CERTIFICATION PROJECT

Presented to the
National Institute of Church Finance and Administration
Candler School of Theology - Emory University

EMERGENCY PREPAREDNESS RESPONSE MANUAL

— City Bible Church —
April 2000

By:

Mark V. Sligar
Church Business Administrator
City Bible Church
9200 N.E. Fremont
Portland, Oregon 97220

TABLE OF CONTENTS

I.	Preface	Page 3-6
	The Author	
	The Campus	
	The Consulting Team	
II.	Introduction	Page 7-10
	What is an Emergency?	
	What is Emergency Management?	
III.	Statement of Objectives	Page 11
IV.	Implementation	Page 12-14
V.	Emergency Preparedness Response Manual	Inserted at the end
VI.	Conclusions and Findings	Page 15-16
VII.	Appendix : Article by Steven S. Sessions	Page 17-18
VIII.	Bibliography	Page 19

AUTHOR

Mark V. Sligar is the Church Business Administrator at City Bible Church.

BIOGRAPHY

I have been employed at City Bible Church for 19 years and have been the Church Business Administrator for the last 7 of those years. My oversight includes a $10,000,000 budget with a variety of church ministries, 200 employees, a Bible College, and private school. Other aspects of my responsibilities include teaching a Church Administration course at Portland Bible College, as well as outside consulting on church administration issues with a specialty in Risk Management. I am a member of the National Association of Church Business Administration and participate in the NACBA Metro Church Group. I am also the President of my local NACBA Chapter, Columbia River Chapter, in Portland, Oregon. For the last 19 years I have been married to my wonderful wife Brenda and we are raising our 4 children between the ages of 16 and 4.

After becoming the Church Business Administrator, I began pursuing association with organizations that focused primarily on the administration of the church including the National Association of Church Business Administration. The NACBA promoted and still promotes a church administration certification program and in 1998, I began the certification process through Candler School of Theology at Emory University.

My interest in Emergency Preparedness began while attending a workshop at my second NACBA Conference. The 1996 Breckenridge Conference included a session on Emergency

Planning by Steven S. Sessions. At the end of that excellent presentation I decided that our church had to have a plan developed. Included in the appendix is an article by Steven S. Sessions that gives a great overview of all the elements surrounding this project.

The certification program consisted of four weeks of intense training by professionals along with the interaction of fellow church business administrators. The relationships that developed during those four weeks of classes are friendships that I continue to draw on both personally and professionally. After the two summer sessions of classes, the final requirement of the certification process was the development and completion of a "project". I chose to build an Emergency Preparedness Response Manual. One of the chief motivating factors for beginning this project and seeing it through to the end was not only my interest in this particular area but also to benefit the church and people I serve.

On a personal note, coming from a non-denominational church, I was very curious to see the perspectives of other Church Business Administrators from varying denominations. City Bible Church is the largest church within our fellowship group. I had some reservations going into a Methodist sponsored program with participation by the major denominations. It was a surprise to me to see the joint participation by the varied denominations. The different perspectives on church government, church organizational structures and denominational nuances added to my education. Knowing what I know now, I would encourage anyone to cross-pollinate and choose a site that is different from his or her own background in which they serve. I am a better church business administrator because of my certification experience.

THE CAMPUS

City Bible Church sits on 32 acres on the North side of Rocky Butte, a prominent landmark in Portland, Oregon. The campus has 220,000 square feet of facilities spread over 10 buildings. The major facilities are a 3,000-seat auditorium, 2 gymnasiums, college dormitories and classrooms, a private school K-12, and offices for support ministries. The church is 45 years old with our current location being home for 15 years. The campus has over 600 students from both the private school and college on site each day. The church and related ministries employee 208 employees with 100 being full time.

Our Childrens' Ministries programs have over 900 children on site each Sunday with an additional 300 volunteers throughout the campus.

The college has 200 students living in dormitories through 10 months each year.

All these programs, people, buildings, and grounds demand an Emergency Preparedness Response Plan. It is by God's grace that we have been able to grow and manage what God has given us over the years.

CONSULTING TEAM

The consulting team I have chosen for this project are made up of quality professionals, wonderful people I enjoy working with.

Joanna Johnson, my Administrative Assistant, has always come through for me on all my important projects. She has tremendous skill in word processing and project development and is always motivating me with her positive attitude.

Art Johansen, my Facilities Director, has forgotten more about the campus than I can remember. Not only has he remodeled almost every building on campus but was instrumental in the building of our major structures. He manages our Public Safety and Custodial Departments, sits on the Stewardship Committee and is one of the Directors at City Bible Church.

Dennis Lio, my Property, Casualty, and Liability Insurance Agent, has been effective in helping me develop a plan for managing the risk at City Bible Church. I have always appreciated his perspective and insight into the many challenges facing our church each day. Dennis' twenty years of experience is an important asset to our team.

Ken Ross, a Portland Bible College Professor and Administrator, brings many gifts to the team. His unique perspective on the campus and his insight into planning have been a very useful ingredient for the team. He also came to us with four years of Property Development and Project Planning, which adds to his contribution.

INTRODUCTION

What is an Emergency?

An emergency is any unplanned event that can cause death or significant injury to employees, customers, or the public. An emergency can shut down a business or organization, disrupt operations, cause physical or environmental damage, and/or threaten the facility's financial standing or public image.

What is Emergency Management?

Emergency management is the process of preparing for, dealing effectively with, responding to, and recovering from an emergency. Emergency management is a dynamic process. Planning, though critical, is not the only component. Training, conducting drills, testing equipment, and coordinating activities with the community are important too!

The Biblical foundation for having a developing Emergency Preparedness Response Plan is found in many themes, thoughts, and scriptures in the Bible. Words used throughout the Bible support this project such as: prudent, foresee, prepare, be ready, planning, and preparation. Consider the following Scriptures: (New King James Version)

Scripture: *Proverbs 22:3* A prudent man foresees evil and hides himself, But the simple pass on and are punished.

A prudent man is a leader. Leaders need to be able to see potential danger and make adjustments to avoid it. Seeing ahead is not just a benefit for them but also those they have influence over. The church should be able to foresee potential emergencies and should take leadership by creating a plan to avoid confusion, panic, injury, loss of life or loss of property.

Scripture: *Luke 12:38* "And if he should come in the second watch, or come in the third watch, and find them so, blessed are those servants.

The context of this scripture is the preparation for a wedding. The challenge was to have their lamps burning and to be ready when the master came. They were to get prepared and maintain preparations until the master came, not assuming or taking for granted what might or might not occur. Preparation must come before the emergency. Once an emergency has taken place, it is too late to prepare further.

Scripture: *Genesis 41:29-36* [29]Indeed seven years of great plenty will come throughout all the land of Egypt; [30]but after them seven years of famine will arise, and all the plenty will be forgotten in the land of Egypt; and the famine will deplete the land. [31]So the plenty will not be known in the land because of the famine following, for it *will be* very severe. [32]And the dream was repeated to Pharaoh twice because the thing *is* established by God, and God will shortly bring it to pass. [33]Now therefore, let Pharaoh select a discerning and wise man, and set him over the land of Egypt. [34]Let Pharaoh do *this,* and let him appoint officers over the land, to collect one-fifth *of the produce* of the land of Egypt in the seven plentiful years.

> [35]And let them gather all the food of those good years that are coming, and store up grain under the authority of Pharaoh, and let them keep food in the cities. [36]Then that food shall be as a reserve for the land for the seven years of famine which shall be in the land of Egypt, that the land may not perish during the famine.

Again the principle of preparation comes to us with Joseph. During the good times provision should be made for the bad times that will come. They did not wait until the famine was upon them. If they had waited many would have suffered. Preparation needs to be made well in advance of an emergency. It is not if it will happen, but when. Preparation requires proper planning, administration, details and foresight. In these verses a pattern can be seen of taking action and administrating the action through a detailed process of involvement. Work is involved in planning and preparation.

Scripture: *Proverbs 30:24,25* [24]There are four things which are little on the earth, But they are exceedingly wise:[25]The ants are a people not strong,Yet they prepare their food in the summer;

The small ant is considered wise in making provision over a long period of time. The ant stores up food over the summer for the winter. Even though the ant is small, he takes care of his needs through a step by step process to complete its goal. This verse supports the idea of continual preparation and planning with a specific purpose in mind. It may seem overwhelming at first, but when broken down into steps the goal is achieved.

The summer is a time frame. We must make detailed plans to achieve our goals with a time frame in mind. Anyone, great or small, can take a potential problem situation and plan for the future with productive results. As church administrators serving both the pastors and the membership, our gifts should be used to complete what others can not but truly need. I am glad that God can use my gifts to have a plan of response and to be prepared when a crisis comes.

My commitment to effective management, as a church administrator, is to be responsible for planning and responding in emergency situations. Leadership is both a biblical foundation and a practical foundational need in our churches. Leadership is communication, planning, details, foresight, stewardship and management that are the ingredients necessary for a church administrator and an Emergency Preparedness Response Plan.

STATEMENT OF OBJECTIVES

The Emergency Preparedness Response Manual objective is broken into two major parts: (1) The general overview of what the manual can accomplish; and (2) the practical parts of the manual.

Major Objectives:

1. To help the church and its related ministries fulfill their moral responsibility to protect and respond to their employees, members, the community, and the environment.
2. To facilitate compliance with regulatory requirements of Federal, State and local agencies.
3. To enhance the organization's ability to minimize and recover from financial losses, regulatory fines, damage to equipment or interruption of ministries and services.
4. To reduce exposure to civil or criminal liability in the event of an incident.

Practical Objectives:

1. To create a manual that brings answers to important questions during an emergency.
2. To compile information needed immediately when confronted with an emergency that would serve as a guide for controlling and managing the crisis.
3. To bring together all church ministries in coordinated responses and clear communication during a crisis.
4. To create a tool that can easily be adapted and expanded with current information, making it always useful and ready.

IMPLEMENTATION

Project Development

This project was chosen because of the variety of ministries on our campus which include a college, private school, publishing, in-house print shop, and maintenance workshops that are mixed with other church ministries like general pastoral care, youth, senior saints and children. It was obvious that we needed to coordinate some type of manual for our paid staff and volunteers. It also had come to my attention that Oregon law requires an employer of more than 50 employees to have an Emergency Preparedness Response Manual. As a church, we desire to follow all laws and comply with government and city ordinances.

It seemed obvious to me to have the project team members be people with whom I worked closely, who understood the campus needs and the various ministries, who had knowledge of the facilities and understood risk management. After pulling the team together, we started meeting in May of 1999 with two goals in mind: (1) to discuss Y2K Preparation and (2) to develop the Emergency Preparedness Response Manual. In January of 2000 all our efforts merged into the completion of the manual.

The team spent eleven months in meetings, discussion and individual research. Throughout this time and prior to the forming of the Emergency Preparedness Team, I had been collecting information in the form of books, certification projects, web sites, area school districts' Emergency Plans and other resources for the implementation of this manual. Early on, we collected materials that helped define the scope of what we wanted to include in the project.

After compiling all of the individual work and customizing other materials for use on our campus, the manual began to develop. The final step was the organization of the materials. The formatting was designed with the purpose of continued use and updating by the addition of materials, policies and procedures as needed in the coming months and years. It is to be a working manual.

Each team member brought an element of expertise and insight to this project. Each team member's contribution was unique to the project. Some team members generated ideas, giving perspective from experience and bringing confidence to the project. Other team members brought together the practical, step-by-step details of the project together.

Project Application

The Emergency Responses Manual will be implemented as a tool to be available at any time under any circumstance that would require it. The manual's design is to be continually updated and expanded over time. The initial implementation of this manual is made up of three parts. These parts will repeat annually to meet the objectives of the manual.

1. Manual Distribution

   The current manual will be distributed to all directors, department heads, and key members of the church organization. Key personnel will keep a copy in their homes. Public Safety Officers will keep a copy in the Public Safety vehicle at all times.

2. Training

   All department heads will attend a complete familiarization meeting on the use of the Emergency Response Manual. The meeting will provide information, answer questions,

identify needs and concerns and include discussion sessions. Emergency Response Team Members will review and discuss their responsibilities. All departments will participate in evacuation drills and functional drills to test the plan.

3. Manual Updates

   After training meetings, discussion groups, evacuation drills and functional drills the manual will be edited. These changes will be made:

   a. After each training drill or exercise
   b. After each emergency.
   c. When personnel or their responsibilities change.
   d. When the layout or design of the facilities change.
   e. When policies or procedures change.
   f. After review (quarterly) a planned review is essential in the event there is no drill or emergency that identifies needed updates to the manual.

CONCLUSION AND FINDINGS

The project of putting together an Emergency Preparedness Response Manual was necessary for our campus. My objective was very clear and the importance was also very clear. As I moved through the development and compilation of the project, I realized that this manual will never be completed. It is like the birth of a child that requires constant attention. As the years go by, a child develops and matures as he receives attention from those around him. The birth of this manual will need to have many people give toward its development in the next few years.

The most important result of this project is that the foundation has been laid to have a working plan in place that we can build on. Another major result is the compilation of vital information in one place. Having emergency numbers, vendor accounts, locations of utility shut-offs, and audit checklists increases the value of this manual considerably.

The strength of the project is in the details. As the manual grows and continues to develop, the additional information can be easily updated into the main body of the manual. Specific questions in an emergency require detailed answers. The manual guides you through the process of any emergency.

The weakness of this project is in the required maintenance of the information. If the distribution, training, and updates are not completed annually, the manual will lose value over time and become unreliable. The responsibility of the Church Business Administrator must be to maintain the manual just as any risk management policies need constant attention.

I would like to see this manual expand to four individual manuals covering the four major parts of our campus: Church, City Christian School, Portland Bible College and Childrens' Ministries. As I collect and add to this project over the next few years, I know that the results will give us confidence and help when we need it most. I also hope it will be able to guide other churches into developing their own Emergency Preparedness Response Plans.

The only thing I would have done differently would be to start sooner which would have given me more time to expand the areas that cover evacuations, individual response and the usage of our facility as a Red Cross shelter in case of emergency conditions. These areas will be addressed as the manual expands each year but the deadline to turn in the manual requires it to at some point end but the development continues.

EMERGENCY PLANNING: DEVELOPING A VIABLE RESPONSE FOR YOUR BUILDING

By Steven S. Sessions

Steve Sessions is the Senior Vice President of CB Commercial Real Estate Group Inc., a full-service commercial real estate firm in Denver.

The recent hostage shooting in a downtown Portland office tower, the April 19 bombing of the Alfred P. Murrah Federal Building in Oklahoma City, the World Trade Center bombing in New York City, the Chicago flood and the Los Angeles earthquake, although separate events, should send a chill and strong message to property managers, owners and tenants everywhere – disaster planning for the unthinkable is mandatory today. While most will never have to deal with one of these major tragedies, the possibility exists.

When it comes to emergency planning, the property manager has two responsibilities that override all other considerations. They are, in order of priority, to protect the lives of the building's occupants and others on the premises, and to protect and preserve the property interests of the tenants and owner.

At the outset, property managers and owners must develop a keen awareness of what constitutes risk at their buildings, involve tenants in the process of developing a viable emergency program and integrate the plan into the everyday management of the building. In other words, develop a plan for systematic risk reduction.

Each property should be looked at as a unique entity that may be in need of unique emergency procedures. Further, preparing an emergency procedures plan requires extensive time, research and teamwork. No property manager working alone can create a comprehensive, well-conceived plan. It must be developed in cooperation with the property owner, the police and fire departments, service contractors, community service agencies and most importantly, the tenants occupying the premises.

Risk assessment

The first phase involves assessing disaster and emergency potential. Disasters occur more frequently as a result of incidents caused by individuals (such as robberies and assaults) than from natural hazards. Keeping both types of causes in mind, setting priorities on which types of breaches are most likely to occur is high on the list. The key to an effective risk assessment is the utilization of an extensive questionnaire. For instance, "What can happen on the property?" What exposures exist on the property? What is being done now to prevent an occurrence? Is it enough? Is mitigation possible?"

Impact evaluation

Analyzing the various factors affecting the likelihood of certain emergencies occurring will require numerous meetings and extensive teamwork. Many diverse issues will need to be thoroughly addressed. For instance, certain areas of the country are more prone to given types of emergencies – specifically natural disasters- than others and must be planned for accordingly. Just as relevant as the geographic area within which a property is located is the immediate environment. The neighborhood in which a building is located can create its own set of unique problems. Also, office buildings and other commercial properties present special challenges

because of their many and diverse tenancies, the presence of expensive office equipment, special electronic needs and a high volume of pedestrian traffic. Higher volume of pedestrian traffic often increases the probability of theft and assault.

Plan execution

Once the property management team has completed the risk assessment and analysis of the various factors, a property's emergency plan will be fully outlined in a comprehensive emergency procedures manual. This manual, designed by the property manager with the emergency management team, should contain all of the information needed to safeguard tenants, visitors and property before, during and after an emergency. To be of most assistance, the manual should contain detailed instructions for everyone involved in an emergency to follow. Moreover, the emergency team and tenants should be drilled in the procedures and trained to know how to react in any type of emergency.

The emergency manual should contain an extensive list of telephone numbers for entities such as the police and fire departments, community services, utility companies and service contractors. The property manager also should include a complete description of the property and blueprints, including "as-built" drawings that clearly show the locations of mechanical equipment, utility and water shut-offs, elevators, stairwells, roof access, stand pipes, emergency generators, and life-safety equipment.

The actual movement of people and the effectiveness of the communication to all involved will determine the success of the plan. Repetition produces confidence when a real emergency occurs.

Return to normal operation

The stress level of all involved will continue at a high level during this trying time. The property manager and the management team will be deluged with questions from tenants and the media regarding liability, coverage and perhaps even questions regarding the cause of the incident. Communication is the key. The tenants and the media will need continuous and regular news releases announcing the progress toward restoration. Lastly, reporting and documentation for insurance purposes cannot be underestimated.

I conclude with wise counsel shared by my father. Saying you're sorry to someone who has lost a loved one as a result of negligence just doesn't cut it. Disaster planning for the unthinkable is mandatory today.

BIBLIOGRAPHY

"Community Pages 42-47, Emergency Preparedness Information, First Aid Guide". Portland US West DEX Yellow Pages. Englewood, CA,1999.

"Emergency Planning, A Viable Response for Your Church": A workshop at NACBA National Conference by Steven S. Sessions, Breckenridge, CO, 1996.

Emergency Preparedness Checklist. Federal Emergency Management Agency. <www.fema.gov/pte/emprep.htm>

Emergency Procedures Handbook: School District 48. Beaverton, OR, 1999. <www.beavton.k12.or.us/safety/handbook>

Farnsworth, Mary. Emergency Response Manual for Village Presbyterian Church. Presbyterian Church (USA) Foundation. Liberty, MO, 1997.

Humphrey, Jean. Church Safety, A Manual for Preparedness. Geneva Presbyterian Church. Laguna Hills, CA, 1998.

OR-OSHA 212 Workplace Emergency Action Plan. Oregon Occupational Safety and Health Division; Department of Consumer and Business Services. Salem, OR.

EMERGENCY PREPAREDNESS RESPONSE MANUAL

CITY BIBLE CHURCH

Portland, Oregon 97220

Table of Contents

1. Emergency Response Team

2. Department Head Section Leaders

3. Emergency Contact List

4. Public Relations Officers

5. Emergency Procedures Chart

6. Emergency Action Plan

    6.1 Employee/Member Injury or Illness
    6.2 First Aid Guide
    6.3 Medical Emergency Report
    6.4 Evacuation/Relocation Procedures
    6.5 Fire (2 pages)
    6.6 Severe Thunderstorms
    6.7 Bomb Threat
    6.8 Bomb Threat Checklist
    6.9 Earthquake (2 pages)
    6.10 Civil Disorder
    6.11 Explosions
    6.12 Hazardous Materials
    6.13 Nuclear Attack
    6.14 Crime Report

7. Facility Emergency Procedures (see Section 7 for Facility Procedures Table of Contents)

    7.1 - 7.16 Procedures
    Map
    Floor Plans
    Photo References

8. Important Numbers

    8.1 Emergency Numbers
    8.2 Utility Accounts Information
    8.3 Governmental Agencies
    8.4 Transportation
    8.5 Vendor/Suppliers (Who to Call)

9. Management Checklist

10. Emergency Audit Checklists (10.1-10.6)

11. Miscellaneous Information

EMERGENCY RESPONSE TEAM

This Team will respond directly to the scene of an emergency when notified by alarm, telephone, radio, or pager.

Public Safety: **Art Johansen**

Medical:

Management: **Mark Sligar**

Plus the Department Head from the major section involved – see Section 2

DEPARTMENT HEAD SECTION LEADERS

Audio/Visual Department	Jon Jerde	252-3852
Bible Press	Jim Davis	253-3460
Childrens' Ministries	Ed Mason	257-2217
City Bible Church	Marc Estes, Jack Louman	255-2224
City Bible Publishing	Robert Jameson	253-9020
City Christian School	Ted Bottler, Larry Knox	252-5207
Kitchen	Teresa Castro	255-2224
Maintenance	Art Johansen	257-2215
MFI	Roxy Kidder	252-4634
Portland Bible College	Ken Malmin, Ken Ross	255-3540
Youth	Doug Lasit	255-2224

Revised 4/24/00

EMERGENCY CONTACT LIST				
Title	**Name**	**Work Telephone**	**Home Telephone**	**Cell Number**
Church Business Administrator	Mark Sligar	255-2224	255-8720	319-4444
Executive Pastor	Jack Louman	255-2224	360-576-7548	360-607-4519
Executive Pastor	Ken Malman	255-3540	253-3774	348-9383
Facilities Director	Art Johansen	257-2215	255-2078	849-4062
Custodian Manager	Doug Githens	257-2215	360-891-1975	936-9402
Public Safety Office	Art Johansen	257-2215	255-2078	849-4062
Attorney	Coni Rathbone	778-5308	699-55514	880-9595
Insurance	Dennis Lio	626-8503	570-8670	319-4922

PUBLIC RELATIONS OFFICERS

TITLE	NAME	WORK TELEPHONE	HOME TELEPHONE	CELL NUMBER
Senior Pastor	Frank Damazio	255-2224	698-8766	939-4958
Executive Pastor	Jack Louman	255-2224	360-576-7548	360-607-4519
Executive Pastor	Ken Malmin	255-3540	253-3774	348-9383
Church Business Administrator	Mark Sligar	255-2224	255-8720	319-4444

EMERGENCY PROCEDURES CHART

Type of Emergency	*Call*	*Action*
Fire	911 Public Safety Facilities Director	If alarm has not activated, pull a manual alarm. Close doors, but DO NOT lock when leaving the building. Move away from building to allow emergency crew access.
Medical Emergency	911 Public Safety Church Business Administrator	Evaluate situation and take appropriate action. Give building name, address, cross streets. Is victim breathing? Indicate nature of problem and perform emergency first aid, CPR, etc.
Terrorism/Work Place Violence	911 Public Safety Church Business Administrator	Report nature of incident. Relocate or evacuate to remote areas.
Elevator Failure	Facilities Director	Communicate hazardous conditions to Facilities Director or Maintenance Personnel.
Power/Communications Failure	Facilities Director	Shut down electrical equipment, particularly computers. Leave off until power is restored. Await further instruction from Department Head or Supervisor.
Winter Storms	Church Business Administrator	Tune radio to listen to weather reports. Communicate hazardous conditions to Business Office. Await directions for early or delayed departures.
Heating/Cooling System Failure	Facility Director	Provide information about location, nature of problem, time, whom to see, etc.
Vehicular Accident	911 Church Business Administrator	Give location, severity of accident, injuries, identification of persons and vehicles involved.
Crime/Theft Vandalism	911 Public Safety Church Business Administrator Facilities Director	Report incident in detail. Report to police and Business Office.
Flooding/Water Leak	Facilities Director	Identify source of water. Turn off all nearby electrical equipment. Relocate to an unaffected area.
Bombs/Threats Explosions	911 Public Safety Church Business Administrator	Keep calm. Keep caller on the line as long as possible. Record every word and sound. Report the information immediately to the police, fire department, and Business Office.
Hazardous	911	Identify material.

Materials Release	Facilities Director Church Business Administrator	If inside building – evacuate if necessary. If outside – stay away from material – wait for instructions from Facilities Director.
Tornadoes	Public Safety Church Business Administrator	Move away from windows and doors to interior rooms and hallways on the lowest floor without corridor glass. DO NOT leave the building.
Child Abuse	Church Business Administrator Police	If possible, remove suspect from children's areas and report reasonable suspicion to Department Head or Church Business Administrator.
Sexual Misconduct	Church Business Administrator Police	Move to a safe place. Report incident to Department Head or Church Business Administrator.
Earthquakes	911 Facilities Director Public Safety	Remain in the building. If outside, move away from buildings. Move away from windows and glass partitions. Take cover under a sturdy object such as a desk or table.
Structure Collapse	911 Facilities Director Public Safety	Relocate or evacuate to a remote area away from collapse.
Civil Disturbance ***Nuclear Disaster***	911 Public Safety Church Business Administrator	If outside building, move inside building. If inside – lock doors. Wait for instructions from Department Head.
Airplane Collision	911 Public Safety Church Business Administrator	Watch for signs of fuel spills. Relocate or evacuate to areas most remote from area of impact.

Telephone Numbers for Emergency contacts:

Police, Fire, Medical Emergency	*dial 911*
Church Business Administrator, Mark Sligar	*255-2224*
Public Safety Office	*255-2239*
Facilities Director, Art Johansen	*257-2215*
Police (Non Emergency)	*823-3333*

EMERGENCY ACTION PLAN FOR EMPLOYEES/MEMBERS

DO remain calm DO exercise caution DO follow instructions	DON'T panic DON'T light a cigarette or matches DON'T spread rumors

THE PRIMARY OBJECT IS YOUR SAFETY

1. **Know your Department Head or immediate Supervisor.**
   Follow their instructions.

2. **AVOID PANIC**. Remain calm and await instructions.

3. **STOP RUMORS**. They lead to confusion.

4. **AVOID USING THE TELEPHONE**. You will be kept informed by your Department Head or supervisor.

5. **RELOCATE IMMEDIATELY** when instructed to do so by Department Head or supervisor. Do not waste precious time taking personal items.

6. **DO NOT USE ELEVATORS**, unless so instructed.

7. **IMMEDIATELY REPORT** to your Department Head or supervisor any condition, person, or object which in your opinion may create an emergency situation.

EMERGENCY TELEPHONE NUMBERS ***see Section 8.1***

EMPLOYEE/MEMBER INJURY OR ILLNESS

A majority of injuries or illnesses are of a minor nature requiring only first aid or a brief period of medical treatment, serious injuries are likely to occur from time to time despite the best accident prevention programs.

The following procedures are intended to assist in meeting legal and moral responsibilities and to minimize trauma to the injured employees or church members.

- **Fatality -** A death while on the job or at church may result from injury or illness. Call *911* for the emergency medical assistance or law enforcement; if appropriate, administer first aid. Protect and preserve the scene as much as possible.

  A Department Head, supervisor or other responsible person at the scene should notify the Public Safety Office, who in turn will notify the Church Business Administrator and the Executive Pastor and other pertinent departments as soon as possible. All inquiries from the media should be referred to the Church Business Administrator. Courtesy and cooperation should be afforded investigators from police, governmental or insurance agencies in their attempt to determine the case of death or injury.

  The Church Business Administrator is responsible for coordinating the follow-up investigation and assuring that all required reports are completed in a timely manner. **All fatalities involving employees must be reported to the Workers' Compensation Department within 48 hours or the first workday following** a **weekend. (OAR 436-460-170) (503-378-3272)**

- **Injury or Illness -** If an injury or illness requires immediate attention, call *911* for emergency response personnel and provide appropriate first aid. Should the victim require hospitalization, the same procedures should be followed as described for a suspected fatality until the nature of his/her condition is determined to be non-life threatening.

  Injuries or illnesses of a non-emergency nature occur more frequently. The injured employee's immediate supervisor, or member's family, should be notified as soon as possible and medical treatment sought or first aid provided as necessary.

  In all cases of work-related injury or illness, a supervisor's accident report should be completed and forwarded to the Church Business Administrator. Whenever there is a non-emergency situation, medical treatment should be obtained from the closest Medical Facility.

In the case of a church member being injured or ill, the Public Safety Officer on duty should be notified along with the Head Usher or Department Supervisor. They will determine, with any family present, what the next course of action will be. A Medical Emergency Report will be completed by the Public Safety Officer and given to the Church Business Administrator by the next workday.

Emergency Preparedness Information

Floods

Before a Flood

- Know your neighborhood flood history.
- Consider purchasing flood insurance.
- Obtain sandbags, plastic sheeting, lumber, and towels.
- Install check valves in sewer traps or buy large stoppers to plug sinks, showers, tubs.
- Fuel vehicles in case evacuation is necessary.
- Monitor changing weather conditions.

During a Flood

If There is Time

- Disconnect electrical and gas appliances.
- Shut off the water main.
- Bring outdoor items inside.
- Round up pets.
- Move valuables/essentials to upper floors.
- Stack sandbags away from the building.

Evacuation

- Use travel routes recommended by local authorities.
- Keep a radio on for news and updates.
- Watch for flooding at bridges and low areas.
- Don't drive over flooded roads. It's impossible to tell how deep the water is, or if sections of the roadway have been washed out.
- Don't try to cross water flowing above your knees.
- Passengers should abandon a stalled vehicle and move as a group to higher ground.

After a Flood

- Return home when authorities say it is safe.
- Let qualified specialists inspect your home and make repairs to structural damage and utility breaks before you re-enter.
- When inspecting your home for the first time, use a flashlight, not a torch or lantern. Sniff for gas leaks.
- Wear rubber-soled shoes and rubber gloves in case of severed electrical lines.
- Don't turn on electrical switches.
- Check electrical circuits only when electricity has been shut off.
- Don't use flooded electrical appliances until they have been repaired.
- Don't drink municipal water until the health department has declared it safe.

Severe Thunderstorms

Hail

Large hail can cause serious injury, so avoid the outdoors while a storm is in progress. Protect gardens, bring pets inside, and shelter vehicles to prevent damage.

Lightning

Lightning kills more people in the United States than any other natural hazard. It may strike some miles from the parent cloud.

- The best place to be in a lightning storm is in a building. A vehicle (with a solid, not convertible, roof) is second choice.
- Don't use the telephone except for emergencies.
- If you are caught outdoors, avoid being the highest object in the area. Stay away from hilltops, lone trees, and telephone poles. In a forest, seek shelter in a low area under a thick growth of small trees.
- Do not enter a small structure in the open.
- Get off or away from open water.
- Abandon metal vehicles such as tractors, motorcycles, bicycles, and golf carts. Drop golf clubs and remove golf shoes. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out.
- If suitable shelter is not available, seek a ravine or valley, and drop to the ground in a crouched position, head bent and hands on knees. Do not lie on the ground.
- If you are caught in a flat, open spot and feel your hair about to stand on end or your skin begin to tingle, lightning may be about to strike you. Assume the crouched position immediately.

