
*“A prudent person foresees danger and takes precautions.
The simpleton goes blindly on and suffers the consequences.”*
Proverbs 22:3 (NLT)

The purpose of this document is to provide clear guidelines for the staff and congregation of Cumberland Community Church to prevent, respond to, and manage emergency situations. This plan recognizes that in a major emergency or disaster, professional emergency response personnel may not be immediately available, and that the church must be prepared to manage until professional assistance arrives (if applicable). The main objectives of this plan are to:

- Protect the life and safety of staff, volunteers, congregants, and all individuals who enter the campus.
- Provide a framework for staff and ministry leaders to respond quickly and effectively to emergency situations.
- Provide a safe environment across the entire church campus.
- Create awareness of the diverse emergency situations that can occur on or near the campus.

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FIRE OR EXPLOSION *CODE RED*

In the case of a fire or an explosion, the fire alarm will sound.

Everyone should quickly leave the building according to the emergency evacuation plans placed on the wall in each room. If one of the posted primary evacuation routes is blocked, take the designated alternate routes to exit the building.

Next Gen (Infants - PreK)

1. Each group leader will take their class roster with them to account for each student at the assembly area.
2. Each group will leave the classroom, walk to the rear of the large group area, and exit through the double doors. Groups will follow the sidewalk to the front of the building, then cross the parking lot to the front of Building 200 (*paved driveway on Church St*)
3. Infants should be placed in cribs; and each crib should be quickly rolled out to the assembly area.
4. Evacuation ropes should be used for preschoolers when exiting the building.
5. The leader who leaves the NextGen area last should survey the room and restroom before exiting to ensure no child is left behind and should turn off the lights and close the door (if applicable).
6. Each leader should model calmness to help facilitate a calm and quick exit for children.
7. Once everyone is gathered outdoors, the service coordinator will verify that each group has evacuated and has the correct number of children (as indicated by check-in).

Next Gen (Elementary - Building 200)

8. If there is a fire emergency in Building 300, kids and leaders in Building 200 will remain in their classrooms. Parents should pick up their elementary kids from their classrooms.
9. If there is a fire emergency in Building 200, grades K-2 will exit through the double doors attached to the accessibility ramp facing Building 300 and walk around to the paved area in front of Discovery Park.
10. Grades 3-5 will exit the classrooms to your right, and walk down the hallway through the double doors, then proceed to the paved area between building 100 and 200 (The Basement).
11. A member of the emergency response team will make an announcement in the auditorium to notify parents and give them instructions to pick up their children from the assembly area.

Next Gen - Middle School (The Basement)

12. If there is a fire emergency in Building 100 (The Basement), students and leaders will exit out of the nearest door and gather on the paved driveway along Church St.

Next Gen - High School (The Living Room)

13. If there is a fire emergency in Building 100 (The Living Room), students and leaders downstairs will exit out of the nearest door and gather by the storage shed (Building 500).
14. Students and leaders located upstairs should exit calmly and quickly down the staircase, exit out of the doors in the check-in area, and gather by the storage shed (Building 500).
15. Ministry director or appointed leader should ensure the building is clear before exiting.
16. Leaders should notify parents to come pick up their students from the assembly area.

Adult Worship

1. If there is a fire emergency during worship service (or any other large group gathering), a member of the emergency response team will take the stage to instruct congregants to evacuate the building. Congregants will quickly and calmly exit the auditorium according to the instructions on the evacuation plans located on the wall (house left front exit doors, house right front exit doors, back of auditorium exit doors).
2. All parents should report to the assembly area with their identification tag to pick up their children. (***paved area between the Barn and Building 200***).
3. A member of the emergency response team will leave the auditorium last to assist any physically disabled attendees, to survey the room and restrooms before exiting, and close the auditorium doors.

TORNADO / SEVERE WEATHER CODE GREEN

1. A member of the emergency response team will notify leaders that a severe weather alert is in effect and everyone should take cover.

Leaders in the auditorium will instruct attendees to remain in the auditorium. Attendees will be instructed to crouch in place on their knees (if they're able); and use their arms to cover their heads and necks.

