

LIFE-THREATENING INJURY, ILLNESS OR DEATH



- **Check:**
 - Have someone seek out CCC staff member or lead volunteer
 - Initiate first aid if you are trained to do so.
- **Call 911: (Poison Control 1-800-222-1222)**
 - Give address-4400 55th Street NW
 - Give closest exterior door # location [[See building map attached to the back of this packet](#)] so responding personnel know what door to use.
 - Send person(s) to parking lot to meet responding personnel when they arrive and direct them to the victim.
- **Care:**
 - Send someone to retrieve the AED [located by Kingdom Kids office or Auditorium entrance].
 - Follow instructions on the AED.
 - Have someone seek out medical personnel in the building.
 - Help stop bleeding.
 - Protect yourself from bodily fluids by using gloves located in the first aid kits.
 - Apply pressure to the wound and elevate to stop or slow bleeding.
 - Comfort the victim and offer reassurance that medical attention is on the way.
 - After immediate medical needs have been cared for, remain to assist emergency medical personnel with pertinent information about the incident.
 - Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
 - If possible, isolate the affected individual. Disperse onlookers and keep others from congregating in the area.

NON-LIFE-THREATENING INJURY OR ILLNESS

For all non-life-threatening illnesses and injuries, contact a Christ Community Staff member, Director of Administration, or lead volunteer.

MEDICAL EMERGENCY/ FIRST AID

If staff, a volunteer or member observe a suspicious person entering or within the building:

- Ask someone to accompany you when approaching an “intruder”.
- Notify others that you are going to approach an individual and have them observe from a distance.
- Politely greet the person and identify yourself. Ask, “Can I help you?”
- Ask him/her the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If the person’s purpose is in question, they appear intoxicated, or are acting suspiciously, ask the person to leave. Accompany him/her to the exit.
- When in doubt, have someone call 911.

If the person refuses to leave:

- Call 911, giving full description of the person.
- Give closest exterior door # location [[See building map](#)] so responding personnel know what door to use.
- Walk away from the person if there is an indication of violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- Be aware of the person’s actions (where the person is located in building, if he/she is carrying a weapon or backpack/package, etc.)
- Alert others in the building.

Should the situation escalate quickly, the Director of Administration, other CCC staff, or lead volunteer may decide at any time to initiate Lockdown Procedures!

SUSPICIOUS PERSON

If members, visitors, volunteers or staff are aware of a weapon brought into the building:

- Immediately notify the Director of Administration, CCC staff member or a lead volunteer.
- Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Stay calm.
- DO NOT call attention to the weapon.

Director of Administration, CCC staff member or lead volunteer:

- Call 911 to report that a weapon is suspected in the building.
- Give closest exterior door # location [1 through 7] so responding personnel know what door to use.
- Consider the safety of other persons in the area. Move persons to other areas of the building if necessary.
- Notify other leaders or staff of the threat.

Should the situation escalate quickly, the Director of Administration, other CCC staff, or lead volunteer may decide at any time to initiate Lockdown Procedures!

WEAPONS

Lockdown procedures will be used in situations that may result in harm to persons inside the building, such as intruder, shooting, trespassing, and disturbance or at the discretion of the Director of Administration, CCC staff member or a lead volunteer. The Director of Administration, CCC staff member or lead volunteer will determine if law enforcement and medical support are to be notified. There are two types of lockdowns:

Stay Put Lockdown- The threat is OUTSIDE of the building. The Director of Administration or CCC staff member will communicate “This is a Stay Put Lockdown”.

- Bring people inside.
- Ensure all exterior doors are locked.
- Staff and volunteer leaders move all people into interior rooms without windows.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Keep students away from windows.
- Utilize emergency backpacks located in each classroom to keep students calm and quiet.
- Report any missing persons to the Director of Administration, CCC staff member or a lead volunteer.
- Do not allow persons out of the rooms/spaces until the “All clear” communication is given.

