

**First Presbyterian Church**  
**Winchester, Virginia**  
fpcwinc.org

*Disaster Preparedness & Response Plan*

**Shenandoah Presbytery**  
A Community of Christ for Worship, Nurture, and Mission



**PRESBYTERIAN  
DISASTER ASSISTANCE**

OUT OF CHAOS, **HOPE**

March 4, 2020

Revisions are highlighted in Yellow.

**Sensitive Information:** This version of the FPC Disaster Plan has been sanitized for sharing with the public. Personal contact information and other sensitive information about the facility and some programs have been omitted.

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## **I. Introduction**

This document contains information and protocols for disaster preparation and response at First Presbyterian Church, Winchester, Virginia.

### **A. Our Call**

As a caring part of the community, we have the opportunity and responsibility to respond to disaster. The deep human needs and psychological scars left after a disaster require care beyond the restoration of physical needs. Putting lives back together after a disaster demonstrates Christ's love and provides hope.

We at First Presbyterian Church, as a collection of church families, characterize ourselves as a community of Christ for worship, nurture, and mission. As such, it is important for us to be a part of the healing love of Christ by caring for neighborhoods and families adversely affected by crises and catastrophic events – both natural and human-caused. From a community's perspective churches are often recognized as gateways for a caring and organized response to a crisis. From a global perspective we are called to equip and send servants out to where the need is great. To be effective in this ministry, we recognize the need for careful preparation and communication that reaches across our community, presbytery, nation, and the world. Helping others to move from chaos to hope is an integral part of our mission to *serve Christ and neighbor in the heart of Winchester and beyond.*

### **B. Scope of Planning and Response**

Disaster planning encompasses two broad phases and happens in two distinct places. The phases are preparation and response. The places are near and far.

It is an important part of our responsibility for the leadership of God's people and stewardship of God's resources to be prepared for emergencies and disasters. Disasters take many forms. They can be natural or human-caused. A period of chaos always follows a disaster event. Being prepared helps mitigate a good portion of that chaos. Developing and revising this Plan is a basic step in that preparation. A disaster plan is a guide for our congregation to:

- Serve our community
- Protect property and vital records
- Continue services
- Care for members
- Recover or repair disaster-related damages
- Communicate information

Disaster response addressed by this plan moves in two directions – reaching two places. It moves inward to our neighborhoods and families experiencing disaster events within the boundaries of Winchester and Frederick County. It also travels outward, reaching areas in need beyond our community – to our presbytery, state, country, and even the world. We recommend using the resources and connections provided by Shenandoah Presbytery and Presbyterian Disaster Assistance (PDA) for response to regional, national, and international disasters.

The nature of disasters covered by this plan is purposely left unspecified. This plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance.

The Plan recognizes that no matter how widespread, all disasters have a local impact – right down to families and individuals. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support. We also remain especially attentive to responding to those of our communities with limited personal options and resources to overcome the chaos often delivered by disasters.

### **C. Plan Contents and Organization**

This plan defines roles and responsibilities of staff and Session for preparation and response to disasters. It is based on our existing organization structure and recognizes our relationships with local and national disaster assistance organizations. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need.

Because the Shenandoah Valley is a relatively natural disaster-free environment, it is difficult to sustain energy around disaster preparation. Therefore, instead of maintaining a distinct disaster response team, we will charge current staff and Session members with management of preparation and response functions. In this way disaster tasks are not delegated to a separate group of people, but are a normal function of those active in all ministries of the church. The Disaster Preparation and Response Team includes:

- Disaster Preparedness and Response Coordinator (elected by Session, member of Mission Council)
- Pastors and assigned staff, including parish nurses
- Council moderators and vice-moderators (members of Session).

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. Our response philosophy includes offering a ministry of presence, assessing need, and coordinating a response. An adequate response meets physical, emotional, and spiritual needs. We will address these phases by:

- Relying on the active Session members to prepare and respond within their areas of responsibility surrounding our council organization
- Developing a centralized list of emergency contacts that can be reached as needed
- Recruiting volunteers from the congregation to manage specific tasks as appropriate
- Providing care to pastors who often bear a tremendous leadership role in local disasters
- Linking our people and physical resources among:
  - Community churches and response organizations
  - Shenandoah Presbytery churches
  - National and international relief agencies.

The items and tasks below are grouped according to our Session councils. Council moderators and vice-moderators will have responsibility for disaster preparation and response; however, specific tasks may be delegated to individuals or groups who should be identified in this Plan. This Plan is meant to be evolutionary and expanding. It should be reviewed at least annually.

Our plan and response are based on training and materials provided by Shenandoah Presbytery and Presbyterian Disaster Assistance (PDA), a ministry of the PC(USA), supported primarily by One Great Hour of Sharing.

The plan is organized into two sections: Preparation and Response. Appendixes contain emergency contacts, church leader roster, facility information, Weekday School Disaster Preparedness Plan, Usher Emergency Guidelines, church and personal safety best practices, guidelines for infectious diseases, and resources including a sample family disaster plan.

## II. Disaster Preparation

The preparedness tasks have been divided among the Coordinator, and Session councils that are the responsibility of each council moderator and vice-moderator. Staff responsibilities are included within the councils they support. Specific areas of responsibility can be delegated to individuals or committees.

### A. Session

A primary responsibility of Session is to designate and support a Disaster Preparedness and Response Coordinator. Individual council moderators and vice-moderators have responsibility for their respective council tasks identified below.

#### 1. Overall Planning

<b>Task</b>	<b>Responsibility</b>
Assign a Disaster Preparedness and Response Coordinator	Session
Develop a Disaster Preparedness and Response Plan	Coordinator, Session
Brainstorm with full staff and Session any specific preparations and plans to address unique situations to Winchester and Frederick County that may include the following disasters: <ul style="list-style-type: none"> <li>• Church fire</li> <li>• House/building fire</li> <li>• Tornado</li> <li>• Tropical storm</li> <li>• Ice/snow storm</li> <li>• Flooding</li> <li>• Earthquake</li> <li>• Brush/forest fire</li> <li>• Chemical accident</li> <li>• Railroad accident</li> <li>• Pandemic flu</li> <li>• Violence</li> <li>• Terrorist activity</li> <li>• Impact of evacuation of nearby metro areas</li> <li>• Major illness/death of key personnel</li> <li>• Church van accident</li> <li>• Leadership crisis</li> <li>• Others?</li> </ul>	Coordinator, staff, Session
Consider pre-arranging for a team to provide emotional and spiritual care for the pastors	Session
Review best practices for church safety annually	Coordinator
Review the Plan and revise information annually	Coordinator, staff, Session

**2. Identify Community Resources and Foster Relationships**

<b>Task</b>	<b>Responsibility</b>
Establish link and share Disaster Plan with Presbytery Disaster Response Team	Coordinator
Ensure Presbytery Key Church Communicator has access to this Plan	Coordinator
Develop relationships and make links to other disaster response organizations (list in Appendix A)	Coordinator
Discuss rolls and response of church with local Emergency Management Services and Departments of Health, including sheltering	Coordinator, Parish Nurses
Participate in regional Voluntary Organizations Active in Disaster (VOAD)	Coordinator
Coordinate church and Weekday School disaster plans (Appendix E)	Coordinator, WDS Director
Discuss potential collaboration or mutual aid with other churches and non-profits	Coordinator
Provide resources and sample plans for families (Appendixes F & G)	Coordinator
Identify and communicate disaster response training opportunities	Coordinator

**B. Administration Council**

**1. Emergency Contacts**

Maintain lists of church and local emergency contacts.

Create and maintain contact list of local emergency civil and church agencies (Appendix A)
Create and maintain contact list of church staff and leaders (Appendix B)

**2. Back-Up Documents and Off-Site Storage**

Put the following documentation together, make copies and distribute to designated people. Irreplaceable documents must be protected from water damage, fire, theft, and computer failure. Consider that some back-ups may only provide full protection if housed off-site.

<b>Documents that we must protect against loss</b>	<b>Primary Location</b>	<b>Back-up Location</b>
Insurance policy, insurance binder, insurance company/agent name and contact information	Safe- Finance office	
Pastor, staff, session contact info	Appendix B	Coordinator
Presbytery, mission community contacts (Presbytery Directory)	Main office	Coordinator
Member directory	Office computers	Shelby
Electronic church financial transactions and official correspondence	Finance office computer	Google Drive (cloud)
Financial account information (institutions & acct #s)	Finance office computer	Google Drive (cloud)
Tax Exemption certificate with ID number	Finance office computer	
Personnel files	Pastor office	
Legal contracts and agreements	Finance office	
Historic documents	Library, Kent room	
Membership Rolls	Main office bookshelf	Main office computer
Session Minutes	Main office bookshelf	Clerk of Session computer
<b>Documents that we must protect against loss</b>	<b>Primary Location</b>	<b>Back-up Location</b>
Inventory of computers, business equipment, manuals, warranties, and equip. maintenance contracts	Staff files	
List of all places where copies of pertinent equipment information and manuals are housed	Finance office, Facilities work room, Kitchen	

### 3. Communication

Alert building occupants about any emergencies. Provide accurate and timely information to staff, congregation, and public.

Item	Primary Responsibility	Back-up Responsibility
Develop procedures for alerting building occupants of internal emergencies (fire, intruders) and threats coming from outside (weather, disturbance)	Ground floor office staff calls 911 and alerts other staff (including WDS and custodians) by internal phone system.	Pastor (on ground floor), then pastors/staff on second floor.  Custodians to be always vigilant.
Develop criteria for deciding on evacuation or sheltering in place	Pastor, WDS Director	Disaster Coordinator
Provide current info on status of worship and church programs on phone answering machine.	Pastor - instructions in Firebox-Finance office	Admin Assoc. (voice mail PW)
Provide current info on status of worship and church programs on web site.	Pastor – instructions in Firebox-Finance office	Admin Assoc., Director of Children’s Ministry
Provide information about church status to media	Pastor	Assoc. Pastor

### 4. Go-Box

Determine if a Go-Box is needed and assign responsibility. Assemble and maintain a Go-Box for evacuation.

Item	Primary Responsibility	Back-up Responsibility
Go-Box needed? Not at this time	(Review need annually)	
If so: Contents?		
Responsibility?		
Location?		

## C. Facilities Council

### 1. Inventories and Emergency Information

Create and maintain inventories of major equipment along with operation and maintenance information. Maintain equipment and supplies as needed.

Item	Location
Develop and maintain list of emergency contacts for facility systems (Appendix C)	Appendix C
Identify a Facility Maintenance Cte., if needed to handle emergency facility issues and identify in Appendix C.	Appendix C
Develop and maintain diagrams of circuit breaker panel and utility shut-offs (Appendix D)	Appendix D
Compile an inventory of: - Equipment (see Admin section for computers, etc.) - Furniture - Appliances	(video in progress?)

- Fixtures - Computers, copiers, printers, etc.	
Equipment & systems manuals	Mechanical Room
Equipment warranties	Office
Maintenance and cleaning supplies, including hand sanitizer in multiple locations	Main floor closets (2), 12 E. Cork
Compile an inventory and location of emergency equipment:	
- Fire extinguishers (bldg map)	Appendix D
- Flashlights and/or rechargeable emergency lights	Main floor offices, Sanctuary, Chapel, 12 E. Cork, all areas of new building
- First aid kits	Office, WDS, Kitchen, 12 E. Cork
- Blankets	(none)
- Weather radio	(none)
- Bottles of water	Kitchen pantry, 12 E. Cork
- AED	Gathering Space
Install and maintain emergency exit placards	Done – all exits

## 2. Securing Resources and Building

Consider who should have this information and train all appropriate people. Designate primary and back-up responsibility.

