


PACIFIC UNION

# Emergency Planning for Education

November 9, 2022


[www.adventistrisk.org](http://www.adventistrisk.org) | ...our ministry is to protect your ministry

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# Partnering With You

**Our Ministry:**  
We protect the ministries of the Seventh-day Adventist® Church  
with insurance and risk management solutions.



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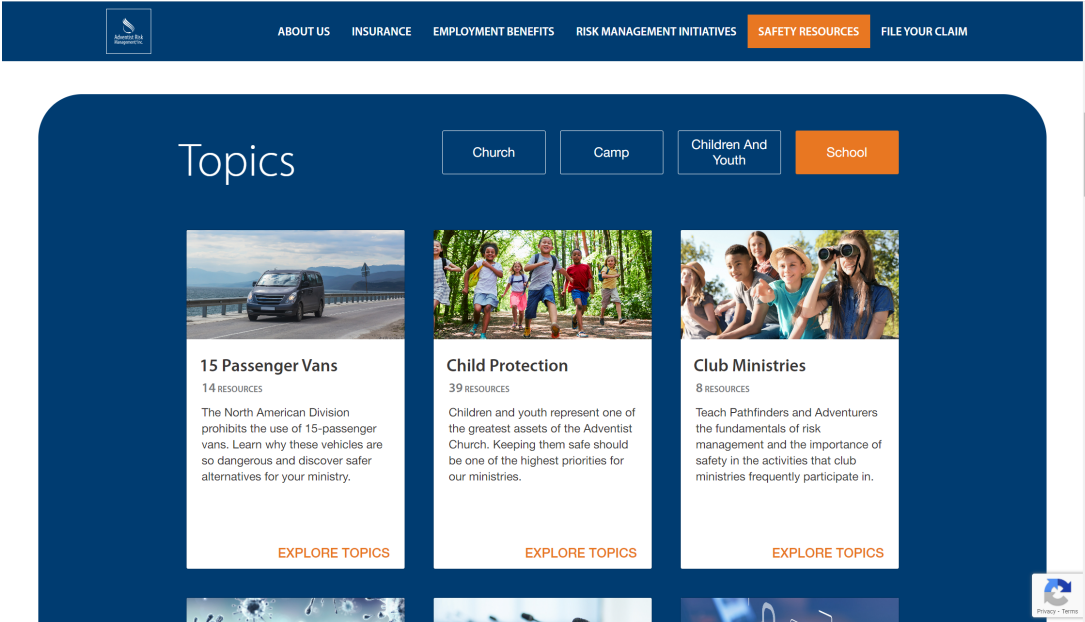
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# Goals

- 1 Protect the name and mission of our school
- 2 Keep our staff, students, volunteers, and guests safe
- 3 Build an effective ministry



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ABOUT US INSURANCE EMPLOYMENT BENEFITS RISK MANAGEMENT INITIATIVES SAFETY RESOURCES FILE YOUR CLAIM

## Topics

Church Camp Children And Youth **School**

### 15 Passenger Vans

14 RESOURCES

The North American Division prohibits the use of 15-passenger vans. Learn why these vehicles are so dangerous and discover safer alternatives for your ministry.

EXPLORE TOPICS

### Child Protection

39 RESOURCES

Children and youth represent one of the greatest assets of the Adventist Church. Keeping them safe should be one of the highest priorities for our ministries.


EXPLORE TOPICS

### Club Ministries

8 RESOURCES

Teach Pathfinders and Adventurers the fundamentals of risk management and the importance of safety in the activities that club ministries frequently participate in.

