



# **DISASTER PREPAREDNESS PLAN (DPP) Facilities**

**Grace United Methodist Church  
65 Needle Blvd.  
Merritt Island, Florida**

*Signed copy is kept at Reception Desk, E&A Building*

May 19, 2026

*signature on file* \_\_\_\_\_ *5/26/2026*  
Michelle Shrader, Pastor, Grace United Methodist Church

*signature on file* \_\_\_\_\_ *5/26/2026*  
Bill York, Representative, Board of Trustee, Grace United Methodist Church



## Review Cycle

Document review will be performed prior to **MAY 30 of each year**

**Trustee** (as assigned by Chair)

- Collect updates throughout the year for review cycle
- Send updates to Sr. Pastor for review. (post-Easter). Coordinate review meeting with Sr. Pastor (and Staff and Pre-School Director) prior to deadline.
- Send updates to Trustees for review
- Integrate comments and send final version to Trustees for approval vote (add this date to the cover sheet) AND to Sr. Pastor
- Ready a clean copy of the signature page with new date
- Signatories sign and date cover sheet as indicated post approval. (Signed copy stays with the book at the Reception desk). Electronic version will indicate "signature on file."
- Distribute (email) completed document to: Sr. Pastor (Staff), Trustees
  - Admin Assistant to upload document to Conference Dashboard "Local Church Reports"
- Annually review Section 1.0 Fire/Crowd Control and Appendix D. Any changes must be sent to the Fire Marshal. If no changes are made to this section, send every other year. (per letter attached in Appx. D)

## Review History

Rev Date	Change Comments
Dec 2012	Hurricane Plan posted to web; unsigned
July 2013	1.0 Fire Section posted to web.; Approved by Fire Marshal annual review.; unsigned
January 2014	Signed. Document complete, Sections 1.0- 10.0 and Appendix.
August 2015	Pg 6 Contact list updated. Pg 7 Updated map with building numbers. Deleted web addresses for Ministry Protection in body of document (only listed in Contact list). Sect. 1.0 Reviewed. 3.1.1 Moved TVs to Securing Team. Added duplicate copy of Bomb Threat Checklist to end of Appendices. Misc minor corrections and format changes. 1.0 Sent to Fire Marshal.
May 2017	Pg 6 -Updated Contact list. Pg 10 - Added info to description. Updated 1.2 Alarm Company info. Updated 3.0 Hurricane and. Appendix C, C.1 to C.3 - Updated water supply isolation info. Added Appendix D. Added Appendix E. 1.0 Sent to Fire Marshal, Appx D, Cover sheets
May 2018	Pg 6 -Updated Contact list. Changed review cycle to March, due to expectations from the Fire Marshal that all changes are completed by May. Deleted - 3.1.6 Rental Property, Removed rental property info. - pg. 29, 50, 56. Updated 2.1 Flood, and Appx C.5, Water Valve. Updated 3.0 Hurricane and added Appendix E.2 – Irma. Added new requirements to 1.3 Crowd Control and

	<p>Appendix D.2 and D.3 1.0 Sent to Fire Marshal, Appx D, Cover sheets</p>
March 2019	<p>Pg 6 -Updated Contact list. Section 3.1.6 Chiller Shutdown Section 7.0 - Updated with information from Sheriff's Office, Jay Church. Appx C.3 Added pictures 1.0 Sent to Fire Marshal, Appx D, Cover sheets</p>
April 2020	<p>Pg 6 -Updated Contact list. Appendix D.2 Added 2019 letter, D.3 Added Charles Hoyt Certificate. Minor format updates. Added E.3 Hurricane Dorian 1.0 Sent to Fire Marshal, Appx D, Cover sheets</p>
April 2021	<p>Pg. 6, 9 Updated contact info. Updated Fig. 1.1.5 Sanctuary FE. Updated Fig. 1.1.7 Scout Bldg. FE. Added Section 11.0 Closure/Reduced Operation due to National Crisis. Appendix C.6 Updated photo. Added Appendix F (as a placeholder). Modified all sections for 2 cases as applicable: For "all clear" added "(after verifying with knowledgeable source)" or "Work with Facility Manager to inform any evacuated campus groups of "All Clear" (this is when there is an official response team on site). 1.0 Sent to Fire Marshal, Appx D, Cover sheets.</p>
April 2022	<p>Pg. 8 Updated contact info.;1.0 Updated web training web site; 1.0 Updated 911 cell/church calling; 3.2 Expanded for refrigerators;5.3 Clarified Bomb Threat phone ID; D.3 Updated Crowd Control Certificates. (Additional current certs may be added manually) 1.0 Sent to Fire Marshal, Appx D, Cover sheets</p>
March 2023	<p>1.0 Changed 9-911 to 911; 1.2 Updated Alarm Company info.;4.4 Added Chiller securing; 5.3 Changed title for Discoverer (2) to 2<sup>nd</sup> Person; 10.1 and 10.2 Changed to "Information Only."; D.3 Updated Crowd Control Certificates. (Additional current certs may be added manually); Appx E updates with storms Ian and Nicole; Appx F Covid updates.</p>
March 2024	<p>3.1.1 Update to Hurricane Equipment list; 7.0 Changed multiple items after Sheriff Dept. briefing 6/2023; 1.0 Sent to Fire Marshal, Appx D, Cover sheet</p>
March 2025	<p>Front Review Changed doc. due date out of Lent season and review info distribution (all dashboard); Pg. 8 Updated contact info.; 1.1 Added statement about child/parent evacuation; 3.2 Added electronic sign activation; 3.5 Added key policy statement; E.6 Added Hurricane Milton; 1.0 Sent to Fire Marshal, Appx D, Cover sheet</p>
May 2026	<p>Pg 3 Changed doc due date to align after Easter and before Fire M. Inspection; Pg 6 Updated Contact List; 3.1 and 3.1.1 Updated room contents; 3.1.6 Update Chiller securing; Appx D.2 added font changes; D.3 Updated certificates; 1.0 Sent to Fire Marshal, Appx D, Cover sheet 5/27/26</p>

# Table of Contents

## Review History

## Introduction

## Property Definition

Grace UMC

Parsonage

## Contact List

## Campus Site Map

### 1.0 Fire/Crowd Control

#### 1.1 Fire Alarm (Not a Drill)

Photo 1.1.1 Fire Water Supply - Hatfield Street

Figure 1.1.1 Fire Marshalling Areas – Primary and Secondary

Figure 1.1.2 E & A Fire Extinguisher, Pull Station, and Refuge Locations

Figure 1.1.3 E & A - First Floor Evacuation Routes

Figure 1.1.4 E & A - Second Floor Evacuation Routes

Figure 1.1.5 Sanctuary – Fire Extinguisher, Pull Station, Panel, Annunciator, and Evacuation Routes

Figure 1.1.6 Fellowship Hall – Fire Extinguisher, Pull Station, Panel, Annunciator, and Evacuation Routes

Figure 1.1.7 Scout Building - Fire Extinguisher, Pull Station, and Evacuation Routes

#### 1.2 Fire – Recovery

#### 1.3 Crowd Control

### 2.0 Flood

#### 2.1 Flood – Internal (Broken Pipes)

#### 2.2 Flood – Recovery

### 3.0 Hurricane

#### 3.1 Pre-Hurricane

#### 3.2 Post-Hurricane

#### 3.3 Relocation

#### **4.0 Severe Weather**

- 4.1 Lightning Strike
- 4.2 Lightning - Recovery
- 4.3 Tornado
  - 4.3.1 Tornado Watch
  - 4.3.2 Tornado Warning
- 4.4 Tornado – Recovery

#### **5.0 Bomb Threat**

- 5.1 Suspicious Package/Bomb Discovery
- 5.2 Bomb Threat Notification – Note
- 5.3 Bomb Threat Notification – Telephone
  - Bomb Threat Checklist
- 5.4 Bomb Threat - Recovery

#### **6.0 Security Lock Down**

- 6.1 Suspicious Activity or Identified Threat
- 6.2 Security Lock Down – Recovery

#### **7.0 Intruder/Active Shooter Emergency Action Plan**

- 7.1 Procedure - Hostile Person(s)
- 7.2 Drive-By Shooting
- 7.3 Intruder/Active Shooter - Recovery

#### **8.0 Theft or Vandalism**

#### **9.0 Chemical Spill or Rocket Destruct**

#### **10.0 Agreements Applying to Disasters**

- 10.1 American Red Cross
- 10.2 Edgewood Jr/Sr High School

#### **11.0 Closure/Reduced Operation due to National Crisis**

- 11.1 Closure Planning and Implementation
- 11.2 Post Event and Long-Term Planning

#### **Emergency Appendices**

- A - Electrical Power Isolation
- B - Natural Gas Isolation – Fellowship Hall
- C - Water Isolation
- D - Fire Marshal Documents
- E - Hurricane Summary
- F - Closure/Reduced Operation due to National Crisis

**Last Page (Always) - Duplicate of 5.3 Bomb Threat Checklist**

## Introduction

This document provides instructions for pre-disaster, disaster, and recovery from an event. Information is applicable to the facilities and grounds owned by the Grace United Methodist Church, Merritt Island, Florida. It does not address the “human” aspect.

The people identified could also be “or designee.” The Pastor has the primary responsibility for decisions. Responsibilities for actions may be listed as Discoverer, Facility Manager, Pastor, Staff, Building Occupants, Pre-School, or Securing Team. Emergency Responders (Police, Firemen, Bomb Squad) are also called out in specific sections.

This document is written with spaces for initials or to mark when step is complete.

**NOTE:** Information

**CAUTION:** Potential damage to equipment

**WARNING:** Potential damage to personnel

## Property Definition

### Grace United Methodist Church (GUMC)

Education/Administration (E&A), Sanctuary, Scout Bldg, Fellowship Hall, Grounds  
65 Needle Boulevard  
Merritt Island, Florida 32953

Office Phone: (321) 452-2420

Fax Number: (321) 453-4399

Pre-school: (321) 452-4484

E-mail: [info.gumc@gmail.com](mailto:info.gumc@gmail.com)

Web site: <http://gumcmi.com>

### Parsonage

435 Sunset Lane

Merritt Island, Florida 32952

From GUMC, Turn left onto Courtenay Pkwy N/SR-3 S. 3.3 mi

Turn right onto Hidden Creek Dr. 0.3 mi

Turn left onto S Tropical Trl/CR-3 0.2 mi

Take the 2nd left onto Sunset Ln. - house on right side 0.04 mi

## Contact List

Title	Contact	e-mail and phone
Pastor	Michelle Shrader	pastormichelle.gumc@gmail.com (305) 310-5237
Disaster Coordinator – Command Desk		As assigned to record work completed
Trustee Chairperson		Current chair, or as identified by Pastor
Facility Manager		Current manager, or as identified by Pastor or designee
East Central District Office/Superintendent  Florida Conference, Office of Ministry Protection (Insurance Coverage)	District Superintendent  LaNita Battles, Claims/Risk Manager	District Office 450 Martin L King Jr Ave Lakeland, FL 33813  <a href="https://www.flumc.org/ministry-protection-department">https://www.flumc.org/ministry-protection-department</a> (800) 282-8011 Ext. 199. A dedicated claims reporting phone number will be distributed in advance of an imminent tropical system. <a href="http://www.flumc.org/claimsreportingandhurricaneresponse">http://www.flumc.org/claimsreportingandhurricaneresponse</a>
<b>Hurricane Securing Team</b> Responsible for Securing their assigned areas and obtaining volunteers		
AV Rep	Tim Cordes	brothertim59@brighthouse.com h: 784-6287                      c: (321) 482-0990
Music Rep	Nick Barth	nlbarth07@gmail.com c: (321) 383-3098
Pre-School Rep	Sheila Weaver	weaver.sheila21@yahoo.com c: (321) 720-5487
Youth Rep and AV	Matt Gleason	mattg.gumc@gmail.com c: (321) 431-0569
Scout Rep	Tracey Beatovich	beaatland@bellsouth.net (No action required. Notify only.) h: (321) 454-4810    c: (321) 258-6414



# 1.0 FIRE/CROWD CONTROL

**WARNING**  
**From church phones dial 911**

- This section does not include the fire suppression system intended for the Oven/Stove in the Fellowship Hall kitchen
- There are two fire systems on campus: E & A Building and All Other

### NOTE

**Section 1.0 FIRE, including Figures, in this document, will meet the requirements imposed by letter from the Brevard County Fire Rescue – Office of the Fire Marshal "Emergency and Fire Plans" Florida Fire Prevention Code, NFPA 1, 10.9 Emergency Plans (as of 2013). Appendix D.1 contains a copy of the document this section addresses.**

- The Fire Management Plan must be reviewed and submitted annually
  - Record date reviewed and date submitted on DPP update page
  - Brevard County Fire Marshal response is stored in the Facility Manager's e-mail files
- If under 10MB e-mail to: [fire.prevention@brevardcounty.us](mailto:fire.prevention@brevardcounty.us)
  - Cover Page, Change Page update, Section 1.0 and Appx D
- File submittals or physical CD must be labeled with:  
Grace United Methodist Church  
65 Needle Blvd  
Merritt Island, FL 32953  
Church Phone: 321.452.2420  
Fax: 321.453.4399  
Contact: Chris Robinson  
Personal 651-315-9031  
E-mail: [facilities.gumc@gmail.com](mailto:facilities.gumc@gmail.com)

<b>Grace UMC Building</b>	<b>Building Number</b>	<b>Roof Type – Firefighter Code</b>
Sanctuary	1	R
Fellowship Hall	2	RF
Scout Building	3	R
E & A	4	R
Shed inside campus	not marked	R
Sheds Hatfield Lot (2)	not marked	R

## 1.1 Fire Alarm (NOT A DRILL)

### Discoverer

- \_\_\_ Pull fire alarm
- \_\_\_ Call from a church phone dial: 911; or use a cell phone to dial 911 (ensures faster response time). Report your name, location.
  - Alarms and lights will activate “Voice” system in Sanctuary
  - The Alarm Service company and Brevard County Fire will be automatically contacted
  - Water deluge system will activate, if heat sensor is activated (by area)
  - Air handlers will turn off automatically, if duct smoke detector is activated
  - Elevators will not operate, if smoke detectors (located outside the elevator doors and the one in the elevator mechanical room) are activated

**WARNING**  
**UNDER NO CIRCUMSTANCES ARE YOU TO ENDANGER YOUR OWN SAFETY**  
**OR SECURITY IN AN ATTEMPT TO CONTROL THE FIRE**

- \_\_\_ If safe to do so, a portable fire extinguisher may be used to put out small fires. Verbally call for help to notify others around you of your intent.
- \_\_\_ Evacuate if fire is not immediately extinguished

**WARNING**  
**DO NOT Use Elevator**

### Building Occupants

- \_\_\_ Evacuate through the nearest and safest exit to Main parking lot, north end, near Needle Blvd. Use secondary Marshalling area at the Hatfield St. grass lot, if Main parking lot is unsafe. (Figure 1.1.1 Fire Marshalling Areas – Primary and Secondary).
- \_\_\_ Notify Facility Manager or First Responders if you have information regarding people who may have remained inside. (There is no formal occupant accounting available after business hours, since ingress/egress is not monitored.)
- \_\_\_ Parents of children will evacuate buildings and meet at the children’s marshaling area in the parking lot or in Hatfield. PARENTS MAY NOT REMOVE CHILDREN FROM CHURCH CARE WIHTOUT NOTIFICATON TO THE CARE PERSON nor attempt to locate their child within an evacuated building.

