

St. Paul Lutheran Church

# Emergency Action Plan



# CALL 911

FOR ALL EMERGENCIES

**Hamburg Township Police (810)231-9391**  
**Hamburg Township Fire (810)222-1100**

## Other Emergency Telephone Numbers

Consumers Energy	800-477-5050
Michigan Consolidated Gas / MichCon	800-947-5000
Detroit Edison / DTE	800-477-4747
Poison Control	800-222-1212

# St. Paul Lutheran Church

## Leadership Team

*Pastor Evan Gaertner*



Facilities	Russ Blackney	<a href="mailto:russellen@charter.net">russellen@charter.net</a>	810.231.0024
Christian Education	Mike Hausch	<a href="mailto:mike@stpaulhamburg.com">mike@stpaulhamburg.com</a>	810.923.8166
Worship & Music	Bob Vedder	<a href="mailto:Bob@Vedder-Electric.com">Bob@Vedder-Electric.com</a>	734.216.1831
Support Services, Admin	Chuck Simpson	<a href="mailto:chuck@csimpson.org">chuck@csimpson.org</a>	810.231.1743
Support Services, Finance	Arlene Wiltse	<a href="mailto:b.wiltse@sbcglobal.net">b.wiltse@sbcglobal.net</a>	810.231.9560
Outreach	Vacant		
Fellowship	Vacant		
Compassionate Care	Tami King	<a href="mailto:tami.king@sbcglobal.net">tami.king@sbcglobal.net</a>	734.878.4397
Volunteer Ministry	Vacant		
Spiritual Oversight	Pastor Evan Gaertner	<a href="mailto:TheRevEv@gmail.com">TheRevEv@gmail.com</a>	810.355.1600

## All Assaults

- Try to flee or hide if not directly confronted
- **Call 911** and report:
  - Location of the incident
  - Direction the perpetrator escaped
  - Physical description/condition of perpetrator, including clothing
  - Description of get away vehicle
  - Indicate weapons involved, if any
- Do not approach or attempt to apprehend the person(s) involved
- Notify church staff if possible

# Building Evacuation

## Building Evacuation

**For your own safety, YOU MUST EVACUATE when ordered to do so.**

**This includes either the activation of an audible/visible fire alarm or verbal orders from emergency response personnel.**

1. Remain calm.
2. Evacuate the building.
3. Take **ONLY** essential personal items with you.
4. Shut all doors behind you.
5. Proceed as quickly as possible, but in an orderly manner.
6. Once out of the building, move away at least 300 feet from the structure or as instructed by emergency response personnel.
7. Do not leave the evacuation area unless directed to do so by emergency response personnel.
8. Provide emergency response personnel information on anyone who may need assistance.

## Fire

- **Sound the Fire Alarm**
- **Call 911**
- Never allow the fire to come between you and an exit
- Follow the evacuation route posted in your building area
- Remove all persons from the danger area
- Close doors behind you to confine the fire
- Evacuate the building to at least 300 feet

## Medical Emergencies

If someone becomes ill or injured:

- **Call 911**
- DO NOT move a severely injured person
- DO NOT give any medication
- Unless you are trained or the victim is in an immediate life-threatening situation, do not attempt to render any first aid before trained assistance arrives
- Assign someone to remain with the injured until help arrives
- Assign someone to meet arriving ambulance
- Notify Church Staff

## Severe Weather

### DEFINITIONS:

- **TORNADO WATCH** – Conditions are favorable for a tornado. Make building staff aware but take no action.
- **TORNADO WARNING** – Tornado has been sighted – take shelter immediately.
- **SEVERE THUNDERSTORM WATCH** – Conditions are favorable for thunderstorm. Make staff aware but take no action.
- **SEVERE THUNDERSTORM WARNING** – cease all outside activities.

### If severe weather develops:

- Stay inside and be alert to falling or flying objects.
- Stay away from windows, mirrors, glass, and unsecured objects
- Proceed to a central hallway or interior room of the building.
- If requested, assist persons with disabilities

# Hazardous Materials Incident

## Hazardous Materials Incident

### **If a hazardous material spill occurs:**

1. **Call 911.**
2. If there is any possible danger, evacuate your area
3. If a toxic hazardous material comes in contact with your skin, immediately flush the affected area with clear water.

### **If a hazardous material fire occurs:**

1. Remain calm.
2. **Call 911.**
3. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Evacuate your area.
6. Close doors and windows behind you to confine the fire.
7. Do not break windows. Oxygen feeds a fire.
8. Do not attempt to save possessions at the risk of personal injury.
9. If you know what hazardous materials are involved in the fire, communicate that information to fire department officials.



