

Living Word Christian Center

Operational Plan

1494-1600 California Circle

Prepared for

The City of Milpitas

ATTACHMENT J

April 20, 2006

Table of Contents

Section I – Administration	3
Section II – Daily Operations	5
Section III – Facilities	6
Section IV – Emergency Procedures	7
Section V – Press	8

I. ADMINISTRATION

A. HOURS OF OPERATION

The Living Word Baptist Church is located at 1494-1600 California Circle, Milpitas, California. The hours of operation are as follows:

SUNDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101, staff will assist when there is a service, so there will not be an overlap

Choir Practice: 8:30am - 9:00am; around 35 people in room A101

Living Word Service: 9:00am - 10:00am; maximum 995 people in room A102
Living Word Bible Study: 10:00am - 11:00pm; around 80% of the people attending Living Word Service in rooms 27-29, 1029-1034 and 1074-1077, C101, C103

Living Word Service: 11:00am - 12:00am; maximum 995 people in room A102
Living Word Bible Study: 12:00pm - 1:00pm; around 50-60% of the people attending Living Word Service in rooms 27-29, 1029-1034 and 1074-1077, C101, C111

Team Kid Worship: 10:00am - 12:30pm; around 75 children in room 1047, 1010
Dreamland Worship: 10:00am - 12:30pm; around 50 children in rooms 1003a-1008b

Sr./Jr. High Worship: 9:00am - 10:00am; around 90 children in rooms 1011-1017 (excluding rooms 1013-1014)
10:00am - 11:00am; around 90 children in rooms 1011-1017 (excluding rooms 1013-1014)

Praise Team: 5:00pm - 7:30pm; around 20 people in room A102

Sports/Fellowship: 7:30pm - 9:30pm; around 40 people in room 1027

OTHER AREAS APPLICABLE DAILY

Lobby: open area 1000, A101

Kitchen: room 1026

Break Rooms: rooms 1002, 1057, 1080, B102, C107

Copy Room: room 1059

Storage Rooms: rooms 1018, 1060,

Command Center: rooms 1162 and C100

Areas Not Being Used: offices: 1120-1132, 1135, 1140, 1142, 1144, 1150-1160;
open offices: 900, 1001, 1003

MONDAY
Closed

TUESDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101
Women's Bible Study: 9:00am - 11:30am; around 20 people in room 1047
Sports/Fellowship: 7:30pm - 9:30pm; around 40 people in room 1027

WEDNESDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101
Sports/Fellowship: 7:30pm - 9:30pm; around 40 people in room 1027

THURSDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101
Women's Bible Study: 9:00am - 11:30am; around 20 people in room 1047
Bible Study: 7:00pm - 9:00pm; around 40 people in room C101, C103
Sports/Fellowship: 7:30pm - 9:30pm; around 40 people in room 1027

FRIDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101
Praise Practice 7:30pm - 9:30pm; around 20 people in room A102
Prayer Night: 10:00pm - 12:00pm; around 20 people in room A102

SATURDAY

Office Hours: 9:00am - 5:00pm; around 10 people in open office: B101
Korean Study: 9:00am - 12:00pm; around 150 people in rooms 1003a-1017
(excluding 1013-1014), 1029-1033
Praise Team Practice: 10:00am - 12:00pm; around 25 people, room A102
Choir Practice: 7:00pm - 9:00pm; around 50 people in room 1045
Sports/Fellowship: 7:30pm - 9:30pm; around 40 people in room 1027

B. RESPONSIBLE PARTIES

The following persons are the contact persons in accordance with the Glossary of Terms for the Emergency Response Plan:

Church Director/Designee: Pastor Sungkook Kim
Evacuation Chief: Pastor Se J. Won
Evacuation Warden: Pastor Jiwon Park

Searcher(s):

Lisa Kim, Hannah Suh

C. EMERGENCY RESPONSE

Emergency Notification:

In addition to providing notification according to the Emergency Response Plan the Church staff, property owner's representatives and alarm monitoring service will be available in the event of an emergency:

Living Word Baptist Church:

Office – (408) 934-3600

Direct – (408) 934-3650

Pastor Sungkook Kim – Cell (408) 202-1866

Pastor Se J. Won – Cell (408) 569-7147

Pastor Jiwon Park – (408) 868-7820

Lisa Kim (408) 390-5521

Hannah Suh (408) 202-4653

Everlasting Private Foundation:

In emergency situations, remote activation of systems may be instituted, if required by the Fire Department.