**EMERGENCY**  
**Unable To Evacuate E & A 2nd Floor Procedure**

- \_\_\_ Should occupants be unable to exit the E & A Building second floor, the stairwells will be used as an emergency Area of Refuge until help can arrive (Figure 1.1.2 E & A Refuge Areas)
- \_\_\_ Call 911, or coordinate with Facility Manager during the final building check

## **Pre-School** (This procedure duplicates the Pre-School Evacuation plan)

- \_\_\_ **Teachers and Assistant Teachers** - Evacuate children and any adult visitors through the nearest and safest exit to designated evacuation areas. (Figure 1.1.3 E & A First Floor Evacuation)
- \_\_\_ Take daily attendance roster with you during evacuation
- \_\_\_ **Preschool Director** - Check each classroom and bathrooms to ensure no children are present or hiding
- \_\_\_ **Teachers and Assistant Teachers** - Ensure all children are present and accounted for after exit. Report information to Preschool Director.
- \_\_\_ **Facility Manager** - Contact Preschool Director to verify accountability

## **Staff**

- \_\_\_ **Staff** will immediately evacuate the building and marshal at the Main parking lot, north end, near Needle Blvd. Use secondary Marshalling area at the Hatfield St. grass lot if Main parking lot is unsafe.
- \_\_\_ **E & A Receptionist** will evacuate with the front desk sign in/out book
  - \_\_\_ Account for people using the sign in/out book after evacuation
  - \_\_\_ Report status to Facility Manager

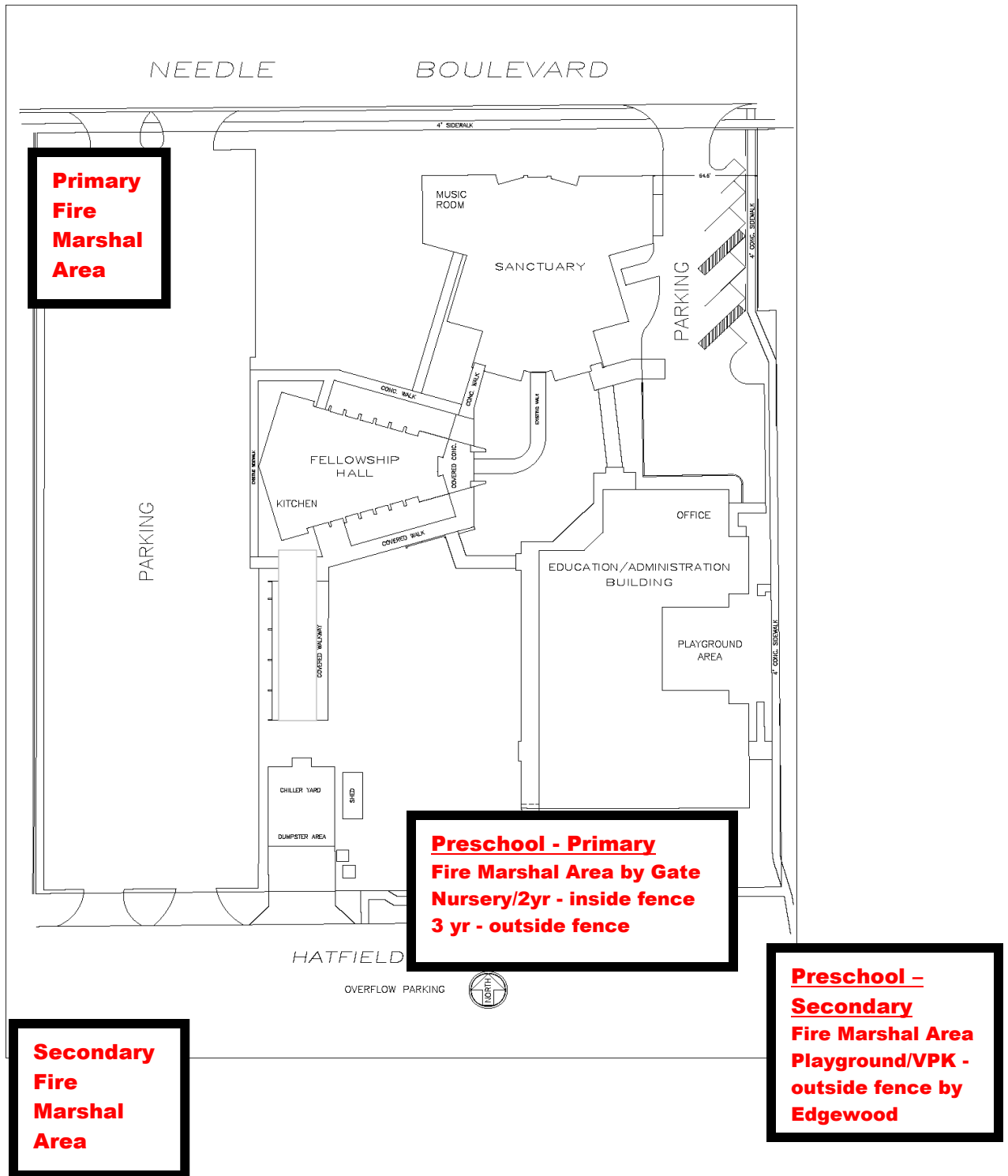
## **Facility Manager**

- \_\_\_ If no one has done so, Call 911. (Ensures faster response time)
- \_\_\_ Verify with Pre-school Director and E & A Receptionist, that occupants have successfully evacuated, or status where people are located
- \_\_\_ Coordinate evacuation status with Pastor
- \_\_\_ Act as point-of-contact with fire personnel First Responders. Report status.
- \_\_\_ Open the back gates for emergency vehicles

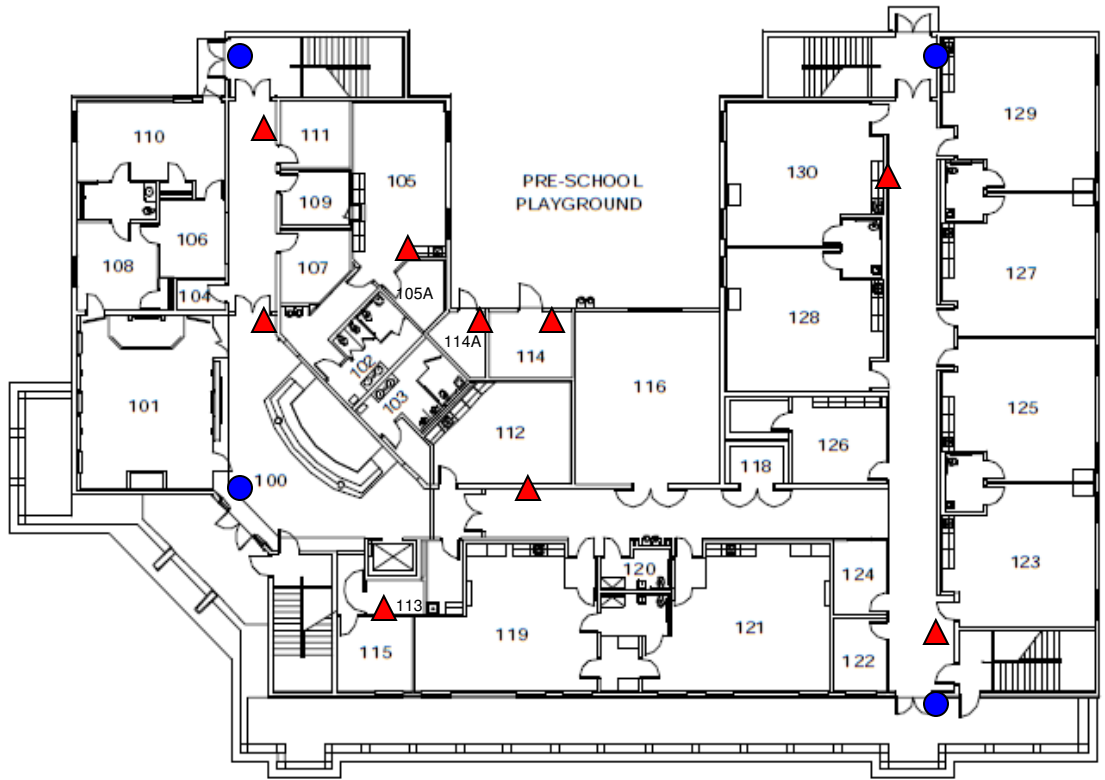


**Fire Water Supply - Hatfield Street**

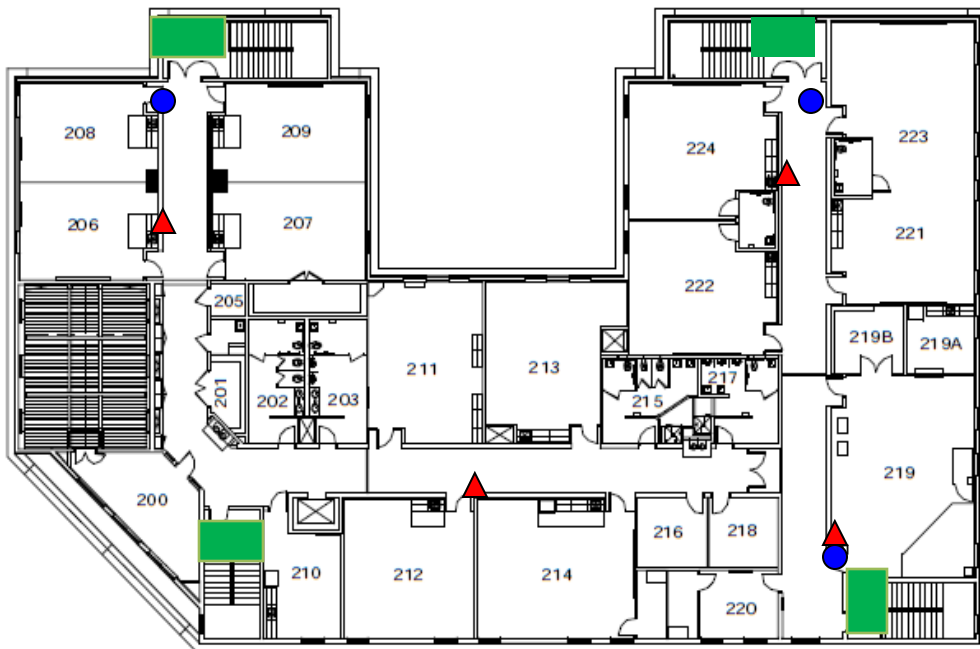
**Fire System** – Located on south side of campus along Hatfield Rd. The fire system, which is chained and locked, will be cut by the Fire Department, or unlocked by 2 keys. One key is owned by the GUMC Facility Manager, one key is owned by the Fire Department. GUMC does not have operation over this system. Standpipe (to left) is used by fire dept. to augment water pressure.



**Figure 1.1.1**  
**Fire Marshaling Areas – Primary and Secondary**

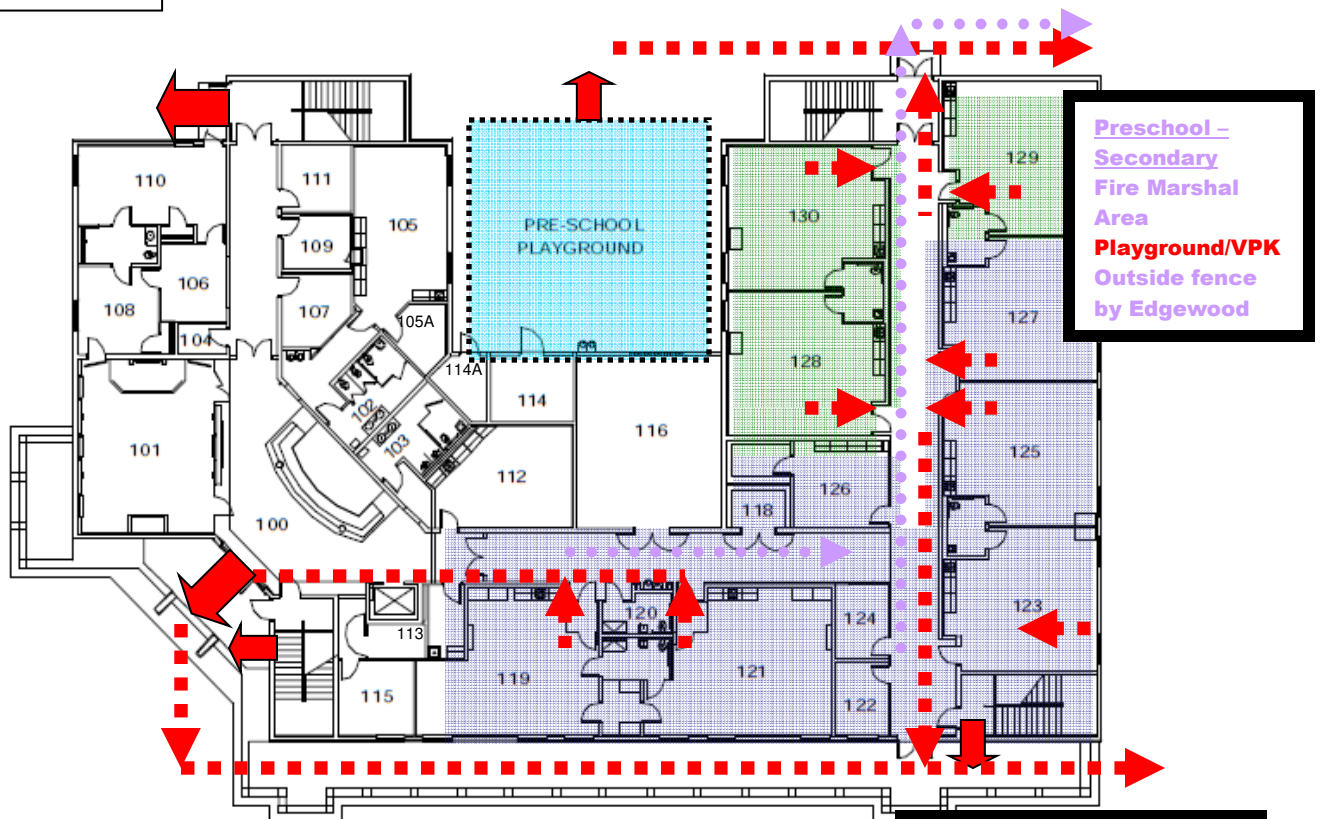
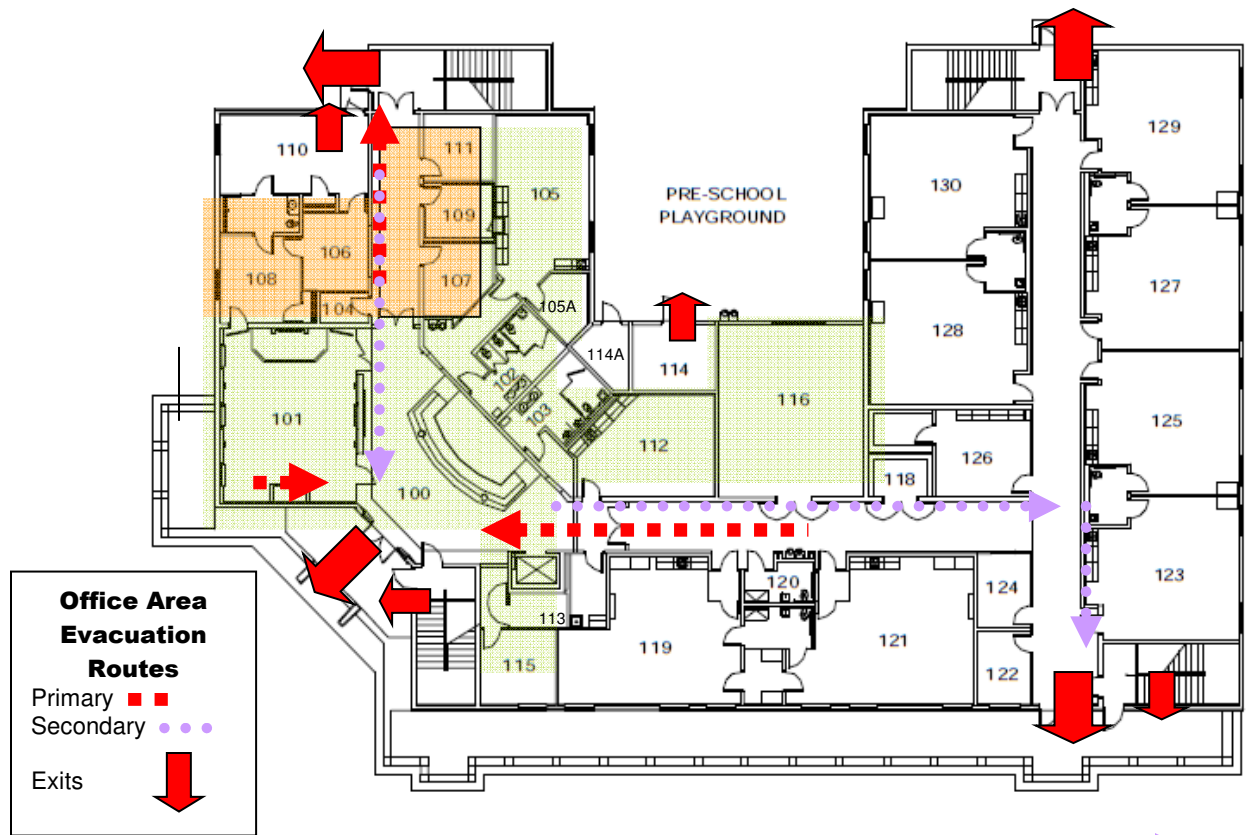


FIRST FLOOR

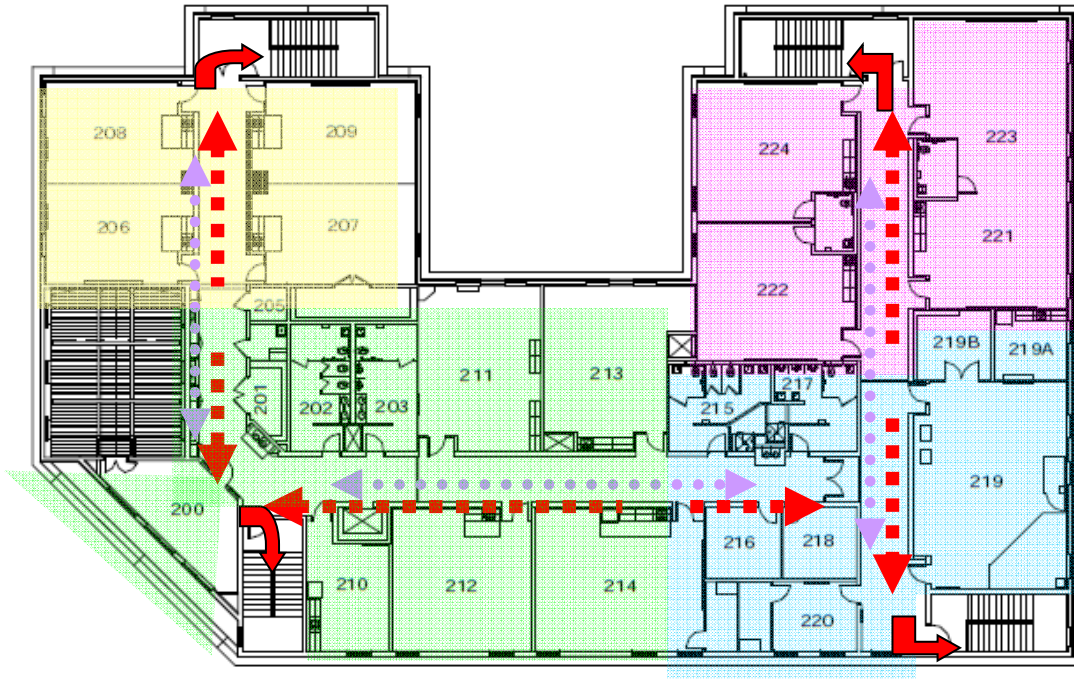


SECOND FLOOR

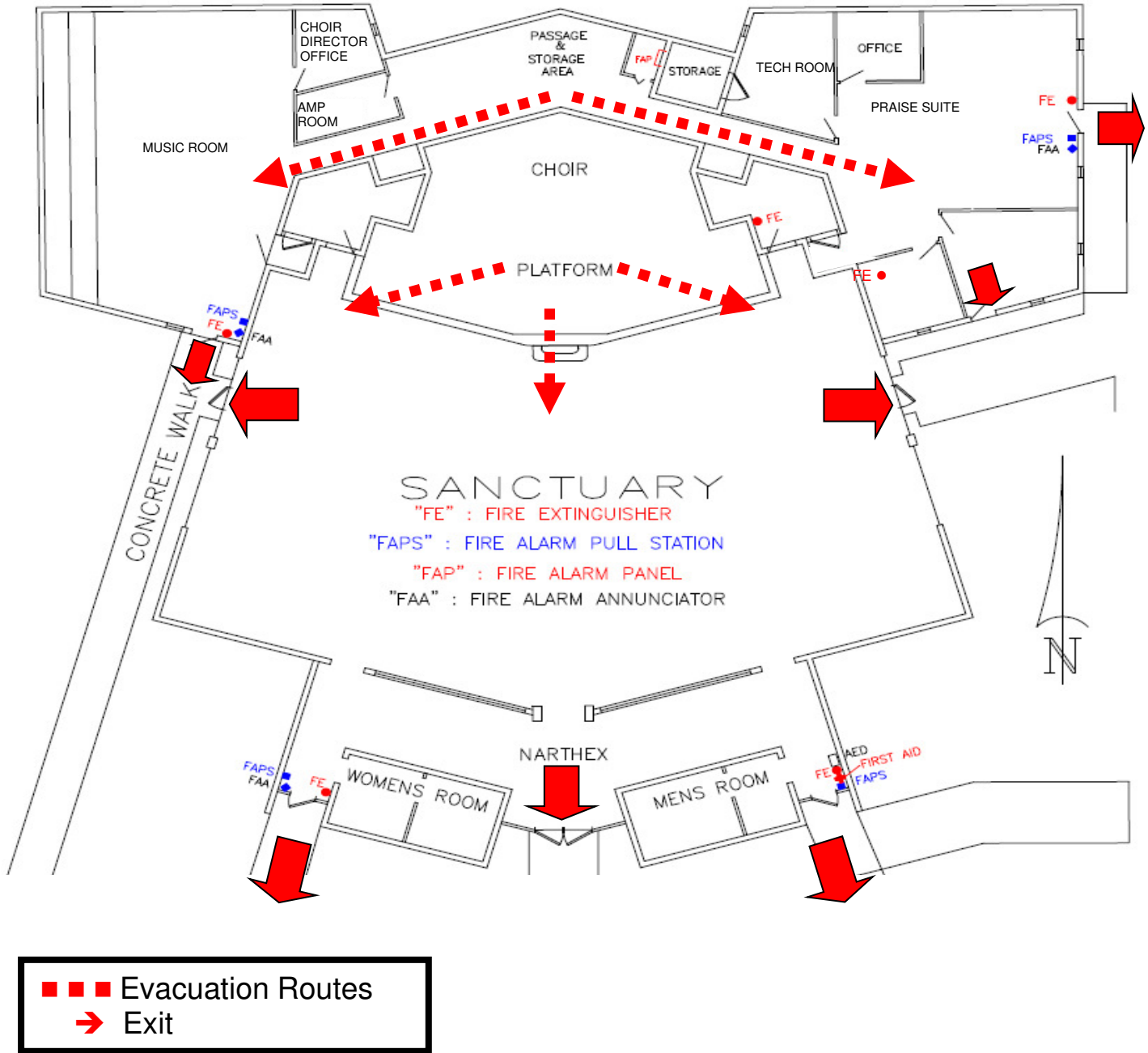
**Figure 1.1.2**  
**E & A Building**  
 Fire Extinguisher ▲ Fire Alarm Pull Station ● and Refuge ■



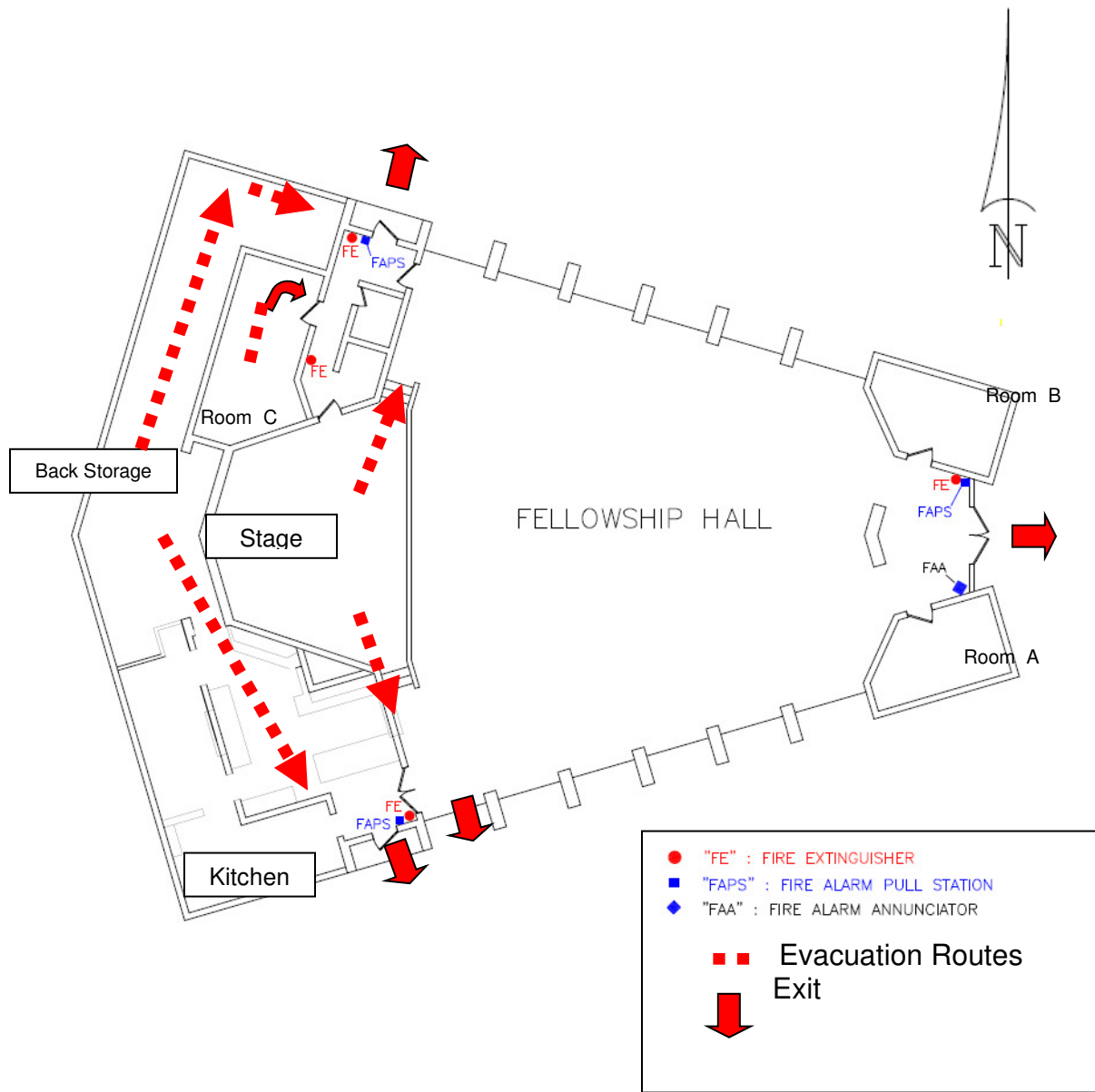
**Figure 1.1.3**  
E & A First Floor – Evacuation Routes



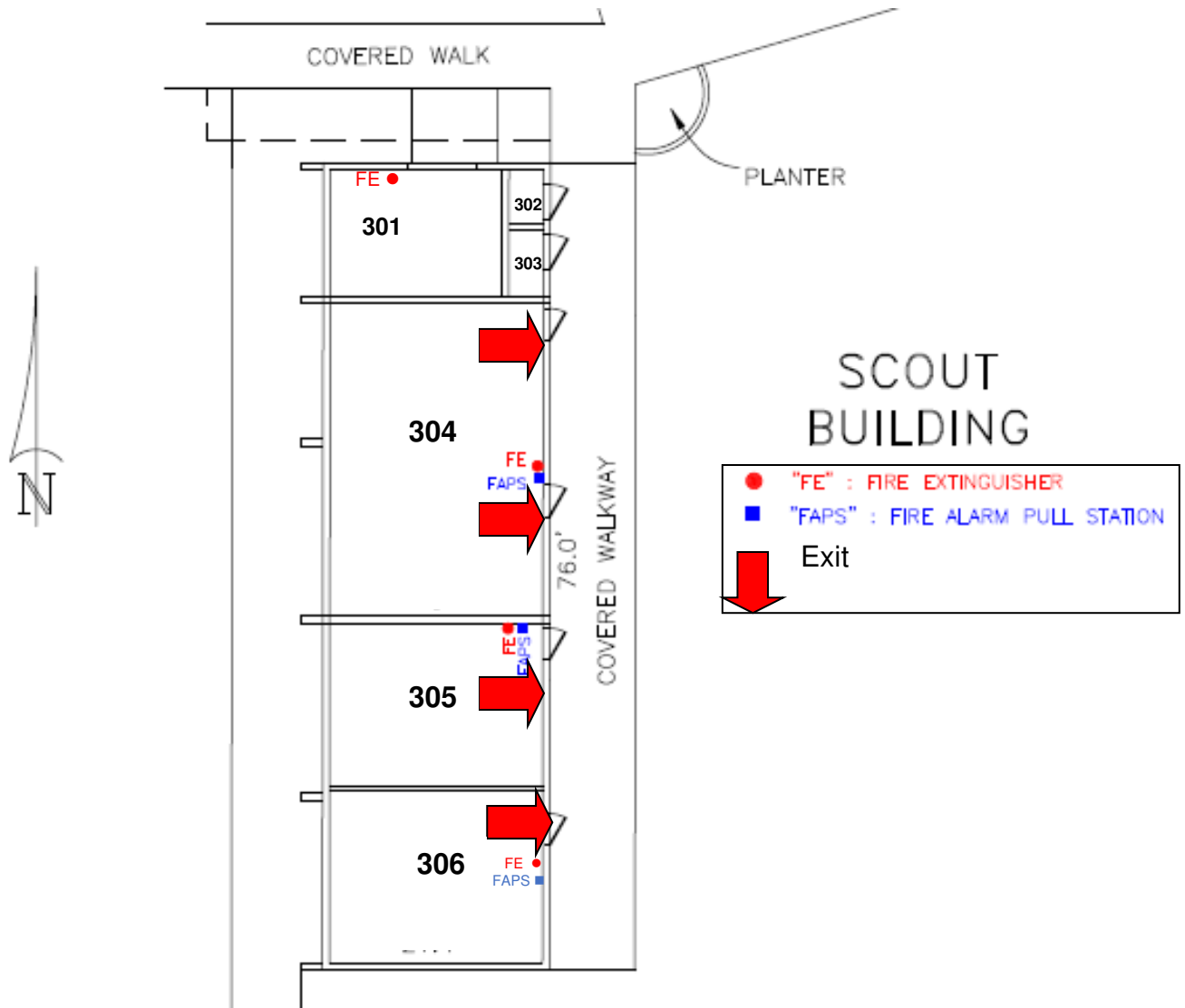
**Figure 1.1.4**  
**E & A Second Floor - Evacuation Routes**  
 ■ ■ Primary                      ● ● ● Secondary



**Figure 1.1.5**  
 Sanctuary – Building 1  
 Fire Extinguisher, Pull Station, Panel, Annunciator, and Evacuation Routes



**Figure 1.1.6**  
**Fellowship Hall – Building 2**  
**Fire Extinguisher, Pull Alarm, Annunciator, and Evacuation Routes**



**Figure 1.1.7**  
**Scout Building – Building 3**  
**Fire Extinguisher, Pull Station, and Evacuation Routes**

## 1.2 Fire - Recovery

### NOTE

**Emergency Response personnel will give the official “All Clear”**

### Pastor

\_\_\_ Work with Facility Manager to inform any evacuated campus groups of “All Clear”

### Facility Manager

- \_\_\_ Deactivate Fire Alarms  
(Information is in the Facility Maintenance Manual Vol 1– Fire System)
- \_\_\_ Notify FAST Central Alarm Station 1-800-318-9486 all clear has been given.
- \_\_\_ Photograph damaged area
- \_\_\_ Submit detailed written damage report to Pastor and Trustees
- \_\_\_ Contact District Disaster Coordinator for any resource assistance for recovery
- \_\_\_ If insurance will be claimed or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)
- \_\_\_ If fire water line chain/padlock has been cut, replace/verify chain/padlock

## 1.3 Crowd Control

### NOTE

**In the Florida Fire Prevention Code (FFPC) an Assembly Occupancy is defined as an occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used special amusement building, regardless of occupant load.**

**The 6<sup>th</sup> edition of the FFPC became effective December 31, 2017. [See Appendix D.2 for requirement details](#) and D.3 for valid training certificates.**

GUMC Requirements: FFPC 101:

13.7.6.1 1:500 Two Crowd Managers required since total campus building occupancy exceeds 500

13.7.6.2 Training Certificate required and recorded in D.3

13.7.6.5 Crowd Manager only (not CM Supervisor). Assigned to Facility Manager

### Facility Manager

The Brevard County Fire Rescue has approved this crowd management training course. Crowd Supervisor not Supervisor Manager is needed.

<https://crowdmanagers.com> (\$19.95; 6 hrs. self-paced; 2 years)

\_\_\_ Act as single point contact for Emergency Responders

\_\_\_ Conduct Pre-Event Briefing for Volunteers/Staff

- Discussion of locations and elements of the event
- Identify Emergency Point of Contact, cell phone or location
- Responsibilities of each person
  - Parking Attendants (Use of the Hatfield Lot)
  - Security
  - Supply and Logistics
  - Ushers
- Potential Hazards, walkdown or assigned to event organizer. Close off any construction areas, add portable lights, extra trash bins.
- Location of Safety Equipment and First Aid boxes
- Evacuation/Shelter In-Place and Movement of people
- Bathroom use for general public (Security of Buildings)

\_\_\_ Conduct Post-Event Discussion for future improvements

## 2.0 FLOOD

Flooding is defined as any unwanted water in the buildings from man made sources. This section does not discuss flooding of the grounds, nor does it cover storm floods. Due to past history and location of the facility, potential for flooding caused by rain or storm is very low. Use best judgment for this event.

### 2.1 Flood – Internal (Broken Pipes)

#### **WARNING**

**In case of an active fire, DO NOT isolate water system**

#### **Discoverer**

Notify Pastor and/or Facility Manager

#### **Pastor**

Notify Facility Manager

#### **Facility Manager**

- Perform applicable water isolation steps per Appendix C – Water Isolation
- Photograph damaged area
- If required, Contact contractor for immediate water removal. Start “extraction” phase of cleanup.

### 2.2 Flood - Recovery

#### **Pastor**

Work with Facility Manger to establish “All clear” to start water flow

#### **Facility Manager**

- Initiate Water Flow per Facility Maintenance Manual
- If chain or lock has been cut on the Fire System, replace parts in coordination with the Fire Dept.
- Photograph damaged area
- Submit detailed written damage report to Pastor and Trustees
- Contact District Disaster Coordinator for any resource assistance for recovery
- If insurance will be claimed, or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)

### 3.0 HURRICANE

Evacuation of Merritt Island will be determined by Brevard County Emergency Management; notification will be through local television and radio channels.

- **No personnel will remain at GUMC after evacuation order has been given**
- **Securing steps should be completed well in advance of the evacuation deadline, usually 24 hours prior to storm**
- **Volunteers will secure their properties prior to church facilities**

The intent of covering items with plastic and raising equipment off the floor is to protect against water intrusion, not protection from the storm or winds. Suggest calling in steps as completed to a single point of contact (Command Center) at the E & A Building desk who will record name/initials and time complete.

#### Saffir-Simpson Hurricane Scale

Category	Wind Speed	Barometric Pressure	Storm Surge	Damage Potential
1 (Weak)	74 - 95 mph 65 - 82 kts	28.94" or more 980.02 mb or more	4.0' - 5.0' 1.2 m - 1.5 m	Very dangerous winds will produce some damage
2 (Moderate)	96 - 110 mph 83 - 95 kts	28.50" - 28.93" 965.12 mb - 979.68 mb	6.0' - 8.0' 1.8 m - 2.4 m	Extremely dangerous winds will cause extensive damage
3 (Strong)	111 - 130 mph 96 - 113 kts	27.91" - 28.49" 945.14 mb - 964.78 mb	9.0' - 12.0' 2.7 m - 3.7 m	Devastating damage will occur
4 (Very strong)	131 - 155 mph 114 - 135 kts	27.17" - 27.90" 920.08 mb - 944.80 mb	13.0' - 18.0' 3.9 m - 5.5 m	Catastrophic damage will occur
5 (Devastating)	Greater than 155 mph Greater than 135 kts	Less than 27.17" Less than 920.08 mb	Greater than 18.0' Greater than 5.5m	Catastrophic damage will occur

### 3.1 Pre-Hurricane

#### Equipment

- “Hurricane Prep” Bags staged at each location
- Duct Tape, Tie Wraps, Rope
- Ladders, 6 ft and 12 ft
- Crescent Wrench
- Use kitchen black garbage bags if Hurricane Prep bags do not contain enough supplies

#### Pastor

- \_\_\_ Relay evacuation order to personnel within GUMC buildings
- \_\_\_ Inform the District Office of your intention to evacuate GUMC
- \_\_\_ Contact Trustee Chairperson to initiate Contact List (located in the front of this document).
- \_\_\_ Secure GUMC “Red Book” of birth, baptism, marriage, and death in the safe
- \_\_\_ Secure Parsonage. Store any yard objects inside the garage.

**CAUTION**  
**DO NOT store any items in the bathrooms or block walkways**  
**(Less than 3 ft)**

#### Staff - Offices

- \_\_\_ Backup computer files as needed
- \_\_\_ Unplug, Elevate, and Cover electronic **office** computer equipment prior to leaving for the day or prior to evacuation. Those who plan to take their computers home, secure docking station and wires.
- \_\_\_ Place desk phone in the “Hurricane Prep” bag
- \_\_\_ Remove perishable food from staff refrigerators. If there is a frost buildup, this will melt on to the floor during a long power outage. Prop or defrost ahead of time.
- \_\_\_ Lock windows. Close shades. Close doors. Turn off lights. Evaluate if any specialty items from the walls could be water or wind damaged, place in interior conference room 112.

Room	Item
Rm 107 – Office (Nurse)	Laptop Monitor Printer Power Strip Phone
Rm 108 – Office (Admin)	Monitor (2) Computer box Printer Phone

Rm 109 – Office (Facility)	Monitor (2) Computer Printer Phone
Rm 110 – Office (Pastor)	Printer (Laptop goes with Pastor) Phone
Rm 111 – Office (Pastor Assistant)	Printer Laptop Phone
Rm 115 – Office (Finance)	Computer Box Printer Monitor (2)
Rm 124 – Office (Preschool)	
Rm 216 – Office (Children)	Monitors (2) Computer Phone
Rm 220 – Office (Youth)	Printer Phone
Sanctuary Music Director Office	Phone

**NOTE**

**Approximately 3 hours and 20 volunteers are needed to secure the campus. Volunteers should report to the E & A Building Command Center for assignments. Each of the Securing Team members will be responsible for finding volunteers for their areas.**

**Trustee Chairperson**

\_\_\_ Contact the **Hurricane Securing Team** members using the Contact List (located in the front of this document) and call for additional volunteers to secure the Grounds and Buildings.

### 3.1.1 Education/Administration (E&A) Building – Non-Office Rooms

Each group will secure equipment with the components contained in the Hurricane Prep Bags. If work cannot be performed, make note in Table.

	<b>Securing Team will:</b> Close shades. Close doors. Vfy Cover placed Lights off	<b>AV Rep will:</b> Cover listed equipment	<b>Youth/ Pre-School Rep will:</b> Cover listed equipment	<b>Staff will:</b> Cover/Unplug listed equipment
Equipment	<b>8' or 12' Ladder</b> (Chapel and Rms 219) <b>"Hurricane Prep" bags</b> for each room (Usually located above sinks) <b>Tape</b>			
<b>E&amp;A Room</b>	Equipment needing securing			
Portable TV Location Varies	<input type="checkbox"/> TV 2			
Rm 100 - Lobby				<input type="checkbox"/> Computer <input type="checkbox"/> Monitor <input type="checkbox"/> Fax <input type="checkbox"/> Phone (2)
Rm 101 – Chapel (ladder)		<input type="checkbox"/> Piano <input type="checkbox"/> Flat TV (2) <input type="checkbox"/> Speakers (2) <input type="checkbox"/> Sound Sys.		
Rm 104 - NA				
Rm 105 - Work Room				<input type="checkbox"/> Copier <input type="checkbox"/> Computer <input type="checkbox"/> Folding Equip <input type="checkbox"/> Microwave
Rm 105A -NA	Facility Manager ONLY will secure this room			
Rm 106 – NA Pastor Lobby				
Rm 112				
Rm 119				<input type="checkbox"/> Microwave
Rm 121				<input type="checkbox"/> Microwave
Rm 123				<input type="checkbox"/> Microwave
Rm 125				<input type="checkbox"/> Microwave
Rm 126				<input type="checkbox"/> Microwave
Rm 127				<input type="checkbox"/> Microwave
Rm 129, 130 - NA				

continued

<b>Second Floor</b>				
<b>Group/ Securing Action Required</b>	<b>Securing Team</b>	<b>AV Rep</b>	<b>Youth/ Pre-School Rep</b>	<b>Staff</b>
	Close shades. Close doors. Vfy Covers placed Lights off	Cover listed equipment	Cover listed equipment	Cover listed equipment
Rm 200 - Study	__ TV (split bag) __ Router/Phone			
Rm 201, 202, 203, 205 – IDF	NA			
Rm 206				__ Microwave
Rm 207 207A - NA				__ Microwave
Rm 208				__ Microwave
Rm 209				__ Microwave
Rm 210 – Break Room	Remove any spoilable food			__ Microwave __ Toaster Oven
Rm 211 - Library (unlocked cabinet)	__ All in 1 Computer __ Printer (2) __ Tower __ Screens (2)			
Rm 212				__ Microwave
Rm 213				__ Microwave
Rm 214	__ Portable TV 1			__ Microwave
Rm 215, 217, 218 -	NA			
Rm 219 - Youth Room (8' or 12' ladder)		__ TV (2) __ Speakers (2) __ Speaker, floor __ Projector (ceiling above lights) __ Soundbox __ Drums		__ Microwave
Rm 221/223	__ Portable TV 3 __ Box			__ Microwave
Rm 224 - Children's Club	__ TV __ Monitor/Wii			
Rm 222 – Game Room	__ Monitor/Wii/Game Pieces		__ Pool Table __ Foosball __ Ping Pong	

7/2025

### 3.1.2 Fellowship Hall/Kitchen/Pantry

#### NOTE

**“Hurricane Prep” bag for the Fellowship Hall is stored above the Pot Sink in the Kitchen**

- Tape any cracked windows to prevent water intrusion
- Cover Microwaves (2) with bags to prevent water damage
- Isolate Natural Gas Supply per this document, Appendix B – Natural Gas Isolation (secured from potential damage to supply, or any pilot light going out)

#### **Fellowship Hall – AV Rep (25 ft ladder, Stored in Chiller Yard)**

- Cover Speakers on wall (2), TV, Piano, and Sound Box
- Cover projector suspended from ceiling with bag and tape opening closed or  Not Performed

### 3.1.3 Sanctuary – Securing Team

- Locate hurricane panel track on top of cabinets in Music Room.
- West Sanctuary door - Remove (Phillips/flat – Large) head bolts stored in concrete. Install track in line with existing track.
- Close and Secure installed window shutters. Manually secure pins in place using white flat head screws. Keys located in lockbox (E&A Rm 109). Return keys when work is complete.

#### NOTE

**“Hurricane Prep” materials for the Sanctuary are located in the Amp Room (see Fig. 1.1.5 for map of Sanctuary rooms)**

#### **Sanctuary - AV Rep**

- Cover electronics board with sheet plastic in Sanctuary
- Cover AV equipment rack located in Old Parson Bathroom

#### **Sanctuary – (Back Rooms /Music Room /Tech Room) - Praise Team Rep**

- Contact owners of musical equipment and Choir Director for equipment removal or instructions
- Cover with sheet plastic the following items:
  - Piano, Organ, Keyboard, and Aviom equipment (Unplug and Move under the organ tarp)
- Cover piano in Music Room
- Cover speakers (2) in Music Room
- Cover and Unplug electronics in Music Room
- Cover and Move Mini Soundboard into blue wheeled cabinet in Praise Suite

- \_\_\_ Unplug and Cover electronics, keyboard, and speakers (4) in Praise Suite
- \_\_\_ Unplug, Elevate, and Cover equipment with large sheet of plastic in Tech Room
- \_\_\_ Offices - Lock windows. Close shades. Lock doors.

**NOTE**

**Tech Room Door can be opened by Master Lock or by Praise Team Rep**

- \_\_\_ Close doors to Safe Room (Items may be moved into room as will fit) and Tech Room

### **3.1.4 Scout Building – Securing Team**

**NOTE**

**There are no items in the Scout Building owned by the Scouts that need securing. All items are facility and owned by the church.**

- \_\_\_ Tape any cracked windows to prevent water intrusion
- \_\_\_ Turn off Air Conditioning at thermostat. Close blinds. Turn off lights and equipment. Lock doors.

### **3.1.5 Grounds** (tie wraps, rope, duct tape)

- \_\_\_ Electronic Marque Sign Power – OFF (Fire/Electrical Panel in Sanctuary, Sign Breaker 20 – OFF). This also turns off the Emergency Lighting in the Robe Rm.
- \_\_\_ Close and lock gates. Tie wrap any gates that do not have pad locks. Keys are located in lockbox (E&A Rm 109)
- \_\_\_ Close and latch gates to dumpster area, tie wrap gates to secure
- \_\_\_ Remove /Secure items stored in Chiller Area. Store light items in Fellowship Hall.
- \_\_\_ Place trash containers inside Fellowship Hall/Close Building
- \_\_\_ Move rugs, chairs, hoses, and loose equipment to inside Fellowship Hall
- \_\_\_ Clean any debris away from storm drain in between Scout and E&A Buildings
- \_\_\_ Tie (rope) E&A yard playground swings to tree or remove
- \_\_\_ Place loose Pre-school playground equipment and small canopy inside E&A hallway allowing at least 3 ft clear area in hallway. Large items and as many small items as possible can be stored in the Electrical Room 114 with direct access to playground.
- \_\_\_ Remove large outside canopy per instruction of Facility Manager. Place inside E&A Building. Not Performed \_\_\_
- \_\_\_ Remove flag and duct tape rope and clips to pole to prevent banging into the pole
- \_\_\_ Turn off pump in Memorial Garden fountain
- \_\_\_ Remove brown campus signs (6) with posts. Store in Fellowship Hall.

### 3.1.6 Campus - Facility Manager Only

Desktop Computer Chiller Program

Set chiller to **OFF** (Computer Control)

Chiller Yard East Wall behind Pumps

Pumps – Power Off

    Pump Electrical Box

    Pump P1 – Handle Down

    Pump P2 – Handle Down

    Verify pumps OFF



Set Sanctuary and E&A Building Alarms – ON

#### **Note**

**Powering OFF of HVAC units protects against electrical surges and in the case of the chiller, water supply (hammer) issues**

Turn AC units - OFF (13 units)

Water supply will remain - ON

Verify Fellowship Hall gas has been padlocked - OFF

Verify outside doors on campus are locked.

    Keys are located in lockbox (E&A Rm 109)

Verify NO personnel on campus

#### **CAUTION**

**Facility Manager will perform this as the last step prior to final exit. After this step is complete, entry into the building will be by master key only (Pastor/Facility Manager). Keys are located in lockbox (E&A rm 109)**

E&A MDF (Rm 105A) - Cover Monitor, AC unit - ON, Door lock system - OFF

## 3.2 Post-Hurricane

Reopening of Merritt Island will be determined by Brevard County Emergency Management, notification will be through local television and radio channels. No personnel will enter GUMC buildings until evacuation order has been lifted and “all clear” is given by Pastor. The Facility Manager (or designee) will be the point of contact for all damage reports.

### Pastor

- \_\_\_ Give “All clear” (after verifying with knowledgeable source) allowing personnel to enter areas for assessment
- \_\_\_ Photograph and Record any damage of parsonage. Provide Facility Manager with summary.

### Facility Manager

- \_\_\_ Unlock outside building doors and gates. Keys located in lockbox (E&A Rm 109)

#### **WARNING**

**If circuit is on fire or area damaged, turn off power at item or at circuit breaker box. DO NOT extinguish electrical fires with water based fire suppression.**

- \_\_\_ Turn off power associated with damage per this document Appendix A – Electrical Power Isolation
- \_\_\_ Turn off water associated with damage per this document Appendix C – Water Isolation
- \_\_\_ Photograph any damage. Provide Pastor and Trustees with summary report.

### Pastor

- \_\_\_ Give “All clear” (after verifying with knowledgeable source) allowing personnel to enter areas for ready to work

### Facility Manager

- \_\_\_ Chillers - ON
- \_\_\_ Apply power, gas, or water supplies previously terminated per Facility Maintenance Manual
- \_\_\_ Turn small AC units – ON
- \_\_\_ Electronic Sign CB – ON (circuit also includes Robe Room emergency lighting)

### Staff

- \_\_\_ Restore computer equipment to operational use
- \_\_\_ Restore items stored in room 112
- \_\_\_ Open blinds in your area
- \_\_\_ Fold and store plastic items in “Hurricane Prep” bag. Store bag in room.
- \_\_\_ Notify Facility Manager of any damage
- \_\_\_ Electronic sign message update

## Securing Team – Perform the following:

Including AV, Praise Team, Pre-School, and Kitchen-Pantry Reps, Staff

### 3.2.1 E&A Building

- \_\_\_ Photograph and Record any damage. Provide Facility Manager with summary.
- \_\_\_ Open blinds
- \_\_\_ Fold and store plastic items in “Hurricane Prep” bag. Store bag in room.
- \_\_\_ Assess spoilage to food in refrigerators and freezers
  - Personal office refrigerators; Rm 115-Workroom; Rm 219A-Youth, Rm 210-Breakroom; Rm 214-Classroom

The refrigerator will keep food cold for about 4 hours, if it is unopened.

A full freezer will keep the temperature for approximately 48 hours (24 hours, if it is half full), if the door remains closed.

Discard food that comes in contact with floodwaters, including canned goods. It is impossible to know if containers were damaged or if the seal was compromised.

[http://edis.ifas.ufl.edu/topic\\_hurricane\\_preparation](http://edis.ifas.ufl.edu/topic_hurricane_preparation)

#### 3.2.1.1 Elevator Pit Inspection for Water and Sump Pump

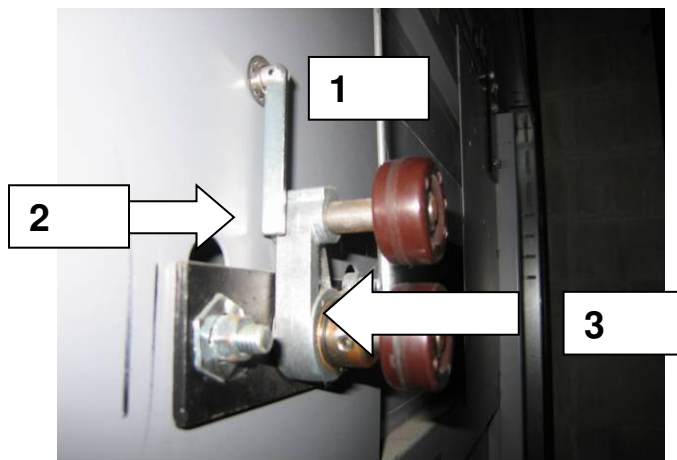
##### Lifting Elevator Car for Pit Access

Rm 113 – Elevator Mechanical Room

Tag 2<sup>nd</sup> Floor elevator door “ELEVATOR MAINTENANCE IN PROGRESS”

Locate elevator key (silver colored - long shaft with bar) on top of electrical box

Send elevator to 2<sup>nd</sup> Floor



Mechanism - Back of Elevator Door

## NOTE

**This requires skill inserting the key far enough through the door to pick up the latch on the other side**

Insert key into hole in 1<sup>st</sup> floor elevator door (1) until key pivot bar falls behind door (2)

Turn key to engage door latch (3) – Clockwise

Push open door with key inserted

Remove key

Manually hold door open

LOCKOUT ELEVATOR - Push red button on north wall, lower right

Turn on light – Switch located to left of the red button

### **3.2.1.2 Inspect Elevator Area**

Tools: Water, Bleach

\_\_\_ Verify dry bottom of shaft - No standing water.

Sump pump may be damaged if standing water is found. If needed, drain water. Then add bleach to 5 gal of water to sump pump pit to clean system

### **3.2.1.5 Release Elevator**

Verify all tools and equipment have been removed

Turn off Lights

RELEASE ELEVATOR – Pull red button on north wall

Push door closed

Verify elevator car operates correctly

Remove any signs

### 3.2.2 Fellowship Hall

- Photograph and Record any damage. All rooms and attics (2). Provide Facility Manager with summary.
- Remove tape from windows
- Open blinds
- Fold and store plastic items in "Hurricane Prep" bag. Store bag above pot sink.
- Replace outside/ground equipment to original locations
- Assess spoilage to food in refrigerators and freezers

The refrigerator will keep food cold for about 4 hours, if it is unopened.

A full freezer will keep the temperature for approximately 48 hours (24 hours if it is half full), if the door remains closed.

Discard food that comes in contact with floodwaters, including canned goods. It is impossible to know if containers were damaged or if the seal was compromised.

*[http://edis.ifas.ufl.edu/topic\\_hurricane\\_preparation](http://edis.ifas.ufl.edu/topic_hurricane_preparation)*

### 3.2.3 Sanctuary

- Photograph and Record any damage. All rooms and attics (3). Provide Facility Manager with summary.
- Open and secure existing window shutters. Keys located in lockbox (E&A Rm 109). West Sanctuary door - Remove (Philips/flat – Large) track from concrete. Store track above cabinets in Music Room. Reinstall bolts into holes in concrete.
- Restore equipment to operational use
- Open blinds
- Fold and store plastic items in "Hurricane Prep" bag. Store bag in the Amp Room.

### 3.2.4 Scout Building

- Photograph and Record any damage. Provide Facility Manager with summary.
- Remove any tape from windows if used

### 3.2.5 Grounds/Chiller Yard

- Photograph and Record any damage. Provide Facility Manager with summary.

#### **Note**

**First Sunday post-storm could be advertised as a "Campus Clean Up Day."  
Do not place yard debris over drain area on Hatfield between the parking lot entries. Place pile to the east of the parking lot opening. County waste pickup may be delayed up to several months.**

- Verify dumpster is in operational condition
- Return picnic benches to upright position
- Clean any debris from storm drains between Scout and E&A Buildings
- Clean any debris from parking lot drain which exits under the parking lot fence

- \_\_\_ Return rugs, chairs, hoses, and loose equipment stored inside Fellowship Hall
- \_\_\_ Reposition playground equipment stored inside E&A hall and Electrical Rm 114
- \_\_\_ Reinstall large outside canopy per Facility Manager instruction
- \_\_\_ Electronic Marque Sign Power – ON (Fire/Electrical Panel in Sanctuary, Sign Breaker – ON) Program informational message on electronic sign.
- \_\_\_ Remove duct tape from flag pole rope
- \_\_\_ Plug lights in and turn on pump in Memorial Garden fountain
- \_\_\_ Reinstall brown campus signs (6) onto the posts
- \_\_\_ Reset all campus Timers (light and sprinkler), if power went off
- \_\_\_ Chiller – ON (Reset pump and chiller breakers)

### 3.3 Relocation

In the event the church is damaged - to the extent that a portion or all of the church is uninhabitable - relocation to an alternate facility may be required. Identifying another building to hold services will be determined after damage is documented and options can be assessed.

### Pastor

- \_\_\_ Direct Staff and Congregation through e-mail and/or telephone to meet and/or status of the church
- \_\_\_ Notify District Superintendent of relocation plan

### 3.4 Post Storm Report

Hurricane Insurance from the Florida Conference - “The named windstorm deductive is 5% of the values separately applied to each damaged building or structure, including property in the open.” for example, the E&A deductible is \$287,800.

Facility Manager, Church Secretary, or Designee

A summary of damage, any pictures, and updates to this document should be summarized in a Staff Meeting shortly after the event. Historical summary should be attached to Appendix E.

- \_\_\_ Contact District Disaster Coordinator for any resource assistance for recovery
- \_\_\_ FEMA paperwork [www.disasterassistance.gov](http://www.disasterassistance.gov)
- \_\_\_ Contractor licenses can be verified  
<https://www.myfloridalicense.com/wl11.asp?mode=0&SID=>

### 3.5 Methodist Church Disaster Recovery Team

Pastor may be contacted for the use of church facilities as a staging area for one of the Methodist self-contained Disaster Recovery Teams. The team is assigned projects through the United Way 211 hotline. Local residents who call in to the 211 hotline, **as well as church members**, could be helped by this team. The team must

assess requests and a form signed prior to any work. They may be skilled in tasks such as: roof tarp placement, general cleanup, chain saw use.

Grace members should request help through the E&A Receptionist for relay to the team. This information should be passed on to the congregation as an available service as communication is available.

The following facility support may be requested (Number of people must/will be identified):

- Keys and access overnight. Must meet GUMC CYPP key policies.
- Room Space (They bring their own bedding)
- Shower Access
- Kitchen/E&A Kitchen Access (They bring their own food)
- They may bring a generator; however, our campus buildings will not be ready to accept them until full power has been restored.
- Large locked vehicles can park in the Hatfield lot, or along the wall of the West parking lot.

Unexpected budget costs are due to higher utility use (AC) about \$350/week, since the A/C is run all night and weekends.

## 4.0 SEVERE WEATHER

Alerts may be heard from local TV or computer based sources. There is no automatic audible notification system. Often, the Lightning notification system can be heard at Edgewood Jr/Sr High School.

A severe thunderstorm **watch** - Severe thunderstorms are possible in your area

A severe thunderstorm **warning** - Severe thunderstorms are occurring

### Occupants

Shelter indoors during Thunderstorm warnings

## 4.1 Lightning Strike

### Discoverer

Notify Pastor and/or Facility Manager

### Pastor

Notify Facility Manager assist if Evacuation is required

### Facility Manager

Check for fire smell, scorch marks, lights out

Photograph damaged area

Submit detailed written damage report to Pastor and Trustees

### **WARNING**

**If circuit is on fire or area damaged, turn off power at item or at circuit breaker box. DO NOT extinguish electrical fires with water based fire suppression.**

Turn off power associated with damage per this document Appendix A – Electrical Power Isolation

Turn off gas associated with damage per this document Appendix B – Natural Gas Isolation

Turn off water associated with damage per this document Appendix C – Water Isolation

## 4.2 Lightning - Recovery

### Pastor

Give “All clear” (after verifying with knowledgeable source) allowing personnel to enter areas for assessment or ready to work

## Facility Manager

- Verify chillers - ON
- Apply power, gas, or water supplies previously terminated per Facility Maintenance Manual

## Staff

- Fellowship Hall: Assess spoilage to food in refrigerators and freezers

The refrigerator will keep food cold for about 4 hours if it is unopened.  
A full freezer will keep the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed.

Discard food that comes in contact with floodwaters, including canned goods. It is impossible to know if containers were damaged or if the seal was compromised.

*[http://edis.ifas.ufl.edu/topic\\_hurricane\\_preparation](http://edis.ifas.ufl.edu/topic_hurricane_preparation)*

- E & A: Assess spoilage to food in refrigerators and freezers

The refrigerator will keep food cold for about 4 hours if it is unopened.  
A full freezer will keep the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed.

Discard food that comes in contact with floodwaters, including canned goods. It is impossible to know if containers were damaged or if the seal was compromised.

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## 4.3 Tornado

Tornados are often associated with severe thunderstorms. Personnel should refrain from outside activities.

## Staff

- Notify Pastor/Facility Manager of Tornado Watch (page or phone)

### 4.3.1 Tornado Watch

Weather conditions favor the formation of tornadoes, for example, during a severe thunderstorm. Stay tuned to local radio and TV stations or a National Oceanographic and Atmospheric Administration (NOAA) Weather Radio for weather information. Watch the weather and be prepared to take shelter immediately if conditions worsen.

**Scout Building** - Move to E & A building until watch is dropped. Should a warning be issued, there may not be adequate time to evacuate to another building.

### 4.3.2 Tornado Warning

Tornado funnel is sighted or indicated by weather radar

#### Staff

Notify Pastor/Facility Manager Employees of Tornado Warning (page or phone).  
Bring the weather radio with you, or another internet capable device.

#### Pastor/Facility Manager

Notify Facility Manager and assist with relocations

#### **WARNING**

**DO NOT remain in open areas with large roofs such as the Fellowship Hall open area or the Sanctuary seating area**

#### Fellowship Hall

Evacuate to Kitchen area and back hall storage areas without windows. DO NOT go up to the second floor.

#### E & A

Close all blinds, windows, and doors  
 Move to FIRST FLOOR offices and inner hallways without windows

#### Sanctuary

Move to back hallway or Robe Room (areas without windows)

### 4.4 Tornado Recovery

#### Staff

Notify Pastor/Facility Manager of Tornado Watch or Warning (page or phone) has been cancelled by the Weather Notification system

#### Pastor

Give "All clear" (after verifying with knowledgeable source) allowing personnel to enter areas for assessment or ready to work

#### Facility Manager

#### **WARNING**

**If circuit is on fire or area damaged, turn off power at item or at circuit breaker box. DO NOT extinguish electrical fires with water-based fire suppression.**

- Turn off power associated with damage per this document Appendix A – Electrical Power Isolation
- Turn off gas associated with damage per this document Appendix B – Natural Gas Isolation
- Turn off water associated with damage per this document Appendix C – Water Isolation
- Turn off chiller associated with damage per this document 3.1.6 Campus

## **Pastor**

- Give permission (after verifying with knowledgeable source) to initiate utilities to damaged areas

## **Facility Manager**

- Verify chillers - OFF
- Apply power, gas, or water supplies previously terminated per Facility Maintenance Manual
- Photograph damaged area
- Submit detailed written damage report to Pastor and Trustees
  - If insurance will be claimed or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)

## 5.0 BOMB THREAT

### WARNING

- DO NOT touch or move any suspicious package**
- DO NOT use cell phone or two-way radios**
- DO NOT Activate the fire alarm**
- DO NOT Evacuate the building until police arrive and evaluate the threat**

## 5.1 Suspicious Package/Bomb Discovery

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery

### WARNING

- DO NOT touch or move any suspicious package**
- DO NOT use cell phone or two-way radios – turn OFF**
- DO NOT Activate the fire alarm**
- DO NOT Evacuate the building until police arrive and evaluate the threat**

- Call 911 immediately. DO NOT use a cell phone.
- If told to do so by Emergency Responders – Evacuate

## Evacuation Procedure

### Facility Manager

- Announce “Code B,” during business hours. After Business hours, announce “Bomb Threat Evacuation” over the paging/telephone system 3 times very clearly.
- Evacuate through the nearest and safe exit to **Main** parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- Notify Facility Manager or First Responders if you have information regarding people who may have remained inside. (There is no formal occupant accounting available after business hours, since ingress/egress is not monitored.)

### EMERGENCY

#### Unable To Evacuate E & A 2nd Floor Procedure

- If occupants are unable to exit the E & A Building second floor, the stairwells can be used as an emergency area or refuge area until help can arrive.  
(Figure 1.2, E & A Refuge Areas)
- Contact Emergency Responders or Facility Manager to pass on this information

## Pre-School

- \_\_\_ **Teachers and Assistant Teachers** - Evacuate children and any adult visitors through the nearest and safest exit to designated evacuation areas
- \_\_\_ Take daily attendance roster with you during evacuation
- \_\_\_ **Preschool Director** - Check each classroom and bathrooms to ensure no children are present or hiding
- \_\_\_ **Teachers and Assistant Teachers** - Ensure all children are present and accounted for after exit
- \_\_\_ **Facility Manager** will be contacting Preschool Director to verify accountability

## Staff

- \_\_\_ **Staff** will immediately evacuate the building and marshal at the **Main** parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- \_\_\_ **E & A Receptionist** will evacuate with the front desk sign in/out book

## Facility Manager

- \_\_\_ Act as point-of-contact with fire personnel first responders
- \_\_\_ Verify Pre-school and Building Occupants have successfully evacuated
- \_\_\_ Verify with Pastor, building has been evacuated
- \_\_\_ Open the back gates for emergency vehicles

## 5.2 Bomb Threat Notification – Written Note

**WARNING**  
**DO NOT handle bomb threat note**

- \_\_\_ From office phone, call 911 immediately. DO NOT use a cell phone.
- \_\_\_ If told to do so by Emergency Responders – Evacuate

## Evacuation Procedure

### Facility Manager

- \_\_\_ Announce “**Code B,**” during business hours. After Business hours, announce “Bomb Threat Evacuation” over the paging/telephone system 3 times clearly.
- \_\_\_ Evacuate through the nearest and safe exit to **Main** parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- \_\_\_ Notify Facility Manager or First Responders if you have information regarding people who may have remained inside. (There is no formal occupant accounting available, since ingress/egress is not monitored.)

## **EMERGENCY UNABLE TO EVACUATE E & A 2nd FLOOR PROCEDURE**

- \_\_\_ Should occupants be unable to exit the E & A Building second floor, the stairwells can be used as an emergency area or refuge area until help can arrive.  
(Figure 1.2, E & A Refuge Areas)
- \_\_\_ Contact Emergency Responders or Facility Manager to pass on this information

### **Pre-School**

- \_\_\_ **Teachers and Assistant Teachers** - Evacuate children and any adult visitors through the nearest and safest exit to designated evacuation areas
- \_\_\_ Take daily attendance roster with you during evacuation
- \_\_\_ **Preschool Director** - Check each classroom and bathrooms to ensure no children are present or hiding
- \_\_\_ **Teachers and Assistant Teachers** - Ensure all children are present and accounted for after exit
- \_\_\_ **Facility Manager** will be contacting Preschool Director to verify accountability

### **Staff**

- \_\_\_ **Staff** will immediately evacuate the building and marshal at the Main parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- \_\_\_ **E & A Receptionist** will evacuate with the front desk sign in/out book

### **Facility Manager**

- \_\_\_ Act as point-of-contact with fire personnel first responders
- \_\_\_ Verify Pre-school and Building Occupants have successfully evacuated
- \_\_\_ Verify with Pastor, building has been evacuated
- \_\_\_ Open the back gates for emergency vehicles

## **5.3 Bomb Threat Notification - Telephone**

### **Discoverer**

- \_\_\_ DO NOT HANG UP (even after the conversation is over)
- \_\_\_ Remain calm, keep talking, and be sympathetic. Use checklist or write down conversation.
- \_\_\_ Notify another person (2<sup>nd</sup> person), if possible, by note, signal or other means to request help
- \_\_\_ Don't hang up. Have this 2<sup>nd</sup> person call 911 from another phone, or use another phone to call 911. Give the phone number where the bomb threat is received.

### **2<sup>nd</sup> Person**

- \_\_\_ Use office phone to call 911 for Police Support. DO NOT use a cell phone.
- \_\_\_ Notify Pastor and Facility Manager

## BOMB THREAT CHECKLIST

Time of call start: \_\_\_\_\_ end: \_\_\_\_\_ date: \_\_\_\_\_

Caller ID number or text displayed on phone screen: \_\_\_\_\_

Which church number was the call received: \_\_\_\_\_

Exact words of threat:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ask in order:

When will it explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Where are you? \_\_\_\_\_

### Caller's voice:

<input type="checkbox"/> Accent	<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Normal	<input type="checkbox"/> Loud
<input type="checkbox"/> Angry	<input type="checkbox"/> Disguised	<input type="checkbox"/> Ragged	<input type="checkbox"/> Male
<input type="checkbox"/> Calm	<input type="checkbox"/> Distinct	<input type="checkbox"/> Rapid	<input type="checkbox"/> Female
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Excited	<input type="checkbox"/> Raspy	<input type="checkbox"/> Soft
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Laughter	<input type="checkbox"/> Slow	<input type="checkbox"/> Stutter
<input type="checkbox"/> Crying	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Deep	<input type="checkbox"/> Nasal	<input type="checkbox"/> Familiar, like:	_____

### Background sounds:

<input type="checkbox"/> Animal	<input type="checkbox"/> House	<input type="checkbox"/> Office machinery
<input type="checkbox"/> Booth	<input type="checkbox"/> Kitchen	<input type="checkbox"/> PA system
<input type="checkbox"/> Clear	<input type="checkbox"/> Local	<input type="checkbox"/> Static
<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Long distance	<input type="checkbox"/> Street

### Threat language:

<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Profane	<input type="checkbox"/> Well-spoken

Duplicate form located at end of this document

- \_\_\_ If told to do so by Emergency Responders – Evacuate

## **Evacuation Procedure**

### **Facility Manager**

- \_\_\_ Announce “Code B,” during business hours. After Business hours, announce “Bomb Threat Evacuation” over the paging/telephone system 3 times clearly.

### **Staff**

- \_\_\_ Take all personal items (purse, lunch, back pack, brief case)
- \_\_\_ Close or leave open, but DO NOT lock office doors
- \_\_\_ Evacuate through the nearest and safe exit to **Main** parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- \_\_\_ Notify Facility Manager or First Responders if you have information regarding people who may have remained inside. (There is no formal occupant accounting available, since ingress/egress is not monitored.)

### **EMERGENCY Unable To Evacuate E & A 2nd Floor Procedure**

- \_\_\_ Should occupants be unable to exit the E & A Building second floor, the stairwells can be used as an emergency area or refuge area until help can arrive.  
(Figure 1.2, E & A Refuge Areas)
- \_\_\_ Contact Emergency Responders or Facility Manager to pass on this information

### **Pre-School**

- \_\_\_ **Teachers and Assistant Teachers** - Evacuate children and any adult visitors through the nearest and safest exit to designated evacuation areas
- \_\_\_ Take daily attendance roster with you during evacuation
- \_\_\_ **Preschool Director** - Check each classroom and bathrooms to ensure no children are present or hiding
- \_\_\_ **Teachers and Assistant Teachers** - Ensure all children are present and accounted for after exit
- \_\_\_ **Facility Manager** contact Preschool Director to verify accountability

### **Staff**

- \_\_\_ **Staff** will immediately evacuate the building and marshal at the Main parking lot, north end, near Needle Blvd. Secondary marshalling area is the Hatfield St. grass parking lot.
- \_\_\_ **E & A Receptionist** will evacuate with the front desk sign in/out book

### **Facility Manager**

- \_\_\_ Act as point-of-contact with Emergency Responders
- \_\_\_ Verify Pre-school and Building Occupants have successfully evacuated
- \_\_\_ Verify with Pastor, building has been evacuated
- \_\_\_ Open the back gates for emergency vehicles

## 5.4 Bomb Threat - Recovery

### NOTE

Emergency Response personnel will give the official “All Clear”

### Pastor

\_\_\_ Work with Facility Manager to inform any evacuated campus groups of “All Clear”

### Facility Manager

\_\_\_ Photograph damaged area

\_\_\_ Submit detailed written damage report to Pastor and Trustees

\_\_\_ If insurance will be claimed or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)

## **6.0 SECURITY LOCK DOWN**

Specific instructions for child safety requires steps for facility Lock Down should any suspicious activities be observed. The Pre-school Emergency Procedure Instruction details what actions the children will take.

### **6.1 Suspicious Activity or Identified Threat Discoverer**

Contact Front Desk about observed activity. Use code word "77."

#### **Facility Manager**

Announce "Code 77" over the paging/telephone system 3 times clearly. After business hours announce "Security Lockdown. Remain inside with doors locked until further instructions are given by \_\_\_\_\_."

Immediately Lock the following areas:

E&A/Chapel

Fellowship Hall

Music Room/Sanctuary

Call 911 for Police Support

#### **Staff**

Close and Lock office doors

### **6.2 Lock Down - Recovery**

#### **NOTE**

**Emergency Response personnel will give the official "All Clear"**

#### **Pastor**

Work with Facility Manager to inform any evacuated campus groups of "All Clear"

#### **Facility Manager**

Unlock doors

## 7.0 INTRUDER/ACTIVE SHOOTER

Active shooter situations are defined when an individual is actively engaged in killing or attempting to kill people in a confined and populated area. The situation is unpredictable and evolves quickly. As a result, individuals must be prepared to deal with the situation before law enforcement arrives.

Talk about the following information at Staff Meetings, think about possible actions

**Awareness** – This can happen

**Preparation** – “What if”. Think about what you would do. Talk about it with others.

**Rehearsal** – Mentally as well as physically rehearse what you might do and how to react. Make a plan and rehearse, to determine if the plan is valid.

### Warning Signs

Desire, ability, and opportunity on the part of the intruder

— Contact law enforcement, and notify leaders in your organization, concerning ANY INDIVIDUALS who display the following tendencies:

- 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

Behaviors may also include (FBI behavioral-based assessment):

- Development of a personal grievance
- Contextually inappropriate and recent acquisitions of multiple weapons
- Contextually inappropriate and recent escalation in target practice and weapons training
- Contextually inappropriate and recent interest in explosives
- Contextually inappropriate and intense interest or fascination with previous shootings or mass attacks
- Many offenders experienced a significant real or perceived personal loss in the weeks and/or months leading up to the attack, such as a death, breakup, divorce, or loss of a job
- Few offenders had previous arrests for violent crimes

## 7.1 Procedures - Hostile Person(s)

- Actively causing harm in a confined and populated area or
- The imminent threat of deadly harm or
- Barricaded within a building

### **YOUR PRIMARY OBJECTIVE IS TO SAFELY EXIT THE AREA**

**Grab anyone frozen in place, but do not delay your exit!**

#### **WARNING**

**DO NOT stay in open areas, seek cover**

**DO NOT sound the fire alarm**

**(A fire alarm would signal the occupants in the rooms to evacuate the building, placing them in potential harm as they attempted to exit.)**

#### **MENTAL/PHYSICAL WARNING**

**During stress the body may:**

**Lose complex motor skills/ thought**

**Tunnel Vision**

**Increased Heart Rate**

**Auditory Shutdown**

**Panic Breathing**

**Freeze in Place**

**You now are a hazard to others**

#### **EMERGENCY RESPONDERS**

**Police's objective is to contain the shooter.**

**Do not expect them to delay to render aid for the injured until after the event.**

#### **WARNING**

**DO NOT interfere with law enforcement.**

**Once law enforcement arrives, obey all commands. Show open hands.**

**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.**

## **Decision - In order of options**

Playing dead is not recommended. Priority is to flee the area.

\_\_\_ Sound Warning: Such as "Gun! Get out! Now!" Grab anyone frozen in place, but **DO NOT DELAY Run low with your hands up/visible** (So not to be mistaken for the intruder)

\_\_\_ Call 911 only when it is safe to do so. Text **MUST** include address and City.

1. **RUN** - If you think you can safely make it out of the building/area by running:
  - Leave personal belongings behind
  - Take others with you, but DO NOT stay behind if they will not go
  - If you run, DO NOT run in a straight line
  - Keep objects between you and the hostile person(s). 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
  
2. **HIDE** - 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 ARE UNABLE TO EXIT THE AREA - Hide**

\_\_\_ Lock or yourself in the room/building. These areas have multiple exit paths. Most of the GUMC doors do not lock from the inside, and open into the halls. Any doors propped open should be shut.

Sanctuary – Evacuate into Music Room and back hall, away from windows

Fellowship Hall – Evacuate into the Kitchen area and hallway. Keep away from windows

\_\_\_ Call 911 from phone. Immediately turn off cell phone, so it does not ring/vibrate.

Texting 911: You MUST include the Address and City in the text.

\_\_\_ Lock the windows and close blinds or curtains

\_\_\_ Barricade doors with furniture. Create obstacles to entry if door doesn't lock.

\_\_\_ Stay away from outside and door windows and out of intruder/gun sight path

\_\_\_ Turn OFF all lights and audio equipment

\_\_\_ Try to stay calm and be as quiet as possible

\_\_\_ Implement a strategy should intruder enter your space. EVERYONE Arm and Attack aggressively.

3. **FIGHT BACK** - The last option you have, may be to fight back. This is dangerous, but depending on your situation, consider using any and all items around you as a weapon. Attacks should be done aggressively and EVERYONE should be involved
  - Show no fear
  - Remain calm
  
4. **FOLLOW INSTRUCTIONS** - If you are caught by the intruder and are not going to fight back, follow their directions.

## 7.2 Drive-By Shooting

### NOTE

Drive-by shootings happen very quickly. Witnesses should record as much information as soon as possible after incident for future reference. Never put yourself in danger.

### Facility Manager

\_\_\_ Report incident to 911 with witness details

## 7.3 Intruder/Active Shooter - Recovery

Once the scene is secured, first responders will work with staff and victims on a variety of matters. This will include transporting the injured, interviewing witnesses, and initiating the investigation.

### NOTE

Emergency Response personnel will give the official “All Clear”

### Pastor

\_\_\_ Work with Facility Manager to inform any evacuated campus groups of “All Clear”  
\_\_\_ Immediately notify Emergency Responder if anyone is suspected missing

#### Communication

- Provide family members with timely, accurate, and relevant information.
- DO NOT have family members wait for long periods without information, this only adds to their stress and frustration, and can also escalate emotions.
- Assure no child is released to an unauthorized person, even if that person is well meaning. When families are reunited, it is critical that there are child release processes in place where minors might be involved.

### Facility Manager

\_\_\_ Photograph damaged area  
\_\_\_ Submit detailed written damage report to Pastor and Trustees  
\_\_\_ If insurance will be claimed or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)

## **8.0 THEFT OR VANDALISM**

### **Discoverer**

Notify Pastor and/or Facility Manager

### **Facility Manager**

Photograph damaged area

Submit detailed written damage report to Pastor and Trustees

If insurance will be claimed or for catastrophic loss, Contact FL Conference Insurance - Department for Ministry Protection (see Contact List, located at the beginning of this document)

## **9.0 CHEMICAL SPILL OR ROCKET DESTRUCT**

### **Discoverer**

- Call 911 for HAZMAT response. (Report the chemical, if known)
- Notify Pastor and/or Facility Manager

### **Pastor**

- Work with Facility Manager to Evacuate campus groups. Evacuate away from spill and the direction the wind is taking the fumes, or inside of buildings, in the case of falling debris, and away from windows

### **Facility Manager**

- Shut down any outside air and switch to recirculation air systems only

#### **NOTE**

**Emergency Response personnel will give the official “All Clear”**

### **Pastor**

- Work with Facility Manager to inform any evacuated campus groups of “All Clear”

### **Facility Manager**

- Restart any recirculation air systems

## **10.0 AGREEMENTS APPLYING TO DISASTERS**

### **10.1 American Red Cross – Space Coast Chapter (INFORMATION ONLY) (Not current. We have not been contacted recently)**

The American Red Cross has identified GUMC as a “Shelter Facility.” This agreement allows the temporary use of GUMC facilities immediately following a disaster, if requested, and if feasible. A Shelter Facility Survey NSS5000 (Form 6564) is annually sent to GUMC for update and signature by the Facility Manager. Specific information is contained in the Facility Manager’s hard copy file: **Red Cross Agreement.**

### **10.2 Edgewood Jr/Sr High School (INFORMATION ONLY) (The Vice Principal for Facility oversees this. He was contacted in 2022, but has not responded with an update. Indicated our facility may be “too small.”)**

GUMC and Edgewood have a written agreement allowing Edgewood to use GUMC facilities as an evacuation site. This is referenced in the school’s “Emergency Evacuation” procedures. A letter is annually sent from the school (usually from the Assistant Principal) to the GUMC Facility Manager. A reply is sent back allowing/disallowing the facility to be part of the school’s evacuation procedure. In addition, Edgewood allows GUMC the use of their track area as GUMC overflow parking. The GUMC Facility Manager has a key to the gate padlocks. Specific information is contained in the Facility Manager’s hard copy file: **Edgewood**

## 11.0 Closure/Reduced Operation due to National Crisis

Specific event information summary in Appendix F

### 11.1 Closure Planning and Implementation

#### Pastor/Associate Pastor

\_\_\_ Direction given for closure by UM Conference/Brevard County School Board for Declared Emergency

\_\_\_ Determine Plan for Support with key staff based on published information

#### Topics to Consider for Plan

- **Communication.** Information distribution (initial and updates). Transparency and openness with **why** and **how** fully explained. Reiterate at every opportunity.
- **Closure.** Identify who gives the “official” word and then how to implement. Planning for GUMC specific vs automatically “react,” so as not having to reverse a decision due to poor planning.
  - Do react to rumors
  - Be aware of potential shortages and potential hoarding
  - Do not become complacent as the threat continues over long term
- Identify primary and secondary **objectives** (Safety, Health, Recovery, Services)
- **Flexibility** in all things
- Keep plans **current** as situation moves through the phases of the event
- **Services** to members/community (Limit, Cancel, Internet, Outside, Re-define as needed to meet objectives, Technology Use). Our members are a rich resource. Be creative. Identify and use new tools. What can we offer within guidelines and capabilities? Non-budget funding may be required.
- Scheduled **Events** and **Facility Use** (Cancel, Restrictions, External Groups)
- Food **Serving** - Kitchen (Restrictions, Meals, Pantry Pickup, Distribution)
- Food and Clothes **Distribution** (Cancel, Restrictions, Distribution)
- Office **Support** (Phone, Home, In-Place, Change of Work Hours)
- **Pre-School** (Notification, Restriction)
- **Mental Health** of Staff and Congregation - Short, Long, and Post Term. Identify the isolated and how to reach (Call tree with volunteers, Steven Ministers, UMW)
- How to deal with **non-compliance** (Plan, Publish, Communicate)
- Monitor **budget**, financial, membership impacts to GUMC operation

\_\_\_ Direct Staff and congregation by e-mail and/or telephone status of closure plan

\_\_\_ Activate Volunteer Leaders to assist (Within Guidelines)

\_\_\_ Notify District Superintendent of plan

## Church Secretary/Receptionist

After Plan has been determined

- Contact Leads and Groups with **who, what, when, why** information and updates
- Program GUMC Electronic Sign with updates or shut off
- Work Priorities, Scheduling, and Church Support

## Facility Manager

- Order Supplies responsibly  
(Hoarding could be a problem driven by media recommendations)
- Adjust all Programmable Thermostats (Sanctuary, and E&A) to support facility use
- Direct Janitorial Service (per Government Guidelines what and how often)
- Schedule facility projects (Carpet Cleaning, Yard Work, Painting, Repairs)

## Treasurer

- Bills and Pay Checks, set up a process and schedule “how-to.”

## Youth/Children Director

- Communicate to youth and their parents the church’s plans and support

## Music Director

- Communicate with Music Department staff and volunteers to distribute the church’s plans and support
- Implement plan for worship services, as determined by leadership, based on safety/availability (Onsite, Offsite, Virtual)
- Coordinate Storage and Maintenance (Long-term/Short-term), removal or decommissioning of instruments or other equipment for safe keeping and/or usage offsite.

*Maintain a record so items can be found by future others (it may be someone else)*

Item	Stored Location and Notes

## 11.2 Post Event and Long-Term Planning

### Pastor/Associate Pastor

- \_\_\_ Direction given for opening/resuming operations by UM Conference/Brevard County School Board for Declared Emergency
- \_\_\_ Determine Plan for Opening with key staff based on published information. Slow and thoughtful implementation based on GUMC needs. (plan vs react)
- \_\_\_ Direct Staff, Leaders, and Congregation with status of post event plan
- \_\_\_ Identify Mental Health support of Members and Staff in the “recovery” phase
- \_\_\_ Identify member services that will NOW be supported/not supported. (old vs new)
- \_\_\_ Post event evaluation and impacts (membership, finance, mental health, new programs, trends). What went right and what could have been better. Research findings from other local organizations. Can be capture in Appendix F for future reference.
- \_\_\_ Notify District Superintendent of plan

#### Topics to Consider for Plan

- **Communication.** Information Distribution (declare an end and plan). Transparency and openness with **why** and **how** fully explained. Reiterate at every opportunity.
- Identify primary **objective** (Safety and Health, Recovery, Services)
- **Flexibility** in all things
- Keep plans **current** as situation moves through the phases of the disaster
- **Pre-School** (Notification, Restriction)
- **Mental Health** of Staff and Congregation. Identify the isolated and how to reach (Call tree with volunteers, Steven Ministers, UMW)
- Monitor **Budget** and financial impacts to GUMC operation

### Music Director

- \_\_\_ Activate any items in Storage, preform Maintenance (long-term/short-term).

### Facility

- \_\_\_ Long term facility closure plans (AC, water, power, water heaters, gas, schedules)
- \_\_\_ Use by “other” outside groups. We have an agreement with the Red Cross.
- \_\_\_ Return to full operating capacity (AC, water, water heaters, schedules)

Emergency

# Appendices

## Appendix A – Electrical Power Isolation

### NOTE

FPL Power supply into the campus does not have an isolation breaker. Meter, transformer, and main line box (splits into 3 campus lines) are located on south end of the campus by the trash.

### Facility Manager

\_\_\_ Isolate power, If required, as follows:

### CAUTION

**Turning off power will also turn off power to the chillers.  
Automatic Door Locks may not be operational.  
Alarm Systems may not be operational.**

### A.1 E & A Building

Rm 114 – External door in Playground

\_\_\_ MDP 2 – Main – Move handle OFF -Left



### A.2 Sanctuary, Fellowship Hall, and Scout Bldg

Silver Power Boxes – Sanctuary East Side (behind fence and shrubs)

\_\_\_ If possible, Turn OFF Chillers prior to turning off power

\_\_\_ Unlock Master Distribution Panels. Key located in Facility Manager's Office.



**Power Breaker Boxes Sanctuary - South East Corner**

**MP1 450 amp Breakers**

TP1 – Move breaker OFF-left

TP2 – Move breaker OFF-right

**A.3 Parsonage – Garage Breaker Box**

\_\_\_ Position Main breaker switch – OFF

## Appendix B – Natural Gas Isolation - Fellowship Hall

If circumstances allow, isolate the gas both at stove and outside regulator. If safety does not allow, isolate only at exterior.

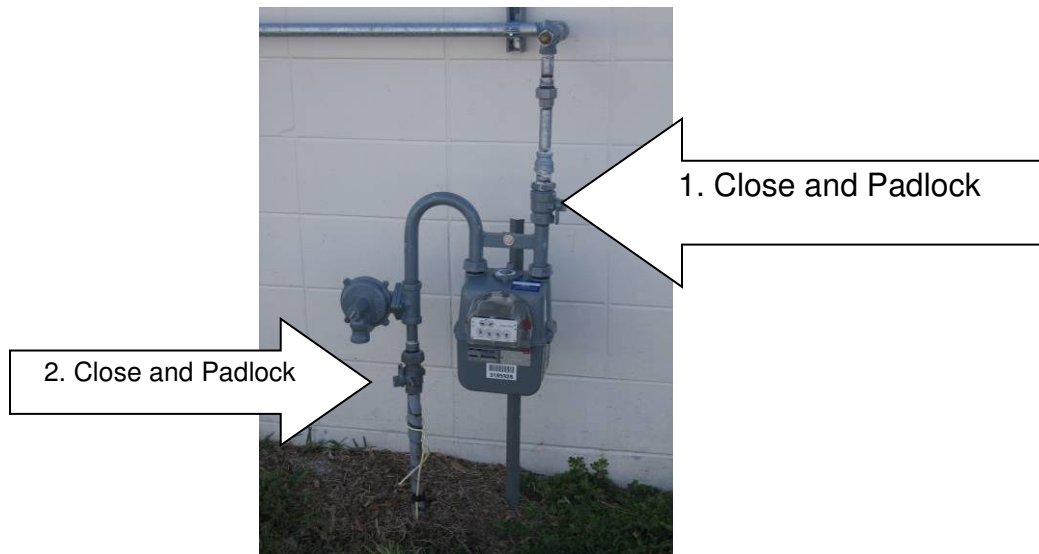
### NOTE

**Perform in the following order in ensure gas isolation in regulator**

\_ Turn Gas supply – OFF

**Exterior** Isolation Valve - Valve located on SW exterior wall of Fellowship Hall (Wrench). (see Facility Manager for lock)

1. Close and padlock top isolation valve
2. Close and Padlock lower isolation valve padlock



**Exterior Gas Isolation**

**Stove** Isolation Valve - Right side of stove near wall usually behind tray rack  
Turn handle - clockwise- down (handle will be perpendicular to pipe) to close

## Appendix C – Water Isolation

Water systems include: One line for the Sanctuary and Fellowship Hall with isolation valves at each building, one E & A Building non-fire with interior building isolation valve, and one fire system water line. The fire system water valve is locked and controlled by Brevard County Fire Dept. Contact the Fire Department to turn off unlock chain and turn off the fire suppression isolation valve to the entire campus. The E & A building valves have the ability to isolate the fire water system for the entire building or second floor only.



**Fire Department Control Valves and Attach Stub up – Do Not Operate**

### Facility Manager

\_\_\_ Isolate water supply from breakage as applicable.

#### C.1 E & A Building – Fire Suppression System - Rupture of Fire System

##### **CAUTION**

**Turning off water will cause low water level alarm to sound and Brevard County Fire Department to be automatically summoned**



## South East Stairwell – Ground Floor

E & A South East Stairwell – Ground Floor

- \_\_\_ Control Valve - Turn blue hand wheel full clockwise - Close
- \_\_\_ If able call 911, and report alarm is caused due to a flooding problem in the building, not a fire
- \_\_\_ Notify front desk, in case of fire emergency, the water has been turned off. Call 911 to report a FIRE.

## C.2 E & A Building (2nd Floor Only) – Fire Suppression System - Rupture of Fire System or Isolation



South East Stairwell – Mid-Landing

### **CAUTION**

**Turning off water will cause low water level alarm to sound and Brevard County Fire Department to be automatically summoned**

E & A South East Stairwell – Mid-Landing

- \_\_\_ Control Valve - Turn blue hand wheel full clockwise - Close
- \_\_\_ If able call 911, and report alarm is caused due to a flooding problem in the building, not a fire
- \_\_\_ Notify front desk, in case of fire emergency, the water has been turned off. Call 911 to report a FIRE.

**WARNING**  
**In case of an active fire, DO NOT isolate water system**

**C.3 E & A Building and Chiller makeup water – Water Isolation Valves (non-fire) Needs water key to operate**



**Water Meter**

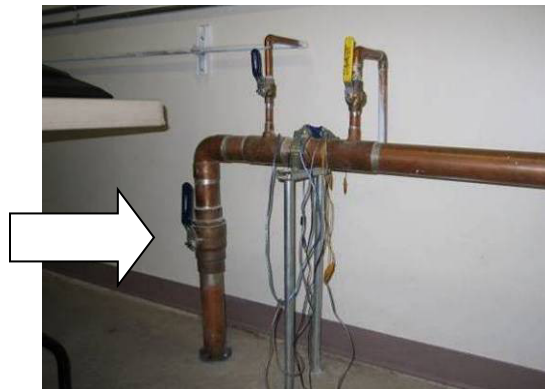


**Isolation Valve**

**South Side Hatfield St. (outside of fence by fire pipes)**

**E & A South Side, Hatfield Street**

\_\_\_ Turn two ball valves clockwise – Close



**E&A Building Only Isolation Valve - Mechanical Room 116, East Wall  
(Isolates building water)**

**NOTE**

**Top left blue handled ball valve – Playground water fountains**

**Top right yellow handled ball valve – Water Heater**

**Does not isolate the line under the playground between the Hatfield supply line and the Mechanical Room**

**Mechanical Room 116, East Wall**

\_\_\_ Turn 3" blue ball valve clockwise – Close

**Chiller Make-Up Water Only Isolation Valve – Chiller Yard East Wall**

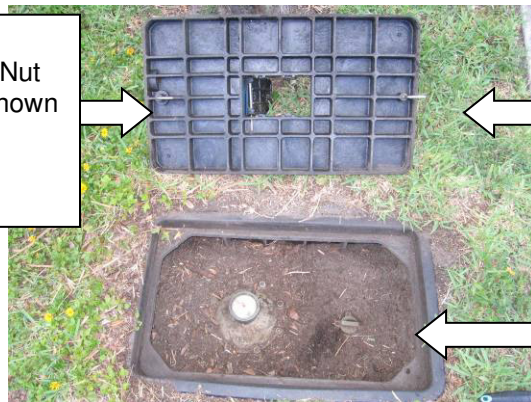


Chiller Yard - Water Isolation valve shown in the ON (open) position  
OFF (closed) - Position handle perpendicular to the water line

**C.4 Sanctuary and Fellowship Hall Combined Water Supply Valve  
Needs long handle water key to operate**



South Hook attached to Nut on cover. Shown in unlocked position.



North Hook Locked under street side of box

Water Valve

**North Side of Sanctuary - Needle Blvd.**

**NOTE**

**Watch for bugs and trash inside the hole. DO NOT pull the cover up without disengaging the hook on at least one side of the cover. The cover is slightly warped and does not lie flat.**

- \_\_\_ Open Small Cover. To Unlock large cover, reach inside the box at the top, move the “L” hook to the side, or turn nut to move the “L” hook. Pull up on the south side and slide cover clear of the hook on the north side.
- \_\_\_ Turn OFF water supply. Turn valve clockwise – Close to turn off water using the long handle water valve tool located in Facility Manager’s office.

**C.5 Sanctuary Narthex Women’s Room and Water Fountain ONLY Water Supply Isolation Valve**



**Left of Sanctuary Main Door –3 Ft from edge of building (in the bushes)**

- \_\_\_ Turn OFF water supply. Turn valve perpendicular to pipe – Close

**C.6 Fellowship Hall ONLY Water Supply Valve**

**WARNING**

**Thorns on plants. Carefully move plant branches away from working area.**



**North Side Fellowship Hall- Near Door – Inside Valve Box (2020)**

\_\_\_ Turn OFF water supply. Turn valve clockwise - Close

### **C.7 Grounds – Sprinkler System**

Sprinkler pump runs for about 30 minutes. There is no pressure in the line without the pump running. Turn off pump, or repair breakage as soon as possible.

### **C.8 Scout Building (Currently, No Water)**

#### **C.9 Parsonage**

\_\_\_ Open cover of water valve box located in the grass near the street

\_\_\_ Turn valve clockwise – Close using long handled water key located in garage

# Appendix D – Fire Marshal Documents

## D.1 – Brevard County Fire Rescue (2013)

Document (copy) used as requirement for Fire Policy and Procedures



# Brevard County Fire Rescue

Office of Fire Marshal Franklin B Scates

1040 S Florida Avenue  
Rockledge, FL 32955

Phone – (321) 637-5660  
Fax – (321) 633-2109



\* Enclosed, please find criteria required for complete and accurate review of Comprehensive Emergency Management plans submitted for approval. Fire & Emergency Management Plan reviews must be resubmitted at a maximum of every two (2) years. If any of the information required in the plan has changed, the plan shall be updated and resubmitted annually. Submittals **MUST BE** on a **CD, LABEL THE CD** with the **Name/Address/City/Zip, Phone/Fax#**. (Replies must go through various personnel for approval and information must be readily available)

### "EMERGENCY AND FIRE PLANS"

#### Florida Fire Prevention Code, NFPA 1, 10.9 Emergency Plans

**10.9.1 Where Required:** Emergency plans shall be provided for high-rise, health care, ambulatory health care, residential board and care, assembly, day care centers, special amusement buildings, detention and correctional occupancies, underground and windowless structures, facilities storing or handling materials covered by Chapter 60, or where required by the Authority Having Jurisdiction (AHJ).

**10.9.2 Plan Requirements:** Emergency plans shall be developed in accordance with NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, and shall include the procedures for reporting emergencies; occupant and staff response to emergencies; the type and coverage of the building fire protection systems; and other items required by the AHJ.

Emergency Plans should include any/all of the following items based on the type of occupancy and hazards involved:

- ✓ Procedures for reporting of emergencies, relocating and/or evacuating occupants -
- ✓ Occupants or staff member duties during emergencies -
- ✓ Floor plans identifying locations of portable fire extinguishers, other manual fire-extinguishing equipment, other automatic or manual fire suppression systems, first aid equipment, hazardous spill ✓
- ✓ Floor plans that display manual fire alarm pull stations and fire alarm control panels
- ✓ Floor plans that identify the primary and secondary routes of evacuation for each room or portion of the occupancy
- ✓ Floor plans indicating the location of interior areas of refuge ✓
- ✓ Site maps identifying the designated exterior assembly area for each evacuation route
- ✓ Use of alarms for emergency notifications
- ✓ Alternative evacuation locations for mandatory evacuations
- ✓ Response to alarm by staff
- ✓ Procedures for isolation and/or extinguishment of fire and notification
- ✓ Fire Extinguisher Training and who accomplishes it
- ✓ Properties and location of hazardous storage or operations
- ✓ A system to account for occupants and staff members after evacuation
- ✓ Designation of an emergency response coordinator and a back-up coordinator
- ✓ An alternative means of communication other than the fire alarm
- ✓ Fire Drills and required documentation
- ✓ Emergency contact information
- ✓ Floor plans should be provided on a minimum 8½ in x 11 in clear white paper in a clearly readable scale

**10.9.2.1 Review:** When required, emergency plans shall be submitted to the Authority Having Jurisdiction for review and approval.

**10.9.2.2 Maintenance:** Emergency plans shall be reviewed and updated annually. Revised plans shall be submitted for review and updates shall be provided whenever changes are made in the occupancy or physical arrangement of the building or fire protection systems or features.

**10.9.3** The owner shall provide floor plans to the fire department in a manner approved by the Authority Having Jurisdiction and the fire department.

- Fire/Emergency plans will be updated annually and dated to correspond with the current year cycle.

## D.2 Crowd Requirements

(Added 2018. Red and underlines added to original email, 2026)

From: Prevention, Fire <[fire.prevention@brevardcounty.us](mailto:fire.prevention@brevardcounty.us)>

Date: Thu, Apr 19, 2018 at 1:33 PM

Subject: Brevard County Fire Rescue, Inspections

To:

Dear Business Owners and Managers,

In the Florida Fire Prevention Code (FFPC) an **Assembly Occupancy** is defined as an **occupancy used for a gathering of 50 or more** persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used special amusement building, regardless of occupant load.

The 6<sup>th</sup> edition of the FFPC became effective December 31, 2017 and it has a requirement that all assembly occupancies **have at least one trained crowd manager or one crowd manager supervisor. Where the occupant load exceeds 250, additional** trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 crowd manager or crowd manager supervisor for every 250 occupants.

Assembly occupancies used **exclusively for religious worship with an occupant load not exceeding 500 do not need more than one trained crowd manager or one crowd manager supervisor until the occupant load exceeds 500.** At that point the ratio of 1:250 is required.

Duties and responsibilities for the crowd manager and crowd manager supervisor shall be documented within a written emergency plan as required by 12.7.13 and 13.7.6.3 of FFPC 101. Additionally, venue/facility specific training needs to be provided to them. This can be done by you. The Brevard County Fire Rescue has approved the crowd management training courses provided by organizations listed below.

- <https://eventmanagersllc.com/>
- <http://www.iaamtraining.com/TCM.html> (removed in the 10/3/2029 letter)
- <https://crowdmanagers.com/training/>

We are now in the process of conducting Assembly inspections; please have copies of the certificates of training available for your inspector to review.

We realize this is new to many of you so if you have any questions or would like a copy of the specific code language please feel free to contact us, we will be happy to assist you.

FFPC 101:13.7.6.1 through 13.7.6.5

Sincerely,

**Brevard County Fire Rescue**

321-637-5660

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

(Added 2019)

(email document)

From: **Prevention, Fire** [fire.prevention@brevardcounty.us](mailto:fire.prevention@brevardcounty.us)

Date: Fri, Oct 4, 2019 at 3:34 PM

Subject: Brevard County Fire Rescue-Crowd Management Training

Douglas Carter, CFPS  
Assistant Fire Marshal  
Brevard County Fire Rescue  
321-637-5660

October 3, 2019 (UPDATE TO THE 4/19/18 LETTER)  
**Red** and underlines added to original email, 2026

Dear Business Owners and Managers,

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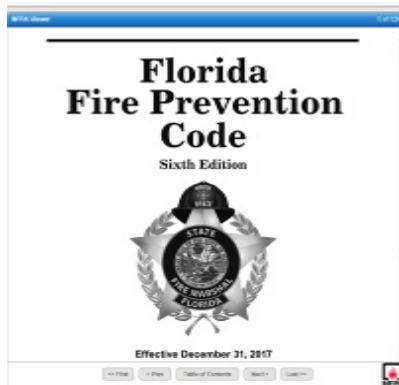
- <https://eventmanagersllc.com/>
- <https://crowdmanagers.com/training/>

We are beginning Assembly inspections in early April; please have copies of the certificates of training available for your inspector to review.

We realize this may be new to many of you so if you have any questions or would like a copy of the specific code language please feel free to contact us, we will be happy to assist you.

FFPC 101:13.7.6.1 through 13.7.6.5

10/7/19 Called and verified the IAAM training was acceptable and was the only requirement.



