

SAFETY PLAN APPROVAL

# SAFETY PLAN

SUBMITTED



APPROVED BY BOARD OF TRUSTEES

## First Congregational Church of South Haven

NAME DATE

651 Phoenix Street, South Haven,  
Michigan 49090

September, 2021

**SAFETY PLAN APPROVAL**

**SUBMITTED**

\_\_\_\_\_  
**Scott Raue / Date**

 / 9/30/2021  
\_\_\_\_\_  
**Dan Thompson / Date**

**APPROVED BY BOARD OF TRUSTEES**

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**NAME/ DATE**

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## Church EMERGENCIES Introduction

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This Emergency Action Plan (EAP) establishes guidelines for all reasonably foreseeable Church emergencies. Because each emergency situation involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

**Special Note:** *Safety and health are the overriding priorities in all emergency situations. Think before you act and... if you see something, say something!*

Emergencies can be identified as Medical, Fire, Severe Weather, Bomb Threats, Terrorist Attacks, Extended Power Loss, etc. Personnel should identify these emergencies and report them to the Emergency Coordinator and **CALL 911** to alert Police. The local Emergency Services respond to emergencies.

### Alerting Personnel

The following apply during fires and other Church Property emergencies requiring evacuation:

- Personnel will calmly evacuate using designated escape routes giving vocal alarms of "FIRE", etc.
- Personnel will look into rooms as they leave the suite and notify personnel to exit; do not delay your evacuation for this purpose.
- Personnel will assemble and remain in the evacuation Assembly Area (Northeast Corner of Parking Lot). Leaving the group or failing to report to the evacuation Assembly Area can cause unnecessary effort locating personnel believed to be missing.
- Immediately notify your Group Leader of missing or unaccounted for personnel.
- Stay alert and listen for instructions.
- Await guidance to disperse, return to the building or take additional measures.
- In the event of a Medical or other emergency that does NOT require evacuation,

**CALL 911** to alert Police and notify the Emergency Coordinator.

## ROLES & RESPONSIBILITIES

**Authority:** The Board of Trustees of the First Congregational Church of South Haven is responsible for the Development and Implementation of this Emergency Action Plan. The Emergency Coordinator is appointed by the Board of Trustees to implement this approved plan, update as necessary and train Church Members on its Contents,

Aides for Persons with Disabilities are responsible only for evacuating personnel out of the area and assisting personnel to the Assembly Area. The Group Leader assumes responsibility once our personnel exit. Upon their arrival, Emergency Services (Incident Commander) will assume command.

### A. Church Trustee Emergency Coordinator (EC)

#### *Non-Emergency Responsibilities:*

- Ensure the dissemination, implementation and updating of the EAP.
- Review and update EAP annually and gain approval from the Board of Trustees
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After-Action Review following any emergency event and provide a copy to the Board of Trustees
- The EAP will be maintained in accordance with and shall include:
  - Emergency escape procedures
  - Procedures to account for all personnel following evacuation.

#### *Duties/Responsibility during an Emergency:*

#### *Group/ Organization Leader/Usher*

- initiate and complete accountability and/or evacuation.
- Coordinate the orderly evacuation of personnel when needed.
- Provide Emergency Response personnel with necessary facility information.
- Notify Emergency Response of unaccounted for personnel.

### B. Church Members

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.



***Duties/Responsibilities during an Emergency:***

- Take your cellphone and ensure accountability for all personnel.
- During an evacuation, direct people out of the church and exit via the stairwells; remind church members NOT to use the elevators, as they will be taken out of service.
- Upon arrival at the Assembly Area, confirm all personnel are present or are otherwise accounted for (e.g., illness, travel, vacation, meetings).
- Immediately notify Emergency on Scene Commander of unaccounted for/missing personnel.

**C. Persons with Disabilities (APD)**

***Non-Emergency Responsibilities:***

- Understand the building's emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

***Duties/Responsibilities during an Emergency:***

- Locate the Mobility Impaired Person(s) and assist them in getting to the designated mobility impaired location—
- Contact the Group Leader and let them know what stairwell you are located in and that you have arrived there safely with the person needing assistance.

**D. All other Personnel**

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as EC where to find the AED, evacuation routes and procedures, Assembly Area location.

# 911

Summon emergency assistance by **CALLING 911** Be prepared to provide the following information:

- Your name and location.
- Phone number from where the call is being made.
- Location of the emergency, including facility name, full address
- Type of emergency:
  - v Medical
  - v Fire
  - v Criminal Act
  - v Bomb Threat
- Other important Information:
  - Number and condition of victims.
  - Location and extent of situation, hazard, fire, etc.
  - Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels or placards).
  - What is needed

**DO NOT HANG UP FIRST.** Let emergency personnel hang up first.

After the call, station someone to direct Emergency Response personnel to the scene of the emergency.

# GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES



## MEDICAL EMERGENCIES

Survey the scene; evaluate personal safety issues. Request assistance (SHOUT FOR HELP)

**Call 911**

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained church members to respond to the victim's location and bring a first aid kit or Automated External Defibrillator (AED).

### **Location of First Aid Kits and Automated External Defibrillator(s)**

**See Attachment 1**

### **Procedures**

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Designate an individual to meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s).



# FIRES

## Fire Emergency Plan

If a fire is reported) warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- First Congregational Church of South Haven, 651 Phoenix Street, South Haven Michigan
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

**\*\*\*Group Leader to direct evacuation of personnel\*\*\***

### Evacuation Procedures

- Evacuate building along evacuation routes to primary assembly areas outside. (Northeast Corner of Parking Lot)
- Redirect building occupants to stairs and exits away from the fire.
- **Prohibit use of elevators.**
- Evacuation team to account for all church members and visitors at the Assembly Area.

