



141 South 12th Avenue
Sturgeon Bay, WI 54235

(920) 743-2701

hopeucc@hopechurchdc.org

hopechurchdc.org

SAFETY PLAN

Approved by Council 6/29/2021. Updated: 6/24/2026

Hope United Church of Christ (referred to as Hope UCC throughout the remainder of this document) is committed to providing as safe an environment as reasonably possible for members, staff, and visitors while they are present on church premises or participating in church-sponsored activities. Hope UCC believes God desires that we are good stewards of the property and facilities we use to meet together to worship and serve (Matthew 25:14-30).

The Hope UCC Safety Plan outlines efforts to

- Conduct regular safety reviews, inspections, and measures to **PREVENT** or minimize potential risks, accidents, crime, violence, and disruptive events. Listed in APPENDIX 2 are descriptions of the most common situations.
- **PREPARE** for a potential emergency, crisis, or disaster.
- Plan for an informed **RESPONSE** to crisis or trauma.
- Plan for **RECOVERY**; both emotional trauma and business continuity.

It addresses not only potential day-to-day incidents that could occur at Hope UCC but also larger scale situations that could affect the wider church or community to which Hope UCC may need to respond and serve. In addition, consideration is given to emergencies that may happen to our members while away from the immediate area on church business or special activities.

Hope UCC has a separate Safe Conduct Policy and Procedure-document that deals with safe personal conduct related to discrimination, harassment, exploitation, and intimidation.

The resources of the United Church of Christ, Centers for Disease Control and Prevention, Federal Emergency Management Agency, Ready.Gov, National Disaster Interfaith Network, in development of this plan, safety plans of other churches were reviewed (APPENDIX 7), and consultation occurred with local emergency authorities.

Responsibilities of Boards and Committees

Hope UCC boards and committees have a variety of opportunities to be involved with the implementation of the Safety Plan. All boards and committees will be alert to the First Aid stations, fire extinguisher, Emergency Quick Guides, and Safety Zones within the church facility.

Council: The Council approves the Safety Plan, Safe Conduct Policy & Procedures and revisions to both. Council members will share information with their respective boards and committees. They will also review requests for safety equipment, resources, and training. Council members will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term.

Safety: This committee is responsible for specific tasks such as review of the Safety Plan including Floor Plan/Emergency Exits and Outdoor Campus maps (Appendices 1A and 1B), Basic Emergency Quick Plan procedures (APPENDIX 4), and First Aid Station signage, as well as the Safe Conduct Policy and Procedures. Recommended updates will be brought to the Council for approval. Revision to the safety plan will be reviewed with local emergency personnel as appropriate. Additional tasks might also include making recommendations for risk assessments, safety equipment, safety resources, and promoting safety/training. Should a crisis or traumatic incident occur, the council would request that the Safety Committee be convened to set safety standards and protocols pertinent to the specific situation, as well as provide guidance and support to the Council and other church boards and committees. The Safety Committee consists of a representative of the Trustees and Deacons and two other members (which could include members familiar with medical expertise and/or facility emergency plans) for four-year overlapping terms.

Trustees: Trustees will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term. Trustees are responsible for insuring that subcontracted employees are familiar with Hope's Safety Plan and have participated in Safe Conduct training as required. Trustees are responsible for safety in daily operations at Hope. They handle the Church Insurance and work with the City Fire Department during annual inspections. They help identify the emergency supplies kept on site. Should an incident occur, Trustees would conduct a damage assessment and would consult with the safety committee regarding when the church would again be safe for occupancy. As the Trustees work on the annual church budget, prevention, preparedness, response and recovery should be considered as part of the stewardship responsibility of the church facilities. Trustees are responsible for processing non-church group requests for building use and informing non-church user groups of Hope's safety standards and protocols. Trustees are responsible for the video recordings of any surveillance cameras on the church property and will share with authorities only if there has been criminal activity on the property. Immigration related violations are civil matters and are not covered under this use of video footage. In the event that Hope UCC is requested to serve as a temporary shelter, warming house, evacuation site, or family reunification site by the community, the Trustees will support the efforts of the Emergency Operations Center (EOC), Door County Emergency & Communications Director, and the American Red Cross in providing this service to the community.

Deacons: Deacons will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term. Deacons are responsible for insuring that their volunteers are familiar with Hope's Safety Plan and have participated in Safe Conduct training as required. Deacons are alert to potential emergency issues that could occur during worship. Should a significant event occur, the Pastor and Deacons would organize spontaneous worship services and events to deal with the spiritual, emotional, and mental needs of the congregation. This may be done in partnership with other churches in the area. Deacons may organize a Care Team response to support members spiritual, emotional, and mental health needs during a crisis or traumatic incident. At-risk or vulnerable populations (disability/language) within the church membership will be identified and steps taken to check in with them regarding their special needs.

