



**First Congregational Church of Berkeley
United Church of Christ**

Emergency Procedures Manual

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Approved by: Council of the First Congregational Church of Berkeley

October 2018

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INTRODUCTION

The primary objective of this manual is to set forth emergency procedures, which will help to save lives and avoid injuries in the event of emergencies such as fires, earthquakes or an active shooter. The secondary objective of this manual is to minimize damage to church property and records. The manual describes the procedures to follow in case of an emergency during a worship service in the sanctuary, and assumes that Sunday School is in session. Please follow the guidelines in Appendix A for events held at FCCB by outside event organizers, such as concerts.

GENERAL DIRECTIONS

EMERGENCY TEAM

During an emergency, calm and order are important for ensuring the minimum harm and maximum efficiency in saving lives and avoiding injury. A team approach is taken, with clear roles and responsibilities which facilitate an orderly response to emergencies.

This manual describes the process to follow should an emergency occur during a worship service. When emergencies occur at other times, the senior staff person on site (if present) or the person designated by the special events organizer acts as the emergency leader, and follows the general principles described. The members of the emergency team are the Emergency Leader, Deputy Emergency Leader, Exit Captains, Runners and Sunday School Teachers.

Emergency Leader

The presiding FCCB minister is the Emergency Leader, with the Head Usher as their Deputy. Please see below under **Planning Ahead** for more details.

Deputy Emergency Leader

The Head Usher is the Deputy Emergency Leader. Before each Sunday service as the day's ushers report to duty, the Head Usher assigns emergency responsibilities through the distribution of usher name tags; the reverse side of the name tags describes the role of each particular usher. The Head Usher also ensures that critical phone calls are made to **911** or Berkeley Dispatch **(510) 981-5911**, and coordinates sharing of information among the Minister, Exit Captains, Runners, Teachers, and other members of the congregation.

Exit Captains

The ushers serve as Exit Captains. They receive directions from the Head Usher as to which exit they are responsible for. Their job is to keep the doors open and facilitate a swift and orderly evacuation from the building.

Runners

One or two of the ushers may be asked to be Runners. They are responsible for communicating emergency information to the Sunday School Teachers. If the number of ushers is limited, one usher may need to cover all classes. One Runner is responsible for communications with teachers and classes in the Pillar Room, Loper Chapel and the Tower Room. They also need to communicate with the pre-school class in Durant House. When an emergency has been announced, they should quickly go to their assigned area, visit each

Sunday School class to ensure the teachers are aware of the emergency, and assist them in responding appropriately. They may remind the teacher where they are to gather students, and to remember to bring the attendance clipboard with them and a pen. After they have checked with each class, they report back to the Head Usher on each classroom's status.

Sunday School teachers

Teachers serve as exit captains for their classes. In case of an emergency, they maintain calm within their class and provide direction. They should ensure an accurate list of those present. If they need to evacuate, they should take the attendance list with them and escort their class to the courtyard at First Presbyterian Church (diagonally across from FCCB). As parents arrive to pick up their children, the teacher should record that the child has been picked up.

Members of the Congregation

Members of the congregation will be expected to help those with special needs exit the building if evacuation is necessary, or help them protect themselves during an earthquake.

PLANNING AHEAD

RESPONSIBILITIES

Moderator

The Moderator is responsible for ensuring that church leaders and staff are aware of emergency preparedness protocols as described in this manual, including ensuring that the All Hazards Action Team is providing periodic training.

All Hazards Team

The All Hazards Team takes care of emergency planning details as described below. They:

- Provide annual usher training to the Head Ushers
- Brief them on this manual, with focus on their role in emergencies
- Ensure usher name tags have simple instructions on the back, describing their roles in responding to an emergency
- Provide training to church staff and Sunday School teachers on emergency protocols
- Arrange for appropriate equipment, signs, and coordination with local emergency responders, as appropriate
- Communicate with the congregation through appropriate means, such as through the Council, the Carillon, and through announcements during worship
- Arrange for periodic emergency drills, and
- Use feedback to improve the process.

Ushers

Head ushers keep ushers informed regarding their emergency responsibilities. On Sunday mornings, Head Ushers distribute name tags to ushers according to the key roles to be covered. Note that the nametags each include a role assignment and simple instructions on the reverse. Ushers, including the Head Ushers, should use the nametags, and be familiar with this manual and the process described herein. This will help all of us in an emergency.

Teachers

Teachers should take responsibility for their students by taking attendance at the beginning of each class, training the students so they're prepared in the event of an emergency, and remembering to bring the attendance roster with them during an emergency. This way they'll be able to help parents know that their children are well taken care of.

THE PROCESS

Annually: After the Annual Meeting in February:

- The **Moderator** ensures:
 - Council members are trained on emergency preparedness as described in this manual;
 - The **All Hazards Team or appropriate ministry team** fulfills its responsibilities for emergency preparedness, as described.
 - **Head Ushers** mail a letter to ushers, informing them of their responsibilities (see Appendix B for sample letter). The simple guidance letter clarifies their role in an emergency.
- As procedures change, the **All Hazards Team or appropriate ministry team** ensures key players are kept informed. Key players include the ministers and staff, including facility staff, All Hazards Team or appropriate ministry team members, Head Ushers and ushers, and Sunday School teachers. They will also keep the Church Council and the congregation informed. They may arrange for additional training and activities in support of emergency preparedness.

Weekly: Each Sunday morning, the **Head Usher:**

- Assigns ushers to the key roles in case of an emergency (Exit Captains, and Runners) Instructs the day's ushers in their assignments and associated responsibilities. These responsibilities are listed on the back of the usher badges.
- Ensures key roles are covered.

Sunday School teachers should take attendance at the beginning of class and ensure that they know where all children are at all times during the class.

Outside events: The Business Manager or his or her designated alternate is responsible for ensuring that users of the church facilities are informed regarding the emergency procedures described in this manual:

- The organizer/coordinator arranging and reserving the event shall provide the name and contact information of their designated Emergency Leader to the Business Manager's office.
- Prior to the event, a copy of this Emergency Procedures Manual shall be provided to the organizer/coordinator of the event. The designated Emergency Leader of the event will be responsible to identify and instruct the emergency team members.

Summary Table of Emergencies

Type of Emergency	Immediately Call	Action
Fire	911 or Berkeley Dispatch (510) 981-5911	Evacuate the building.
Earthquake	911 - If warranted	During shaking, as much as possible, have people in sanctuary duck and cover under pews and sturdy tables, protecting their heads. After shaking ceases, assess the situation to determine whether “shelter in place” or evacuation is the best option. If there is a gas smell, evacuation will be necessary. If evacuation is decided, the minister will communicate a safe assembly point.
Flood		Turn off all nearby electrical equipment. Identify source of water. Relocate everyone to an unaffected area.
Gas Leak	911, PG&E (800) 743-5000	Immediately evacuate any area where there is a smell of natural gas. DO NOT turn anything electrical ON OR OFF.
Bombs / Threats / Explosions	911 or Berkeley Dispatch (510) 981-5911	Assess area for anything suspicious. If any suspicious object is found, DO NOT TOUCH, MOVE, JOSTLE, etc. Evacuate area immediately.
Medical Emergency or Hazardous Material Spill	911 or Berkeley Dispatch (510) 981-5911	Administer first aid or CPR as needed.
Terrorism/Violence	911 or Berkeley Dispatch (510) 981-5911	Report nature of incident. Evacuate if possible.

Fire in the Building

1. Head Usher should call **911** or Berkeley Dispatch is **(510) 981-5911**.
2. Locate fire extinguishers and use, as appropriate.
3. The Minister requests ushers to report to their assignments, either as Exit Captains or Runners.
 - a. Exit Captains station themselves at the doors and assist in an orderly evacuation to the First Presbyterian Church. The Congregation helps those with special needs.
 - b. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should urge people to keep moving after they have left the building.
 - c. Runners are responsible to check with the Sunday School classes in the Pillar Room, Tower Room, Loper Chapel and Durant House to alert them of the situation, and ensure smooth evacuation and communications between the Head Usher and the Sunday School teachers. They should report back to the Head Usher when they have ensured all classes are evacuated as needed. Additional help may be needed to evacuate the Nursery in Loper Chapel.
4. Sunday School teachers should lead the children in an orderly fashion outside, bringing the attendance sheet with them.
 - a. Durant House classes should evacuate out the Durant Street exit, cross the street and proceed to the assembly point at First Presbyterian Church.
 - b. Classes in the main building should evacuate out the Dana or Durant Street exit, cross the street and proceed to the assembly point at the First Presbyterian Church.
 - c. Teachers should take attendance, ensuring that all children are present.
 - d. As parents pick up their children, they should sign them out on the attendance sheet.
5. Church facility staff should turn off the gas if appropriate.
6. Use fire extinguishers if practical.
7. Do not attempt to use fire hoses, except as a last resort
8. Those who are able should assist those who need help in exiting.
9. Do not re-enter the building until an "All Clear" is given.

