EMERGENCY OPERATION PLAN

Newington Baptist Church Security Team Policy and Procedures

A**rticle 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The board or its designee, will review the manuals at least annually, with the authority to recommend changes for the members to consider and vote on.

Year:	B.O.D. Signature:	Date of Review:
2020	Gerald German	2/15/2020
2021	No Review due to COVID	
2022	Stan Ward	3/21/2022
2023	Doug Hull	3/13/2023, 3/29/2023
2024	Doug Hull	3/21/2024
2025	Doug Hull	5/15/2025
2026	Board of Directors and Security Team	8/20/2026

NEWINGTON BAPTIST CHURCH
6169 Main Street Gloucester Va. 23061

Newington Baptist Church: Emergency Operations Plan

Newington Baptist Church
6169 Main Street, Gloucester, VA 23061
Approved by the Board of Directors
Approval Date: August 20, 2026

1. Purpose and Scope

This Emergency Operations Plan (EOP) provides the structure, procedures, and responsibilities for responding to emergencies at Newington Baptist Church.
It is designed to:

- Protect the congregation, staff, volunteers, and visitors
- Provide clear procedures for all major emergency types
- Coordinate with local first responders
- Ensure compliance with Virginia expectations, DHS/CISA guidance, and insurance requirements

This plan applies to all church buildings, ministries, programs, and events.

2. Authority and Governance

2.1 Board of Directors (BOD)

The BOD:

- Approves and oversees the Emergency Operations Plan
- Reviews the plan annually
- Ensures alignment with church policies and legal requirements

2.2 Emergency Response Leadership

The Emergency Response structure includes:

- Incident Coordinator – Leads emergency response during an incident
- Building Coordinator(s) – Oversees building systems, evacuation routes, and hazard mitigation
- Safety Team – Responds to medical, behavioral, and environmental emergencies
- Security Team – Responds to threats, suspicious activity, and disruptive individuals
- Medical Response Team – Provides first aid and coordinates with EMS

3. Emergency Contact Information

Emergency Services:
For all emergencies: Dial 911
Church Office: 804-693-2349
Email: secretary@newingtonbc.org

Key Personnel

Building Coordinators:

- Kyle Pankowski – 757-876-3752 Team Leader
- Doug Hull – 804-815-3314
- Joe Semanski – 804-815-3007
- Ron Michaud – 804-832-6959
- Matthew Morgan – 804-832-3914
- Bob Morris – 804-306-2293
- David Craft - 804 -815-1063

Incident Coordinator:

- See above team leader or member that is available.

4. Roles and Responsibilities

4.1 Incident Coordinator

- Leads emergency response until first responders arrive
- Directs evacuation, shelter-in-place, or lockdown
- Communicates with Building Coordinators and Safety/Security Teams
- Provides updates for first responders
- Authorizes "all clear" only after fire/police approval

4.2 Building Coordinators

- Know all floor plans, exits, and emergency equipment
- Maintain evacuation maps and signage
- Ensure emergency lighting and alarms function
- Assist with evacuation and hazard mitigation
- Communicate building status to Incident Coordinator

4.3 Safety Team

- Respond to medical emergencies
- Assist with evacuation and sheltering
- Support child safety and reunification
- Monitor environmental hazards
- Maintain calm communication

4.4 Security Team

- Respond to threats, suspicious activity, and disruptive individuals
- Coordinate with law enforcement
- Assist with lockdown procedures
- Support evacuation security

4.5 Medical Response Team

- Provide first aid and CPR/AED
- Coordinate with EMS
- Document of medical incidents

5. Emergency Procedures

5.1 Medical Emergency

1. Call 911
2. Provide location, nature of emergency, number of people involved
3. Retrieve AED and First Aid kit
4. Do not move injured person unless in danger
5. Allow EMS to take command upon arrival
6. Complete an Incident Report

5.2 Fire or Smoke Emergency

If you see smoke or fire

- Activate fire alarm
- Call 911 from a safe location
- Close doors to contain fire
- Use extinguisher only if trained and safe to do so
- Evacuate immediately

