



EMERGENCY ACTION PLAN

FIRST LUTHERAN CHURCH

**1551 SOUTH 70TH STREET
LINCOLN, NEBRASKA 68506
402.488.091**

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TRAINED EMERGENCY PERSONNEL

DESIGNATED OFFICIALS:

Pastor Dan Warnes Phone: 402-488-0919

Pastor Justin Eller Phone: 402-488-0919

Sunni Richardson Phone: 402-488-0919

SECURITY TEAM MEMBERS:

Cyndi Crouse

Boyd Bacon

Masako Bacon

Greg Fisher

Steve Eicher

Wendy Hunt

Bryan Hanson

Kim Hall

Bill Hammelmann

Norm Kempf

Jen Nelson

Lyle Petersen

Al Williams

Dan Bartel

EVACUATION ROUTES

Evacuation route maps have been posted throughout the church. The following information is marked on evacuation maps:

1. Emergency exits.
2. Primary and secondary evacuation routes.
3. Locations of fire extinguishers.
4. Location of landline phones on each floor.
5. Assembly point is the North Church Parking Lot (Main Glass Doors).

People should know at least two evacuation routes.

Please reference pages 23-25 for floor plans.

EMERGENCY PHONE NUMBERS

CHURCH LOCATION:

1551 S. 70th Street
Lincoln, Nebraska 68506
402-488-0919

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

ALARM COMPANY:

Americom	402-421-1222
Emergency Number:	402-610-1469
FALSE ALARM Report:	844-811-8263

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC – LES: Life-threatening: 911 / Outage: 888-365-2412

WATER – Lincoln Water Systems: 402-441-7571

GAS – Black Hills Energy: Life-threatening: 911 / Outage: 800-694-8989

TELEPHONE COMPANY – ALLO: 855-559-2708 / 402-480-6570

POISON CONTROL: 800-222-1222

HVAC: Control Services 402-339-4344

MEDICAL EMERGENCY

Call medical emergency phone number immediately: 911

- Provide the following information:
 1. Nature of medical emergency.
 2. Location of the emergency:

First Lutheran Church

1551 South 70th Street

Lincoln, Nebraska 68506

(Include Entrance #, Floor & Room of Emergency)
 3. Your name and number of which you are calling from.
- Do not move victim unless absolutely necessary.
- Call on medical personnel listed below in attendance, trained in CPR/First Aid to assist prior to the arrival of First Responders:

FLC MEDICAL PERSONNEL	SAT 5:30	SUN 8:15	SUN 10:45	PHONE #
Marianne Warnes	X	X		
Rebecca Pfabe		X		
Matt Reckmeyer		X		
Terry Clementson			X	
Kate Cover			X	
Lisa Culbertson			X	
Jill Dolberg			X	
Cory Friesen			X	
Kurstin Friesen			X	
Kathy Havlicek-Cook			X	
Stephanie Johnson			X	
Terry Kruse			X	
Joleen Marsh			X	
Bob Rauner			X	
Lisa Rauner			X	
Shannon Wakeley			X	
Aaron Ward			X	
Peg Westerhold			X	

- Meet First Responders at entrance closest to emergency and direct them to the person needing medical help.
- If personnel trained in First Aid are not available, at a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds. (Note: Avoid contact with blood or other bodily fluids.) Gloves are in each first aid kit, in the Usher's Bag, or if the emergency is in the Kitchen, check cabinet marked with First Aid symbol.
 2. Clear air passages using the Heimlich Maneuver in case of choking.
 3. In case of rendering assistance to personnel exposed to hazardous materials, be careful about your contact with the person lest you put yourself at risk – **CALL 911 IMMEDIATELY.**
 4. Attempt first aid ONLY if trained and qualified.

Reporting an Incident

- When incidents occur, fill out and file the ***Incident Form*** obtained in the main office. All incidents not involving First Responders need to be filed/reported no later than three (3) days after the incident.

Ushers Note:

- An AED is located in the entry reception area.
- Oxygen Unit and First Aid Equipment (and gloves) are located in the small room on the left side as one enters the Sanctuary (marked with a First Aid symbol).
- A wheelchair is located at the front entrance coat rack.

