

# EMERGENCY ACTION PLAN



Phillips Chapel Missionary Baptist Church

132 N. Glenn Avenue

Winston-Salem, NC 27105

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## **INTRODUCTION**

This plan is designed to address any unforeseen combination of circumstances, resulting in a situation that calls for immediate action or an urgent need for assistance or relief. These emergencies can be a temporary disruption of services due to a short power outage, a longer-term situation causing the church to relocate due to substantial building damage or a city-wide or regional emergency. Depending on the magnitude of the event, services may be provided as usual, services may need to be altered temporarily, or in extreme situations, services may be re-located or even discontinued.

Today's churches must be prepared for a variety of threats and security emergencies. Developing appropriate policies and response procedures for the sole purpose of creating a safe and secure worship environment is essential.

The initial step in developing security awareness is to ensure an informed and knowledgeable church body. Congregants should maintain general awareness and report suspicious individuals or situations.

This document is to introduce guidelines in providing Phillips Chapel Missionary Baptist Church (PCMBC) with a church evacuation plan. This plan is also a guide for our organization to protect property, continue services, and communicate information.

## **GENERAL SECURITY**

The entire membership is asked to be observant at all times at all church functions and if any unusual or suspicious person or behavior occurs, tell a security team member, usher, trustee, deacon, or other church leader.

An Incident Report should be filled out describing any time there is an injury, medical emergency, evacuation, or other incident that should be documented. Any perceived threats, threats received by telephone or in person should be reported immediately to the security team or a member of the Trustee Board.

The Ushers are to maintain awareness for signs of unusual activity while persons are entering the church. The Ushers are the first line of defense to a potential threat that may enter the main worship area of the church.

## **SECURITY PERSONNEL**

- Church Staff
- Door Greeters
- Parking Lot & Security Team
- Deacons
- Trustees
- Ushers
- Uniformed professional security

These individuals and teams serve as representatives of the church and the pastor share responsibility for the safety and security of the congregation. As the first line of protection, they identify actions and/or situations that need to be brought to the attention of the professional security officer(s) or church leadership.

Armed and uniformed professional security provides the most critical layer of protection during worship services, special church-wide events, and other peak usage times. Professional security will be scheduled based upon input from the PCMBC Staff, security team, and Trustee Board.

These security teams and individuals are to observe and assess people and the environment continuously and purposefully. They make a reasonable evaluation of any suspicious person or situation and the potential for disruption or harm. Appropriate action could be verbal engagement and/or soliciting assistance from professional security or church staff. If the situation elevates to the possibility of ill intentions, the church leadership or professional security officer will normally make the decision to call 911. But in any extreme emergency, any member may make the call.

### **WORSHIP SERVICE DISRUPTION**

If a situation arises, such as a disruptive individual in the worship service or suspicious persons/activities elsewhere in the church building or grounds, it should be dealt with in an assertive manner. Engage quickly to determine if a security response is necessary. If at any time the individual appears to threaten the safety of the congregation, 911 should be called immediately.

Do not react in a hostile, humiliating or excessively fearful way, but be professional and polite, as questions posed to a disruptive or agitated individual can either increase or decrease the chances that the individual will calm down. Good, non-threatening questions that result in a response other than “yes” or “no” may provide tactical information about the individual(s) emotional or mental state.

### **VEHICLE/PARKING LOT SECURITY**

PCMBC parking lots are monitored by various means during services. Any suspicious activity in the parking lots should be reported immediately to the security team or a member of the Trustee Board. Do not confront suspicious activity by yourself. If possible, record a description of the vehicle, tag number, and occupants.

### **CONCEALED WEAPONS/ARMED CONGREGANTS**

Except for trained professional security or law enforcement officers, PCMBC does not permit ‘open carry’ in the church or on the church property.

See appendix for Firearms Policy.

Note: North Carolina General Statute § 14-415.11 authorizes the church to post signs, as any other private property, prohibiting the possession or carrying of firearms. But, if not otherwise posted, anyone

who has obtained their concealed carry permit under North Carolina General Statute § 14- 415.24 may carry on church property, unless possession of the firearm is otherwise prohibited by law (e.g. if the church is on school grounds). Similarly, a church would have the authority to allow firearms to be openly carried on the premise so long as the possession of firearms is not otherwise prohibited by law (e.g. if the church is on school grounds).