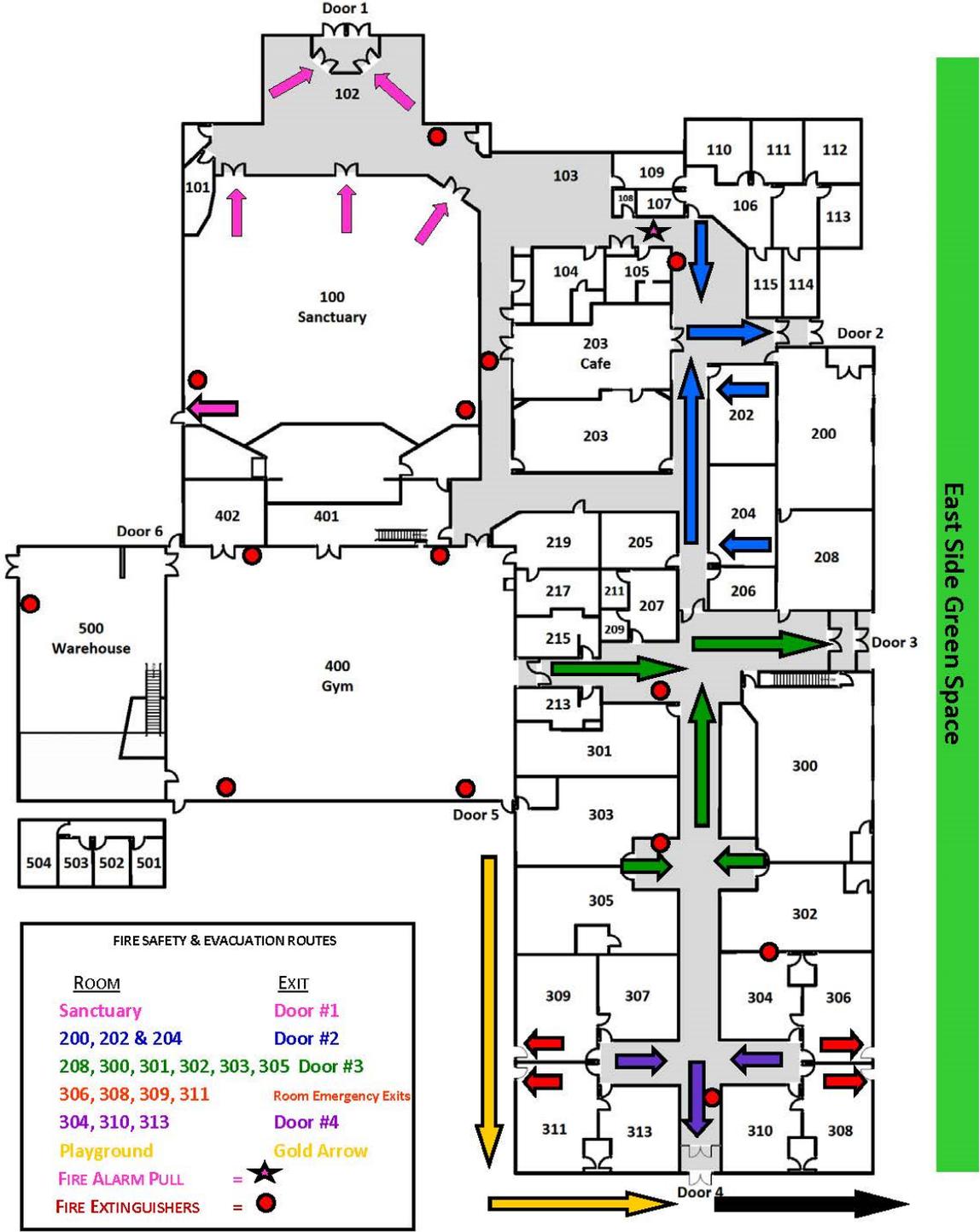
Duck and Cover Lockdown – The threat is INSIDE of the building. The Director of Administration or CCC staff member will communicate “This is a Duck and Cover Lockdown”.

- Immediately direct all members, visitors and staff into the nearest classroom or secured space. People outside the building SHOULD NOT ENTER the building.
- Move outside activities to the primary evacuation site – far west grassy area.
- Lock or block classroom doors with tables or other furniture to prevent entry.
- Cover door windows with paper or other coverings.
- Turn off lights.
- Move people out of sight of any doors and windows.
- Utilize emergency backpacks located in each classroom to keep students calm and quiet.
- Duck and cover and remain silent.
- Nursery staff gather children in either the nursery bathroom or nursing room.
- Silent cell phones and do not make cell phone calls or send text messages.
- DO NOT lock exterior doors.
- DO NOT respond to anyone at the door until the “ALL CLEAR” is communicated.
- IGNORE all fire alarms, sprinkler systems or other such alerts.
- The Director of Administration, CCC Staff member or a lead volunteer will communicate the “ALL CLEAR” and provide direction on how to proceed next.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

LOCKDOWN PROCEDURES

EVACUATION AND RELOCATION MAP



The Director of Administration, CCC Staff, a lead volunteer or an emergency official initiates evacuation procedures.

