

HOPE

LUTHERAN CHURCH



GATHER



GROW



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Emergency Action Plan

**Hope Lutheran Church
201 Hope Ave.
Jordan, MN 55352
952-492-2099**

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Updated: 09/30/2022

EMERGENCY PHONE NUMBERS

- **FIRE DEPARTMENT: 911**
- **PARAMEDICS: 911**
- **AMBULANCE: 911**
- **POLICE: 911**
(NON-EMERGENCY #952-492-2099)

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: XCEL ENERGY #800-481-4700

WATER: City of Jordan #952-492-2535

GAS: CENTERPOINT ENERGY #612-321-4939

TELEPHONE COMPANY: COMCAST #844-389-4660

TOPICS COVERED IN POLICY

- **Evacuation Routes**
- **Medical Emergencies**
- **Fire Emergencies**
- **Extended Power Loss**
- **Severe Weather**
- **Active Shooter**
- **Training Record**

EVACUATION ROUTES

- Evacuation route:
 1. All emergency exits are lighted with signs
 2. The sanctuary and common areas have emergency lighting
 3. Exit through the closest doors
 4. Locations of fire extinguishers are strategically placed throughout the church facility (12).
 5. Fire alarm pull stations are located at all major emergency exits.

MEDICAL EMERGENCY

- Call medical emergency phone number 911:
 - Provide the following information:
 1. Nature of medical emergency
 2. Location of the emergency (address & location on property)
 3. Your name and phone number from which you are calling
- Do not move victim unless absolutely necessary
- 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.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911
- Voice Communication to evacuate the building
- Evacuate the building
- Assist all physically challenged employees in emergency evacuation.
- Provide the Fire Department personnel with the necessary information about the facility.
- Remain outside until it's announced that it is safe to re-enter

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.
- The fire extinguisher is in working condition and personnel are trained to use it.

EXTENDED POWER LOSS

In the event of extended power loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.

SEVERE WEATHER

Tornado or Severe storm:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
 - Go to the basement of the church
 - Seek cover in the main basement hallways, bathrooms, library, youth room, storage rooms, or any rooms without windows.
- Remain sheltered until the tornado threat is announced to be over.

ACTIVE SHOOTER

Active Shooter definition by the FBI is as follows:

An active shooter is an individual actively engaged in killing or attempting to kill people in a populated area.

Recommendation by FBI: call 911 as soon as possible.

1. Run - Evacuate the area if possible.
2. Hide - Seek shelter and block any doors and cover windows
3. Fight - Defend yourself any way possible

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name

Title

Date
