- SWEEP from side to side.

Keep in mind that the release of the extinguishing agent will happen very quickly. If the fire is not fully extinguished, or if the fire becomes more severe, do not risk injury by trying to combat the fire. Instead, follow the evacuation instructions and leave the building.

## First Aid Kits

Large First Aid kits are located:

- In the Usher Room in the Sanctuary Building.
- In the kitchen off of Sweetland Hall.
- At the front desk of the Office Building.
- In Rooms 1-4 of Scott Hall.

Various small First Aid kits are located through the campus

## Gas Shut-off Valves

Gas shut-off valves are located:

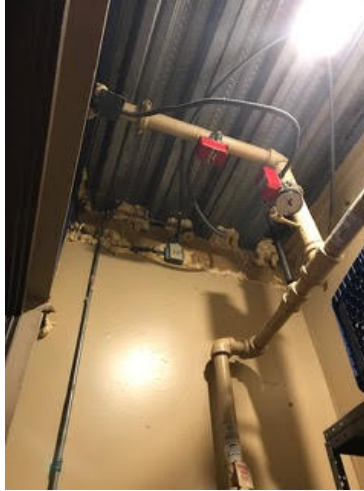
- On the Quad Lawn at the northeast corner near the ramp.
- In the south driveway by the Chapel entrance.
- In the north driveway.

## Sprinkler System

Sprinkler system shut-off valve is located by the Safe Haven lockers in the north driveway. The pipes are red.



Sprinkler system release valve is located in the forum by the exit door on the northwest side of the Forum.



## Main Electrical Panels

The main electrical panel for the site is located in the electrical room on the northwest side of the Forum.

Electrical shut-off sub-panels are located in each building as follows:

- Office Building: Basement
- Sanctuary: Mechanical Room in basement
- Regas House: Kitchen Mechanical Room and Choir Vesting Room
- Buildings & Grounds Closet: Across Acolyte Room

## Emergency Boxes

Emergency boxes, with equipment for immediate use in an emergency, are located throughout the campus, as follows:

Regas House, Second Floor Learning Center, northwest side, outside of elevator:

- Flashlight
- Vest
- Whistle
- Rope
- Megaphone

Regas House, Main Floor, northwest side:

- Flashlight
- Vest
- Whistle
- Megaphone

Regas House, Basement, northwest side outside elevator and west of Choir Room:

- Flashlight
- Vest
- Whistle
- Megaphone

Sanctuary Building, Usher Room:

- Flashlight
- Vest
- Whistle
- Megaphone

Office Building, Closet at northeast door:

- Flashlight
- Vest
- Whistle
- Emergency Radio

Scott Hall, Front Hall, West Hall:

- Flashlight
- Vest
- Whistle

The following emergency supplies and water are located in the Emergency Supply Shed adjacent to Scott Hall in the playground. Obtain a key from a Buildings & Grounds staff person or at the front desk in the Office Building.

**Box #1**

- 16 Flashlights (36 extra batteries size "D")
- 1 Megaphone (24 batteries Size "C")
- 2 Boxes of matches
- 4 Can openers
- 3 Crescent wrench for turning off gas
- 1 Pair of pliers
- 2 Hammers
- 3 Knives
- 3 Rolls of clear tape
- 2 Screw drivers

**Box #2**

- 48 Extra batteries (size "D")
- 2 Emergency Blankets (60 x 90)

**Box #3**

- 1 First aid kit
- 8 Cold packs
- 1 Box of Advil (200/2's Individual packs)
- 1 Box of Tylenol (100/2's Individual packs)
- 1 Box of Pepto Bismol tablets (48 tables)
- 2 Bottles of Children's Motrin (4 oz. bottles)
- 1 Boxes of Band Aid strips (250 per box).
- 2 Boxes of extra-large Band Aid strips (50 per box)
- 4 Bottles of eyewash
- 2 Boxes of antiseptic towelettes (100 per box)
- 2 Boxes of latex exam gloves (100 per box).
- 1 Box of triple antibiotic ointment (150 individual packs)
- 5 Petroleum jelly (1 oz. tube)
- 2 Ipecac syrup (1 oz. bottle)
- 2 Activated charcoal (25 gm. bottles)
- 8 Bath bars
- 2 Emergency blankets (60 x 90)
- 1 Box of gauze pads (4 x 4 100ct)
- 1 Box of gauze pads (2 x 2 100ct)
- 2 Digital fever thermometers
- 3 Bandage scissors
- 8 Tweezers
- 2 Infant/toddler magnifying tweezers
- 1 Box of tongue depressors

- 2 Paramedic shears
- 3 Elastic bandage (2x5)
- 3 Elastic bandage (3x5)
- 1 Emergency medical treatment guide