It is unlawful for any person in North Carolina, except when on his/her own premises, to willfully and intentionally carry concealed, either on or about his/her person, any Bowie Knife, dirk, dagger, slungshot, loaded cane, metallic knuckles, razor, shurikin, stungun, or other deadly weapon of like kind. Specifically exempted from the requirements of this law are ordinary pocket knives carried in a closed position. An ordinary pocket knife is defined as being a small knife, that is designed to be carried in a pocket or purse, which has its cutting edge and point entirely enclosed by its handle. The knife must not be capable of being opened by a throwing, explosive, or spring action. N.C. Gen. Stat. § 14-269.

## **SAFETY & EMERGENCY RESPONSE**

### **COMMUNICATION**

For all emergencies dial 9-1-1.

### **MEDICAL EMERGENCY PROCEDURES**

In the event of an injury or other medical emergency, follow these guidelines

1. Call 911.
  - a. Identify your location, street address, building name, office, room, or area of the building.
  - b. Describe the situation:
    - i. What has happened
    - ii. What types of injuries are there
    - iii. What kind of help is needed
- **DO NOT** move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location.
- **DO NOT** give any medication.
- Assign someone to remain with the injured/ill until help arrives
- Assign someone to meet EMS in front of the church and bring them into where the injured/ill person is located.
- When professional help arrives, allow responding units to take control of the situation. Stand by to assist as needed.

Note: Trustee personnel will gather the appropriate information to complete an injury/illness incident report and maintain on file.

## **SEVERE WEATHER PROCEDURES**

Our major weather safety concerns are snow, ice, hurricanes, straight line winds associated with severe thunderstorms and tornadoes. Based on the best information available, the Senior Pastor, in consultation with the Trustee Chairperson and Deacon Chairperson will decide if it is necessary to cancel church activities.

In the case of snow and ice, the church web mail and all media sources will be utilized to inform church members of schedule changes.

In the case of tornadoes and hurricanes, a church leader will notify the congregation and direct people to follow the ushers or other church leaders to designated safe areas.

## **EMERGENCY EVACUATION PLAN**

The following plan was developed and approved by the Trustees.

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

### **Important “do’s and don’ts”**

- Remain Calm. Proceed as quickly as possible in an orderly manner. Follow the instructions of the **Security Team and Trustee Board**.
- Take only essential personal items with you. **DO NOT** return for coats, purses, briefcases, etc., after you have left the building.
- Once out of the building, proceed to the designated assembly area
- Do not return to the building until the **“all clear”** signal is given.

**Note:** Ushers will assist all disabled persons during evacuation.

### **Plan management:**

- The Church staff member will be in charge during the activation of the evacuation plan. If none of the staff are on premises, the Trustee Board and Security team will be in charge.
- Staff members, trustees, ushers, and security team will know the plan and be able to direct people in an emergency occurring during Sunday services, Sunday school or other large church events.

- To ensure that both Church staff and ushers know the plan they will be issued copies of the plan at the beginning of each year.

## EVACUATION INSTRUCTIONS

### Building Fire Evacuation

- Activate fire alarm. The WS Fire Department will automatically be dispatched once fire alarm is activated.
- Remain calm and proceed to the nearest exit. All exits are marked.
- The staff, trustees, ushers, and security team will direct any evacuation during church services or large events and ensure all have evacuated as required.
- Assemble in the upper parking lot by the garage and the sidewalk on Trade Street. **DO NOT** assemble in the area just outside the doors during an evacuation.



## **INTRUDER/ACTIVE THREAT/ACTIVE SHOOTER (CODE RED)**

If an intruder threatens injury or the life of a guest or church member(s), the person noticing the potential threat will notify a security team member, usher, Trustee, or Deacon immediately.

If the person in question is armed or irrational (yelling, making threats, etc.) call 911 immediately. If 911 is called, send a person outside to meet the police and explain the situation and give directions to where the person is located.

Security personnel will attempt to seal off areas around the threat, i.e. blocking hallways, locking doors, etc. while keeping people away.

If there is an active shooter, follow the guidelines below.