Board of Education/Youth Education: This board will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term. This board is responsible for insuring that volunteers working with youth and children are familiar with Hope's Safety Plan and have participated in Safe Conduct training. This board works with parents or guardians to ensure basic supplies are available at the church to care for any children needing to be onsite for any extended time. Additional services might extend to supporting families with children during and after a crisis. Emergency planning needs to be incorporated into the planning of activities for youth of all ages, infant through teens– including youth group travel out of the local area.

Personnel: This committee will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term. This team is responsible for insuring that staff members are familiar with Hope's Safety Plan and have participated in Safe Conduct training as required.

Adult Forum/Education: This committee will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of each term and will insure that volunteers at Adult Education activities are familiar with the Safety Plan. This committee works with the safety committee to provide educational opportunities to the congregation related to emergency preparedness. This may include classes, handout materials, special speakers or workshops, or information available through the church web page. Community outreach may include extending the training to community members.

Social Life: This committee will review the Safety Plan and Safe Conduct Policy & Procedures and will insure that volunteers for Social Life activities are familiar with the Safety Plan. Emergency planning should be considered for all activities and special events at the church, inside the sanctuary, fellowship hall, and on the outdoor campus.

Mission & Action: This committee will review Hope's Safety Plan and Safe Conduct Policy & Procedures and will ensure that volunteers at Mission & Action activities are familiar with Hope's Safety Plan.

All other Hope UCC Committees are responsible for being familiar with Hope UCC's Safety Plan.

RESPONSE during an incident

If there is a severe winter warning the church may be closed for all activities at the discretion of the Minister and/or Moderator. Should a tornado warning occur when people are in the building or on the grounds, they are to shelter in place in the designated rooms indicated on the floor plan (APPENDIX 1A).

Hope UCC will follow the guidance of public health and emergency management officials in making decisions to close for health and safety reasons. If there is reason to close Hope UCC for health and safety reasons, the building will be closed to all users.

In the case of an incident, on-site leadership, staff and volunteers will attempt to follow the Basic Emergency Procedures (APPENDIX 4) to ensure personal safety.

In the event of a major situation, the Incident Command Structure and Incident Command Team will be used to organize responsibilities. The Pastor and/or Moderator will convene the Incident Command Team (ICT), made up of safety committee members and Council members including appropriate board and committee chairs, to provide structure and organization to response efforts. The Pastor and safety committee will set standards and protocols during the crisis. The Pastor and Moderator (or designee) will serve as sole spokespersons for Hope UCC regarding an incident. APPENDIX 3A lists the various roles of an ICT; APPENDIX 3B provides a contact list for use during an incident. Cross Training is important due to the volunteer nature of church leadership and committees. During a community-wide emergency, those efforts will be coordinated with the Door County Emergency & Communications Director and other officials as appropriate.

In case of evacuation, steps will be taken to account for those who had been in the building. The evacuation/rally site is the Sturgeon Bay High School Commons. Emergency personnel will open the site for this purpose; school personnel will be notified the site will be used. Prior to re-entry to the church facility, it will be inspected to determine it is safe. In a serious incident, this may need to be done by a professional. Any children in the facility will be kept together on site or at the evacuation/rally site until parents or guardians arrive. Members may be asked to remain at the site until local road conditions can be assessed. When possible, the church membership will be notified through the e-mail or electronic phone message about any schedule changes or opportunities to serve after an incident. Following any unusual incident, injury or emergency incident, an Incident Report, APPENDIX 6, will be filed with the church office for review.

Should the church be requested as a temporary shelter, evacuation site, family reunification site, or warming shelter, that service will be coordinated with the Emergency Operations Center (EOC), Door County Emergency & Communications Director, and the American Red Cross. Notification will be made to other congregations through their pastors.

RECOVERY from an Incident

Following an incident the Church Council Board and committee chairs will conduct a status check with their group members. Then the Church Council will convene, along with the church staff, to review the status of the church to identify available resources and priorities for restoring the facility to daily and weekly operations. A financial report will be provided by the Trustees to identify immediate expenses and project recovery costs. The Insurance Company will be contacted to identify the next steps. Any Incident Reports filed with the office will be reviewed. Deacons will coordinate a plan to deal with experienced emotional trauma support. The Safety Committee will report how the church responded to the incident and discuss how that response might be improved.