**Box #4**

- Case Trash liners
- 250 Plates (10")
- 500 Cold cups
- 400 Plastic spoons
- 400 Plastic forks

**Box #5**

- 2 Gallons of liquid soap
- 12 Packs of paper towels
- 48 Rolls of toilet paper



# **Emergency Response Team Checklists**



# **Emergency Lead**

## **Checklist**

- Give instructions with megaphone for fire / earthquake / lockdown**
- Transfer megaphone to Second Lead within 3 minutes and go to Command Post**
- Stay at Command Post**
- Begin overall emergency direction to the Staff and Team Leaders**
- Allocate First Aid resources as necessary**
- Instruct Medical Team to begin triage and treatment**
- Allocate food, blankets and other supplies as necessary**
- When safe, instruct Search and Rescue to begin searching church, rectory and Regas House for trapped or injured adults and children**
- Maintain roster of injured, trapped and deceased adults and children**
- Communicate with families as necessary**
- Maintain contact with public agencies for assistance**

## **Medical Team**

(Willing Ushers, Staff and Parishioners)

### **Checklist**

- Gather First Aid Supplies from the Buildings & Grounds Staff (will bring from Emergency Supply Shed)**
- Assign someone to keep Medical Log**
- Set up First Aid Station / Shelter on the Quad Lawn**

#### **Triage:**

**Red Tarp** - needs immediate care – life threatening

**Yellow Tarp** - observation – need care – not life-threatening

**Green Tarp** - walking wounded – no critical injuries

**Black Tarp** - deceased – or injuries too severe for us to help

- Set up Morgue Shelter on Quad Lawn if needed**
- Determine medical needs of parishioners**
- Administer medical care based on triage needs**
- Distribute supplies of water, food, blankets as directed by Leader**
- Coordinate with on-site first responders, i.e. fire, police or medical personnel**
- Periodically report medical status of parishioners to Leader**

# **Search and Rescue**

**(Willing Ushers, Staff, Parishioners)**

## **Checklist**

- Gather Search and Rescue bag (Buildings & Grounds staff will bring from shed)**
- Gather Search and Rescue equipment in box**
- Size up perimeter of building or area to determine if it is safe to enter**
- When instructed by Leader, begin search and rescue of church**
- When instructed by Leader, begin search and rescue of rectory**
- When instructed by Leader, begin search and rescue of Regas House**
- Assist and rescue those who are trapped or unable to move**
- Identify medical needs**
- Report to Leader any injured adults and children**
- Report to Leader periodically**

## **Fire / Utilities / Debris / Shelter Team**

**(Buildings & Grounds staff)**

### **Checklist**

- Set up Command Post on Quad Lawn - Convert Welcome Table**
- Evaluate the condition of gas lines**
- Evaluate the condition of water lines**
- Inspect for downed power lines - set up caution tape if necessary**
- Check for small fires and extinguish**
- Distribute radios to Leader, Verger, Medical Team Leader (staff),  
Search and Rescue Team Leader (usher), and CYF Leader**
- Help to distribute First Aid and other supplies as directed by  
Leader**
- Erect shelters as needed for First Aid and children on playground**
- Report to Leader periodically and assist as needed**

# Scripts





# Emergency Lead Script – Earthquake

All Sunday Services

## In case of **Earthquake**:

- **“Stay in place. Drop, Cover and Hold On until shaking stops.”**
- Keep repeating above statement until shaking stops.
- Check in with Buildings & Grounds staff.
- If structural damage is evident - evacuate.
- If evacuation is necessary, **“Please calmly follow the ushers’ instructions to the nearest door. Proceed to the North Parking lot.”**
- Please read: **“The children & youth are being evacuated to the Playground. You must go to the North Parking Lot to meet them.”**
- Keep repeating the above announcements until the building is fully evacuated.
- If there are injuries, ask for those with medical/first aid experience to help.
- Emergency Lead and Vergers meet Buildings & Grounds Lead at Command Center on Quad Lawn – Welcome table near North Door will be converted to Command Center.
- Second Lead – takes over megaphone – continues announcements above.

## **Emergency Lead Script – Fire**

All Sunday Services

### **EVACUATION**

In case of **Fire**:

- **“Please calmly follow the ushers’ evacuation instructions and proceed to the nearest door. Proceed to the North Parking lot.”**
- Please read: **“The children & youth are being evacuated to the Playground. You must go to the North Parking Lot to meet them.”**
- Keep repeating until the building is evacuated.
- If there are injuries, ask for those with medical/first aid experience to help.
- Emergency Lead and Vergers meet Buildings & Grounds Lead at Command Center on Quad Lawn – Welcome table near North Door will be converted to Command Center.
- Second Lead – takes over megaphone – continues announcements above.