Flash Floods

Flash floods often occur without warning after heavy rainfall upstream. Drainage canals, streambeds, canyons, and areas downstream from a dam are potential flood areas, and roads and trails that parallel these waterways may be swept away by floodwaters. When you realize a flash flood is coming, act quickly.

- Leave areas with a high potential for flooding.
- Go to high ground immediately.
- Do not drive through already flooded areas. Shallow, swiftly flowing water can sweep a car from the road and disguise a washed-out roadbed.
- Use greater caution at night.
- Do not attempt to cross a flowing stream on foot where the water is above your knees.

Wildfires

Preparation

Properly landscape the grounds of homes on the fringes of forests and rangeland, and fireproof buildings. Obtain information on brush and tree clearance and home safety from the local fire protection agency.

Before hiking in the backcountry, obtain tips on fire survival from the responsible agency.

If Fire Threatens Your Home

- Evacuate pets and family members.
- Dress in natural fibers (100 percent cotton or wool), not synthetics. Wear long pants and boots. Carry gloves, a handkerchief to shield your face, water to wet it, and goggles.
- Remove combustible items from around the house.
- Close outside attic, eave, and basement vents, and shutters.
- Place plastic trash cans or buckets around the outside of the house and fill with water. Soak burlap sacks, rugs, and rags to beat out burning embers. Inside, fill bathtubs, etc.
- Position garden hoses so they will reach any exterior surface of the house.
- Place a ladder against the roof of the house opposite the side of the approaching fire. Soak the roof.
- Back cars into the garage and roll up windows. Place valuable papers and mementos inside a car. Disconnect the door opener. Close garage doors.

If You Are Caught in the Open

The best shelter is in a sparse fuel area.

- When in an automobile, move it to bare ground. Close windows and doors. Lie on the floor and cover yourself with a jacket or blanket.
- If a road is nearby, lie face down along the road cut or the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat.
- When hiking in the backcountry, seek a depression with sparse fuel, clear fuel from it, then lie face down and cover yourself.

Avoid:

Canyons — They form natural chimneys and concentrate heat, gases, and updraft.

Saddles — Vegetation normally ignites first in these wide, natural paths, which are ideal for fire winds.

First Aid Guide

The Oregon Trail Chapter of the American Red Cross provided the information in this First Aid Guide. U S WEST Dex prints this material as a public service at the recommendation of Portland Mayor Vera Katz. U S WEST Dex is not responsible and assumes no liability for any action undertaken by persons utilizing the information contained in these First Aid Guide pages. Persons relying upon the First Aid Guide do so at their own risk. For more information call (503) 284-1234.

Be Prepared

In an emergency, seconds can be the difference between life and death. Medical authorities suggest that you be prepared by taking a First Aid course from the American Red Cross. In the event of an emergency, the following information describes what to do until medical help arrives.

Emergency Signs

Your senses — hearing, sight and smell — may help you recognize an emergency. Emergencies are often signaled by something unusual that catches your attention:

Unusual Noises
- Screams, yells, moans, or calls for help
- Breaking glass, crashing metal, or screeching tires
- Changes in machinery or equipment noises
- Sudden, loud voices.

Unusual sights
- A stalled vehicle
- An overturned pot or pan
- A spilled medicine container
- Broken glass
- Downed electrical wires
- Smoke or fire.

Unusual Odors
- Odors that are stronger than usual
- Unrecognizable odors.

Unusual Appearances
- Difficulty breathing
- Clutching the chest or throat
- Slurred, confused, or hesitant speech
- Unexplainable confusion or drowsiness
- Sweating for no apparent reason
- Unusual skin color.

Emergency Action Steps

In the excitement of an emergency, stay calm, you can help. Follow these emergency action steps:

1. CHECK the scene and the victim.
2. CALL 9-1-1 or the local emergency number.
3. CARE for the victim.

Check

- **Check the scene**
  - Is the scene safe for you?
  - What happened?
  - How many victims are there?
  - Can bystanders help?
  - Do not move victims unless necessary.
- **Check the victim**
  - Is the victim conscious or unconscious? Tap the victim on the shoulder and shout, "Are you OK?"

Call 9-1-1

If the victim is unconscious, shout for help and have someone call 9-1-1. DO NOT LEAVE people who need urgent care — not even to call for help.
- Give the dispatcher the following information:
  - The exact location or address of the emergency. Include nearby intersections, landmarks, and the building name, floor, or room or apartment number.
  - The telephone number from which the call is being made
  - What happened
  - How many people need help
  - The conditions of the victims
  - What help is being given.

Do not hang up until the dispatcher hangs up.
The EMS dispatcher may be able to suggest how to best care for the victim until the ambulance arrives.

Care

Care for life-threatening conditions first. Life-threatening conditions include:
- Stopped Breathing
  - Choking
  - Drowning
  - Unconsciousness
- Heavy Bleeding
  - Wounds
  - Head injuries
  - Internal bleeding
- Electric Shock
- Heart Attack and Stroke
- Poisoning

If no life-threatening conditions exist:
- Watch for changes in the victim's breathing and consciousness.
- Help the victim rest comfortably.
- Keep the victim from getting chilled or overheated.
- Reassure the victim.

If Victim Is Unable to Speak, Cough, or Breathe...

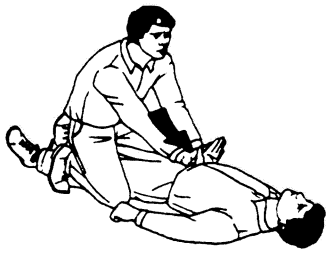
- Give abdominal thrusts (if person is conscious).
- Place your fist just above the navel and give quick, upward thrusts until object is removed.

Victim is Not Breathing But Does Have a Pulse...

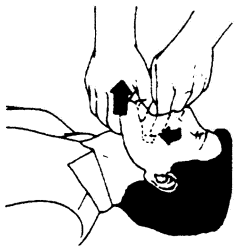
Give rescue breathing

1. Tilt head back and lift chin. For child or infant, do not tilt the head back as far.
2. Look, listen, and feel for breathing for about five (5) seconds.
3. If victim is not breathing: pinch victim's nose shut. Open your mouth wide, make a tight seal around the victim's mouth.
4. Give two (2) slow breaths lasting about 1 1/2 seconds, chest should gently rise.
5. CHECK for a pulse for about five (5) to 10 seconds. If NO PULSE, begin CPR.
6. If victim has pulse, continue giving rescue breaths — one (1) about every five (5) seconds.
7. Recheck pulse and breathing every minute.
8. If victim vomits, turn victim to one side and wipe the mouth clean. Use a protective barrier if possible.

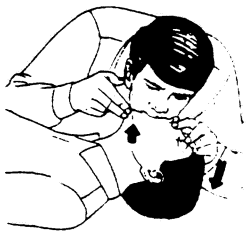
If Air Won't Go In...



1 Straddle the victim's legs and place the heel of one hand on the middle of the abdomen, just above the navel. Place the other hand on top of the first hand. Point fingers of both hands toward the victim's head. Give up to five (5) quick upward thrusts.



2 Do a finger sweep of the victim's mouth: Lift the victim's lower jaw and tongue with your fingers and thumb. Slide one finger of the other hand down the inside of the victim's cheek, try to hook the object in the throat.

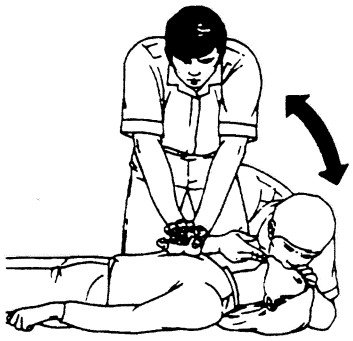


3 Tilt head back and reattempt to give two (2) slow breaths.

The victim's airway can become blocked by the tongue falling back in the throat, by food, by an object, or by fluids such as blood or saliva. If the victim's chest does not rise as you give breaths, RETILT the head and repeat the breaths. If air does not go in follow steps 1, 2, and 3.

Repeat steps 1, 2, and 3 until breaths go in or help arrives.

If Victim is Not Breathing and There is No Pulse...



- Give CPR. Find hand position on center of breastbone.
- Compress chest 15 times. Give two slow rescue breaths. Repeat sets of 15 compressions. After four (4) cycles of 15 compressions and two slow breaths recheck pulse and breathing for about five (5) seconds. If still no pulse continue CPR and recheck pulse and breathing again every few minutes until ambulance arrives.

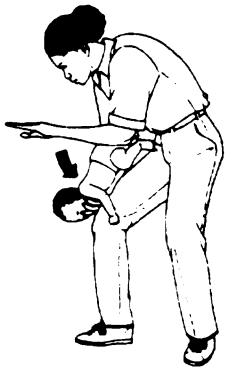
If Victim is Bleeding...

- If bleeding is severe: Apply pressure against the wound using a clean cloth.
- Raise the injured area if you do not think the wound involves a broken bone.
- Apply a bandage snugly over the dressing.

First Aid Guide

For an Infant that is Choking...

If infant is conscious, but choking...



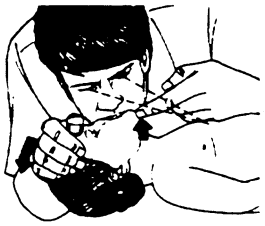
Give five (5) firm back blows...

And five (5) chest thrusts

Repeat blows and thrusts

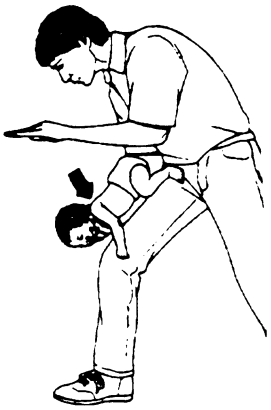
If Infant becomes unconscious...

Step 1.
Look for an object in the mouth. If found, clear the mouth.



Step 2.
Give two (2) slow breaths.

If Air Won't Go In...



Step 3.
Give five (5) back blows... and five (5) chest thrusts.

Repeat steps 1, 2, and 3 until breaths go in or help arrives.

Bleeding victims

Protect yourself:

- Place a barrier between you and the victim's blood (latex gloves, plastic wrap, layers of cloth, victim's hand).
- Wash hands with soap and water immediately after providing care.
- Avoid contact with blood-soaked objects.

CARE:

- Apply pressure against the wound using a clean cloth.
- Raise the injured area if you do not think the wound involves a broken bone.
- Apply a bandage snugly over the dressing to maintain pressure.
- If bleeding is still not controlled, apply pressure on the nearest Pressure Point, squeezing the artery against the bone.

Burn victims

To Care For a Burn:

- Stop the burning. Put out flames or remove source of burning.
- Cool the burn. Use large amounts of cool water.
- Cover the burn with dry, clean dressings.

If caused by:

- Chemicals — Flush skin or eyes with large amounts of cool running water.
- Electricity — Make sure power is off. Check breathing and pulse if unconscious. If not breathing, administer rescue breathing. If not breathing and no pulse, give CPR. Cover burn with a clean, dry dressing.

A critical burn needs immediate medical attention. Call for an ambulance if a burn:

- Involves breathing difficulty
- Covers more than one body part
- Involves the head, neck, hands, feet, or genitals
- Is to a child or elderly person (other than a very minor burn)
- Is caused by chemicals, explosions, or electricity.

Choking victims

Signals:

- Victim cannot speak, cough forcefully, or breathe.
- Victim is making high-pitched noises.
- Victim may clutch the throat with one or both hands.

Care:

- Ask: "Are you choking?"
- Ask: "May I help you?"
- Have someone CALL 9-1-1 for help.
- Perform abdominal thrusts if permission was given. See diagram on page 45 under "If Air Won't Go In..."

Near drowning victims

Signals:

- Victim struggling in water — all energy directed toward getting air.
- Head is tilted back in an effort to keep mouth and nose above water.

Care:

- Help victim to safety using reaching or throwing assists.
- Check victim for consciousness.
- Call 9-1-1 for help.
- Check for breathing and pulse.
- Give Rescue Breathing or CPR as necessary.

Electric shock victims

Do not touch a person who has been in contact with electrical current until the electricity is turned off. Shut off the power at the plug, circuit breaker, or fuse box. If the victim is in contact with a wire or a downed power line, call for emergency assistance.

Check for breathing and pulse. If necessary, administer Rescue Breathing and CPR. Have someone call for emergency medical help.

- Cover any burns with a clean, dry dressing.
- Keep the victim from becoming chilled or overheated.
- Do not give the victim anything to eat or drink.

Heart attack victims

Signals:

- Chest Pain
- Breathing Difficulty
- Pulse — pulse may be faster or slower than normal or may be irregular
- Skin Appearance — skin may be pale or bluish in color. Skin may be moist. Victim may sweat profusely.

Care:

- Convince the victim to stop activity and rest.
- Help victim to rest comfortably, sitting up if short of breath. Loosen restrictive clothing.
- Try to obtain information about victim's condition.
- Call 9-1-1.
- Assist with prescribed medication.
- Monitor breathing and pulse.
- If the victim is not breathing, give Rescue Breathing. If you cannot detect a pulse, administer CPR.

Injuries - Broken bones

If Victim is Unable to Move or Use Body Part:

- Keep the injured part from moving.
- Apply ice to the injury site. Do not put ice directly on the skin. Use a clean cloth between the skin and the ice.
- Have someone get emergency medical help.

Immobilize the body part

- Only if the victim must be moved
- Only if you can do it without causing more pain
- In the position you find it.

To splint an injury:

- Immobilize the joints above and below the injury.
- Use soft materials, such as folded blankets, towels, pillow, folded triangular bandages, or a triangular bandage tied as a sling.

Sudden illness victims

Care for life-threatening conditions first, then call for medical attention.

- Help the victim rest comfortably.
- Keep the victim from getting chilled or overheated.
- Reassure the victim.
- Watch for changes in consciousness and breathing.
- Do not give the victim anything to eat or drink unless the victim is fully conscious

If the victim:

Vomits: Place the victim on his or her side.

Faints: Position the victim on his or her back and elevate legs if no head or back injury is suspected.

Has a Diabetic Emergency: Give the victim some sort of sugar.

Has a Seizure: Do not hold or restrain the person or place anything between the teeth. Remove any objects that might cause injury. Cushion the victim's head using folded clothing or a small pillow. After the seizure, check for breathing and administer Rescue Breathing if needed.

Has been Poisoned: Call the local emergency number or the Poison Control Center. Burns around the mouth are poison warning signs.

Water storage

Store one-half gallon of drinking water per family member per day. Store at least a five-day supply. Additional water is needed for hygiene and cooking.

- Buy commercially bottled water (replace each year), or store tap water in well-washed, plastic soft-drink bottles. DO NOT use empty bleach, detergent, or milk jugs. Mark fill date on containers and replace both water and container every six months. See page 42 for emergency water sources and treatment.

Build or buy a first aid kit

Everyone older than the age of 10 should have basic first aid training. The Red Cross and many fire departments hold classes for all age groups. Check and replenish first aid supplies at least once a year.