If the fire alarm sounds

- **5.3 Building Evacuation** Evacuate using nearest exit
- Assist individuals with disabilities
- Crawl low if smoke is present
- Do not use elevators
- Move to designated assembly area (rear parking lot by dumpsters)
- Do not reenter until fire department gives “all clear”

Evacuation Steps

- Remain calm
- Follow instructions from Incident Coordinator or Safety/Security Teams
- Close doors behind you
- Use stairwells, not elevators
- Do not return for personal items
- Proceed to assembly area
- Await accountability check

Accessibility

- Assigned personnel assist individuals with mobility, hearing, or vision impairments
- Evacuation chairs (if available) should be used

5.4 Tornado / Severe Weather Emergency

Tornado Watch

- Monitor weather
- Prepare to shelter

Tornado Warning

- Move immediately to interior shelter areas:
  - Fellowship Hall
  - Interior hallways
  - Rooms without windows
- Avoid:
  - Windows
  - Large open rooms
  - Exterior walls
- Remain sheltered until "all clear"

Other Severe Weather

- Hurricanes: Secure building, cancel activities as needed
- Flooding: Avoid low-lying areas; move to higher ground
- Winter Storms: Prepare for power loss; close campus if needed

5.5 Active Threat / Armed Intruder

Run – Hide – Fight (DHS Standard)

Run

- Evacuate if safe
- Leave belongings
- Help others if possible

Hide

- Lock and barricade doors
- Turn off lights
- Silence phones
- Stay out of sight

Fight (last resort)

- Only if life is in immediate danger
- Use available objects to defend yourself

Security Team Responsibilities

- Call 911 immediately
- Provide real-time information
- Guide law enforcement to threat location
- Assist with reunification after incident

5.6 Bomb Threat

If threat is received

- Remain calm
- Use Threat Checklist
- Keep caller on the line
- Signal another person to call 911

Do NOT

- Touch suspicious packages
- Use radios near suspicious devices

Evacuation

- Evacuate only if instructed by law enforcement
- Move to assembly area

5.7 Suspicious Activity Reporting (SAR)

Report immediately:

- Unattended bags
- Surveillance behavior
- Attempts to access restricted areas
- Threatening statements
- Suspicious vehicles

Document using Incident Report Form.

5.8 Hazardous Materials / Gas Leak

- Evacuate immediately
- Do not use electrical switches
- Do not use radios near suspected leak
- Call 911
- Move congregation upwind

5.9 Missing Child

1. Notify Safety Team Leader immediately
2. Secure all exterior doors
3. Search assigned zones
4. Notify law enforcement if child not found quickly
5. Document incident

6. Reunification Procedures

After evacuation or emergency:

- Children remain with Children's Ministry staff
- Parents must present matching security tags
- Visitors must show ID
- Safety Team coordinates with ministry leaders
- No child is released without verification

7. Communication Procedures

- Radios used for internal communication
- Incident Coordinator communicates with first responders
- Only designated spokesperson communicates with media
- Use backup communication if power or network fails

8. Training & Drills

Annual Requirements

- CPR/AED training
- Radio communication drill

Documentation is maintained by the Incident Coordinator.

9. Coordination With First Responders

- Annual meeting with Gloucester County Sheriff's Office and Fire/EMS
- Provide building maps and access points
- Conduct walkthroughs
- Update contact information annually

10. Hazard Analysis & Risk Assessment

A hazard analysis is conducted annually to evaluate:

- Fire risk
- Severe weather risk
- Flooding
- Hazardous materials
- Utility failure
- Civil unrest
- Bomb threats
- Medical emergencies

Results inform training and planning.

