

**EDITION #1-2**

# **BETHANY**

## **Emergency Management Plan (EMP)**

### **Condensed Version for Church-Wide Distribution**

*This EMP applies to both Bethany Baptist Church Sanctuary and the Bethany Center*

*This shortened version of the EMP is condensed from the full version and is intended for distribution to Bethany's general membership. Full versions of the document could be made available upon request.*



# **EMERGENCY MANAGEMENT PLAN**

*Update: June 20, 2023*

This EMP is designed to address any unforeseen combination of circumstances at Bethany, resulting in a situation that calls for immediate action or an urgent need for assistance or relief. Depending on the magnitude of the event, services may be provided as usual, services may need to be altered temporarily, or in extreme situations, services may be re-located, moved to online, or temporarily suspended. The intent of the Plan is to inform the Bethany congregation on steps to take in most phases of emergencies.

Prepared by: Deacon Michael J. Cephas

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### **Condensed Version** (Edition 1-2)

*Updated: June 20, 2023*

#### Contents

Emergency Numbers.....	2
Section 1: Concept of Operations .....	3
Section 2: Organization and Assignment of Responsibilities.....	3
Section 3: Emergency Response .....	5
Section 4: Intruder/Active Shooter Plans .....	7
Exhibit A: Fire Alarm and Fire Extinguisher Locations.....	9

#### **RECORD OF REVISIONS**

Edition 1: May 12, 2023..... Initial Release

Edition 1-1: May 23, 2023..... Added Fire Alarm and Extinguisher Locations  
(Exhibit A) and added Record of Revisions

Edition 1-2: June 20, 2023..... Added additional names of Bethany congregants  
who are medically trained

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

Updated: June 20, 2023

## Emergency Numbers

## For All Emergencies Dial 9-1-1

### OTHER IMPORTANT NUMBERS

*(Provide names and contact numbers for both daytime/business hours as well as night time /24 hour emergency contact)*

**Custodian:** Victor Owens 412-877-1530

**Building Maintenance/Trustees:** Kevin Johnson 412-983-6451

**Pastor:** Pastor Glaze 412-759- 9757

**Bethany Safety and Security Director:** Michael Cephas 412-848-6736

**Bethany Assistant Safety and Security Director:** Anthony Wilson 412-303-1533

**Medical Response:** Dr. Jerome Gloster 412-952-8342  
Dr. Carol Gloster 412-760-9217  
Lang Jeffries 412-715-3943  
Lisa Snyder 412-795-1037  
Denise Moon 412-277-2148  
Ricardo McDonald 412-491-2972 (AED Training)

**Church Office Coordinator:** Naomi Hale 412-241-7334

**Other Emergency Contacts:** BCM Director, Amanda Taylor 412-352-4949

**Special Note** – If a medical emergency and civilian evacuation is necessary, use Shadyside Hospital if possible.

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

Updated: June 20, 2023

#### Section 1: Concept of Operations

1. Overall Responsibilities
  - Bethany has established a Safety and Security Director, Safety and Security Assistant Director, and a Safety and Security Threat Assessment Team (SSTAT). This group will provide planning and direction for Bethany's safety and security efforts.
  - The Pastor, Pastor's designee, Deacon Chair, Deacon's Chair designee, Deaconess Chair, Deaconess Chair designee, Safety and Security Director, Assistant Safety and Security Director, Trustee Chair, or Trustee Chair's designee may determine that an emergency or disaster situation exists that affects all or part of the church.
  - When a Proclamation of a Church State of Emergency has been issued, certain actions may be automatically prompted to reasonably ensure life safety and provide immediately required services. Actions may include:
    - a. Restricted access to Church
    - b. Church evacuation
    - c. Change in fiscal procedures
    - d. Change in personnel assignments
2. Once a Proclamation of a Church State of Emergency has been issued, only the Pastor, Deacon Chair, Safety and Security Director, or Assistant Safety and Security Director can issue a proclamation ending the Church state of Emergency, and shall do so as soon as the situation is deemed under control and there is no longer a need.

#### Section 2: Organization and Assignment of Responsibilities

1. **Actual Evacuation**

In the event of an emergency, it may become necessary to evacuate the Bethany Sanctuary and/or the Bethany Center. If this happens the evacuation will be communicated over the mass notification system and or fire alarm. In the event of the following events, evacuation may not be initiated; you may be asked to shelter in-place:

  - Civil Disorder
  - Chemical Spill outside of the facility
  - Severe Weather
  - Earthquake

**Rally Point** – Bethany's Rally point for both the Bethany Sanctuary and the Bethany Center is Bethany's gravel parking lot across the street from the church (*Unless otherwise changed due to a special situation*).

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

*Updated: June 20, 2023*

**Placards identifying Bethany's rally point will be placed in strategic locations throughout the sanctuary and the Bethany Center.**

Emergency Medical Services and other Emergency Personnel will coordinate all rescue activities once they arrive.

In the event that we need to evacuate the church, it must be determined if there may be church attendees who have special needs. Arrangements to meet these needs should be made.

#### 2. Natural Events

- **Snow and Ice Events**

Severe winter weather could affect church operations; therefore, the procedure below has been included.

- a. Trustees will address weather related issues as needed.
- b. The closing of the Church due to inclement weather is the responsibility of the Pastor or his designee.

**Special Note** – If the church is declared closed, this declaration applies to everyone. Opening the church for any function during the time that it is declared closed, requires special permission from the Pastor or his designee.