**13.7.6.1 Trained Crowd Managers.**

Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. When the occupant load exceeds 100, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 100 occupants, unless otherwise permitted by one of the following:

- (1) This requirement shall not apply to assembly occupancies used exclusively for religious worship with an occupant load not exceeding 500.
- (2) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the AHJ, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant.

**13.7.6.2\*** The crowd manager and crowd manager supervisor shall receive approved training in crowd management techniques.

**13.7.6.3** Duties and responsibilities for the crowd manager and crowd manager supervisor shall be documented within a written emergency plan as required by 13.7.13.

**13.7.6.4\*** The training for the duties and responsibilities of crowd managers shall include the following:

- (1) Understanding crowd manager roles and responsibilities
- (2) Understanding safety and security hazards that can endanger public assembly
- (3) Understanding crowd management techniques
- (4) Introduction to fire safety and fire safety equipment
- (5) Understanding methods of evacuation and movement
- (6) Understanding procedures for reporting emergencies
- (7) Understanding crowd management emergency response procedures
- (8) Understanding the paths of travel and exits, facility evacuation and emergency response procedures and, where provided, facility shelter-in-place procedures
- (9) Familiarization with the venue and guest services training
- (10) Other specific event-warranted training

**13.7.6.5** The training for the duties and responsibilities of crowd manager supervisors shall include the following:

- (1) The duties described in 13.7.6.4
- (2) Understanding crowd manager supervisor roles and responsibilities
- (3) Understanding incident management procedures
- (4) Understanding the facility evacuation plan
- (5) Understanding the facility command structure

**GUMC Requirements:**

13.7.6.1 ratio 1:500 2 Trained Crowd Managers required, since total campus building occupancy exceeds 500

13.7.6.2 Training Certificate Required (2 year expiration date).

13.7.6.5 Crowd Manager only (not CM Supervisor). Assigned to Facility Manager, who is required to be familiar with this DPP.

### D.3 Valid Crowd Manager Certificates

Most current certificates are filed in the hardcopy of the book located at the E&A Receptionist Desk

Scanned Valid certificates at the time of document review sent with annual updates to Fire Marshal.



## Appendix E - Hurricane Summary

### E.1 Hurricane Matthew October 6-7, 2016 Cat 1

Charlotte Ort Oct. 11, 2016

Picture Link: <https://goo.gl/photos/eNXKSukS2QKgJNb97>

Storm Summary: Banana River Road on Merritt Island - 63 mph sustained winds with 80 mph gusts

#### Sanctuary

- Water intrusion into the Robe Room. Ceiling damage. Robes have been inspected and are undamaged. Minimal water stains on tiles in the Praise Suite Hall.
- Water intrusion above the speaker in the Narthex.
- Water intrusion along south wall of Music Room, above cabinets
- Music Room– Sealing leak above cabinets as you walk into the room. Need seams sealed

#### Fellowship Hall

- Downspout that went above the Pantry Door blew off. The gutter and spouting should be replaced, since we know when it rains that area is very bad, and the door is used often.
- Downspout end pieces off

#### Walkways

- Minimal strips of aluminum were lost in two areas. Currently in Fellowship Hall

#### Scout Building - OK

#### Yard

- Fountain pump did not come on. 2nd GFI tripped.
- Sign is not taking remote RF signal. Antenna piece missing. Replaced.
- Pumpkin Patch Barn pieces were damaged. Have been Repaired.
- Fence in many areas has been bent. Area by playground had a tree trunk buried into the top. It has been removed.
- Preschool Sand Box Tarp has come off, but is usable
- Preschool Large Playground Equipment Cover destroyed
- Butterfly garden – Red Cedar blown to the east, needs to be staked. Done.
- General Tree Debris. Trees in the front had been trimmed last spring. Removed to the pile by the congregation post storm. Note: DO NOT PUT PILE OVER DRAIN area along Hatfield. Keep to the East side of the parking lot opening.

Parsonage – No Damage

60 Georgia - Laundry Room door further damaged

70 Georgia – No issues

## **E.2 Hurricane Irma September 10-11, 2017 Cat 1 Hurricane**

From Sept. 25, 2017 Trustee Minutes plus additional

Picture Link: na

### Storm Summary

- Merritt Island (Banana River Road and State Road 528): 58 mph sustained; 94 mph max gusts. Over 12 hours of winds/gusts over 50 mph (Sun. 7 pm to Mon 8 am)
- Merritt Island Tornado: The tornado developed near Hall Road before moving northwest through the Island Lakes Mobile Home Park where it impacted 25 mobile homes, destroying several and damaging many more. It also toppled the steeple at Orsino Baptist Church nearby before it weakened upon reaching the Indian River Lagoon. NWS estimates put the winds at 95 to 100 mph.

### Facility Summary

- Chiller – Loss of power and water due to the hurricane. Pumps came on line with no water causing water hammer damage rupturing about 10-20 joints. Emergency Service call was made for repairs to stop water leaks at an estimated cost of \$1000 to replace/tighten flanges. Lost all the treated water. Will wait 30 days to verify no leaks. Estimated \$6000 to replace the removed pipe insulation in Chill Yard and (additional issues) Mechanical Room. See “Chiller” report for details.
- Yard debris was removed for a cost, since we are commercial. (County removed debris during Matthew) Lost oak tree in pre-school area; fence section blown over.
- E&A - Roof leak into 2<sup>nd</sup> floor center bathrooms/Library/SE Preschool Classroom; misc shingles; exhaust fan vent cover came off and was put back on; downspouts and gutters down; screens – damaged and blown off; Pre-school canopy hold down attachment structure bent. Alarm went off in the E&A resulting in a police call.
- Covered FH/Sanctuary walkway roof damaged
- All buildings – Gutters need review for attachment and cleaning
- No identified specific damage to: FH, Sanctuary, Scout Bldg
- Loss of FH refrigerator food – Minimal

Post Storm review of Chiller Hurricane Safeing Steps and Alarm

### **E.3 Hurricane Dorian September 3 - 4, 2019 Cat 2 Hurricane (almost a 3)**

#### Storm Summary

Sept. 3, 2019 8 pm, Dorian was 110 mi east of Cape Canaveral with 110 mph winds moving 6 mph. Hurricane winds extended 60 miles, tropical storm winds extended 175 miles. The highest winds recorded at Titusville, NASA Shuttle Landing Facility (KTTS) on Sept. 4 at 31 mph gusting to 49 mph. (Taken from NOAA information. This only works in a 3 day window: [w1.weather.gov/data/obhistory/KTTS.html](http://w1.weather.gov/data/obhistory/KTTS.html))

The strongest winds were after the eye had passed on Sept. 4 between 3 and 8 am.

#### Facility Summary

- Preps completed on Aug 31 (Sat), the storm didn't clear until Wed Sept. 4. AC was terminated during this time.
- Chiller terminated, per lessons learned from Irma
- Preschool shades (2) were removed
- Door bottoms - Sheet plastic cut and taped, and applied bagged mulch (as sand bags since it was on sale and could be used) to hold in place. Door leakage has been seen in the past in the Music Room, Pastor's door, and the NE stairwell door. Any mats were brought in and leaned against the doors.
- No utilities were lost
- Water intrusion noted in the following:
  - Sanctuary - Robe Room (known problem). Note: Partial roof replacement.
  - E&A - Hallway window carpet area by rm 220. Suspect it is coming through the roof transition.
  - E&A - NW stairwell mid landing. Suspect coming through the wall/ceiling
- No damage to facility, limited loss of tree limbs, most noted was along the parking lot fence.

### **E.4 Tropical Storm Ian - September 29, 2022**

Storm Summary: <https://w1.weather.gov/data/obhistory/KTTS.html>

At 01:55 the highest gust recorded at 40 mph, sustained winds 25 S. Total 3 hour rain was about 3.5"

Storm Ian hit south of Tampa, went across the state through Orlando, exited into the Atlantic north of CC, regrouped at a cat I heading north to the Carolinas.

No evacuation orders were given for Merritt Island. The church activities were closed Sept. 28 and 29. Schools were closed Wed, Thurs, and Fri.

#### Facility Notes:

E&A shingles lost on multiple sections of all east side roofs, worse on the south wing

## **E.5 Tropical Storm Nicole – November 10, 2022**

Storm Summary: <https://w1.weather.gov/data/obhistory/KTTS.html>

01:55 to 08:55 est - highest gusts recorded at 54 mph, sustained winds 38 NE.  
Total 3 hour rain was about 2.6"  
Nicole hit south of MI at Vero Beach.

No evacuation orders were given for Merritt Island. The church activities were closed Nov. 9- 10

### Facility Notes:

No facility preps were done prior to the storm.

Electronic sign

Multiple shingle lost on E&A added to the Storm Ian damage, minor amount to Sanctuary

Loss of sand box covering

Hatfield lot oak tree split landing on the Pumpkin Patch shed and the bed and gate to the newly acquired truck. Entire tree was removed.

## **E.6 Hurricane Milton – October 9-10, 2024**

Storm Summary: <https://forecast.weather.gov/data/obhistory/KTTS.html>

KTTS = Shuttle Landing Facility (Titusville) and General Brevard County Summary

Cat 3, as it hit the Tampa area and worked across the state to exit over MI into the Atlantic as a Tropical Storm before picking up intensity heading north. Peak winds North (and some SE) 35-40 gusting to 62 mph.at 06:55 est, Oct. 10. Some other close locations show gusts as high as 92 mph. Rains 4-6 inches over 48 hrs. heaviest in MI/Cocoa/Rockledge areas

No evacuation orders were given for Merritt Island. The church activities were closed Oct. 8 - 10

### Facility Notes:

Team of (2) secured most of the campus. FM out of town. Preschool parent helped remove the sun cover from the playground. Needed more help.

Power lost for 5 days

Loss of all food in refrigerators/freezers

Lost 2 of 3 phases in chiller pump motors (system left on). Repaired and ready for preschool resuming Oct. 14.

Downspout from 2<sup>nd</sup> floor by the pastor/staircase NW side of building.

Minor tree and yard debris

## **Appendix F – Closure/Reduced Operation due to National Crisis**

**DRAFT wait for conclusion. Placeholder.**

### **F.1 Covid 19 - March 2020 – May 2021**

The 2019 version of the Corona Virus drove a national closure of all large public gatherings. GUMC, at the direction of The Florida Methodist Conference, was under restricted use for 2020-21. Restrictions relaxed in 2022, although no official “crisis is over” announcement was made. All restrictions were “optional” by 2023.

#### **Significant GUMC impacts**

Loss of life estimated members: xx

Loss of attendance 2020 Membership: xx, 2022 Membership: xx

Loss of revenue

Limited Activities (Choir, home visits?, children’s time, contact, isolation)

Implementation of on-line services and meetings (Zoom, phone contacts)

Impacted operation of the pre-school (testing, closures, cleaning, spacing)

Florida State Requirements (note this is State Dependent, driven by Federal CDC Guidelines)

Very basic cleaning and operating guidelines provided by UMC District.

#### **Isolation Facility Requirements During Height of the Pandemic**

masks – at all times. goes with distancing

distancing – 6’. Entry and exit flow paths and signs. Every other Pew was blocked.

Choir was limited. (20’ clear)

cleaning – Chemical fogger between services, meetings, xxx

restrictions – no water fountains, locked entry

barriers – receptionist desk

No communion. >Use of the prepackaged juice/wafer upon exit. > Pastor only dip and distribute

Member Support Services

Zoom meetings

On line services

Outside services with distancing

Sanctuary Service Capacity and Use determined by distance requirement

#### **Food Pantry**

\_\_\_ Determine Plan with Staff and coordinate with Pantry Volunteers

\_\_\_ Advertising to Clients

\_\_\_ Food Pick Up call and determine what is being done

\_\_\_ Distribution Protocol

**Pantry will:**

- Wear gloves and avoid all contact with face (re-glove as necessary)
- Pre-package food for distribution
- Provide location with minimum contact (outside)
- Provide direction to Clients
- Allow for 6 ft between Clients (mark with tape or chalk or monitor)
- Pantry will use computer to input information
- No baskets will be used by clients

**Clients will:**

- Present ID for Pantry viewing
- Pick up pre-packaged bags of food handed to them by Pantry
- Exit without congregating

\_\_\_ Cleanup - Facility fog disinfected post event

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February 8, 2021

Re: COVID-19-Update

Dear Grace Family:

Thank you all for all the ways that you have followed the COVID-19 guidelines. We have noticed how careful most people are in maintaining 6 feet distancing, wearing masks over mouths and noses, washing hands with soap and water for 20 seconds or using hand sanitizer that contains at least 60% alcohol.

The church continues to stay current with CDC guidelines. We sanitize common areas after every worship service, provide hand sanitizer and masks as needed, and keep clergy and musicians 12 feet from the congregation during services. We have attempted to notify the congregation when a known COVID exposure occurs.

In our effort to continue to communicate as clearly as possible, we plan to notify the congregation via email whenever we learn of someone who has tested positive for COVID-19 after attending an in-person worship service. Specifically, current research suggests that people are most likely to be contagious 48-72 hours prior to experiencing symptoms. Therefore, if we learn that someone who has attended a worship service on Sunday tests positive during the week following that worship service, we will notify the congregation of this.

Of course, we will not disclose the names of persons testing positive. We ask that if you do test positive, you notify all persons with whom you came into contact while at the church. Our general communication to the church that someone has tested positive is for the purpose of giving people notice that they may have reason to get tested. Our communication will simply state that we have learned that a person who was present at church on a particular date tested positive. To honor confidentiality, we will not disclose any other information. Of course, there may be people who attend and test positive later who do not notify us. We will share information as provided. Thank you for your cooperation!

Pastor, Steve Hart

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CDC/Conference Update May 18, 2021 (Congregation - Constant comment email)

The CDC announced last week that for those who are fully vaccinated, masks are no longer required. The definition the CDC is using is all individuals who are two weeks out from their final shot of the vaccine they received.

In that spirit, masks are now optional for those who are on our campus both inside and outside the buildings and who are fully vaccinated. For those who choose to wear a mask, for any reason, you are welcome to sit anywhere within the sanctuary. We will also offer a dedicated mask-only seating section on the east side of the sanctuary. We are trying to ensure that everyone who steps foot on our campus or in our buildings has a way to feel safe when they are here.

Please keep in mind as you are using our facility, we will still encourage mask wearing. As Christians, our job is to make sure we are not a stumbling block to anyone. There are still many who are unable to get the vaccine for medical reasons. Please be sensitive to everyone and the needs they have as we continue to meet all the needs of our congregation and community members. We will also continue our deep cleaning and sanitization fogging of our rooms and sanctuary to ensure their cleanliness.

We are excited to see how this information progresses in the days and weeks ahead, and how we can safely continue to offer meaningful worship and other activities to both our members and community as we take steps to move beyond the impact of the Covid-19 pandemic. If you have any questions, please feel free to contact Pastor Beth. (Remember Pastor Steve is on renewal leave at this time.) The office number is: 321-452-2420.

**BOMB THREAT CHECKLIST** *Duplicate of List in section 5.0*

Time of call start: \_\_\_\_\_ end: \_\_\_\_\_ date: \_\_\_\_\_

Caller ID number or text displayed on phone screen: \_\_\_\_\_

Which church number was the call received: \_\_\_\_\_

Exact words of threat:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ask in order:**

When will it explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make it explode? \_\_\_\_\_

Did you place the bomb? \_\_\_ yes \_\_\_ no

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

Where are you? \_\_\_\_\_

**Caller's voice:**

- |  |   |  |                                  |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Accent          | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Normal                | <input type="checkbox"/> Loud    |
| <input type="checkbox"/> Angry           | <input type="checkbox"/> Disguised      | <input type="checkbox"/> Ragged                | <input type="checkbox"/> Male    |
| <input type="checkbox"/> Calm            | <input type="checkbox"/> Distinct       | <input type="checkbox"/> Rapid                 | <input type="checkbox"/> Female  |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Excited        | <input type="checkbox"/> Raspy                 | <input type="checkbox"/> Soft    |
| <input type="checkbox"/> Cracking voice  | <input type="checkbox"/> Laughter       | <input type="checkbox"/> Slow                  | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Crying          | <input type="checkbox"/> Lisp           | <input type="checkbox"/> Slurred               |                                  |
| <input type="checkbox"/> Deep            | <input type="checkbox"/> Nasal          | <input type="checkbox"/> Familiar, like: _____ |                                  |

**Background sounds:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Animal            | <input type="checkbox"/> House         | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth             | <input type="checkbox"/> Kitchen       | <input type="checkbox"/> PA system        |
| <input type="checkbox"/> Clear             | <input type="checkbox"/> Local         | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Long distance | <input type="checkbox"/> Street           |

**Threat language:**

- |                                     |                                       |                                      |
|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read | <input type="checkbox"/> Taped       |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Profane      | <input type="checkbox"/> Well-spoken |