<b>Task</b>	<b>Responsibility</b>	<b>Back Up</b>
Procedure for protecting building and equipment against predicted heavy weather	Facilities Moderator	Facilities Vice-Moderator
List items that need special attention (e.g., organ, pianos, computers, audio/visual)	Pastors/staff	Facilities Moderator
List outdoor items that need to be secured (e.g., playground, signs, garbage cans)	Custodian	Staff on-site
Train custodians about emergency procedures	Disaster Response Coord.	Facilities Moderator
Shut-off main electric power, Sanctuary pwr	Custodian	Staff on-site
Shut-off power to other buildings	Custodian	Staff on-site
Shut-off main water supply, other bldgs	Custodian	Staff on-site
Assess condition of facilities following a weather event or fire	Fire Marshall	Facilities Moderator

## D. Worship and Discipleship Council

### 1. Emergency Procedures Training

Train teachers on emergency procedures and develop contingency plans for evacuation and shelter in place for the following:

<b>Area</b>	<b>Location of Plan</b>
Weekday School	Appendix E, WDS Office
Youth and children Christian education classes	Inside wall near classroom doors
Youth programs in 12 E. Cork	Evacuate to Rumble Room, phone in elevator & adjacent main kitchen.
Conduct an annual evacuation drill for children and youth during the Sunday school period (usually Palm Sunday).	<b>Responsibility:</b> Director of Children’s Ministry, Coordinator



**2. Worship**

<b>Task</b>	<b>Responsibility</b>
Investigate alternate site for worship in case facilities are unusable for worship (plan to use other churches or Millwood Fire Hall)	Moderator, Vice-Moderator
Include emergency procedures and evacuation procedures in the Ushers' Guide. Review annually. (See Appendix H)	Head Usher, Coordinator
Train ushers in emergency procedures including evacuation of Sanctuary	Head Usher, Coordinator
Guide sanitary best practices for preparing and serving communion during flu season	Parish Nurses
Annually review best practices for church safety	Head Usher, Coordinator

**E. Congregational Life Council**

<b>Task</b>	<b>Responsibility</b>
Routinely identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children)	Visitation Team
Assign someone responsibility to check on and/or assist at-risk individuals.	Visitation Team, Stephen Ministers
Consider establishing neighborhood or community groupings of members for follow-up and spiritual care	Visitation Team
Consider pre-identifying volunteer groups with specific skills for recovery and spiritual care	Visitation Team, Stephen Ministers, Parish Nurses

**F. Mission Council**

<b>Task</b>	<b>Responsibility</b>
Investigate use of facilities for sheltering and/or food preparation	Disaster Response Coordinator
Collect and disseminate disaster preparation information for families	Disaster Response Coordinator
Promote assembly and collection of disaster kits for use inside or outside the congregation and to support PDA/Presbytery kit campaigns: <ul style="list-style-type: none"> <li>• Personal Hygiene Kits</li> <li>• School Kits</li> <li>• Flood Cleanup Buckets</li> </ul>	Disaster Response Coordinator
Respond to needs outside the local area as coordinated by Shenandoah Presbytery, Presbyterian Disaster Assistance, and others	Disaster Response Coordinator

**III. Disaster Response**

This section is divided into two sub-sections: local and distance responses

**A. Response to Local Disaster**

Local response includes actions needed for events that directly impact our church members or facilities, as well as events within Winchester or Frederick County. It means we can respond without traveling away from our homes.

**1. Disaster Warning or Event-Weather/Human-Caused Emergency at/near the Church Facility**

**a. Building Occupied**

<b>Action</b>	<b>Responsibility</b>
1. Call 911, if needed	Staff, pastors
2. Determine if occupants should evacuate or shelter-in-place	Pastors, staff
3. Warn Week Day School (Activate their Disaster Plan via walkie-talkie)	Staff, pastors, WDS Director
4. Warn other building occupants (Ushers evacuate Sanctuary if during worship – see Usher Emergency Guidelines)	Pastors, staff (including custodians)
5. Evacuate or go to shelter area (Rumpus Room – phone available)	Staff, pastors
6. Take Go-Box (if applicable)	Staff
7. Administer first aid as needed and as trained	All
8. Call Disaster Coord, Facility Chair, pastors, parents (if sheltering-in-place)	Senior member present
9. If sufficient warning, turn off water, gas, power as necessary to prevent damage, secure building as much as possible	Custodians, staff, pastors

**b. Building not Occupied**

- Do not go to building until the next phase, the immediate needs of your family are met, and it is safe to travel.
- Call pastors, staff, and/or Disaster Coordinator to inform them of your personal status and to get information before venturing out. Use the communication plan in table below.

**c. Communication Plan**

The table below suggests communication groups and a sequence of contact (those in center column contact those in right column). Group members should touch base and assess their personal situations and wait until hearing from the group above before acting. This plan aims to disseminate the most accurate information to those who need it first. Flexibility is key for each specific situation.

