

# Emergency Action Plan for First Presbyterian Church



**5763 County Road Q  
Waunakee, Wisconsin  
(608) 849-4625  
[www.myfpc.org](http://www.myfpc.org)**

May 30, 2016

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# First Presbyterian Church Emergency Action Plan

## Introduction

This emergency action plan consists of six categories of incidents:

1. Tornado / Severe Storm
2. Fire
3. Medical
4. Robbery
5. Intruder / Shooter
6. Threats

The church building is utilized by many people and groups in both a formal organized function and non formal visits, all of which may occur in various areas and rooms in the building; typically between the hours of 7:00 a.m. to 11:00 p.m. Individuals leading the activity may not be familiar with the building and full time church staff may or may not be present. Therefore an emergency action plan cannot address every situation during every day of the week or every hour of the day. This emergency action plan is written to address various emergency scenarios during typical First Presbyterian Church organized activities.

*If the Emergency Action Plan is activated as a result of an emergency the Dane County 9-1-1 Communication Center MUST be notified immediately.*

## Emergency Action Plan (EAP) Oversight

Oversight of the EAP is the responsibility of the Building and Grounds Committee subsequent to coordination and approval by the Session. The CONTINUITY OF OPERATIONS PROGRAM (COOP) compliments the EAP, therefore post incident resources, actions and telephone numbers are not included within the EAP.

## EAP Associated Building and Grounds Responsibilities

The Building and Grounds Committee and custodian are entrusted with the responsibility to take the actions necessary to ensure the following:

1. The designated fire numbers adjacent to the Hwy Q entrance are clearly visible and are reflective to facilitate rapid identification of our address by emergency responders.
2. The perimeter lights are functioning properly and illuminate all entrances to the buildings and eliminate shadows in which intruders can hide.
3. The shrubs adjacent to the buildings are maintained to make it difficult for intruders to hide.
4. Trees close to the buildings are trimmed to a height that permits proper illumination and do not significantly block visibility of the building.
5. The entrances on the front and sides of the building which form alcoves are lighted to eliminate shadows in which intruders can hide.
6. Ensure fire extinguisher, detector and alarm maintenance contract is in place to comply with state fire code regulations.
7. Continual assessment of open flame ceremony lighting for procedural risks and safer options.
8. Coordinate fire drills and periodic inspections by the Waunakee Fire Department and the Dane County Sheriff's Department / Waunakee Police Department.
9. Facilitate annual refresher and EAP review with church ministries and non church groups that frequently use the facility. This also includes an open invitation to interested members.

## Training

Church leaders, administration, committee chairs, ushers and leaders of non church groups who regularly use the church facility (all collectively referred to as “leaders”) must be required to read the emergency action plan. At least annually, a review refresher should be held with the leaders and the plan updated to address concerns, changes in logistics, organizational structure, demographics, etc. It is recommended that representatives of the fire department and law enforcement be involved for input.

EAP must be distributed to all Sunday school teachers prior to the beginning of Sunday school in the fall, as well as frequent users such as Kindermusic, boy scouts, girl scouts and AA. The Emergency Action Plan should also be included in the new member packet.

## Leader Knowledge of EAP

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire, smoke or gas leak emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## Telephone System

Configuration of church telephones will vary.

No prefix number necessary to make calls.

- **Pick up the receiver and you will get a line immediately**

Dane County Emergency Center will ask a series of questions depending upon nature of incident. The first three questions will be:

- Nature of the emergency
- Your name
- Church address: **5763 County Road Q, South of Waunakee**



## Tornado / Severe Storm

### Tornado & Severe Weather Emergency

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
- Other severe weather watch or 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 warning, a battery-powered radio should be used and tuned to the National Weather Service or local station for weather information. Should a tornado develop which threatens our area, leaders should initiate actions to notify and protect all staff, members, and visitors in the facility.

### If a Tornado Warning is announced

When you hear the announcement for a tornado warning:

- Shelter in place by moving to the designated tornado shelter area (area of refuge) **immediately** (graphic on next page). Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area. If elevation differences are involved and a mobility impairment will prevent the individual from moving to the lower level shelter area with support assistance (i.e., carry), the elevator may be used. If moving to the lower level cannot be achieved an optional *area of refuge* is either of the restrooms in the education wing. Someone must stay with the individual during the refuge period.
- Shelter in place until you hear an announcement from a leader or a radio station that it is safe to return to your area.

### Tornado Safety Basics

Tornadoes and tornado-producing weather conditions occur in Wisconsin. Familiarize yourself with the basics of protecting yourself wherever you may be. 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 moving to a safer location in the building is not possible, get under a desk or table in an

interior office.