FIRE EMERGENCY

When fire is discovered:

- Pull Fire Alarm, notify the local Fire Department by calling 911.
- Church address is 1551 South 70th Street.
- Assist all physically challenged people in emergency evacuation.
- Shout, "FIRE, FIRE, FIRE!" Wait 3 seconds, shout, "FIRE, FIRE FIRE!"
- Evacuate all occupants.
- Alert others out of voice range with the **CrisisGo App**.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- Fire extinguisher is in working condition and personnel are trained to use it.
- **PASS** – **PULL** pin, **AIM** at base, **SQUEEZE** trigger, **SWEEP** spray.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (Parking Lot) so ALL are accounted for.
- Remain outside until competent authority (Fire Department or congregational leader) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator, Ushers, or Trained Personnel:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of people who reported to designated area.
- Determine a rescue method to locate missing people.

- Provide the Fire Department personnel with the necessary information about the facility (Church Floor Plan).
- Perform assessment and coordinate emergency closing procedures.
- Ensure that all people have evacuated the area/floor (Assigned by Lead-Usher or Trained Personnel during non-service time).
- Report any problems to the Emergency Coordinator at the assembly area.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- If a warning is issued by sirens, turn on weather radios located in Lead Pastor's office and the Sub-Basement. Seek inside shelter.
- Warn others in the building using your **CrisisGo App**.
- Safe shelter is in the Sub-Basement of the church building, in the interior Youth Rooms in the lower level and the Hallway going to those rooms. The Kitchen is an alternative site.
- Assist people with disabilities/elderly in finding a safe place.
- 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.
- Continue to listen to weather radios before leaving shelter area.
- We cannot force anyone to stay, but encourage them to stay in the building.
- If outside doors are open, leave them open for anyone outside seeking shelter.
- If injuries, seek medical help from First Lutheran medical team and call 911, if needed.

Blizzard:

- Stay calm, await instructions from the Pastor or designated official.
- Stay indoors!
- Turn on weather radios and stay tuned to open and closed snow routes.
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Have emergency medicine supplies ready.
- Stock up on emergency food and water.
- Wear layers of loose-fitting, light-weight, warm clothing, if available. Use

quilts from the Quilters Room, if necessary.

Flood:

- Be aware of driving conditions on roads before evacuating church.
- Be ready to evacuate as directed by the Pastor, or designated official.
- Follow the recommended primary or secondary evacuation routes.

Earthquake:

- Stay calm and await instructions from the designated official.
- Keep away from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate, as instructed, by the designated official.

UTILITY ISSUES

Electricity is Off

- If electricity is off when church is closed, the Parish Coordinator or staff should make announcement on **CrisisGo App** and website home page that church is closed until power is restored.
- If electricity goes off during functions or hours of operation, report the outage and call LES PowerLine at 1-888-365-2412 or use the *Report Outage Form* on the LES website - www.les.com.
- Do not open refrigerators while electricity is off. Unplug computers, appliances and non-essential electrical equipment. Complete an *Incident Report* and give to Parish Coordinator or staff.

Bathroom Plumbing is Overflowing

- Turn off water: Immediate shutoff valves are located in the old furnace room behind the first set of furnaces. Each individual fixture (sink, toilet, etc.) has a shut-off, but it may require tools.
- Call Church Custodian to determine if the problem is with the city sewer line or a private matter. Lincoln Water System website has a page identifying health/disease measures to consider during clean-up.
- Call Church Custodian at 402-450-0599 to report the problem. Complete an *Incident Report* and give to Parish Coordinator.

CHILD MISSING

We work hard to ensure the safety of our children. In the case of a missing child, follow this procedure:

- Alert trained Emergency Response (ER) members and Ushers using your **CrisisGo App**.
- Type: “(Name) is missing. Do emergency response.”
- Call trained Emergency Response members and Ushers in the building to respond immediately.
 - All doors get covered by an ER member/Usher. If you see someone at a door, go to another one.
 - All hallways get covered by an ER member/Usher. If you see someone in a hallway, go to another one.
 - Three ER members or Ushers go outside to check the parking lots and lawns.
 - Other members begin a search of the building, floor by floor. Be sure to check the elevator; it is a favorite place for children to explore. Check all rooms and closets.
- As soon as the child is found, let others know using your **CrisisGo App**.
- **If the child is not found, call 911 with all the information available:**
The time of the child’s disappearance, color and style of clothing the child was wearing, hair color, age, etc.

