



Board of Elders Meeting February 8, 2016

Roll Call & Prayer

The following elders were present: Tim Gibson, Dick Bickings, Mark Culton, Dennis Flanagan, Kevin Hardy, Jeremy Harkins, Scott Holwick, Chris Jones, and Shawn Sommons.

Wayne Batten, Andy Brimer, Swannie Griffin, and Byron Roth were excused absent.

Pastor Tim opened in prayer.

Devotional & Prayer

Pastor Tim shared a devotional about the power of prayer from Acts 12 and Ephesians 6.

- There was power and moving of the Holy Spirit the night Peter was in prison.
- This power stemmed from the earnest prayer of the church
- Why would we resort to other means (pragmatism) when we have been given the power of prayer?
- Ephesians 6 instructs us to pray at all times, and to be alert!
- Too often we have laid down the weapons of prayer and God's Word and we have picked up other, inferior weapons.
- We have a lot of programs - what if prayer is the center of each of those programs?
- We want to be able to look back and see what God did (not look at what we did)!
- What we are really asking for is revival!

The elders split into pairs and had a time of prayer for each other and for the needs of the congregation.

Approval of Minutes

Motion was made to approve the minutes from the January 11, 2016 elders meeting, **seconded** and **passed**.

Financial Report

In his absence Andy sent the financial report (*Attachment 1*). Praise the Lord, the budgeted needs for January were covered. Tim made a **motion** that we receive the report. This was **seconded** and **passed**.

Discussion Items

- 1) Harvest America – Pat discussed the plans for Harvest America. There are a lot of excellent resources, and we want to really do our best to organize this event so that it is an effective tool for personal evangelism. We are asking our various ministries to highlight this opportunity.
- 2) Prime Timer Ministry – Pastor Tim is in the process of getting together with a couple of the prime timers to discuss moving forward.
- 3) Local Evangelism - Truth Home and CareNet – Pastor Mark shared thoughts on how we might better focus on local missions and evangelism, specifically concerning the needs of those who are victims of injustice. Mark shared specifics of how women are being ministered to in the Truth Home, which is a therapeutic home in Bethlehem for women victimized by sex trafficking. There was a discussion about what this looks like practically as

we seek to be the hands and feet of Christ. The elders talked about a need for somewhat of a culture shift when it comes to how we minister the grace of God humbly to people in desperate need. There was also a discussion about potential overlap of the missions and evangelism committees, as well as what it means to do missions in our everyday life. There is a need for us to know more about what is being done in some local ministries that we support so that we can better help with our time and abilities. Jen Culton and Carol Barry will be attending a summit on how churches can help fight the issue of human trafficking; they will share about this in some way so that we know about this justice issue in a deeper way and we can take steps to minister practically.

- 4) Sanctity of Life Ministry – Pastor Tim shared with us about a ministry opportunity to help minister to women who enter abortion clinics. The name of this ministry is “Speak for the Unborn.” The elders discussed how to best help practically when it comes to the issue of abortion.
- 5) Deacon Requests
 - The deacons submitted a request to use the church office as a command center on Sundays with specific instructions for emergency operations. There was a **motion** to approve page 10 of this request regarding the command center (*Attachment #2*). This was **seconded** and **approved**.
 - Shawn also shared that Andy Meeks asked if we could come together and pray as deacons and elders prior to making any staffing decisions if the finances would lead us to do so. The elders agreed this was a good idea and plan to do so.
- 6) Worship Discussion – The elders continued to talk about the worship style of the church service, and how we are doing at following the vision of the leadership. We believe that the worship style is staying in line with our vision, and attempting to be sensitive to various opinions. Discussion was had about how to most effectively follow the Lord’s leading when it comes to style and philosophy of worship.
- 7) Spirit-Led Passion at Ebenezer – Pat brought up the spiritual climate of Ebenezer and the discussion at the annual meeting about prayer and seeking the will of the Lord. Are we people of prayer? Do we need revival at Ebenezer? The elders discussed whether we are experiencing spiritual dryness at Ebenezer and potential reasons this could be the case. There was also a discussion about the tone in which we conduct our Sunday services, making sure we balance grace and truth.

Pastoral Reports

The pastors submitted their monthly reports:

- Tim Gibson, Senior Pastor (*Attachment 3*)
- Dick Bickings, Pastor of Discipleship (*Attachment 4*)
- Jeremy Harkins, Worship Pastor (*Attachment 5*)
- Mark Culton, Youth Pastor (*Attachment 6*)

Adjournment & Prayer

Pastor Dick closed in prayer and the meeting was adjourned.

Respectfully submitted,

Mark Culton
Secretary to the Board of Elders

Attachment #1

February 8, 2016

To: Board of Elders
From: Andy Brimer, Treasurer
Subject: Financial Report for February 2016

Attached you will find the following for the February 2016 Financial Report:

- January Financial Statement

In reviewing the financial statements I would like to make the following comments:

- Total income for January was 100% of the budgeted forecast.
- Expenses for January were 84% of the budgeted forecast.

Other:

- The 2015 report with recommendations from RLB Certified Public Accounts has been received.

EBENEZER BIBLE FELLOWSHIP CHURCH - JANUARY 2016 FINANCIAL STATEMENT

BALANCE SHEET

GENERAL FUND - BUDGET vs. ACTUAL

ASSETS	31-Jan-16	31-Dec-15	\$ Change	Income	January	Budget	Variance	% YTD
Assets - Checking/Savings								
18000 • Checking (KNBT)	515,586.36	521,645.92	-6,059.56	1100 • Offerings / Gifts	73,286.31	73,475.54	-189.23	100%
18002 • CDs (KNBT)	67,629.86	67,587.38	42.48	1400 • Interest	93.41	62.50	30.91	149%
19000 • Savings (M&T Bank)	90,869.08	90,853.65	15.43	1700 • Memorials	0.00	0.00	0.00	N/A
19001 • Checking (M&T Bank)	5,375.67	5,375.67	0.00	1900 • BCS & Other Bldg Use	1,313.00	1,313.25	-0.25	100%
Total Checking/Savings	679,460.97	685,462.62	-6,001.65	Total Income	74,692.72	74,851.29	-158.57	100%

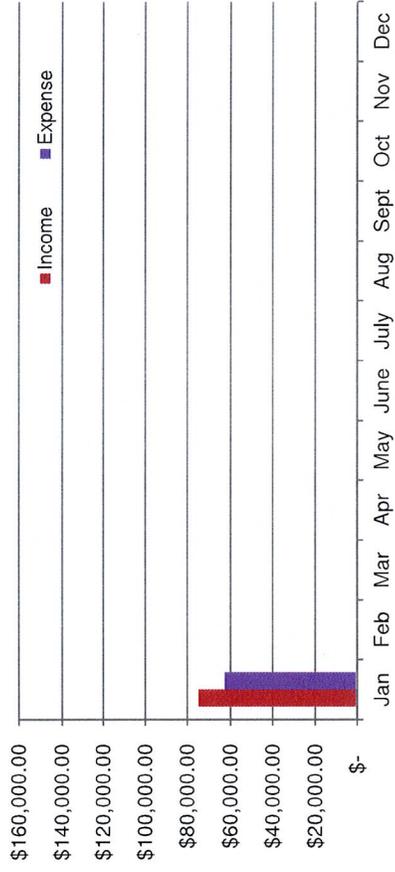
TOTAL ASSETS	679,460.97	685,462.62	-6,001.65	Expenses	1,660.17	6,662.50	-5,002.33	25%
LIABILITIES				2000 • General Finance	-1,374.22	1,932.84	-3,307.06	-71%
Current Liabilities				5000 • Evangelism	0.00	366.66	-366.66	0%
901 • Building Fund	93,969.44	93,189.44	780.00	6000 • Missions	0.00	62.50	-62.50	0%
902 • Capital Improvements	0.00	0.00	0.00	7000 • Deacon	7,414.12	8,649.98	-1,235.86	86%
903 • Transportation Fund	193.00	188.00	5.00	8000 • Worship	0.00	250.00	-250.00	0%
904 • Scholarship Fund	620.50	817.50	-197.00	9000 • Office & Admin	852.38	1,068.50	-216.12	80%
905 • Faith Promise	14,224.97	38,263.97	-24,039.00	10000 • Congregational Care	301.39	246.66	54.73	122%
907 • Benevolence Fund	16,327.06	16,257.26	69.80	11000 • Compensation	53,767.64	55,611.65	-1,844.01	97%
908 • Music Fund	174.20	174.20	0.00	Total Expense	62,621.48	74,851.29	-12,229.81	84%
911 • Year End Accruals	8,480.16	8,480.16	0.00	Net Ordinary Income	12,071.24	0.00	12,071.24	
912 • Run For The Children	2,434.21	2,481.19	-46.98	Net Fund Transfers between Accts.	0.00	0.00	0.00	
914 • HRA	6,519.28	0.00	6,519.28	Net Income	12,071.24	0.00	12,071.24	
915 • Youth Summer Missions	4,533.88	4,533.88	0.00					
100 • Payroll Liabilities	6,290.28	7,454.27	-1,163.99					
Total Current Liabilities	153,766.98	171,839.87	-18,072.89					