EXPLORE TOPICS



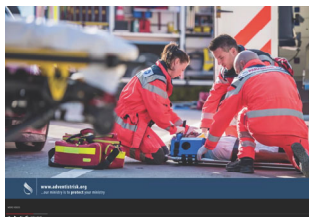
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for the Adventist Church



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Videos and Webinars



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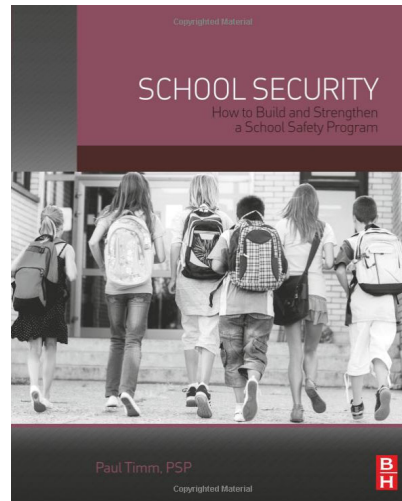


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**Paul Timm** PSP, Vice President of Physical Security Services at Facility Engineering Associates, P.C.



A nationally acclaimed expert in school security, Paul authored **School Security: How to Build and Strengthen a School Safety Program** and participated in best practices for school building safety at the federal commission for school safety in 2018, held by the department of homeland security.



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- The Planning Process
- Plan Content
- A Closer Look at:
  - FERPA
  - HIPAA
  - Active Shooter Situations
- Sample Assessment worksheet

## GUIDE FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS



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- Self-Inspection/Evaluation
- Emergency Planning
- Incident Response
- Safety Education
- Should be on the Board
- Spearhead the Safety Committee



## The Safety Officer

From small medical incidents like a trip and fall, to an emergency situation such as severe weather or an active shooter, having a safety plan is critical to protect your members. A safety officer can provide leadership in this area that is mission-driven, practical, and effective. Whether you are a new safety officer or have held the position for a number of years, the following information will help you understand how to shepherd your church members using best-practices in prevention and emergency-response.

**A Team Effort**  
Protecting people and property requires a team effort, you should work to support and cooperate with the church body including the church pastors, elders, the church board, and members. You may be asked to lead a Safety Committee with representative leadership who will support you in achieving safety goals across ministry functions. Good communication and a mission-focused approach between all is crucial to the successful protection of the church.

There are a few key tasks and processes that you can help to spearhead as a leader in the area of safety and risk management:

**SELF-INSPECTIONS**  
A key component to preventing losses is to identify and correct hazardous conditions before accidents happen. With the assistance from a member or members of the safety committee, perform a walk-through of the church at least once a year. Hazards can come up quickly and unexpectedly. More frequent surveys allow you to catch these hazards before potential incidents occur. All staff, elders, deacons, and volunteers should be vigilant and report or correct hazards when identified. The Church Self-Inspection Form, available on AdventistRisk.org, will help guide you through the church inspection process.

**MAINTENANCE**  
Many of the losses the church experiences such as slips, trips, and falls could be prevented through more careful, regular maintenance. These simple hazards such as broken steps, potholes, cracked sidewalks, torn and wrinkled carpet, gravel, twigs or other debris on walk ways, or wet floors from inclement weather or spills can cause very serious injury which lead to costly medical bills and lawsuits. Make sure the right team or persons are in place to conduct regular seasonal maintenance and who can take ownership of promptly correcting these conditions as soon as they are identified.

**SECURITY**  
In some churches the role of planning for security will be part of a Safety Officer's role and in others it will be its own role. Security is more than sensors and alarms installed on doors and windows. A security program designed to protect people and property includes measures that provide access control, increased visibility through the trimming of vegetation, good lighting (inside and out), and training for

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- Self-Assessment
- Conduct at least twice a year
- Create actions to resolve recommendations.
- Skip sections that do not apply.

### School Self-Inspection Form

Questions about safety or risk control?  
Contact our specialists at [customerservice@adventistrisk.org](mailto:customerservice@adventistrisk.org)

**SCHOOL**

NUMBER OF STUDENTS: \_\_\_\_\_ DATE: \_\_\_\_\_

DORM STUDENTS: \_\_\_\_\_

**INSPECTORS**

1: \_\_\_\_\_ 2: \_\_\_\_\_

**SECTION A: GENERAL**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Written Disaster Plan (this includes earthquake, hurricanes, tornadoes, violence, school evacuations, lost or missing child, as applicable)	<input type="radio"/>	<input type="radio"/>				
2. Evacuation Plans posted	<input type="radio"/>	<input type="radio"/>				
3. Assembly room occupant capacity posted	<input type="radio"/>	<input type="radio"/>				
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year	<input type="radio"/>	<input type="radio"/>				
5. Fire alarm system tested during drills	<input type="radio"/>	<input type="radio"/>				
6. Automatic sprinkler systems receive annual professional maintenance	<input type="radio"/>	<input type="radio"/>				
7. Earthquake or other drills, as required by local jurisdiction	<input type="radio"/>	<input type="radio"/>				

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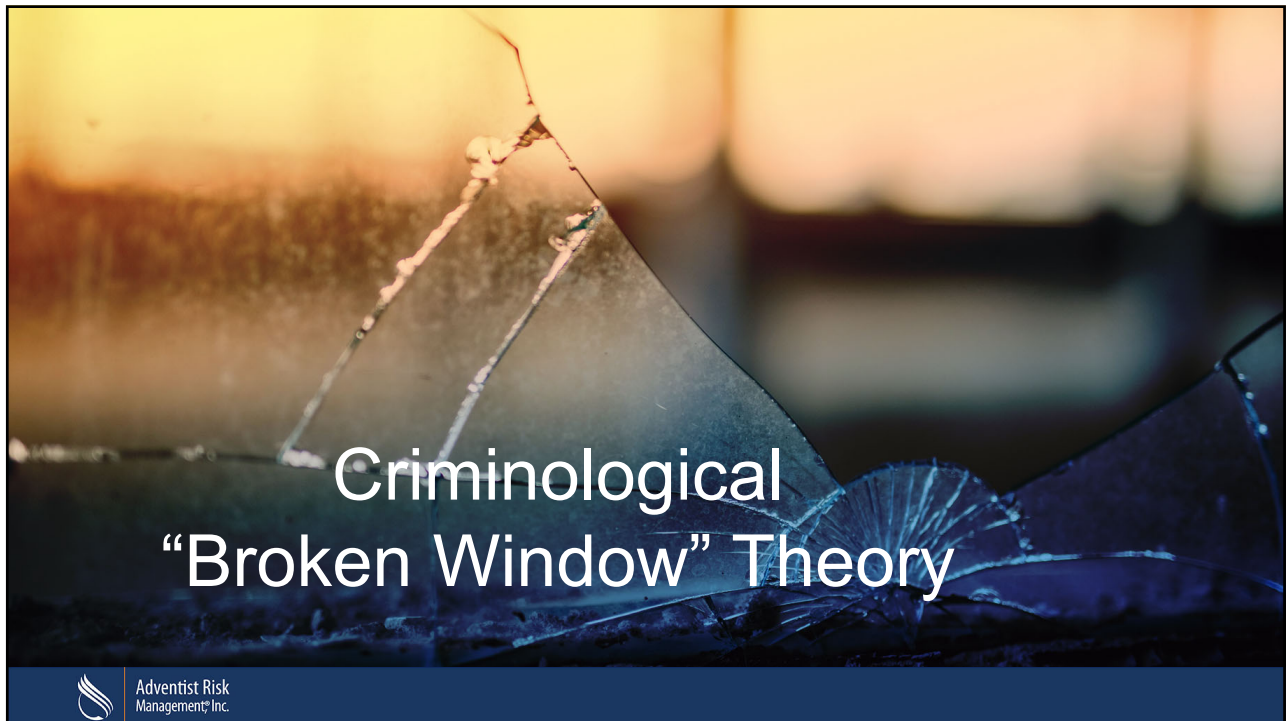
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# Circumstances

## Physical

- Rural or urban
- Distance to first responders
- Structure/design of facilities
- Signage/alarms/lighting
- Layout of property/community