## **Emergency Lead Script – Lockdown**

All Sunday Services

### **LOCKDOWN**

- **“We have been instructed by an official to lock our doors. Please remain in your seats.”**
- Please read: **“The children & youth are being taken care of in the Learning Center and Scott Hall.”**
- Keep repeating above statements. Reassure the congregation.
- Second Lead – go to Usher Room, get Two-way radio / Walkie talkie, stay in contact with Buildings & Grounds staff.
- Buildings & Grounds staff will unlock doors when lockdown is lifted.

## Second Lead Script – Earthquake

### In case of **Earthquake**:

- When safe to move – go to Usher Room and get Two-way Radio / Walkie-talkie.
- To turn on – Turn knob on right – it is both on/off and volume.  
**DO NOT TOUCH CENTER KNOB.**
- Bring to Chancel – stand next to Emergency Lead who will be instructing congregation.
- Using the Two-way radio / Walkie talkie contact Buildings & Grounds - they will assess buildings to see if evacuation is needed.
- If problems/injuries arise in any part of the sanctuary – send Staff/LEMs to help keep crowd calm.
- Emergency Lead will hand off megaphone to you (second lead) to keep making announcement: **“Please calmly follow the ushers’ instructions to the nearest door. Proceed to the North Parking lot.”**
- If we have aftershocks: **“Stay in place. Drop, Cover and Hold On until shaking stops.”**
- Keep repeating above statement until shaking stops.
- If children are out of the service, **“The children & youth are being evacuated to the Playground. You must go to the North Parking Lot to meet them.”**
- Keep repeating until the building is evacuated.
- Go to Command Station (converted Welcome Table) and Assist Emergency Lead.

## Second Lead – Fire

# EVACUATION

### In case of Fire:

- Go to Usher Room and get Two-way Radio / Walkie-talkie.
- To turn on – Turn knob on right – it is both on/off and volume.  
DO NOT TOUCH CENTER KNOB.
- Bring to Chancel – stand next to Emergency Lead who will be instructing congregation.
- Using Two-way Radio / Walkie-talkie contact Buildings & Grounds staff.
- If problems/injuries arise in any part of the sanctuary – send Staff/LEMs to help keep crowd calm – otherwise send staff/LEMs to assist Ushers with Evacuation.
- Emergency Lead will hand off megaphone to you to keep making announcement: **“Please calmly follow the ushers’ evacuation instructions to the nearest door. Proceed to the North Parking lot.”**
- If children are out of the service, **“The children & youth are being evacuated to the Playground. You must go to the North Parking Lot to meet them.”**
- Keep repeating until the building is evacuated.
- Go to Command Station (Converted Welcome Table) Assist Emergency Lead.

## Second Lead – Lockdown

### LOCKDOWN

- Go to Usher Room and get Two-way Radio / Walkie-talkie.
- To turn on – Turn knob on right – it is both on/off and volume. DO NOT TOUCH CENTER KNOB.
- Bring to Chancel – stand next to Emergency Lead who will be instructing congregation.
- Using Two-way Radio / Walkie talkie contact Buildings & Grounds staff.
- If Emergency Lead needs to hand off megaphone, continue keeping congregation calm.
- Buildings & Grounds staff will unlock doors when lockdown is lifted.

## Medical Team – In Case of Injuries

### Staff Person

In case of Injuries in Church:

- Go to injured party – help assess (Ushers will call 9-1-1).
  - If evacuation is necessary and a person can be moved, enlist help to get them out of church. Have medical professional assess if movement is possible.
- 

In case of Evacuation:

- Go to Command Station / Quad Lawn – Buildings & Grounds will bring supplies for First Aid and set up shelters if needed.
  - Enlist help if needed.
- 

Color-coded assembly tarps for triage:

- **Red** – Life threatening injury – needs immediate care
- **Yellow** – wounded – but not life threatening – observation
- **Green** – walking wounded – no critical injuries
- **Black** – morgue





# Emergency Communications

## Calling 9-1-1

Say the following:

I, \_\_\_\_\_, am **[a staff member]** **[an usher]** at All Saints Church and we have a medical emergency. Please send an ambulance to 132 Euclid Avenue, across the street from City Hall.

Please turn off your sirens as you approach the site, as services are in progress.

I will be waiting for you in front of the church to direct you to the stricken person.

All Saints' telephone number is (626) 796-1172.

## Notifying All Saints:

Monday through Friday, 9 AM to 4 PM, call 710 from a campus telephone, or (626) 796-1172 from a cell phone

All other times, call Buildings & Grounds on-call cell phone: (626) 755-3374.

