

# Emergency Response Procedure – West Richland Stake Center

December 4, 2025

**Objective:** To ensure the safety of all individuals in the meetinghouse by providing clear procedures for coordinating response, facilitating evacuation, and preventing injury during incidents such as fire, disruptive individuals, active shooters, or other concerning situations.

---

## 1. Responsibilities

### Bishopric / Branch Presidency

- Ensure all members are familiar with this procedure
- Oversee annual evacuation drills with designated assembly point
- Conduct an annual review of procedure and safety of meetinghouse
- Conduct annual training for ward leaders
- Keep this procedure updated. Distribute to members when changes occur.
- Ensure sacrament meeting attendance by name is recorded each week to assist in accounting for everyone during an evacuation
- During an event, act as coordinator between first responders, leaders, and teachers
- Maintain an evacuation map in every hallway

### Organization Leaders & Teachers

- Have a basic understanding of this procedure
- Ensure attendance by name is recorded each week. In case of evacuation, utilize attendance record to account for all individuals in class.
- Lead meeting/class attendees calmly to designated exits and assembly area

### Attendees

- Follow instructions promptly
  - Assist those who need help exiting the meetinghouse
  - Gather at the designated assembly area outside the meetinghouse
  - Never re-enter the meetinghouse unless cleared by emergency personnel
- 

## 2. Fire Response Procedure

1. Begin evacuation immediately (see steps 5-8 for evacuation details) – do not delay to investigate fire details.
2. If unable to evacuate, shelter in place and stop smoke from entering room. If smoke is present, stay low to the ground and keep face covered. Attempt to contact outside responders.
3. Only use fire extinguisher if within arms reach and fire is small and not spreading. Do not delay calling 911. (Use PASS method using fire extinguishers – **P**ull pin, **A**im at base of fire, **S**queeze handle, **S**weep side to side)

4. If available, activate the nearest fire alarm pull station immediately
  5. Call 911 from a safe location, giving:
    - Name of the church and address (5885 Holly Way, West Richland)
    - Nature and location of fire
    - Approximate number of people inside (if known)
    - If people are evacuating
  5. Calmly stop all activities and instruct everyone to leave through the nearest safe exit (see Picture 1 in Appendix A)
  6. Do not use kitchens or hallways filled with smoke – choose an alternate exit
  7. Assist children, elderly, and disabled members in exiting
  8. Close doors behind you to slow the spread of fire
  9. Once outside, proceed to the Assembly Area (see Picture 2 in Appendix A)
  10. At the Assembly Area:
    1. Families reunite together
    2. Teachers and organizational leaders account for all individuals
    3. Report any missing persons to emergency responders
    4. Report to leaders all relevant information about where and how fire started
- 

### **3. Disruptive Individual Response Procedure**

1. It is against the law in the U.S. to disrupt a peaceable worship service of any kind to the point that the meeting cannot be held as planned. Remind the individual of this fact, and the likelihood that they could be arrested for their actions.
2. At the onset of the disruption, a leader and/or other members record the proceedings with their phone.
3. Ask the individual to please leave so that the worship service can proceed. If the person agrees to leave and meet with a leader either then or later, the meeting can continue. If the person is willing to leave the meeting and meet with the leader right then, it may be done, but not in a private place such as an office or classroom. The meeting must take place in the foyer or outside of the meetinghouse.
4. If the individual insists on not leaving until certain demands are met, have someone call the police and request that they come and escort the individual from the worship service.
5. Do not touch the disruptive individual. Do not attempt to place a hand on their shoulder, or give a hug, or hold their arm to lead them out.
6. The leader then states, “Due to the actions of this individual (or call by name), we are not able to worship peacefully today. I invite you to...” followed by whatever is the best action. This could be “return to your homes and worship as families there today”, “disperse to our second hour classes at this time”, etc.

7. If the disruptive individual is not allowing members to leave peacefully, then the congregation remains in the meeting location until the police arrive and escort the individual out.
  8. Leader or presiding authority must report the incident to Church Security in one of the following ways:
    1. Call Church Security at 801-240-2661 or 844-537-7000
    2. Send an e-mail message to [securityreportingFOD@churchofjesuschrist.org](mailto:securityreportingFOD@churchofjesuschrist.org)
- 

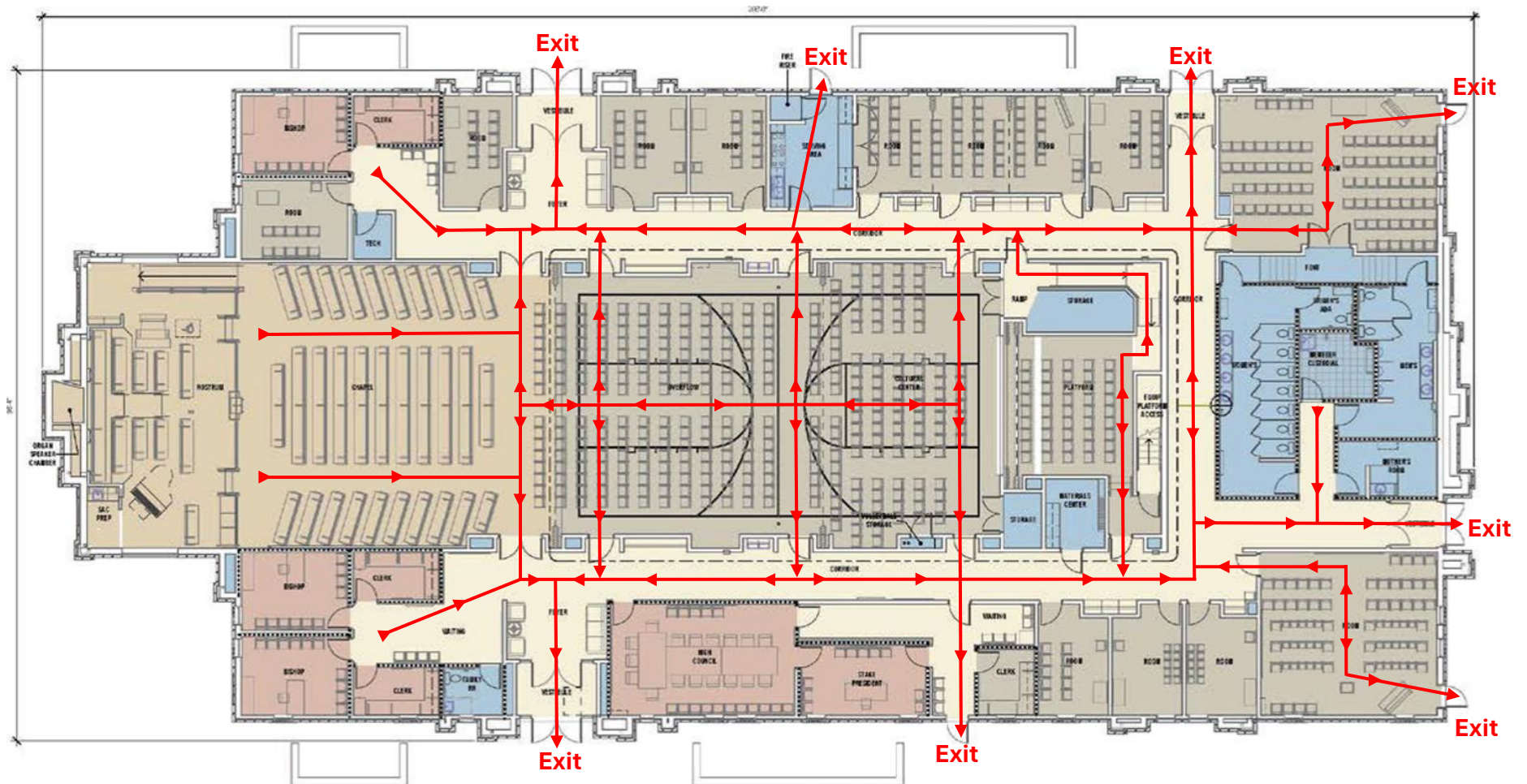
## **4. Armed Intruder or Active Shooter Response Procedure**

1. If an armed intruder demands valuables, comply immediately. Do not resist; material possessions can be replaced, lives cannot.
  2. Call 911 immediately, even if you can't speak. An open line will get a response. Texting 911 is an alternative option as well.
  3. If an active shooter enters Church property, all people present should run, hide, or fight
    - a) Run. Flee immediately if a safe path to the nearest exit is available. Move quickly, don't draw unwanted attention. Adults should assist youth, children, and the elderly. Continue running to a safe location and then call 911.
    - b) Hide. If running isn't possible, hide out of sight. Close, lock, and barricade the doors. Turn out lights, stay quiet, silence cell phones, and stay low to the floor.
    - c) Fight. As a last resort, if running or hiding aren't an option, fight with any improvised weapons. Work as a team!
- 

