First Presbyterian Church of

Phone number

Address

< picture of church>

Emergency Preparedness Plan

Date (Revised)

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Emergency Preparedness Plan

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**Introduction**

Emergencies happen. We seldom know when or where an emergency may take place. So, the best we can do is to be prepared. Being prepared means having a plan. No two emergency situations are identical nor can every possible contingency be covered. However, the following plan can address the situations most likely to occur in our church and provide some basic guidelines to direct and assist in those situations.

The plan also provides basic preventative measures designed to prevent or assist in any future emergent situations. To the extent possible, practical prevention will include things like: up-to-date fire extinguishers and other emergency equipment, evacuation plans, clear church policies (e.g., snow storms) and trainings for the congregation, but especially for church leaders (e.g. deacons, elders, teachers & staff).

Finally, it is not enough just to make a plan. The plan should make provisions to stay current, relevant and practical. Consequently, there will be an ongoing Emergency Coordinator whose responsibility, with support from the Emergency Advisory Committee, will be to routinely follow-up on all provisions on an annual basis. Such provisions include; current local emergency contact phone numbers and names, documentation of equipment inspections/updates, updated church inventories, updates to the church’s emergency communication system, periodic, planned training sessions, and other elements which will need ongoing oversight. Timelines and individuals responsible for each element are included.

**Medical Emergency Plan**

**For worship and other events in the Sanctuary or Chapel:**

If a medical emergency occurs, the Head Usher dials 9-1-1, requests an ambulance, and will provide the following information:

• Number and location of victim(s)

• Nature of injury or illness

• Hazards involved

• Enter at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entrance

The Head Usher alerts trained members to respond to the situation and to bring a first aid kit, AED or wheelchair (as necessary) to the location where the victim is located.

**Procedures:**

* Attempt to comfort and stabilize injured/ill parties until medical personnel arrive.
* Provide AED/CPR or other first aid as appropriate according to one’s level of training.
* The ushers take control of access to the scene.
* “Universal precautions” are used to prevent contact with body fluids and exposure to blood borne pathogens.
* An usher meets the ambulance at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ entrance or emergency access point and directs the Emergency Medical Personnel (EMP) to victim(s).

**Resources:**

* Emergency Kits (red baskets include first aid kit, flashlight, radio, batteries, latex gloves, baby aspirin
* Locations marked by signs:

Main Office (+air horn) cupboard to immediate right of door

Chapel Cloak Room shelf

Sachristy Room. (southeast of the chapel) counter to immediate left of door)

Narthex Coat Room shelf (immediate right of main doors)

Kitchen Counter in the basement (across from the first entrance to the kitchen from Litten Hall)

* Fire extinguishers are located throughout the building
* AED (Automated External Defibrillator) is located at the Chapel entry adjacent to elevator and coat rack.
* Wheelchairs are located in the coat room off the Chapel entrance and in the west trancept of the sanctuary

Emergency kits will be checked annually by the Plan Coordinator and batteries replaced as needed

First aid materials, fire extinguishers, AED battery and emergency lighting system will be serviced annually by paid vendors and documented by the church administrator

**For other events during week in other parts of the church**

Trained staff and/or volunteers will respond according to severity of the situation. They will call 911 and implement the Medical Emergency Plan if needed.. Staff will ask one of the volunteers or another staff member to meet the EMP (Emergency Medical Personnel) and direct them to the location of the victim. If the situation is not severe, staff will bring the first aid kit to the location of the victim and help apply the aid needed.

**PM events:**

The church administrator will contact each leader of any groups who use the facilities after hours and provide a copy of the Emergency Preparedness Plan and review a copy of the “Procedures in Brief”

**Training:**

There will be twice annual trainings for ushers, teachers, deacons, staff and others on these procedures. First aid and CPR training will be included in the trainings..

Second floor occupants will be invited to send a representative to the trainings and will be provided a copy of the Emergency Preparedness Plan and “Procedures in Brief”

**Power and Water Failure**

Power and water outages can occur for many reasons and at any time and can be momentary or long lasting. The emergency exit lights, plus any other emergency backup lighting, are designed to come on automatically. These systems are to be inspected on an annual basis and documented by the church administrator.

The emergency kits will include: flashlights and radios with fresh batteries. (Candles are not recommended due to the danger of fire and smoke). **Procedures include:**

**Procedures:**

· Trained staff, members and/or volunteers will locate the flashlights and radio.

· Have people remain calm and stay where they are.

· Check the elevator for possible trapped persons.

· Check to see if the whole building is affected.

· Call the local utility company to report the outage.

· Turn off all electronic equipment in order to eliminate damage from a power surge.

· Follow the normal evacuation procedure using stairwells and emergency exits.

For the safety and security of all, if a power outage occurs prior to

the church service or any church function, the building will be

closed unless otherwise determined. .

**Snow Policy for the Church (Proposed for Session review & adoption)**

**Weekdays:**

The church office will not open on those days when the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District has closed due to inclement weather.