SUSPICIOUS PERSON

- If someone you do not know enters the church, engage them in friendly conversation.
- Ask them to introduce themselves and state their reason for being here.
 - Pay attention to how they look.
 - Are they uneasy?
 - Perspiring?
 - Dressed inappropriately for the season? (For example, wearing a coat on a warm day.)
 - Do they seem to be lost in the building? It may be entirely innocent and you can be hospitable.
- It may suggest they want to create trouble.
- Trust your instincts and call for others to assist.
- This is private property and we have the right to escort people out.
- If they resist leaving, call 911 and alert others in the building using your **CrisisGo App**.

DISRUPTER

A “*Disrupter*” is someone who takes over worship or another gathering in church, uninvited. Disrupters typically verbally impose themselves into the “spotlight” and may choose to take a physical location in the front of the sanctuary. They might “take over” the lectern or pulpit or chancel area by the altar, wanting attention for a cause, for their anger, or for some other reason. If this happens:

1. Call 911.
2. A group of people—ushers or other trained leaders—may surround the disrupter to contain him or her.
3. They can try to escort the person out of the sanctuary or other space in the building. If the disrupter refuses to leave, wait for the police to arrive.

ACTIVE SHOOTER

An “*Active Shooter*” is defined as an “armed person whose action is immediately causing death or great bodily injury.”

Before an incident:

1. Stay alert and report any suspicious behaviors and people.
2. **Call 911 if you have reason to be concerned.**
3. Use your **CrisisGo App** to alert others in the building and get assistance.

When an incident is happening:

If Indoors: RUN, HIDE, FIGHT

1. Identify the general location.
2. Alert others.
3. Close and lock any doors between you and the shooter.
4. **Call 911:** Church Address is 1551 South 70th Street.
5. **Turn cell phone sounds to silent, but leave your phone on so 911 can hear what is happening even if you cannot speak.**
6. If you can escape safely, do. Always know where your closest exits are in the building.
7. If you cannot escape, blockade the door, if possible.
8. Turn lights and computer screens off.
9. Silence cell phone ringers.
10. Lead people to hide between or behind furniture. **Do not huddle together.**

If Outdoors:

1. Seek shelter wherever it is safe.
2. If you cannot get inside a building:

- a. Run with group toward the opposite or a safe direction.
- b. Spread out in small pockets.
- c. Run between objects.

LOCKOUT AND LOCKDOWN

Some threats or hazards may require a building Lockdown or Lockout to optimize safety, which will be announced by a designated responsible official or other leader:



LOCKOUT

“Secure the Perimeter”

Procedure to safeguard people within the church building from a threat or hazard **outside** the building, such as:

- Criminal activity in area.
- Dangerous events in the community.
- Dangerous animal on church grounds.

Recover all church staff and visitors from outside the building and lock all outside doors.



LOCKDOWN

“Locks, Lights, Out of Sight”

Procedure to secure individual rooms within the church and keep people quiet and in place, when a threat or hazard **inside** the building, such as:

- Disrupter.
- Angry or violent visitor.
- Active shooter.
- Dangerous animal within church building.

Lock door to room/area in which located, turn off lights, locate people out of sight of any hallway windows and maintain silence.

Lockdown does not mandate locking outside doors, as attempts to do so may put people at risk in exposed areas and may inhibit entry of first responders.

There may be situations when both Lockout and Lockdown are needed, in which both are identified and conveyed to emergency services or 911.

TELEPHONE BOMB THREAT CHECKLIST

Instructions: Be calm, be courteous. Listen. Do not interrupt the caller.

Since call will likely be on a church landline phone, notify staff and others present in the building immediately by using the **CrisisGo App**.