Evacuation routes may be specified according to the type of emergency and may need to be changed for safety reasons. See the following map of building EXIT's. Evacuees must not be allowed to congregate in parking lots.

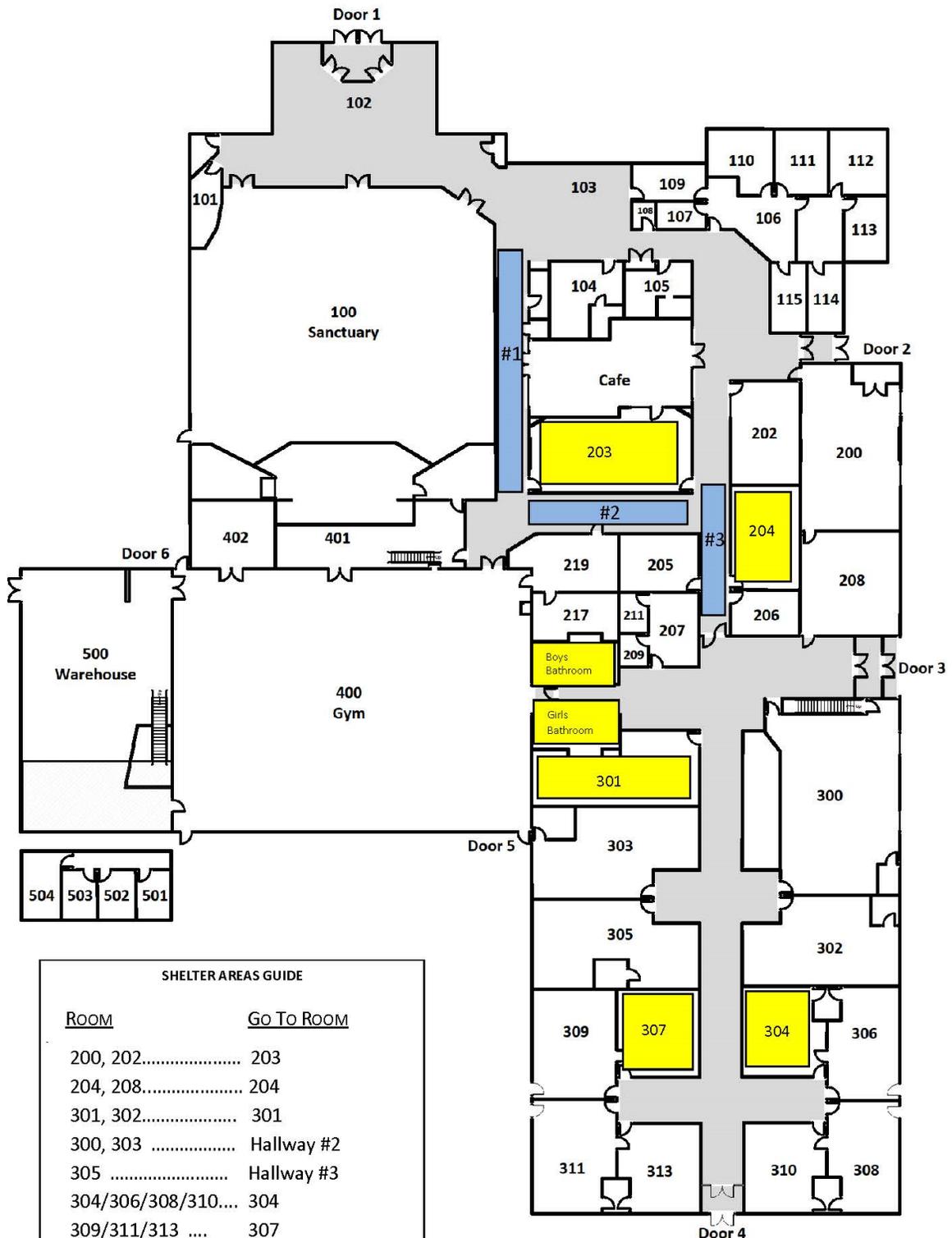
- **Bombs:** The Director of Administration, CCC Staff member or a lead volunteer notifies occupants of evacuation route dictated by known or suspected location of a device.
- **Fire:** Follow primary evacuation routes unless blocked by smoke or fire. Know the alternate route.
- DO NOT lock doors when leaving.
- CCC Staff, lead volunteer and teachers take attendance after evacuation. If no attendance sheet or roster is available, try to identify any missing persons and notify emergency personnel immediately.