- Latex gloves
- Scissors
- Sterile gauze bandages (nonstick 4"x4")
- Roller gauze and elastic bandages
- Nonstick, sterile pads (different sizes)
- Assorted Band-aids®
- Bandage tape
- Safety pins
- Triangle bandage
- Aspirin or aspirin substitute
- Antibiotic ointment*
- Current prescription medicines*
- Diarrhea remedy
- Tweezers and needle
- Alcohol (for sterilizing)
- Disinfectant (for cleaning wounds)
- Thermometer
- Instant ice packs
- Tongue depressors
- Soap and clean cloth
- Syrup of ipecac*
- Petroleum jelly
- Eye dressing or pad
- Change for pay phone
- Three-ounce rubber bulb (to rinse out eyes, wounds, etc.)
- Small plastic cup
- Pen and note paper
- Medical release forms for minor children
- Emergency phone numbers
- Red Cross First Aid Reference Guide**

* Check expiration dates and replace as needed.

**Red Cross First Aid Kits and Reference Guides are available from the Oregon Trail Chapter of the American Red Cross.

MEDICAL EMERGENCY REPORT

City Bible Church (92nd & Fremont) _____ Education Center:_____

Victim: Staff Member Visitor Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Residence _____ Office _____

Time of Incident: _____ Type of Incident: _____

Description: _____

_____

_____

_____

Location on property: _____

Description of Incident: _____

_____

_____

Injuries Sustained: _____

Usher or Teacher: _____

Staff Member Assisting: _____ Medical Volunteer: _____

Medical Treatment Required: Yes No If Yes, Where Treated _____

Admitted: Yes No Name of Attending Physician: _____

Other Remarks: _____

_____

Names and Addresses of Witnesses:

_____

_____

Report Taken by: _____ Title: _____ Date: _____

Were Police On Site? Yes No Which Agency? _____

Contact and Phone: _____

Copy of Report Given to Police: Yes No If Yes: Date _____ Given to: _____

EVACUATION / RELOCATION PROCEDURES

The following procedures are to be followed IMMEDIATELY whenever notified by your Department Head or Supervisor that an emergency exists. Supervisors may be equipped with a whistle – LISTEN! DO NOT EVACUATE unless directed by a person in authority. (Public address may be used to inform personnel.)

1. **If trapped, stay low to the floor**. If possible, use a radio or telephone.
2. **Walk directly to the exit designated for the area** you are in at the time the "signal" is given.
3. **DO NOT collect personal belongings before exiting.** The Department Head or Supervisor needs your full and immediate attention. You will be advised when it is safe to return to the building to collect purses, packages, etc.
4. **NEVER open a door without feeling it first.**
5. **WALK - DO NOT RUN!** Do not use elevators.
6. Proceed down any stairways as quickly as possible, but in an orderly manner. **DO NOT PUSH** OR **SHOVE** past others on the stairway.
7. **People** in **wheelchairs or using crutches should be carried.** Wheelchairs or crutches should NOT be taken into the stairwell.
8. **DO NOT TALK during the exiting period** in order to allow the Department Head or Supervisor to issue and receive instructions.
9. Comply with Department Heads or Supervisors instructions completely
10. **DO NOT SMOKE --** All cigarettes, cigars and pipes should be extinguished immediately at the time the notification is given.
11. Upon reaching the street level, **clear the exit way IMMEDIATELY.** Move to designated safe refuge area.
12. If relocation is necessary, **stay in the vicinity designated** by Department Head or Supervisor, who will let you know if/when it is safe to return to the building.
13. **REMAIN CALM -- DO NOT PANIC**.

SEE EVACUATION ROUTE FROM PLANS AND DESIGNATED RE-LOCATION AREAS POSTED IN THE IMMEDIATE VACINITY. EACH DEPARTMENT HAS INFORMATION POSTED FOR THEIR AREA – FOLLOW THESE INSTRUCTIONS.

The Facilities Director or Maintenance Personnel 'On Call' will be responsible to shut off all utilities necessary.

WHAT TO DO IN CASE OF FIRE

DISCOVERING PARTY	1. **Activate nearest accessible manual alarm pull box**, or notify receptionist, Public Safety Officer, or Head Usher that there is a fire at (location). They will call the Fire Department. If receptionist or Public Safety Officer does not answer promptly, call Fire Department directly. 2. **Notify Department Head** and your supervisor of fire's location and extent. 3. **Clear employees and church members** from immediate area. 4. Close – but do not lock – all doors leading to fire area to isolate area and prevent spread of fire.
DEPARTMENT HEADS AND SUPERVISORS	1. Upon receipt of orders over communication system or observation of fire on floor, **notify and supervise relocation of all employees or church members** on the floor of the emergency. 2. **Check restrooms and classrooms.** Be sure that handicapped individuals are assisted in relocation.
ALL PERSONNEL	1. **DON'T PANIC** – Remain calm and listen to instructions. 2. **DON'T OPEN HOT DOORS** – Before opening any door, touch it near the top to see if it is hot. **DON'T break windows** – oxygen feeds fires. 3. Evacuate floor when instructed to do so, using your assigned stairway. If assigned exit is not usable, take nearest stairs. **DO NOT USE ELEVATORS**. 4. Keep to right in stairway, grasp handrail, walk, keep silent, follow your supervisor's instructions. 5. **Do no assist fire fighting personnel** unless asked to do so. 6. **Do not leave the area or return to the building until** so instructed by the communications system or Fire Department personnel. 7. If only a small fire, put out by using nearest fire extinguisher. 8. **DO NOT RISK EMPLOYEE OR CHURCH MEMBER SAFETY WITH FUTILE ATTEMPTS TO PUT OUT THE FIRE**. 9. **DO NOT attempt to salvage items**, as this could cause a delay resulting in injury to yourself and others. 10. **DO NOT BE A SPECTATOR** – Head away from problem area, to designated safe refuge area.
ALL SUPERVISORS	**Take a head count** of your group and report to your Department Head.
▪ **PRIVATE SCHOOL** ▪ **CHILDRENS' MINISTRIES** ▪ **NURSERIES** ▪ **COLLEGE**	All of the above should be followed along with any specific instructions for your unique areas. Each Department will follow the Custom Evacuation Plan unique to their areas.
The Facilities Director or Maintenance Personnel 'On Call' will be responsible to shut off all utilities necessary.	

FIRE SAFETY

Fire Safety

1. Fire needs four elements to start burning and continue to burn. Remove any one element and a fire will not start or will not continue to burn. The four elements are Fuel, Oxygen, Heat, and Chemical Reaction.

2. Fires are classified by the material that's ignited.

    Class A involves ordinary combustibles such as wood and paper.

    Class B involves flammable liquids like gasoline land solvents.

    Class C involves energized electrical equipment.

    Class D involves burning metals titanium and magnesium.

Portable Fire Extinguishers

1. Portable fire extinguishers are labeled with the class of fire they'll extinguish.

2. Standpipe hose and equipment should be used only by qualified persons.

3. When not to fight a fire is determined by decisions about whether everyone will evacuate, some will not evacuate, and how-overall- the emergency will be responded to.

WHAT TO DO IN CASE OF SEVERE THUNDERSTORMS

Hail

1. Large hail can cause serious injury, so avoid the outdoors while a storm is in progress.

2. Shelter Vehicles to prevent damage.

Lightning

Lightning kills more people in the United States than any other natural hazard. It may strike some miles from the parent cloud.

1. The best place to be in a lightning storm is in a building. A vehicle (with a solid, not convertible, roof) is second choice.

2. Don't use the telephone except for emergencies.

3. If you are caught outdoors, avoid being the highest object in the area. Stay away from hilltops, lone trees, and telephone poles. In a forest, seek shelter in a low area under a thick growth of small trees.

4. Do not enter a small structure in the open.

5. Get off or away from open water.

6. Abandon metal vehicles such as tractors, motorcycles, and bicycles. Stay away form wire fences, metal pipes, and rails. If you are in a group in the open, spread out.

7. If suitable shelter is not available, seek a ravine or valley, and drop to the ground in a crouched position, head bend and hands on knees. Do not lie on the ground.

8. If you are caught in a flat, open spot and feel your hair about to stand on end or your skin begin to tingle, lightning may be about to strike you. Assume the crouched position immediately.

WHAT TO DO IN CASE OF BOMB THREAT

DISCOVERING PARTY	1. If you receive a bomb threat, ask: a. When will bomb explode? b. Where is bomb right now? c. What does it look like? d. What kind of bomb is it? e. What will cause it to explode? f. Why did you place the bomb? g. What is our address? h. What is your name? 2. Notify your Department Head and your supervisor of the threat. 3. See next page for other information needed.
SUPERVISOR	1. Check with employees to see if any suspicious people have been in the immediate area during the day.
PUBLIC SAFETY OFFICER & FACILITIES DIRECTOR	1. In conjunction with the police, direct a SEARCH of the building. 2. If a suspicious object is located or if a partial or total evacuation is deemed necessary, notify the appropriate personnel.
DEPARTMENT HEAD	1. Upon receipt of POSITIVE ORDERS from the Department Head: a. Order all personnel to evacuate the floor using stairways. Be sure to check restrooms and training rooms. b. Make arrangements for evacuation of handicapped individuals.
ALL PERSONNEL	1. Upon order of the Department Head, evacuate building using your assigned stairway or route. a. If the assigned stairway or route is not useable, take the nearest stairway, or route. b. DO NOT USE ELEVATORS. 2. Keep to right in stairway, grasp handrail, walk, keep silent, follow the Department Head or Supervisors instructions. 3. Clear immediate area of building. Do not leave the refuge/meeting area or return to the building until instructed to do so.
ALL SUPERVISORS	1. Take a head count of your group and report to your Department Head.

BOMB THREAT CHECKLIST

Listen. Do not interrupt the caller except to ask:

When will it go off? _____

Where is it planted? _____

What does it look like? _____

What floor is it on? _____

Why are you doing this? _____

Who are you? _____

Call Received By	*Time of Call*	*Date* / /
Description of Caller Male Female Adult Juvenile		*Approximate age of Caller*
VOICE CHARACTERISTICS	**SPEECH**	**LANGUAGE**
Loud Soft High Pitched Raspy Pleasant Intoxicated Other_____	Fast Slow Distant Distorted Stutter Nasal Slurred Precise Other _____	Excellent Good Fair Poor Foul Other _____ Use of certain words or phrases
ACCENT	**MANNER**	**BACKGROUND NOISE**
Local Not Local Foreign Regional Race Other _____	Calm Angry Rational Irrational Coherent Incoherent Deliberate Emotional Righteous Laughing	Office Machines Factory Machines Bedlam Trains Animals Voices Quiet Music Mixed Party Atmosphere

ACTION TO BE TAKEN IMMEDIATLEY AFTER CALL:

1. **Notify Security**
2. **Notify your supervisor**
3. **Write <u>exact language</u> of caller below**

_____

_____

_____

_____

_____

_____

_____

WHAT TO DO IN CASE OF EARTHQUAKE

IF YOU ARE INSIDE	1. **Take cover** under a desk or strong table or in a doorway; or sit or stand against an inside wall. 2. **Stay inside** the building 3. **Stay away from** windows, glass, bookcases, and outside doors. 4. **DO NOT USE ELEVATORS** 5. **DO NOT USE TELEPHONES** 6. If the earthquake should be followed by fire, then follow procedures which are included in the Fire Section. 7. **DO NOT light a cigarette or strike a match** until gas lines are checked out. 8. **Do not attempt to leave the building** during a severe earthquake because of the hazards of downed power lines, falling debris from the building, etc. 9. Tune to local Emergency Broadcast Station on radio.
IF YOU ARE OUTSIDE	1. **Move away from** buildings and utility wires. 2. **Watch for** falling glass, electrical wires, poles or other debris.

The Facilities Director or Maintenance Personnel 'On Call' will be responsible to shut off all utilities necessary.

EARTHQUAKE PREPAREDNESS

Steps to Take Before, During and After a Devastating Earthquake

Before the Quake

- Collect emergency supplies including:
  - *Portable radio*
  - *Batteries*
  - *Canned foods*
  - *Crowbar*
  - *First aid kit*
  - *Flashlight*
  - *Bottled water**
  - *Pipe wrench*
  - **1 gallon per person a day*
- Locate utilities shutoffs:
  - *Gas*
  - *Electricity*
  - *Water*
- Work on a plan to reunite family; *travel may be difficult or restricted after a major earthquake*

During the Quake

If indoors, stay there. Get under a desk, table or a doorway. Stay clear of all windows.

If outdoors, get in an open area. Stay away from: Power lines, trees, buildings

After the Quake

At home:

- Check for injuries and apply first aid.
- Stay indoors.
- Turn off the stove and douse fires in a fireplace.
- Check for the smell of leaking gas or the sound of running water.
- Turn off water if there's a leak. Call power and gas utilities if you see a downed power line or smell gas.
- Turn radio on for instructions and news reports.
- Be prepared for aftershocks. Although smaller than the main tremor, they may cause additional damage or cause the collapse of already weakened structures.
- Use outdoor charcoal grills for emergency cooking.
- Check chimneys carefully for cracks that could lead to fires. Approach chimneys with caution.
- Clean up spilled medicines, drugs, flammable liquids and other potentially hazardous materials immediately.
- If necessary, boil water vigorously to disinfect.

At work:

- Don't panic. Move away from windows and hanging light fixtures.
- Use the stairs; don't take the elevator.
- Be prepared for alarms and sprinkler systems going off.

After the Shock

- Don't tie up phone lines. They are needed for emergencies.
- Don't light matches or candles – use flashlights.

EVACUATION

What you should do in case of an evacuation:

- Listen to your radio.
- Use travel routes specified by local authorities.
- Lock your home.
- Post a note telling others when you left and where you are going.
- Make plans for your pet.

WHAT TO DO IN CASE OF CIVIL DISORDER

Civil disorder is a breach of the peace or public order which could result in a riot or mob action directed against the church, school, college or campus. One of the chief objectives of the mob is to disrupt the daily work routine.

ALL PERSONNEL AND MEMBERS

1. **Remain in your respective work areas**, continuing to perform your duties or meeting until instructed otherwise.

2. **No one will be permitted to leave the building** until the Department Head or Pastor has determined that it is safe to do so.

3. **If participants enter your area**:
   a. Be courteous and do not provoke an incident.
   b. Notify the Department Head, Public Safety, or Head Usher.
   c. Avoid unnecessary inquiry that will tie up the communications systems.
   d. REMAIN CALM.
   e. Do not become a spectator. Leave or avoid the area to prevent injury or possible arrest.

4. **Lock all doors and close all window coverings**. (Make sure keys are available in case of fire.)

5. **Avoid all window areas**.

6. **Do not argue** or enter into debate with a participant.

CHURCH BUSINESS ADMINISTRATOR AND FACILITIES DIRECTOR

1. **Consult with police** to coordinate necessary action for protection of the building and personnel.

2. **Inform the Department Heads, Supervisors, and Pastors** of the emergency situation.

3. **Post Public Safety Officers or ushers** at the doors. Lock all doors leading inside the building.

4. **Carefully screen** all persons entering and leaving the building.

5. **Keep employees and members within the building.**

EXPLOSIONS

Falling aircraft, chemical accidents, leaking gas or faulty boilers could all be the cause of life-endangering explosions on or near the premises.

If there is a threat of an explosion, the Department Head or Supervisor will activate plans to assure your safety; but if time does not allow:

1. **Follow instructions** to take cover under sturdy furniture or leave the building.
2. **Stay away from** windows and glass.
3. **Do not light matches**.

In case of explosion in the building:

1. **Follow instructions** to leave the building.
2. **Move crosswind**, NEVER go up or downwind, to avoid toxic fumes
3. **Do not take time to** gather personal belongings
4. **Help administer first aid**, if necessary.
5. **Do not go back into building** until approved by Fire Department

HAZARDOUS MATERIALS

Contact Fire Department if you suspect a problem concerning hazardous materials.

