

**CHILD PROTECTION POLICY / LOCAL CHURCH EMERGENCY PLAN  
SAFE SANCTUARIES POLICY  
CUMBERLAND PRESBYTERIAN CHURCH (CPC)**

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**CITY, STATE**

*Please note: This document is intended for use as a template for local church leaders in developing a child protection and site-specific plan for church property. Every church will have different needs, so please adapt these recommendations to fit the needs of your particular site. For instance, smaller churches may not be able to form a full emergency response team; however, church leaders may be designated to serve in particular functions. Once procedures have been established, it is important that they be relayed to church members and emphasized as often as possible (e.g. church-wide meetings, trainings, drills).*

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## **CARE OF CHILDREN AND YOUTH**

As Christians, we live according to the gospel of Jesus Christ. Jesus said, “Anyone who welcomes one of these little children in my name welcomes me. And anyone who welcomes me doesn’t welcome only me but also the One who sent me.” (Mark 9:37)

### **DEFINITIONS OF CHILD ABUSE**

Child Abuse may be any act committed by a person in a position of trust (parent, care giver, Sunday school teacher, Pastor, or other) which harms or threatens to harm a child’s welfare, physical, spiritual or mental health.

We recognize child abuse may fall into one or more of the following four categories:

1. **PHYSICAL ABUSE** occurs any time a child’s physical health or welfare is harmed or threatened with harm. Physical abuse refers to the infliction of physical pain, and may include injury, disfigurement, impairment of a bodily organ, or death.
2. **SEXUAL ABUSE** occurs any time a minor is used for the sexual stimulation of an adult or older minor. The minor is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution and/or exposure to adult sexual activity.
3. **EMOTIONAL ABUSE** deeply affects a minor’s self-esteem by submitting him/her to verbal assault or emotional cruelty. Emotional abuse most often occurs in conjunction with another form of abuse, but is the only kind of abuse that can occur alone. It does not always involve injuries we can see.
4. **NEGLECT** - or harm through lack of action – refers to a failure to supply the child with adequate food, clothing, shelter, education, supervision or healthcare.

### **STANDARDS**

**MINIMUM AGE:** The following standards for Authority Figures are designed to separate Authority Figures from the group they are serving by age or enough years to reinforce recognition of the Authority Figure’s role. CPC adopts the following standards for Authority Figures and Assistants.

1. **AUTHORITY FIGURES** – the primary leaders of youth and children’s activities.
  - a. To work with youth (7<sup>th</sup> grade and above), the Authority Figure must be a minimum of 21 years of age.

- b. To work with children (infant – 6<sup>th</sup> grade), the Authority Figure must be a minimum of 18 years of age.
2. **ASSISTANTS** – persons who lend aid to the Authority Figure and act at the direction of the Authority Figure, including volunteers. Whether working with youth or children Assistants must be:

In the judgment of a CPC staff member, competent to assist in the activity.

**TWO ADULT RULE:** Two adults are to be present during all church sponsored programming with children and youth. All adult/child ratios must be followed (see below). Where it is impossible to staff two adults in every room, an additional adult must serve as a floater with visual and physical access to all areas.

While mentoring and counseling are encouraged and supported, adults and authority figures should take every precaution to never be alone with a child or youth in inaccessible areas. This can include, but is not limited to:

- An automobile while taking a child home
- A classroom with windowless/locked doors

**ADULT CHILD RATIOS:** The following adult child ratios should be observed at all church sponsored programming and ministry with children and youth.

### 1. NURSERY/CHILD CARE

An adult is defined as an Authority Figure/Assistant who is also at least 18 years of age. Adults must meet the Authority Figure/Assistant guidelines outlined above.

For these programs, CPC recommends the following ratios:

- Infants (non-handicapped & not walking) – 1 adult to 4 infants
- Toddlers (walking, non handicapped) – 1 adult to 6 toddlers
- 2 years of age – 1 adult to 7 children
- 3 years of age – 1 adult to 9 children
- 4 years of age – 1 adult to 13 children
- 5 years of age – 1 adult to 16 children
- 6 years of age & older – 1 adult to 20 children

### **MIXED AGE GROUPS:**

- 6 wks to 30 months – 1 adult to 5 infants
- 2 to 4 years of age – 1 adult to 8 children
- 2 ½ to 3 years of age – 1 adult 9 children

- 2 ½ to 5 years of age – 1 adult to 11 children
- 3 to 5 years of age – 1 adult to 13 children
- 4 to 5 years of age – 1 adult to 16 children
- 5 to 12 years of age – 1 adult to 20 children

## **2. CPC EVENTS (OFF CAMPUS)**

- Grades K to 3 – 1 adult to 8 children
- Grades 4 to 6 – 1 adult to 10 children
- Grades 7 to 8 – 1 adult to 10 youth
- Grades 9 to 12 – 1 adult to 12 youth

A parent and or staff person must be present at all events

## **3. PARTICIPANTS WITH SPECIAL NEEDS**

In the judgment of CPC staff, and in consultation with the parent, the above ratios may be adjusted depending on the nature and degree of participants' special needs.

## **ROOMING**

The Two Adult Rule will be followed when groups are staying in cabins, tents, etc on overnight trips. In the event of a hotel room, 1 adult can be with 2 or more youth with parental consent. These adults must be the same sex as the children or youth. Adults cannot sleep in the same bed with children or youth, unless it is a father-son or mother-daughter situation.

## **SIX MONTH RULE**

All adult volunteer authority figures involved with children or youth of our church must have been an active part of the congregation for at least six months before beginning a volunteer assignment. Persons not meeting this minimum requirement may serve only as an assistant with another trained adult.

## **POLICY INSTRUCTION**

All volunteer and paid staff will be required to attend an annual orientation for policy instruction before working with children and youth. In the case that this is not possible, the staff person/volunteer may only serve as an assistant with another trained adult and under the stipulation that they attend the next training session. All volunteers and staff are required annually to review this policy, to attend a policy instruction session and to sign a new participation statement kept on file at the church.

## **SCREENING PROCEDURE**

An essential component of preventing abuse by Authority Figures, Assistants and Staff is careful screening. Although we recognize the integrity of an overwhelming number of persons with

discerned calling to ministries with children, youth and vulnerable persons, we realize that abuse may occur in the church. Therefore, we believe that all Authority Figures, Assistants and all employees must be properly screened. Students under eighteen will complete a modified application and will be interviewed, but no background check or reference check will be required of them. It will be the responsibility of the programs to ensure compliance.

The following steps are used for screening volunteers and paid applicants:

**1. COMPLETE AN APPLICATION FORM**

A completed application form will be required of Authority Figures, Assistants and all employees and will be kept on file at the church.

**2. EACH APPLICANT SHOULD ANSWER QUESTIONS REGARDING WHY THEY ARE INTERESTED IN THE POSITION.**

**3. CONDUCT AN INTERVIEW WITH APPLICANTS**

An interview will be conducted with all applicants. The interviewer should not ask for information about marital status or handicapping conditions as stated in Federal/State discrimination guidelines. The interviewer should also be sensitive to age and sex discrimination guidelines; however adequate information may be requested to ensure compliance with this policy's minimum standards.

The interviewer needs to be able to explore issues as they arise during the interview and to depart from the set of prepared questions to do so.

**4. COMPLETE BACKGROUND CHECKS**

Background checks may include, but are not limited to:

- Criminal histories
- Motor Vehicle Record
- Registered Sexual Offenders

**5. FEDERAL AND STATE LAW**

The requirements of any and all Federal laws or State laws affecting or relating to employment or child abuse must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in this document, said laws shall prevail and the procedure outlined in this document shall be modified to the extent necessary to eliminate such conflict. This policy is subject to all Federal and/or State laws relating to employment and child abuse.

## **REPORTING ABUSE/ALLEGED ABUSE**

All reports of suspected child abuse must be taken seriously. Whenever a person has reason to suspect that a person has been abused, reports must immediately be made to Children's Services and the Senior Pastor. In the event the victim feels uncomfortable reporting to the Senior Pastor or if the suspected abuse involves the Senior Pastor, reports may also be made to the other program staff or the personnel committee. The Senior Pastor, program staff and/or the personnel committee are also responsible for reporting the suspected abuse to the Department of Children's Services.

## **INVESTIGATION**

Upon receiving a report of suspected abuse, Senior Pastor, program staff and the personnel committee shall obtain the following information:

1. Names, ages, addresses and telephone numbers of both the accused and the abused.
  2. The nature of the alleged abuse, with dates where possible
  3. The factual details of the report
  4. The name of the person making the report and the date that the information was received.
- A sample form of information to be obtained is attached.

The Senior Pastor, program staff and the personnel committee shall conduct or direct an investigation into the suspected abuse. Interim measures may be taken during the investigation to safeguard the potential victim or victims. At the conclusion of the investigation, appropriate actions shall be taken. Depending upon the findings, this may include termination of employment.

## **Emergency Telephone Numbers**

**For All Emergencies Dial 9-1-1**—*If your community is not served by 9-1-1, call your local emergency contact number.*

Treat minor injuries from supplies in the first aid kits. The kits are located (*provide location here*).

## **OTHER IMPORTANT NUMBERS**

**Building Maintenance/Trustees:** (*Identify appropriate contact person here*)

Call this number to report unsafe conditions.

Also, to report problems with:

- Leaks and drainage.
- Building temperature.
- Lighting.
- Building conveniences.

**Pastor(s):** \_\_\_\_\_

**Church office:** \_\_\_\_\_

Call this number for appointments or other business.

- Non-emergency assistance.
- Reporting lost ID or valuables.

Where applicable (*refer to following section*):

**Building Coordinator:** \_\_\_\_\_

**Incident Coordinator:** \_\_\_\_\_

**Medical Response Team Members:** \_\_\_\_\_

**Emergency Response Team Members:** \_\_\_\_\_

## **ROLE OF AN EMERGENCY RESPONSE TEAM**

*The following are guidelines for creating an emergency response team within your congregation should you deem it necessary. The positions listed are recommendations and can be adapted to the needs of your particular site. We recommend that several people be designated and trained for each position and that each position be represented at every possible worship service or event.*

### **Building Coordinator**

A building coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning. *(Your church disaster response coordinator or building trustee might be appropriate for this position.)*

A building coordinator may be responsible for:

- Receiving status reports from the Incident Coordinator.
- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.

A building coordinator may work with the emergency response team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

### **Incident Coordinator**

The incident coordinator on duty assumes responsibility for implementing the local church emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. *(Greeters, ushers, or other church leaders might be appropriate for this position.)* Responsibilities may include the following:

- Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.

## **Medical Response Team Members**

Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities may include the following:

- Providing “first responder (medical) service” to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Participating as emergency response team members in emergency situations when their medical expertise is not required.
- Providing medical assistance and support until professional help arrives.
- Remaining “in charge” of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

## **Emergency Response Team Members**

The remaining emergency response team members are staff members or volunteers who are trained in evacuation techniques and use of fire extinguishers. Emergency response team members know the location of approved tornado shelter areas in the building. Responsibilities may include the following:

- Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with incident coordinator or other team members.

Emergency response team members should immediately identify themselves as such to any personnel responding to the incident.

# **BUILDING EMERGENCY PROCEDURES**

## **Leader Responsibilities**

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency number.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## **Medical Emergency**

Call 911. Be prepared to give the following information:

- Name and extension.
- Location.
- Number of people involved.
- Nature of injury or illness.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located (*provide location here*).

While waiting for professional help do not move the ill or injured person. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all church leaders, especially pre-school and Sunday School teachers.

## **Fire and Smoke Emergencies**

If you detect smoke:

- Call 911.
- Give your name, telephone number, and location within the building.
- Describe the situation.

- Advise the building coordinator, incident coordinator, or other emergency response team members of the situation.

If you detect fire:

- Activate the manual fire alarm
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Advise the incident coordinator or other emergency response team members of the situation.

### **If the Fire Warning Alarm Sounds**

- Do not use the elevator.
- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.

Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the incident coordinator. (Note: The “all clear” should be initially issued by the Fire Department.)

## **Building Evacuation Emergency**

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly area is located (*provide location here*).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located (*provide location here*).

### **If a Building Evacuation is Initiated Important “dos” and “don’ts” are:**

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, church members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

Notes: Ensure that (*identify appropriate leader here*) has planned with disabled leaders or church members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all church members (e.g. in member orientations).