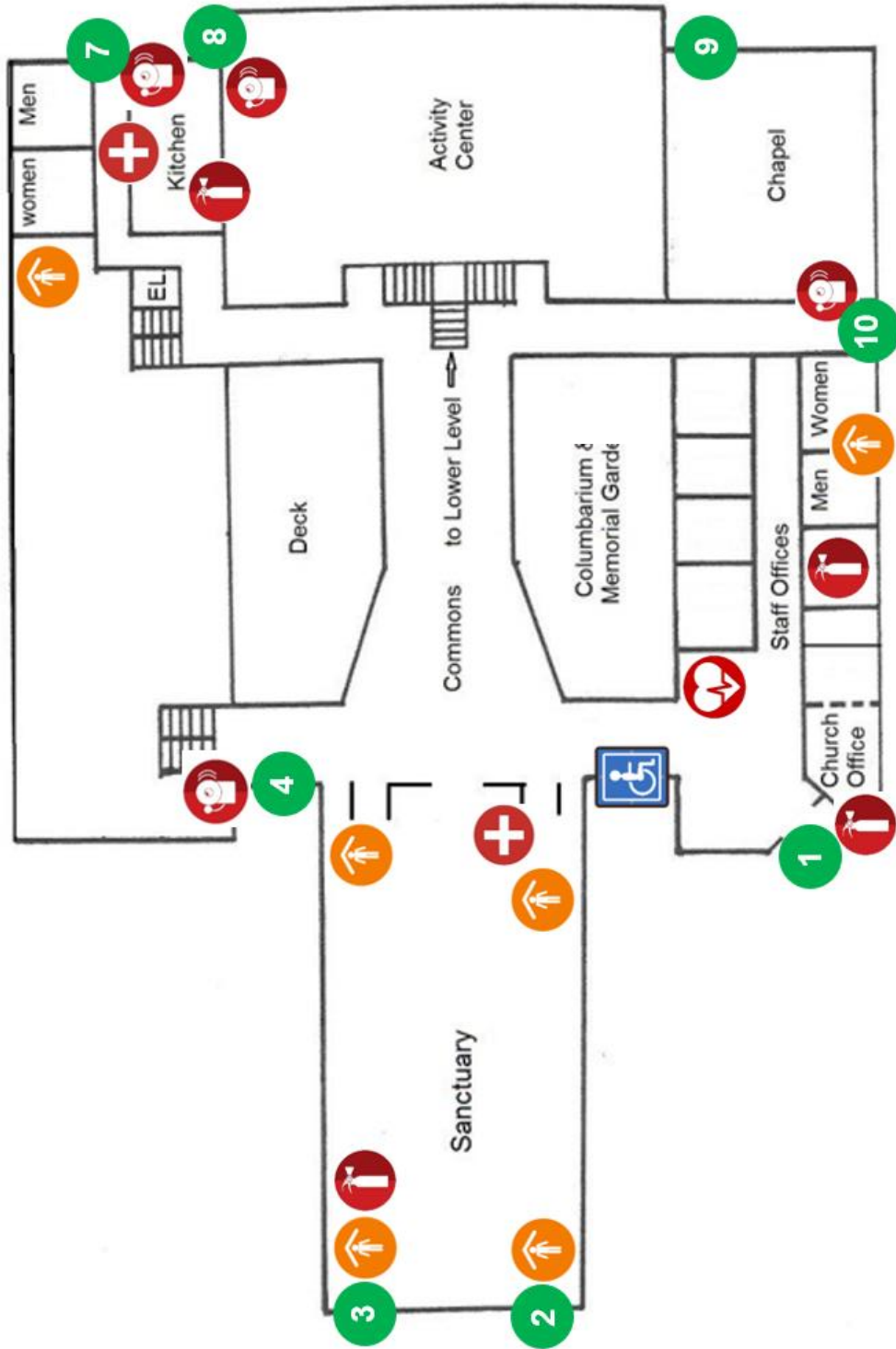
THE FIRST LUTHERAN COMMUNICATION SYSTEM

First Lutheran Church uses an app called **CrisisGo**. You can download it free on your smart phone. It also sends messages via text and emails for those who prefer this method. **CrisisGo** has a siren feature to bypass the vibrate function on your phone.