- Notify a member of the security team or Trustee Board and call 911.
- The congregation should immediately shield themselves down between the pews until further guidance is given from the designated Trustee or Law Enforcement (Note: Do not attempt to run, running makes you a target for the shooter).
- For congregants in the balcony, once guidance is given to exit, congregants sitting in Zone 7 will exit via the stairs on that side of the church. For congregants sitting in Zone 8, they will exit via the stairs on that side of the church. Once exiting the church, proceed to top of parking lot and wait for further instructions.
- Once individuals have exited the church, they will be directed to the top of the parking lot and to the sidewalk area on Trade Street and wait for further instructions.
- For congregants in Zones 1 and 2, exit on their respective sides and exit the church through the lower level doors and proceed across Trade Street to the sidewalk and wait for further instructions.
- For congregants in Zones 3 and 4, exit towards back of sanctuary to the foyer and exit on respective sides. Once exiting the church, proceed to top of parking lot and wait for further instructions.
- Choir members in Zones 5 & 6 will exit on their respective sides and exit the church through the lower level doors and proceed across Trade Street to the sidewalk and wait for further instructions.
- Members of the pulpit will exit via their left and exit the church through the lower level doors and proceed across Trade Street to the sidewalk and wait for further instructions.
- For congregants in the fellowship hall and any part of the education wing, exit through the back door and proceed to top of parking lot and wait for further instructions.
- Remain out of the active shooter's view
- Silent your cell phone (turn off any source of noise device)

Once law enforcement arrives:

- Remain calm and follow the instructions of the officers
- Put down any items in your hands
- Immediately raise hands and spread fingers

- Keep hands visible at all times
- Avoid making any quick movements
- Avoid pointing, screaming, and/or yelling





# Appendix



## **PHILLIPS CHAPEL MISSIONARY BAPTIST CHURCH FIREARM & WEAPON POLICY**

The Firearm & Weapon Policy of Phillips Chapel Missionary Baptist Church, is in place to protect the lives of our members, guests and visitors. The term “Firearm” is defined as any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. It includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind. Weapon is defined to mean any firearm or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, billie club, any bat, club, or other bludgeon-type weapon, or slingshot, or chemical weapon or device including tear gas (gun or spray), pepper spray (mace), or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any item of like kind, and any stun gun or taser.

State law makes it is unlawful for any person to openly carry on or about his or her person any firearm or electric weapon or device. It is not a violation of State law for a person licensed to carry a concealed firearm and who is lawfully carrying a firearm in a concealed manner, to briefly and openly display the firearm to the ordinary sight of another person, unless the firearm is intentionally displayed in an angry or threatening manner, not in necessary self-defense.

Phillips Chapel Missionary Baptist Church’s general policy is to prohibit persons to bring firearms and weapons to church. Our Congregation and its staff are deeply committed to ensure the safety of its members, guests, and visitors. We do not endorse, promote, or require its members and staff to bring firearms and weapons to church.

Anyone person wishing to carry a concealed weapon into the church must make written application to the Pastor providing a copy of their Concealed Pistol License and stating the reasons for requesting an exemption from Phillips Chapel Missionary Baptist Church’s policy prohibiting firearms and weapons. The Pastor will consult with the Trustee Board and Security Chairperson to make the determination as to the merits of the request and will deny or grant the request in writing with or without reason. The Church Administrative Assistant will maintain a secure and confidential file of all requests, and the determination of the leadership of the Church.

Granted Exemptions will remain in effect until changes in State or Federal law to the contrary, until the exemption is revoked with or without cause, or the concealed weapon license expires or the individual voluntarily withdraws their request for exemption.



**PHILLIPS CHAPEL MISSIONARY BAPTIST CHURCH**  
**Permission for Concealed Carry on Religious Property**

As the presiding official of

**Phillips Chapel Missionary Baptist Church**

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I hereby authorize

\_\_\_\_\_

(Name of concealed weapon license holder)

Holder of a valid Concealed Weapon License in the state of North Carolina, to carry his or her concealed weapon while on the property of Phillips Chapel Missionary Baptist Church. This permission is granted pursuant to § 14-415.11. This permission is valid until:

1. Myself or my successor, as presiding official, revoke this permission in writing served on the above name license holder; or
  
2. The above named holder no longer has a valid Concealed Weapon License.

\_\_\_\_\_

(Signature of Presiding official)

\_\_\_\_\_

(Date)