<b>Group</b>	<b>Members</b>	<b>Contact other Members/Group</b>
A. Pastors, Disaster Coordinator	Pastor, Head of Staff	Assoc. pastor, admin & program staff, council moderators, Clerk, Treasurer
	Associate Pastor	Child. Ministries Dir., Music Dir., parish nurse, answering machine, web site, media
	Disaster Response Coordinator	Local and church agencies

B. Session	Facilities Council	Custodians, vice-moderator, council teams
	Administration Council	Vice-moderator, council teams
	Worship & Discipleship Council	Vice-moderator, council teams
	Congregational Life Council	Vice-moderator, council teams
	Mission Council	Vice-moderator, council teams
C. Administrative Staff	Administrative Secretary	
	Business Manager	
D. Program Staff	Weekday School Director	
	Children’s Ministry Director	
	Minister of Music	Organist

**2. Immediate Relief and Assessment**

Action	Responsibility
1. Use local media to receive best information from local authorities – follow all official guidance	All
2. Facility chair, disaster coord, and pastor will communicate and arrange a time after all is safe to meet at the facility for an initial inspection and assessment.	Disaster Response Coordinator, Facility Council, Pastor
3. Inspect facility and secure as necessary, take pictures of any damage, use inspection forms or forms from insurance agent.	Disaster Response Coordinator, Facility Council, Pastor, Custodian
4. Contact insurance agent	Facility Council
5. Accompany insurance adjuster during visit	Facility Council
6. Call Session meeting to discuss next steps	Pastor
7. Communicate status of church programs, facility, and next steps to congregation	Associate Pastor, Program & Admin staffs
8. Call Presbytery to relay initial assessment of local conditions and request assistance if needed (Presbytery will contact PDA)	Pastor, Disaster Response Coordinator
9. Restore communications at facility	Facility Council, Custodian
10. Form visitation teams to check on vulnerable members	Associate Pastor; Congregational Life Council
11. Form work groups as needed to manage immediate emergency repairs	Facility Council, Custodian, Mission Council
12. Conduct worship service within one week after disaster	Pastors, Worship & Discipleship Council, Program staff
13. Arrange use of alternate worship/meeting site if building unusable	Worship & Discipleship Council, Pastor
14. Contact EOC to offer resources or express needs	Disaster Response Coordinator
15. Decide about sheltering survivors. Be prepared to answer the following questions: <ul style="list-style-type: none"> <li>• Capacity of space?</li> <li>• Location of space?</li> <li>• Kind of space? (singles, families,)</li> </ul>	Disaster Response Coordinator, Session, Facility and Mission Councils, Parish Nurses

<ul style="list-style-type: none"> <li>• Accommodate disabilities?</li> <li>• How rapidly is space available?</li> <li>• Access to showers?</li> <li>• Access to food?</li> <li>• Access to public transportation?</li> <li>• Accommodate pets?</li> <li>• Any other restrictions to use of space?</li> </ul>	
16. Receive and manage requests for assistance received by church office and pastors	Disaster Response Coordinator, Mission Council

### 3. Recovery/Reconstruction

<b>Action</b>	<b>Responsibility</b>
1. Recruit members to attend community disaster relief information and organizational meetings.	Disaster Response Coordinator
2. Continue to identify needs of community and if/how congregation can respond	Disaster Response Coordinator, Pastors, Session
3. Form committee to oversee church repairs and obtain contractors	Facility Council
4. Maintain contact with Presbytery	Pastor, Disaster Response Coordinator
5. Form groups of volunteers to meet community needs	Disaster Response Coordinator, Mission Council
6. Decide how to manage unsolicited volunteers and donations	Disaster Response Coordinator, Mission Council
7. Decide about hosting outside volunteers	Disaster Response Coordinator, Facility Council, Mission Council, Session
8. Decide on involvement with community Long-Term Recovery Committee	Disaster Response Coordinator, Mission Council

### B. Response to Regional, National, and International Disasters

<b>Action</b>	<b>Responsibility</b>
1. Receive information about needs and response requests from Presbytery, VOAD, and PDA	Disaster Response Coordinator
2. Communicate needs to congregation and establish campaign for monetary donations, prayers, and Gift of Heart kits as needed	Disaster Response Coordinator, Mission Council
3. Decide about hosting survivors (see Immediate Relief #15 above)	Disaster Response Coordinator, Session, Facility and Mission Councils
4. Decide about hosting regional and/or transiting volunteers	Disaster Response Coordinator, Session, Facility and Mission Councils
5. Form work groups to travel to disaster site	Disaster Response Coordinator, Mission Council

- Approved by Session: September 21, 2010  
Revised: February 14, 2011 (Appendix B)  
Revised: February 21, 2012 (Appendix B & C, Pg 8)  
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Revised: February 18, 2014 (All – session re-organization)  
Revised: March 31, 2015 (Appendix A, B, C)  
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Revised: March 19, 2019 (Appendix A, B, C, F)  
Revised: March 4, 2020 (Add Parish Nurses, Appendix G)

## Appendix A - Local Emergency Contacts

	<b>Contact</b>	<b>Phone</b>
Fire/Rescue/Police	Emergency Communications Center	911
Fire/Rescue (non-911)		662-2298
Police (non-911)		662-4131
Animal Control		545-4700, ext. 1707, 1863
Insurance company	Partlow Insurance Agency – Nadine Depew	667-4980
Attorney	(member)	(Omitted)
Computer technician	(member)	(Omitted)
Maintenance company	Earl's Cleaning (Jimmy Racey)	869-1386

### Utility Companies

	<b>Contact</b>	<b>Phone</b>
Electric	Shenandoah Valley Electric Cooperative	450-0111
Electric outage	SVEC	1-800-234-7832
Gas	Washington Gas	703-750-1000
Telephone	Comcast	800-391-3000
Water	Winchester Water Service	667-1815(D), 869-1699(E)
Other		

### Roster of area response agencies

	<b>Phone</b>
Winchester City Emergency Management Office	662-4131
Frederick County Emergency Management Office	504-6457
Red Cross	662-5412
Shenandoah Presbytery, General Presbyter: Bronwen Boswell	(Omitted)
Shenandoah Presbytery Communications Administrator: Donna Lanaghan	(Omitted)
Presbytery Disaster Response Team – Dave Thalman	(Omitted)