## Emergency Telephone Numbers:

Fire 9-1-1

Police 9-1-1

Emergency Medical Assistance 9-1-1

All Saints Church main telephone number: (626) 796-1172

Buildings & Grounds staff on-call cell phone: (626) 755-3374

## Megaphones and Voice Emergency Communication:

In the event that the sound systems are inoperative because of power failure or other reason, two megaphones are kept in the Sanctuary Building, which may be used to advise the congregation of emergency processes:

- In the Ushers' Room
- In the Chancel, behind the pulpit.



# Overview of All Saints Emergency Plan (one page handout)

## Guiding Principles

The primary goal of our disaster preparedness work is life safety. We want to keep as many children and adults as safe as possible. It is important that all of our training, judgments and decisions are made with this primary goal in mind.

The Leader (Emergency Lead) role is essential to this primary goal. All information about the status and condition of the people and the environment from the Task Team Leaders (medical team, FUDS team and search and rescue team) must be passed on to the Leader. The Leader will then be solely responsible for making necessary decisions and passing the information on to the Rescue Personnel.

## Communication

Communications between Emergency Lead and Task Team Leaders are by two-way radio / walkie-talkies provided by the Buildings & Grounds team.

## Assess Response Needed to Disaster

- Evacuation, or
- Shelter in Place

## Emergency Action Plan

### EARTHQUAKE:

- Drop, Cover and Hold On
- Evacuate when safe - primary, secondary routes
- Take attendance – CYF (Children, Youth & Families)
- Staff assumes roles
- Missing adults / children - Send Search and Rescue
- Injured adults / children - Triage and provide medical intervention
- Child support - provide emotional and physical support for all children
- Reunification - ONE staff member releases children to authorized pick-up person

### FIRE:

- Evacuate - primary, secondary routes
- Stop, Drop and Roll, if necessary
- Take attendance – CYF (Children, Youth & Families)
- Staff assumes roles
- Missing adults / children - send Search and Rescue
- Injured adults / children - Triage and provide medical intervention
- Child support - provide emotional and physical support for all children
- Reunification - ONE staff member releases children to authorized pick-up person

#### THREAT - LOCKDOWN:

- Gather adults / children in an inside, secure location
- Lock doors and close windows
- Turn off all mobile device sound / ringers
- Wait for communication from authorities to be released

#### **Materials Available for all Emergencies (located in red bins under the welcome table on Sundays)**

- Clipboards of disaster procedures
  - List of staff roles and responsibilities
  - Task team description
  - Drop, Cover, Hold On information
  - Triage information
  - Evacuation maps
- Basic office supplies (*pens and notepads*)
- First Aid supplies, Triage tags
- Search and Rescue Supplies
- Attendance log for every program
- Binder of Emergency Information for children
- Assembly tarps

# Emergency Preparedness Calendar

## FEBRUARY

- Vestry Orientation to include Emergency Preparedness presentation

## APRIL (Earthquake Preparedness Month)

- CYF (Children, Youth & Families) department Fire / Earthquake Drill
- Adult Education presentation on the All Saints Church Emergency Plan
- Parish-wide Emergency Preparedness reminders and refreshers
- *This Week at All Saints* article reminder from pulpit at greetings that this is Earthquake Preparedness Month
- Reminder in liturgy about Earthquake Preparedness Month

## MAY

- Staff weekday Fire / Earthquake Drill
- Send staff reminder to review the All Saints Church Emergency Plan

## JUNE

- Sunday staff review and practice in church of all emergency scenarios

## JULY

- Emergency Supply Checks and Restock - by Buildings & Grounds staff
  - Red Boxes (6), Automated External Defibrillator (2), First Aid Kits and Emergency Supplies in shed
  - Check and replace any items that have an expiration date

## SEPTEMBER

- Emergency Supply Checks and Restock - by Buildings & Grounds staff
  - Red Boxes (6), Automated External Defibrillator (2), First Aid Kits and Emergency Supplies in shed
  - Check and replace any items that have an expiration date
- Ministry Leadership Training to include Emergency Preparedness Portion
- Smoke Detector checks and annual Fire Extinguisher review by Buildings & Grounds staff

## OCTOBER

- PERT (Pasadena Emergency Response Training) Training for all Staff, Ushers and Greeters
- CPR / Automated Emergency Defibrillator First Aid class on campus

## NOVEMBER

- CYF department Fire / Earthquake Drill



# Bomb Threat Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Received/Discovered by:

---

Exact Words of the bomb threat: Telephoned/Written note

---

---

---

---

Questions to Ask:

1. When is bomb going to explode?

---

2. Where is it located?

---

3. What does it look like?

---

4. What kind of bomb is it?

---

5. Why did you place the bomb?

---

6. What do you hope to accomplish?

---

7. What is your name?

---

8. Where are you calling from?

---

INFORMATION REGARDING THE CALL AND CALLER

Voice Characteristics:

Familiar Pleasant  
Nasal Child  
Raspy Loud  
Male Soft  
Female High

Background:

Street Noise Kitchen  
PA System House Noise  
Motor Phones  
Machinery Animals  
Static

Other \_\_\_\_\_

PERSONS CONTACTED:

Police Department Yes Time \_\_\_\_\_ No

Fire Department Yes Time \_\_\_\_\_ No

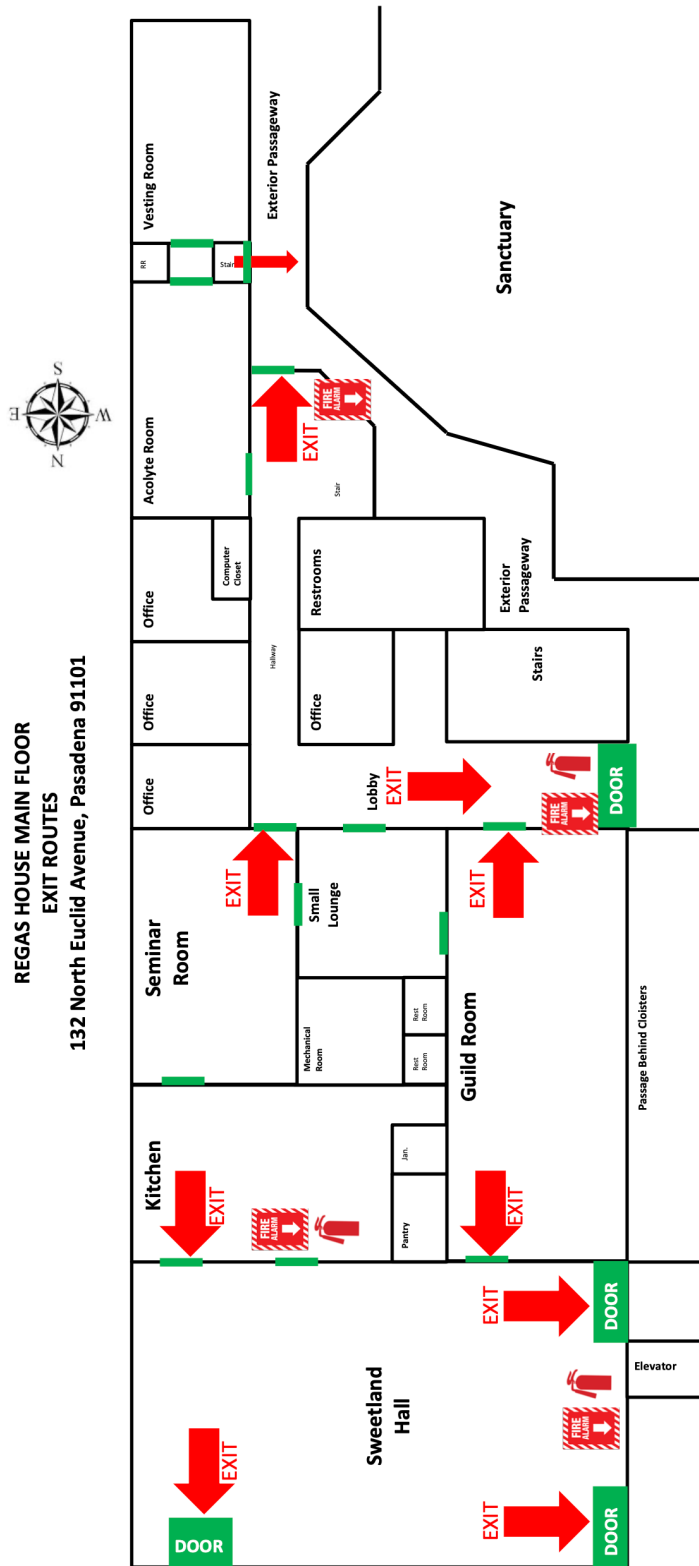
Other \_\_\_\_\_ Yes Time \_\_\_\_\_ No