Relocation:

- The Director of Administration, CCC Staff, lead volunteer or emergency official determines whether members, visitors and staff should be evacuated to the far west grassy area.
- Staff, volunteer leads and teachers remain with children until they are safely returned to the church or are released to their parents or another authorized adult.
- Kingdom Kids students will relocate to the Cottagewood Administration Building

EVACUATION AND RELOCATION

SEVERE WEATHER SHELTER SPACES



SHELTER AREAS GUIDE	
ROOM	Go To ROOM
200, 202.....	203
204, 208.....	204
301, 302.....	301
300, 303	Hallway #2
305	Hallway #3
304/306/308/310....	304
309/311/313	307
Warehouse.....	Warehouse

Tornado/severe thunderstorm WATCH has been issued in an area near the building:

- Monitor emergency alerts. Weather radio located in KK office.
- Bring all persons inside the building.
- Close windows.
- Review severe weather drill procedures and location of Shelter Areas within the building.
- Review “drop and tuck” procedures with members, visitors and students.

SHELTER AREAS

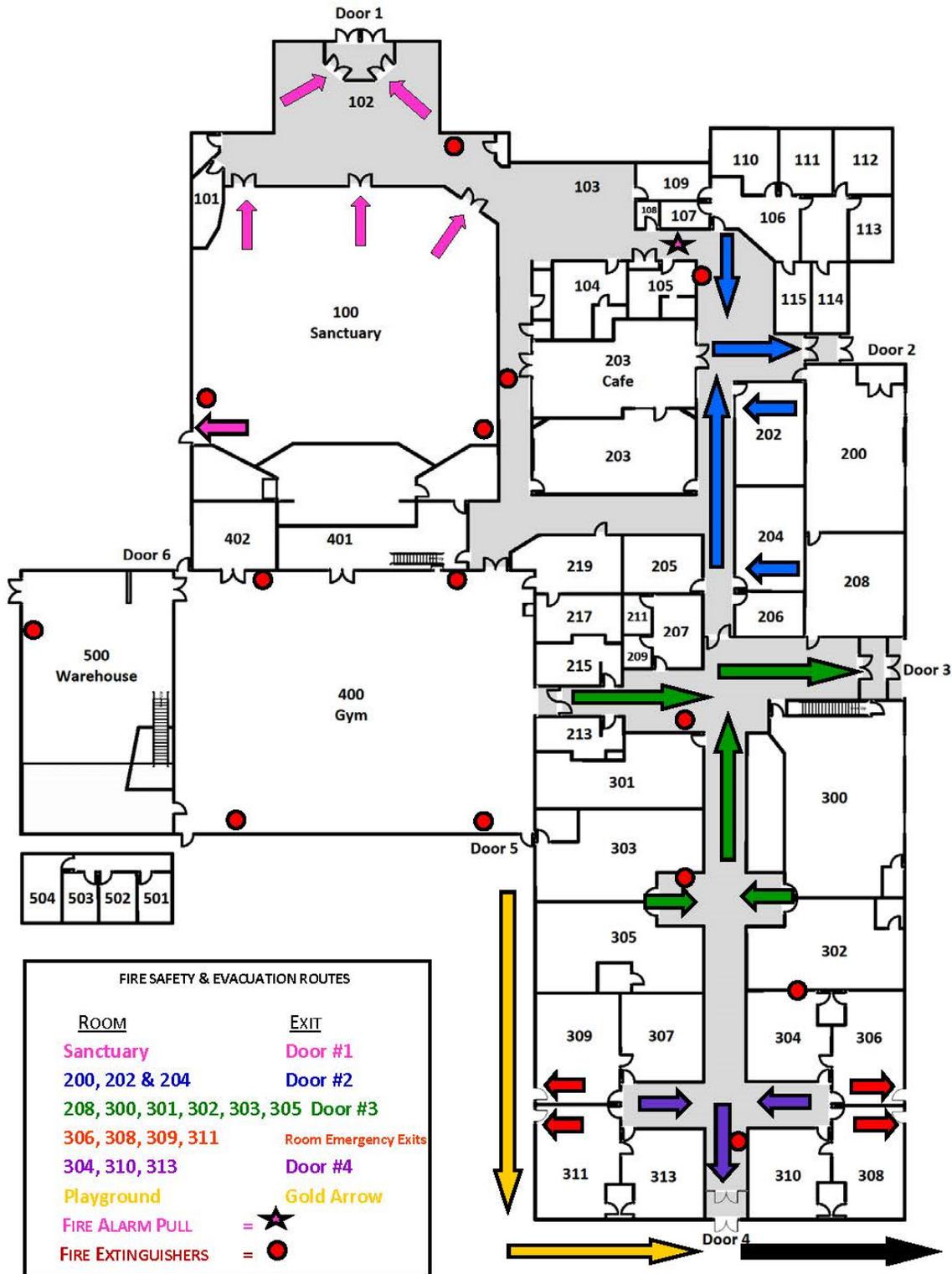
Tornado shelter areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings or glass. See following map of shelter spaces. Yellow classrooms and Blue hallways are shelter areas.