DESIGNATED FUNDS

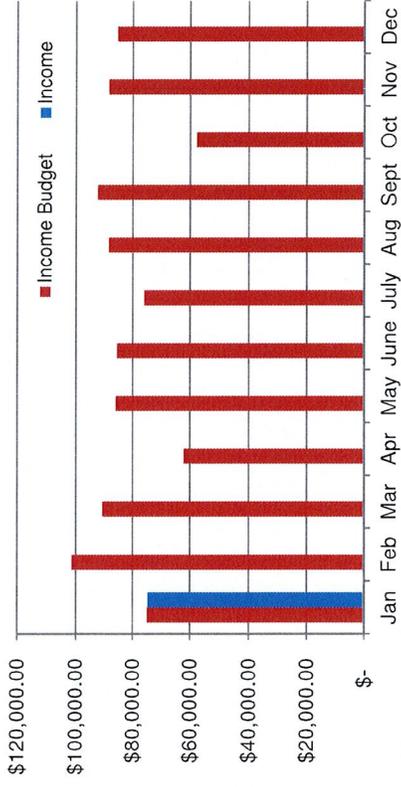
Long Term Liabilities	0.00	0.00	0.00	Income	780.00	0.00	780.00	
810 • Mortgage	0.00	0.00	0.00	901 • Building Fund	780.00	0.00	780.00	
Total Long Term Liabilities	0.00	0.00	0.00	903 • Transportation Fund	5.00	0.00	5.00	
Total Liabilities	153,766.98	171,839.87	-18,072.89	904 • Scholarship Fund	0.00	197.00	-197.00	
EQUITY				905 • Faith Promise	4,311.00	28,350.00	-24,039.00	
900 • Retained Earnings	921,501.55	991,473.20	-69,971.65	907 • Benevolence Fund	1,537.60	1,467.80	69.80	
Net Income	12,071.24	-69,971.65	82,042.89	908 • Music Fund	0.00	0.00	0.00	
1000 • Opening Bal Equity	-407,878.80	-407,878.80	0.00					
Total Equity	525,693.99	513,622.75	12,071.24					
TOTAL LIABILITIES & EQUITY	679,460.97	685,462.62	-6,001.65					
				OTHER LIABILITY ACCOUNTS				
				902 • Capital Improvements	0.00	0.00	0.00	
				911 • Year End Accruals	0.00	0.00	0.00	
				912 • Run For The Children	0.00	46.98	-46.98	
				914 • HRA	6,600.00	80.72	6,519.28	
				915 • Youth Summer Missions	0.00	0.00	0.00	
				Total Current Liabilities	13,233.60	30,142.50	-16,908.90	


 Date 2/8/16
 Treasurer

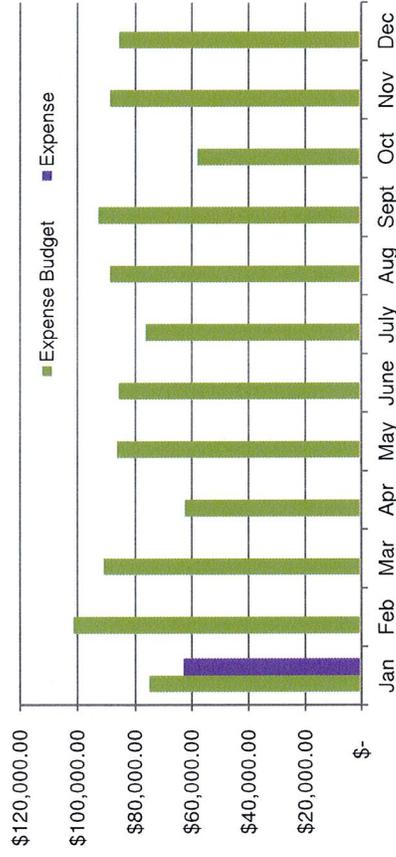
2016 Income vs Expenses



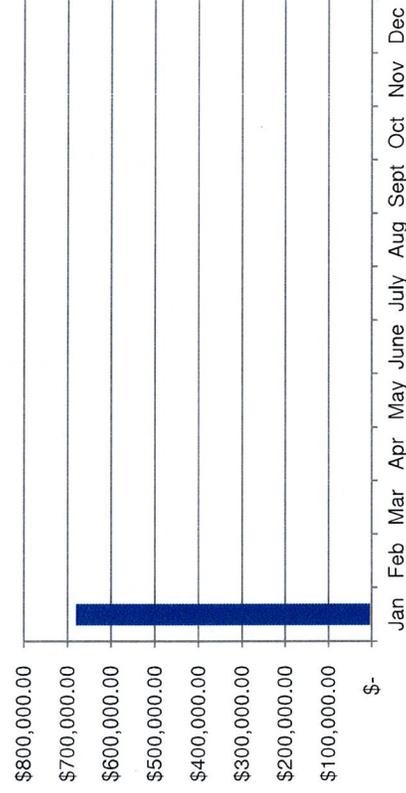
2016 Income vs Budget



2016 Expenses vs Budget



2016 Assets





EBENEZER BIBLE FELLOWSHIP CHURCH EMERGENCY RESPONSE PLAN

Version 1.9.2
December 15, 2015

Ebenezer Bible Fellowship Church
3100 Hecktown Road
Bethlehem, PA 18020
(610) 868-5501
www.aplaceforyou.org

This document represents a framework for emergency responses, and provides simplified guidelines to untrained volunteer members.

These guidelines are intended to aid those first on the scene until local law enforcement, EMT or fire department responders take over.

December 15, 2015



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PURPOSE OF THIS EMERGENCY RESPONSE PLAN

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We must first and foremost give God the credit for what we do and how we do it!

This document represents a framework for emergency responses and provides simplified guidelines to untrained volunteer members.

These guidelines are intended to aid those first on the scene until local law enforcement, EMT or fire department responders take over.

Remain calm at all times.

Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene.

Above all, stay calm, be patient and think before you act.

By familiarizing yourself with this framework and the basic material contained therein, you can be better prepared for the unexpected.

If you have a working smoke detector, you understand that preparing makes sense.

Remember that leadership in a crisis brings calm to the masses.

As members of the Ebenezer Church Leadership Team, staff and members have a responsibility to abide by God's instruction in that we are biblically, ethically and legally obligated to provide a safe and secure atmosphere achieving "*Faithful Worship in Uncertain Times!*"^{1,2,3} In that sense, we believe that "*Capability Breeds Humility!*" In other words we believe that this approach provides increased awareness and response capabilities to the church and should be implemented in a strategic fashion so that any crisis response needed is completed in a way that DE-ESCALATES a given situation or DE-ESCALATES the impact that might occur if a crisis does follow.

Crisis is not a word you usually associate with church, however, many churches face crisis incidents that test the leadership, organizational, and managerial skills of the whole church.

Definitions of *CRISIS*

: Turning point for better or worse ...

: Attack of pain, distress, or disordered function

: Unstable or crucial time or state of affairs in which a decisive change is impending; *especially*: one with the distinct possibility of a highly undesirable outcome

¹ **Matthew 10:16** - Behold, I send you out as sheep in the midst of wolves. Therefore be wise as serpents and harmless as doves.

² **Nehemiah 4:9** Nevertheless we made our prayer to our God, and because of them we set a watch against them day and night.

³ **Acts 20:28-31** - Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood. I know that after I leave, savage wolves will come in among you and will not spare the flock. Even from your own number men will arise and distort the truth in order to draw away disciples after them. So be on your guard!



EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN

For most churches, the crisis may be issues dealing with finances, attendance, growth or some other similar administrative issue.

For some churches, the crisis may be more acute and harmful to individuals.

The first battle we all face is a spiritual one and the devil is a liar⁴. Church leadership has commissioned development of this Emergency Response Plan to better prepare ministry leaders, staff and members to handle an emergency incident.

Definition of *EMERGENCY*

- : Unforeseen combination of circumstances or the resulting state that calls for immediate action
- : A situation requiring help or relief, usually created by an unexpected event

This Plan will focus on crisis emergencies (incidents) that might occur, involving personal injury or threat of harm to persons or property.

Definition of *PLAN*

- : Method for achieving an end
- : Often customary method of doing something: *procedure*
- : Detailed formulation of a program of action

Definition of *INCIDENTS*

- : Crisis emergencies

We plan to prepare the church to deal with unfolding crisis emergencies (incidents), emergency first-responders, investigating agencies, media, staff/volunteer/congregation counseling, insurance agencies, and legal counsel all while considering the church's liability, reputation and ability to continue to operate.

Because of the scope of what the church does, incidents are few and far between, requiring preparation and practice in order to establish and sustain an understanding of how to deal with incidents before they ever occur.

In addition to natural catastrophes, be aware that criminals look for opportunity and soft targets. Once we take away the opportunities and harden the target, criminals tend to go away, leaving this place of refuge for members to worship in comfort.

Preparing, planning and practicing will make a terrible situation bearable, helping the church to respond, recover and continue to do the Lord's work as soon and as effectively as possible.

Hardening of the building, including security patrol form and function, and the surveillance system will be addressed outside of this document.

This document describes how we plan to respond to a crisis incident.