Training

Council will review the Safety Plan and Safe Conduct Policy & Procedures at the beginning of every new term. Board and committee chairs will review this with their respective committees. Additional training will be periodically offered: Fire Extinguisher use, AED use, CPR, First Aid, Incident Command Team Structure, and Trauma Spiritual Support. APPENDIX 5 outlines recommended training for various staff, boards, and committees.

Additional training opportunities might include:

Table Top Exercises: These exercises give trained individuals the opportunity to 'talk through' potential incidents and clarify their roles and procedures. The Door County Emergency Management is available to assist.

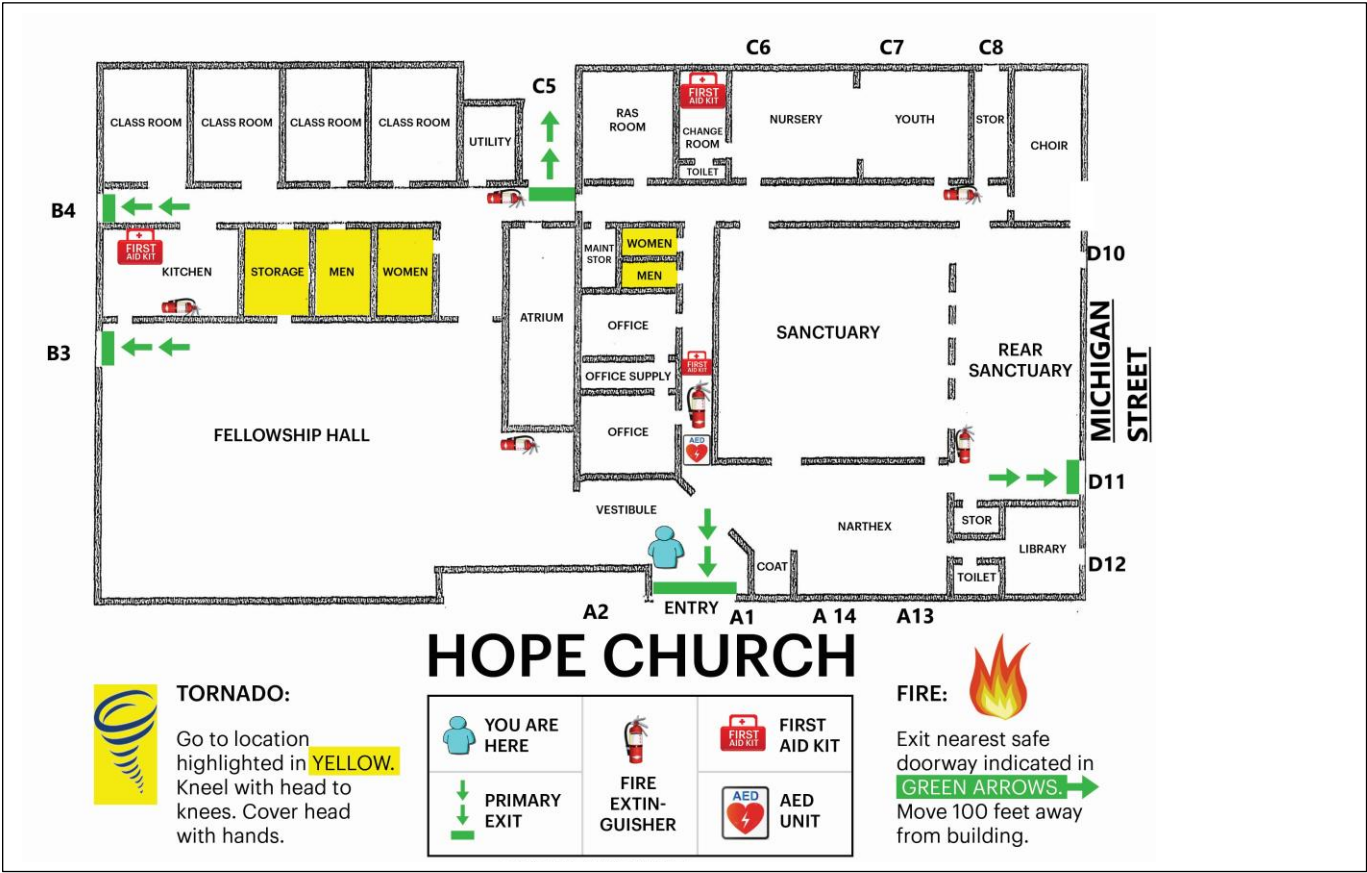
Functional Drills: These drills, coordinated by the Door County Emergency Management Director, provide trained individuals the opportunity to test or 'try out' the ICT plan and any notification, procedures, communication processes, and equipment to identify needs, problem areas, and establish corrective action.

Full-scale Exercise: Coordinated by Door County Emergency Management Director, a real-life emergency situation is *simulated* as closely as possible. A debriefing is held afterwards, opportunities to improve the plan will be documented and the plan updated.

Summary

Development of a Safety Plan is the first step toward meeting Hope UCC's goal of providing a safe environment, being good stewards, and reaching out to those in our community before, during, and after an emergency incident or crisis. Hope UCC members and staff need to be very familiar with implementation of the Safety Plan in order to handle emergencies responsibly. All Hope UCC members need to be aware of the Safety Plan and their individual responsibilities as outlined in it. Support can be provided for personal preparation and potential emergencies. The Safety Plan must be periodically updated based on new knowledge and experiences.

APPENDIX 1A - Floor Plan & Exits



APPENDIX 1B - Outdoor Campus



APPENDIX 2 - DESCRIPTIONS AND CONSIDERATIONS

Severe Weather

Definition: Severe weather may consist of drought, high winds, lightening, flooding, ice storms, or snow accumulations. The National Weather Service issues various watches and warnings for a variety of conditions.

Risk: Severe weather may cause utility outages as a direct impact of conditions or as a secondary result of damage to broken power poles or transmission sites. Utility outages may affect the availability of electricity, water, or natural gas. Additionally severe weather may heighten the potential of falls on sidewalks and parking lots around the church. Members may be at risk in getting to the church or back home.

Considerations: Severe weather can easily damage or hinder the transportation routes of food and other supplies around the area. An accumulation of ice or snow can easily damage power lines or even collapse buildings. Drought is often accompanied by sustained high heat that may put certain populations at higher risk of exposure. Members and community residents may be displaced from their homes or without heat or electricity due to power outages.

Fire – Structure

Definition: Fire causing damage to the church.

Risk: Fires occur without warning and can occur in any property, in any community.

Considerations: Structure fires in commercial property add the risk of hazardous materials, and other substances, which may give off toxic fumes when burnt. The time of day when a fire occurs (weekdays or during services), will directly affect the amount of property damage that occurs.

Chemical Spills /Hazardous Materials Release

Definition: Hazardous materials are substances that, because of their chemical nature, pose a potential risk to life, health, or property if they are released. Hazards can exit during production, storage, transportation, use, or disposal.

Risk: Contamination from hazardous materials may occur through airborne particles, absorption through the skin or mucous membranes, or ingestion.

Considerations: Hazardous materials releases can range from a chemical spill on a highway to groundwater contamination by naturally occurring methane gas. An evacuation due to a hazardous materials release could last from a few hours to a few days. In some situations, direction may be given to shelter-in-place. Decontamination may be necessary and should be conducted by trained personnel.

Acts of Terror

Definition: Terrorism has been defined by the Federal Bureau of Investigation as "The unlawful use of force or violence against persons or property to intimidate or coerce a government; the civilian population; or any segment of it, in furtherance of political or social objectives." Typical acts of terror at a church include an *armed intruder*, or *bomb threat*.

Risk: The potential of an act of terror church is probably limited to individuals who may have a grievance, real or alleged, toward another individual in the church.

Considerations: The greatest number of injuries and casualties would result from the use of a bomb or weapon of mass destruction. These include biological and chemical weapons that can affect residents living throughout a larger geographic area. The widespread nature of such weapons makes response difficult.

Medical Emergencies

Definition: A medical emergency occurs when a person has a severe enough medical condition such that a bystander, who possesses an average knowledge of health and medicine, could reasonably expect that if the person did not get immediate medical attention, it could seriously jeopardize his/her health.

Risk: The members attending the church come with a variety of pre-existing medical conditions. Additionally, a medical emergency may occur as a result of the stress of emotional situations such as funerals and weddings which occur at the church. Severe weather, unsafe conditions may also result in medical emergencies.

Considerations: Some first aid knowledge can help provide basic life support until the arrival of professional responders. In the event of a major incident where professional response is delayed, basic first aid may make a difference in the patient's survivability. First aid stations and an AED are available at Hope UCCUCC.

Epidemics/Pandemic/Public Health Crisis

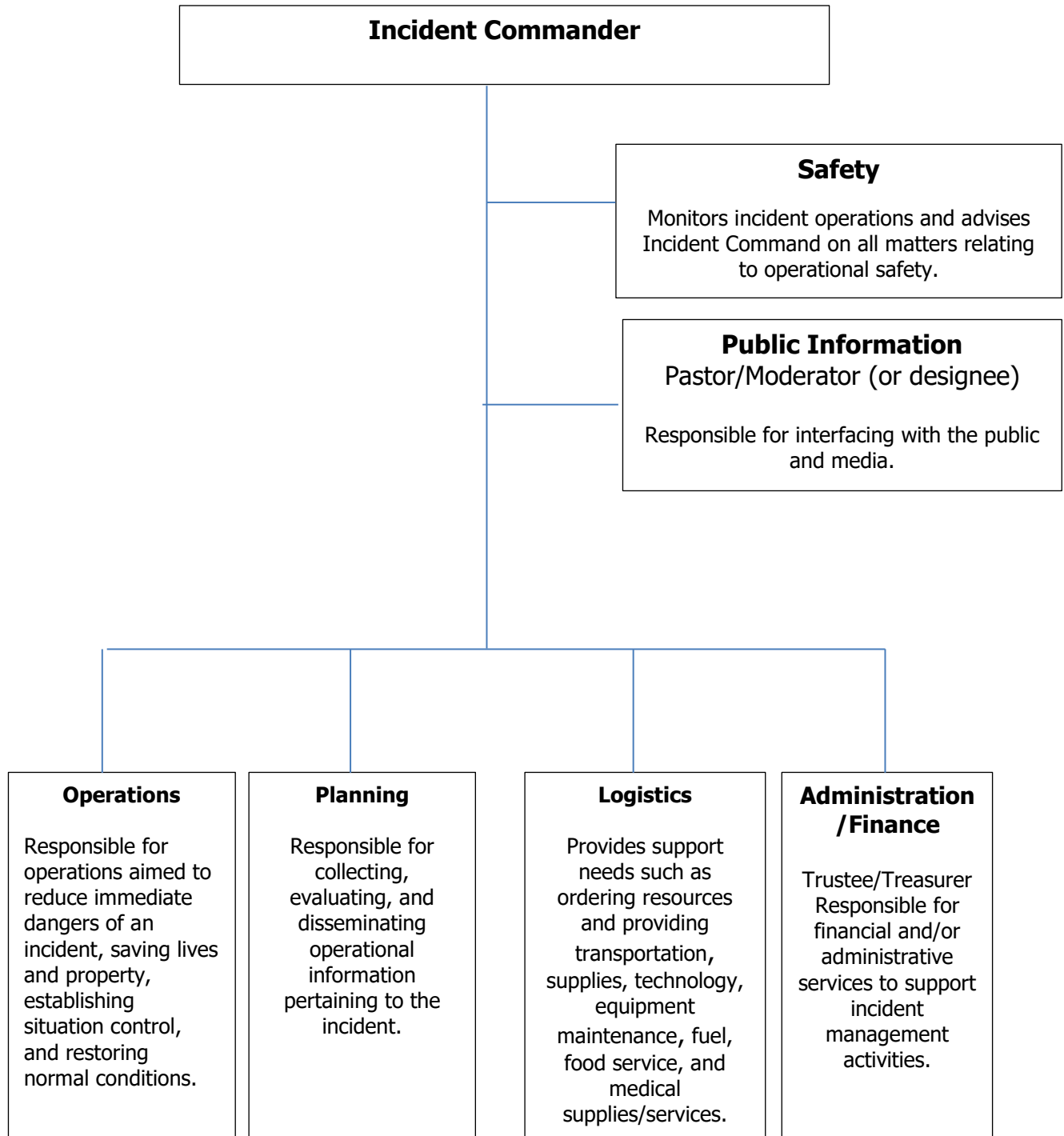
Definition of Epidemic: Refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. **Pandemic** refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.

Public Health Crisis: Refers to situations involving a large number of people and hence taxes the delivery capabilities of **public** and private, essential health services.

Risk: The large number of our membership over age 65 places the church in high risk.

Considerations: In the event of a public health crisis, consideration must be given to the number of people over 65, those with medical conditions making them vulnerable, and those working in essential jobs that make have increased opportunities for exposure.

APPENDIX 3A - Incident Command Structure & Team Roles



APPENDIX 3B - Hope UCC Incident Command Team Contact List

Position	Name	Phone	Email
Incident Commander Primary Person in Charge	Pastor:		
	Moderator: Eric Vollrath	920-868-6537	ericvollrath@yahoo.com
Safety	Lead: Ken Turk	920-493-4184	kenturk42@gmail.com
Public Information Pastor/Moderator or designee – ONLY persons with authority to speak for the church regarding an incident	Pastor:		
	Moderator: Eric Vollrath	920-868-6537	ericvollrath@yahoo.com
Community Emergency Contacts			
Emergency Number		911	
Door County Emergency Management	Jeb Saelens	920-746-7195	jraelens@co.door.wi.us
Sturgeon Bay Fire Dept. Chief	Kalin Montevideo	<u>920-746-2448</u>	kmontevideo@sturgeonbaywi.gov
Sturgeon Bay Police Chief	Clint Henry	920-746-2450	chenry@sturgeonbaywi.gov
Sturgeon Bay Public Works	Mike Barker	920-746-2912	mbarker@sturgeonbaywi.gov
Sturgeon Bay Utilities	General Mgr. Jim Stawicki	920-746-2820	jstawicki@sbunet.com