# **Campus Evacuation Maps**

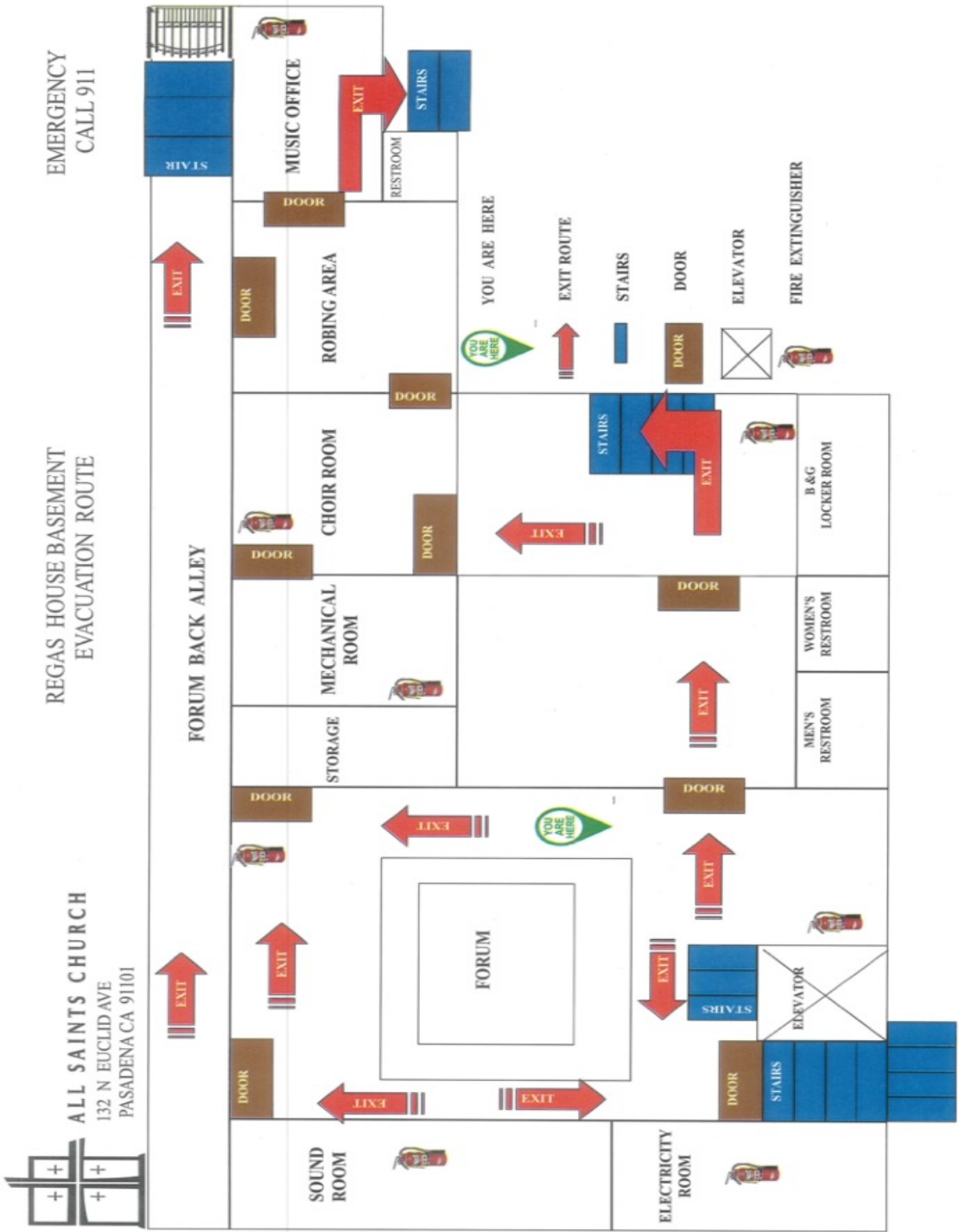


# Regas House Main Floor



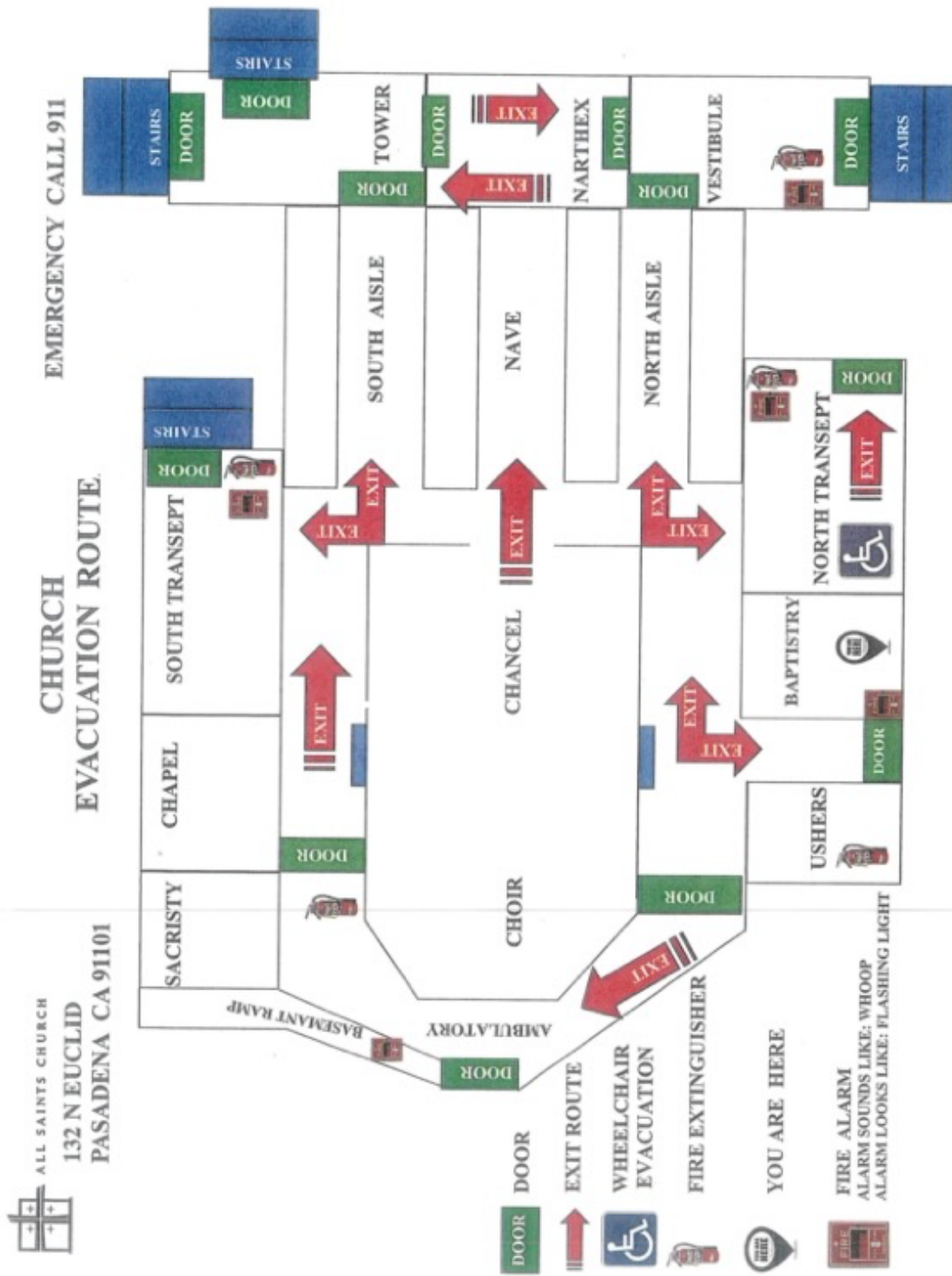


# Regas House Basement





# Sanctuary

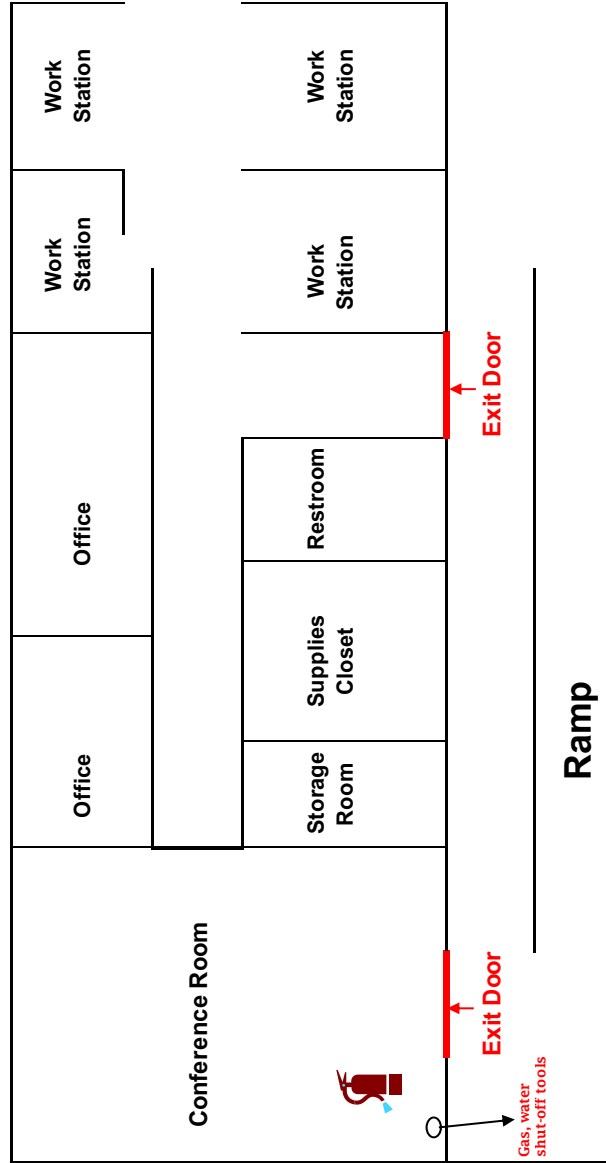






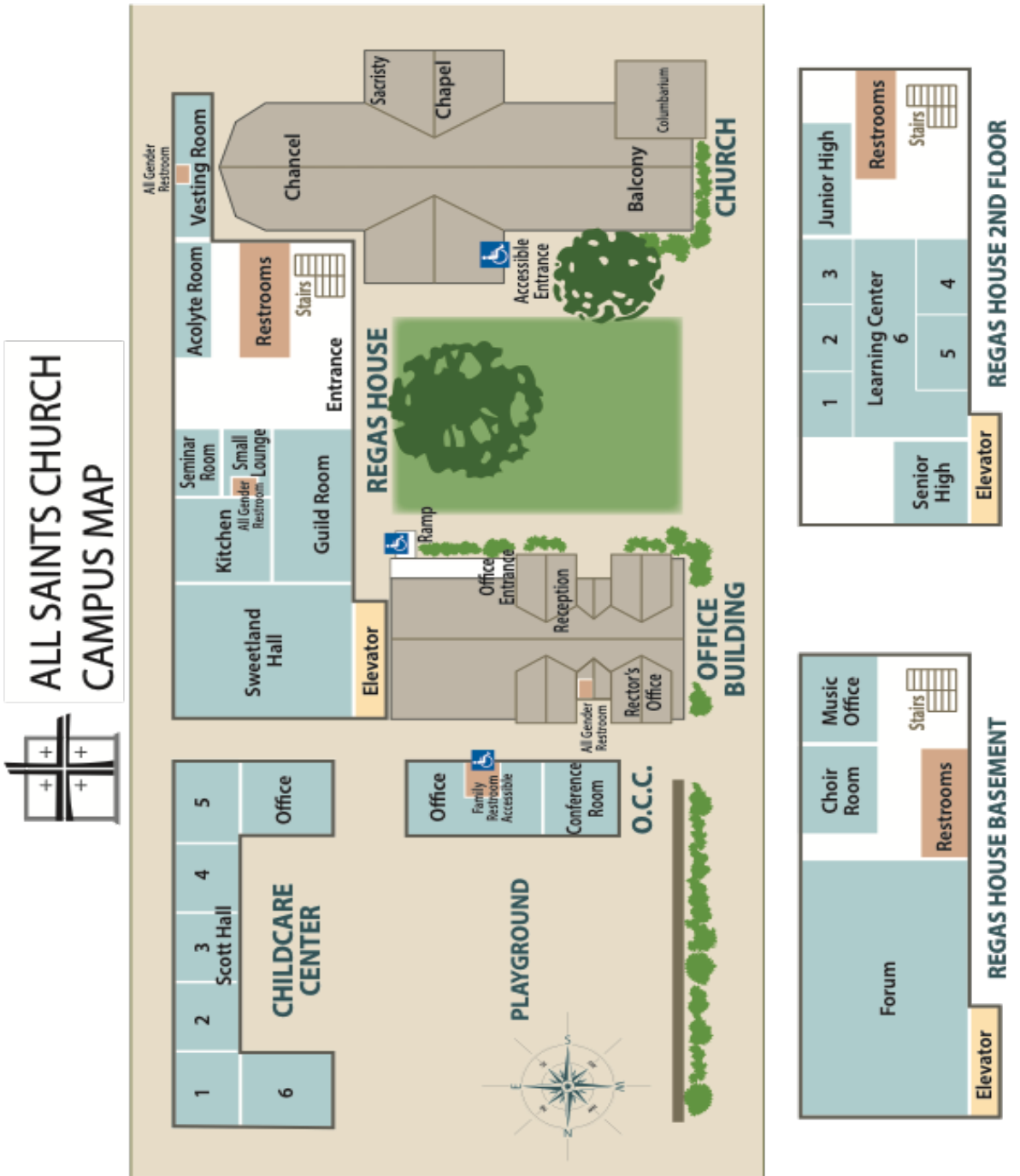
# Trailer / OCC Conference Room

## Conference Room Emergency Exits





# Campus Map





# Acknowledgement of All Saints Church Emergency Plan and Policy

The objective of the All Saints Church Emergency Plan is to provide essential emergency procedures and information to enhance the safety and security of all persons in and about the buildings.

Please acknowledge receipt of the All Saints Emergency Plan. Please follow the instructions described below.

Instructions:

1. Read the All Saints Church Emergency Plan.
2. When you are satisfied that you are generally knowledgeable about the plan, sign and date in the spaces provided below.
3. Return a copy of this signed document to Verna Zamora at All Saints Church.

I certify that I have completed the instructions above and that I am familiar with the All Saints Church Emergency Plan.

Signature

\_\_\_\_\_

\_\_\_\_\_ Date

Print your name

\_\_\_\_\_