

Emergency Plan

**Christ Our Shepherd
Lutheran Church**

TABLE OF CONTENTS

Emergency Telephone Numbers	3
Medical Emergency	4
Fire	5
Evacuations	7
Severe Weather/Tornado	7
Natural Disasters	8
Serious Leaks/Water Line Breaks	9
Power Failure	9
Elevator Malfunction	9
Bomb Threats	10
Suspicious Persons	10
Poison	11
Protestors	11
Media Communications	12

Life is always full of surprises. We can be surprised by God's grace, good news, and unexpected gifts of sweet moments in nature or friendship. But in our broken world, we can also be surprised by emergencies posing danger. Scripture includes many stories of how God's people have faced famines, plagues, fires, earthquakes, and threats from other people. One of God's blessings is guidance to be prepared. God guided Joseph to develop an "emergency plan" to weather seven years of drought in Egypt by preparing for it with seven years of storing extra crops. God guided Moses with an "emergency plan" for how the people could avoid the Spirit of death at Passover. God guided Mary and Joseph with an "emergency plan" for how to escape Herod's soldiers by fleeing to Egypt. We too, today, are blessed when God guides us in discerning emergency plans.

This document is offered in a spirit of prayer, that God would be in our preparation to minimize the impact of potential threats. May our preparation be a way we live out in a concrete way Jesus' Great Command to love God by loving our neighbor. Our prayer is that this is one document which is well-read, but rarely implemented.

Emergency Telephone Numbers

An emergency is a situation—actual or imminent—that endangers the safety of the congregation and visitors or the security of the properties.

For assistance in a medical or safety emergency, call 911 or the local emergency numbers listed below.

EMERGENCY 911 at 101 North Peachtree Parkway and Highway 54 (Floyd Farr)

When you call:

- Identify yourself and the specific location of the emergency. Give the street address (**101 N. Peachtree Parkway**). Tell what has occurred. Be concise and factual.
- Relate known or suspected injuries or fatalities.
- Identify immediate help needed.

If appropriate notify: Individuals on your location's emergency contact list.

Local Emergency Numbers

Fire	911	770-631-2526 (non-emergency)
Police	911	770-487-8866 (non-emergency)
Ambulance	911	
Hospital ER	911	770-719-7000 (non-emergency)
Animal Control		770-631-7210
Poison Control	1-800-222-1222	404-616-9000 (non-emergency)

Emergency Contact List

Individuals who should be contacted in an emergency are:

Name	Home Number	Cell Number
Susan Kunig Director of Operations	770-631-4861	404-931-4186
Pastor Fritz Wiese Senior Pastor	770-880-2069	

Pastor Miriam Beecher Associate Pastor	770-632-1650	770-314-2273
Lisette Rietschier Office Administrator		678-519-8459
David Beecher Minister of Music	770-632-1650	678-469-0464
Colleen Ferris (Director of Preschool)	770-487-3234	678-469-0464

In the event of a disaster, please contact:

ELCA Disaster Relief Coordinator Mary Brunso	770 460-7946	563-343-0780
Southeast Synod Office, ELCA		404 521-1980

Service Provider Numbers

Insurance

Brotherhood Mutual	260-482-8668	404-664-0446
Policy Number: 10MLA0329303		Representative: Jason Kremkau

Gas Company

Coweta-Fayette EMC	770-487-8718
Account: 33025697002	

Georgia Natural Gas	770-907-4231	770-850-6200
Account: 003343998-3360965		Non-emergency

Electric Company

Georgia Power	1-888-891-0938	1-888-655-5888
Account: 00109-48008		Non-emergency

Water Company

Fayette County Water	770-461-1146
Account: 10949-19321	

Medical Emergency

Emergency Actions-In the event of an injury or other medical emergency:

Call 911. Be prepared to give the following information:

- Name and extension.
- Location. (101 N. Peachtree Parkway, Peachtree City, GA 30269)
- Number of people involved.
- Nature of injury or illness.

While waiting for professional help do not move the ill or injured person. Make an announcement to the congregation if there are any nurses, doctors, and/or trained first aiders present to assist. Head Usher/Service Coordinator will go to Main Entrance and direct emergency personnel to the location.

In the case a **defibulator** is needed, you will find one in the narthex directly across the **main double doors of the sanctuary.**

Treat minor injuries from supplies in the first aid kits. The kits are located in the Fellowship Hall and at the Welcome Desk right outside the Sanctuary.

Keep the congregation and/or organization where they currently are, do **NOT** dismiss or leave as it may interfere with the arrival of the medical professionals

When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

FIRE

If you detect smoke:

- Call 911.
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Advise the Director of Operations, Pastors, Office Administrator, or other staff member of the situation.

If you detect fire:

- Activate the manual fire alarm, then move to a safe area
- Call 911
- Give your name, telephone number, and location (101 N. Peachtree Parkway)
- 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. They are located: outside Rooms 116, 124B, 130, 136, Lower Level Restrooms, Rooms 231, 234 (Nursery), and inside the kitchen.
- 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

- Do not use the elevator.
- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.

Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- 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 the back of 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 to the ground level and outdoors. **Move to the lower level lot towards the wooded section near the trash receptacle and storage units.**
- 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 the incident coordinator. (Note: The “all clear” should be initially issued by the Fire Department.)

If a Building Evacuation is Initiated, Please Remember to:

- Remain calm.
- Follow the instructions of the Director of Operations or Staff Member, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, church members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

False Alarm

- Go to the Fire Alarm Box located in the lower lobby near the main entrance.
- Locate the indicator of where the alarm went off.
- Once you have established there is no threat, re-set the pull box where the indicator located it.
- The alarm company will call. If no one answers the phone to ensure that it is a false alarm, then they will contact the Fire Department. You can contact Twelve & Associates (the alarm company) by calling 770-953-8585.

Fire Drills

- Christ Our Shepherd will schedule and conduct a Fire Evacuation three times a year in January, May, and September.

SEVERE WEATHER/TORNADO

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

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.

During a tornado watch, a battery-powered radio (in the main office and Room 117) and will be programmed for the NWS Tornado Watches and Tornado warnings issued in Fayette County radio frequency. Should a tornado develop which threatens our area, Director of Operations or other emergency staff contacts should initiate actions to notify and protect all staff and church members in the facility. *The number for Georgia Power is 1-888-891-0938 emergency and 1-888-655-5888 for non-emergency.*

If a Tornado Warning is announced

When you hear the announcement for a tornado warning:

- Move to a designated tornado shelter immediately. Move quickly, but do not run. Appropriate shelter includes the following rooms on the 1st floor: Choir Room (154 and 152) and Sunday School Rooms (142, 140, 136, 134, 132, and 130)
- Do not use elevators.
- Assist disabled persons in your area.
- Close the door to your room, once filled to capacity.
- Wait in the shelter until you hear an announcement from a staff member that it is safe to return to your area.

Tornado Safety Basics

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 office 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 you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you’ve situated yourself in the safest place you can find, protect your face and head, and stay where you are until an “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.

NATURAL DISASTERS

Monitor weather radios for changing conditions. Be aware of flooding and lightening during heavy rainstorms. If you see any possibility of flash flooding or problems from lightening, immediately move to safe location.

Flash Flooding

In the event of heavy rain, be aware of flash floods. Monitor conditions and if need be: move items to higher level, if necessary evacuate the building making sure everyone is out of the building safely and lock the dorr. Be aware of driving through standing water.

Lightening

When a thunderstorm threatens, move everyone indoors as quickly as possible. Stay away from windows, water, and phone if at all possible.

SERIOUS LEAKS AND WATER LINE BREAKS

If there is a serious leak from a water line, you must shut off the main water supply to the building. The water shut off is located outside the back doors of the fellowship hall near the fire hydrant.

Once the water supply is shut off, contact the Director of Operations, Sue Kunig @ 770-631-4861 (h) or 404-931-4186 (c). The director will then contact the water company, if the county water line is broken. If there is a serious leak within the building that a volunteer cannot fix, contact our plumbing vendor.

POWER FAILURE

If power is lost, first check the fuse box for the area that lost power. Fuse boxes are located upstairs in rooms 222 (kitchen pantry), 231 (chair storage in fellowship hall), and 239 (mechanical room). Fuse boxes are located downstairs in rooms 132B, 136, and 155.

If power is out throughout the whole building, contact Georgia Power @ 1-888-891-0938 to let them know of an outage.

Once power is restored, you must re-set the fire alarm system. To do this, go to the mechanical room behind Christian Education Storage Room (lower level hallway, Room #132. There is a mechanical room to the rear of the storage room). On the wall there is a metal box with a reset button. Check to see what code is indicated (red or yellow) Pushing the reset button should reset the system and stop the alarm. If the problem has not cleared, the alarm will begin again within a few minutes.

ELEVATOR MALFUNCTION

DO NOT RESET THE ELEVATOR WITHOUT WRITING DOWN THE LED CODE AND NOTIFYING THE DIRECTOR OF OPERATIONS OF THE MALFUNCTION.

If there is a malfunction with the elevator, do not reset the elevator before doing the following.

- Go to the elevator mechanical room located through the storage room across from the HS youth director's office (also called the Sexton storage/maintenance room).
- Open the blue doors to the cabinet with computer and mechanicals.
- Look for the LED readout (read letters) which will be located in the upper middle of the panel. This is the elevator malfunction code. **WRITE DOWN THIS CODE.** We need to provide it to the OTIS Repair Service Technician.
- After recording the LED code, go to the large red switch on the wall opposite the blue cabinet.
- Pull switch down and wait for 60 seconds or more, then push the switch back up. This will reset the elevator, and should return it to service.

You can contact OTIS Elevator Company by calling 404-355-1991.

BOMB THREAT

When a bomb threat is called in, try to get as much information from the caller.

- When will the bomb explode?
- Where is the bomb located?
- What does it look like?
- Why did you place it here?
- Where are you calling from?
- Is the caller male or female?

- What is their approximate age?
- Did the caller have any voice characteristics?
- Did the caller have previous knowledge of our facility?
- Were there any background noises?

Stay on the line as long as the caller continues to provide useful information.

Immediately evacuate the premises and call 911.

If the threat of an explosion device is immediate, evacuate all people from the premise.

SUSPICIOUS PERSONS

Try to determine who the person is here to see or the purpose of his or her visit. If you determine there is no reason for the visit and you feel threatened, please direct them to leave the property.

As a precaution, never give out any personal information for a staff member (i.e. home address, phone number, names of spouse/children, etc.). Ask to take a message and have the staff member call them back.

Active Shooter Possibility – Be on the lookout for someone who is overdressed for the weather. Be on the lookout for someone who is acting strangely. If an active shooter is in the building, alert people so that they can escape or if escape is not possible to shelter in place.

To escape, find the nearest exit and proceed as low as possible in a zigzag motion. Always check for secondary devices/obstacles as you move. **Call 911 AFTER you have safely exited the building.**

If you cannot exit the building, protect yourself by a) barricading behind a closed door and placing as many items between you and the door; b) hiding behind or underneath furniture; c) turn cell phone off, NOT to vibrate or anything else as it can be used to trace your whereabouts. Do not come out until you are sure that help has arrived and that you can verify the identity of law enforcement.

Realize that law enforcement may treat you as a suspect until they can verify your identity and all gunmen have been apprehended.

POISON

If someone may have been poisoned, call the toll-free Poison Help line (1-800-222-1222), which connects you to your local poison center, to speak with a poison expert right away.

- If the person is not breathing, call 911.
- If the person inhaled poison, get him or her fresh air right away.
- If the person has poison on the skin, take off any clothing the poison touched. Rinse skin with running water for 15 to 20 minutes.
- If the person has poison in the eyes, rinse eyes with running water for 15 to 20 minutes.
- Do not use activated charcoal when you think someone may have been poisoned.

Do not wait for signs of poisoning before calling Poison Help (1-800-222-1222), which connects you to your local poison center. Stay calm. Not all medicines, chemicals, or household products are poisonous. Not all contact with poison results in poisoning. Make sure to have the container of the product you think caused the poisoning nearby. The label has important information.

Be ready (if you can) to tell the expert on the phone:

- The exposed person's age and weight
- Known health conditions or problems
- The product involved
- How the product contacted the person (for example, by mouth, by inhaling, through the skin, or through the eyes)
- How long ago the poison contacted the person
- What first aid has already been given
- Whether the person has vomited
- Your exact location and how long it would take you to get to a hospital

PROTESTERS

If a situation arises, that protesters are on COS premises, the ultimate goal is for the demonstration to not grow or become a dangerous activity. The best way to mitigate risk is to follow these steps:

- **Call Police-**This is the single most effective step your ministry can take to avert problems. Only law enforcement officers possess the legal authority to deal with the most dangerous elements of a disruptive group. Laws in every state allow officers to arrest demonstrators for even the slightest assault on the officer, effectively removing these potentially dangerous individuals from the demonstration. Allowing police to deal with protesters outside your ministry allows you to focus on the people inside your ministry.
- **Craft Your Message-** After giving local law enforcement any information you have about a pending demonstration, the next step is to craft the message that your church wants to communicate before, during, and after this event. Often, media will cover a church protest.
- **Coach the Congregation-** To prepare your church to be united in the face of protests, you'll need to instruct members how to respond appropriately.

MEDIA COMMUNICATIONS

If the media contacts the church, instruct all staff and volunteers to direct all media inquiries they receive to: Pastor Fritz Wiese at 770-880-2069. This will help ensure that all media interviews receive the same, accurate information.