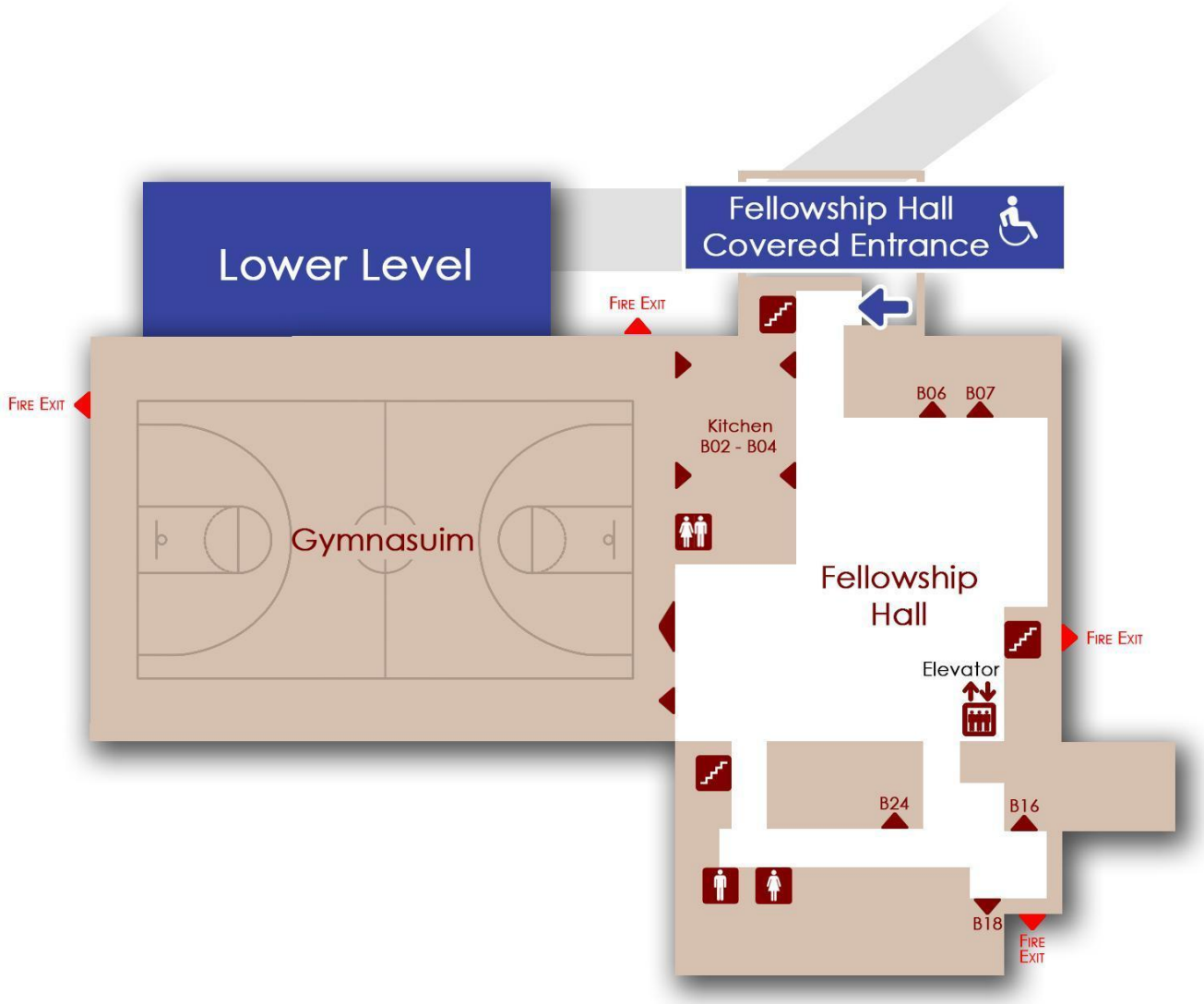
11. Appendices

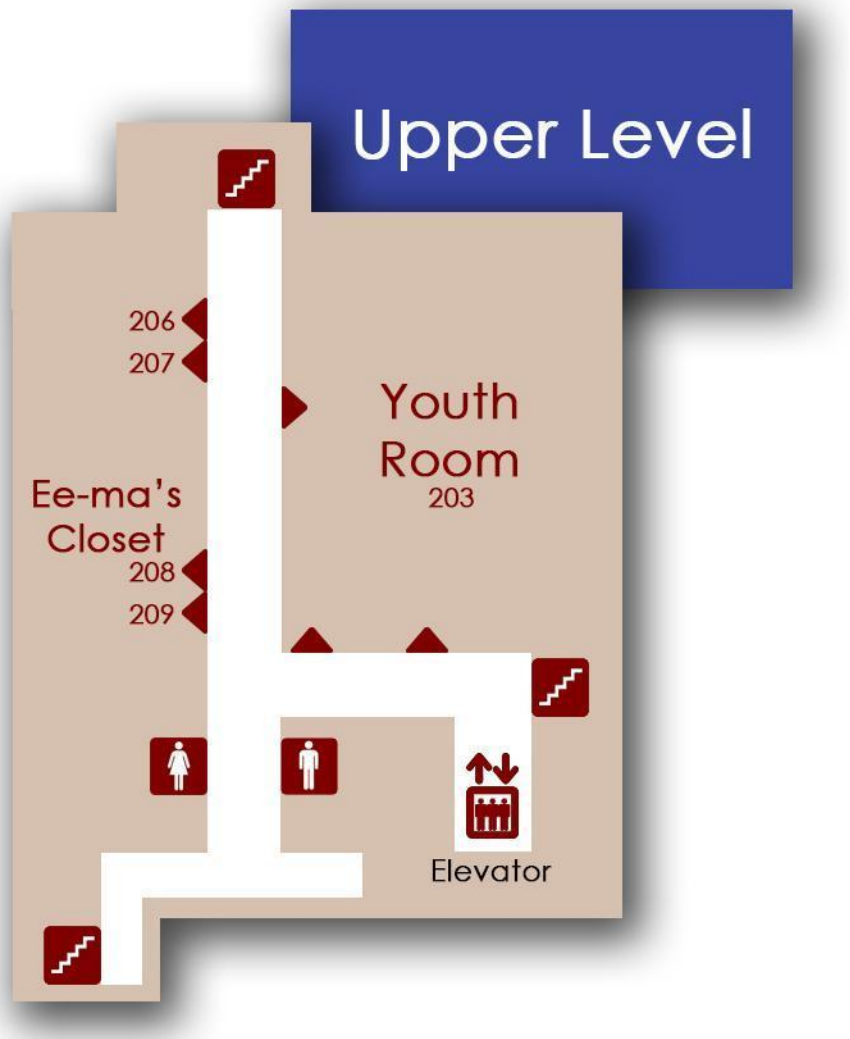
- Evacuation Maps
- Shelter-in-Place Maps
- Incident Report Form
- Threat Checklist
- Hazard Analysis Worksheet
- Emergency Equipment Locations

APPENDICES

EMERGENCY EVACUATION MAPS




Lower Level
Fellowship Hall
Covered Entrance
Fire Exit
Fire Exit
Gymnasuim
Kitchen
B02 - B04
B06
B07
Fellowship
Hall
Fire Exit
Elevator
B24
B16
B18
Fire
Exit


Upper Level
206
207
Youth Room
203
Ee-ma's Closet
208
209
Elevator

INJURY/INCIDENT REPORT

It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date:
Injured Person: _____
Completed by: _____

Where were you when injury occurred:
_____

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:
_____

Action Taken/Medical Treatment Provided:

BUILDING EMERGENCY SYSTEMS

This appendix includes information about the location of emergency equipment and information about warning systems.

Fire/Smoke Detection and Warning

- Location of fire extinguishers
- Lighting
- Panel Box
- Water cut off

CONDUCTING A HAZARD ANALYSIS

Purpose

The purpose of a hazard analysis is to determine the hazards a site is most susceptible to and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

Starting Point

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

Considerations

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

Hazard Analysis Worksheet

Using the worksheet on the next page examine the listed hazards. List any other possible hazards that the site may face under the first column labeled “Hazards”. Cross off any hazards that are not possible, for example the “onsite hazardous material” incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

1. **unlikely or low possibility**
2. **maybe or average possibility**
3. **likely or high possibility**

In the next three columns labeled, “Employee Impact,” “Property Impact,” and “Economic Impact” use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worst case scenario to estimate the probable impact.

1. **low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
2. **moderate impact** (loss of wage, loss of short-term productivity, serious bodily injury, moderate property damage.)
3. **high impact** (loss of employment, loss of life, destruction of property and business.

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

HAZARD ANALYSIS WORKSHEET (*Haz/Mat means Hazardous Materials)

Hazards	Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite Haz/Mat*					
Off-site Haz/Mat*					
Bomb Threat					
Civil Unrest					
Utility					