Michael Inouye -- (408) 781-0662

Wayne Okubo – (408) 497-0088

AEC:

In emergency situations, remote activation of systems may be instituted, if required by the Fire Department.

Emergency Monitoring (408) 298-8888

Emergency Response Training:

Church staff will be trained in the following emergency response training:

- Incident Command
- Emergency Response Procedures
- Evacuations
- First Aid/CPR
- Basic Fire Fighting (fire extinguisher)

The following Church staff members are certified in the above training:

Incident Command/Evacuations: Pastor Sungkook Kim, Pastor Se J Won, Pastor Jiwon Park.

CPR/First Aid/Community Emergency Response Program: Susie Park.

CPR (Infant/Adult): Lisa Kim, John Choi, Susie Kang.

As staff members earn certifications on the above training the names will be added to the list. Each staff member will be required to maintain their above certifications on an annual basis.

II. DAILY OPERATIONS

A. Office Hours

The typical office hours for the Church are from 9:00am through 3:00pm during Sunday and then 5:00pm the rest of the week, excluding Mondays. All of the pastors are typically present during this time. If there is an emergency, before or after working hours the pastors may be contacted through their cell phones as listed above.

B. Activity Hours

There are activities that extend past the office hours, where the director or a designated director will be present at all times.

C. Opening

The building will be opened each day with a proximity reader card that will log in the person opening the building. Subsequent personnel arriving will be logged in with the reader.

D. Closing

The building will be closed with the proximity card also. The director/designated director shall review the logs and sweep the building at closing to determine that no one is left in the building after closing. There is a further security system that monitors the property by surveillance cameras and security.

III. FACILITIES

A. Building

1494 California Circle is a former Sun Microsystems building that was set up for classroom functions. This building has been upgrading according to requirements for the Church use. The evacuation corridors are rated at one-hour through a tunnel system.

1600 California Circle is a former PacificMagtron building that had their corporate offices and warehousing, which lends itself to being easily upgraded for the Sanctuary and Fellowship Halls. The evacuation corridors are rated at one-hour through a tunnel system.

B. Command Posts

The 1494 California Circle Command Post is located next to the office area and visually adjacent to the Open Office area 1003 (see Exhibit 1). This room has been designated specifically for the purpose of coordinating and directing any building functions and communications throughout the building.

The 1600 California Circle Command Post is located next to the administrative area and adjacent to an exit tunnel (see Exhibit 1). This room has also been designated specifically for the purpose of coordinating and directing any building functions and communications throughout the building.

C. HVAC

The HVAC system has an airflow rate of just over 2 cubic feet per minute (cfm) per square feet with an air exchange rate of ten air changes per hour, in the Shelter-In-Place. This will provide the occupants of the Shelter-In-Place an indefinite amount of time as a place of safe harbor when 100% of the return air is shut-off or once the HVAC system is shut down. The HVAC system is controlled in zones, but have an emergency manual disconnect switch located in the Command Post.

D. Shelter-In-Place

The Shelter-In-Place is the Sanctuary (see Exhibit 1). A secondary Shelter-In-Place is the classrooms adjacent to the Sanctuary (see Exhibit 1) will be utilized if the Sanctuary requires additional capacity.

In the event there is an evacuation that requires the assembly of the people prior to exiting the Sanctuary will be used for this purpose.

A wind sock will be located at the front of the building so the director/designated director may view it to see the wind direction to determine if the Shelter-In-Place or evacuation will be utilized.

