



EMERGENCY ACTION PLAN

UPDATED MARCH 2024

FIRST LUTHERAN CHURCH

**1551 SOUTH 70TH STREET
LINCOLN, NEBRASKA 68506
402.488.0919**

TABLE OF CONTENTS

Emergency Personnel Names & Phone Numbers

Evacuation Routes

Emergency Phone Numbers

Medical Emergency

Fire Emergency

Severe Weather & Natural Disasters

Utility Loss

Child Missing

Suspicious Person

Disrupter

Active Shooter

Telephone Bomb Threat Checklist

FLC Emergency Communication System

Trained Emergency Personnel

Floor Plans

Weapons and Firearm Policy

TRAINED EMERGENCY PERSONNEL

DESIGNATED OFFICIALS:

Pastor Erin Heidelberger Phone: 402-488-0919 Cell: 605-252-0320

Pastor Andrew Kitzing Phone: 402-488-0919 Cell: 402-676-1756

SECURITY TEAM MEMBERS:

Mandy West 402-890-7181

Boyd Bacon 402-890-5602

Masako Bacon 402-304-7025

Kathleen Simley 402-580-0107

Sharon Hardel 717-805-4569

Laura Graulty 402-499-2198

Norm Kempf 402-890-3425

Lyle Petersen 402-540-2442

Al Williams 402-430-9124

Rod Johnson 402-570-6756

Steve Lenzen 402-580-6231 cell, 402-489-9145 home/night

Steve Doolittle 402-202-4446

Las Abejitas: Kayla Munoz(C-402-770-4903), office: 402-488-2859

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 21-22 for floor plans.

EMERGENCY PHONE NUMBERS

CHURCH LOCATION:

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

FIREDEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

POISON CONTROL: 800-222-1222

ALARM COMPANY:

Electronic Contracting Co. 402-466-8274
Church Account number I1001270
FALSE ALARM Report: (877) 532-1500 – Alarm Central

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

HVAC: MMC Contractors 402 861-0681 – Bret Hixson 402-440-1237

Or Control Services 402-339-4344

ELECTRICAL WORK: Hy-Electric: 402-466-6606

PLUMBING: Dunrite Plumbing 402-613-7600

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.
- 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 NUMBER
Rebecca Pfabe	X			402-477-1833
Matt Reckmeyer		X		402-432-5550
Dave Timperley	X			402-770-1400
Terry Kruse			X	402-781-2179
Bob Rauner			X	402-450-1859
Lisa Rauner			X	402-450-1859
Chris Wilhelm			X	402-781-2348
Nguyet Ho			X	402-781-2348
Peg Westerhold			X	402-499-7515
Debby Harper		X	X	402-310-8522

- Meet First Responders at FRONT DOOR 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.
5. Do not move victim unless absolutely necessary.

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)**. - Parish Coordinator will have unit checked for Oxygen along with Fire extinguishers, emergency lights and First Aid Supplies on quarterly basis
- **A wheelchair is located at the Chapel entrance.**

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.

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. Parish Coordinator will have Fire extinguishers checked quarterly.
- **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.
- If it is a weekday, assist-Las Abejitas staff in moving children to safety.
- Assemble in the designated area (North side of Parking Lot) so ALL are accounted for. **DO NOT HINDER ACCESS FOR EMERGENCY RESPONDERS.**
- 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, there is weather radio located in work room of the office that is on 24/7. Recommend in case of threatening weather, ushers and staff monitor weather radio or phone closely. Seek inside shelter as needed.
- Safe shelter, in the interior Youth Rooms in the lower level and the Hallway going to those rooms, the space under steps from 1st Floor to LL. The Kitchen is an alternative site.
- The Sub-Basement of the church building is only accessible with key.
- 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.
- If it is a weekday, assist - Las Abejitas Personnel in moving children to hallway or Sub-Basement, only accessible with key.

Blizzard:

- Stay calm, await instructions from the Pastor or designated official.
- Stay indoors!
- Turn on weather radio, monitor phones for weather notices and stay aware to open and closed snow routes.
- If there is no heat:
 - Contact Facility Maintenance Manager or Bret Hixon.
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.

- Have emergency medicine supplies ready.
- 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, Communications Director or a Staff member should make an announcement on the website home page and Facebook 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 identified on master plumbing plan. Consult Parish Coordinator or Facility Maintenance Manager. Each individual fixture (sink, toilet, etc.) has a shut-off, but it may require tools.
- Coordinate with Parish Coordinator 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 Parish Coordinator at 402-488-0919 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:

- Call trained Emergency Response (ER) 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.
- **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.

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.**

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, Las Abejitas staff and children 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.

Parish Coordinator has a BOMB THREAT phone worksheet in a binder, that can help prompt questions to ask or blanks to fill in. All staff and office assistants need to be aware of these and know where to access.

THE FIRST LUTHERAN COMMUNICATION SYSTEM

First Lutheran Church uses an app called **Realm** for crisis information distribution. You can download it free on your smart phone. The emergency protocols in this booklet are available on **Realm** in the Crisis Response Information area under groups.









Training is available on the various emergency response processes with the information and instructions available in the Crisis Information area of **Realm**. If you are not using First Lutheran's **Realm** app and would like to be, please contact the church office or Pastor to download the app to your phone. Updates made to these protocols will automatically be updated and made available in **Realm**.

Weapons and Firearm Policy

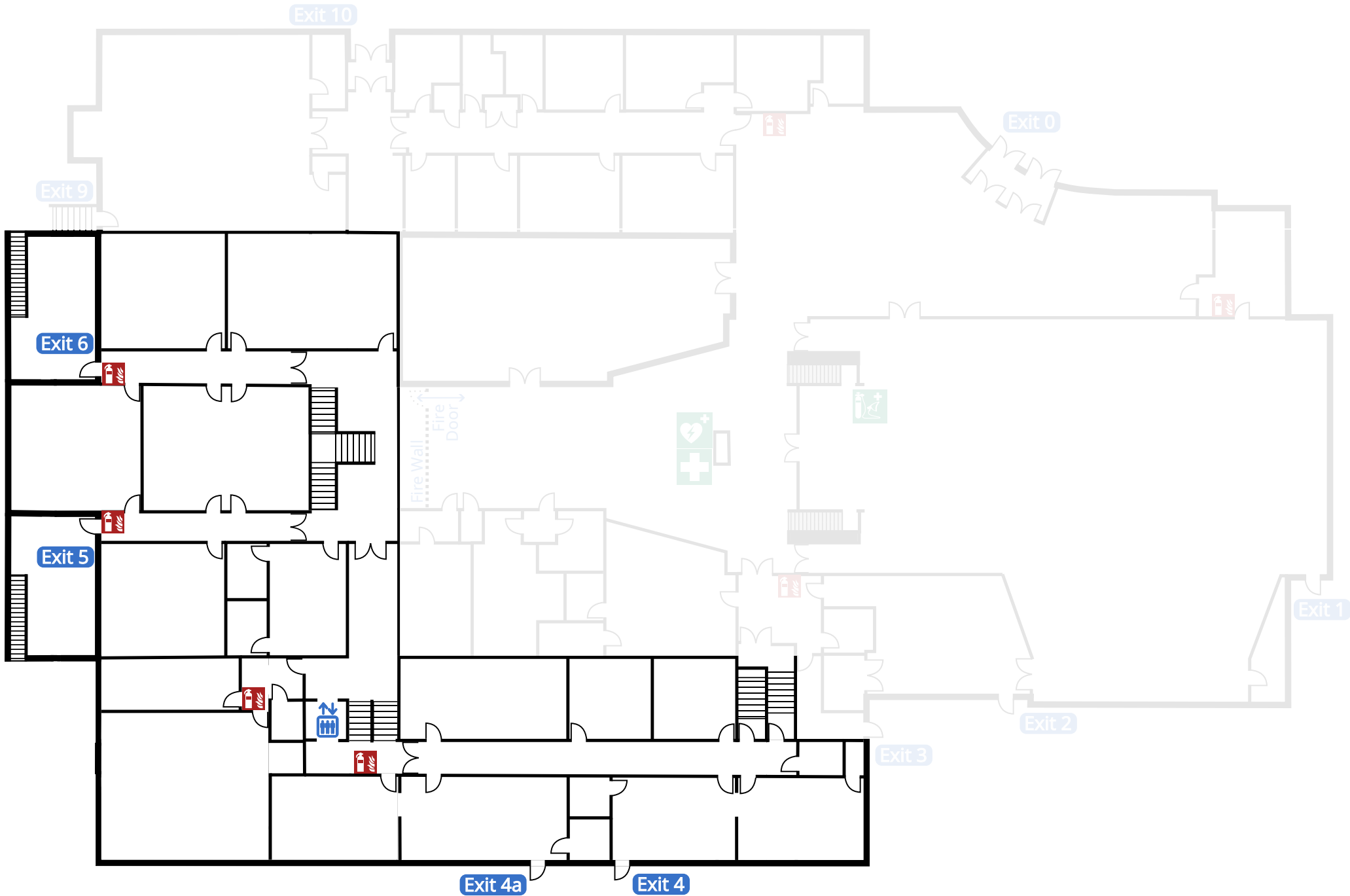
All weapons including concealed firearms are prohibited on these premises.

For historical purposes, the discussion came out of LB 77, which essentially is Nebraska's 'constitutional carry' statute. Within the statute, along with other types of entities, churches are exempt from the constitutional carry law.

KEY TO EMERGENCY ACTIONS

	AED
	First Aid
	Lockout
	Lockdown
	Evacuate
	Shelter
	Fire Alarm
	Fire Extinguisher

Lower Level



Upper Level