- **Fire**

If smoke or fire is discovered anywhere on Church grounds:

- a. Call 911 and pull the nearest fire alarm (If appropriate).
- b. Warn others as you leave.
- c. Do not use elevators. Use stairways to leave the building.
- d. Do not attempt to retrieve valuables.
- e. If you have someone in your area who is hearing impaired, sight impaired or mobility impaired, insure that the person is assisted from the building as necessary.
- f. Feel doors before opening. If the door is hot, **DO NOT OPEN**. Close doors and windows as you leave if safe to do so.
- g. Notify emergency responders of anyone trapped or any special conditions in the building.
- h. Remain about three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles.

Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Always stay between the fire and an exit.

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

*Updated: June 20, 2023*

Do not reenter the building once you have exited. If you are trapped, stay low to the floor as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect you from flames and smoke.

- **Elevator Failure**

If the elevator stops between floors or the doors will not open, use the elevator phone or alarm button to call for help.

Never attempt to pry open the doors or overhead hatch of a stopped elevator, such actions by unskilled personnel may result in injury or death. Specially trained elevator mechanics will take care of the problem.

#### **c. Medical Emergencies**

The closest hospital facility is UPMC Shadyside Hospital.

Do not move a seriously injured person unless there are life threatening injuries. Call 911. Render any first aid you are trained to perform until medical personnel arrives, and keep the person as calm and comfortable as possible.

Do not come into contact with blood or any other body fluids due to the risk of exposure to blood borne pathogens. Do not attempt to clean up a blood/bodily-fluid spill unless you are properly trained and equipped.

**Special Note** – Bethany will look into obtaining a defibrillator and Narcan... And train the appropriate people how to use them... And find a place for safe storage and easy access for trained users.

## Section 3: Emergency Response

### EVACUATION INSTRUCTIONS

Evacuation Plans below are for Fire, Gas Leak, and Bomb Threat,

#### **FIRE AND SMOKE EMERGENCIES**

Fire Mitigation - If you detect smoke and/or fire:

- Activate the manual fire alarm
- Notify everyone in the building to evacuate immediately
- Do not use elevator
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call)

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

*Updated: June 20, 2023*

- Give your name, telephone number, and location
- 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.

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

- 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 must quickly close it to protect yourself from oncoming smoke or fire
- Proceed to the ground level and outdoors
- Move at least 75 feet away from the building and beyond designated fire lanes. Follow instructions of church leaders and/or emergency personnel.
- 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 reenter the building until an all clear is issued by the Fire Department.

### GAS LEAKS

If you think you have a natural gas leak, go to a safe location and call 9-1-1 and your natural gas provider. Signs of a natural gas leak include:

- A “rotten egg” odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if leak has ignited
- Dirt or dust blowing from a hole in the ground
- Bubbling in wet or flooded areas.

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

*Updated: June 20, 2023*

#### Do's and Don'ts

- Alert others and leave the area immediately
- Call 911
- Do not use any electrical device, such as light switches, telephones or appliances such as garage door openers. They could spark and ignite the gas.
- Do not use an open flame, matches or lighters
- Do not try to locate the source of the gas leak
- Do not try to shut off any gas valves or appliances
- Do not start vehicles
- Do not re-enter the building or return to the area until a gas company employee says it's safe to do so
- If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.

#### Section 4: Intruder/Active Shooter Survival Tips

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 other appropriate emergency #'s
- Don't stay in open areas
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit
- 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



# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### Condensed Version (Edition 1-2)

*Updated: June 20, 2023*

- 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 if other victims 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 the intruder in the 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.

#### **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 church leaders:

- 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
- Is involved with domestic violence
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

**Special Note** – As of 5/2/23, Bethany is pursuing the purchase of a public address system that would service both the Bethany Sanctuary and the Bethany Center

# **EMERGENCY MANAGEMENT PLAN**

## **BETHANY BAPTIST CHURCH**

### **Condensed Version** *(Edition 1-2)*

*Updated: June 20, 2023*

#### **EXHIBIT A: Locations of Fire Alarms and Extinguishers**

##### **A. Bethany Center Fire Alarm Locations**

###### **1st Floor**

- Front Door on the right.
- End of Hallway near the door to the stairwell.
- Left of Back door to the Parking Lot.
- Gym--On Wall left of double doors to Cora St.
- Gym--On wall left of double doors to the Parking Lot.

###### **2nd Floor**

- On wall in Hallway by Room 200.
- On wall in Hallway to the left of Stairwell.

###### **Lower Level**

- On wall across from Pantry Storage.
- On wall to left of door to the back stairwell.

###### **Lower Level**

- On wall across from Pantry Storage.
- On wall to left of door to the back stairwell.

##### **B. Bethany Center Fire Extinguisher Locations**

###### **1<sup>st</sup> Floor**

- On wall in Lobby by door to Hallway.
- Gym--On floor to right of double doors to Cora St.
- Gym--on wall to right of double doors to Parking Lot.
- Kitchen--On wall to left of entrance door.
- Kitchen--On wall to left of storage door.

###### **2<sup>nd</sup> Floor**

- On wall by Water Fountain.

###### **Lower Level**

- Wall to right of elevator.
- On wall to left of door to the back stairwell.

##### **C. Sanctuary Fire Alarm Locations**

- On wall to the left of emergency door to the side of building.

# EMERGENCY MANAGEMENT PLAN

## BETHANY BAPTIST CHURCH

### **Condensed Version** (*Edition 1-2*)

*Updated: June 20, 2023*

- On wall to the left of emergency door at top of steps to side of building.
- On wall to the right of the exterior door

#### **D. Sanctuary Fire Extinguisher Locations**

- On the wall to the far right.
- On the wall to the far left.
- On the wall behind chairs for the Choir.
- On wall to left of double doors to the sanctuary
- Balcony--On the wall to the right.