If contamination occurs:

1. **Remove clothing and shoes** from exposed individual - store clothing in plastic or metal containers for proper disposal.
2. If chemical could be activated by water -- do not use water -- **follow special decontamination procedures.**
3. If chemical cannot be activated by water - **wash entire body thoroughly; flush eyes well, if exposed.**
4. **Contact emergency personnel**.
5. **Seek medical care immediately**.

The Facilities Director or Maintenance Personnel 'On Call' will be responsible to shut off all utilities necessary.

NUCLEAR ATTACK

STRATEGIC WARNING:

This is a notification that enemy-initiated hostilities may be imminent. Dissemination will be by news media: radio, television and newspapers. **No** warning devices will be sounded. **No** estimate can be made of the duration of a strategic warning condition. It may vary from several hours to several days.

ATTACK WARNING SIGNAL:

This is a 3 to 5 minute wavering tone or sirens or short blasts on horns or other devices. It will be repeated as necessary. **When this signal is sounded, it means an ATTACK IS IMMINENT.** There is no siren or **ALL CLEAR**. The Emergency Broadcasting System (EBS) will announce the all clear.

1. **Tune to local emergency broadcasting stations** for instructions and information.

2. **Take cover and remain there** until other action is advised,

THE YELLOW ALERT SIGNAL was discontinued effective March 1967. The steady tone could be used in the event of a natural disaster at the discretion of the local government.

MAKE SURE YOU ARE RIGHT WITH GOD AND READY TO MEET YOUR MAKER.

CRIME REPORT

City Bible Church (92nd & Fremont) _____ Education Center:_____

Victim: Staff Member Visitor Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Residence _____ Office _____

Time of Incident: _____ Type of Incident: _____

Description: _____

_____

_____

Location on property: _____

Description of Incident: _____

_____

_____

Injuries Sustained: _____

Usher or Teacher: _____

Staff Member Assisting: _____ Medical Volunteer: _____

Medical Treatment Required: Yes No If Yes, Where Treated _____

Admitted: Yes No Name of Attending Physician: _____

Other Remarks: _____

_____

_____

Names and Addresses of Witnesses:

_____

_____

_____

Report Taken by: _____ Title: _____ Date: _____

Were Police On Site? Yes No Which Agency? _____

Contact and Phone: _____

Copy of Report Given to Police: Yes No If Yes: Date _____ Given to: _____

FACILITY EMERGENCY PROCEDURES

TABLE OF CONTENTS

7.1 Antenna Near Reservoir

7.2 Boiler, Chapel
7.3 Boiler, Steam

7.4 Business Office Safe

7.5 Cooling Tower

7.6 Electricity - *Pacific Power*

- Exterior
- Interior

7.7 Elevator
7.8 Emergency Generator

7.9 Fire Alarm Systems

7.10 Fire Protection – Wet Sprinkler System

- Large Dome - Bldg. #0
- Dormitory 1 - Bldg. #1
- Dormitory 2 - Bldg. #2
- Dormitory 3 - Bldg. #3
- Gymnasium - Bldg. #8

7.11 Gas Supply - *Northwest National Gas Company*

7.12 Heating Ventilation Systems

7.13 Potable Water System

- Well
- Treatment pumps
- Reservoir
- City Water Supply
- Backflow devices / check valves

7.14 Security Alarm Systems

7.15 Telephone Systems

7.16 Ten Plex

ANTENNA NEAR RESERVOIR

What is it?

An antenna is mounted atop the telephone poles and surrounded by chain link fencing at the top of our property. This is operated by Air Signal who has a monthly lease for the site. The power to the antenna is maintained by Air Signal.

Emergency procedures for the antenna.

In an emergency at this site, you should contact Air Signal and the appropriate emergency service. The service would be City Bible Maintenance, 911, or Pacific Power depending upon the nature of the emergency.

BOILER, CHAPEL in Bldg. #9

What is it?

A gas fired hot water boiler that is the heat source for the building.

Where is it?

The boiler is located in the basement of Bldg. #9 in the Northwest corner, access is through room C-2.

Gas shut off valves.

The gas meter is located outside the West wall of the building about 20 feet from the Northwest corner of the building.

Water shut off valves.

The water shut off for this building in the west crawl space entered through the boiler room or through a closet space under the South stairway.

Electrical power supply for the boiler.

1. The boiler has a disconnect switch attached in the boiler room itself. Placing the switch in the off position shuts off the electricity to the boiler.
2. The main breaker panel for the boiler as well as the entire building is located in the basement. Go to the bottom of the stairway at the South end of the building. The closet door is immediately to the right as you come down the stairs. Switch off the breaker labeled boiler or switch off the main breaker at the top of the panel. If in doubt turn off the main breaker.

Emergency procedures for the Chapel, [Bldg.#9] boiler.

In an emergency [explosion, leaking water or steam, earthquake, fire or similar event] first turn off the gas supply to the building at the gas meter. If you are able you would then turn off the electricity at the main breaker panel. Next you would turn off the water supply to the boiler. If the boiler is emitting steam you must evacuate the building and call 911 for assistance. There is a danger of explosion and serious harm. If the boiler should make unusual sounds that indicate a build up of pressure you must immediately evacuate the area and call 911 for assistance. After the building is clear do your best to shut off the gas, electricity, and water to the building. <u>Do not shut off the water to the boiler unless you first shut off the gas to the boiler!</u> Contact the maintenance personnel ‘on call’ immediately.

BOILER, STEAM, In Bldg. #1

What is it?

This is a 100 horsepower low pressure [Maximum 15 PSI] steam boiler. It is gas fired. It is equipped with high and low water cut off. It is eq0uipped with high pressure cut off.

Where is it?

The boiler is located in the northwest area of the lower floor of Bldg. #1. Enter through the double doorway facing to the southwest at the bottom of the outside stairway.

Gas shut off valves.

The gas meter is located across the driveway from the boiler room toward the west. The larger meter is for the Steam Boiler.

Water shut off valves.

The water valve to the boiler is in the boiler room immediately to the right of the boiler, along the East Side of the boiler. Looking at the top of the boiler there is a water fill pipe with a meter. This is the supply to the boiler. Use a ladder to reach and turn the valve.

Electrical power supply for the boiler. - 480 VOLTS

1. The boiler control is turned off by turning off the switch on the east wall of the boiler room under the water fill meter.
2. The boiler disconnect switch is located beside the window on the north wall of the boiler room. Pull the switch down to the off position.

Steam Control valves.

Several valves will allow isolation of each building that the boiler provides steam to. The large valve on top of the boiler shuts off all steam from the boiler. There is a 2" valve also on top of the boiler that shuts off the steam to the Gym building. In the southwest corner of the boiler room is a valve that shuts off the steam to the Administration Building. The other buildings, #2, #3, #5, and #6 are controlled by valves in pits in the courtyard.

Emergency procedures for the Steam Boiler, [Bldg.#1].

In an emergency [explosion, leaking water or steam, earthquake, fire or similar event] first turn off the gas supply to the building at the gas meter. If you are able, you would then turn off the electricity at the main breaker panel. Next you would turn off the water supply to the boiler. If the boiler is emitting steam you must evacuate the building and call 911 for assistance. There is a

danger of explosion and serious harm. If the boiler should make unusual sounds that indicate a build up of pressure you must immediately evacuate the area and call 911 for assistance. After the building is clear do your best to shut off the gas, electricity, and water to the building. Do not shut off the water to the boiler unless you first shut off the gas to the boiler! Contact the maintenance personnel 'on call' immediately.

BUSINESS OFFICE - SAFE

The safe is located in the pastoral office area of the domes. This will be at the far northeast portion of the office area. The safe is surrounded by cement filled concrete block and the ceiling is reinforced concrete. The door is a vault door with a combination lock manufactured by;

Sargent & Greenleaf Inc.
1 Security Drive
Nicholasville, Kentucky 40356
Telephone (606)-885-9411

If someone were to be locked in the safe, it is important that you let them out. There is no air exchange into the safe. There is an inside emergency release to the door. For the combination call:

Mark Sligar, Church Business Administrator
Marcia Duffel, Accounting Administrator
Maintenance - on call telephone - for the file with information regarding the safe.

COOLING TOWER

What is it?

The cooling tower is a Baltimore Aircoil tower that cools the water used for the heat pumps in the domes. The water flows through a 6" steel pipe. The tower has two large fan motors that blow air up through a radiator to cool the water in the pipes.

Where is it?

The tower is located on the lower level of the fenced mechanical area at the southeast corner outside of Bldg. # 8 [the Gym].

Gas shut off valves.

There is no gas to the tower.

Water shut off valves.

1. The water is pumped from two large pumps located in the mechanical room of the Main church lobby behind the elevator. These pumps have a disconnect switch for each beside each pump.
   - There are valves in the pump room in the 6" lines that can be closed by operating their respective levers. Do not attempt to close the valves with the pumps on.
   - These pipes fill from water supply line in the pump room. It is at the ceiling level near the door to the room.
2. A line that comes out of the gym, Bldg. #8 supplies the water for the pan in the tower. There is a ball valve in the closet in the southwest corner of the basement floor across from the ladies restroom.

Electrical power supply to the tower.

There are four disconnect switches on the cement wall beside the tower. These turn off the four motors at the south end of the tower. There are breakers for the tower disconnect switcheslocated in the pump room in the church lobby. These are clearly labeled and can be turned off as needed. Turning off either of these locations will turn off the tower.

Emergency procedures for the Cooling Tower.

A. **In an emergency event that shuts off electricity**

In an emergency event that shuts off electricity to the domes or to the tower it is necessary to drain the water from the tower only if it is likely to freeze. Shut off the main breaker so that a power surge is minimized when the power is restored.

B. **In an emergency event that causes leakage**

In an emergency event that causes leakage from any portion of the water loop, whether the tower or throughout the water loop in the building, it is important that all flow be stopped.

1. Turn off the pumps in the Bldg. #0 pump room.
2. Turn off the electricity to the tower.
3. Attempt to isolate the area of the leak with valves in the line.
4. Turn off the water loop fill pipe in the pump room.
5. Turn off the water supply to the tower.
6. Contact the maintenance personnel 'on call' person immediately.

C. **In an emergency event that involves the domes** it may be necessary to turn off all power to the tower and to drain the water lines. If water is being dumped in the domes there is a drain valve for the system right beside the mechanical room door. Follow steps 1 - 6 above.

ELECTRICITY

Service provider - *Pacific Power*

See the Map at the end of this section.

We own and are responsible for all electrical components except the transformers. This includes poles, lines, and all other parts of the system. Whenever there is a situation requiring assistance we contact Pacific Power for service.

There are two main metering points.

1. The old campus metered at the pole located at Fremont and Cadet Streets.
2. The domes are fed underground from the same location proceeding to the front of Bldg. #8. Between Bldg. #8 and the rear entrance to Bldg. #0 there is a pad mount transformer and meter. This is the main service to the domes.

Exterior Systems

1. The power grid is clearly shown in the following map. There are several line fuses that can isolate areas of the campus. A lineman must be employed to disconnect any of these safely.

2. There is an emergency generator located at the southeast corner of Bldg. #8. It is set to automatically start in a power outage that affects only the Dome areas. It does not automatically activate for the upper part of the campus. The generator is equipped with automatic changeover switches that will give emergency 277-volt lighting in the domes. There is a manual switch on the front of the generator if needed.

Interior systems

Refer to the following diagrams to locate the main breaker panels within each building. See end of Section 7.

Emergency procedures for the electrical systems.

A. **Electrical hazard outside :** Electrical hazard outside such as a down power line, exploding transformer, or arcing across lines.
   1. Secure the area by cordoning off a large area around the hazard. An arcing wire can burn through and whip around. Do not allow anyone near a down line!
   2. Do not attempt to touch or move a down line!
   3. Call Pacific Power immediately – they will send out an emergency repair crew.
   4. Call 911 if lines are down and the possibility of a fire is imminent.
   5. Call 911 if anyone has come in contact with a down power line and been shocked or otherwise injured.
   6. Call the maintenance personnel 'on call' person immediately to respond to the scene.
   7. When the area is secure with someone guarding the hazard, another person is to be dispatched to turn off the main breakers to the buildings affected by the outage. This is to guard against a surge when the line is repaired as well as against a brown out condition that will destroy electric powered equipment. In particular you are to turn off the well at the boiler room, the boiler in Dorm #1, and the freezer compressors (4) in the basement storage area behind the library in Bldg. #5.

B. **Electrical hazards within a building**.

This can range from a relatively minor hazard to a severe hazard. You must use sound judgement to assess the nature of the hazard, then respond accordingly.

If there is an electrical fire;

1. Call the fire department –911.
2. Call for assistance. Get the nearest help available.
3. Clear the building immediately.
4. Turn the manual switch on the emergency generator inside the front cover of the generator to the off position so that it does not contribute to the hazard.
5. Turn off the main breaker at the main building electric panel.
6. Attempt to put out the fire using only an extinguisher approved for an electrical fire. Do not put water on an electrical fire until you know of a certainty that the electricity is turned off.
7. Contact the maintenance personnel 'on call' as soon as possible.

C. **<u>If there is loss of power</u>**.

This may happen for many reasons. The most likely will be an event that happens outside of our property.

1. Notify Pacific Power of the outage and inquire of them if there is a problem greater than only our campus. Find out what their estimated repair time will be.
2. The generator should have started within 30 seconds of the outage. If it did not start, attempt to discern whether there is an electrical fault that is causing the no start condition. If no hazard is detected turn it on manually at the front of the generator inside the front cover. This will give you limited lighting in the domes only.
3. Assist anyone in exiting the buildings.
4. Attempt to locate the cause of the outage.
5. The generator can be used for lights and limited power in the Administration Building [Bldg. #6]. This is the only building other than the domes that is connected to the generator. This must be started manually by turning on the generator at the generator. Next, go to the Administration Building panel located in the southeast corner of the basement. Turn the manual transfer switch as indicated on the panel.
6. Notify the maintenance personnel 'on call' immediately to respond to the scene.
7. See the section that corresponds to building affected for specific details pertaining to that building.

ELEVATOR in Bldg. #0 lobby

Where is it?

The elevator is to the right as you enter the main entry doors of the Church lobby from the front parking lot. It may also be found from the back entry near Bldg. #8 on the Mezzanine level.

Electric power supply to the elevator.

There is a mechanical room behind the elevator that is accessed through the door to the south adjacent to the elevator. Go through the only door to the left as you proceed down this hall. The controller for the elevator is here. A disconnect switch box is located on the wall beside the door.

Communication with the inside of the elevator.

A person inside should be able to hear you from outside the door. There is a telephone in the car that they can use to dial 911. There is an emergency call button that they can use to sound an alarm in the lobby area to summon help. An intercom will be installed before 12/2000 whereby someone in the elevator can speak to someone in the lobby if needed.

Emergency procedures for the elevator.

A. If a person is trapped in the elevator
   1. The first step is to make contact with them via intercom, telephone, or loud voice. Assure their safety and whether there is a medical emergency.
   2. Notify 911 and at the same time contact an elevator service company. We have a service agreement with Northwest Elevator. The closest company to us would be Sound Elevator. Call anyone who can respond quickly.
   3. Contact the Maintenance personnel ‘on call’ to respond to the site.

B. If there is a fire or other catastrophic situation.
   1. There is a procedure to open the doors that will take place automatically.
   2. Call 911
   3. Notify emergency personnel when they arrive that someone is trapped in the elevator.
   4. Contact the maintenance personnel ‘on call’ to respond to the site immediately.

EMERGENCY GENERATOR

What is it?