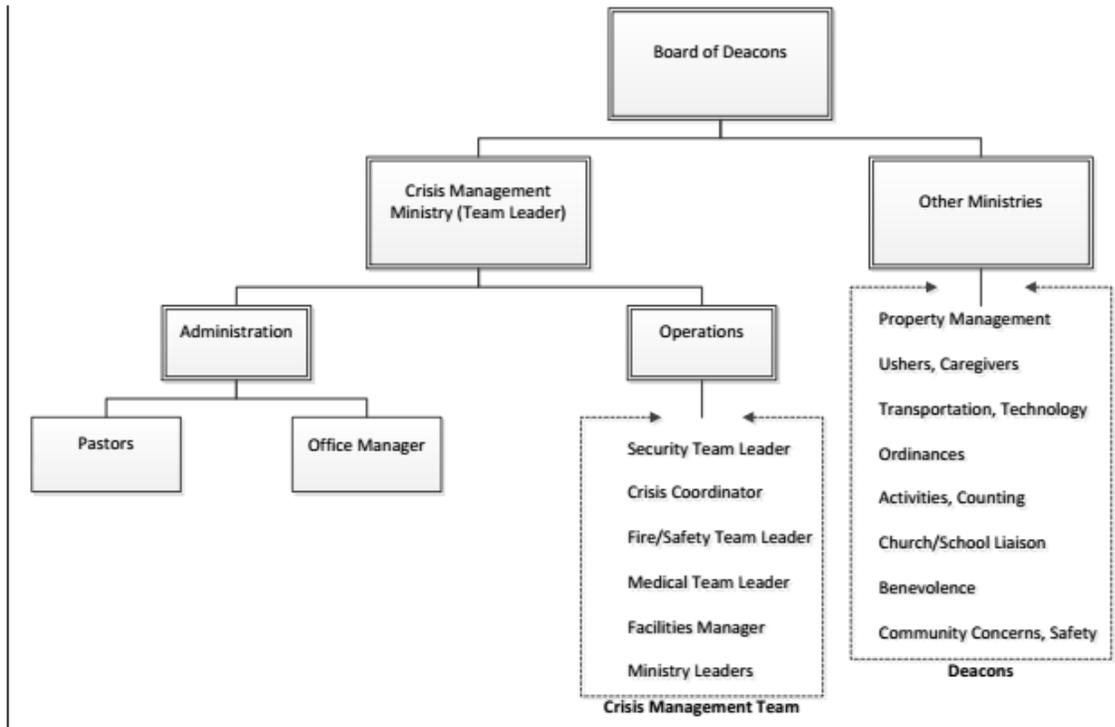
⁴ **1 Peter 5:8** - "Be self-controlled and alert. Your enemy the devil prowls around like a roaring lion looking for someone to devour. RESIST HIM!"



CRISIS MANAGEMENT TEAM ROLES & RESPONSIBILITIES

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Organization



Crisis Management Team

This is the team that handles the aftermath of an incident.

Depending on the nature of the incident, one or more members of this team may participate in their assigned role.

The Crisis Management Team members are staff members or volunteers who are trained in evacuation techniques and use of fire extinguishers, first aid kits, AED and approved shelter areas/rally points on the property. [SEE APPENDIX D]

Responsibilities include but are not limited to the following:

- Building evacuations—responsible for reporting to the crisis coordinator that their assigned section has been cleared during an evacuation.
- Respond to crisis incidents for the purpose of attending to ill or injured persons, as well as to look out for the general welfare of people facing an impending catastrophe, paying particular attention to disabled persons in wheelchairs or using walkers.
- Work in coordination with the Facilities Manager to minimize hazards.



Crisis Management Team members should immediately identify themselves and their function as such to any Law Enforcement or other First Responders reacting to the incident.

Crisis Management Team Roles are assigned as follows:

1. Crisis Management Ministry Team Leader
2. Pastor [SENIOR PASTOR, DISCIPLESHIP PASTOR, YOUTH PASTOR, MUSIC PASTOR]
3. Office Manager [MANAGER, ASSISTANT, BACKUP PERSON]
4. Security Team Leader
5. Crisis Coordinator [FIRST CRISIS MANAGEMENT TEAM MEMBER ON THE SCENE]
6. Fire / Safety Team Leader
7. Medical Team Leader [FIRST DOCTOR OR PHYSICIAN OR NURSE ON THE SCENE]
8. Facilities Manager [BUILDING MANAGER]
9. Ministry Leader [SUNDAY SCHOOL TEACHER, BIBLE STUDY LEADER, NURSERY LEADER, ETC.]

The individuals fulfilling these roles at the scene of a crisis are in charge until such time as Law Enforcement or other First Responders arrive and assume that leadership capacity.

The sections below provide additional details for each role.

Crisis Management Team Ministry Leader [Deacon of Crisis Management]

- Overall senior Crisis Management Response Team Lead
- This is the Ebenezer Executive Lead for the Crisis Management Team bridging the gap between the actual emergency incident, the professional first responders (i.e., Police, Fire, and EMT) and the crisis aftermath
- Primary point of contact for media, law enforcement and other post-crisis follow-up
- Spokesman for Ebenezer Bible Fellowship Church with regard to any and all crisis scenarios

Pastor Responsibilities

- Primary point of contact for staff/volunteer/congregational counseling
- Must understand and be willing to fulfill the responsibilities outlined below under Ministry Leader Responsibilities, in any event (during worship service, in between worship service, during class, on-hours, off-hours, etc.)

Office Manager –

- Fields outside requests for information and points requestor to the appropriate internal point of contact, as defined by the Emergency Response Plan
- Secondary point of contact for membership inquiries post-crisis, and redirects inquiries to appropriate internal point of contact, as defined by the Emergency Response Plan
- Supports Crisis Management Team Ministry Leader with regard to all post-crisis inquiries [add to every member on the team]

Security Team Leader

- Provides overall management of the crisis response, from the Command Center
- Secondary point of contact for media inquiries post-crisis



Crisis Coordinator (Security Team Member)

The crisis coordinator is the senior on-duty Crisis Management Team point of contact. This person assumes responsibility for implementing Ebenezer Bible Fellowships' Emergency Response Plan at the time of the crisis or incident.

- May be the first or second person responding to the crisis
- Primarily responsible for crisis resolution in the absence of local law enforcement – at the time of an unfolding crisis
- **Primary Ebenezer point of contact for emergency first-responders throughout the crisis**
- Secondary point of contact for investigative agencies
- Provides incident response leadership until local authorities (police, fire, EMT) arrive on scene, and then provides primary support to them
- Ensures that the Command Center is notified and follows through on assigned duties
- Works with other Crisis Management Team members to evaluate and respond to an emergency
- Ensures proper emergency communication all around
- Delegates needed emergency actions
- Coordinates with the local authorities/emergency agency/agencies on any needed evacuations or other emergency actions
- Takes charge when and where necessary
- Crisis Coordinator represents the Crisis Management Team Ministry Leader in his absence

The Crisis Coordinator may also be called upon by the emergency agency / agencies involved to aid in crowd control and building evacuation. The Crisis Coordinator should immediately identify himself as such to emergency first responders reacting to an incident.

Fire / Safety Team Leader

- Conduct a primary assessment of the crisis situation pertaining to a fire threat and report this assessment to the Command Center and/or Crisis Coordinator
- Members should immediately identify themselves as such to any personnel responding to the incident.
- Responsible for training of fire/safety team members
- Secondary point of contact for fire department inquiries post-crisis

Medical Team Leader [Medical Response Team Member on the Scene]

- Primarily responsible for crisis medical resolution
- Secondarily responsible for post-crisis information sharing with Security Ministry Team Leader, Medical Professionals and Local Law Enforcement where required

Medical response team members are members of the Crisis Management Team who have been trained (Doctor or Nurse or EMT) in medical procedures and may be a member of the medical profession.



Responsibilities include the following:

- Conduct a primary assessment of the medical situation and report this assessment to the Command Center, Crisis Coordinator and/or EMT/medical personnel
- Provide medical assistance and support, remain “in charge” of and provide medical assistance in support of a medical emergency situation until EMT and/or medical personnel arrive
- Members should immediately identify themselves as such to any personnel responding to the incident
- At least one team member may be scheduled for duty during any public event.

Team Members Skills Assessment & Certifications:

- Patient assessment / bleeding and bandaging techniques
- Cervical spine stabilization / radio communication procedures
- Patient movement techniques / facility layout
- CPR & AED / 911 Notifications
- Airway management / completion of team forms
- Equipment inventory & function checks
- Familiarity with common self-administered medications
- Equipment retrieval & deployment
- *Team Members should supply copy of medical certifications to be kept on file with church for insurance purposes*
- **Members are covered by the Pennsylvania “Good Samaritan Act”**
(http://www.redcross.org/images/MEDIA_CustomProductCatalog/m18105116_Central_PA_Good_Sam.pdf)

Facilities Manager Responsibilities

- Primarily responsible for in-crisis building evacuations
- Secondary point of contact for emergency first-responders
- Primary point of contact for investigative agencies after the crisis has passed
- Provides status reports to the Crisis Coordinator
- Works with the Crisis Coordinator to relay status report information to the emergency agency/agencies responding (e.g., fire department, police, paramedics, emergency management, etc.)
- Provides building specific support to the Crisis Management Team before, during and after a crisis has occurred
- Coordinates emergency planning activities
- Assists with recruiting team members
- Schedules and coordinates Crisis Management Team training
- Communicates ongoing strategies



Ministry Leader Responsibilities

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

- Know how to correctly respond to and summon help for emergencies;
 - Child Abduction
 - Medical / Personal Injury
 - Forced Entry / Intrusion / Threat of Bodily Harm
 - Burglary / Robbery
 - Fire / Smoke
 - Severe Weather / Tornado

- Know the locations of the manual fire alarm  pull stations [[SEE APPENDIX D](#)]

- Know the locations of the fire extinguishers  and how to use them. [[SEE APPENDIX D](#)]
- Become familiar with exit routes and know alternate exits near your current location, to correctly respond to a call for an evacuation. [[SEE APPENDIX D](#)]
- Close all opened doors as you evacuate an area
- Contact Crisis Coordinator or Facilities Manager to report the problem



COMMAND CENTER

(610) 868-5501 [internally dial 5501]

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NORMAL OPERATIONS:

The command center will be operational during Sunday services, or other designated functions, whereby it is determined that a need exists to have a central location to manage and control all things relative to the security of the Church and its members. The command center will be located in the Church Office and staffed by the Security Team Leader (or his designee.)

All things relative to Security will be managed from the command center. The capability to communicate internally to each classroom, telephone access to 911, and surveillance video camera monitors makes the Church office the ideal location for a command center.

Complaints of suspicious activity are to be reported to the command center, and the Security Team Leader (or his designee) will manage the response.

The command center will be the central point of coordination for any serious incident that requires the response of an outside agency to Church premises.

EMERGENCY OPERATIONS:

For any pro-longed crisis that requires a central point of coordination away from the location of the incident or where a lockdown is imminent, the designated command center for any such need will be:

- o the church office, or, if that location is not available,
- o the BCS office, or, if that location is not available,
- o the second floor sound room looking over the sanctuary.

All internal and external communications will be centralized out of this command center.

The command center will be staffed by the Security Team Leader, one or two individuals designated by the Security Team Leader and at least one member of Law Enforcement or the Fire Department.



TYPES OF EMERGENCIES

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Any one or more of the following types of emergencies may occur and requires a planned response which is outlined in this manual.

One or more of the following crisis incidents requires quick consideration for a sudden **LOCKDOWN** of the building without hesitation. A member of the Crisis Management Team can only give a lockdown order.

- Abductions - **LOCKDOWN**
- Active Shooters - **LOCKDOWN**
- Building Evacuation Emergency
- Fire / Smoke
- Lost / Missing Children - **LOCKDOWN**
- Medical
- Thefts - conditional LOCKDOWN
- Unruly Members or Visitors - conditional **LOCKDOWN**
- Suspicious Letter or Package Received
- Weather Related
 - Earthquake
 - Severe Weather
 - Tornado

Find brief descriptions of these emergency procedures following in alphabetical order immediately behind the **LOCKDOWN** Procedures.



LOCKDOWN Procedures

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A member of the Crisis Management Team can only order a **LOCKDOWN**.

A church lockdown can serve several functions during an emergency, including the following:

- Removal of members and visitors from the threat;
 - Adults, students, children, staff and volunteers
- Isolate the place of danger from members and visitors;
- Allow for an accurate accounting of students/children within each room; and
- Facilitate an organized evacuation away from the danger area.



In general, there are two lockdown situations:

- **Threat Outside the Building:**
 - The threat is outside and may not have breached the church building.
- **Threat Inside the Building:**
 - The primary threat or intruder is inside the church building.

If a lockdown is called for, swiftly take action to isolate children, staff and adults from danger by following these procedures.

NOTE: GOING INTO LOCKDOWN IS AN EMERGENCY – and action must be taken swiftly!!!

NOTE: COMING OUT OF LOCKDOWN IS ADMINISTRATIVE – and action must be taken cautiously and slowly.

Reason	INSIDE threat: Intruder or other threat/hazard INSIDE the building and immediate area outside
1st Response	Call 5501 – from wall phone to alert the Command Center
Action	<ul style="list-style-type: none"> ● Stay inside your room ● Lock Room Door (check hallway to see if anyone is near and pull them into your room whether they are your student or not). ● Lights off ● Door shade closed ● Window shades closed ● Maintain silence ● Move away from hallway line of sight ● Lie flat on floor if intruder has a gun or you hear gun fire. ● Take roll, account for students/staff/etc. ● Slide green card under door to signify no threat and/or minimal injury in classroom ● Slide red card under door to signify intruder and/or serious injury in classroom ● School Teachers text Principal with your room’s status update (all good, missing Johnny, or list extra people)



Lockdown - Threat OUTSIDE

When threat is **outside** of the church building:

1. Crisis Management Team Member

- o Instruct / Announce “**LOCKDOWN/THREAT OUTSIDE**” over the PA system. Locations of PA system intercom are in the main church office and the BCS office and the Sound Room on the second floor. This announcement should be repeated several times.
- o PA system to be used is the same one used during Sunday morning services; controls are located above, make sure emergency broadcast switch (speakers) are ‘on’.

Important: *Special attention should be paid to members or children that are outside of the church building, such as on the playground or in the parking lot.*

- o *Church staff must be able to hear the lockdown announcement.*
- o *Make sure people hear the announcement and take proper actions.*
- o Lock exterior doors.
- o Clear hallways, restrooms, and other rooms that cannot be secured.

2. Teacher/Ministry Leader

- o Secure and cover classroom windows including any door windows.
- o Move all persons away from the windows.
- o Take attendance of each child and person in each classroom, with Teachers preparing a list of missing and extra students in the room. Teacher should call the Command Center with the following information:
 - Teacher name
 - Class
 - “All present” or “students (names) missing”
- o Teachers should take this list with them once they are directed to leave the classroom by the Command Center.
- o Control all movement, but continue classes. Disable bells. Move on Command Center announcement only.
- o Once the threat has subsided, Crisis Management Team announces “**ALL CLEAR**” over the PA system.
- o Ensure that everyone in your charge is accounted for. Keep out of sight.
- o Ignore any fire alarm activation, as the building will not be evacuated using this method. Also see *** below.

****Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures.*

*Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.****

*This would be handled as a **SOFT Lockdown**, verbally ordered by Church Leadership – and lifted by Church Leadership with the **ALL CLEAR** notification.*



Lockdown - Threat INSIDE

When threat is *inside* of the church building:

1. Crisis Management Team Member
 - o Instruct / Announce “**LOCKDOWN/INTRUDER INSIDE**” over the PA system. This announcement should be repeated several times. Locations of PA system intercom are in the main church office and the BCS office and the Sound Room on the second floor. This announcement should be repeated several times.
 - o PA system to be used is the same one used during Sunday morning services; controls in the sound room, make sure broadcast speakers are ‘on’
 - o Immediately direct all adults, students, staff and congregation into the nearest classroom(s) or secured space that can be locked.
 - Interior Lockable Rooms are classrooms and offices.
 - Classes that are outside of the building **SHOULD REMAIN OUTSIDE** and should evacuate to the Nancy Run Fire Department building across William Penn Highway.
2. Teacher/Ministry Leader
 - o Lock classroom or office door of the room you are in.
 - o Secure and cover classroom windows including the door window.
 - o **DO NOT** lock exterior doors.
 - o Move people away from the windows and doors.
 - o Keep all children sitting on the floor, and turn off the lights.
 - o Take attendance of each child and person in each classroom, with Teachers preparing a list of missing and extra students in the room. Teacher should call the Command Center with the following information:
 - Teacher name
 - Class
 - “All present” or “students (names) missing”
 - o **DO NOT** respond to anyone at the door until “all clear” is announced by the Command Center.
 - o Keep out of sight.
 - o **Ignore** any fire alarm activation, **as the building will not be evacuated using this method.** Also see *** below under Special Considerations.
 - o When or if people are moved out of the room, assist them in moving as quietly and quickly as possible.
 - o When the threat is over, Crisis Management Team Member announces “**ALL CLEAR**” over the PA system.
 - o Ensure that everyone in your charge is accounted for.



Special Considerations:

- Attention should be paid to classes that are outside of the church building, such as on playgrounds, the parking lot or on the lawn.
- Staff/Volunteers must be able to hear the lockdown announcement.
- At least one staff or volunteer adult member must be in each room where children are present. Follow steps 'a' through 'o' above.

NOTE: GOING INTO LOCKDOWN IS AN EMERGENCY ACTION – and action must be taken swiftly!!!

NOTE: COMING OUT OF LOCKDOWN IS AN ADMINISTRATIVE ACTION – and action must be taken cautiously and slowly.

****Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures.*

*Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.****

*This would be handled as a **SOFT Lockdown**, verbally ordered by Church Leadership – and lifted by Church Leadership with the **ALL CLEAR** notification.*



Abductions (LOCKDOWN)

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If you suspect that a child has been improperly removed from an area by persons other than a parent or authorized person you should:

- Initiate an immediate physical search (time is critical) of the entire area.
- If the child is not found, notify the designated parent and confirm your suspicions.
- If the child is positively confirmed to have been abducted, immediately contact the Command Center (either Ministry or Senior Pastor), noting, “**child missing and has possibly been abducted**” with location and time of last child sighting.
- Upon confirmation, call **9-911** and report the crime.
- The Incident Coordinator will become the single point of contact (SPOC) and lead the investigation until arrival of the Police.
- Child abduction is a criminal offense and therefore the police will have overall authority/assume responsibility for the investigation and management of the abduction and the recovery of the child.
- Incident Coordinator will ensure that the Emergency Response Plan is implemented and undertake a systematic search of the Church and grounds.
- Incident Coordinator will check recent historic CCTV to try to identify who may be the abductor. This is critical at an early stage and may assist speedy recovery.
- Staff/Volunteers should be alert to any suspicious circumstances and report to SPOC.
- Once Police arrive they will become the SPOC and will instigate any tasks using Ebenezer staff/volunteers and for same to report back to Police SPOC.
- No information is to be released to anyone other than the SPOC, Police, Incident Coordinator or designated parent(s) by any member of staff/volunteers unless authorized. This is the sole responsibility of the Police and/or SPOC.
- It is imperative that a debrief for those staff/volunteers involved is held as soon as possible after the event and should be completed before staff/volunteers are released from duty, on the day in question.
- A written report from all personnel involved is to be submitted to the Incident Coordinator within 24 hours and an initial meeting will be held to confirm the event and determine the scope of the investigation to be held within 48 hours



Active Shooter / Hostile Person (LOCKDOWN)

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Reason	INSIDE threat: Intruder or other threat/hazard INSIDE the building and immediate area outside
1 st Response	Call 5501 – from wall phone to alert the Command Center
Action	<ul style="list-style-type: none"> • Stay inside your room • Lock Room Door (check hallway to see if anyone is near and pull them into your room whether they are your student or not). • Lights off • Door shade closed • Window shades closed • Maintain silence • Move away from hallway line of sight • Lie flat on floor if intruder has a gun or you hear gun fire. • Take roll, account for students/staff/etc. • Slide green card under door to signify no threat and/or minimal injury in classroom • Slide red card under door to signify intruder and/or serious injury in classroom • School Teachers text Principal with your room’s status update (all good, missing Johnny, or list extra people)

The Security Ministry is a volunteer team including some off-duty law enforcement professionals with full powers of arrest.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

1. Lock yourself in the room you are in at the time of the threatening activity.
2. Call **911** from your cell or **9-911** from an office phone, and then notify Command Center to disseminate information.
3. Don't stay in open areas.
4. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
5. Lock the window and close blinds or curtains.
6. Stay away from windows.
7. Turn all lights and audio equipment off.
8. Try to stay calm and be as quiet as possible.



EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN

If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

- You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so.
 - If you decide to run, do not run in a straight line.
 - Keep any objects you can between you and the hostile person(s) while in the building.
 - Use trees, vehicles or any other object to block you from view as you run.
 - When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option you have, if caught in an open area, may be to fight back.
 - This is dangerous, but depending on your situation, this could be an option.
- If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- Once law enforcement arrives, obey all commands.
 - This may involve your being handcuffed or made to put your hands in the air.
 - This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, you should contact the Security Ministry if on church property, otherwise contact your local police department.

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.



Building Evacuation

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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, office or location.

The designated assembly area is located in the parking lot.

Should the designated assembly area be deemed unsafe, an **alternate assembly area is located across the street at the Nancy Run Fire Building.**



Reason	Fire or fire alarm
1 st Response	Alarm automatically contacts Fire Department
Action	<ul style="list-style-type: none"> ● Exit the building according to emergency route posted in room by the light switch ● Form single line behind teacher/staff ● Teacher/Staff leads to designated evacuation location ● Leave belongings behind, unless otherwise stated ● Lights off ● Close room door ● Maintain silence ● Take roll, account for student/staff/etc. ● Teacher holds up a green or red card after attendance is taken

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

- Do remain calm.
- Do follow the instructions of the incident coordinator or Crisis Management Team, if applicable.
- If you occupy an enclosed office, Do close the door as you leave.
- Do be alert for other staff, church members, and emergency agency personnel who might also be using the stairwells (if equipped)
- Don't return for coats, purses, briefcases, etc, after you have left the area.
- Don't smoke.
- Don't return to your area until the “all clear” signal is given.



Guidelines for People with Disabilities

In all emergencies, after an evacuation has been ordered:

Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.

Only attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

ALWAYS **ASK** someone with a disability how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

If you have a physical disability and are unable to use stairs:

Stay calm, and take steps to protect yourself.

If there is a working phone, call **9-911** and tell the police dispatcher where you are **or** where you will be moving.

If you must move, we recommend the following:

- Move to an enclosed exit, while taking care not to block the exit of building personnel.
- Request persons exiting by way of the exit to notify the Fire Department of your location.
- Await Emergency Responders.

Tips to remember when interacting with people with specific disabilities

Blindness or Visual Impairment

Provide verbal instructions to advise of the safest route or direction using simple directions, estimated distances, and directional terms.

DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (i.e. elevators cannot be used).

Deafness or Hearing Impairment

Get the attention of a person with a hearing impairment by establishing eye contact. If the person’s back is toward you, tap him/her on the shoulder to get his/her attention. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Mobility Impairment

It may be necessary to help clear the exit route of debris (if possible).

If people with mobility impairments cannot exit, they should be moved to a safer area.



Fire and Smoke

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If you detect smoke:

- Call **9-9-1-1 PULL THE ALARM!**
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Notify the Command Center who will advise the Facilities Manager, crisis coordinator, or other Crisis Management Team members of the situation.

If you detect fire:

- Activate the manual fire alarm!
- Call **9-9-1-1** (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 Crisis Management Team members of the situation, notify command center.

If the Fire Warning Alarm Sounds

- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.
Note: Evacuation should be toward the closest exit doors. If you encounter smoke or heat in a specific hallway, room or area then proceed to another exit location. Incident coordinator should locate the alarm panel to see where threat exists.
- 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 you from oncoming smoke or fire.
- 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 re-enter the building until the incident coordinator issues an “all clear”. (Note: The “all clear” should be initially issued by the Fire Department.)
- Do not reset the fire alarm system until the fire department arrives on scene. They will give the authority to reset the alarm or will reset the alarms themselves.



Lost or Missing Children (LOCKDOWN)

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If a child is missing while attending a session at Ebenezer, contact the Command Center. The Command Center will make the proper notifications by dialing 911, contacting the parents and the Crisis Coordinator.

Crisis Management Team members staffing the Command Center will carry out the steps outlined below:

- Immediately notify all Staff / Volunteer members on duty.
- The Crisis Coordinator will begin a search of the Church grounds.
- Immediately upon confirmation the child is not present on EBFC grounds 9-911 will be notified.
- Attempt to contact parent or guardian through any of the persons listed on the Emergency Information card completed by parent.
- A check of recent CCTV history will be conducted to ascertain when and where the child left the church building.
- Be prepared to give a complete description of the missing child along with his emergency contact information, to responding Police personnel. Also the last known person to have seen the missing child as well as the person supervising the child should be available to the responding Police personnel.
- Staff should be aware Police Personnel may be required to conduct a second search of the church property. A person familiar with the church property will be available to help Police Personnel conduct the search of the building.



Medical Emergency

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Medical Mission – Provide immediate on-site emergency medical intervention & treatment for church members, visitors or children in the event someone becomes ill while on the property until on-duty professional help arrives.

Ministry Coordination in Medical Emergency Response

- Medical emergency response will require communication and COORDINATION between Usher Ministry, Security Ministry, Medical Ministry, Church Leadership, 911 Operator & EMT
- If medical emergency occurs;
 - Medical Ministry must be notified by Security and/or Usher
 - Medical Ministry takes the lead with regard to discharging any necessary medical care, including medicine, first aid or other aid
 - Security Ministry will need to provide communication and access to medical team and 911 operator
 - **See Appendix D for First Aid Kit locations**



- Usher Ministry to escort responding EMT to incident location
- Traffic control may be required from Usher team to allow access for emergency vehicles

Church Leadership & Medical Ministry Team Leader should always be notified of any medical emergency.

Call 9-911. Be prepared to give the following information:

- Name and extension.
- Location
 - ***Ebenezer Bible Fellowship Church***
3100 Hecktown Road, Bethlehem, PA 18020
- Number of people involved.
- Nature of injury or illness.

Note: Treat minor injuries from supplies in the first aid kits. These kits are located in three specific areas: **(SEE APPENDIX D)**.

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.
- Provide information and assistance as needed.

Regular CPR/First Aid training is recommended for all Church Leaders, especially Nursery and Sunday school teachers. Training should occur annually for all.

Following these pre-established protocols to treat critically injured or medically ill people could mean the difference between life and death.

Medical needs could include such injuries, illness, seizures, and cardiac episodes that could be life threatening in nature.



EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN

MEDICAL/SAFETY ministry is so important because:

- Medical emergencies may be much more likely to occur
- Immediate intervention is key to survival in most medical emergencies
- Cardiac Emergency - For every minute of inadequate intervention the survival rate drops by 10%. Tissue death occurs at about 4 minutes.
 - Average response time for EMS professionals is 4 to 9 minutes

THE AED IS LOCATED ON THE OUTSIDE WALL OF THE CHURCH LIBRARY





Suspicious Letter or Package Received

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If you receive a suspicious package or letter notify Police Immediately.



If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

For a Bomb:
 Evacuate Immediately
 Call Police
 Contact Postal Inspectors
 Call Local Fire Department/HAZMAT Unit

For Radiological:
 Limit Exposure - Don't Handle
 Evacuate Area
 Shield Yourself From Object
 Call Police
 Contact Postal Inspectors
 Call Local Fire Department/HAZMAT Unit

For Biological or Chemical:
 Isolate - Don't Handle
 Evacuate Immediate Area
 Wash Your Hands With Soap and Warm Water
 Call Police
 Contact Postal Inspectors
 Call Local Fire Department/HAZMAT Unit



Thefts

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Call emergency 9-9-1-1 when:

- Crime is in progress
- Situation is about to escalate into an emergency (endangering life or major property)
- Crime has just occurred (especially if you can describe the suspect and the direction in which he or she fled)

Call the Church office when:

- Church was burglarized
- Your car was broken into OR money/property was taken from you
- You need to add additional information to a previously filed report

The non-emergency number can be accessed 24-hours a day for non-emergency help. If after hours, just leave a message with your name and contact information for the follow up. We will log your report and notify the police if the incident occurred on Church grounds.

Using the non-emergency number keeps 9-1-1 available for true emergencies.

Some suspicious activity may not be obvious, and what one person considers suspicious activity may be common to another.

Keep in mind that behavior or activity that is not normal could be an indication that a crime is about to happen.

It is important that you become familiar with Ebenezer members so when asking strangers if they need assistance, you will be able to evaluate the answer.

Watch for people wandering around aimlessly, trying to open closed doors, loitering, and selling or pretending to sell something.

Someone wandering around might be genuinely looking for someone or a room, but they could also be someone "casing" the building for hiding places or something to steal.



Unruly Members or Visitors (**conditional LOCKDOWN**)

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Upon suspecting an individual(s) to be generally disruptive to the worship service, ask the person to be mindful of others who are worshipping and to cease any disruptive behavior.

If a kind word and polite request fail to deter the individual from causing a disturbance, notify the Ushers and/or Security Ministry, who will escort the individual to a quieter place for the purpose of determining their issue.

If the person refuses, or becomes agitated, inform the Usher to lockdown the nurseries and children's' Sunday school classes.

Escort the unruly individual outside the building as quickly as possible.

Call the police for assistance and possible arrest, for trespassing and disturbing the peaceful conduct of a member-oriented activity on private property.

Write up a detailed report on the incident. Submit it to the Security Ministry Leader.



WEATHER RELATED EMERGENCIES

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EARTHQUAKE

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

Action	<ul style="list-style-type: none"> • Move to hallway; stay in the center (not along walls) • Stay away from windows and rooms with high ceiling spans, i.e., gym, auditorium, chapel, etc. • If hallway is inaccessible drop, cover under desks or tables, and hold • Maintain silence • Take roll, account for students/staff/etc. and slide green or red card under door
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Emergency Action:

- Take cover.
- Call 9-911 (office phone) or use cell phone 911 if emergency assistance is necessary.
- Evacuate if alarm sounds or if told to do so by emergency personnel.

During an earthquake:

- Remain calm and **ACT**, don't react.
- If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages and other structures.

CAUTION: Avoid downed power or utility lines as they may be energized.

Do not attempt to enter buildings until you are advised to do so by the proper authorities.

After the initial shock:

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- Protect yourself at all times.



EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN

- Evaluate the situation and call 911 for emergency assistance, if necessary.
- Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present.
- Open windows, etc., to ventilate the building. Watch out for broken glass.
- Implement the **FIRE PROCEDURES**, if the earthquake causes a fire
- Determine whether falling objects trapped anyone. If so, call 911.
- If the structural integrity appears to be deteriorating rapidly, evacuate the building.

DO NOT USE THE TELEPHONE UNLESS IT IS NECESSARY FOR EMERGENCIES.

Heavy use of the telephone will tie up the lines and prevent emergency calls from going out.

Damaged facilities should be reported to Facilities Manager.

(NOTE: Gas leaks and power failures create special hazards.)

If the evacuation alarm sounds, follow established building evacuation procedures (see **BUILDING EVACUATION**).

Should you become trapped in a building, **stay calm!**

- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
- Emergency Personnel will check buildings immediately after a major quake.

SEVERE WEATHER

Severe weather is defined as any aspect of the weather which can pose a threat to life and property. These threats include hail, hurricanes, lightning, flooding, high winds, tornadoes, ice storms, severe rain and/or severe snow.

If severe weather threatens you should:

- Follow instructions as provided by the local television (WFMZ – Channel 69) or radio (WAEB – Channel AM790)
- Monitor radio, television and/or the internet for weather updates
- Check with media for ALL CLEAR status

If the power goes out in the building, you should:

- Notify the Facilities Manager

Close down operations and be sure to lock all doors upon evacuation of the building.



TORNADO

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, Crisis Management Team members should initiate actions to notify and protect all staff and church members in the facility.

Tornado Warning

When you hear the announcement for a tornado warning:

- Move to a designated tornado shelter (*center hallway outside the BCS Office*) area immediately. Move quickly, but do not run.
- Assist disabled personnel in your area.
- Wait in the shelter until you hear an announcement from a member of the Crisis Management Team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Tornado Safety Basics

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.
- Move away from large expanses of unsupported ceilings & towards the center of the building
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior room. Remain low to the ground.
- 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.

**APPENDIX A**[\[Return to Table of Contents\]](#)**EMERGENCY TELEPHONE NUMBERS****For All Emergencies From Church Phones Dial 9-9-1-1****OTHER IMPORTANT NUMBERS**

Facilities Manager:	Kevin Kritzberger	Cell (484) 330-0179
Senior Pastor:	Tim Gibson	(610) 868-5501 Cell (972) 935-2249
Pastor of Discipleship:	Dick Bickings	(610) 868-5501 Cell (484) 560-4318
Youth Pastor:	Mark Culton	(610) 868 5501 Cell (610) 551-4384
Worship Pastor:	Jeremy Harkins	(610) 868-5501 Cell (610) 261-2772

Church office:

Office Manager:	Robbin Hunsberger	(610) 868-5501 Cell (610) 751-8306
Office Assistant:	Rachel Marks	(610) 868-5501 Cell (570) 205-9858

Call the Church office number for appointments or other business.

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

Crisis Management Coordinator:

Andy Meeks, Deacon of Crisis Management (484-895-9195)

Medical Response Team Members: (*vacant*)**Crisis Management Team Leaders:**

Kevin Kritzberger	(484) 330-0179
John Romero	(484) 860-5911
Blake Kuntz	(484) 201-3566



APPENDIX B

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THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; have a pre-arranged signal to alert other personnel to listen to the caller also. **Ask the caller if 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:

Caller's voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White HispanicAsian Arab 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: _____

**EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN**

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 **9-9-1-1** immediately. Provide the following information:
 - ✓ Identify yourself
 - ✓ State: "I have received a bomb threat."
 - ✓ Give your office location and extension along with any information captured on this form.
 - ✓ Contact

REMAIN CALM!

December 15, 2015



APPENDIX C

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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.

Location: ***Ebenezer Bible Fellowship Church
3100 Hecktown Road, Bethlehem, PA 18020***

Date: _____

Injured Person(s): _____

Completed by: _____

Where were you when injury occurred: _____

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

Witnesses: _____

Action Taken/Medical Treatment Provided:



APPENDIX D

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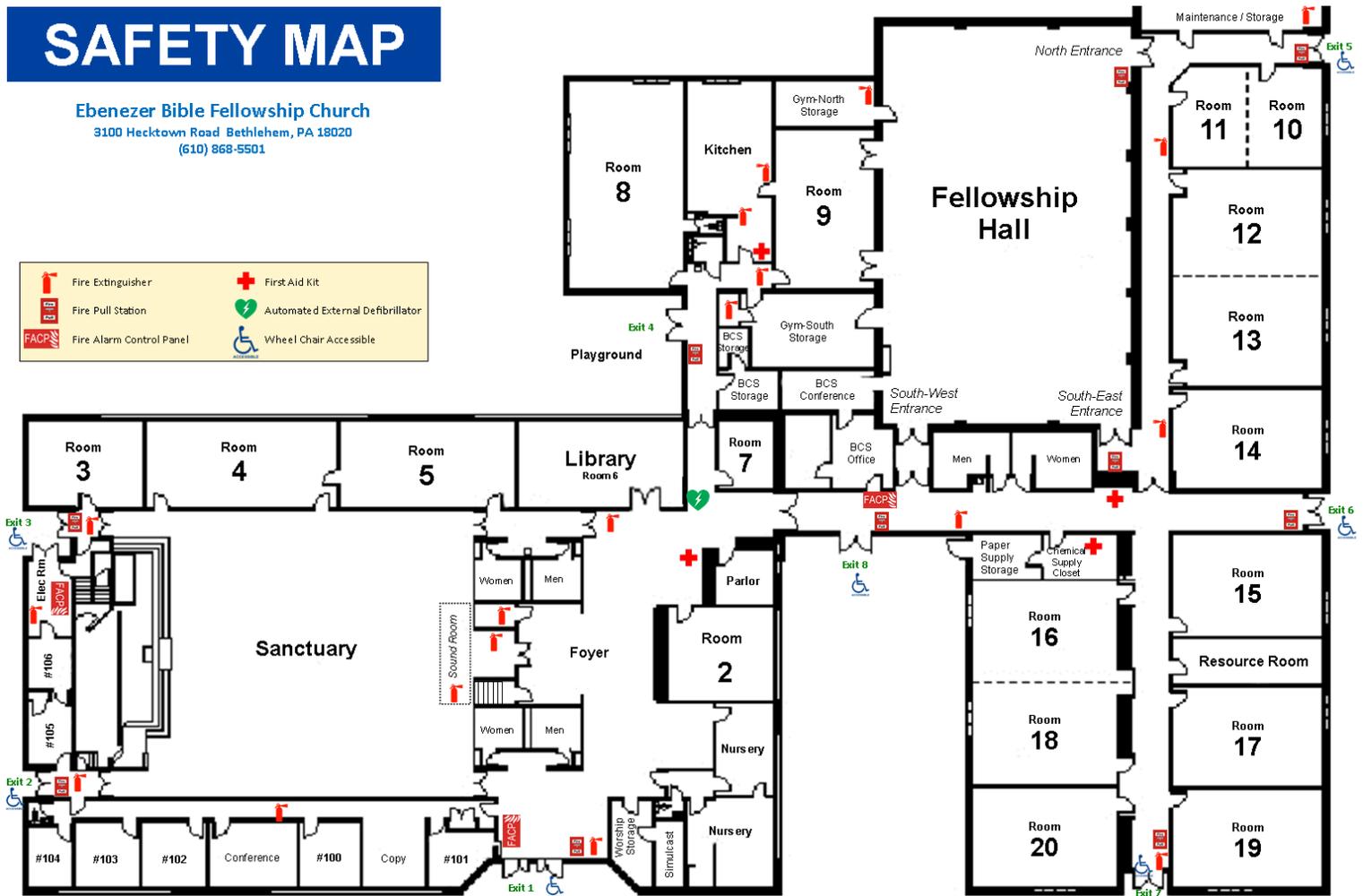
EMERGENCY EVACUATION MAP



SAFETY MAP

Ebenezer Bible Fellowship Church
3100 Hecktown Road Bethlehem, PA 18020
(610) 868-5501

	Fire Extinguisher		First Aid Kit
	Fire Pull Station		Automated External Defibrillator
	Fire Alarm Control Panel		Wheel Chair Accessible





APPENDIX E

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Emergency Codes & Procedures