2. Leaders in NextGen will count the children before leaving the classroom to their designated area. Once children are in the designated area, leaders will take roll and confirm each child is present.
 - **Building 300 (Babies):** Mother's room
 - **Building 300 (Toddlers - 3s/4s)**- remain in classroom (no windows)
 - **Building 300 (PreK)** - 2s/3s classroom
 - **Building 200 (K-2)** - exit classroom to the hallway
 - **Building 200 (3-5)** - exit classroom to the hallway
 - **The Basement (6-8)** - all students and leaders should remain in the basement away from windows
 - **The Living Room (9-12)** - all students and leaders should proceed to any room downstairs
3. Students will crouch on their knees with their heads against the wall (if applicable). When directed, students will use their arms to cover their heads and necks.
4. Leaders will be notified when the severe weather threat has passed.

ACTIVE SHOOTER/ INTRUDER *CODE SILVER*

1. If possible, a member of the emergency response team will communicate "*Code Silver*".
2. Everyone should remain calm.

For adults in the auditorium (if the intruder is in the lobby/or auditorium):

- If possible, a member of the emergency response team will instruct congregants to exit the building using both sets of double doors near the stage.
- If it's not possible to exit the building, attendees should remain silent and hide until the threat is over.

For kids and leaders in classrooms:

- If the threat is imminent, if possible quickly guide students to the double doors and exit the building.
- If it is not safe to exit the building, the leader will lock and/or block the classroom door.
- Kids will be instructed to find a place to hide.
- Kids will be instructed to remain silent until the threat is over.

For kids and leaders in a large group gathering:

- If possible, kids should be quickly guided to the double doors to exit the building
- If exiting the building is not possible, the group should be instructed to find a hiding spot
- Instruct students to remain silent until the threat is over

BOMB THREAT CODE BLACK

A **bomb threat** exists when a suspected bomb or explosive device has been reported, but not located. A bomb emergency exists if a bomb had been located, or a bomb has exploded.

Take the following actions:

Try to gain as much information from the caller as possible; such as:

- Detonation time
- Location of bomb(s)
- Type of bomb(s)
- Voice characteristics
- Background noises, such as: automobiles passing, noises, etc.
- Reason for bomb threat.

Report threat to 911, then immediately notify the business administration director.

If a suspicious package is found, DO NOT TOUCH IT.

- Account for people in the threatened area and evacuate (using the same evacuation routes listed in fire emergency).
- While moving people a safe distance from the buildings, caution them to stay clear of buildings and trash cans.
- Once out of the building, remain there until an ALL CLEAR signal is given.

BOMB EMERGENCY CODE BLACK

A **bomb emergency** exists when a bomb has been located, or a bomb has exploded.

Take the following actions:

(DO NOT TOUCH, MOVE, OR IN ANY WAY HANDLE A SUSPECTED EXPLOSIVE DEVICE)

- Cease any radio communications on site
- Call 9-1-1. The dispatcher will ask for information about the device. Police, fire and emergency medical services will be dispatched.
- Evacuate in a mannerly order, and stay clear of buildings and trash cans.
- Account for all people.
- Be aware of a potential second device-stay away from explosion area and buildings or vehicles.
- Once out of the building, remain there until an ALL CLEAR signal is given.

SERIOUS INJURY CODE BLUE

1. In the case of a serious injury, remain calm.

2. The group leader or staff member who identifies the serious injury will administer first aid and/or CPR; and if possible alert a member of the emergency response team.
3. Another appointed person or a member of the emergency response team will call 911.
4. Be prepared to give the 911 dispatcher, the following information:
 - Name and phone number
 - Location (3059 South Cobb Drive, Smyrna, GA 30080, Building XXX)
 - Number of people involved
 - Nature of injury or illness
 - If at all possible, stay on the line until help arrives.
5. Group leader or staff member who is not with the injured person (adult or child) should remove others from the scene (if applicable).
6. A member of the emergency response team will reach out to the injured person's emergency contact or the child's parent or legal guardian if they are not present. Do not attempt to give a medical diagnosis of the problem. State the facts of the incident and disclose what hospital the person was taken to.
7. A member of the emergency response team will wait with the injured person for EMS to arrive.
8. If the emergency was caused by an accident or injury, get appropriate information to complete an incident report to keep on file.

