



Emergency Plan for Faith United Methodist Church

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Table of Contents

EMERGENCY TELEPHONE NUMBERS	3
BUILDING EMERGENCY PROCEDURES	4
Leader Responsibilities	4
Medical Emergency	4
Fire and Smoke Emergencies.....	5
- If the Fire Warning Alarm Sounds	5
Building Evacuation Emergency	6
- If a Building Evacuation is Initiated.....	6
Tornado & Severe Weather Emergency	6
- If a Tornado Warning is Announced	7
- Tornado Safety Basics	7
Intruder/Active Shooter Emergency Action Plan.....	8
- Dealing with an Intruder/Active Shooter.....	8
- Warning Signs	9
APPENDIXES	10
# 1: Threats	10
# 2: Injury/Incident Report.....	12
NOTES.....	13

Attachments: FUMC MAP

EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 9-1-1

OTHER IMPORTANT NUMBERS

Doug Abbott, Director of Administration: cell: 217-722-7494 home: 217-356-1534

Pastor Sheryl Palmer cell: 618-315-8074

Pastor Cory Blackwell cell: 217-652-5241

Scott Meredith, Custodian cell: 217-621-6386

Patti Stolte, Office Manager cell: 217-778-7636

David Wolf , Director of Education cell: 217-377-0466

Julie Healy, Preschool Director cell: 217-841-1085

Gwenna Pelz, Preschool Assistant Director cell: 217-721-7917

Other Emergency Contacts: _____

BUILDING EMERGENCY PROCEDURES

Leader Responsibilities (staff members, teachers, ushers, other volunteers)

In the event of an emergency, leader responsibilities will include the following:

- At least four leaders will have communications by radios on Sunday mornings.
- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.
- Be familiar with and be prepared to implement the Intruder Action Plan.

Medical Emergency

Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:

- Name.
- Location and closest building entrance.
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located in: Church Office, Usher's Closet in North Sanctuary, Lighting Booth in Worship & Life Center, South Sanctuary, Education Resource Room.

An Automated External Defibrillator (AED) is located next to the sink in the Gathering Area.

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of situation.
- Leaders will stand by to assist as needed

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, location and closest building entrance.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

If the Fire Warning Alarm Sounds

- Immediately initiate evacuation procedures.

Note: If at all possible, a leader should move ahead of the group to ensure that the evacuation route and holding areas are safe. A fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them or the evacuation route or holding area may be blocked or unsafe. If in the church basement, proceed to the outside stairwell at the south end of the hall.

- Close any interior fire (double) doors near you.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area on the corners of the church property.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by a leader.
(Note: The “all clear” should be initially issued by the Fire Department.)

Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your area. If possible a leader should move ahead of the group to be sure that the evacuation route and assembly area is safe.

The designated assembly areas are located: Outside at the corners of the property.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located on the far side, (northwest), of the church parsonage.

If a Building Evacuation is Initiated, important “dos” and “don’ts” are:

- Remain calm.
- Follow the instructions of the leader, if applicable.
- If you occupy an enclosed office or room, close the door as you leave.
- Be alert for other staff members, and emergency agency personnel who might also be in the area.
- Do not return for coats, purses, etc, after you have left the area.
- Do not return to your area until the “all clear” signal is given.

Note: Ensure that responsible persons assist each disabled person in evacuating. Emergency evacuation maps are posted.

Tornado & Severe Weather Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The —watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A **—tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

If a Tornado Warning is Announced

The siren outside of our building will sound and/or a telephone page message or verbal message will be given by a leader.

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tornado shelter area immediately. Move quickly, but do not run.
- Our primary designated areas are the basement and room 4 for persons unable to manage the stairs. Other interior rooms and hallways are secondary areas.
- Assist disabled personnel in your area.
- Shelter in place until you hear a verbal announcement from a leader and/or the church paging system that it is safe to return to your area.

Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are common in Illinois. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior room.
- Once you’ve situated yourself in the safest place you can find, protect your face and head, and stay where you are until a —all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

Intruder/Active Shooter Emergency Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, is barricaded within a building, or creating a disturbance, the following procedures should be followed:

- A leader(s) should announce an Intruder in the building via radio and/or from the telephone paging system and/or in person in each area of the building. The message should include the present location of the intruder if known. Education wing will be locked down.
- If possible, lock yourself in the room you are in at the time of the threatening activity.
- Evacuate the building only if it is safe to do so and the intruder is not close by.
- If evacuating, move outside in a direction away from the intruder's last know location.
- If communication is available, call **911** or other appropriate emergency #'s.
- If you are unable to make a verbal call, you may text **911** but verbal calls are preferred.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the door and close blinds or curtains if staying in place.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
 1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims. If time allows, lock exterior doors to your room. Turn off lights and stay quietly in an area that cannot be seen from the doors.
 2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you. Lay horizontally between chair rows or pews if possible.
 4. An option you may have, if you have the ability to do so, would be to fight back. This is dangerous, but depending on the circumstances, could be an option.
 5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
 6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Warning Signs

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in our church:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.
- Exhibits extremely nervous behavior, will not make eye contact or engage in simple conversation.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

APPENDIX 1: THREATS

In the event you have a threatening contact or receive a threat call, remain calm; if possible, have a pre-arranged signal to alert other personnel.

Threat Checklist

Complete this list if you receive a threat.

Exact time of call or contact: _____ Date: _____

Is this person known to you: Yes No

Name if known _____

Exact words of caller or threatening person:

Description or callers voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

Other description: _____

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks

Other:

For a bomb threat, Do not hang up! Obtain as much information as possible:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it? _____
- Method of activation: mechanical, clock, movement/chemical action?

- Method of deactivation? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____

Call received by: _____

Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
 - ✓ Identify yourself
 - ✓ State: —I have received a bomb threat.
 - ✓ Give your location.

REMAIN CALM!

APPENDIX 2: INJURY/INCIDENT REPORT

The following form may be helpful should an injury occur. It is especially important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____

Injured Person: _____

Completed by: _____

Where were you when injury occurred?

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

NOTES: