

HOPE



EMERGENCY ACTION PLAN

Approved by Church Council - November 7, 2024

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

Table of Contents

Part 1: Introduction	2
Purpose	2
Intended Use	2
Part 2: Fire Emergency Procedures	2
Part 3: Tornado Procedures	2
Part 4: Medical Emergency Procedures	3
4A: Preparing for a Medical Emergency	3
4B: Medical Emergency	3
Part 5: Attempted Robbery of Offering	4
Part 6: Suspicious Behavior and Active Shooter Procedures	4
6A: The Basics in an Active Shooter Situation	4
6B: Prior to the Service	5
6C: Beginning of Service	5
6D: Suspicious Behavior	5
6E: An Active Threat	5
6F: Gathering Point	6
6G: Behavior at the Gathering Point	6
Part 7: After Action Procedures	6
7A: Dealing with the Media	6
7B: After Action Debriefing	7
Part 8: Miscellaneous	7
8A: Log Book	7
8B: Maintenance of AED	7
8C: Maintenance of First Aid Supplies	7
Resources	8

PART 1: INTRODUCTION

PURPOSE

The purpose of an Emergency Action Plan (EAP) is to have as safe a church as possible for all members and visitors and, if an emergency should occur, to be prepared to respond appropriately.

INTENDED USE

This EAP is intended for use in the event of any emergency occurring during the use of the Church building. Emergencies could include anything from burst pipes or a fire, to an active shooter situation, necessitating the building be evacuated. Various emergency scenarios and the necessary action steps will be explained. **Please note, it is recommended disabled or mobility-challenged individuals should sit near a designated handicapped exit.**

It is vitally important the congregation is familiar with the procedures in the EAP and the procedures are practiced on a regular basis (at least once a year).

It is not the intent the presentation and practice of an EAP should alarm anyone. The intent is to prepare individuals to evacuate quickly if an emergency arises. Questions regarding these procedures should be addressed to the Safety Committee.

PART 2: FIRE EMERGENCY PROCEDURES

Leave all belongings. Head for the nearest exit. (See below). If smoke is thick, drop to the floor and crawl to the nearest exit. If you come upon a closed door, feel the door first. If it is hot, **DO NOT OPEN**. Seek an alternate exit.

Remain calm and move as quickly and safely possible. Individuals in the back of the sanctuary should exit through the two north doors. Individuals on the left of the pulpit should exit through the Outdoor Worship door while those on the right should exit through the church front door. Individuals in the Fellowship Hall should leave through the Fellowship Hall exit door.

PART 3: TORNADO PROCEDURES

If there is a tornado watch: The Pastor and Moderator will monitor the weather condition. Evaluate if you should reschedule any gatherings.

If there is a tornado warning: The Deacons will immediately ask everyone to move to the designated area. Leave all belongings behind. Stay away from windows or

exterior doors whenever possible. **DO NOT LEAVE THE BUILDING.** Assist anyone with access or functional needs. Protect your head and face with your arms and crouch down facing a wall. Remain in the shelter area until an all clear has been issued.

If anyone is injured, call 911.

PART 4: MEDICAL EMERGENCY PROCEDURES

4A: PREPARING FOR A MEDICAL EMERGENCY

As many people as possible will be encouraged to take a First Aid/CPR/AED Course. One trained individual (**Secondary Responder**) shall be on duty during each worship service. A schedule of **Secondary Responders** shall be drawn up, posted, and emailed.

The **Primary Responder** will notify the Safety Committee of any supplies needing replacement. The Safety Committee will be responsible for purchasing supplies, restocking the first aid kit, and ensuring the AED is always in working condition.

All individuals/groups contracting to use any Church facilities will be given a copy of the Emergency Action Plan. The contracting group shall designate who will call 911 in case of an emergency. The designee will be listed on the Building Use Agreement form.

4B: MEDICAL EMERGENCY

During the church service, the **Secondary Responder** will monitor the congregation. In the event of a medical emergency, the **Secondary Responder** will direct someone to go to the A/V person to request the camera be turned off and that viewers be notified “**THE BROADCAST HAS BEEN PAUSED**”. Depending on the circumstances, the Pastor or **Secondary Responder** will announce that worship service has been suspended.

The **Primary Responder** will immediately assess the situation, begin administering first aid, and determine if 911 should be called. If possible, the injured or ill individual should not be moved, and first aid should be administered on the spot.

At the discretion of the **Primary Responder**, the Deacons will clear the sanctuary and direct everyone to the Fellowship Hall in order to keep the parking lot clear. People will be allowed to leave when this does not interfere with EMS arrival and departure.

The **Secondary Responders** will assist the **Primary Responder** by designating different individuals, **if needed**, to:

- Call 911
- Retrieve the First Aid kit and AED
- Meet the EMT at the door

The **Primary Responder** will be responsible for completing and submitting the Incident Report.

PART 5: ATTEMPTED ROBBERY OF OFFERING

If the individual is armed, give the person the money. Be as alert as possible and immediately following the robbery, write down your recollection of the physical characteristics of the individual, what was said, any distinguishing marks, height, weight, clothing, direction of egress, whether via vehicle or on foot, license number and description of vehicle if individual leaves via vehicle. If the individual is not armed, respond as you see fit, but do not put yourself in unnecessary danger.

Immediately after the robbery, call 911.

PART 6: SUSPICIOUS BEHAVIOR & ACTIVE SHOOTER PROCEDURES

If it appears we will be subject to an active shooter scenario, this plan is intended to give the people in the building as much advance warning as possible. In this scenario, it is important to clear the building as quickly as possible. However, in any emergency the possibility of panic or people freezing is present. In an emergency situation, 80% of the people panic, freeze, or deny the reality of the situation and do nothing to save themselves, 10% of the people get hysterical, and 10% of the people take charge. Therefore, it is imperative that we practice clearing the building as quickly as possible. This can easily be done with ongoing safety drills. Once people get used to leaving their belongings and exiting as quickly as possible, no matter what the situation, they will become accustomed to the emergency procedures.