For the day(s) following school closure, the administrator and pastor willl consider such factors as snow clearance from the parking lot and any \_\_\_\_\_\_\_\_\_\_\_\_\_ Police Advisories against travel, before deciding to close the office. Such decisions will be communicated to the second floor tenants as necessary.

**Sunday Service:**

The pastor will make the decision when to cancel church activities due to inclement weather. In the event of cancellation, the Emergency Coordinator will be contacted, who will notify channel 6 and 10 T.V. and facilitate an all-church email notifying the congregation.

**Severe Weather/Tornado Sheltering Plan**

Warning sirens by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Civil Defense System will activate when a **tornado warning** has been issued. If a tornado warning is issued, trained staff, ushers and/or volunteers send out a warning throughout the church instructing everyone to seek immediate shelter.

**Tornado Watch --** Weather conditions are considered favorable for the development of a Tornado.

* Be ready to move to the designated shelter area. Stay alert and able to receive further notifications.

**Tornado Warning --** A tornado or funnel cloud has been sighted or detected by radar in the area. All personnel should move to a designated shelter area.

* Proceed immediately to the designated shelter area.
* Able persons may be requested to assist with persons with disabilities or visitors to ensure that, in the event of a Tornado Warning, all building occupants have received notification and are relocating to a safe area. Avoid using elevators.
* If time permits, seek shelter in the lower level (basement) of the church away from windows. Inner hallways away from the possibility of flying glass and debris are best.
* If a person cannot get to the designated shelter-in-place locations, take cover away from windows, or underneath a desk or other heavy object. Crouch down and cover your head.

**\*Primary Shelter Area:**

**Lower Level (Basement)**

* Hallways off of kitchen area
* South hallway behind Litten Hall

**Secondary Shelter Area (if unable to get to the Primary Shelter Area)**

**Main Level (First Floor)**

* Chapel (inner area – close partition / doors)
* Men & women’s restrooms and hallway off Chapel

**Sheltering Duties/Responsibilities**

**Business Hours – Monday – Friday Church Staff:**

When a tornado warning has been issued by the National Weather Service, warning sirens will be activated by the Lansing Civil Defense System. It shall be the responsibility of the administrative staff to notify church staff and guests of the warning. All staff and guests shall proceed to the Primary Shelter\* area in the basement level until an “all-clear” is given.

**After Hour Church Activities – Group/Event Leaders:**

When a tornado warning has been issued by the National Weather Service, warning sirens will be activated by the Lansing Civil Defense System. It shall be the responsibility of the group or event leader(s) to notify occupants of the warning. All occupants shall proceed to the Primary Shelter\* area in the basement level until an “all-clear” is given. All leaders of groups using the facilities after hours will receive a copy of the Emergency Preparedness Plan.

**Sunday Church Service – Head Usher/Ushers/Pastor:**

When a tornado warning has been issued by the National Weather Service, warning sirens will be activated by the Lansing Civil Defense System. The Head Usher shall discretely notify the pastor. The pastor will dismiss the congregation and the ushers will assist the congregation in proceeding to the Primary Shelter\* area in the basement level. Ushers will contact any other classes, as well as the nursery, and provide direction and/or assistance to the shelter areas as needed. Occupants will remain in the shelter areas until an “all-clear” is given.

**\* When possible always go to the Primary Shelter area. If unable to get to the Primary Shelter area, then proceed to the Secondary Shelter area.**

**Fire Safety and Emergency Evacuation Plan**

**Fire detection can occur by:**

* Visual detection or smell
* Security alarm detection – detectors are located throughout the building and security alarm system operators will receive an immediate notification if smoke or fire is detected; normal notification procedures will then be initiated by the system.

(Note: Only functional when alarm system is armed and building is empty)

**Once a fire is detected:**

* On week days, the administrator, custodian, or other trained staff person is notified
* On Sundays, the custodian/host and/or trained usher is notified
* The administrator/custodian/hos/usher or other suitable representative is then responsible to call 911 and alert everyone in the building by:
  + Sounding a general alarm with an air horn located in the central office emergency kit.
  + Then continuously pressing the doorbell outside the central office entrance.
  + The administrator/custodian/host/usher then enlists the aid of other available people to search the building and assist all present to evacuate at the nearest marked exit; (everyone is prohibited from use of the elevator).
  + All people must stay a safe distance from the building until an all-clear is given.

**For people using the building after hours:**

* When groups request routine use of the building after hours, they will be required to review the Emergency Preparedness Plan and identify a group leader responsible for the safety of the group.

**Evacuation drills:**

* At least two fire/tornado drills will be done every year. The administrators on each floor will identify all evacuation exits available. (Drills will include second floor occupants)
* People in the building should be made aware of the nearest exit and an alternate exit, in case the nearest one is blocked.
* Once a year, the Emergency Coordinator will remind the congregation of evacuation exits as well as other pertinent information during a “Minute for Mission” presentation during a worship service.

**Document Change Log**

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Committee Members: