

SAFETY PLAN



First Congregational Church of South Haven

**651 Phoenix Street, South Haven,
Michigan 49090**

September, 2021

SAFETY PLAN APPROVAL

SUBMITTED

Scott Raue / Date

 1/9/30/2021

Dan Thompson/ Date

APPROVED BY BOARD OF TRUSTEES

NAME/ DATE

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Church EMERGENCIES Introduction

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.



ACTIVE SHOOTER AND CHURCH PROPERTY VIOLENCE

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

How to respond when an Active Shooter is in your vicinity

1. Run/Avoid/Get Out
2. Hide/ Deny/Lock Out
3. Fight/Defend/Take Out

<ul style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible	<ul style="list-style-type: none">• Hide in an area out of the active shooters view• Lock doors/Block/Barricade entry to your hiding place.• Silence your cell phone	<ul style="list-style-type: none">• As a last resort and only when your life is in imminent danger.• Attempt to incapacitate the active shooter• Act with physical aggression as possible• Improvised weapons and throw items at the active shooter
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*****CALL 911 WHEN IT IS SAFE TO DO SO*****

How to respond when Law Enforcement arrives on the scene

How you should react when Law Enforcement Arrives

<ul style="list-style-type: none">• Remain calm and follow officers' instructions• Immediately raise hands and spread fingers	<ul style="list-style-type: none">• Avoid pointing, screaming, and/or yelling• Do not stop to ask officers for help or directions when evacuating. Just proceed
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<ul style="list-style-type: none"> Avoid making quick movements towards officers such as attempting to hold on to them for safety 	in the direction from which the officers entered the premises.
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BOMB THREATS

Information you should provide to Law Enforcement

<ul style="list-style-type: none"> Location of active shooter Number of shooters, if more than one Physical description of shooter(s) 	<ul style="list-style-type: none"> Number and type of weapon(s) Number of potential victims at the location
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BOMB THREATS

Phone Bomb Threat

- Stay calm – do not alarm others.
- Notify your Group Leader (Pastor, Committee Chair etc) who will report the threat to law enforcement by **CALLING 911**. If supervisor is not present, you make the call.
- Fill out the *Bomb Threat Card (See Attachment 2)* to assist responding agency.
- Decision to evacuate the building will be made by law enforcement personnel.
- Take the Bomb Threat Card with you if the building is evacuated.

Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your Group Leader who will report the threat to law enforcement by

CALLING 911. If Group Leader is not present, you make the call.

- Do not give information to anyone except supervisor and law enforcement personnel.

Prior To Law Enforcement Arrival

Pending the arrival of law enforcement, The following steps will be taken:

1. Have everyone do a cursory visual search of their area or work area for anything suspicious, out of the ordinary, unusual packages or anything disturbed. Check lobby's, restrooms and other areas.
2. Building Security will restrict access to the building until further instructions.
3. Report to Group Leaders the location and result of the search.
Floor Managers will then contact the Emergency Site Coordinator with the information for their floor.
4. If a suspicious item is found, do not touch it. The information should be reported immediately to the Group Leaders. The Group Leader along with the employee who found the suspicious item to relay the information about the object.
5. At the end of the search or if something is found, follow the process above on decision to evacuate.

Bomb Threat Call Procedure

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone, radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____ Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice Background Sounds: Threat Language:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |

Other Information:



Homeland Security



SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek shelter inside. The following are recommended locations for shelter:
- Shelter in place location is Bell Choir Practice Room and Hallway immediately in front of it under the Narthex
- For Persons with Disabilities exit front right door down ramp through Sacristy to Elevator
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Blizzard:

- Stay calm and await instructions from the Emergency Coordinator. • Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors. ○ Cover windows at night.
- Eat and drink. Food provides the body with energy and heat, and fluids prevent dehydration.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines (open faucets and drip water through line to avoid freezing)
 - Toilets
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



PERSONS WITH DISABILITIES Member and Leader Responsibilities

If you are an individual with a disability, there are critical steps you should take to help ensure that you will be safe during an emergency. First, inform your Group Leader if you require assistance in the event of an evacuation. Second, work with your Group Leader to develop a plan to ensure your safe evacuation in the event of an emergency. If you do not wish to share your needs with your Group Leader you should review the procedures to be followed in an emergency situation affecting your assigned facility and familiarize yourself with your evacuation route and assembly area.

If you are a Group Leader you are responsible for reviewing your facility's EAP with all members under your supervision, including those with disabilities, to ensure that each church member clearly understands procedures that must be followed during an emergency event. Be proactive in developing emergency plans to meet the needs of members with a disability. You should also include your members with disabilities in the decision-making process when selecting special equipment and developing evacuation procedures in collaboration with your building managers.