Earthquake

During tremors:

1. Stay calm and quiet.
2. Small children in sanctuary should get under pews, if possible.
3. Sunday school teachers should direct children to safe locations, away from windows and falling objects, preferably under tables.
4. Adults in sanctuary should get down as they're able, as low as possible. Ideally they should be under the pews, but the important point is that they be below the level of the tops of the pew backs.

After tremors:

1. Head Usher should call 911 if it's warranted.
2. The Head Usher should send Runners to the Pillar Room, Loper Chapel and the Tower Room and a Runner to Durant House to check on Sunday school classes and report back.
3. After assessing the situation, the Minister may direct an evacuation to a safe location. Evacuation should be made in the direction where it has been determined there is the least hazard. Watch out, upon exiting, for falling bricks.
4. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should be stationed near each exit to keep people moving.
5. Those who are able to should assist those who need help in exiting.
6. The facility manager on duty should determine whether to turn off gas, electricity and water. The gas turn-off is in the parking lot near the Pilgrim Hall kitchen. The water turn-off is in the basement. The electricity turn-off is under the Hall of Entrance, next to the boiler room.
7. Assess for injuries. Administer first aid or CPR as needed. Utilize in-house doctors and nurses. Bring in outside medical help as needed.
8. Do not re-enter the building until an "All Clear" is given.
9. Emergency supplies (food, water and additional medical supplies) are located in storage bins in the Play yard, as well as a marine storage unit on the front steps of Durant House.

Flood

1. Turn off electricity in the affected area.
2. Identify source of water. Call EBMUD if the source is water pipes (510) 835-3000.
3. If the flooding is in a Sunday school classroom, the teacher should first evacuate the class to a safe place, and then alert someone to notify the Facility Manager on Duty.
4. Check for blocked drains. If drains are blocked, remove obstruction if it's easy to do, or gather help nearby, or have someone contact the Point Person on Duty.

Gas Leak

1. Areas where there is a smell of gas should be evacuated immediately.
2. The person who notices the smell should inform the office of the location and nature of the leak, and have them call the Point Person or Facilities Manager. If Point Person or Facilities Manager is not available, call 911 and PG&E (800) 743-5000.
3. If the leak is in a Sunday school classroom, and the students have been evacuated, the teacher should arrange to have the senior minister notified and told the location of the children. The minister should then make an announcement to the congregation, so the parents are informed, and know where to find their children. Other Sunday school teachers should also be notified, as well.
4. DO NOT turn anything electrical ON OR OFF – either of these actions can cause sparking.
5. Do not start or operate cars in the vicinity of a gas leak.
6. Do not re-enter the building until an "All Clear" is given.

Bombs/Threats/Explosions

1. If you receive a phone call with a bomb threat, notify 911. Provide 911 as many specifics as possible (exactly what was said, describe the caller, time, etc.).
2. Evacuate as directed by Church staff.
3. As above, Runners should be sent to alert teachers of the situation, and provide direction.

4. At direction of Minister, ushers assess area for anything suspicious. If any suspicious object is found, DO NOT TOUCH, MOVE, JOSTLE, etc.
5. Assess for injuries. Administer first aid or CPR as needed. Bring in outside medical help as needed.
6. Do not re-enter the building until an "All Clear" is given.

Medical Emergency

1. Call 911 or Berkeley Dispatch **(510) 981-5911**.
2. Assess situation. Ask for doctor in attendance to identify themselves. Administer first aid or CPR as needed.
3. If poisons are involved, call Poison Control Center, 800-876-4766.
4. Stay with persons involved in medical emergency until emergency personnel arrive.
5. Notify a friend or family member if appropriate.

Hazardous Material Spill

1. If someone detects a spill of hazardous material, have them call 911 or Berkeley Dispatch **(510) 981-5911**. The 911 operator or Dispatcher may put the caller in touch with appropriate authorities, depending on the nature of the material. Proceed as directed by authorities.
2. Have the facility manager turn off any ventilation systems that are in operation, to avoid spreading toxic vapors.
3. Depending on the location of the spill, teachers should calmly but quickly move the children away from the location of the spill and upwind of it.
4. If people have been exposed to poisonous materials, call Poison Control Center, 800-876-4766.
5. Clear non-essential personnel from the area.
6. Put up Caution Tape or other indication that people should keep away.
7. Do not re-enter the area until an "All Clear" is given.

Terrorism/Violence

1. People aware of an incident of terrorism or violence should call 911 if possible with as much specific information as possible. The emergency responders will best be prepared if they know the nature and specifics of the situation.
2. Follow the same principles as above, with the Minister directing the ushers as appropriate.
3. Anyone who is able to leave the area should do so.
4. Do not re-enter the area until an "All Clear" is given.

APPENDIX A: Emergency Procedure Guidelines for Special Events at FCCB

For groups of twenty-five or larger the event organizer/coordinator is responsible for emergency planning related to their event. They are encouraged to review the FCCB Emergency Procedures Manual and use those practices that work for their circumstances.

Emergency Leader: FCCB recommends that each event organizer designate an Emergency Leader. The Emergency Leader is in charge, and:

- directs the audience and performers to take appropriate actions,
- directs someone to make necessary communications (phone calls, etc.) with the police, fire department, and the church Point Person on Duty, and
- decides the appropriate action to take in an emergency (evacuate in case of fire; drop, duck, cover in earthquake, etc.)

The Emergency Leader may want to establish an emergency team to facilitate an efficient response to an emergency. They must ensure adequate communications with all affected parties.

Exit Captains: The Emergency Leader may designate Exit Captains to keep the doors open and facilitate an orderly evacuation from the building.

Runners are ushers who go to remote locations (if any are being used) to ensure adequate communications, including coordination with the Point Person.

Audience / Performers: If you're sitting near someone who might need help, offer to help escort them out. If your help isn't needed, it will help all if you focus on evacuating, paying attention to what's happening around you.

Process:

1. At the beginning of the event, someone must point out emergency exits to the audience, and give appropriate instructions.
2. Emergency Leader takes charge of the Emergency, sends someone to call 911.
3. Minister directs Ushers / Exit Captains to their stations:
4. Exit Captains keep paths clear and "traffic" moving as appropriate.
5. Runners go check on remote locations and report back.
6. All evacuate nearest exits, as long as not going towards hazard.
7. Convene in parking lot and play yard (children).
8. Await further direction from Emergency Leader.

In other types of emergencies, like an earthquake, everyone should remain where they are until further directed by the Emergency Leader.

APPENDIX B: Sample Letter to Ushers Regarding Emergency Procedures

[Date]

Dear Usher,

FCCB seeks to be better prepared in the event of an emergency, and we'd like your support. The All Hazards Team has approved an Emergency Procedures Manual, and shared it with the Church Council and staff. In our emergency protocols, ushers are key players in facilitating an orderly response to an emergency. The presiding minister serves as the Emergency Leader, the Head Usher is the Deputy Emergency Leader, and you, the ushers, have the important job of guiding people to safety. Here's what we'll ask you to do:

When you report in to usher, you'll be given an Usher badge, as usual. On the back of the badge, you'll notice your role for that day, should there be an emergency. Ushers have one of the following roles, with the associated responsibilities:

USHERS:

Exit Captains

- Get assigned exit by Head Usher
- Keep doors open
- Facilitate orderly evacuation from the building (*out of the sanctuary, across the street to the First Presbyterian Church.*)

Runners (or fast walkers) In the event of an emergency:

Coordinate with teachers and classes in the Pillar Room, Tower Room and Durant House.

- When emergency announced, quickly go to your assigned part of the building
- Ensure teachers are aware of the emergency & responding appropriately.
- Remind teacher where to gather students, and have them bring attendance clipboard and pen.
- After all classes have been alerted, report back to Head Usher on their status.

During an evacuation, all Exit Captains will insure that people continue to the assembly point after exiting the building to prevent blocking of the doors.

Sincerely,

All Hazards Team

APPENDIX C: Emergency Planning - Individual Responsibilities

Emergency Planning - Usher Responsibilities

Every Sunday the Head Usher assigns the other ushers a role of Exit Captain or Runner.

