

Emergency Response Plan 2022-2023



November 2022
All Saints' Episcopal Church
5001 Crestline Road
Fort Worth, TX 76107



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For more information,
please contact your All Saints' Senior or Junior Warden
by calling the Church office at (682) 338-0166.



I. GOAL

Emergency events can occur with little or no warning. Taking precautions in advance by developing an emergency plan and communicating it to all for awareness can help us stay safe if such an event takes place during worship.

II. WORSHIP SAFETY

A. Vestry Led Safety Team

Safety is a part of the All Saints' culture through repeated discussions, meaningful in-service training, and the demonstrated commitment of the Vestry Board to work with the Episcopal Diocese of Fort Worth to create an Emergency Response Plan. In the event of an emergency situation at All Saints, a Vestry Led safety team has received training in:

- Responding to and summoning help in a medical, fire, or weather-borne emergency.
- Reporting a fire or smoke emergency using 911 or other emergency numbers.
- The location of manual fire alarm pull stations.
- The location and use of the fire extinguishers.
- The precautions taken in a tornado emergency.
- Responding to a call for an evacuation by being familiar with exit routes and alternate exits and the evacuation protocols (ex., for closing all opened doors as they evacuate an area).

B. All Saints' Vestry Board

The Senior and Junior Wardens of All Saints oversee key emergency response activities and safety issues by performing the following functions:

- Posting of emergency exit routes in conspicuous areas within the Church building.
- Provide training for church leaders and those interested in being a part of the Safety Team. The Vestry Wardens will keep a record of completion.
- Adequate emergency equipment is available and in working condition.
- Appropriate safety and emergency procedures and protocols have been developed in conjunction with the Episcopal Diocese of Fort Worth.
- Assist in maintaining required documentation for all emergency response events.
- Submit to the Diocese an annual Campus Wide Safety Assessment (CWSA) of the Church and grounds at least once a year.

C. The Episcopal Diocese of Fort Worth

The Episcopal Diocese of Fort Worth provides a support role in assisting in evaluating safe worship environments in its Churches throughout the Diocese. The Diocese is a resource for professional expertise and safety information. Mr. Tilmon Gardiner (tgardiner@fwepiscopal.org), the Diocesan safety officer, has worked with the All Saints' Vestry to create the following Emergency Response Plan.



III. EMERGENCY RESPONSE PLAN

A. Medical Emergency

1. Check the incident area for any ongoing safety issues.
2. Call 911 or other emergency numbers. Be prepared to give the following information:
 - Your Name
 - Location: 5001 Crestline Rd, Fort Worth, TX 76107
 - Position within the building:
 - Main Sanctuary
 - Hall by the playground
 - Downstairs classroom
 - Upstairs office area
 - Describe the situation: The number of people involved, the nature of injury or illness
3. Care for the injured or ill.
 - First Aid kits are in the kitchen above the oven and marked with red First Aid signs.
 - Treat minor injuries from supplies in the First Aid kits.
 - While waiting for professional help, do not move the ill or injured person.

When professional help arrives:

- Allow responding units to take control of the situation.
- All Saints' safety team members will stand by to assist as needed.
- The Senior or Junior warden, or their designee from the safety team, will complete an incident report.

B. Fire or Smoke Emergency

1. If you detect smoke:

Call 911 or other emergency numbers. Be prepared to give the following information:

- Your Name
- Location: 5001 Crestline Rd, Fort Worth, TX 76107
- Position within the building:
 - Main Sanctuary
 - Hall by the playground
 - Downstairs classroom
 - Upstairs office area
- Describe situation



2. If you detect fire:

- a. Activate the fire alarm and move to a safe area.
- b. Call 911 or other emergency numbers. Be prepared to give the following information:
 - Your Name
 - Location: 5001 Crestline Rd, Fort Worth, TX 76107
 - Position within the building:
 - Main Sanctuary
 - Hall by the playground
 - Downstairs classroom
 - Upstairs office area
 - Describe situation
- c. Extinguish: If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher, and, without risking injury, attempt to extinguish the fire.
- d. Containment: If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

3. If the fire alarm sounds:

- a. Evacuate immediately using the nearest exit.
 - Walk quickly. Do not run.
 - Assist others needing help in evacuating.

Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.
- b. If you encounter smoke:
 - take short breaths through your nose
 - drop to the ground and crawl along the floor to the nearest exit.
- c. Feel all doors with your hand before opening them.
 - If the door is hot, do not open it.
 - If the door is cool, open it slowly, and stay behind it to protect yourself from oncoming smoke or fire and to enable you to close it quickly if needed.
- d. When outside the building:
 - Move upwind of the building, at least 100 feet away from the building, and beyond designated fire lanes.
 - Do not congregate near building exits, driveways, or roadways.
 - Moving cars could hinder access for emergency vehicles, so please do not go to your automobile or attempt to move it from the parking lot.
 - Do not re-enter the building until an "all clear" is issued by the Fire Department.

C. Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, Memorize the exit routes. Emergency Exits are designated.



If a building evacuation is initiated, there are important dos and don'ts:

- Remain calm.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells for evacuation. Be alert for others using the stairwells.
- Do not re-enter any exited area or the building for coats, purses, briefcases, or other items.
- Do not re-enter the building until the "all clear" signal is given.
- Do not smoke.

Note: Emergency evacuation procedures are posted at the exits for all church members, with particular attention to the disabled.

D. Tornado Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. It provides the approximate time of detection, the location of the storm, and the direction of movement. A tornado can move from 25 to 40 miles per hour, so prepare to take prompt emergency action. The classification and definitions of storm conditions are:

- a. Tornado watch: A watch status indicates that weather conditions favor the development of tornadoes. The watch areas are usually large geographic areas, covering many counties or states that could be affected by severe weather conditions, including tornadoes.
- b. Tornado Warning: A warning status is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or the public. The National

During a tornado warning, use a battery-powered radio to tune into the National Weather Service and local weather radio frequency. The radio can be found in the kitchen above the oven and marked with red First Aid signs. Cell phones should also alert the user.

1. If a tornado warning is announced:

- Move to a designated safe area.
- Walk quickly. Do not run.
- If in the sanctuary,
 - Move down the center aisle (stay away from windows).
 - Move towards the front of the sanctuary and into the hallway outside of DeWolfe Hall (in front of the bathrooms), or move downstairs to the basement hallway (staying away from all windows).
 - Please wait there until you hear from the Vestry Leader that the National Weather Service has announced that it is safe.
- Assist others needing help in moving to the designated safe area.
- Do not use elevators.

2. Safety basics for tornadoes:

Tornadoes and tornado-producing weather conditions are common in the All Saints, Crestline Church area. The following are a few safety reminders:



a. If you are indoors, the general responses to a tornado warning are:

- Move away from windows. Move to an interior room away from windows, an enclosed space, a restroom, or an interior stairwell. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Please encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from the building perimeter area.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you've situated yourself in the safest place possible, protect your face and head, and stay where you are until an "all clear" signal is given. If circumstances change and new dangers are present, seek a different safe place.

b. If you are outdoors, the general responses to a tornado warning are:

- First, move indoors to an interior room.
- If moving indoors is not possible, take cover near low- and securely anchored objects, such as a culvert or low retaining walls.

E. Intruder/Active Shooter Emergency

1. When a hostile person(s) is actively causing deadly harm or presents an imminent threat of fatal injury or is barricaded within a building, the following procedures should be followed:

- a. First, listen and respond to the Vestry Leader's verbal instructions.
- b. Lock yourself in the room you are in at the time of the threatening activity. Lock the window and close blinds or curtains. Stay away from windows. Turn all lights and audio equipment off. Try to stay calm and be as quiet as possible.
- c. If communication is available, call 911 or other emergency numbers. Be prepared to give the following information:
 - Your Name
 - Location: 5001 Crestline Rd, Fort Worth, TX 76107
 - Position within the building:
 - Main Sanctuary
 - Hall by the playground
 - Downstairs classroom
 - Upstairs office area
 - Describe situation



- d. Do not sound the fire alarm. A fire alarm signals occupants to evacuate the building, placing them in potential harm as they attempt to exit.
2. If for some reason, you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
- a. **RUN:** If you think you can safely make it out of the building by running, then do so. If you decide to run, avoid running in a straight line. Instead, keep objects between you and the hostile person(s). For example, use trees, vehicles, or other objects to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - b. **HIDE:** You can try to hide, but make sure it is a well-hidden space, or you may be found as the intruder moves through the building looking for victims. If the person(s) is causing death or serious physical injury to others and you cannot run or hide, you may choose to play dead if other victims are around you.
 - c. **FIGHT:** The last option you may have is to fight back. This is dangerous, but depending on your situation, it is an option. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
3. Once law enforcement arrives, obey all commands. This may involve being handcuffed or putting your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions.

This Emergency Action Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if implemented as soon as a situation develops. Time is a critical factor in managing an intruder situation.

IV. WARNINGS or THREATS

1. Awareness: It must be stressed that if you have contact with any individuals who display the following tendencies, please inform the law enforcement officer on-site at the Church on Sunday morning and notify the Senior or Junior Warden:

- Threatens harm or talks about killing others or themselves
- Loses temper and self-control easily
- Swears or uses vulgar language most of the time
- Possesses or draws artwork that depicts graphic images of death or violence
- Becomes frustrated quickly and converts frustration into uncontrollable physical violence

2. Calls: If the Church receives a threatening call (i.e., bomb threat, armed assault, custody issues):

- Remain calm.
- Gather as much information from the caller as possible (see prompts from Threat Report Form).
- Advise the caller that the detonation of a bomb could maim or injure innocent people.
- Complete a Threat Report Form (see attached).



- Contact the Senior or Junior Warden and give them a copy of your report.

Note: In the event, you receive a bomb threat, call 911 or other emergency numbers. Be prepared to give the following information:

- Your Name
- Describe the situation: "I have received a bomb threat."
- Location: 5001 Crestline Rd, Fort Worth, TX 76107



INCIDENT / INJURY REPORT FORM

INFORMATION			
Vestry/Safety Team Name:	Cell Number:	Address:	Date:
Name of Person in Incident:	Cell Number:	Address:	
CAUSE OF INCIDENT/INJURY			
Types of Falls	Types of Injury	Miscellaneous	
<input type="checkbox"/> Chair <input type="checkbox"/> Other (explain)	<input type="checkbox"/> Object/liquid in eye	<input type="checkbox"/> Property Missing	<input type="checkbox"/> Fire/smoke
<input type="checkbox"/> Stairs	<input type="checkbox"/> Object down throat	<input type="checkbox"/> Property Damaged	<input type="checkbox"/> Verbal/Physically Abusive
<input type="checkbox"/> Obstacle	<input type="checkbox"/> Exposure	<input type="checkbox"/> Lifting or Moving	<input type="checkbox"/> Struck by Individual
<input type="checkbox"/> Wet Floor	<input type="checkbox"/> Food allergy	<input type="checkbox"/> Struck by Object	<input type="checkbox"/> Other (explain)
	<input type="checkbox"/> Reaction to medicine		
	<input type="checkbox"/> Laceration		
	<input type="checkbox"/> Other (explain)		
CONDITION OF PERSON BEFORE INCIDENT			
<input type="checkbox"/> Alert/Oriented	<input type="checkbox"/> Confused/Disoriented	<input type="checkbox"/> Other	
DESCRIBE INCIDENT			
Date of this Report:	Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>	Exact Location:	
Description:			
WITNESSES			
Name _____	Name _____	Name _____	
Address _____	Address _____	Address _____	
_____	_____	_____	
Cell Number _____	Cell Number _____	Cell Number _____	
TREATMENT & RESOLUTION			
Called 911 or other emergency numbers: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Time:	
<input type="checkbox"/> No apparent injury <input type="checkbox"/> Returned to worship <input type="checkbox"/> Went home <input type="checkbox"/> Hospitalized			
Briefly Describe Injury and Treatment (if any):			
REVIEW AND ACTION TAKEN			
Action Taken:			
Vestry Warden (signature):			Date:
Rector (signature):			Date:



WARNING / THREAT REPORT FORM

INFORMATION		
Threat Recipient Name:	Date of threat:	Time of threat:
Name of Threatening Person (if known):		
Caller ID/#:		
Describe the Nature of the Threat (exact words):		
CALL QUALITIES		
Voice: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Adult <input type="checkbox"/> Youth Estimated Age of Caller: _____ <input type="checkbox"/> Disguised (explain)	Intonation: <input type="checkbox"/> Calm <input type="checkbox"/> Loud <input type="checkbox"/> Nervous <input type="checkbox"/> Excited <input type="checkbox"/> Angry <input type="checkbox"/> Crying <input type="checkbox"/> Rapid <input type="checkbox"/> Slurred <input type="checkbox"/> Giggling <input type="checkbox"/> Nasal <input type="checkbox"/> Other	Accent: <input type="checkbox"/> Midwest US <input type="checkbox"/> Southern US <input type="checkbox"/> Eastern US <input type="checkbox"/> Hispanic <input type="checkbox"/> African <input type="checkbox"/> Asian <input type="checkbox"/> Other
Background Noise: <input type="checkbox"/> Music <input type="checkbox"/> Children <input type="checkbox"/> Typing <input type="checkbox"/> Airplanes <input type="checkbox"/> Machinery <input type="checkbox"/> Cars/Trucks <input type="checkbox"/> Other		
If a voice is familiar, whose voice did it sound like?		
INFORMATION PROMPTS		
Don't hang up! Obtain as much information as possible:		
Did you place the bomb?	Where are you calling from?	
What is your name?	What is your address?	
When is the bomb going to explode?	Where is the bomb?	
What does it look like?	What kind of bomb is it?	
Method of activation (mechanical, clock, movement/chemical action)?	Method of deactivation?	
ACTION & RESOLUTION		
Called 911 or other emergency number: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Time:
Briefly Describe Action Taken and Resolution (if any):		
Vestry Warden:	Date:	
Rector:	Date:	