6A: THE BASICS IN AN ACTIVE SHOOTER SITUATION

1. **CALL 911.**
2. **AVOID** – Leave the building by the nearest way possible, including breaking a window. **DO NOT** re-enter.
3. **DENY** – If leaving is not possible, **DENY** entry to the room you are in by locking the door and barricading it with heavy objects. Turn cell phone ringer off. **DO NOT** stand at the opposite end of the room.

4. **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!!**
5. Follow commands of law enforcement.

6B: PRIOR TO THE SERVICE

Prior to the service the narthex volunteer will check to make sure all doors are locked except the main entrance. This includes the following doors: patio in entry way, kitchen, literacy, outside worship, nursery patio, youth room patio, two doors back of sanctuary, library, and two patio doors in narthex.

6C: BEGINNING OF SERVICE

The following safety precautions will be taken during services to aid in preventing any unwelcome intruders from accessing the building easily.

- Once the service has begun, one deacon will close the Sanctuary doors which shall remain closed during the entire service.
- One volunteer will remain stationed in the narthex for the entire service to welcome late arrivals and watch for suspicious behavior.

6D: SUSPICIOUS BEHAVIOR

If at any time, behavior of an individual attending a service, or who has gained access to the service appears to be suspicious, follow these procedures:

- Anyone whose behavior appears to be suspicious should be approached immediately by the narthex volunteer;
- Be calm, tell them you are glad they are here and welcome them to Hope;
- Ask the individual if you can assist them in any way;
- If the behavior appears to continue and the situation escalates, walk away and immediately call 911.

6E: AN ACTIVE THREAT

If an attacker gains access to the building the volunteer in the narthex will sound a **boat air horn toward the sanctuary**. This will alert everyone **with a cell phone** to call 911. Be prepared to give as much information as possible. All persons should leave their belongings behind, move as quickly as possible to the nearest exit away from the shooter, and go to the gathering place. **DO NOT STOP TO ASSIST**

INJURED INDIVIDUALS. Help others escape if possible. If you stay to help someone you could become a victim or hinder others from evacuating.

DO NOT return to the church parking lot until the authorities indicate it is safe to do so.

Sunday School teachers should assist the children to exit via the Literacy door and go **to the gathering point.**

Anyone still in the building when law enforcement officers arrive must immediately hold their hands above their head with fingers spread and remain calm. Follow all directions. **Do NOT** ask for help. **Do NOT** ask questions. Simply follow directions. The role of law enforcement is to neutralize the threat first. Emergency aid will be provided as soon as possible.

If for some reason you are unable to exit the church and need to hide, turn the cell phone ringer off. This is vital as cell phones can go off and disclose where individuals are hiding. If possible, evacuate **EVERYONE** from the building.

6F: GATHERING POINT

A gathering point is designated for individuals to use once they have exited the building. This gives law enforcement personnel the time and space to do what they need to do to secure the building and gives individuals at the gathering point to account for everyone and to determine exactly who is left in the building or may have hidden in an undesignated location.

Arrangements have been made for Hope Church's gathering point at the United Methodist Church on the corner of 9th & Michigan. If loved ones have been injured and remain in the building, **under no circumstances** should anyone return to the building until it has been cleared by law enforcement. Emergency medical personnel will be dispatched once law enforcement personnel determine the exact needs.

6G: BEHAVIOR AT THE GATHERING POINT

Remain calm. Once the situation has been neutralized by law enforcement officers, they will tell us when it is safe and to be available for interviews from **ONLY** law enforcement. Only the Pastor and Moderator are authorized to speak to news media. At **NO TIME RETURN** to the Church until we are advised by law enforcement that it is safe to do so.

PART 7: AFTER ACTION PROCEDURES

7A: DEALING WITH THE MEDIA

If the issue necessitated that law enforcement respond, the law enforcement responders will be the main contact with the media. Media personnel may attempt to speak with you as soon as possible after the event. If cleared with law enforcement, the Pastor or the Moderator will act as the main contacts for the media.

7B: AFTER ACTION DEBRIEFING

Following any emergency action that has been taken, there will be a de-briefing conducted by the Safety Committee as soon as possible to review the incident and determine if all necessary actions were taken as indicated. Revisions to the EAP will be made as necessary.

Follow-up counseling will be made available to anyone who feels there is a need. The Pastor, Moderator, and/or Safety Committee Chair will make the necessary contacts.

PART 8: MISCELLANEOUS

8A: LOG BOOK

A Log Book will be kept in the Office. The Log Book will be used to record the following items:

- Maintenance of the AED
- Maintenance of first aid supplies
- Emergencies (need to look at Incident Report to be sure all of the following apply):
 - Incident Report
 - Nature of the emergency
 - Name of the First Responder
 - Action taken (First Aid given, 911 called, etc.)

8B: MAINTENANCE OF AED

The AED shall be checked monthly by a member of the Safety Committee to ensure it is in working order and recorded on the attached AED check card. If not, necessary repairs or replacement should be undertaken as soon as possible.

8C: MAINTENANCE OF FIRST AID SUPPLIES

The first aid kits in the kitchen, nursery, and across from the office shall be checked every six months by the Safety Committee. The Safety Committee will purchase any

necessary supplies as soon as possible and restock the first aid kit.

Resources:

Instructions for Formulating a Church Emergency Action Plan, Rev. Janis K.

Doleschal, Pastor, Trinity UCC – Brookfield, WI, June 2015

Hope UCC Safety Plan, June 28, 2023