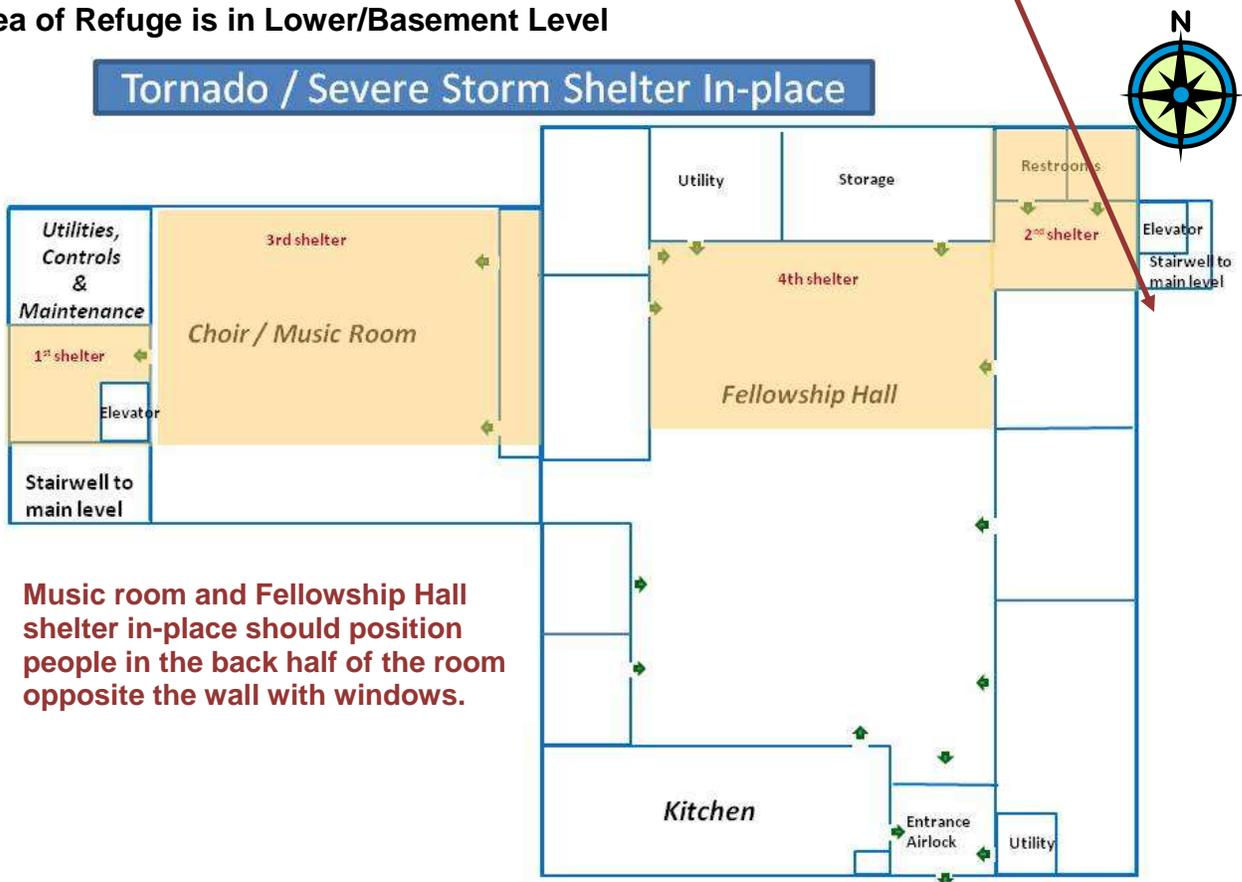
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

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. On FPC grounds this would be just outside the stairwell exit door at the interior landing leading from the main floor lobby to Fellowship Hall. The exit door will be to the north, the rock retaining wall on the east and the nursery room wall to the west.



### Area of Refuge is in Lower/Basement Level



**Music room and Fellowship Hall shelter in-place should position people in the back half of the room opposite the wall with windows.**

### Usher/Leader Responsibilities

- Two (2) people immediately assist nursery staff
- Assign first evacuees to hold inside doors to areas of refuge open.
- Assist individuals with disabilities

**Note:** wedding party ushers should be advised of shelter area if weather forecast reflects sever weather.

# Fire

## Fire, Smoke and Gas Leak Emergencies

If you detect smoke, fire or the smell of gas:

1. Activate the manual fire alarm. **NOTE:** Manual pull alarms are only in the new addition of the building.
2. Initiate evacuation procedures for any occupants of the building.
3. Call 911 (move to a safe area before making this call).
  - Give your name, telephone number, and location.
  - Describe the situation.

**Note:** This EAP does not encourage individuals to use a fire extinguisher. First priority is alerting occupants to the emergency, evacuation and calling 9-1-1. If you are physically capable, 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. 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 Alarm Sounds

- Do not use the elevator.
- Immediately initiate evacuation procedures.

**Note:** *The fire door between the Narthex/lobby and Gathering Place will close blocking travel between the two areas on the main level of the building.*

**Procedure:** 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 and outside.

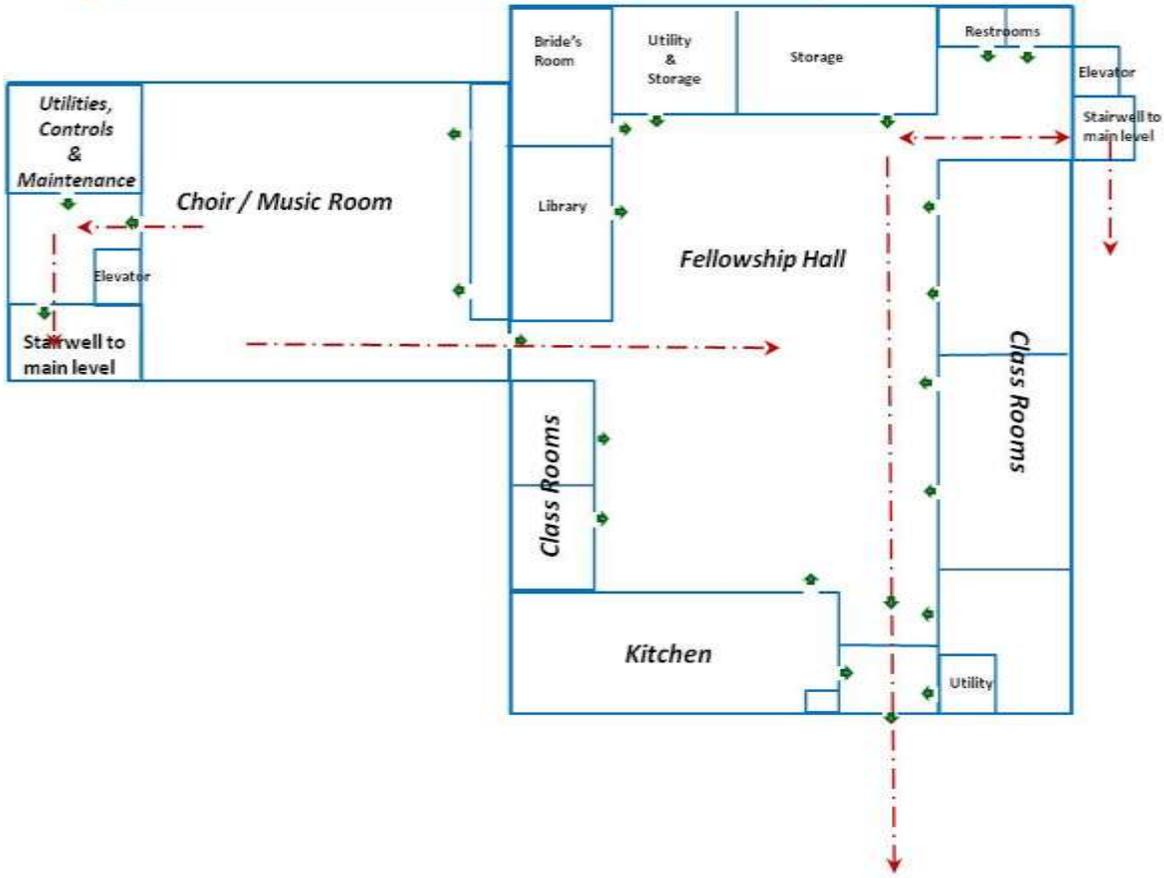
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
  
- Move **upwind** of the building at least 100 feet away from the building and beyond designated fire lanes. Assembly areas are on the grass to the north and south of the parking lots.
- 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 Fire Department.

### Building Evacuation Emergency

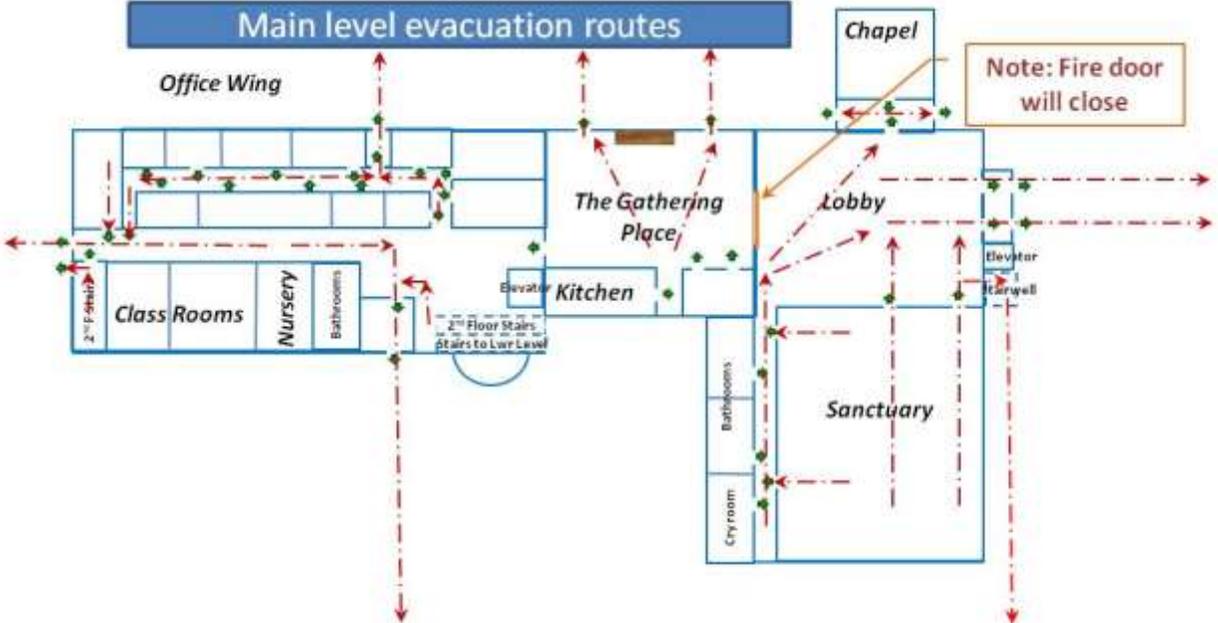
All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

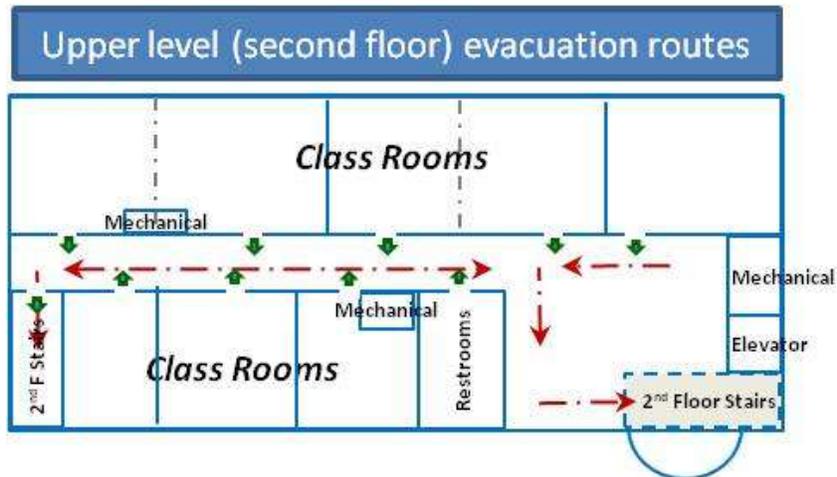
# Fire Evacuation Routes

## Lower level evacuation routes



## Main level evacuation routes





If a building evacuation is initiated, important “dos” and “do not’s” are:

- Do remain calm.
- Do follow the instructions of the incident coordinator or emergency response team, if applicable.
- Do close the door as you leave.
- Do not use elevator - use stairwells for evacuation. Be alert for other staff, 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 return to your area until the “all clear” signal is given.

### Fire Drill

- Worship services
- Sunday School

Drills should be conducted at least once a year (October is Fire Prevention Month). Responders should be made aware of scheduled drills. While it is often recommended that no one else be notified to ensure realistic evacuation assessment the primary purpose of the fire drill should be education on the fire evacuation procedure; some attendees will not be familiar with the church floor plan and an unannounced alarm may cause some attendees (especially the nursery) to panic.

Drills should take place at the end of a service and a few minutes after the scheduled start of Sunday school classes. The person assigned to set off the alarm is also responsible for resetting it once the drill is completed.

### Usher/Leader Responsibilities

- Two (2) ushers/leaders immediately assist nursery staff
- Assign first evacuees to hold inside and outside doors open.
- Direct person with cell phone to **call 9-1-1**
- Keep people from crossing fire door path.
- Check to see that rooms are evacuated.
- Assign at least two people to keep cars from driving out and posing congestion for incoming emergency vehicles.

## Medical

Call 9-1-1. Be prepared to give the following information:

- Name and extension.
- Location.
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.

**Note:** Treat minor injuries from supplies in the first aid kits. The kits are located in each classroom in labeled cabinets or drawers.

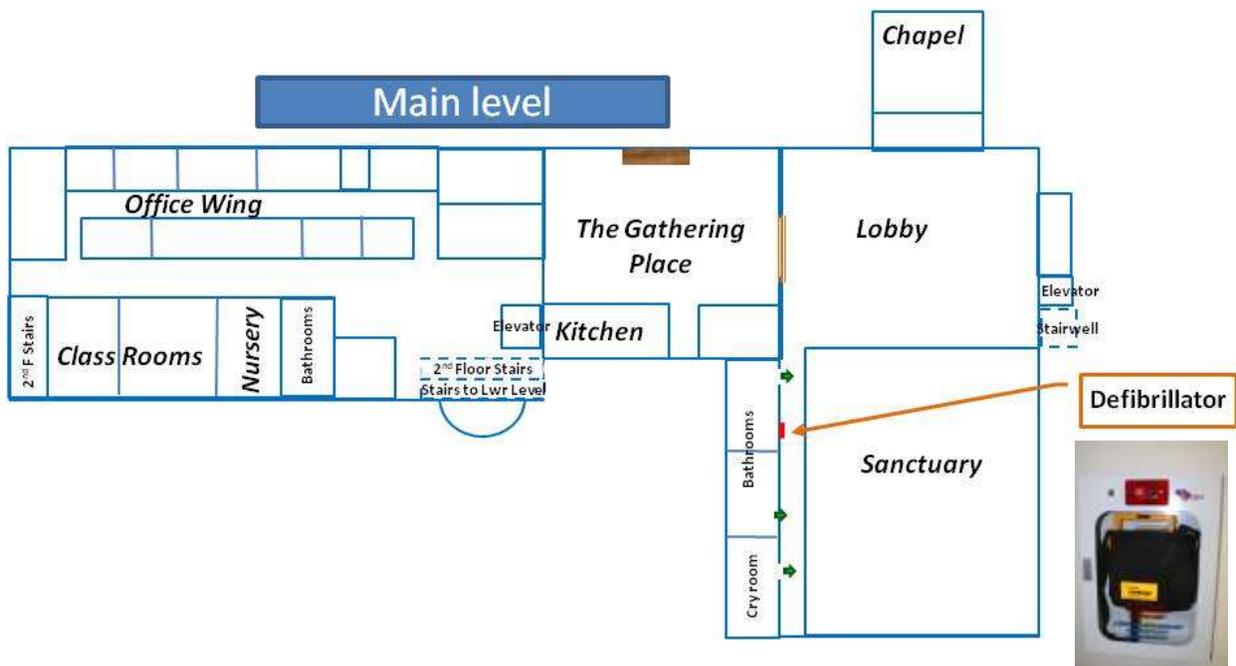
While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members (typically law enforcement and/or fire fighters) may stand by to assist as needed

### Heart Attack / Defibrillator

The Automatic External Defibrillator (AED) is located in a wall mounted cabinet between the bathrooms in the hallway off the sanctuary on the main level.

- The AED shall be used only by an individual that has been trained on the proper AED use procedures.
- Any person who uses the automatic external defibrillator shall request emergency medical assistance (call 9-1-1) as soon as possible.
- Any person who uses the AED shall report the use of the device to the church office.
- The AED shall not be placed back into the cabinet until properly inspected for reuse.



## **Intruder / Shooter**

### **Intruder/Active Shooter Emergency Action Plan**

This Emergency Action Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this magnitude.

If an intruder is discovered in the building:

- Do not approach the intruder or intervene in any ongoing activity by the intruder.
- Do not activate the fire alarm. The fire alarm will signal the occupants in the building to evacuate the building and thus place them in potential harm as they attempt to exit.
- Call 911 immediately and provide as much information as possible.  
Provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapon(s), if any.
- If possible give the 9-1-1 center the exit number that the intruder is in the proximity of or the north/west/south/east side of the building. (The Chapel extends North; education wing extends West.)
- Notify other staff / offices if discreetly possible.

### **Evacuation versus seeking area of refuge**

Discretion is necessary to the option that is least likely to draw attention to you. Evacuate only if you know that there are no surprises outside. Seek immediate refuge in enclosed offices or classrooms that have the ability to lock the door from the inside.

- Close and lock or barricade room doors,
- Close windows and window treatments,
- Turn off the lights to that area.
- Remain calm, as quiet as possible, and out-of-sight.

Stay in the locked/barricaded room until informed by Police personnel that it is safe to come out of the area. Individuals with cell phones may establish contact with local 911 personnel of the situation.

When a hostile person(s) is actively causing physical or deadly harm or the imminent threat of deadly harm (weapon / shooting), or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- Don't stay in open areas.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
  - a) You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
  - b) If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and

the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

- c) If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- d) The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
- e) If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- f) Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

### **Dealing with Unruly People (Adjust to the situation and your needs)**

Dealing with unruly people in the church building or grounds:

- If a visitor or member of the congregation begins to disturb the service or activity your actions will be dependent on the ensuing actions of the unruly person. In all situation it is important to not aggravate or escalate the situation or to put yourself or others into a position of harm.
- Call 9-1-1 to report the situation.
- If the unruly person leaves after they disturb or continue to disturb, without placing yourself at risk try to watch the person until they leave the property, if possible obtain a license plate number.
- If the unruly person leaves the building but remains on or in the vicinity of the church grounds call 9-1-1 and the unruly person should be watched until they depart or the arrival of the police.
- Depending on situation evacuation of the church may be necessary.
- Never initiate physical contact with an unruly person. If the unruly person initiates contact with another person in the church, use judgment in taking appropriate action to prevent further harm to the person.
- Never take physical action against an unruly person for damaging church property.

### **Observing / Following Suspicious People**

- If a leader believes that a person is in the church with evil intentions (e.g., to sexually harass someone, to cause a disruption), the leader should immediately make that observation known to other leaders.
- A leader should follow the suspicious person as discretely as possible in order to ascertain the intentions of the person.
- If it becomes obvious that the person has evil intentions, the leader should make the decision as to what level of action to take; these actions include, but are not limited to, asking the person to leave, following the person overtly, and calling the local police.
- If there is suspicion or evidence the individual's actions or emotional state connected to a domestic dispute involving the spouse or children, contact the local police.
- If there is suspicion or evidence the individual's actions or emotional state are connected to a domestic controversy or dispute involving the spouse or children, contact the local police. Try to steer the individual away from making contact with who they are looking for.

## **Lockdown**

A “lockdown” plan is to be implemented in the case of a serious threatening emergency. Should a lockdown become necessary or ordered by public authorities, classrooms and offices will be secured and occupants will remain in the building until the emergency has passed. Should this occur, parents are asked to stay away from the building so as not to impede the emergency response process or distract the group leaders from their supervisory duties. Children / adolescents will be released to parents once the situation has been resolved.

In the case of a local disaster, an intruder in the building, a report of a dangerous person in the vicinity of the building, or other similar emergency, a “Lockdown” will be implemented.

When a lockdown occurs, the following takes place:

- Adults in the building will be requested to assist in supervising and monitoring children and adolescents (students) until the conclusion of the lockdown event.
- Local authorities take charge as soon as possible.
- Exterior doors are locked and the building remains locked.
- Building monitors ensure that occupants leave hallways or bathrooms and return to a nearby offices or classrooms.
- The door to each classroom is locked, shades are drawn, lights turned off, and students are instructed to stay away from the windows. Occupants remain in the classrooms until further notice.
- Should it become necessary for occupants to leave their offices or classrooms, a leader will communicate this information. In this case, occupants will be moved to a meeting room in the basement or to the designated off-site evacuation location.
- Occupants will be instructed to turn off their cell phones.
- Parents are instructed to stay away from the building until further notice.
- Students will be released once the situation is resolved.

## Threats

In the event you receive a threatening telephone call (i.e. bomb threat, armed assault, custody issues), **REMAIN CALM!**

**Do not hang up!** Obtain as much information as possible:

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Words of caller:

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### Caller's voice:

Male  Female  Adult  Youth

Accent:  Black  White  Hispanic  Asian  Other: \_\_\_\_\_

Demeanor:  Calm  Excited  Loud  Disguised  Nervous  Angry  Crying  
 Slurred  Giggling  Stressed  Sincere

If voice is familiar, whose did it sound like? \_\_\_\_\_

### Background Noise:

Music  Bar  Children  Airplanes  Train  Machinery  Cars/Trucks

Other: \_\_\_\_\_

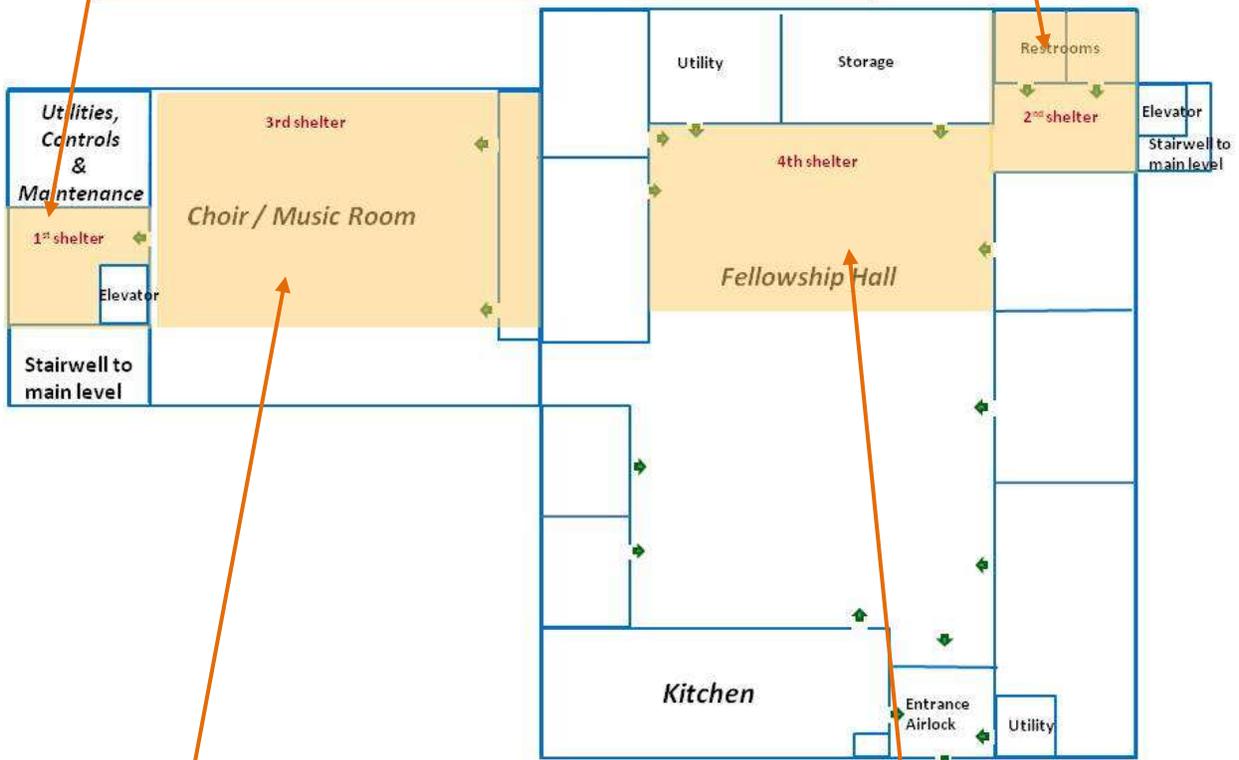
- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**Note:** In the event you receive a threat of any type call 9-1-1 immediately.

# Appendix I – Area of Refuge / Storm Shelter Areas



## Tornado / Severe Storm Shelter In-place



## Appendix II – Fire Alarm and Fire Control

Alarm pull station



Alarm horn with strobe light



Strobe light only



Fire alarm activation stations are located only in the new addition near the exits.

Emergency lighting



Control panel in maintenance room 117



### Fire door (main level)

Behind hinged wall panel



Wall panel open

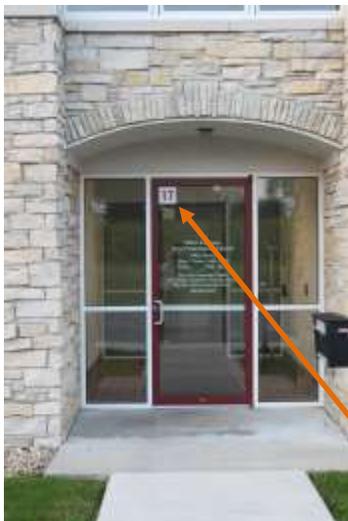
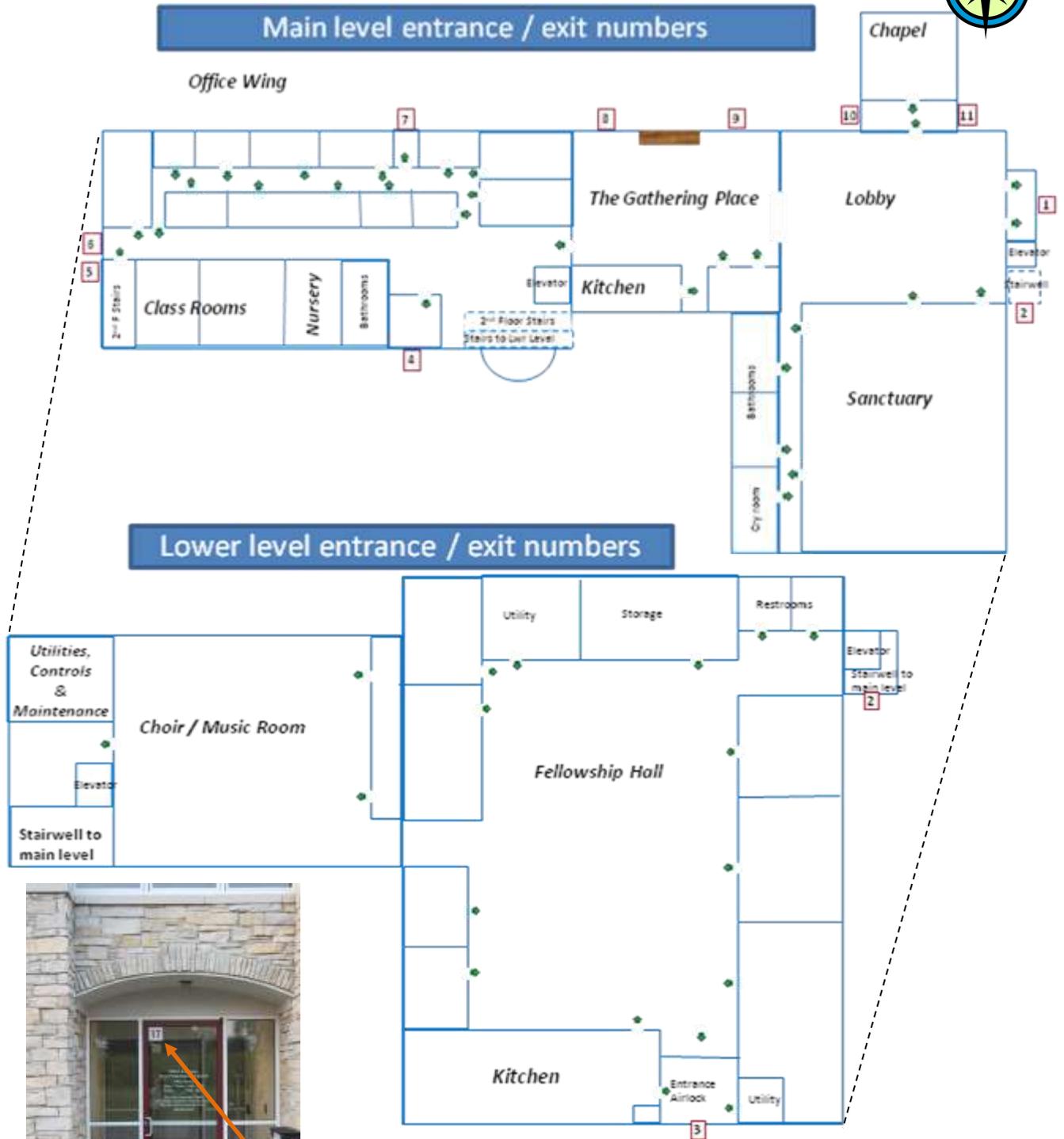


Fire door closing



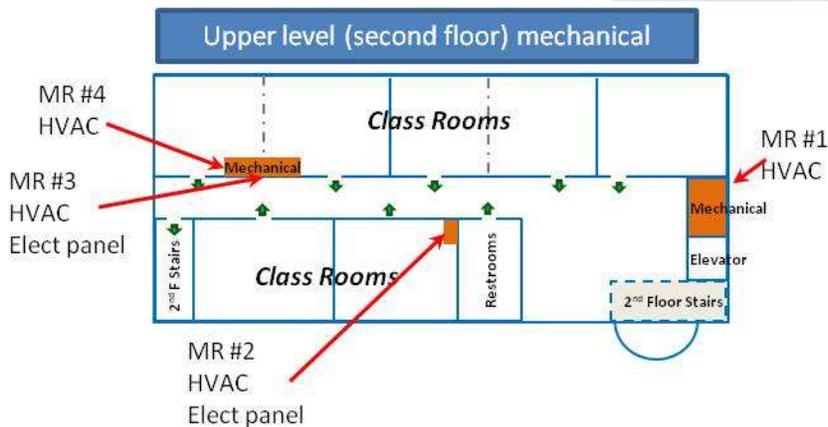
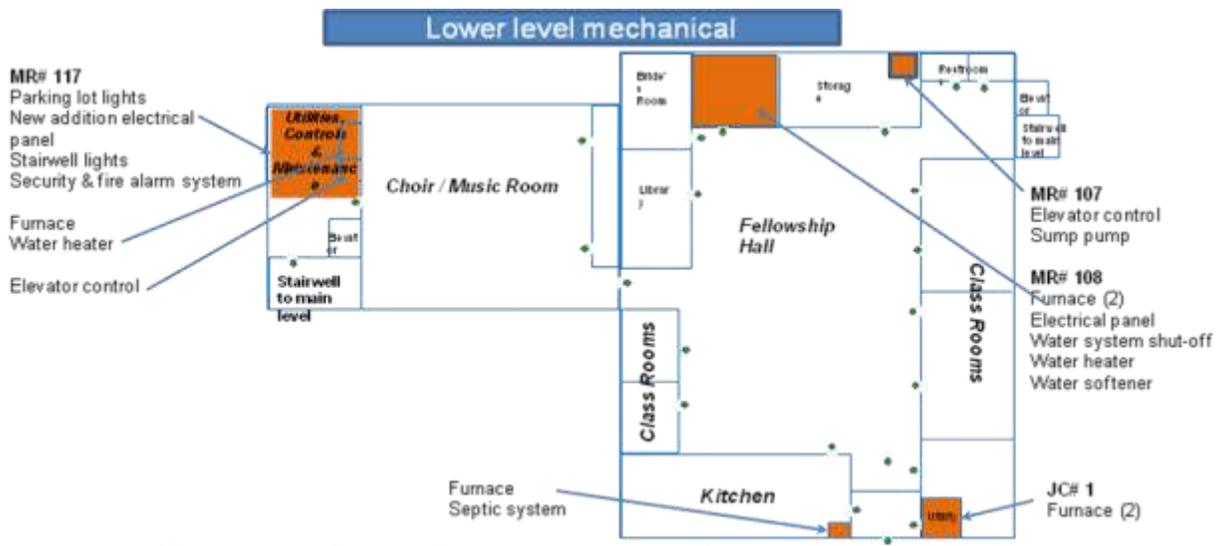
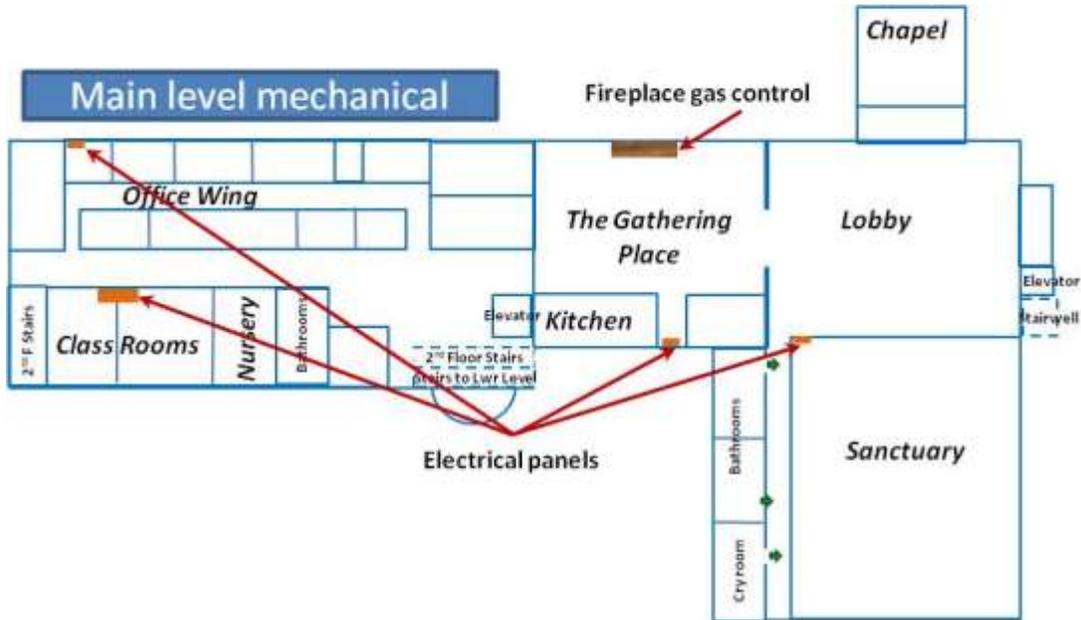
The fire door between the Lobby and Gathering Place will close blocking travel between the two areas on the main level of the building. The fire door CLOSSES IN LESS THAN 15 SECONDS.

