

EMERGENCY ACTION AND PREVENTION PLAN

CODY COWBOY CHURCH
BUNKHOUSE MINISTRY
6 AGUA VIA LANE
CODY, WY 82414

DATE PREPARED: 3/30/17 (Updated June 2020)

INTRODUCTION

Policy

It is the policy of Cody Cowboy Church Bunkhouse Ministry to insure that all leadership, volunteers, or guests are aware of procedures to be used in the event of specific emergencies including emergency evacuations, fire emergency, severe weather including but not limited to tornadoes, loss of utilities, criminal behavior, bomb threat, or personal medical emergency.

Emergency Preparedness Training

All leadership, volunteers, and guests shall be trained in the emergency preparedness plan on first day of duty or upon arrival. Pastor Pat Alphin and Renee Alphin shall be responsible for the training and orientation of each leader, volunteer, and guest each season. All will participate regularly in emergency drills. Any revisions made by the leadership shall be communicated to all volunteers and guests immediately.

Cody Cowboy Church only provides training for emergencies that may occur onsite at the bunkhouse at 6 Agua Via, Cody, WY 82414

EMERGENCIES

Emergency Evacuations

In the event of a required emergency evacuation, all leadership, volunteers, and guests must leave the bunkhouse building and proceed to the larger archway logo church sign at south of property to be accounted for.

Fire Emergency

No smoking allowed on bunkhouse property. Only extension cords in mint condition can be used in the bunkhouse. No gasoline or other highly flammable liquids will be permitted in the bunkhouse.

In the event of a fire emergency, the person discovering the fire shall alert others in the immediate area by a loud clear voice. If the fire can be safely extinguished and is not spreading to other areas, appropriate action with the fire extinguisher must be taken along with other means available. The three extinguishers are located at each of the 3 doors which are located next to the bunk room, in the kitchen, and in the living area.

How to operate a fire extinguisher: Follow P-A-S-S

P- PULL THE PIN

A- AIM AT THE BASE OF THE FIRE

S- SQUEEZE THE TRIGGER

S-SWEEP SIDE TO SIDE

If the fire cannot be immediately extinguished, the following action shall take place:

1. Notify all occupants of building of the fire by shouting and activation one of the three alarm pulls located at each exit door. Pulling any three of the alarm pulls DOES NOT NOTIFY THE FIRE DEPARTMENT AUTOMATICALLY. The alarm pulls are part of an alarm system to alert the occupants of this bunkhouse of a fire.

The fire department must still be notified via telephone by dialing 911.

2. Everyone evacuate building and go to rock church sign at south of building to be accounted for. Those guests in the bunkrooms check the men's restroom/shower for any occupants if possible and exit through the bunkroom exit. Those in the kitchen check the restroom off the kitchen for occupants if possible and exit immediately through the kitchen exit door. Those guests in the living area check the 2 office rooms for any occupants if possible and exit through the living area exit door.
3. Assist anyone with difficulty or special needs to exit immediately.
4. Close doors and windows and other fire barriers if possible to safely do.
5. Quickly go to the church sign for a head count at south end of property and immediately contact Pastor Pat Alphin at 903-363-6092 if he is not at the bunkhouse. Pastor Pat & Renee live in the parsonage on the church property behind the bunkhouse.
6. Once firemen have given an all clear, everyone may return to the building.

Fire Drills and Safety Inspections of Equipment in Building

1. Monthly inspections will be done, at the first of each month, of all fire extinguishers to insure that each unit is available in good operating condition. Findings to be documented. Annual paid inspections of the extinguishers by will be done in May of each year.
2. Monthly testing of the smoke detectors will be done at the first of each month. Findings to be documented.
3. Regular random fire drills will be occur with documentation of the outcome.

Severe Weather Emergency

In the event of severe weather such as a tornado warning being issued by the local weather authorities, the person first learning of the warning

1. Shall first alert everyone in the bunkhouse with a clear loud voice
2. Everyone shall move to the safest place in the bunkhouse in the most central location with the least amount of windows, glass, etc. such as an inner hallway while keeping head and neck protected by arms or (mattresses) until the warning is lifted.
3. If possible to do, contact Pastor Pat Alphin to alert him to the warning.

Poison Control

In the event a guest has accidentally ingested a poisonous substance the local poison control center shall be notified. The number shall be posted on the refrigerator and each information board. If person is unconscious or in serious distress call 911 immediately.

Loss of Utilities

In the event of the loss of utilities such as electric, water, or natural gas, the pastor will be Immediately notified. Extra water is kept onsite as well as flashlights and lanterns.

Rocky Mountain Power- Electric---- 866-870-3419
Black Hills Energy- Natural gas---- 800-694-8989
City of Cody – Water----307-527-7511

In the event of flooding from toilets, water shall be shut off at toilet as soon as possible.

Criminal Behavior

Criminal behavior such as but not limited to, physical assault, sexual assault, or verbal threats will not be tolerated by leadership, volunteers, or guests. All reasonable precautions will be taken to insure that no one is exposed to or instigates criminal behavior that might physically or emotionally injure anyone here at the bunkhouse or neighbors in close proximity to the bunkhouse.

For all incidents that are deemed critical, the following shall occur:

- Incident reported to Pastor Pat Alphin
- Contact 911 and try calming situation down if possible
- Pastor will contact family member if needed
- If leadership, volunteers, or guest are the cause of the criminal behavior, they will be immediately removed from the premises permanently.
- Cody Cowboy Church representatives will work with local law enforcement as recommended.
- Documentation of incident shall occur.

Bomb Threats

All bomb threats are to be taken seriously. When receiving a call regarding a bomb threat:

1. Remain calm and courteous
2. Don't interrupt caller
3. Have another person call 911 while you handle to caller
4. Try to listen for any significant background noise such as traffic sounds, office sounds, other voices, any animals, etc.
5. Try to distinguish if caller is male or female, has an accent, young or old
6. If caller seems agreeable to communication as the following:
 - a. Where is the bomb?
 - b. When will it go off?
 - c. What kind of bomb is it?
 - d. What is your name?
7. Follow instructions from local authorities

A telephone Bomb Checklist is posted on information board in living area. The odds of this occurring are slim as there are no landlines at the church. Renee Alphin carries the church phone and should such a call come through, obviously you will be notified asap.

Personal Medical Emergency

All medical incidents shall be taken seriously. All incidents must be reported to Pastor Pat Alphin as soon as possible. If a medical incident or emergency occurs:

1. Take any necessary steps to comfort victim
2. Render first aid such as CPR if needed
3. If victim can be moved and is not in a life threatening situation, take them to the local hospital, West Park Hospital in Cody, WY.
4. If victim is in serious condition or unresponsive, call 911 for assistance.
5. Pastor Pat Alphin will contact family representative/guardian

Emergency Supply

Household

1. Operable flashlights
2. Operable lanterns
3. Weather radio
4. New replacement batteries
5. A 24 hour minimum supply of water @ 1 gal per person
6. Fire extinguishers
7. Tool box

Personal

1. First Aid Kit
2. Individual emergency medical information such as allergies or medical issues will be on site in Pastor's office.
3. Blood pressure kit
4. Thermometer

Emergency Personnel Names and Phone Numbers

Designated Responsible Leadership

Pat Alphin- Pastor 903-363-6092

Deane Graves 307-250-8307

(June thru Sept. 2020)

Other Leadership

Renee Alphin 307-299-9193

Don Frame, Outrider- 307-349-5690