## Appendix B - Church Emergency Contacts

Position	Name	Primary Phone (Omitted)	Secondary Phone (Omitted)
Disaster Response Coordinator	Dave Thalman		
Presbytery Key Church Comm.	Dan McCoig		
Church Office	Andrea		
	Jennifer		
Custodian	Earl's Cleaning		
Weekday School	(Omitted)		
Pastor	Dan McCoig		
Associate Pastor	Amanda Thomas		
Clerk of Session	(Omitted)		
Treasurer	(Omitted)		
Admin. Council - Moderator	(Omitted)		
Vice-Moderator	(Omitted)		
Facilities Council - Moderator	(Omitted)		
Vice Moderator	(Omitted)		
W&D Council - Moderator	(Omitted)		
Vice-Moderator	(Omitted)		
Rotating Elder	(Omitted)		
Mission Council - Moderator	(Omitted)		
Vice-Moderator	(Omitted)		
Rotating Elder	(Omitted)		
Foundational Seasonal Team			
Leader	(Omitted)		
Lent/Easter Seasonal Team			
Team Member & Rotating Elder	(Omitted)		
Team Member & Rotating Elder	(Omitted)		
Eastertide/Pentecost Seasonal Team			
Team Member & Rotating Elder	(Omitted)		
Rotating Elder	(Omitted)		

## **Appendix C - Facility Emergency Contacts**

### **Procedure:**

The following pages contain a list of emergency contacts for problems that may occur in and/or around our facilities. It is recommended that, prior to contacting the listed parties, the following procedure be followed:

- 1) In any situation that involves a medical emergency, a danger to persons, a serious threat to life or property, fire, or other such catastrophe, **CALL 911 IMMEDIATELY.**
- 2) For less serious matters, contact Brent Miller 888-4200 or 533-9374, try both numbers, do not text).
- 3) If Brent cannot be reached, contact the appropriate company from the list that follows:

### **General building matters:**

Howard Shockey & Sons	Thomas Keaton	(540) 323-3163
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### **Roof problems:**

Russell's Roofing Company		(540) 667-4965
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### **Elevator problems:**

Otis Elevator	BLDG #NQA549917	(800) 233-6847
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### **Fire sprinkler system problems:**

Patriot Fire & Security, LLC.		(540) 667-3473 (800) 932-3822
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### **Kitchen exhaust hood (cleaning):**

J&P Exhaust Cleaning, LLC		(540) 662-8689
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### **Kitchen exhaust hood (fire suppression system):**

Fire-X		(301) 714-1200
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### **Kitchen grease trap:**

Merritt Sanitation		(540) 662-8828
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### **Electrical problems:**

Consolidated Electric		(540) 662-5994
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### **Plumbing problems:**

McDaniel Piping and Plumbing Service		(540) 667-7915
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### **Blocked, clogged, stopped drains:**

Roto-Rooter		(540) 869-5309
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### **HVAC problems:**

Lyle P. Strosnyder, Inc.	Ken Denton	(540) 869-4045
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### **Alarm system problems:**

Patriot Fire & Security, LLC.		(540) 667-3473 (800) 932-3822
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**Door buzzers or door intercoms problems:**

Patriot Fire & Security, LLC. (540) 667-3473  
(800) 932-3822

**Natural gas problems:**

Washington Gas (703) 750-1000  
Account numbers:  
10 E. Cork Street – Fellowship Hall (Omitted)  
12 E. Cork Street – Youth Center (Omitted)  
116 S. Loudoun Street – Older part of Church (Omitted)

**Electricity problems:**

Shenandoah Valley Electric Cooperative (540) 450-0111  
Account numbers:  
306 E. Piccadilly Street – Old Stone (Omitted)  
8 E. Cork Street – Fellowship Hall (Omitted)  
12 E. Cork Street – Youth Center (Omitted)  
116 S. Loudoun Street – Older part of Church (Omitted)  
136 S. Loudoun Street – Donegal House, Hills Keep (Omitted)

**Water & sewer problems outside of buildings:**

Winchester Water Service Daytime, M-F (540) 667-1815  
Nights, weekends (540) 869-1699

**Locks, keys problems:**

Norvac Lock Technology, Inc. (540) 662-5641

**Snow removal:**

A Cut Above (540) 550-7206

**Pest problems:**

Dodson Pest Control (540) 662-6961

## **Appendix D - Facility Information**

**Location of fire extinguishers, fire alarms, circuit breaker panels, and water shut-offs by floor.**

(Annotated floor plans omitted)

## Appendix E - Usher Emergency Guidelines

### General

- Ushers are generally responsible for identifying and communicating dangerous situations to the pastors and congregation as appropriate.
- The Head Usher has overall responsibility for summoning emergency assistance and moving the congregation to safety.
- The Head Usher is responsible for ensuring that a cell phone is available for summoning emergency assistance, and assigning someone to communicate with the pastors and call 911 as needed.
- Ushers should be clearly identifiable by wearing Usher Badges.
- During the church service, when there have been forecasted severe weather, the head usher is responsible for monitoring emergency weather warnings.
- Location of Emergency Equipment:
  - Emergency flashlights: pulpits (2)\*, Sanctuary vestibule (2)\*, Sanctuary vestibule first aid box, Chapel (2)\*, office (2) (\*Need to be purchased by Facilities Council)
  - Fire extinguishers: Sanctuary pulpit, Sanctuary vestibule, Chapel hallway
  - First aid box: Sanctuary vestibule, church office, and kitchen (cabinet right of microwave)
  - AED (automated external defibrillator): front, right wall of Gathering Space
- During usher orientation, discuss response to the following possible scenarios (see guidelines below for these possible scenarios):
  - Medical emergency
  - Power Failure
  - Building evacuation: fire, earthquake
  - Shelter-in-Place: storm warnings
  - Worship service Interruption: intruder, protester (see Church & Personal Safety – Appendix F).

### Emergency Guidelines:

- Notify pastor(s) of nature of emergency
- Pastor(s) help identify medical professionals in congregation who may assist
- Call 911, if warranted.
- Give location and address: **First Presbyterian Church, 116 South Loudoun St.**
- State type of emergency (e.g., medical, injury, fire, gas leak, intruder, etc.)