	BLUE Intruder	RED Fire	BLACK Fire	GREEN Tornado or Earthquake
Goal	Lockdown	Evacuate	Evacuate	Shelter
Reason	INSIDE threat: Intruder or other threat/hazard INSIDE the building and immediate area outside	Fire or fire alarm	Bomb Threat	OUTSIDE threat: Personal protection is needed in case of severe weather or other hazard
1st Response	Call 911	Alarm automatically contacts Fire Department	Call 911	
Action	<ul style="list-style-type: none"> • Stay inside your room • Lock Room Door (check hallway to see if anyone is near and pull them into your room whether they are your student or not). • Lights off • Door shade closed • Window shades closed • Maintain silence • Move away from hallway line of sight • Lie flat on floor if intruder has a gun or you hear gun fire. • Take roll, account for students/staff/etc. • Contact Command Center with your room’s status update (all good, missing Johnny, or list extra people) 	<ul style="list-style-type: none"> • Exit the building according to emergency route posted in room by the light switch • Form single line behind teacher/staff • Teacher/Staff leads to designated evacuation location • Leave belongings behind, unless otherwise stated • Lights off • Close room door • Maintain silence • Take roll, account for student/staff/etc. • Teacher holds up a green or red card after attendance is taken 	<ul style="list-style-type: none"> • Exit building & walk to Nancy Run Fire Station • Walk on perimeter of property, down the hill, past retention pond, crossing Easton Ave • Stay away from parking lot and parked cars • Use following exit doors <ul style="list-style-type: none"> o Room 8: Playground Door o Rooms 10-20: Door by Rm 10 • Each class forms a single line behind teacher/staff • Maintain silence • Take roll, account for student/staff/etc. • Teacher holds up a green or red card after attendance is taken • DO NOT TRANSMIT with cell phone, two-way radio, or electronic devices during a search. Explosives may be detonated by electronic signals. • DO NOT TOUCH OR MOVE a suspicious object if one is found. 	<ul style="list-style-type: none"> • Move to hallway; stay in the center (not along walls) • Stay away from windows and rooms with high ceiling spans, i.e., gym, auditorium, chapel, etc. • If hallway is inaccessible drop, cover under desks or tables, and hold • Maintain silence • Take roll, account for students/staff/etc.



APPENDIX F

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Plan Authorization:

This plan was reviewed and approved by:

Elder Board President: _____ Date: _____

Deacon Board President: _____ Date: _____

Facilities Manager: _____ Date: _____

Crisis Management Ministry Leader: _____ Date: _____

Copies of this plan (including floor plans, evacuation routes & sample site map) were provided to:

Bethlehem Township
Emergency Management Coordinator: _____ Date: _____

Nancy Run
Fire Chief: _____ Date: _____



EBEBENEZER BIBLE FELLOWSHIP CHURCH – EMERGENCY RESPONSE PLAN

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Originally PREPARED BY:	Robert Lofthouse
ORIGINAL DRAFT:	April 27, 2011

Version #	Author/Editor	Date	Comments
0.1	Rob Lofthouse	4/27/2011	Original Draft
0.1	Rob Lofthouse	4/30/2011	Added pictures, floor plan, etc.
0.2	Rob Lofthouse	5/03/2011	Reorganized document
1.0	Rob Lofthouse	9/17/2012	Published for Review
1.1	Kevin Kritzberger	1/10/2015	Modified contact names & numbers
1.2	Rob Lofthouse	1/19/2015	Removed 'Embezzlement' + updated 1st 29 pages based on 1/17/2015 meeting with Kevin Kritzberger and John Romero; Also replaced references of 'Security Team' with 'Safety Team'
1.3	Andy Meeks	1/26/2015	Edits throughout.
1.3.1	Tom Galloway	2/05/2015	Abductions and Lost / Missing Children sections.
1.4	Rob Lofthouse	2/08/2015	Replaced 'Safety' with 'Security'; added scriptural references to support quotes; added ENDNOTES to hold scriptural references; reorganized Crisis Management Team Roles & Responsibilities section; inserted Command Center section
1.5	Rob Lofthouse	2/19/2015	Edits throughout; incorporated floor maps, evacuation routes and uniform crisis codes; added new Appendix G and floor plan with evacuation routes + emergency equipment locations
1.6	Rob Lofthouse	2/21/2015	Edits based on combined review with Kevin Kritzberger and Andy Meeks. Removed Appendix's D (building emergency systems) and E (hazard analysis); added text around roles & responsibilities
1.7	Rob Lofthouse	3/28/2015	Inserted Room Directory/Fire Safety Floor Plan + Org Chart + Command Center definition
1.8	Rob Lofthouse	4/18/2015	Edits from Bethlehem Township Emergency Coordinator: Types of Emergencies & Distribution to include Beth Twsp Emergency Management Coordinator; cover page disclaimer
1.9	Rob Lofthouse	5/30/2015	Updated Crisis Management Team: Medical Team Leader – Good Samaritan Act statement per feedback from insurance agent and church Treasurer & removed watermark
1.9.1	Rob Lofthouse	8/10/2015	Edits, corrections, remove comments.
1.9.2	Andy Meeks	12/15/2015	Edits, corrections

Pastor Tim's Ministry Report
February 8, 2016

Attachment # 3

Studying & Preaching:

- Preaching through 1 Peter on Sunday: "Standing Firm"
- Matthew series on Wednesday night
- Kinship group - I'm teaching through Romans - 1 chapter/night
- Taught the AWANA lesson for both the TNT & Sparks on "Who is Abel?" We are doing a series in AWANA that I put together for this semester entitled "Who is....?" The Elders are looking at characters of the Old Testament (Adam, Abel, Noah, Gideon, Samson, etc.)
- January 17 was Sanctity of Life Sunday. I took a break from our study in 1 Peter to preach a message on sanctity of life. I challenged the church to pray with me at the end of the service at the altar of the church. I was sadly disappointed in the response. Only a handful of people came to pray.
- My wife and I were blessed to speak at the MOPS ministry on February 4. We spoke on the importance of "Trusting the Lord" throughout marriage and raising a family at every stage in life. After giving principles from Joseph's life out of the book of Genesis, and teaching a little from Proverbs 3:5-6, we were able to give our testimony and show how the Lord was providentially caring for us all along the way. We were able to show that even through the trials of our life, the Lord was teaching us to trust in Him. We believe it was a fruitful time.

Annual Meeting/Business Meeting

- We had a successful business meeting on January 31. The focus of my portion was to provide leadership for 2016. While I highlighted ministry successes in 2015, I cast a vision for 2016 that was not so much goal oriented, as it was Spirit-filled. I shared my heart that I want to see 2016 be a year of Holy Spirit power. While plans are wonderful, and goals are important, there is nothing more important for the Church than to be dependent upon God in prayer. I challenged the congregation that I would like to see revival in our hearts. I truly feel the church is a little lethargic, apathetic, and going through the motions. I would love to see a ministry that has power, and is effective and energetic and zealous for God's glory and reaching the lost. There is no program that can make this vision happen. The only weapons we have are prayer, fasting and seeking God's face. I challenged the congregation that we will be doing more of this in 2016.
- I also asked others to share including: Pat Barry - Evangelism, Swannie Griffin - Missions, Kevin Hardy - Assimilation, Laura Sommons - Women's ministry, - Chris Jones - welcome ministry, Rich Mastranardo - Adult Electives, John Romero - Deacon ministry.

Shepherding/Ministry:

- One particular counseling session that I had this last month was helping a person in our congregation come to understand the theological issue of eternal punishment. This person did not deny the existence of hell, but was struggling with some of the descriptions of hell and the interpretation specifically of the *eternality* of hell. Their understanding of certain words allowed a more universal understanding of salvation, that sinners would be rehabilitated in hell rather than being eternally punished. Through counseling, prayer and giving books to read, this individual (through much study on their own) determined that the traditional interpretation of the eternality of hell was the best translation.
- Continue to provide accountability for one individual over the phone - 2/3 times per month
- We had a special prayer service for several individuals within our congregation who have cancer. Over 100 people came out on a snowy night to pray. There was no fanfare

to our service. We simply prayed for 1 hour for 4 individuals, asking God to heal, but also and more importantly to sustain their faith in the midst of their trial. It was an invigorating service, and one which I believe will set the tone for 2016. I am hoping that prayer will be more of our focus in the coming months, not just for physical ailments of our congregation, but for revival.

- Pre-marital counseling continues for one couple meeting every Tuesday for an hour. We are going through "Preparing for Marriage God's Way" by Wayne Mack. I also am still meeting with another couple periodically, hoping to finish the material before May.
- Lunch with one man for prayer and encouragement.
- Provided counseling sessions for several individuals throughout the month.

Mentoring/Accountability:

- Continue to have TLT meetings with Jason Filbert once per month to advise his church planting team. This team consists of myself, Keith Strunk, and Chris Jones.
- Continue to visit with Jason Filbert (Naples, FL) over the phone a couple of times for prayer & encouragement.
- The internship with Laszlo Onody was introduced to the Church on January 31. We have not kicked into high gear yet, but will establish a schedule soon.
- I continue to meet with a couple of men for breakfast and prayer on a regular basis.

Funerals:

- Geralyn Miller's dad, Stephen, passed away, and I officiated the funeral on January 14. Many in Lyn & Mark's family are Catholic and not believers. They asked me to preach a Gospel centered message. I preached a message out of John 3 - "You must be born again."
- Linda Tona Brook's dad, Charles Sandwick passed away and I officiated the funeral on February 1. Because many within the family are Mormons, I preached a message out of Matthew 16:13 on the great confession of Peter at Caesarea Philippi where Peter declared Jesus to be the Christ the Son of the Living God. I focused on the importance of knowing the right Jesus.

Staff Meetings: We continue to meet two times a month. After a short devotion, we briefly talk about the logistics of ministry. This last devotion was centered around Matthew 18:10-14. The idea of the devotion was "do not despise one of these little ones." We focused on how ministry must be devoted to the care of all who come into our ministry.

Other:

- 3 Hospital visitations
- Attended 3-4 basketball pick up games on Thursday night in the gym. I was able to lead a devotion each time getting to share the gospel with at least 15.
- Enjoyed taking the entire staff to Olive Garden to celebrate Pastor Dick's 60th birthday.

