



INTRUDER / ACTIVE THREAT

Trigger

- Suspicious person, weapon sighting, violent behavior, or confirmed active threat

Immediate Action (Priority: Life Safety)

- **Call 911 immediately if a suspicious person is:**
 - Trying to enter cars/building
 - Peering into windows or aggressively testing doors
 - Acting aggressively, erratically, or threatening
 - Carrying a weapon (or appears to be)
 - Following someone or refusing to leave private property
 - Creating a situation where you feel unsafe right now
- **DO NOT CALL 911 if someone is:**
 - Just walking around, loitering, or sitting
 - Knocking on doors without being aggressive
 - Appearing unfamiliar but not doing anything harmful
 - Possibly lost, unhoused, or waiting for someone. In those situations, 911 can be excessive and may escalate something unnecessarily.

Primary Response: RUN / HIDE / DEFEND

Evacuate (RUN) if safe:

- Move away from threat
- Exit building and proceed to designated assembly area
- Know / be aware of all exit doors

Lockdown (HIDE) if evacuation is unsafe:

- Lie down between / under chairs as possible or behind sacristy if in sanctuary
- Lock doors immediately
- Turn off lights
- Silence phones
- Barricade entry points using doorstops, furniture, etc.
- Stay out of sight

Last resort (DEFEND):

- Only if directly confronted and no escape is possible

Leadership Roles

- **Incident Leader (Pastor/Safety Team Leader):** initiates lockdown or evacuation
- **Safety Team:** secures areas, communicates instructions
- **Ushers/Volunteers:** guide congregation, assist children and vulnerable individuals

Communication

- Verbal command: "LOCKDOWN" or "EVACUATE"
- Use PA system if available
- Do NOT activate fire alarm unless fire is present
 - (Activating a fire alarm during an active shooter situation is dangerous because it forces people out of secure, locked areas into hallways, making them easy targets for the gunman. It triggers fire evacuation protocols rather than protective lockdown procedures, creates chaos, hinders police response, and can be used by shooters to lure victims)

Special Considerations

- Children's areas: lock doors, keep children low and quiet
- Do not open doors for anyone until cleared by law enforcement

All-Clear

- Only law enforcement gives all-clear
- Begin accountability check (staff, volunteers, attendees)

FIRE / EVACUATION

Trigger

- Fire, smoke, alarm activation, or smell of burning

Immediate Action

- **Call 911**
- **Evacuate Immediately**
 - Activate fire alarm (if not already sounding)
 - Exit using nearest safe exit

Evacuation Procedure

- Follow posted exit routes
- Ushers direct flow and prevent bottlenecks
- Assist those with mobility needs

Assembly Areas

- Pre-designated outdoor location(s) away from building
- Stay clear of emergency vehicle access points

Leadership Roles

- **Incident Leaders (Pastor/William (Bill) Blackwell):** confirms evacuation
- **Safety Team:** checks rooms if safe to do so
- **Children's Ministry Leaders:** bring rosters and account for all children

Critical Rules

- Do NOT re-enter building for any reason
- Close doors behind you (limits fire spread)

After Evacuation

- Conduct headcount/accountability
- Report missing persons to fire department

Preparedness Notes

- Maintain fire extinguishers and alarms
- Conduct periodic drills

TORNADO / SEVERE WEATHER

Trigger

- Tornado warning, sirens, or confirmed sighting

Immediate Action

- **Shelter in Place**
- **Move to Designated Safe Areas**
 - Interior rooms/hallways/bathrooms
 - Away from windows and large-span roofs

Positioning

- Sit or kneel facing interior wall
- Cover head and neck (arms, bags, or cushions)

Leadership Roles

- **Incident Leader:** initiates shelter protocol
- **Safety Team:** directs movement to safe zones
- **Children's Leaders:** maintain group control and calm

DO NOT

- Do not leave building
- Do not gather in sanctuary or large open rooms

Communication

- Clear verbal instruction: "TORNADO SHELTER NOW"
- Continue updates as information is available

After the Storm

- Watch for hazards (debris, gas leaks, structural damage)
- Prepare for secondary emergencies (injuries, fire)

Preparedness Notes

- Identify and label shelter areas in advance
- Train congregation on locations

MEDICAL EMERGENCY

Trigger

- Injury, illness, collapse, or unresponsive person
 - Most common emergencies:
 - Health Conditions: Stroke, Heart attack, Low blood sugar, Seizure
 - Trauma: falls, weather conditions, assault
 - Mass casualty

Immediate Action

- Call 911

Primary Response

- Stay with the individual
- Do not move them unless necessary for safety

If Trained Personnel Available

- Begin CPR/AED if needed
- Provide first aid within scope of training
- **Response-Single Patient**
 - Assessment – Experienced healthcare member
 - Paramedic, EMT, Physician, Nurse
 - Family member(s)
 - Treatment
 - AED, tourniquet, pressure bandage
 - Splint, support, wheelchair
- Multiple-Patient
 - Triage by most experienced
 - Safe area – depends on incident, one way patient flow
 - Side Rooms – multiple victim scenario

Leadership Roles

- **Medical Lead (trained volunteer/staff):** directs care
 - Mike Danenberg
 - Lisa Danenberg
 - Shirley Norton
- **Runner:** retrieves AED/first aid kit
- **Greeter/Ushers:** guide EMS to location

Critical Equipment

- AED (Automated External Defibrillator) located in Narthex of main church building and lobby of Education building
- First aid kits (clearly marked locations)

Information to Provide EMS

- Nature of emergency
- Age/condition of individual
- Care already provided

Crowd Management

- Keep area clear
- Maintain privacy and calm

After Incident

- Document incident
- Follow up with individual/family

Preparedness Notes

- Train volunteers in CPR/AED
- Maintain updated emergency contacts

IMPORTANT NUMBERS:

Building Maintenance/Coordinator:	Jon Jaeger – (904) 910-1632
Pastor:	Rebecca Craig - (308) 233-2289
Medical Response Lead:	Mike Danenberg – (904) 885-8066
Emergency Response Team Lead:	Bill Blackwell - (941) 286-8435
Emergency Response Team Members:	Danny Nichols - (904) 228-0804