E. Maintenance

The following are the maintenance contractors for the facilities that may be called upon for clarifications in operations and possible improvements:

1. HVAC Maintenance – Therma, Jim Greenfield: (408) 347-3400
2. Alarm – AEC, Han Au: (408) 298-8888
3. Fire Sprinkler – Sure Fire, Charlie Quickert: (408) 590-5710
4. Fire Extinguishers – Simplex/Grinnel, John Rodriguez: (925) 337-1918
5. Lighting – Premiere Lighting, Beno Nahouri: (408) 297-5444
6. Landscaping – Dinsmore Landscaping, Bernard: (408) 970-0593
7. Communications – All Communications Solutions, Carl Holst: (925)-803-9312; Communications Engineering, Paul Chui: (408) 313-6088
8. Trash – BFI, Jeanette Delang Ortiz: (408) 432-1234
9. Pest Control – Crane Pest Control, Ray Busley: (408) 295-3333
10. Plumbing – Falcone & Son Plumbing, Jim Falcone: (408) 226-6151
11. Electrical – JRP Electric, Rene Pisano: (408) 235-8870
12. Glass – Grand Prix Glass, Rich: (408) 265-3565
13. Hardware/Locks – West Valley Security, Jason/Shane: (408) 226-4757

F. Consultants

The following are the design consultants that were involved with the design of the building systems for the building that may be called upon for further input on the building:

1. Architecture – Archespace, Gary Wong: (650) 856-6055
2. Structural Engineer – Peoples Associates, Don Peoples: (408) 957-9220
3. Risk Assessment – Toxichem Management Systems, Dan Hernandez: (408) 292-3266
4. Environmental – Mindigo & Associates, Richard Mindigo: (408) 554-6531
5. Mechanical/Plumbing – Rao Engineering, G.Rao: (831) 637-0550
6. Electrical – VK & Associates, Vish Kamarkar: (650) 852-9516

IV. EMERGENCY PROCEDURES

A. Emergency Resources

The Emergency Kit will be reviewed every six months. The items and quantities listed on the Emergency Response Plan are minimal items that will be updated and increased according to the volume of people the Church is serving. The person dispensing the supplies will have to log in the supplies used, so that the director has a full understanding of the level of supplies at any time. Naturally, supplies will diminish throughout the period, so that the director shall make random spot-checks (audits) to determine that the supplies are being kept up to an acceptable level.

B. Communication Systems

The Church has a telephone paging system that will be utilized in the notification of the people in the building. This communication system will be tested monthly. Part of the test will include the exercise of the paging system for each of the appropriate emergency situations. In addition, the type of incident will require additional items to be implemented as directed by the director and in accordance with the Emergency Response Plan. The rerecorded system will be tested with the following:

1. Fire – CD Track 1
2. Bomb Threat – CD Track 2
3. Acts of Violence – CD Track 3
4. Hazardous Material Release (Evacuation) – CD Track 4
5. Hazardous Material Release (Shelter-In-Place) – CD Track 5
6. Earthquake – CD Track 6
7. Flood/Storm – CD Track 7
8. Medical Emergency – Paging System/911

Additional scenarios will be added to the prerecorded systems as they are created for implementation.

C. Review

The Church will review each incident to determine whether the systems in place needs to be revised. Each incident will be a case study that will be reviewed for the response/actions that were provided and further improvements will be implemented. Additional input will be provided by outside sources to understand the possible alternatives that may be considered in the future.

V. ANNUAL REVIEW

A. Annual Review

Richard Mindigo of Mindigo and Associates and Dan Hernandez of Toxichem Management Systems have been engaged to provide an annual review and update of the Risk Assessment Survey. If either of the above mentioned parties are unavailable for the update and revision of the Risk Assessment Survey, which would reflect changes in the Emergency Response Plan and Operational Plan, another consultant will be appointed for this task. The Risk Assessment update will impose the necessary revised implementation both in the Emergency Response Plan and Operational Plan as the tenancy and requirements in the area changes. The revised Emergency Response Plan and Operational Plan will be filed annually in accordance with Section I.D of the Emergency Response Plan.

B. Annual Fire Drill

Each year the Church will have a fire drill with the Milpitas Fire Department, in addition to the monthly fire drills. The records of the monthly fire drills will be available for the Milpitas Fire Department to review.

VI. PRESS

A. Spokesperson

In the event there is an incident at the Church a designated representative will provide the information to the public, which includes the press and all inquiries. Under no circumstance will any other person be allowed to provide information to the public. All other persons are to direct inquiries to the designated person.

B. Policy

It is the Church's policy to provide only prepared statements in the event of an incident. Only the designated person may provide the information from the prepared statement.