APPENDIX 4 – Basic Emergency Procedures (2026-2027)

EMERGENCY PHONE NUMBERS

Fire 911 920-746-2916 (non-emergency)
Police 911 920-746-2450 (non-emergency)
Ambulance 911 920-743-5461 (non-emergency)
Poison Control Center 1-800-222-1222
Door County Health Dept. 920-746-2234
Door County Human Services 920-746-2345

HOPE UCCUCC EMERGENCY CONTACTS

Eric Vollrath, Moderator 920-868-6537
Ann Quale, Member-at-Large 920-256-0006
Roy Ames, Trustees Chair 918-671-9217
Brenda Curtis, Office Mgr. 920-493-8908

FIRE

- *Use fire extinguisher only without risking injury.
- ***GET OUT** - Assist persons with disabilities, move 75 feet away from facility.
- ***STAY OUT.**
- ***CALL 911.**

TORNADO WARNING

- *Turn off stove and oven.
- *Report to safe rooms highlighted in yellow on posted floor plans; assist persons with disabilities.
- *Kneel head to knees; cover head with hands.
- *Remain quiet for “all clear” announcement.

EMERGENCY QUICK GUIDE HOPE UCC

INTRUDER SUSPECT

- *Introduce yourself, ask who the person is and purpose of visit.
- *Allow personal space; stand off to the side.
- *Be aware of body language – nervous, lack of eye contact, sweating.
- *If uncooperative and disruptive, **call 911.**

ARMED INTRUDER

- ***Call 911.**
- ***AVOID** – Leave the building by the nearest way possible, including breaking a window. **DO NOT** re-enter.
- ***DENY** – If leaving is not possible, **DENY** entry to the room you are in by locking the door and barricading it with heavy objects. **DO NOT** stand at the opposite end of the room.
- ***DEFEND** – If entry into the room by the shooter is imminent, defend yourself like your life depends on it by arming yourself with an object. There is strength in numbers; when possible multiple persons should attack as the shooter enters the room. Target vulnerable areas of human body. **DO NOT FIGHT FAIR!!**
- *Follow commands of law enforcement.

BOMB THREAT

- *Remain calm, courteous and listen.
- *Try to keep caller on the line.
- *Get attention of another, give note to **call 911**
– “Bomb Threat”.
- *If caller ID, record incoming number.
- *Write down exact words of caller and threat.
- *Evacuate and move away from building;
assist persons with disabilities.
- *Do not re-enter building until “all clear” is
Issued.

CHEMICAL SPILLS

Toxic Fumes

- ***Call 911** for any suspected release of toxic
fumes.
- *If known, alert 911 to location or source of
fumes.
- *Evacuate building leaving doors open.
- *Observe occupants for symptoms
(dizziness, confusion, etc.) and relay
information to 911.

Leak or Spill

- *Evacuate from area.
- ***Call 911.**
- *Alert 911 to location of leak.

FIRST AID

- *First Aid kits are located in the kitchen,
nursery changing area and in the hall
across from the office.
- *Stay calm.
- *Check breathing and heartbeat.
- *Stop bleeding with direct pressure and
elevation.
- *Do not move victim unnecessarily.
- ***Call 911.**

Burns

- *Flush with cool water.
- *Apply clean cloth.
- *Do not apply ointments or sprays.

Choking

- *Ask victim if they are choking.
- *If victim cannot speak, perform the abdominal
thrust maneuver. (Heimlich Maneuver)

Stopped Breathing

- *Shake and Shout - Grasp victim by shoulders
and shake briskly. Shout "Wake up!".
- ***Call 911** immediately.
- *Tilt head back and check for breathing. If no
breath start CPR.
- *Push on the Chest - Imagine line between the
nipples and put your hands on the center of
the chest right below that line. Push hard
and fast—about twice per second.
- *Rescue Breaths - If you have had CPR training
and feel comfortable performing the steps,
push on the chest 30 times then give 2
rescue breaths. Repeat cycles of 30 chest
compressions and 2 breaths until help
arrives or the patient wakes up.

No Pulse

- *Automatic Electronic Defibrillator is located
across from the office.
- *Ask a bystander to **call 911.**
- *Turn on the AED and follow the visual and/or
audio prompts.

APPENDIX 5 SAFETY PLAN – **SAFE CONDUCT POLICY** – **EMERGENCY ACTION PLAN** TRAINING RECOMMENDATIONS

TRAINING	HOW OFTEN	WHO SHOULD ATTEND
Emergency Quick Guide Procedures	Annual - Council Meeting July/August	Staff via Personnel Members Safety Committee
Incident Command Team Structure	Annual - Council Meeting July/August	Staff via Personnel Council Board & Committee Chairs Safety Committee
Safety Plan	Prior to assuming duties & every 3 years thereafter	Staff Council Board & Committee Chairs Safety Committee
Safe Conduct Policy & Procedures	Prior to assuming duties & every 3 years thereafter	Staff Council Trustees, Board of Ed., Personnel, Deacons Safety Committee
Fire Drill and Fire Extinguisher Use	Annual – Right After Church October	Staff Deacons Social Life Trustees Safety Committee
Tornado Drill	Annual – March/April	Interested Members
Armed Intruder Drill	Annual – September	Interested Members
AED Use CPR - Adult & Child First Aid	Annual June	Staff Nursery & Youth Group Volunteers Deacons Social Life Committee Interested Members Safety Committee
Medical Procedures Orientation for 1st and 2ndary Responders	August	1 st & 2ndary Responders
Narthex Greeter Orientation	August	Narthex Greeters
Faith Formation/ Nursery Attendant Orientation Conducted by the Board of Education	August – September ??Every 3 Years??	Faith Formation Teachers & Nursery Attendants

APPENDIX 6 - Incident Report

HOPE UNITED CHURCH OF CHRIST
141 S. 12th Ave.
Sturgeon Bay, WI 54235
(920)743-2701 hopeucc@hopechurchdc.org

ACCIDENT/INCIDENT REPORT FORM *(revised 10-26-21)*

PERSON/S INVOLVED: _____

Member: ☐ **VISITOR:** ☐ **EMPLOYEE of HOPE:** ☐

ACTIVITY/ORGANIZATION: _____

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____

LOCATION OF INCIDENT: _____

Check all that apply and briefly describe:

Incident ☐ _____

First Aid Administered ☐ _____

Medical Treatment Required ☐ _____

What happened? Provide details of the incident:

Witness(s): _____

Contributing Factors:

Submit this form to the Pastor or Moderator within 48 hours of the incident.
Pastor Follow-Up:

This report will be filed in the confidential files of the Pastor.

APPENDIX 7 – Facility Use Agreement with Sturgeon Bay School District – August 2026

HOPE UNITED CHURCH OF CHRIST
141 S. 12th Avenue
Sturgeon Bay, WI 54235

STURGEON BAY HIGH SCHOOL
STURGEON BAY SCHOOL DISTRICT
1230 Michigan Street
Sturgeon Bay, WI 54235

Facility Use Agreement

The School District of Sturgeon Bay agrees to allow Hope United Church of Christ (Hope UCC) to use the High School commons and the two closest restrooms as a temporary evacuation/rallying site should the church need to be evacuated because of an emergency situation.

- Hope UCC leadership will call 911 should the church need to be evacuated.
- Door County or Sturgeon Bay City Emergency Personnel will open the High School to allow entrance to Hope UCC should the facility not be open at the time of the situation.
- Hope UCC leadership will notify one of the school personnel listed below that this plan has been activated for use of the commons and restrooms.
- Hope UCC agrees to keep the areas used in good condition and, to the best of their ability, leave them as they were found.
- Hope UCC carries full insurance coverage including liability.

Eric Vollrath
Hope UCC Moderator

Dan Tjernagel
Sturgeon Bay School District Superintendent

Hope UCC Moderator **Signature**

Sturgeon Bay School District Superintendent **Signature**

Hope UCC Leadership:

Name/Role	Phone	Email
Eric Vollrath, Moderator	920-868-6537 (cell) 920-818-1397 (work)	ericvollrath@yahoo.com
Roy Ames, Trustee Chair	918-671-9217	royames56@gmail.com
Ann Quale, Member-at-Large	920-256-0006	qualeann@gmail.com

Sturgeon Bay School District Personnel:

Name/Role	Phone	Email
Dan Tjernagel, Superintendent		
Keith Nerby, High School Principal		
John Sullivan, Building & Grounds Adm.		

APPENDIX 8 – Facility Use Agreement with Hope United Church of Christ – August 2026

STURGEON BAY UNITED METHODIST CHURCH

836 Michigan Street
Sturgeon Bay, WI 54235

HOPE UNITED CHURCH OF CHRIST

141 S. 12th Avenue
Sturgeon Bay, WI 54235

Hope United Church (Hope UCC) agrees to allow the Methodist Church (UMC) to use Hope Church as a temporary rallying site should the church need to be evacuated because of an Armed Intruder situation.