# Flooding and Water Damage

## *Flooding and Water Damage*

### *If a water leak occurs:*

1. Remain calm.
2. Call Library administration immediately to report the exact location and severity of the leak.
3. Use extreme caution. Do not use any electrical appliances or outlets near the leak. Evacuate the area.
4. Turn the water source off if you are confident of your ability to stop the water flow.
5. Protect objects that are in jeopardy. Take essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

# Utility Failure

## Utility Failure

If there is a potential danger to building occupants, **call 911**.

In the event of a utility failure occurring during the regular working hours, immediately notify Church administration.

### **Gas Leak:**

1. **Call 911**
2. Cease all operations.
3. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
4. Evacuate the area immediately.

### **Electrical / Light Failure:**

1. Remain calm.
2. Proceed cautiously to an area that has emergency lighting, especially if you are in an unlit area.
3. If possible, turn off equipment to avoid potential damage once the utility is restored.
4. If there is any possibility of danger, evacuate the area immediately.

# Suspicious Package

## Suspicious Package

A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

If you receive a written threat or a suspicious parcel or if you find a suspicious object anywhere on the premises:

1. **Call 911**
2. Keep anyone from handling or going near the package.
3. Do not use portable radio (cell phone) equipment within 200 feet of a suspicious item
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object.
5. Remain calm. Do not discuss the threat with other staff members.
6. Be guided by police instructions.

## Active Shooter (Shelter In Place)

- Call 9-1-1 – provide as much information as possible (\*)
- Try to warn other Church staff, students and visitors to take immediate shelter
- Go to a room that can be locked or barricaded – lock and/or barricade door(s)
- Turn off lights, close blinds and block windows
- Silence cell phones
- Keep yourself out of sight and take cover
- Remain in place until a uniformed law enforcement officer releases you from your secure area (\*\*)

### Additional Training Information / Considerations

\* Information to law enforcement to be considered:

An active shooter is on site, shots have been fired, your name and your current location;

Number of shots fired;

If you were able to see give the offender(s), a description and location;

If you are aware of victims, give a description and location;

If you saw any unusual packages or possible explosives;

If you heard any explosions, number of explosions and possible location

\*\* Remain in place until released by a uniformed law enforcement officer

An active shooter may try to lure you away from safety

Do not respond to voice commands until you can verify with certainty they are being issued by a law enforcement officer

Attempts to rescue injured persons should only be attempted if rescue can be accomplished without endangering yourself or others in your secured area.

Depending on circumstances, you may consider exiting ground floor windows or doors if you are not in a secured area and are vulnerable.

**Only as a last resort**, when it is imminent that your life is in danger, **make a personal choice** to either attempt to negotiate with, OR overpower the offender(s)... if there is no possibility of escape or hiding.

If you are outside, move away from the active shooter(s) or the sounds of gunshot(s) and/or explosion(s).

## Bomb Threat

### If you receive a telephone threat:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Use the Explosive Device Data Record information to question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
- 4. Upon completion of the call, immediately call 911**
5. Complete the Explosive Device Data Record as soon as possible while the incident is fresh in your memory.
6. If a threat has been received by another individual and he/she is relaying this information to you, use the Explosive Device Data Record to get as much information from them as possible.

# Explosive Device Data Record

## *Explosive Device Data Record*

### Questions to Ask:

1. When is it set to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of explosive device is it?
5. What will cause it to explode?
6. Did you place the explosive device?
7. Why?
8. What is your address?
9. What is your name?

### Exact wording of the threat:

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Accent: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### Caller's voice:

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

If voice is familiar, who did it sound like? \_\_\_\_\_

\_\_\_\_\_

### Background sounds:

- |  |                                 |   |  |
|--|---------------------------------|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Music  | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> House noises  | <input type="checkbox"/> Voices | <input type="checkbox"/> Animal noises    | <input type="checkbox"/> Static            |
| <input type="checkbox"/> PA system     | <input type="checkbox"/> Clear  | <input type="checkbox"/> Phone booth      | <input type="checkbox"/> Other _____       |

### Threat language:

- |                                       |                                     |                                     |   |
|---------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well spoken  | <input type="checkbox"/> Foul       | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Remarks: _____ |
| <input type="checkbox"/> Threat maker | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped      | _____                                   |

### IMMEDIATELY CALL 911 TO REPORT THE THREAT

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

## Building Emergency Contacts

Electrical

Plumbing

Locksmith

Computers

Roofing

Township DPW

Don Miller, 810-231-8158

Building Insurance

Alarm Service

Attorney

Fire System