This is a 250 kW generator. It is run by an Allis - Chalmers diesel engine, model 25000 Mark II. It is fueled from a 1,000-gallon tank underground between the Gym porch and the parking lot.

Where is it?

The generator is located outside the southwest corner of Bldg. #8 (the Gym). It is on the upper level of the mechanical space inside the chain link fence. The lock combination is 4842.

Fuel shut off valves.

The fuel lines are visible at the northeast corner of the pad that the generator sets on. The fuel shut off would be beside the generator inside the generator cover.

Generator start / stop switches

The generator has an automatic start switch that is to operate whenever there is an interruption of the power to the domes. This is to start within 30 seconds of an outage.

Facing the generator as you enter through the gate there is a cover on the generator. Open the door and the switching is straight ahead. Follow the markings to off/on etc. The automatic transfer switch for the domes is located in the mechanical room behind the elevator at the far south of the church lobby. The switch, panel, and transformer for the generator are right behind the mechanical room door.

There is a manual transfer switch for the Administration building (bldg. #6) in the far southeast area of the basement of the same building.

Emergency procedures for the generator.

A. An electrical emergency such as power lines down, sparking wires, etc.

It is important that you do not turn the generator on if there are wires that are damaged in any way. You may be contributing to the hazard by sending electricity from the generator out through the lines. If lines are down or there is an electrical fire, you need to turn the switch on the generator to the off position.

B. If there is an emergency at the generator you need to turn the switch to the off position. Turn the generator off to minimize any potential damage that may be caused by running the motor, generator or other machinery associated with this equipment.

FIRE ALARM SYSTEMS

What is it?

Several of the buildings have internal alarms that sound in case of fire. These alarms are activated in different ways depending upon the building. See specific building notes for instructions pertaining to that building in the pages immediately following in this section.

Emergency procedures for the fire alarm systems.

1. Do not turn off the alarm until the cause of the alarm is determined and under control.
2. If this is an actual alarm and not a false alarm, call 911 and evacuate the area immediately.
3. If it is reasonable - attempt to extinguish the fire or stop the cause of the alarm.
4. Call the maintenance person on call to respond to the site.
5. Call the church business administrator for further instructions and to confirm the next steps to be taken.

Individual Bldg. instructions

Bldg. #0 - (the Domes)

A. There are 3 enunciators (display panels) that show where the alarm is coming from.
   1. There is an alarm display panel at the front entry in the lobby. The panel is located on the ramp wall to the south of the main entry doors. You must go to the main panel #3 to silence or reset alarms.
   2. There is an alarm display panel at the upper mezzanine beside the window to the West of the entry doors. You must go to the main panel #3 to silence or reset alarms.
   3. The main fire alarm control panel is located in the small dome upper floor. Go into the school office area to the west of the building. In the closet just inside the office at the receptionist counter is the panel. This panel will also tell you where the alarm originated. Do not silence or turn off any alarm until you have made certain that there is no fire or impending danger.
   4. When all danger is past you may silence the alarm.

B. Alarms are from 4 sources in the domes

1. Smoke detectors will activate the alarm when there is sufficient smoke or dust in an area.
2. Heat detectors will activate the alarm when there is sufficient heat in an area. This will be small storage closets or closets primarily.
3. Flow of water from any fire sprinkler will activate the alarm.
4. Pulling any one of the manual fire alarm pull stations at exit doors will activate the alarm.

Bldg. #1 (Dorm #1, press, boiler room)

This Bldg. has 3 sources of an alarm.

1. Flow from any of the fire sprinkler system will sound an alarm in the building. The sprinklers are in the dorm area only but the water supply comes from the press office. The water inlet with a backflow prevention device is located against the northwest wall of the press office.
2. A pull station is located in the entryway of the dorm area. Pulling this switch will activate an alarm in the building.
3. Smoke detectors are located in each sleeping room of the dorm and will sound only in the room that has sufficient smoke and/or dust to set it off.

Bldg. #2 & #3 (Dorm #2 & #3)

These buildings have 3 sources of an alarm.

1. Flow from any of the fire sprinkler system will sound an alarm in the building. The sprinklers are in the dorm area only. The water inlet with a backflow prevention device is located on the main floor level of the dorm against the northwest wall in the telephone booth.
2. A pull station is located in the entryway of the dorm area. Pulling this switch will activate an alarm in the building.
3. Smoke detectors are located in each sleeping room of the dorm and will sound only in the room that has sufficient smoke and / or dust to set it off.

Bldg. #4 (Dorm #4)

Dorm #4 has 2 sources of alarm.

1. There are fire pull switches at each doorway exiting the building. This alarm will be heard throughout the building.
2. There are smoke alarms in each sleeping room as well as the laundry room that will sound in that room only.

Bldg. #8 (Gym)

This building has an alarm panel at the main entry hall located at the West End of the building on the upper (Gym) floor level. When you are in the lobby, you will find the alarm panel to the South between the Gym entry door and the trophy case.

There are 2 sources of alarm in this building. The most often used is the fire pull stations at each exit. The other alarm would be from the fire sprinkler system that will sound if there is any water flow within the system.

To reset the alarm in this building you must first correct the source of the alarm, then open the panel and reset the system according to the markings in the panel.

FIRE PROTECTION - WET SPRINKLER SYSTEM

The following buildings are the only ones on campus that have fire sprinklers.

Bldg. #0 - (the Domes)

Only the large dome is sprinkled. The main valve is located in the mechanical room at the south end of the lobby. If there is any flow of water through this system an alarm will sound. As soon as the fire is out and the area secured for entry the sprinkler system should be turned off.

To turn off, go into the mechanical room and turn the valve on the fire sprinkler main until the water flow stops.

Call the maintenance person on call to repair the sprinklers and reactivate the system.

Bldg. #1 - (Dorm #1)

The fire sprinklers for this building are only on the upper 2 floors. The main valve is in the press office on the lowest floor of the building. Turn the valves off to stop flow of water only after a fire is totally extinguished.

Bldg. #2 & #3 - (Dorm #2 & # 3)

Flow from any of the fire sprinklers will sound an alarm in the building. The sprinklers are in the dorm area only. The water inlet with a backflow prevention device is located on the main floor level of the dorm against the northwest wall in the telephone booth. This is also the main shut off valve for the water flow. Turn the water off only after fire is extinguished and all danger is past.

Contact the maintenance personnel ‘on call’ immediately to repair and to reactivate the sprinkler system.

Bldg. #8 - (Gym)

The main valve for this building is in the northeast corner of the basement level. The valve is marked and has a large round handle. Turn the valve until the water flow is stopped. Turn off the water only after fire is extinguished and all danger is past.

Contact the maintenance person on call immediately to repair and reactivate the sprinkler system.

GAS SUPPLY

Service provider – *NW Natural Gas*

See the Map at the end of this section.

The following buildings have gas meters with valves. Bldgs. #1, #2, #3, #5, #8, #9, #11, and #15.

1. Any time gas is smelled, the Gas Company should be called to investigate for leaks.
2. If there is a leak inside of a building, the gas can be turned off at the meter.
3. Clear the building and open doors and windows to remove the gas from the building.
4. Do not allow any open flame or other source of ignition near the area.
5. The maintenance department is to be called to respond to the site.

HEATING, VENTING, AIR CONDITIONING SYSTEMS

Refer to each Bldg. by number to see the system unique to each building.

Bldg. #0 (Domes)

This building has about 80 heat pumps. They are all connected to a water loop that is the energy for heating and cooling. The water flows through the cooling tower or through the steam heat exchanger to keep the water temperature within working limits. A computer controls timing, room temperature, water flow, and the cooling tower operation.

Water shut off valves.

1. Turn off the water fill valve so the main line does not continue to be filled if that portion is open to drain. See mechanical room map for location of valve.
2. The water can be shut off at each heat pump. Turn off the electricity to the pump first.
3. There is a ball valve at each unit that will stop the incoming water to that unit.
4. The main water line can be shut down by
    a. turning off the pumps in the lobby mechanic room.
    b. closing main valves on the heating loop pipes in the mechanic room.
    c. closing the valves in the line that will close sections only.

Bldg. #1 (Dorm #1 - Press - steam boiler room)

Steam radiators heat this building. The steam comes from the boiler in the basement level. The only other heating source is portable electric heaters that are used in the cold weather. There is no central air conditioning. To turn off the steam you can close the valve in the basement. See map for location. The steam can be turned off at each radiator by closing the valve at the radiator. An electric valve located in room 103 regulates the building steam flow. A thermostat located in the leader's apartment controls the valve.

There is an exhaust fan for the press area. It is to remove fumes that come from the press operation.

There are bathroom exhaust fans in each of the bathrooms in the dorm.

Bldg. # 2 & # 3 (Dorm #2 and Dorm #3)
Both buildings are heated with steam radiators. The valves to shut off the buildings are in the pit at the southwest corner outside of each building.

Dorm #3 has a gas furnace located in the West End of the basement. The gas can be shut off at the furnace or, if needed, at the meter outside the West End of the building.

Both buildings have exhaust fans in each bathroom.

Bldg. #4 (Dorm 4)
This building is heated totally with electric baseboard heaters. The bathrooms are all exhausted by one fan mounted on the roof.

Bldg. #5 (PBC cafeteria - library)
This building is heated with steam radiators. The main valve is located in a pit at the northeast corner of Bldg. #6. There is a commercial hood over the cooking line in the kitchen. There is no other mechanical ventilation or air conditioning in this building.

Bldg. #6 (College classroom building)
This building is heated with steam radiators. The main valve is located in a pit outside at the northeast corner of the building.

There is no other mechanical system in this building.

Bldg. #7 (College Administration Bldg. - Publications)
This building is heated with steam radiators. The main valve is located in the southwest corner of the boiler room in Bldg. #1.
There is no other mechanical system in this building.

Bldg. #8 (High School and Gym)
This building has ***steam*** heat, electric heat and heat pumps. The steam heats the gym. There is a large ceiling-hung heat exchanger in the center of the gym. There is a heat exchanger in the lobby attic to heat the lobby. The main valve is located at the top of the boiler in the boiler room of Bldg. #1.

The classrooms on the gym floor level are heated with ***electric wall heaters.*** See building map for breaker panel locations to turn off power to these rooms.

The classrooms in the basement are heated with split system ***heat pumps***. The compressors are located on the patio to the south of the building for 5 classrooms, on the roof at the West End for the two far West classrooms and one outside to the north for the adjacent classroom. Each unit has an electric disconnect switch beside the unit itself.

There is also a gas hot water heater in the northeast corner of the basement.

Bldg. #9 (Chapel)
This building has a hot water boiler with 4 air handlers. The boiler is located in the basement toward the north on the West Side of the building. Enter the boiler room through classroom C-2.
The gas meter for the boiler is located outside the building along the west wall. The water to the boiler is turned off in the crawl space right beside the boiler. There are two air handlers located in the attic, one on each side of the platform. There are two air handlers located in the basement crawl space. The crawl space units are in the center of the crawl space with one in the east crawl and one in the west crawl.
There is also a gas hot water heater in the boiler room.

Bldg. #10 (Staff House - Leif Malmin)
This house is heated with electric wall heaters and baseboard heaters.

Bldg. #11 (Maintenance office and wood shop)
This building has a gas furnace. The furnace is located in the wood shop at approximately the center of the building. The gas meter is at the northwest corner of the building. The electric panel to shut off the furnace is in the room in the southwest corner of the building. There is no other heating or air handling system in the building.

Bldgs. #12 (other Maintenance Buildings)
There are two permanent buildings and two sheds located behind Bldg. #11. There are no heating or ventilating systems in these buildings.

Bldg. #13 (Tape Department house)
This house has electric heat throughout. There is an electric water heater in the basement. There are no other mechanical systems in this house. There is a fireplace on both floors.

Bldg. #14 (Dorm Parent House)
This house has electric wall heaters throughout. There is an electric water heater in the basement. There is a fireplace in the living room and a wood stove in the basement.

Bldg. #15 (Staff House for Ken Malmin)
This house has a gas furnace in the basement. The meter is located against the house along the west wall of the house. There is a fireplace in the living room. There is an electric hot water heater in the basement.

Bldg. #16 (Johansen house)
This house has electric baseboard and wall heaters. There is a wood stove in the living room. There is an electric water heater in the basement.

Bldg. #17 & #18 (abandoned houses)

These two houses have had all mechanical and electricity removed from them.

Bldg. #19 (Greenhouse)

This is a PVC pipe and plastic sheeting greenhouse. There is an electric heater and fan to regulate inside temperature. The breaker panel is in Bldg. #21 right behind the greenhouse.

Bldg. #20 (Reservoir)

This is a water storage tank with no mechanical systems.

Bldg. #21 (Pump House)

This is heated with an electric heater. It is located on the ceiling of the shed. The breaker is located in the house against the left wall as you enter the door.

POTABLE WATER SYSTEMS

See the Map at the end of this section.

Potable water system What is it?
The water we drink is from a well on site. We pump up to a reservoir at the top of our property and the water is sent by gravity flow from there to our buildings.

1. **THE WELL**

   The well is located in the pump house adjacent to Bldg. #1 toward the North. The submersible pump is a Grundfos model 135S250 - 15 with 6", 25 HP, 460 volt, 3 Phase Franklin Motor. The current pump was installed Dec. 92 - Jan. 93.

   If any problems occur with the well you should immediately notify the maintenance personnel 'on call' and contact Steve's Pump Service.

   There is a main disconnect switch in the well house on the south wall in the house. Turn it to the off position to stop the pump. There is also a fuse disconnect in the boiler room on the north wall at the end of the boiler. * Note: This disconnect will also turn off the boiler. You can open the control box under the disconnect in the boiler room and turn the switch on the inside of the door to the off position to stop the well operation without affecting the boiler.

2. **TREATMENT PUMPS**.

   There are two treatment pumps in the well house. The one closest to the door is chlorine that is injected into the water only when the main pump is on. Chlorine is to disinfect the water. The next pump is to inject soda ash solution into the water only when the main pump is on. Soda ash is to manage the ph of the water so that it is neither too aggressive nor too passive. Should a problem arise with either pump, you should turn off the pump and call the maintenance personnel 'on call'. If you are unable to reach a maintenance person, you can call Don Weidner of Waterguard Inc. for assistance. We can safely continue to use our water even though these pumps are temporarily off line.

3. **RESERVOIR**

The reservoir is located at the top of our property above house # 16 toward the West. The reservoir is a concrete floor, concrete wall, wood roof, round structure.

There is an access door on the roof of the reservoir. The roof has vent screening all around the roof diameter.

There are valves at the north base of the reservoir that close the main supply / distribution line. There is another valve that closes a 2" line installed for future development but not used at this time. This line runs east toward Rocky Butte Road.

The capacity of the reservoir is 160,000 gallons full and 130,000 +/- gallons at the refill level. There is about 13,500 gallons per foot of depth in the reservoir.

There is a steel support post in the center of the reservoir. This post is coated with 'Bitumastic Super Tank Solution' from Rodda paint.

There is a float switch in the reservoir that signals the pump to stop and start determined by the depth of water in the reservoir.

Emergency procedures for the reservoir.

A. If the reservoir overflows you should call the maintenance person on call for instructions. If you cannot get someone to respond you should go to the main well control box in the boiler room of Bldg. #1. You will enter the boiler room and go the north end of the boiler toward the windows. The main well control box has 2 lights on the front and is under a disconnect box. Open the cover by removing the screws and turn the switch on the inside of the door to the off position. Notify maintenance as soon as possible of the situation.

B. If the reservoir begins to leak or break apart as in an earthquake, you would first call for assistance from maintenance. Determine the severity of the damage and if

catastrophic failure is imminent. If it appears that the tank will fail, the residents should be immediately evacuated and steps be taken to reduce flood damage. Obvious areas that would be hit would include Bldg. #4, #13, #14, #10, #16, and #6. Any buildings in the college area could be flooded by a reservoir failure. At your first opportunity, you would follow the steps in A above. To conserve water and to prevent contamination of the water in the distribution system you should notify all campus users that the water is to be shut off immediately in all buildings. Go throughout the campus, put up signs, and turn off all water as able.

C. If the reservoir is contaminated by an act of vandalism or natural causes you must first stop **all** water usage until further notification. Notify all people on campus and post warnings about the contaminated water. The Health Department has strict wording requirements for the postings. Contact the maintenance for information, or if no response, contact Waterguard Inc. and/or The Oregon Health Department.

In the case of vandalism, you are dealing with a criminal act and the police are to be notified at once. Do not do anything that could compromise possible evidence.

D. **CITY WATER SUPPLY**

There is a 2" back-up City of Portland water supply line. This water enters our campus at the intersection of 91st Ave. and Fremont. The water meter is on NE 91st avenue. To use the City Water you need to open the cover on the pit that is located near the fire hydrant about 40 feet west of Bldg. #6 (the classroom Bldg.). There is a pump in the pit that is needed to boost the water up to our reservoir. The water valves in the pit must be turned before operating the booster pump. Close the open valve and open the closed valve. This will transfer from the Well Water to the City Water, then vice versa. Turn this pump on - check operation - check fuses in pit and disconnect switch on the nearest telephone pole to the West if it does not operate. *Note - when the booster pump is on there is a lack of water in Bldg. #7 and #9. The tenants in these buildings need to be notified not to use any water in these buildings until further notice.

E. CHECK VALVES – BACKFLOW ASSEMBLIES

Ten backflow assemblies are currently on line in our water system. These are tested annually in November and records are kept in the Maintenance Office. These devices protect against contamination of the potable water supply from sources outside the system. The devices are located on the map at end of section. If any of these devices begin to leak, you are to contact the maintenance personnel 'on call' as soon as possible. Do not attempt to turn the valves on these devises without authorization to do so from Maintenance. If you cannot reach a maintenance person, you can contact Womack Water works or Waterguard.

SECURITY ALARM SYSTEMS

There are several buildings with security alarms. Each building may have more than one system operating independent from each other.

Emergency procedures for the security alarm systems.

Contact Security immediately whenever an alarm is activated!

1. Do not enter a building alone if an alarm is activated, as there may be an intruder in the building.
2. Notify someone who can assist you.
3. Confirm the cause of the alarm.
4. Notify authorities if appropriate and wait for their response.
5. Secure the area as much as possible.

Bldg. #0

There are several alarm zones in the domes. Areas alarmed include but are not limited to;

1 - large dome, 2 - small dome, 3 - offices, 4 - pastors office, 5 - upper office area (MFI), audio and video equipment.

Bldg. #1, #2, #3, & #4

The front door has an alarm that sounds if the entry door(s) is open or ajar 15 seconds or more.

Bldg. #7

This building is alarmed. Notify Security for assistance and follow the procedure above.

Bldg. #9

This building is alarmed. Notify Security for assistance and follow the procedure above.

No other buildings have "official" alarm systems.

TELEPHONE SYSTEMS

U S West provides up to 200 telephone lines to our campus. We have pay telephones in each dormitory, at the gym entrance, and inside the main lobby. There are three separate Norstar Meridian Telephone systems on the campus. One of these systems (referred to hereafter as system #1) serves Publications, Press, Tapes, the PBC offices in the Administration Building as well as the Kitchen, Library, Chapel, Classroom, and The Maintenance Buildings. The other system (referred to hereafter as system #2) serves the large dome and pastoral office wing. The third system (referred to hereafter as system #3) serves CCS and CCHS. Each house and various fax machines etc. have a dedicated line that comes direct from U S West through our internal wiring. There are a number of student telephone lines that are also direct from U S West that come through our internal wiring.

1. For system #1 the lines are underground and follow the driveway poles up to Bldg. #6 (classroom Bldg.). The US West lines come into the 18" square boxes on the West wall of the office in the corner. From there, they go into the large old boxes on the south wall of the same room. From the large box, the lines go to the Meridian CPU located in the basement of Bldg. # 7 in the room under the stairway.

2. For system #2, the telephone lines are underground. They come through a pull box in front of Bldg. #8. These lines go to a punch down splice board located in room A-107 in the auditorium. The main termination point is in the workroom in the church office wing. This is where the Meridian System CPU is located.

3. For system #3 the path is the same as system #1 except that they terminate in the Meridian CPU located in the closet in the Northeast corner of the Bldg. #7 basement.

These systems need 110-volt power to operate so in a power outage our telephones are out of order. If power can be found, a cord can be run to the CPU to restore telephone service. It will take several minutes for all the telephones to reprogram after an outage.

TEN PLEX

We lease apartments at 502 - 520 N.E. 76th. This is used for Portland Bible College married student housing. The apartments are three separate two-story buildings.

All the apartments have electric heat with electric hot water heaters in each apartment. Apartment #516 is an exception in that it has a gas fireplace. Unit #516 also has an electric water heater located in the basement under the unit. There are laundry facilities under unit #516.

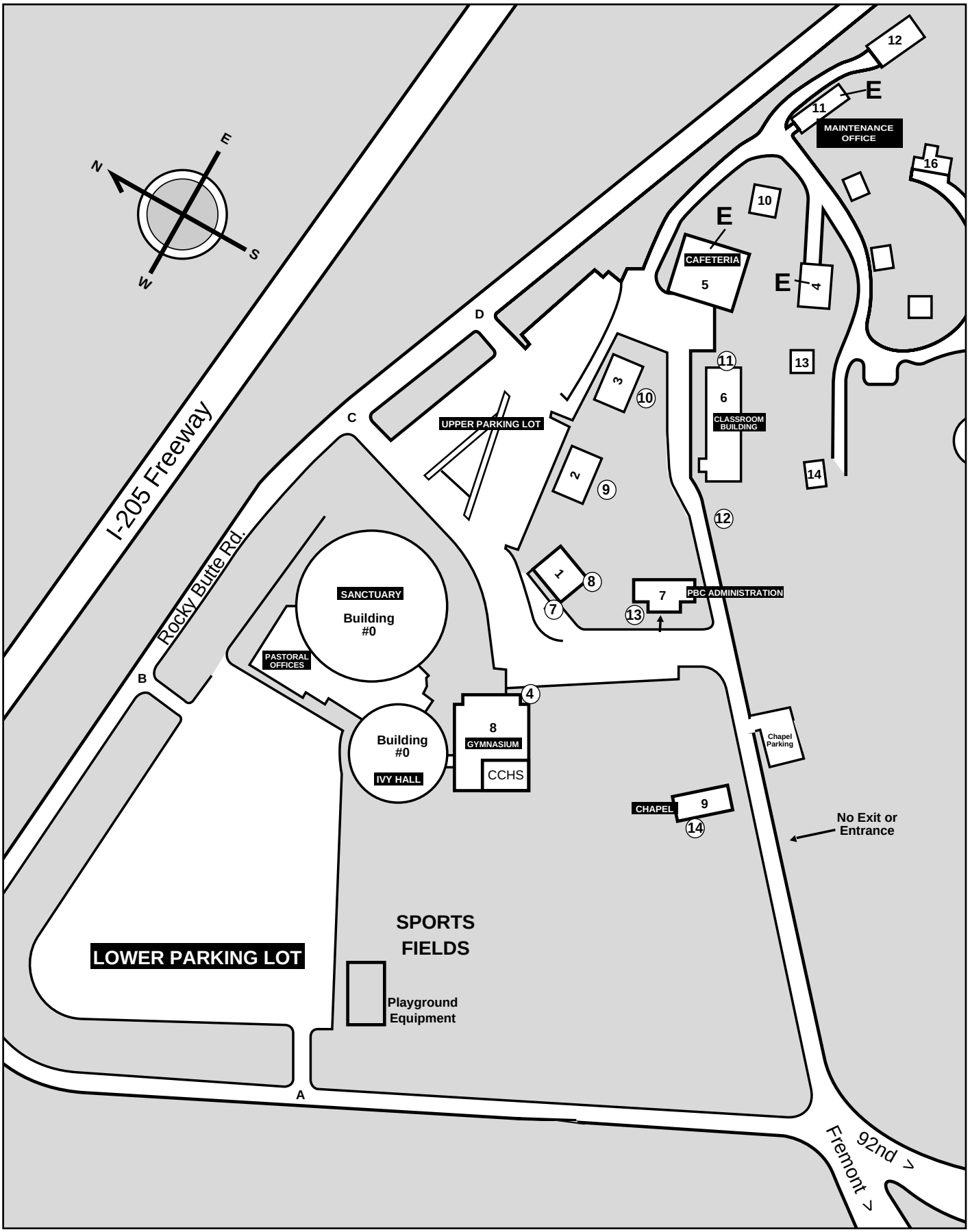
The units are served by PGE for electricity, City of Portland for water, and NW Natural Gas for Gas. Waste Management is the garbage collector.

Each apartment has an electric breaker panel in the back bedroom for electrical shut off.
Each building has a water shut off that will stop the water to the whole building. There are two valve boxes (cement tubes) to the West at the West End of apartment #502. These shut off the water. There is also a valve in front of unit #510 in the planted area to the right of door #510.

Emergency procedures for the Ten Plex.

In an emergency such as a fire, flood, earthquake, etc. you should call 911 for emergency response and notify the Maintenance personnel 'on call' for immediate response to the site.

Each circled number is an area with a photo to reference.
Building numbers correspond to photo pages.



Each circled number is an area with a photo to reference.
See photo index page.

Building “0” - Room “1”

1-1 Entrance to Mechanical Room

1-2 Main Irrigtion Valuve

1-3 Main Fire Sprinkler Valve

1-4 Main Water Valve

1-5 HVAC - Water Loop Valve

1-6 Main HVAC Panel

1-7 HVAC - Pump Switches

1-8 HVAC - Water Loop Valve

Room “2” - Building “0”

2-1 Upstairs Electrical Closet


2-2 Upstairs Electrical Panel

Room “3” - Building “0”


3-1 277 Volt Panel Office #


3-2 110 Volt Panel Work Room

3-3 Telephone Panel Work Room

Area “4” - At Bldg. 8

4-1 Cooling Tower Disconnects


4-2 Emergency Generator


4/3 Emergency Generator Control Panel

4-4 Gas Valve for Bldgs. 0,1, & 8

Room “5” in Bldg. “8”

5-1 Fire Sprinkler Main Valve

5-2 Main Water Valve

Room “5” in Bldg. “8”

6-1 Electrical Room

6-2 Main Panel

Room “7” - Well House at Bldg. 1

7-1 Well Head

7-2 Main Disconnet for Well Head

Room “8” - Boiler Room in Bldg. 1

8-1 Main Disconnect for Well & Boiler

8-2 Building Water Valve

8-3 Boiler Control Switch

8-4 Campus Steam

8-5 Bldg. “8” Steam Valve

8-6 Bldg. “1” Steam Valve

8-7 Fire Sprinkler Valve in Press Graphics Area

Area “9” Bldg. 2 / Area “10” Bldg. 3

9-1 & 10-1 Sprinkler Valve

9-1 & 10-1 Steam Valve Pump

Area “11” at Bldg. 6

11-1 Steam Valve Pit

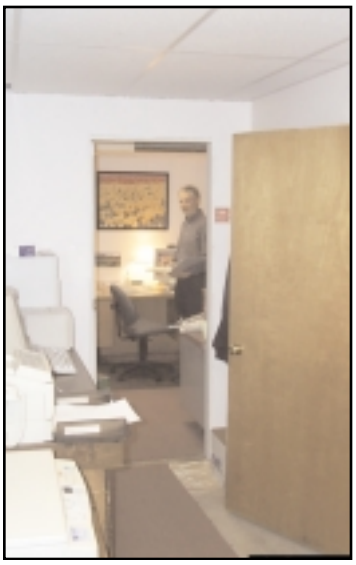
11-2 Steam Valves

Area “12” West of Bldg. 6

12-1 Disconnect for Auxilliary Pump

12-2 City Water Auxiliary Pump

Area “13” in Bldg. 7



13-1 Going to Panel Room

13-2 Main Electric Panel

13-3 Water Main

13-4 Emergency Power Panel

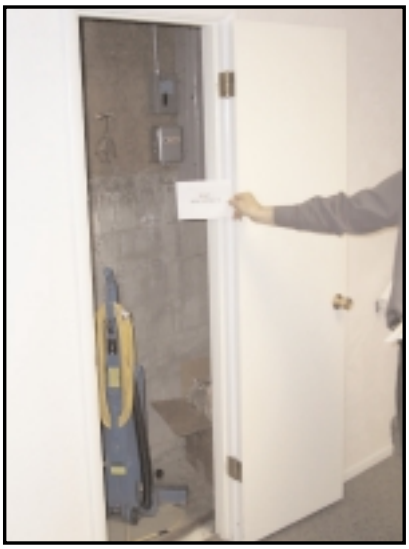
13-5 Telephone Panel Room

13-6 Steam Condense Return Pump

Area “14” - Bldg. 9

14-1 Main Water Valve

14-2 Boiler Disconnect



14-3 Main Breaker Panel

14-4 Gas Main

EMERGENCY NUMBERS

EMERGENCY SERVICES	
Ambulance Services (Emergency Medical Response)	503-231-6300
Emergency Medical Services	911
Fire Bureau– Emergency Medical Services	503-823-3882
Fire Departments – Emergency	Dial 911
Fire Department, Station No. 2	503-823-3333
Fire Marshal's Office	503-823-3700
Multnomah County Sheriff's Office	503-255-3600
Poison Information Center	503-494-8968
Police- (non-emergency)	503-823-3333
HOSPITALS	
Adventist Medical Center	503-257-2500
Legacy Emanuel Hospital	503-413-2200
OHSU	503-494-8311
Providence Portland Medical Center	503-215-1111
Woodland Park Hospital	503-257-5500

UTILITY ACCOUNT NUMBERS

AREA	COMPANY	ACCOUNT # (S)	PHONE #	COMMENT
Water & Sewer	City of Portland Water Bureau 1220 SW 5th Avenue Portland, OR	Campus #1360274034 Q 0113 Ten-Plex #2250098034 M 0168 Urban Progress #0990362051 Q 0115	503-823-7770 After Hours Emergencies: 503-823-4874	
Gas	Northwest Natural Gas 220 NW 2nd Avenue Portland, OR	Campus (7 Separate Accounts) #1223114-4, 122519-2, 122309-8, 122310-6, 122312-2, 122485-6, 122313-0 Urban Progress #36437-4	503-226-4211 503-226-4212	
Electric	Pacific Power 920 SW 6th Avenue Portland, OR	Campus #05172161-002 3 Ten-Plex #05172161-001-5 Urban Progress #02878331-001 5	1-888-221-7070	Code = 9201
Garbage	Waste Management 7227 NE 55th Avenue Portland, OR	Campus #574-4671, 574-4672 Ten-Plex #574-7686	503-249-8078	
Telephone – Local	US West P.O. Box 12480 Seattle, WA	Account # 503-255-2224 252-58	1-800-403-3174	72 lines
Telephone – Long Distance	UniDial P.O. Box 742516 Cincinnati, OH	Account #320030 Main Telephone #503-255-2224	1-800-491-0155	72 lines