Procedures

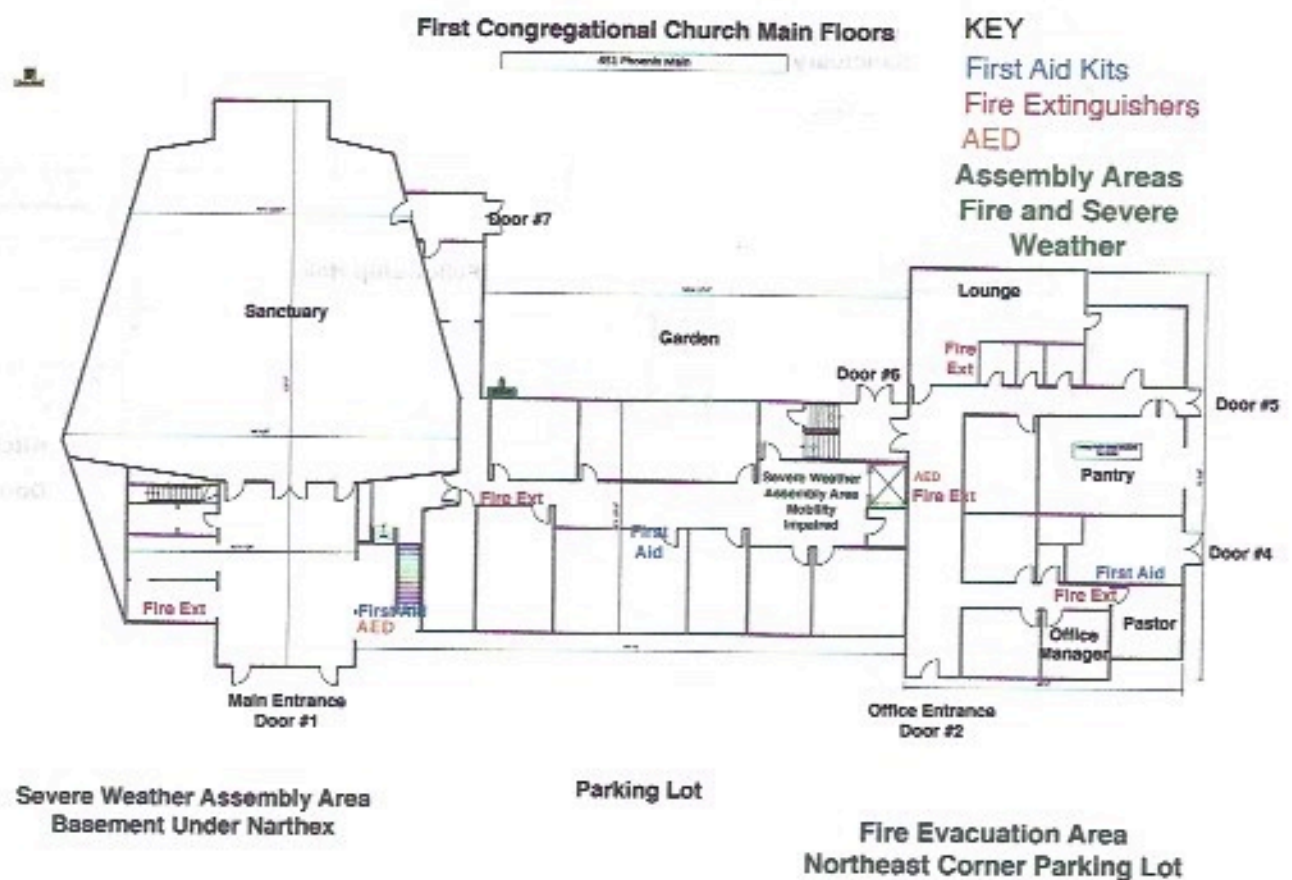
Options for disability evacuation include:

- **Shelter in Place**—Take immediate shelter at the designated location.
- **Two-person Carry**—This is a way to carry a person to safety with the assistance of a partner. The two assistants link arms to form a backrest and grip wrists to form a seat.

Please remember, when making decisions regarding the best way to evacuate individuals with disabilities from your building, you should work closely with your local emergency response personnel and their safety specialists.

ATTACHMENT 1

Location of emergency equipment, First Aid Kits, AED's, Fire Equipment and Door #'s for emergency personnel access, and Assembly areas for Fire and Severe Weather emergencies



First Congregational Church Second Floor