**Emergency Guidelines (cont.)**

- Give specific building location of person or problem:
  - “The person is in the Sanctuary; enter the church from the Loudoun St. mall entrance.”
  - If person is in the new education wing or basement, can enter from new doors on Loudoun St. mall.
  - If person is in the Fellowship Hall or the Gathering Space, can enter from new doors on Loudoun St. mall or 12 East Cork alley.
  - If person is in Loudoun Hall or old education wing, can enter from parking lot off of 100 block of South Cameron
- Send someone to the entrance specified to open doors and direct emergency workers.
- Send someone to get AED from the Gathering Space front wall, if needed.
- Stay on the phone until excused, or explain if you are alone and must return to the scene.

**Building Evacuation** (fire, earthquake)

- Ushers communicate evacuation need to pastor(s) in pulpit; pastors make announcement. (**NOTE: during earthquake, do not use Loudoun St. exits under steeple.**)
- Two ushers should open doors away from area of concern and assist with orderly evacuation.
- Remaining ushers should release congregation by rows beginning with those closest to exits.
- Parents with children in other parts of the building should be encouraged to locate children outside of building after quick evacuation is accomplished.
- Ushers should assist those with mobility issues or find a nearby person to assist moving completely out of the building.
- After congregation has exited, ushers to safely check for any remaining persons and close all doors.

**Shelter-in-Place** (severe weather, environmental emergency)

- Ushers communicate shelter need to pastor(s); pastors make announcement.
- Two ushers should open interior doors and assist with orderly evacuation to windowless hallway areas.
- Parents with children in other parts of the building should be encouraged to locate children after move to sheltered areas is accomplished.
- Ushers should assist those with mobility issues or find a nearby person to assist moving to sheltered area. Seating may be needed for some.
- Head usher should monitor weather conditions for “all clear” signal.

These guidelines and procedures were developed by Mary Jordan (Parish Nurse) and Dave Thalman (Disaster Preparedness & Response Coordinator) in consultation with Head Ushers and staff. They are part of the FPC Disaster Preparedness and Response Plan.

These guidelines and procedures are supported by the staff of First Presbyterian Church and the Elders, who will also provide their full support during the various church activities as well as to the Ushers during church services. Besides the usher coordination role of Worship Council, equipment needs can be supported by the Facilities Council, and general disaster preparedness and response guidance is provided in the FPC Disaster Plan and by the Coordinator.

## Appendix F - Church and Personal Safety

This appendix provides some general guidance about personal safety in many environments, including churches, workplaces, and public spaces. These best practices are summarized from resources provided by the Department of Homeland Security and the Virginia State Police.

### Situational Awareness

- Behavior to look for:
  - Suspicious
  - Criminal
  - Life threatening
- What is suspicious?
  - Obvious nervousness
  - Not familiar with building or procedures
  - Unusual dress, not dressed for weather
  - Tunnel vision – no eye contact
  - Hidden hands
  - Adjusting clothing at waist
  - Carrying packages or backpack
- IF YOU SEE SOMETHING, SAY SOMETHING.


### Response Options

- Observe further, collect details
- Initiate a conversation
- Find a witness
- Record picture, video, and/or audio
- Notify site manager
- Confront individual
- Call law enforcement
- Evacuate
- Fight back

### Best Practices

- Maintain vigilance
- Have a plan – OODA
  - Observe – notice as many details as possible
  - Orient – be aware of where you are, and what/who is around you
  - Decide – what actions are feasible options?
  - Act – run, hide, fight
- Generally limiting building access is a very good first line of defense.
- Do not identify who is in the building by named parking lot signs.
- Do not publicly advertise building weapons policy (a gun-free campus could be an invitation).
- Again, See something – Say something.

Active Shooter Preparedness & Response Guidance

<p><b>COPING</b></p> <p>WITH AN ACTIVE SHOOTER SITUATION</p> <ul style="list-style-type: none"> <li>• Be aware of your environment and any possible dangers</li> <li>• Take note of the two nearest exits in any facility you visit</li> <li>• If you are in an office, stay there and secure the door</li> <li>• Attempt to take the active shooter down as a last resort</li> </ul>	<p><b>PROFILE</b></p> <p>OF AN ACTIVE SHOOTER</p> <p>An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p>
<p><b>INFORMATION</b></p> <p>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</p>	<p><b>CHARACTERISTICS</b></p> <p>OF AN ACTIVE SHOOTER SITUATION</p> <ul style="list-style-type: none"> <li>• Victims are selected at random</li> <li>• The event is unpredictable and evolves quickly</li> <li>• Law enforcement is usually required to end an active shooter situation</li> </ul>
<p><b>CALL 911 WHEN IT IS SAFE TO DO SO</b></p> 	

<p><b>HOW TO RESPOND</b></p> <p>WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY</p> <p><b>1. RUN</b></p> <ul style="list-style-type: none"> <li>• Have an escape route and plan in mind</li> <li>• Leave your belongings behind</li> <li>• Keep your hands visible</li> </ul> <p><b>2. HIDE</b></p> <ul style="list-style-type: none"> <li>• Hide in an area out of the shooter's view</li> <li>• Block entry to your hiding place and lock the doors</li> <li>• Silence your cell phone and/or pager</li> </ul> <p><b>3. FIGHT</b></p> <ul style="list-style-type: none"> <li>• As a last resort and only when your life is in imminent danger</li> <li>• Attempt to incapacitate the shooter</li> <li>• Act with physical aggression and throw items at the active shooter</li> </ul>	<p><b>HOW TO RESPOND</b></p> <p>WHEN LAW ENFORCEMENT ARRIVES</p> <ul style="list-style-type: none"> <li>• Remain calm and follow instructions</li> <li>• Put down any items in your hands (i.e., bags, jackets)</li> <li>• Raise hands and spread fingers</li> <li>• Keep hands visible at all times</li> <li>• Avoid quick movements toward officers such as holding on to them for safety</li> <li>• Avoid pointing, screaming or yelling</li> <li>• Do not stop to ask officers for help or direction when evacuating</li> </ul>
<p><b>INFORMATION</b></p> <p>YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR</p> <ul style="list-style-type: none"> <li>• Location of the active shooter</li> <li>• Number of shooters</li> <li>• Physical description of shooters</li> <li>• Number and type of weapons held by shooters</li> <li>• Number of potential victims at the location</li> </ul>	<p><b>CALL 911 WHEN IT IS SAFE TO DO SO</b></p>

### **Armed Intruder Best Practices Videos**

In addition to the above guidance Church Mutual Insurance Company has partnered with experts in crisis management and active shooter civilian response to create a three-part Armed Intruder Best Practices Video and Armed Intruder Resources Kit. Videos are also available on You Tube.

<https://www.churchmutual.com/6421/Armed-Intruder>

This training is based on ALICE - Alert, Lockdown, Inform, Counter, and Evacuate.

## Appendix G - Infectious Disease Guidelines & Procedures

Every year we are faced with precautions for limiting the exposure and spread of infectious diseases – especially flu-like viruses. This appendix contains best practices for seasonal precautions during routine flu seasons and guiding procedures for larger, pandemic-type outbreaks. This information was informed by Presbyterian Disaster Assistance and government resources that are listed below. The Weekday School has a complete disaster plan (Appendix J) and closely follows Virginia Department of Health and Centers of Disease Control guidelines. Their schedule and closing decisions closely mirror Fredrick County Public Schools.

### Seasonal Preparation

The items below should be considered each year prior to the start of flu season or in front of an expected pandemic outbreak.

- Parish Nurses to gather an informal task group that may include the Disaster Preparedness & Response Coordinator (Coordinator), Pastors, Director of Children’s Ministry, Facilities and/or Worship Council representatives, and any interested congregants.
- Parish Nurses and the Coordinator will monitor the status of infectious diseases in Virginia and the local area from the Virginia Department of Health and local health providers and school systems. Sources of current information are:
  - Virginia Department of Health: <http://www.vdh.virginia.gov/surveillance-and-investigation/>
  - Centers for Disease Control and Prevention: <https://www.cdc.gov>
  - The World Health Organization: <https://www.who.int>
  - Presbyterian Disaster Assistance: <https://pda.pcusa.org/pda/resource/disease-guidance-for-congregations/>
- Parish Nurses post best practices in eNotices, bulletin inserts, and on bulletin boards for minimizing the spread of viruses including:
  - Get a flu shot
  - Wash hands often with soap and water for 20 seconds. If not available, use hand sanitizer (60% alcohol)
  - Avoid touching your eyes, nose or mouth with unwashed hands
  - Avoid contact with people who are sick
  - Avoid large crowds in areas where viruses are prevalent
  - Stay home while you are sick and avoid close contact with others
  - Cover your mouth/nose with a tissue or sleeve when coughing or sneezing
  - Clean your cell phones, doorknobs, light switches and commonly touched areas with disinfectant wipes frequently.
- Custodial staff and volunteers increase the diligence with which kitchens, restrooms and classrooms are cleaned. Use disinfectant spray on all surfaces including door handles. Children’s toys in Sunday school classes and day care facilities should be cleaned after each class. Consider pre-mixing sanitizing cleaner with a 1:10 ratio of household bleach to water or use Clorox surface spray with bleach.



- Jubilee Kitchen and other meal volunteers, including communion preparers, follow enhanced precautions for safe food handling including the use of gloves and hair coverings. Offer foods in pre-plated single servings. Avoid putting foods in containers that those serving themselves can reach their hand directly into the food. More specific communion guidelines are below.
- Facility Council consider turning off and marking all water fountains as temporarily out of use.
- Increase the supervision of small children in their hygiene habits in day care programs and Sunday school.
- Visitation Team renew list of those from the congregation and the community that may have increased medical or support needs.

## **Infectious Disease Outbreak**

When a widespread infectious disease outbreak is expected in the community, the Disaster Preparedness & Response Coordinator and/or Parish Nurses will confer with the Pastor/ Head of Staff regarding formalizing the activities listed above this section and those that follow. This may include creating a formal task force. Session will be informed about any recommendations to adjust the church's activities and procedures.

In a Stage 6 Pandemic the methodology for containing the spread of the disease is to require social isolation of the infected people and reduce the opportunities for social contacts among the non-affected. Businesses could be closed; schools and day care centers could also be closed. Travel will be restricted. Local authorities may initiate mandatory closures of public events and gatherings. This would impact churches directly if worship and meetings are prohibited. However, churches may be expected to be a provider of spiritual care and food distribution.

The following activities are suggested

- Consider suggesting that personal greetings not include hand shakes or hugging.
- Consider asking worship and meeting attendees to sit 3-6 feet from those around them not in the same family – every other pew/chair.
- Consider modifying or postponing communion. Communion should not be served in open trays in the pews. A few servers located at the front of the church should have fully sanitized or gloved hands and distribute bread cubes and disposable cups directly to participants who file up in rows from their seats. Participants should not select the elements themselves. Cups should be deposited in a trashcan at the front of the church before participants return to their seats.
- Formalize a communication plan for staff and Session to conduct business remotely if needed.
- Investigate options for remote meetings via conference calls or online video applications.
- Investigate options for remote worship via a live-feed webcast, or delivering materials to the porches/mailboxes of homes.
- Communicate ways for congregants to manage their financial support to the church.
- Investigate and coordinate support services with local churches and relief organizations
  - Prepare and distribute meals
  - Provide spiritual care and related support to the community.

## Appendix H - Sample Family Disaster Plan

### How Prepared Is Your Family?

**Instructions:**

1. Working individually, take about 5 minutes to answer the questions below about you and your family’s disaster preparedness.
2. Be prepared to share examples of areas in which you and your family are and aren’t prepared.

Action	Suggestions	Completed?
Educate yourself and your family.	Talk to your local emergency management agencies and the American Red Cross chapter about: <ul style="list-style-type: none"> <li>• Types of disasters likely to affect the community and how to prepare for them</li> <li>• Community warning systems and evacuation plans</li> <li>• Animal care during and after a disaster</li> <li>• Taking responsibility for elderly and disabled persons</li> <li>• Disaster plans at work places, schools, day care centers, or other places where your family spends time</li> </ul>	Yes No
	Be sure you have adequate insurance coverage	Yes No
	Conduct a home hazard hunt to identify anything that can move, fall, break, or cause a fire	Yes No
	Take a Red Cross first-aid and CPR class.	Yes No

Action	Suggestions	Completed?
Create a family plan and practice it	Identify “safe rooms” or shelter areas for earthquakes and violent weather	Yes No
	Determine the best escape routes out of the safe rooms/shelter areas	Yes No
	Pick two places to meet in case you cannot return to your home - one spot just outside your home and another outside the neighborhood.	Yes No
	Create a contact list	Yes No
	Identify an out-of-state relative or friend as a family contact in case family members are in separate locations at the time of disaster. Be sure work and school offices have this number on file	Yes No
	Discuss what to do in an evacuation and how to care for your pets.	Yes No
	Teach young children how and when to dial 911 and what to say	Yes No
	Post all emergency numbers by every phone.	Yes No
	Hold fire and emergency evacuation drills periodically (every six months) with all members of the family	Yes No
	Quiz family members periodically, (children every six months), on procedures and contact information.	Yes No
	Store originals of important family documents in a safe deposit box	Yes No

Action	Suggestions	Completed?
Be a good neighbor	Meet with your neighbors to plan how to work together in case of an emergency.	Yes No
	Know your neighbors’ special needs or skills, such as medical, technical	Yes No
	Make plans for each other’s children in case a parent is not able to get home	Yes No

Action	Suggestions	Completed?
Store adequate supplies	Store supplies in a sturdy, pest-free container and place in an accessible location:	Yes No
	Water for 3-5 days (one gallon per person per day, in a plastic container). Mark date of storage on container, and replace every three months.	Yes No
	Non-perishable foods for 3-5 days, including pet food if applicable. Replace every six months.	Yes No
	Flashlights with extra batteries	Yes No
	Manual can opener	Yes No
	Extra pair of prescription eyeglass, contact lenses (and cleaning solution)	Yes No
	Battery-operated radio or TV and extra batteries	Yes No
	Prescription drugs that are used regularly	Yes No
	First-aid kit	Yes No
	Extra set of car keys	Yes No
	One blankets or sleeping bag per person	Yes No
	Information (style, serial number, etc.) on critical medical devices (respirator, pacemaker, etc.)	Yes No
	Small amount of cash and a credit card	Yes No
	Children's toys, games, books, pictures, etc	Yes No
	Extra battery for cell phone	Yes No
	Sanitation supplies	Yes No
	Special items for infants/elderly/disabled	Yes No
	One change of clothing and footwear per person	Yes No

Action	Suggestions	Completed?
Take care of utilities	Locate and show all adults where and how to shut off main utility valves for water, gas, electricity.	Yes No
	Install smoke detectors on each floor, especially near bedrooms; test and replace batteries once a year	Yes No
	Teach family members how to use fire extinguishers and show them where they are kept. Test extinguishers once a year	Yes No

Action	Suggestions	Completed?
Create a home exit plan and evacuation box	Create basic floor plan of home and clearly mark exits to be used for emergencies. Post in each room	Yes No
	Create an evacuation box to “grab and go” in a waterproof container. Include	Yes No
	<ul style="list-style-type: none"> <li>• Small amount of cash</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Irreplaceable photos/negatives in plastic</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Written inventory of valuable possessions (updated annually)</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Insurance policy numbers and company phone numbers</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Copies of other important family or home documents and contact list</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Copies of prescriptions</li> </ul>	Yes No
	<ul style="list-style-type: none"> <li>• Copies of important legal documents— deeds, wills, birth certificates, immunization records, first two pages of prior two years’ tax returns, etc. <i>Original documents should be kept in a safe deposit box.</i></li> </ul>	Yes No

## Appendix I - Disaster Preparation and Response Resources

### **FEMA *Are You Ready?* Resources**

<https://www.ready.gov>

FEMA provides an extensive guide on preparing for disasters. This website covers preparation for many types of disasters and offers excellent ideas for individuals and families. Also available is the *Are You Ready? Facilitator Guide* (IS-22FG). The Facilitator Guide is a tool for those interested in delivering *Are You Ready?* content in a small group or classroom setting. The Facilitator Guide has instruction modules for adults, older children, and younger children. Copies of *Are You Ready?* and the Facilitator Guide are available online and through the FEMA publications warehouse (1.800.480.2520).

### **The American Red Cross**

<http://www.redcross.org/prepare/>

The Red Cross provides a series of articles covering all aspects of Disaster Preparedness.

### **Presbyterian Disaster Assistance**

<https://pda.pcusa.org>

The PDA web site has a number of resources for training and response.

### **Shenandoah Presbytery**

<https://shenpres.org/disaster-resources/>

Shenandoah Presbytery Disaster Preparedness and Response Team has a number of resources on its web page.

## Appendix J - FPC Weekday School Disaster Preparedness Plan

FIRST PRESBYTERIAN WEEKDAY SCHOOL



# DISASTER PREPAREDNESS PLAN

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**Sensitive Information:** This version of the FPC Disaster Plan has been sanitized for sharing with the public. The contents of this appendix have been omitted.