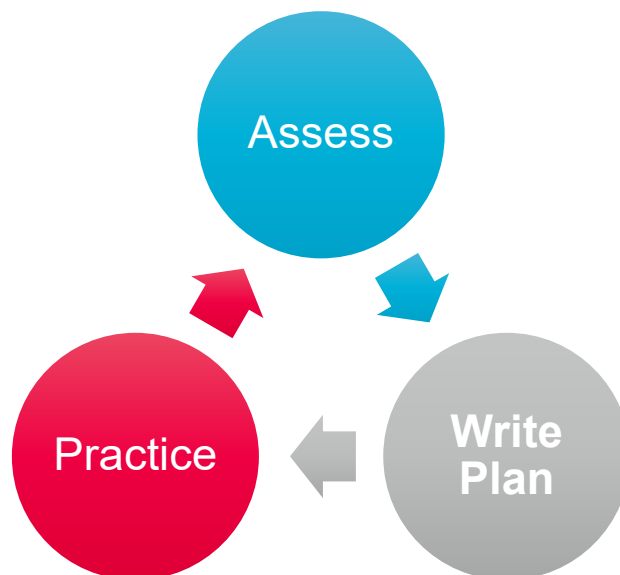
## Relational

- Neighbors and community
- First responders, fire marshal, police chief, city officials



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# Writing the Plan

## TEMPLATES

## GUIDE FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS



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# Writing the Plan

## TEMPLATES

### EMERGENCY TELEPHONE NUMBERS

In the event of any emergency situation that threatens property, or endangers or could endanger the lives of church staff, volunteers, visitors, teachers, the children in church day care facilities or others, the appropriate authorities should always be called immediately.


#### IN CASE OF EMERGENCY CALL 911

Provide any information requested: Name, location address, and nature of emergency, urgency, injuries or deaths

Notify all other applicable emergency responders and local church contacts as instructed by the administration and elements of your Emergency Response Plan.

EMERGENCY NUMBERS	
Fire	911
Police (Emergency)	911
Police (Non-emergency)	
Ambulance	
Poison Control/Poison Information Center	
Rape Victim Services	
Doctor	
Gas Leaks	
Electric Company	
National Weather Service	
Adventist Community Services, Red Cross, etc.	
<i>(Insert others as appropriate)</i>	
<i>(Insert others as appropriate)</i>	

CHURCH/CONFERENCE EMERGENCY CONTACT LIST		
Name or Responsibility	Work	Home
Church Pastor		
Head Elder		
Church Safety Officer		
Conference Risk Manager		
Conference Communication (for news, media, etc.)		
Church Maintenance		
<i>(Insert others as appropriate)</i>		
<i>(Insert others as appropriate)</i>		