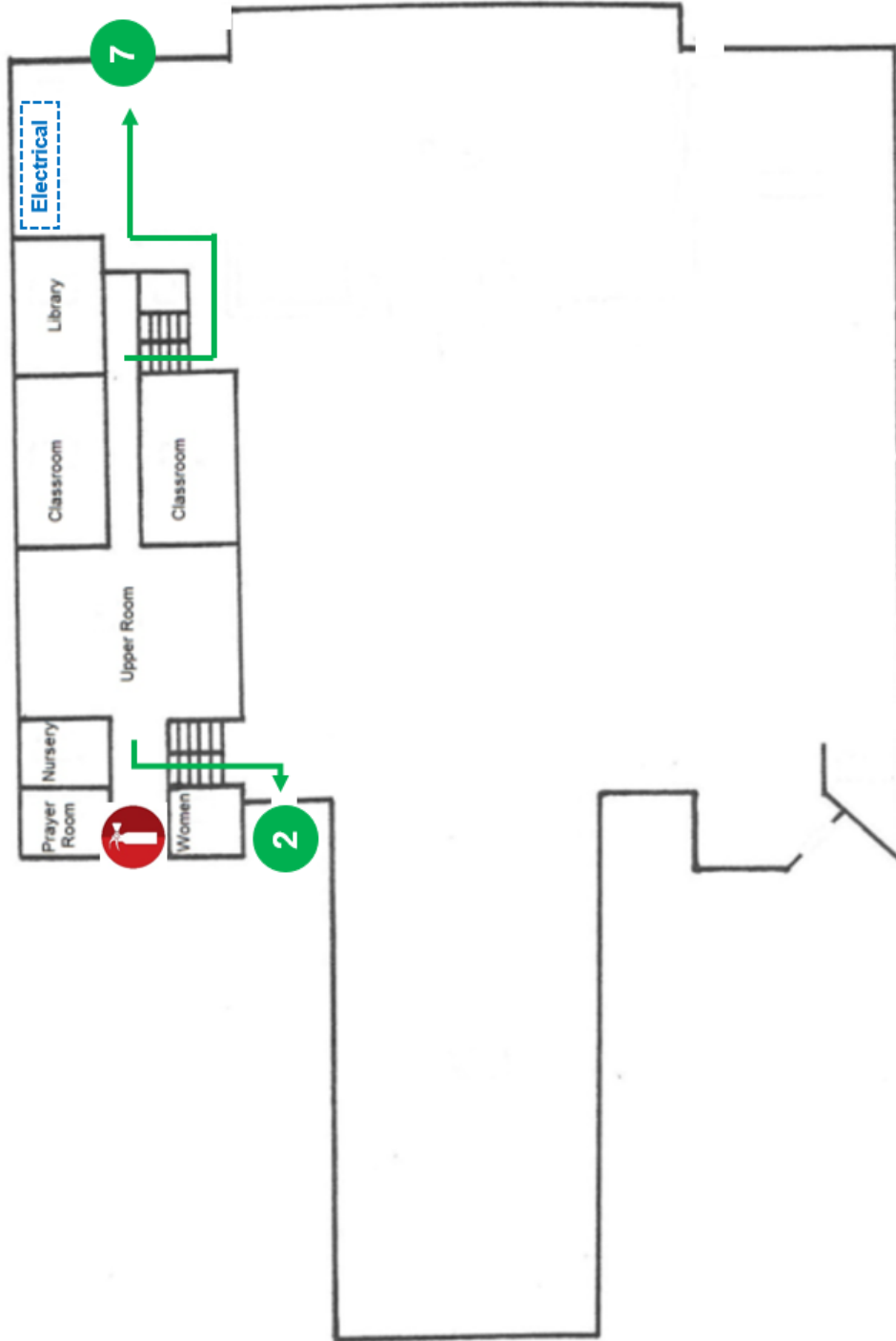
The emergency protocols in this booklet are programmed into First Lutheran's **CrisisGo** program.

We have regular trainings on the various emergencies so people are familiar with how to use it when needed. If you are not connected to First Lutheran's **CrisisGo** app and would like to be, please contact the church office or Pastor to have your smart phone, text, or email added. Updates made to these protocols will be made in our **CrisisGo** browser and automatically updated in your app.

Main Level



Upper Level



Lower Level