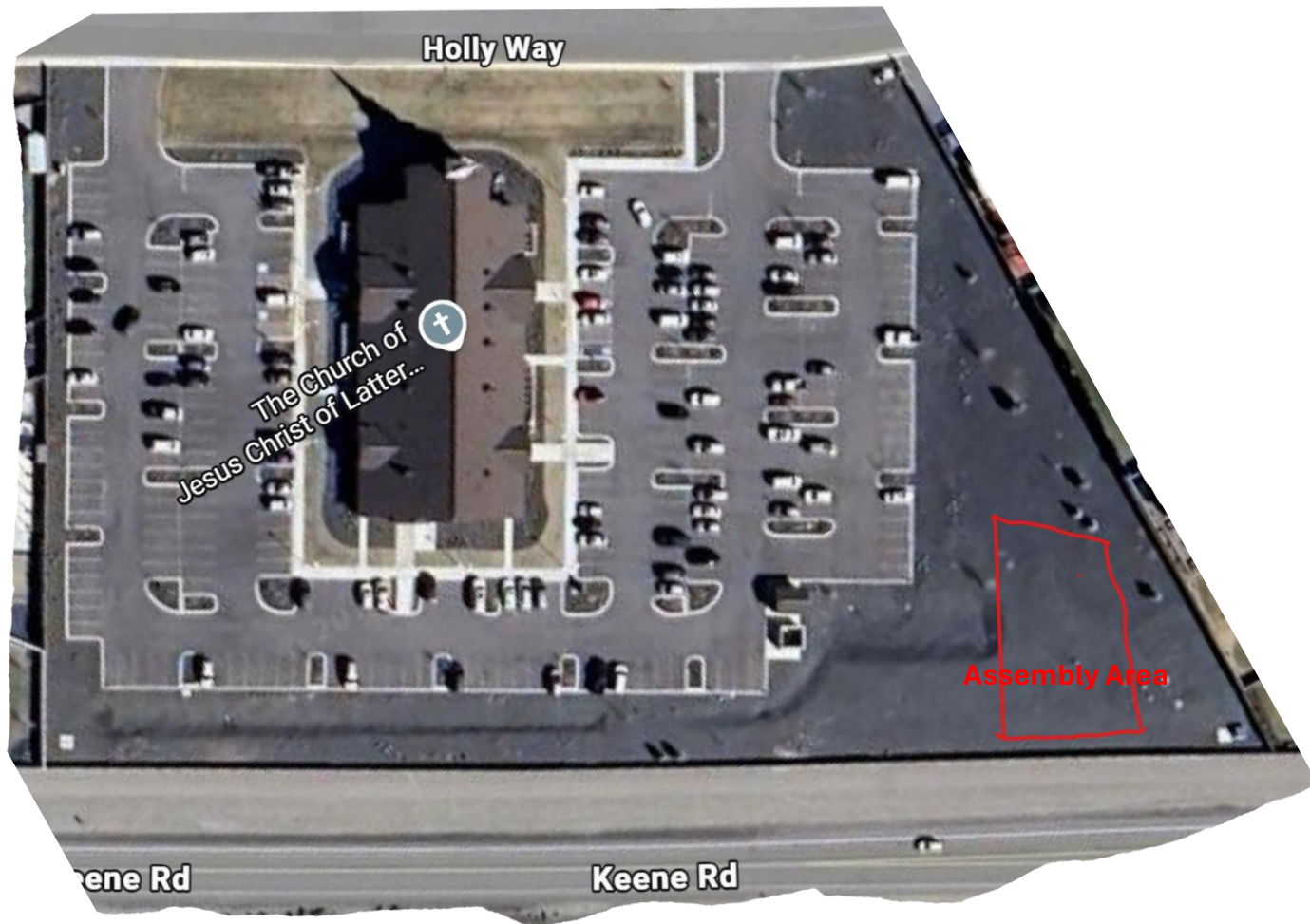
## **5. Church Security Resources**

1. For urgent security-related matters or incidents, please call 1-801-240-2661, or toll-free at (844) 537-7000. Please let the operator know that you are calling for local leader security support.
2. For less urgent security-related matters, security incidents, or to request security training, please send a message to [securityreportingFOD@churchofjesuschrist.org](mailto:securityreportingFOD@churchofjesuschrist.org)
3. Run, Hide, Fight video at this link: <https://youtu.be/5VcSwejU2D0?si=SqyQiP9OJkOaSxcy>

## Appendix A – Meetinghouse Evacuation Plan and Assembly Area



Picture 1: West Richland Stake Center – 5885 Holly Way, West Richland – Evacuation Plan



Picture 2: West Richland Stake Center Assembly Area (highlighted in Red)