GOVERNMENTAL AGENCIES	
American Red Cross	503-280-1455
Children's Services Division (Multnomah County)	503-238-7555
County Health Department (Multnomah)	503-248-3816
D.E.Q.	General Information –503-229-5696 Director – 503-229-5300
Local Health Department	Multnomah County 503-248-3816
Multnomah County Legal Aid Service	503-224-4086
Oregon Health Department	503-731-4030
OSHA (OR-OSHA)	503-229-5910
Portland Police Information	503-823-4636
Road Condition Information	1-800-977-6368
State Fire Marshall's Office	Portland –503-823-3700
Teen Challenge (3121 NE Sandy Blvd.)	503-230-1910
United Way	503-228-9131

TRANSPORTATION SERVICES	
Taxi Services	▪ Broadway Cab, Inc 503-227-1234, 1-800-248-8294 ▪ Radio Cab 503-227-1212
Airplane Charter	▪ Flighcraft/Portland 800-547-9307 ▪ Aero Air/Hillsboro 503-292-7025
Helicopter Charter	▪ Helicopter Specialties 503-628-0945 ▪ Hillsboro Aviation 503-648-2831

VENDOR/SUPPLIERS TELEPHONE NUMBERS – WHO TO CALL			
AREA	**COMPANY**	**ADDRESS**	**PHONE #**
Air/Heat	Climate Conditioning, Inc	12360 SW Main St Tigard, OR	503-620-3911
Attorney	Davis Wright Tremaine	1300 SW 5th Ave # 2300 Portland, OR	503-241-2300
Bank	U.S. Bank	7200 NE Fremont Portland, OR	503-275-6530
Boiler	Steve's Pump Service, Inc	24300 SE Hoffmeister Rd Clackamas, OR	503-658-3051
Cabling	Graybar Electric Company	901 NE 60th Ave Portland, OR	503-249-1300
Copiers	Pacific Office Auto – Local	14335 NW Science Park Dr Portland, OR	503-641-2000
Custodial Supplies	Bob Nagel	2101 SE 7th Ave Portland, OR	503-233-6534
Electric	Johansen Electric, Inc.	10948 SE Valley View Terrace Portland, OR	503-698-3417
Electric	P.G.E.	2100 SW River Pkwy Portland, OR	503-225-9199
Electric	Pacific Power	920 SW 6th Ave Portland, OR	503-464-5000
Elevator	Sound Elevator	14626 NE Airport Way Portland, OR	503-289-8868
Elevator	Northwest Elevator Co.	P.O. Box 100736 Pasadena, CA	503-225-1951
Fire	Fire – non-emergency		503-823-3333
Fire Alarm	Salem Fire Alarm	3150 22nd St SE Salem, OR	503-364-4566
Fire Equipment	United Fire, Health & Safety	4611 NE M L King Blvd Portland, OR	503-249-0771
Garbage	Waste Management of Oregon, Inc	7227 NE 55th Avenue Portland, OR	503-249-8078
Gas	Northwest Natural Gas	220 Nw 2nd Ave Portland, OR	503-226-4212 503-226-4211
Generator	Cummins Northwest	4711 N Basin Ave Portland, OR	503-289-0900
Insurance	Dennis Lio Insurance, Inc(GuideOne Insurance)	3800 SW Cedar Hills Blvd. #152 Beaverton, OR	503-626-8503

Insurance	Guide One Insurance	P.O. Box 1310 Carmichael, CA	1-800-647-9324
Lumber	Mr. Plywood	7609 SE Stark St Portland, OR	503-254-7387
Maintenance	City Bible Maintenance	9200 NE Fremont Portland, OR	503-257-2215 503-351-9899
Oil Burners	Campbell-Norquist & Co	9350 NE Halsey St Portland, OR	503-256-5845
Public Safety	City Bible Public Safety	9200 NE Fremont Portland, OR	503-255-2239
Rentals	Portland Rent All	10101 Se Stark St Portland, OR	503-252-3466
Rentals	United Rentals Co.	P.O. Box 5233 Portland, OR	503-255-1235
Rentals-chairs/tables	Peter Corvallis Productions	79 SW Oak St Portland, OR	503-222-1664
Water	City of Portland Water Bureau	1120 SW 5th Avenue Portland, OR	503-823-7770
Water Hydrants	Fire Bureau – Hydrants (broken, leaking)		503-823-4874
Water Well	Waterguard of Oregon, Inc	11124 NE Halsey #400 Portland, OR	503-222-5567

MANAGEMENT CHECKLIST

1. All expired and current leases and tenant files.
2. Current rent-roll.
3. Originals or copies of all existing service contracts with vendors and/or contractors.
4. Current accounts receivable report.
5. Current accounts payable report with any invoices currently in process.
6. A list of all utility accounts, account numbers and meter numbers.
7. Original insurance policies for the property and certificates evidencing coverage.
8. A copy of the most recent real estate tax statement showing the legal description and schedule number.
9. Complete set of current as-built architectural plans, tenant improvements, specifications and any blueline drawings.
10. The most recent inventory of tools and supplies used at the property.
11. Any employee history data, pay rates, schedules and benefits.
12. Any photographs that may be available.
13. The location of master keys for the property.
14. Any mortgage information and the payment book, if applicable.
15. Federal and State I.D. numbers for tax purposes.
16. Equipment operating manuals along with any existing warranties and/or guarantees.
17. Pending legal matters, filed or not filed.
18. Present or proposed operating budgets, costs per square foot, and any budget assumptions.
19. Current and all past years operating cost tenant adjustments and next year's estimates, if applicable.
20. Banking Information
21. Personnel Records (disk)
22. Membership Rolls (disk)
23. Operations Budgets
24. Computer Backup
25. Inventory Tapes

EMERGENCY ACTION PLAN - AUDIT CHECKLIST

1. Have you developed an emergency action plan? ____ **Yes** ___ **N/A**

2. Have emergency escape procedures and routes been developed and communicated to all employees? ____ **Yes** ___ **N/A**

3. Do the employees who must remain to operate critical plant operations before evacuating know the proper procedures? ____ **Yes** ___ **N/A**

4. Is the employee alarm system that provides warning for emergency action recognizable and perceptible above ambient conditions? ____ **Yes** ___ **N/A**

5. Are alarm systems property maintained and tested regularly? ____ **Yes** ___ **N/A**

6. Is the emergency action plan reviewed and revised periodically? ____ **Yes** ___ **N/A**

7. Do employees know their responsibilities for reporting emergencies? ____ **Yes** ___ **N/A**

8. Do employees know their responsibilities during an emergency? ____ **Yes** ___ **N/A**

9. Do employees know their responsibilities for performing rescue and medical duties? ____ **Yes** ___ **N/A**

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

EXIT OR EGRESS – AUDIT CHECKLIST

1. Are all exits marked with an exit sign and illuminated by a reliable light source? ____ **Yes** ___ **N/A**

2. Are the directions to exits, if not immediately apparent, marked with visible signs? ____ **Yes** ___ **N/A**
N/A

3. Are doors, passageways, or stairways, that are neither exits nor access to exits and that could be mistaken for exits, appropriately marked "NOT AN EXIT," or "TO BASEMENT", "STOREROOM," and the like? ____ **Yes** ___ **N/A**

4. Are exit signs provided with the word "EXIT" in lettering at least five inches high and the stroke of the lettering at least _ inch wide? ____ **Yes** ___ **N/A**

5. Are exit doors side-hinged? ____ **Yes** ___ **N/A**

6. Are all exits kept free of obstructions and unlocked? ____ **Yes** ___ **N/A**

7. Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? ____ **Yes** ___ **N/A**

8. Are there sufficient exits to permit prompt escape in case of emergency? ____ **Yes** ___ **N/A**

9. Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? ____ **Yes** ___ **N/A**

10. When workers must exit through glass doors, storm doors and such, are the doors fully tempered and meeting safety requirements for human impact? ____ **Yes** ___ **N/A**

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

EXIT DOORS – AUDIT CHECKLIST

1.	Are doors that are required to serve as exits designated and constructed so that the way of exit travel is obvious and direct?	____	**Yes**	___ **N/A**
2.	Are windows (that could be mistaken for exit doors) made inaccessible barriers or railings?	____	**Yes**	___ **N/A**
3.	Are exit doors able to open from the direction of exit?	____	**Yes**	___ **N/A**
4.	Is a revolving, sliding, or overhead door prohibited from serving as a requiring exit door?	____	**Yes**	___ **N/A**
5.	When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?	____	**Yes**	___ **N/A**
6.	Are doors on special-storage rooms provided with appropriate release mechanism that will release the latch and open the door even if it is padlocked or otherwise locked on the outside?	____	**Yes**	___ **N/A**
7.	Where exit doors open directly onto any street, alley, or other area frequented by vehicles, are adequate barriers and warnings provided to prevent employees from stepping directly into the path of traffic?	____	**Yes**	___ **N/A**
8.	Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?	____	**Yes**	___ **N/A**

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

FIRE PROTECTION PLAN – AUDIT CHECKLIST

1.	Is there a written fire-prevention plan?	____ **Yes**	___ **N/A**
2.	Does your plan describe the type of fire protection equipment and/or system?	____ **Yes**	___ **N/A**
3.	Have you established practices and procedures to control potential fire hazards and ignition sources?	____ **Yes**	___ **N/A**
4.	Are employees aware of the fire hazards of the materials and processes to which they are exposed?	____ **Yes**	___ **N/A**
5.	If you have a fire alarm system, is it tested at least annually?	____ **Yes**	___ **N/A**
6.	Are sprinkler heads protected by metal guards when exposed to physical damage?	____ **Yes**	___ **N/A**
7.	Is proper clearance maintained below sprinkler heads?	____ **Yes**	___ **N/A**
8.	Are portable fire extinguishers provided in adequate numbers and types?	____ **Yes**	___ **N/A**
9.	Are fire extinguishers mounted in readily accessible locations?	____ **Yes**	___ **N/A**
10.	Are fire extinguishers recharged regularly and then noted on the inspection tag?	____ **Yes**	___ **N/A**
11.	Are employees trained in the use of extinguishers and fire protection procedures?	____ **Yes**	___ **N/A**

OUTCOME: Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

FLAMMABLE & COMBUSTIBLE MATERIALS AUDIT CHECKLIST

1.	Are combustible debris and waste materials stored in covered metal receptacles and removed from the work environment?	____ **Yes**	___ **N/A**
2.	Are proper storage methods used to minimize the risk of fire and spontaneous combustion?	____ **Yes**	___ **N/A**
3.	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	____ **Yes**	___ **N/A**
4.	Are all connections on drums and combustible liquid piping tight?	____ **Yes**	___ **N/A**
5.	Are all flammable liquids kept in closed containers when not in use?	____ **Yes**	___ **N/A**
6.	Are bunk drums of flammable liquids grounded and bonded to containers during dispensing?	____ **Yes**	___ **N/A**
7.	Do storage rooms for flammable and combustible liquids have explosion-proof lights?	____ **Yes**	___ **N/A**
8.	Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?	____ **Yes**	___ **N/A**
9.	Are safe practices followed when liquid petroleum gas is stored, handled, and used?	____ **Yes**	___ **N/A**
10.	Are all solvent wastes and flammable liquids kept in fire resistant, covered containers until they are removed from the work site?	____ **Yes**	___ **N/A**
11.	Are all extinguishers fully charged and in their designated places?	____ **Yes**	___ **N/A**
12.	Are extinguishers free from obstructions or blockage?	____ **Yes**	___ **N/A**
13.	Are “NO SMOKING” signs posted and enforced in areas where flammable or combustible materials are stored or used?	____ **Yes**	___ **N/A**
14.	Are all spills of flammable or combustible liquids cleaned up promptly?	____ **Yes**	___ **N/A**

OUTCOME: Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

GENERAL WORK ENVIRONMENT – AUDIT CHECKLIST

1. Are all work sites clean and orderly? ____ **Yes** ___ **N/A**

2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant? ____ **Yes** ___ **N/A**

3. Are all spilled materials or liquids cleaned up immediately? ____ **Yes** ___ **N/A**

4. Is combustible debris and waste stored safely and removed from the work site promptly? ____ **Yes** ___ **N/A**

5. Are covered metal waste cans used for oily and paint-soaked waste? ____ **Yes** ___ **N/A**

6. Are the minimum number of toilets and washing facilities provided? ____ **Yes** ___ **N/A**

7. Are all toilets and washing facilities clean and sanitary? ____ **Yes** ___ **N/A**

8. Are all work areas adequately lighted? ____ **Yes** ___ **N/A**

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

NETWORK BACKUP PROCEDURE

Back up covers two Novell NetWare servers subdivided by three volumes of data.

Backup is automated by ArcServe software to run every night, Monday through Friday and back up all strategic data.

Backup tapes are inserted by an assigned employee and are stored in a fireproof safe.

Records for backup are checked by the network administrator to assure success.

All data for membership records and work files are all stored to these network servers so that there is nothing of any importance contained on any specific workstation. This way the nightly backup is certain to contain all data necessary for church operations.

American Red Cross
Oregon Trail Chapter

3131 North Vancouver Ave.
P.O. Box 3200
Portland, OR 97208-3200
Phone: (503) 284-1234
Fax: (503) 284-4247

November 12, 1999

City Bible Church
9200 NE Fremont
Portland, OR 97220

Dear Mark Sligar:

Thank you for returning the signed agreement for the use of the City Bible Church as a shelter during times of disaster. Although we hope that the situation will never arise, and we will never have to open a shelter, it is reassuring to know that your facility is available.

Having received the signed agreements, we have had our Chapter Representative sign them, and are enclosing one for your files.

Attached also is a list of disaster training. Feel free to share this information with anyone who you think might be interested. In cases of large groups, we can often arrange training at your convenience.

Again, thank you for your cooperation. Please call our office at 280-1455 if you have any questions.

Sincerely,

Rebecca Watson
Support Coordinator
Emergency Services

Enclosures

STATEMENT OF AGREEMENT
CONCERNING THE USE OF FACILITIES AS MASS CARE SHELTERS
BY THE AMERICAN RED CROSS

This agreement is made and entered into between the governing board of City Bible Church, located in the city of Portland, county of Multnomah, State of Oregon, and the Oregon Trail Chapter of the American Red Cross, hereinafter referred to as "Red Cross".

RECITALS

Pursuant to the terms of Federal statutes, the Red Cross provides emergency services on behalf of individuals and family victims of disaster. City Bible Church Inc. is authorized to permit Red Cross to use its buildings, grounds, and equipment for mass care shelters required in the conduct of Red Cross Disaster Relief activities and wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of City Bible Church Inc. available to the Red Cross for the aforesaid use.

NOW, THEREFORE, it is mutually agreed between the parties as follows:

1. City Bible Church Inc. agrees that, after meeting its responsibilities to its constituents, it will permit, to the extent of its ability, and upon request by the Red Cross, the use of its physical facilities by the Red Cross as mass shelters for the victims of disaster.

2. Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse City Bible Church Inc. for any food or supplies that may be used by Red Cross in the conduct of its relief activities in said mass care shelters.

IN WITNESS WHEREOF, the governing board of the City Bible Church Inc. has caused this agreement to be executed by its officially authorized representative, and the Red Cross has caused this agreement to be executed by the Officially Authorized Representative, Oregon Trail Chapter, said agreement to become effective and operative upon the fixing of the last signature hereto.

SIGNATURE TO THE AGREEMENT:

Oregon Trail Chapter
American Red Cross
3131 N Vancouver Avenue
Portland, Oregon 97227

Date: 11/9/99

Authorized Representative
Title: Church Business Administrator

Address: 7200 NE Fremont
Portland, OR 97220

Date: 11-9-99