## **Tornado Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff and church members in the facility.

### **If a Tornado Warning is Announced**

When you hear the announcement for a tornado warning:

- Move to a designated tornado shelter immediately. Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area.
- Wait in the shelter until you hear an announcement from a member of the emergency response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

### **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in some areas. Familiarize yourself with the basics of protecting yourself wherever you may be.

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

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

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

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

*Basic safety information specifically related to other disasters likely to occur in your area may be included here (i.e. flooding, hazardous material spills, etc.). Please review the Hazard Analysis Worksheet included in the Appendices.*

## **OTHER CONSIDERATIONS**

### **Communication**

It is important to make sure that the church community is informed of the activities of the church during a disaster as well as taken care of during a disaster. Consider the following questions:

*How will you disseminate information about the disaster plan and activities to the church and to community groups? Who will be responsible for this communication? (Consider activating a phone tree for this purpose.)*

*How will you take care of vulnerable persons in your congregation (e.g. shut-ins, elderly, people without transportation to evacuate, etc)? Who will be responsible for communicating activities to these persons?*

### **Insurance**

Does your insurance policy...

- *Meet the minimum requirements of your denomination or mortgage holder. When was the last estimate on the value of church property? How accurate are the figures?*
- *Cover the cost of recent additions or high value items, such as stained glass windows?*
- *Cover the cost of temporary rental of another facility in the event your church is severely damaged or destroyed?*
- *Cover the cost of temporary rental housing for the clergy residence staff in the event that it is severely damaged or destroyed? Loss of the clergy residence does not relieve the church of responsibility for housing the clergy. (Your church policy may not cover the cost of replacing the clergy's personal items. The pastor should provide his own renter's policy. Also, a renter's policy may not cover the pastor's personal items.*

### **Relocation**

In the event the church is damaged (to the extent that a portion or all of the church is uninhabitable) plans will have to be developed to address the relocation of the church services and staff to an alternate facility until repairs are made or the church is rebuilt. If you have agreed to partner with another church, include arrangements with this church for the use of facilities during a disaster. You may have to work on merging worship services, social services, and other activities.

*In the event that the church has sustained significant damage and must be relocated, where will you go?*

# THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

## Threat Checklist

Complete this list if you receive a threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

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Caller's voice: (circle)

Male          Female          Adult          Youth

Estimate Age: \_\_\_\_\_

Black          White          Hispanic          Asian          Other: \_\_\_\_\_

Calm          Disguised          Nasal          Rapid          Accent

Nervous          Angry          Sincere          Slurred          Loud

Excited          Giggling          Stressed          Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music          Children          Typing          Airplanes          Machinery          Cars/Trucks

Other:

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**Do not hang up!** Obtain as much information as possible:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Method of activation: mechanical, clock, movement/chemical action?  
\_\_\_\_\_
- Method of deactivation? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
  - ✓ Identify yourself
  - ✓ State: "I have received a bomb threat."
  - ✓ Give your office location and extension.

**REMAIN CALM!**

## **APPENDICES**

### **EMERGENCY EVACUATION MAPS**

*Insert maps here.*

# INJURY/INCIDENT REPORT

*The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions. If you have worker's comp or liability insurance check with your agent for a list of questions to which they need answers.*

Date:

Injured Person: \_\_\_\_\_

Completed by: \_\_\_\_\_

Where were you when injury occurred: \_\_\_\_\_

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

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Witnesses:

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Action Taken/Medical Treatment Provided:

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## **BUILDING EMERGENCY SYSTEMS**

*This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:*

### **Fire/Smoke Detection and Warning**

*Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting*

### **Emergency Power System**

*Recommended information: emergency power backup equipment*

### **Recognizing an Alarm System Warning**

*Recommended information: description of warnings (sound, light)*

# CONDUCTING A HAZARD ANALYSIS

## **Purpose**

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

## **Starting Point**

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

## **Considerations**

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

## ***Hazard Analysis Worksheet***

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

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

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

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

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

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

## HAZARD ANALYSIS WORKSHEET

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

\* Haz/Mat means Hazardous Materials