# Appendix III – Exit / Entrance numbering

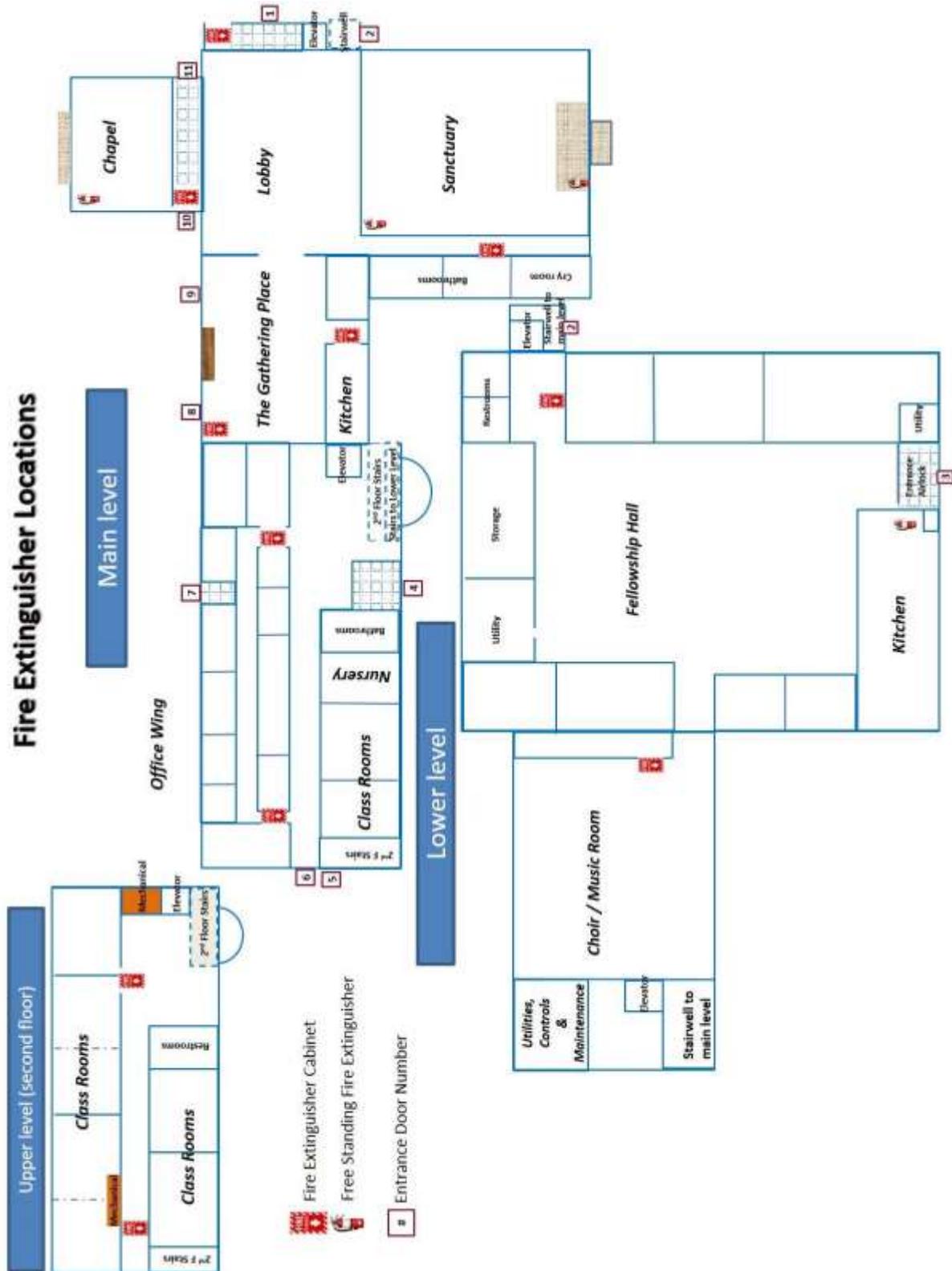


All entrance/exits are numbered

# Appendix IV – Location of Utility Shut-offs



# Appendix V – Location of Fire Extinguishers





## **Appendix VII – Equipment or Property That May Require Attention**

**Various equipment and systems must be checked to evaluate if they need to be reset or need servicing:**

- Security and alarm system
- Computers & servers
- Telephone system
- Copiers
- Refrigerators / freezers
- Stoves / ovens
- Utilities
- HVAC
- Fireplace

## **Appendix VIII – Distribution of EAP**

All full-time and part-time staff  
All Session members  
All Sunday school teachers  
All committee chairs  
All individuals performing usher duties  
Nursery staff  
Wedding hostess  
Custodian  
Web site

Hard copy maintained at:  
Church Secretary's Office  
Ushers Guide manual  
Building & Grounds manual  
Waunakee Fire Department  
Waunakee EMS