- The Methodist Church leadership will call 911 should the church need to be evacuated.
- The Methodist Church leadership will notify one of the Hope Church leadership persons listed below that this plan has been activated for use of the Fellowship Hall.
- The Methodist Church agrees to keep the areas used in good condition and, to the best of their ability, leave them as they were found.
- The Methodist Church carries full insurance coverage including liability.

Eric Vollrath
Hope UCC Moderator

David Ward
Sturgeon Bay UMC Trustee Chair

Signature/Date

Rev. JoAnn Meyer
Sturgeon Bay UMC Pastor

Signature/Date

Signature/Date

Sturgeon Bay UMC Leadership:

Name/Role	Phone	Email
David Ward, Trustee Chair		
Rev. JoAnn Meyer		

Hope UCC Leadership:

Name/Role	Phone	Email
Eric Vollrath, Moderator	920-868-6537 (cell) 920-818-1397 (work)	ericvollrath@yahoo.com
Roy Ames, Trustee Chair	918-671-9217	royames56@gmail.com

Copies of this agreement are filed with the Sturgeon Bay United Methodist Church and Hope United Church of Christ.

APPENDIX 8 – Facility Use Agreement with the United Methodist Church – August 2026

HOPE UNITED CHURCH OF CHRIST

141 S. 12th Avenue
Sturgeon Bay, WI 54235

STURGEON BAY UNITED METHODIST CHURCH

836 Michigan Street
Sturgeon Bay, WI 54235

The Methodist Church (UMC) agrees to allow Hope United Church of Christ (Hope UCC) to use the Methodist Church as a temporary rallying site should the church need to be evacuated because of an Armed Intruder situation.

- Hope UCC leadership will call 911 should the church need to be evacuated.
- Hope UCC leadership will notify the Methodist Church leadership person listed below that this plan has been activated for use of the Fellowship Hall.
- Hope UCC agrees to keep the areas used in good condition and, to the best of their ability, leave them as they were found.
- Hope UCC carries full insurance coverage including liability.

Eric Vollrath
Hope UCC Moderator

David Ward
Sturgeon Bay UMC Trustee Chair

Signature/Date

Signature/Date

Hope UCC Leadership:

Name/Role	Phone	Email
Eric Vollrath, Moderator	920-868-6537 (cell) 920-818-1397 (work)	ericvollrath@yahoo.com
Roy Ames, Trustee Co-Chair	918-671-9217	royames56@gamil.com

Sturgeon Bay UMC Leadership:

Name/Role	Phone	Email
David Ward, Trustee Chair		
Rev. JoAnn Meyer		

Copies of this agreement are filed with Hope United Church of Christ and the Sturgeon Bay United Methodist Church.

APPENDIX 9 - Safety Plan Preparation RESOURCES

Resource Description	Where to Find
Emergency Management Guide for Business & Industry	http://www.fema.gov/pdf/library/bizindst.pdf
Guide for Developing High Quality Emergency Operations Plans for Houses of Worship	https://www.dhs.gov/sites/default/files/publications/Developing_EOPs_for_Houses_of_Worship_FINAL.PDF
Are You Ready: A Guide to Citizen Preparedness	http://www.fema.gov/areyouready/
Shelter-in-Place Information	http://www.ready.gov/
Disaster Preparedness Information in Languages	http://www.preaprenow.org/
Tips for Churches – National Disaster Interfaith Network	http://www.n-din.org/
Sample Church Plan – Judy L. Harmon – King County Washington\	file:///C:/Users/Rudy/Downloads/sample-church-plan-vaumc.pdf
Emergency Plan Template for Faith Based Organizations Missouri Faith Based Homeland Security Initiative	https://sema.dps.mo.gov/programs/gfbcspdr-presentations.php
Emergency Operations Plan Template – Praise & Preparedness	Georgia Emergency Management Agency
Safety for Faith-Based Events and Houses of Worship National Disaster Interfaith Network	http://www.n-din.org/
Considerations for Communities of Faith Center for Disease Control	https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html
UCC Safety and Safe Conduct	https://www.wcucc.org/resource-center/church-management/safe-conduct/
Instructions for Formulating a Church Emergency Action Plan - 2017	Trinity UCC - Brookfield
A Disaster Preparedness Manual for Churches	UCC Disaster Ministries & Insurance Board

Updated: 9-2-26

Copy sent to Office and Moderator: 9-3-26