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# Writing the Plan

## TEMPLATES

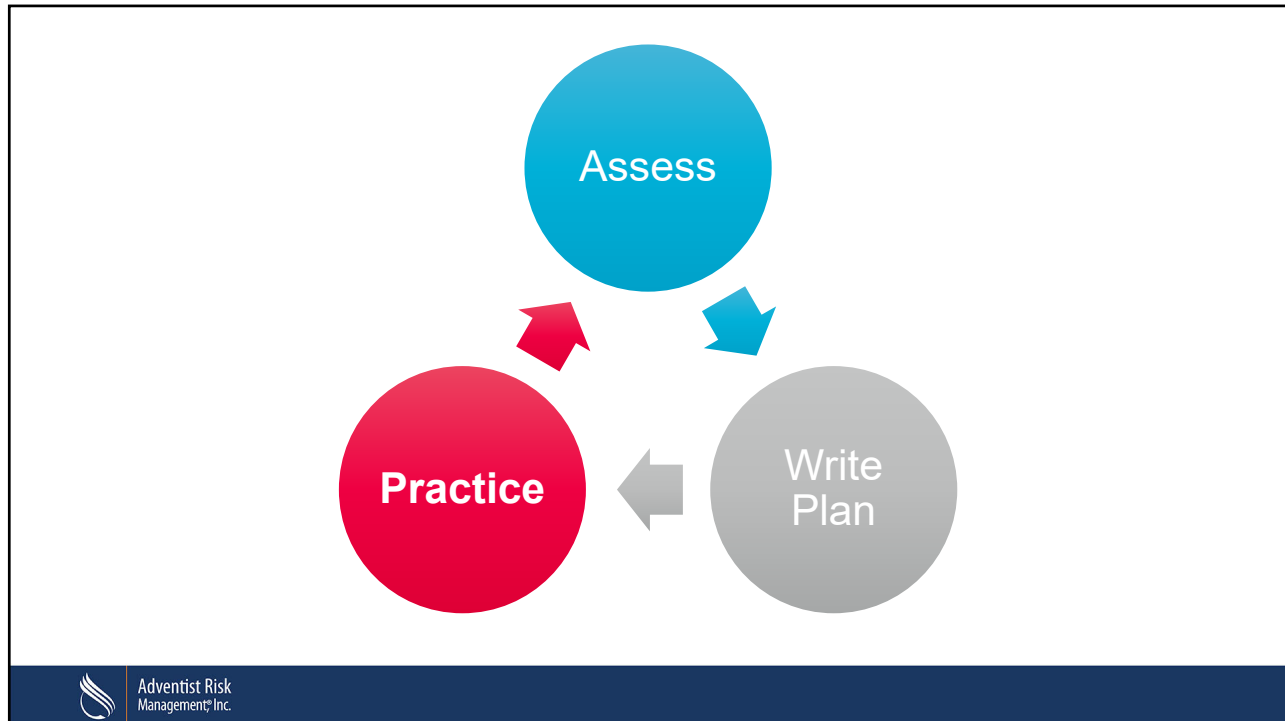
	A	B	C	D	E	F	G	H
		Hazard	Probability	Magnitude	Warning	Duration	Risk Prior	Comme
3		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
4	1	Fire	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Bobby
5		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
7		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
8	2	Tornado	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Linda
9		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
11		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
12	3	Hurricane	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Linda
13		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
15		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
16	4	Earthquake	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Dan H.
17		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
19		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
20	5	Medical Emergency (Onsite)	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Pastor Paris
21		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
23		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
24	6	Medical Emergency (Offsite)	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Pastor Paris
25		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
26		4. Highly Likely	4. Catastrophic	4. Minimal	4. 12+ Hours		High	
27	7	Threatening Person	3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours	Medium	David F.
28		2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours		Low	
29		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours			
30		4. Highly Likely	4. Catastrophic	4. Minimal	4. 12+ Hours		High	
31	8	Assault	3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours	Medium	David F.
32		2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours		Low	
33		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours			
35		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
36	9	Robbery (Offering, etc)	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Alva
37		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
39		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	
40	10	Theft (Internal)	2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours	Medium	Alva
41		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours		Low	
42		4. Highly Likely	4. Catastrophic	4. Minimal	4. 12+ Hours		High	
43	11	Vandalism Burglery Theft	3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours	Medium	Bobby
44		2. Possible	2. Limited	2. 12-24 Hours	2. 3-6 Hours		Low	
45		1. Unlikely	1. Negligible	1. > 24 Hours	1. 3 Hours			
47		3. Likely	3. Critical	3. 6-12 Hours	3. 6-12 Hours		High	

# Writing the Plan

## TEMPLATES

**EOP Preparation**

Hazard: Threatening Person	Risk Priority: High
Probability: Likely	Magnitude: Critical
Warning: Minimal	Duration: 12+ Hrs
<b>Goal #1 (Before) Prevent a threatening person from gaining access to the facility</b>	
Objective 1.1 Identify threatening persons before they gain access	
Action 1.1a Train key personnel (including deacons and greeters) to identify suspicious behavior.	
Objective 1.2 Equip key personnel on how to respond to a threatening person	
Action 1.2a Train key personnel (including deacons and greeters) to respond effectively (calling 911, alerting leadership to concern).	
Objective 1.3 Identify weak points where a threatening person can gain access to facility	
Action 1.3a Walkthrough to identify security weak points such as lack of lighting, accessible windows, doors.	
<b>Goal #2 (During) Protect all persons from injury and shorten the duration of the incident</b>	
Objective 2.1 Alert law enforcement	
Action 2.1a Call 911	
Objective 2.2 Evacuate people out of the path of danger	
Action 2.2a Remove members and visitors from the premises, do so as quickly as possible.	
Objective 2.3 Shelter in Place	
Action 2.3a Attempt to maintain a separation between the shooter and the congregation. Where possible, initiate a "lockdown" of the facility. Lock doors and close off areas of the church.	
<b>Goal #3 (After) Provide medical attention to injured persons</b>	
Objective 3.1 Triage injuries and prioritize needs.	
Action 3.1a Trained person(s) to evaluate and determine needs.	
Objective 3.2 Immediately begin to provide first aid.	
Action 3.2a Key persons to provide first aid until first responders arrive. Continue to assist as needed.	
Objective 3.3 Protect persons and property from further injury or damage.	
Action 3.3a Key personnel to cordon facility until deemed safe to re-enter.	
<p>Narrative: Goal #1, will identify and attempt to prevent threatening persons from gaining access to our facility. Goal #2, communicate the threat to leadership/law enforcement to initiate appropriate response including evacuation or lockdown. Goal #3, is to respond to needs for medical attention and control access to facility until all clear is determined.</p>	



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## Active Shooter or Violent Incident

### Planning

- How to evacuate or lock down.
- How to evacuate when the primary evacuation route is unusable.
- How to select effective shelter-in-place locations.
- How the school community will be notified that there is an active shooter on school grounds.
- How students and staff will know when the building is safe.

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# Active Shooter or Violent Incident

## First Responders

- The planning process is not complete until the school EOP is shared with first responders. Make available to first responders an up-to-date and well-documented site assessment as well as any other information that would assist them. These materials should include building schematics and photos of both the inside and the outside, and include information about door and window locations, and locks and access controls.
- Good planning includes conducting drills which must include first responders and school resource officers (where applicable). Exercises with these valuable partners are one of the most effective and efficient ways to ensure that everyone knows his or her roles.



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# Active Shooter or Violent Incident

## Preventing an Active Shooter situation

- Most attackers engaged in some behavior prior to the incident that caused others concern or indicated a need for help.
- Most attackers had difficulty coping with significant loss or personal failures. Moreover, many had considered or attempted suicide.
- Many attackers felt bullied, persecuted, or injured by others prior to the attack.
- Most attackers had access to and had used weapons prior to the attack.
- In many cases, other students were involved in some capacity.
- Despite prompt law enforcement officer responses, most shooting incidents were stopped by means other than law enforcement intervention.



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# Active Shooter or Violent Incident

## Responding to an Active Shooter situation

- Need to act quickly
- Need to empower people with options and power to act
- Run (Evacuate)
- Hide (Lockdown)
- Fight (Counter)

- To create a record
  - If a claim arises later
  - To monitor potential trends
- **What** happened?
- **Where** did it happen?
- **Who** was involved or present?
- **Why** (look for a cause) did this happen?

Accident | Incident Report

NOTE: THIS FORM IS FOR INTERNAL LOSS PREVENTION USE ONLY AND IT IS NOT A SUBSTITUTE FOR ANY REQUIRED CLAIMS FORMS.

INFORMATION OF THE PERSON COMPLETING THIS FORM

NAME:  LAST NAME:

EMAIL:

PHONE NUMBER:  DATE FORM COMPLETED:

ACCIDENT/INCIDENT

DATE AND TIME (IF KNOWN) OF ACCIDENT/INCIDENT:

ADDRESS:

CITY:  STATE:  ZIP CODE:  CO:

NAME OF INJURED PERSON OR PERSONS WHO SUSTAINED DAMAGE

NAME:  EMAIL:

NAME:  EMAIL:

NAME:  EMAIL:

NAME:  EMAIL:

DESCRIBE ACCIDENT/INCIDENT

(Include description of what happened, who or what was injured or damaged, cause of injury or damage, and what was done after the damage or injury.)

WITNESSES

NAME:  PHONE NUMBER:

EMAIL:

NAME:  PHONE NUMBER:

EMAIL:

# Steward of the Sacred



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His lord said to him, 'Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of your lord.'

Matthew 25:21



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- Presentation slides
- Action Plans
- Drill Guides
- Hazard List Template
- EOP Template



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