Tornado/severe thunderstorm WARNING has been issued in an area near the building:

- Move members, visitors, and staff to designated Shelter Areas within the building.
- Close all doors.
- Staff, volunteer leads and teachers take attendance.
- Ensure that everyone is in the “tuck” position.
- Remain in the Shelter Area, including after normal dismissal time for any activity until weather warning expires or emergency personnel have issued an ALL CLEAR.

SEVERE WEATHER

FIRE PROCEDURES MAP



East Side Green Space

In the event of a fire, smoke from a fire, or detection of a gas odor:

- Notify the Director of Administration, CCC staff member or a lead volunteer who will notify building occupants the building is to be evacuated.
- There is one emergency pull station near the Church Office.
- Evacuate members, visitors and staff to the designated areas. All people will be reunited in the designated area – away from the building.
- Follow primary building evacuation routes whenever possible. Follow an alternate route if the primary route is blocked or dangerous.
- Staff and volunteer leads take class rosters with them when available and shall take attendance.
- Report missing members, visitors and staff to Director of Administration or emergency responder immediately.

Director of Administration or CCC staff designate:

- Call 911
- Initiate evacuation process.
- Notifies persons that the emergency has been terminated and it is safe to re-enter the building.

See following map of Fire Extinguisher locations and building EXIT's.

FIRE PROCEDURES

TELEPHONE THREAT CHECKLIST

DATE: _____ TIME: _____ CALL ENDED: _____

Exact words if threat:

Ask Caller:

Where is the bomb located? _____

When will it go off? _____

What does it look like? _____

What kind of bomb is it? _____

What will make it explode? _____

Did you place the bomb? _____ Why? _____

What is your name? _____

Information about the caller:

Estimated age and gender _____ Familiar voice? _____

Other points _____

Circle any that apply:

Angry Accent Calm Clearing throat Crackling voice Deep Rapid Deep
breathing Lisp Stutter Loud Wellspoken/Educated Excited Soft Raspy
Incoherent Message read Taped Irrational Profane Laughter

Circle any that apply:

Office Machinery Factory Machinery Animal noises House noises Kitchen noises
Street noises Conversation Music Children

OTHER INFORMATION: _____

Procedures upon receiving a bomb threat:

- All bomb threats must be taken seriously. It is the responsibility of local authorities to assess bomb threats to determine credibility.
 - **By Phone Call:** Complete the following *Telephone Threat Checklist on the back of this page*.
 - **By Written Note:**
 - Preserve the evidence
 - Notify the Director of Administration, CCC Staff Member or a lead volunteer.
 - Notify law enforcement.
- Any suspicious devices or packages should be pointed out to emergency responders. Do Not Touch.
- If a decision is made to evacuate, notify all occupants of the building. DO NOT USE CELL PHONES, RADIOS, or FIRE ALARM SYSTEM because of risk of activating a device. Instead verbally notify all occupants.
- When evacuating, leave everything as is. Leave room doors unlocked. Staff and volunteer leaders take class roster or attendance sheet when available.

Media Contacts (During/After Emergencies):

Pastor Greg Loy, Pastor of Adult Ministries
(507) 282-5569

Steve Wernimont, Director of Operations
(507) 282-5569

*Please do not make any statements to the media about emergency events, media should be directed to the **Main Office** number above.*

CCC Leadership will assess the situation to determine the need for post-crisis interventions for staff, members, children and all others who may be impacted by the traumatic event. Intervention may include the following:

- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish normal routines.
- Provide defusing sessions for all involved as quickly as possible after the emergency. Defusing should only be conducted by trained individuals.
- Conduct critical-incident stress debriefing two to four days after the emergency. CISD should only be conducted by trained professionals.
- Provide access to grief counseling by trained professionals.
- Provide ongoing support as necessary for staff and members and their families.
- Provide follow-up referral for assessment and treatment if necessary.

**MEDIA CONTACTS & POST-CRISIS
INTERVENTION**

55TH STREET NW



BUILDING MAP