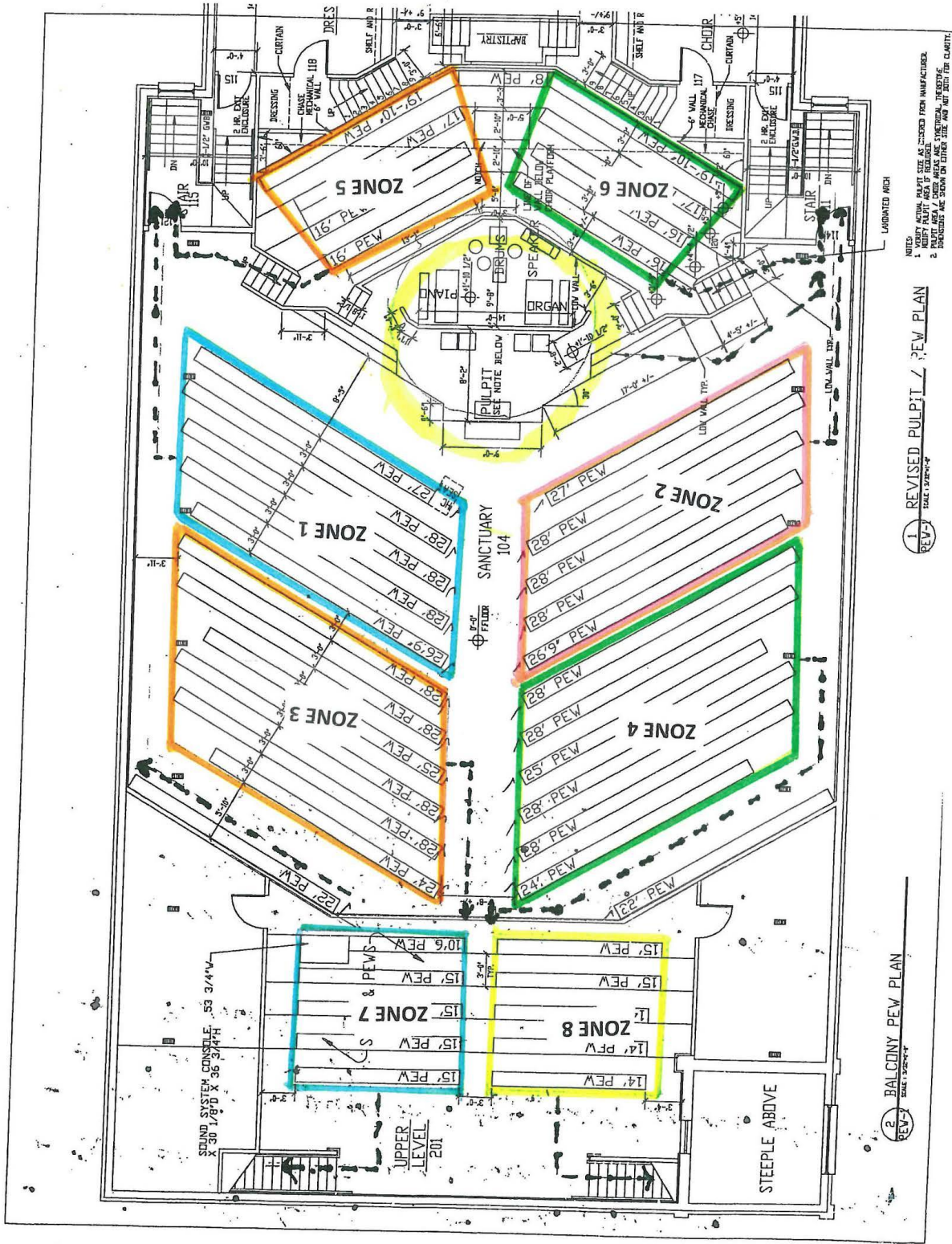
As \_\_\_\_\_

\_\_\_\_\_

(Title of Presiding official)