I am honored to serve as one of the pastors of Ebenezer. It is joy to work alongside such a great staff and have such wonderful Spirit filled Elders. I am excited about the new year and am anticipating wonderful things for this year.

Serving Christ,
Pastor Tim Gibson

POD (Pastor of Discipleship) Report, Jan/Feb 2016

As I continue in my trek through the book of Psalms, my next stop was Psalm 119. What is incredible about this Acrostic Psalm is that all but a couple of its 176 verses mentions some descriptive word for the Word of God (i.e., commandments, testimonies, precepts, rules, etc.). Let me share with you one of its very familiar verses:

"Your word is a lamp to my feet and a light to my path. I have sworn an oath and confirmed it, to keep your righteous rules. I am severely afflicted; give me life, O Lord, according to your word!" (Psalm 119:105–107, ESV)

What stood out to me personally in this passage was the reality of living in a culture where endless options abound, yet having the ability to survive the option war by making the life giving, path illuminating, word of God the only sure option by which to live.

With that in mind, here is a quick summary of some of the ministry opportunities from January/February 2016:

Kids Crossing

- **Cross Time Sunday School (10:05 AM):** Praise the Lord that he has provided a complete roster of teachers and helpers. He has heard and answered our prayers with people who love him, and love children!
- **Early Childhood (2&3 year-olds):** Continuing to go well for both services and Sunday School. Praise the Lord, all teaching positions are filled, however, Anne Christiansen will be stepping down as Early Childhood coordinator after 14 years, for a much needed rest. Please pray that the Lord will raise up a new coordinator to fill her spot.
- **Children's Church:** The Gospel Project curriculum worship segment continues to work well for Children's Church. We continue to see between 8-12 students each week. We do however, have an immediate opening for a team (D), beginning in February 2016...in the interim, we will be going to a 3 team rotation to facilitate the need.
- **"WINTER BLAST" Kids' Retreat (Friday – Sunday, February 5-7, 2016):** Praise the Lord for the 7 kids who went on the retreat and for Nathan Rathmell who chaperoned and drove the minibus to and from the camp.
- **New Security Check-in:** The new check-in system seems to working okay, however, we are continuing to monitor the performance of the BCS iPads we are using.
- **Wednesday Evening Programs:** Our Awana program is blessed this year with around 60 children, which the elder's have the privilege of teaching both the T&T and Sparks groups, focusing in on the question, "Who is...?"...a series that highlights different people in the scriptures and their role in God's redemptive plan.
- **New PA Background Check Requirements for Employees & Volunteers:** There are still a number of volunteers who have not completed the Mandatory Reporter Training, though not required to serve.

Student Ministry

- See Pastor Mark's report.

Adult Ministry

- **Adult Electives:** We began our new winter/spring semester on January 10, 2015, with the following breakdown of classes:
 - o 1 Corinthians - Scott Holwick

- o Pastoral Epistles -Dick Bickings

As always, please continue to pray that the Lord would send forth some new adult elective teachers so that we may offer a variety of subjects, and give the current teachers a break. We currently only have 5 teachers.

- **Men's Ministry:**

- o **Bethel Series:** There is only one multi-gender class this time around that meets on Tuesday evenings and is taught by Jason Lee, and one women-only class taught on Thursday evenings by Peggy Brimer.

- o **Men's Bible Studies/Prayer:**

- Thursday mornings from 6:15 AM – 7:30 AM, This early morning bible study group is currently in a study on "The Life and Ministry of Jesus Christ".
- Thursday mornings from 9:00 AM – 10:30 AM, This Men's Bible Study is currently studying, "Act Like Men," by James MacDonald. There are currently 6-8 men involved in this study.

- **Women's Ministry:** Here is an update from Laura...

"Armor of God Bible study is in full swing with 56 ladies that are registered and have purchased their books. Vicki Cowley and Laurie Gill lead on Monday evenings and I lead on Tuesday mornings. We are excited to see God do transforming work in the lives of these precious women.

We have 13 women who are signed up for Tis so Sweet Tuesday which will meet next week and continue on the third Tuesday of the month throughout the year.

MOM to MOM- WE have about 7 ladies that have been faithful. Sick children have kept a lot of moms from being faithful. I am very thankful for the mentor moms: Lisa Pyles and Linda Feichter.

MOPS: MOPS continues to thrive! Jill Rathmell and Courtney Nagy are amazing leaders. We have about 30 moms. Tim and Julie Gibson spoke for our Valentine day meeting and did a great job.

The Well team will finally meet next week to look ahead and plan for the coming year.

I completed my online class through Dallas Seminary on the gospel of John. I loved it!! I am hoping they will continue to offer classes like this in the future."

Discipleship Support

- **Kinship:** Praise the Lord, for the great response and diligent work of the Kinship leaders to make this core ministry of our church a continued success. A special thanks goes to Bob and Laurie Gill for their tireless work to make this all possible!

Other:

- Participated in 2 funerals as song leader
- Continued teaching the Pastoral Epistles for adult electives
- Continued to visit and provide physical & Spiritual care for several people in our church.
- Continued work on the new Church Database as time permitted (especially KC security modules).
- Continuing in Greek 1, TNARS seminary course, which is a part of my BS501 Biblical Languages course, as time permits.

Respectfully Submitted, Dick Bickings, Pastor of Discipleship

Worship /College-Age Ministry Update January-February, 2015-2016

Jeremy Harkins, Worship Pastor

Psalm 96:2-3

² Sing to the Lord, bless his name;

tell of his salvation from day to day.

³ Declare his glory among the nations,

his marvelous works among all the peoples!

Psalm 96 is a celebration of God's Kingship over all of creation. Our corporate worship should be bringing all people to an understanding of God's commands: "Sing, declare, ascribe, say, etc." . God called Israel to be a living example for all of mankind that worship is for every tribe, tongue and nation, not just for the Jews. This whole chapter focuses on a "welcoming" for all to worship the Lord in the splendor of His holiness. Our worship is to unify the body of Christ and ultimately glorify God. (Portions taken from the ESV study bible)

Worship/College Age Shepherding

At the start of this year, I have been encouraging the worship team members to give feedback as to what they are learning through the words in songs. We have been sharing those thoughts during worship practice so that we are more meaningfully understanding the message behind the music.

I have also been sending out the worship set a day earlier to give the praise members time to contemplate and prepare further.

Simulcast/Sound/Media

We are still making changes needed with the simulcast. Looking for ways to minimize distraction on the live feed while improving the areas of sound and camera angles. I recently watched our last Sunday's simulcast and it has really come a long way since its start last summer.

College-Age Fellowship- Kinship

With the joy of the arrival of Livy we have not had as much opportunity to connect with the college age although we were able to receive meals from some of them and words of encouragement! We were also able to get together at Panera, the end of January, and hear the testimony of a couple students from Northampton Community College. We had 5 college students come out and join us.

Additional Areas

-I was encouraged and challenged through our annual report meeting to continue to be further fostering meaningful discipleship and prayer in the year 2016 that leads to a deeper dependence on God and follow more fully our purpose:

Worship God with our whole heart
Build Believers with the Word of God
Reach the Lost with the Good News

-The Easter Choir is under-way, the word is out and I continue to work with Nicole Huie in developing the worship set in preparation for practice in March. Our ultimate goal is to use our voices to continue to glorify His name!

- Max and Jen Whylings are officially married and both continuing to lead us in worship as band members!

-The Ping-pong tournament is in the making through the YACS and College-Age ministry.

Student Ministries Report - January 2016

"The law of the LORD is perfect, reviving the soul; the testimony of the LORD is sure, making wise the simple;"

Psalm 19:7 ESV

One of the strong convictions we have as a student ministry is that God's Word is perfectly trustworthy for everything we hope to accomplish - whether we are talking about youth ministry or parenting. Because we want to see our students also develop these same convictions, we had a special weekend in youth where we sought to answer the tough questions and objections to Christianity. It was a really neat time, and I believe there were some helpful things shared. At the end of it all, we recognized that we cannot possibly understand God completely, but we can have a confidence in the Scriptures which frames our entire life. Pray with us that our students develop a strong conviction in the inspiration of Scripture and its authority for our life.

Teaching

- **Middle School**
In our Core Truth curriculum, we are now going through a series on sharing our faith called "Salvation Story".
- **High School**
We are still going through Ecclesiastes.
- **Sunday School**
We are teaching through the Gospel Project in the MS class. In HS we are going through a 10 part curriculum called Truth U, which focuses on the reliability of Scripture.

Shepherding

- Made a couple visits to those with health (or various other) needs.
- Met with a student to talk about future plans and connect.
- Continue to meet with a student for ongoing discipleship and direction with a struggle.
- Doing pre-marital counseling with a former Ebenezer student and his fiancée.

Staff

- Continue to discuss with Henri the ongoing vision and direction for Illuminite.
- Had breakfast with one of our growth group leaders to talk about how it is going.

Activities

- **Sno Glo**

We had 2 weekends of Sno Glo - first the MS and then the HS. It was an excellent time where the students learned from the book of Judges, worshipped God with other youth groups, and had fun together building friendships. I especially liked the break out groups where we could apply the teaching.

Other

- Still continue to lead a Bible Study at Lehigh University with wrestlers who are eager to grow in their faith.
- Joined the church body on a Tuesday night for a special prayer night for some in our congregation who really are struggling through cancer.
- Had a skype session with Carlos Rodriguez from the BFC Hispanic Task Force to discuss how we could best reach out to South Bethlehem and do inter-cultural ministry and missions.
- Met with area BFC youth pastors for breakfast.
- Did some sports chaplain training through a conference call.

Respectfully Submitted,

Mark Culton