# **EMERGENCY ACTION PLAN**

for

First Presbyterian Church of Warren 3000 East Twelve Mile Road Warren, MI 48092

**SESSION APPROVAL DATE: 06/17/2014** 

# **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

## **DESIGNATED RESPONSIBLE OFFICIAL:**

Interim Pastor Anne Schaefer (C) 248-202-0266

## **EMERGENCY COORDINATOR:**

Michael Slupinski (C) 586-214-4704

## **EMERGENCY PHONE NUMBERS**

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

## **BUILDINGS & GROUNDS RULING ELDERS:**

Glenn McIntyre (C) 586-383-3070 Mike Slupinski (C) 586-214-4704

# **UTILITY COMPANY EMERGENCY CONTACTS**

**ELECTRIC**: DTE - 800-477-4747

WATER & SEWER: City of Warren - 586-759-9200

GAS: Consumers Energy - 800-477-5050

TELEPHONE/INTERNET: WOW - 888-496-9669

The above phone numbers were confirmed as of 05/21/2014.

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported to the Buildings and Grounds Ruling Elders:

•	MEDICAL							
•	FIRE							
•	SEVERE WEATHER							
•	BOMB THREAT							
•	CHEMICAL SPILL							
•	EXTENDED POWER LOSS							
•	OTHER (specify) Building issues such as damage due to water leaks/plumbing issues and leaking gas odors							
MED	MEDICAL EMERGENCY							
•	Call medical emergency phone number (check applicable):							
	<ul> <li>□ Paramedics</li> <li>□ Ambulance</li> <li>□ Fire Department</li> <li>□ Other</li> </ul>							
	Provide the following information:  a. Nature of medical emergency, b. Location of the emergency (address, building, room number), and c. Your name and phone number from which you are calling.							
•	Do not move victim unless absolutely necessary.  Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:							
Name	: Phone:							

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- If personnel trained in First Aid are not available, as 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).
  - 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous material Attempt first aid ONLY if trained and qualified.

### FIRE EMERGENCY

### When fire is discovered:

- Verbally announce the fire.
- Notify the local Fire Department by calling 911
- Notify the site personnel about the fire emergency by the following means (check applicable):

Voice Communication
Phone

## 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.

## Upon being notified about the fire emergency, occupants must:

- Leave the building immediately.
- Assemble in the designated area, which is the front of the church, on the grass by the sign.
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

### Designated Official, Emergency Coordinator:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count.

- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

## Assistants to Physically Challenged should:

Assist all physically challenged persons in emergency evacuation.

(The Emergency Action Plan is continued on the next page.)

# **TELEPHONE BOMB THREAT CHECKLIST**

INSTRUCTIONS: BE CALM, BE COUF							
YOUR NAME:CALLER'S IDENTITY SEX: Male							
ORIGIN OF CALL: Local	Long Distance	Telephone Bo	oth				
VOICE CHARACTERISTICS	SP	PEECH	LAN	GUAGE			
Loud Soft High Pitch Deep Raspy Pleasant Intoxicated Other	Fast Distinct Stutter Slurred	Slow Distorted Nasal Other	Excellent Fair Foul	Good Poor Other			
ACCENT	MA	NNER	BACKGRO	OUND NOISES			
Local Not Local Foreign Region Race	Calm Rational Coherent Deliberate Righteous	Angry Irrational Incoherent Emotional Laughing	Factory Machines Music Office Machines Street Traffic	Trains Animals Quiet Voices Airplanes Party Atmosphere			
	BOMB FA	<u>C13</u>					
PRETEND DIFFICULTY HEARI AGREEABLE TO FURTHER CO				3			
When will it go off? Certain HourTime Remaining							
Where is it located? Building	Area						
What kind of bomb?							
What kind of package?							
How do you know so much abou	t the bomb?						
What is your name and address?	?						
If building is occupied, inform cal	ller that detonation	could cause injury	or death.				
Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up							
Did the caller appear familiar with building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.							

## SEVERE WEATHER AND NATURAL DISASTERS

#### Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.
   Consider the following:
  - Rest Rooms
  - Central Hallway, close all classroom doors.
- 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.

#### Flood:

#### If indoors -

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### If outdoors -

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground

#### Blizzard:

#### If indoors -

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

#### If outdoors -

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

#### If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## **TRAINING**

The following person has been trained to ensure a safe and orderly emergency evacuation of church occupants:

Name	litie	irained	
Michael Slupinski	Buildings & Grounds Ruling Elder and Emergency Coordinator	<b>June 2014</b>	
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