DEATH *CODE BLUE*

If the death of any individual occurs on campus, 911 should be called immediately. An appointed leader should meet emergency personnel and allow access to where the deceased is located. If the death occurs during a gathering, or among a group; an emergency response team member will assist in evacuation and clearing the area.

MISSING CHILD *CODE AMBER*

1. If a child is reported missing, a leader from Next Gen will notify someone from the emergency response team.
2. Emergency response team and appointed staff members will immediately search the building/campus for the missing child.
3. Parents and/ or police will be notified, if applicable.

When the child is found, he/she will be returned back to their group (if appropriate), or to their parent or guardian.

PHYSICAL / SEXUAL ABUSE *CODE PINK*

- If any individual is assaulted on campus or in immediate danger, dial 911.
- If you have received a disclosure of abuse of a minor, you have observed signs of abuse, or you have reasonable suspicion of abuse; you must report it immediately to either the Next Gen director, or to the executive director. Details of our reporting protocol can be found [here](#).
- If an adult member of the congregation discloses abuse from another congregant, encourage them to contact the police and file a report.

RESTRAINING/PROTECTIVE ORDERS

- If anyone on staff is made aware of an existing restraining order against a congregant or regular attendee; they should notify the business administration director or executive director.
- If we receive notification of an existing protective order that prohibits an individual from being on campus or in the vicinity of another individual; their information will be shared confidentially with the staff and emergency response team. If the person is observed on campus, notify the business administration director or executive director immediately.

CHILD CUSTODY ISSUES *CODE GRAY*

- Children should only be picked up from their classroom by the adult who dropped them off; or an adult who has been appointed by a parent. Every adult picking up a child should have the identification tag that was given at check-in.
- If a parent or guardian arrives to pick up a child; but does not have a tag and is not listed in Planning Center; the leader should notify the parent listed as the primary contact.
- If there is a dispute about who a child should leave with after service, or if a non-custodial parent becomes irate or combative and the custodial parent can not be reached, call 911 for assistance.

MENTAL HEALTH ISSUES *CODE PURPLE*

- **Non-urgent** (*Person expresses a need to talk to someone*): Gather contact information and/or provide the [intake form](#) for Cumberland Counseling Centers for follow up from a licensed therapist.

- **Urgent** (*Person seems to be in distress as indicated by tearfulness, excessive worry, or other behavior*): Get person to a private space with at least 2 people present until person is less distressed. Then gather contact information and/or provide the [intake form](#) for Cumberland Counseling Centers for follow up from a licensed therapist.
- **Emergent** (*Person's behavior potentially harmful to others or person expresses a desire to commit suicide*) : Call 911 or Call Georgia Crisis and Access Line at 1-800-715-4225 for telephonic assessment or for Mobile Crisis Team to come out for in-person assessment.

NATURAL GAS EMERGENCY CODE BROWN

If you smell gas, leave the area immediately, leave electrical devices alone and (if applicable) eliminate ignition sources. From a safe location contact 911 to report a natural gas leak, and contact the business administration director to notify him of the emergency. Provide all information to the fire department upon arrival. Do not re-enter the building until the Fire Department gives the all clear.

ENVIRONMENTAL EMERGENCY CODE BROWN

- Quickly evacuate the affected area. From a safe location, notify the Fire Department immediately by calling 911. Notify them concerning any chemical spill in the building and then call the business administration director. Those with knowledge of the incident need to be available to the Fire Department and/or emergency response personnel outside the building in order to answer questions. A description of what happened, where, when and the type of product(s) spilled will be extremely valuable. If possible, try to obtain the label from the product or container.

WATER INTERRUPTION / FLOOD

- In the event of a flood, we will evacuate and close the affected areas of the building. Flooding can cause great harm to the electrical equipment that serves the building and may disrupt the sanitary water supply. If there is a slow water leak (not considered a flood) in any building on campus, please inform the business administration director immediately.
- In the event of an actual flood:
 - We will evacuate the area to a dry and safe place.
 - Call 911 for the Fire Department.