PHILLIPS CHAPEL

# SANCTUARY EVACUATION FLOOR PLAN

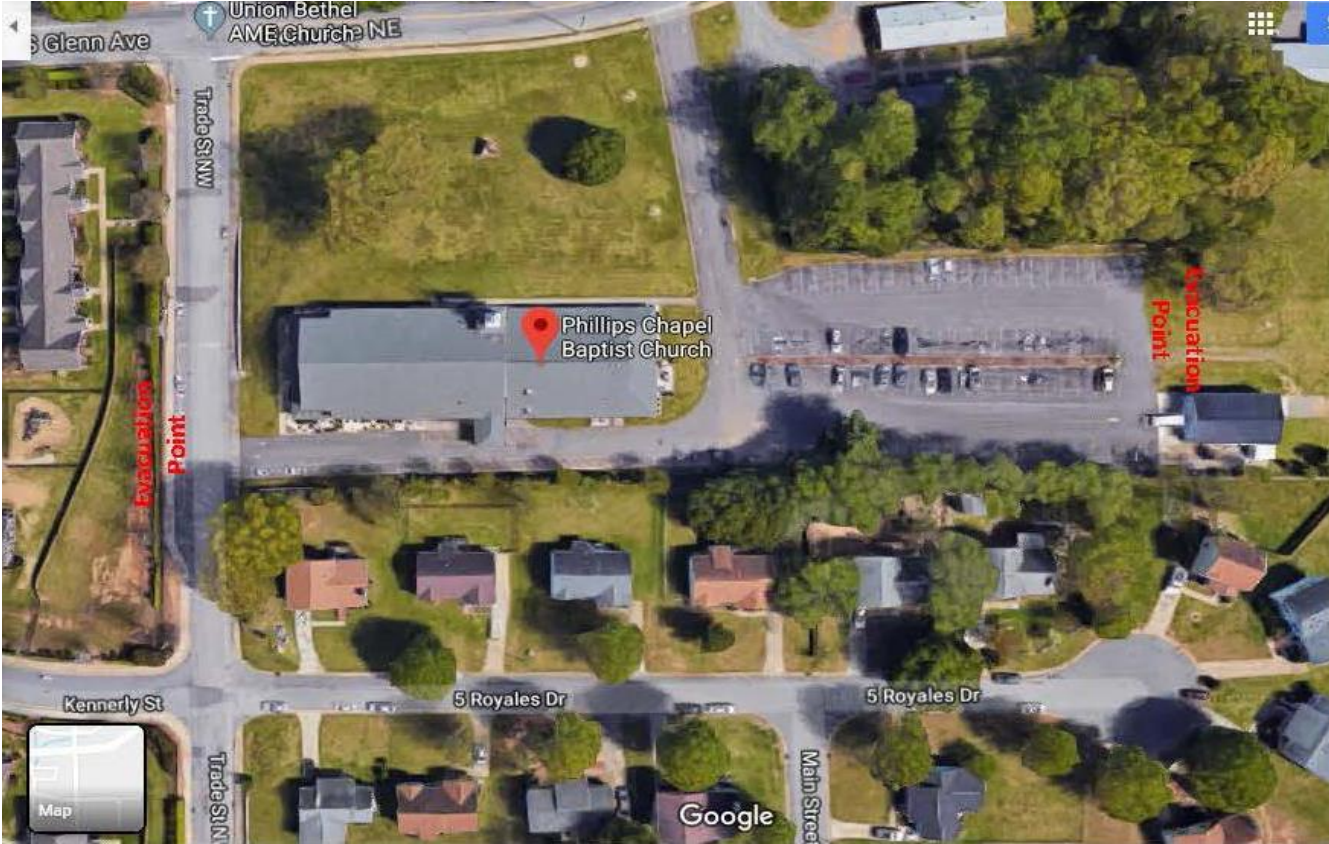


NOTES:  
 1. VERIFY ACTUAL PLANT SIZE AS SHOWN FROM MANUFACTURER.  
 2. VERIFY ACTUAL AREA OF RECESSED AREA FROM MANUFACTURER.  
 3. VERIFY ACTUAL AREA OF RECESSED AREA FROM MANUFACTURER.  
 4. DIMENSIONS ARE SHOWN ON EITHER SIDE AND MUST BEIN CLARITY.