Fire Evacuation

1. Head Usher should call **911** or Berkeley Dispatch at **(510) 981-5911**.
2. Locate fire extinguishers and use, as appropriate.
3. At the direction of the Minister:
 - a. Exit Captains station themselves at the doors and assist in an orderly evacuation to the First Presbyterian Church. The Congregation helps those with special needs.
 - b. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should urge people to keep moving after they have left the building.
 - c. Runners are responsible to check with the Sunday School classes in the Pillar Room, Tower Room, Loper Chapel and Durant House to alert them of the situation, and ensure smooth evacuation and communications between the Head Usher and the Sunday School teachers. Runners should report back to the Head Usher when they have ensured all classes are evacuated as needed.
4. Secure the scene and do not allow reentry until the Minister gives the "All Clear."

Earthquake

During tremors stay calm and quiet. Seek cover under a table or in a corner away from glass or things that could fall. Cover your head and neck.

After tremors:

1. Head Usher should call 911 if it's warranted.
2. The Head Usher will send a Runner to the Pillar Room, Loper Chapel and the Tower Room and a Runner to Durant House to check on Sunday school classes and report back.
3. After assessing the situation, the Minister may direct an evacuation to a safe location. Evacuation should be made in the direction where it has been determined there is the least hazard. Watch out, upon exiting, for falling bricks.
4. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should be stationed near each exit to keep people moving.
5. If evacuated, secure the scene and to not allow reentry until the Minister gives the "All Clear."
6. Emergency supplies (food, water and additional medical supplies) are located in storage bins in the Play yard, as well as a marine storage unit on the front steps of Durant House.

Emergency Planning - Sunday School Teacher Responsibilities

Sunday School teachers must be familiar with at least two evacuation routes from their classrooms. They should also review their classrooms for possible hazards and safe areas in case of an earthquake.

Fire Evacuation

As directed by an Usher, Sunday School teachers should lead the children in an orderly fashion outside, bringing the attendance sheet with them. If there is a clear need to evacuate, do not wait for direction from an Usher but leave immediately.

1. Durant House classes should evacuate out the Durant Street exit, cross the street and proceed to the assembly point at First Presbyterian Church.
2. Classes in the main building should evacuate out the Dana or Durant Street exit, cross the street and proceed to the assembly point at the First Presbyterian Church.
3. Teachers should take attendance, ensuring that all children are present.
4. As parents pick up their children, they should sign them out on the attendance sheet.

Earthquake

During tremors:

1. Stay calm and quiet.
2. Sunday school teachers should direct children to safe locations, away from windows and falling objects, preferably under tables.

After tremors:

3. After assessing the situation, the Minister may direct an evacuation to a safe location. Evacuation should be made in the direction where it has been determined there is the least hazard. Watch out, upon exiting, for falling bricks.
4. Assess for injuries. Administer first aid or CPR as needed. Utilize in-house doctors and nurses.
5. If evacuated, do not re-enter the building until an "All Clear" is given.
6. Emergency supplies (food, water and additional medical supplies) are located in storage bins in the Play yard, as well as a marine storage unit on the front steps of Durant House.

Emergency Planning - Congregation Responsibilities

In all situations, the Congregation must remain calm and follow the directions of the Ministers and Ushers. The Congregation helps others who need assistance.

Fire Evacuation

1. The Minister calls for an evacuation and requests ushers to report to their assignments, either as Exit Captains or Runners.
 - a. Exit Captains will station themselves at the doors and assist in an orderly evacuation to the First Presbyterian Church.
 - b. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should urge people to keep moving after they have left the building.
2. Those who are able should assist those who need help in exiting.
3. Do not re-enter the building until an "All Clear" is given.

Earthquake

During tremors:

1. Stay calm and quiet.
2. Small children in sanctuary should get under pews, if possible. Adults in sanctuary should get down as they're able, as low as possible. Ideally, they should be under the pews, but the important point is that they be below the level of the tops of the pew backs.

After tremors:

3. After assessing the situation, the Minister may direct an evacuation to a safe location. Evacuation should be made in the direction where it has been determined there is the least hazard. Watch out, upon exiting, for falling bricks.
4. When exiting, it is imperative that those who have already exited keep moving away from the building, to allow room for those who have not yet exited. Ushers should be stationed near each exit to keep people moving.
5. Those who are able to should assist those who need help in exiting.
6. Assess for injuries. Administer first aid or CPR as needed. Utilize in-house doctors and nurses.
7. If evacuated, do not re-enter the building until an "All Clear" is given.