1 REVISED PULPIT / PEW PLAN  
 REV-1 10/23/2024

2 BALCONY PEW PLAN  
 REV-1 10/23/2024

**EVACUATION POINTS**





**Phillips Chapel Missionary Baptist Church**

132 North Glenn  
Winston-Salem, NC 27105  
(P) 336-723-0451

**Injury Incident Report Form**

*To be completed within 12 hours of incident/accident*

**Incident Date:** \_\_\_\_\_ **Incident Time:** \_\_\_\_\_

**Injured Person Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Male/Female:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Details of Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who Was Injured Person (Member/Guest):** \_\_\_\_\_

**Injury Type:** \_\_\_\_\_

**Does Injury Require Hospital/Physician? Yes/No:** \_\_\_\_\_

**Hospital Name:** \_\_\_\_\_

**Additional Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Phillips Chapel Missionary Baptist Church

## Guidelines for Emergency Events

Phillips Chapel members from time to time should utilize a watchful eye for anything unusual at the church. Greeters at different places in the church facility, from the parking lots to the worship center should be trained toward awareness as well. Those with keen eyes and discernment can save lives.

### **GOOD PRACTICES FOR COPING WITH A VIOLENT SITUATION**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits
- If in the office, stay there and secure the door(s)
- If in the hallway, get into a room and secure the door

### **INDICATORS OF POTENTIAL VIOLENCE IN OR OUTSIDE THE CHURCH**

People typically do not just ‘snap’ but display indicators of potentially violent behaviors over time. Potentially violent behaviors may include one or more of the following.

- Increased use of alcohol and illegal drugs
- Vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Increased severe mood swings
- Noticeable unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal – comments about “putting things in order”
- Behavior which is suspect of paranoia
- Increasingly talking of problems during service
- Talk of previous incidents of violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

### **INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR**

- Location of violence/shooter
- Number of people, if more than one
- Physical description of person
- Type of weapon(s) held by shooter(s)
- Number of potential victims at the location



# Phillips Chapel Missionary Baptist Church

## Guidelines for Emergency Events

### **HOW TO RESPOND AND/OR RECOGNIZE WHEN A POTENTIAL VIOLENT OR POTENTIAL ACTIVE SHOOTER ENTERS THE FOYER**

- Once the active shooter is identified as a possible shooter, attempt to lock all doors leading to the sanctuary, fellowship hall, and classroom hallway.
- Stay calm and notify a member of the security team or trustee board. The security team and trustee board will take appropriate action to ensure the security of the church members and call 911 for protection.
- If the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER HAS ENTERED INSIDE THE CHURCH SANCTUARY**

- Notify a member of the security team or Trustee Board and call 911.
- The congregation should immediately shield themselves down between the pews until further guidance is given from the designated Trustee or Law Enforcement (Note: Do not attempt to run, running makes you a target for the shooter).
- For congregants in the balcony, once guidance is given to exit, congregants sitting in Zone 7 will exit via the stairs on that side of the church. For congregants sitting in Zone 8, they will exit via the stairs on that side of the church. Once exiting the church, proceed to top of parking lot and wait for further instructions.
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- For congregants in the fellowship hall and any part of the education wing, exit through the back door and proceed to top of parking lot and wait for further instructions.
- Remain out of the active shooter's view
- Silent your cell phone (turn off any source of noise device)

**Phillips Chapel Missionary Baptist Church**  
**Guidelines for Emergency Events**

**ONCE LAW ENFORCEMENT ARRIVES:**

- Remain calm and follow the instructions of the officers
- Put down any items in your hands
- Immediately raise hands and spread fingers



**Phillips Chapel Missionary Baptist Church**  
**Emergency Contacts**

**Church Office – 336-723-9451**

**Deacon Board**

Clyde Glenn – Chairperson	Larry Hairston – Vice Chair
Eddie Washington	Marcus Neal
Tony Chambers	Bill McCoy

**Trustee Board**

Robert McCollum – Chairperson	Sonya Glenn – Vice Chair
Bobby Clark, Jr.	Ronnie Moore
Joe Dixon	Harvey Rice
Lee Gaskins	Deboice Robertson
Elton Jessup	Bill Tatum

**Security Team**

Eddie Washington – Chairperson	Darryl Martin
Joseph Toe	Rashaun Smith
Milton Gray	Kenny Eldridge
Louis Westbury	Steve Wells
Calvin Hodge	Dequincy Samuels
Ralph Dean	Bobby Clark, Jr.
Alan Holmes	Roy Williams
Shaun Mayes	Larry Hairston
Harvey Rice	Deboice Robertson
Donnie Warren	Lee Gaskins

