Emergency Plan for
Westby Coon-Prairie Lutheran Church

Adopted XXX, 2023

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EMERGENCY TELEPHONE NUMBERS

For All Emergencies Dial 9-1-1

OTHER IMPORTANT NUMBERS (all information to be updated after each annual meeting)

Westby Coon Prairie Church Office: - (608) 634-3412

Building Maintenance: - Monte Dunnum (608) 632-0078

WCP Pastor - Alyssa Weaver (608) 387–0993

Council President: - Peter Engh (608) 632-1136

Church Secretary: - Roxie Von Ruden (608) 632-9748

Medical Response Team Members: Kevin Dean 608.632.4053
Joy Moser 608.632.1206
Rosa Hanson 608.634.4042
Megan Torkelson 608.632.5943
Tammy Kjos 608.606.5655

Safety Response Team Members: Rick Bakkum 608.574.5285
Kevin Larson 608.606.0984
Mike Tuszynski 608.632.9863
Tammy Gilkes 608.632.0239
Martha Olson 608.632.0990
Kory Dahlen 608.778.1607
Craig Johnson 608.632.6329

Security Team: Mark Jelinek (920) 819-0495
Monte Dunnum (608) 632-0078
Peter Engh (608) 632-1136
Pastor Alyssa (608) 387–0993
Roxie Von Ruden (608) 632-9748
Sara Jeffers (608) 386-6294

THE EMERGENCY RESPONSE TEAM

Building Response Coordinator- Pastor Alyssa Weaver

A Building Response Coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc. The building coordinator may be involved in long-range planning.

A Building Response Coordinator is be responsible for:

- Relaying status report information to the emergency agency/agencies involved (e.g., fire department, police, paramedics, emergency management, etc.).
- Coordinating with the emergency agency/agencies any needed evacuations or other emergency actions.
- Ensuring that all safety response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency.
- Ensuring proper emergency communication.
- Delegating needed emergency actions.
- This coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident.
- Coordinate with the Medical and Safety Response Coordinators

A Building Response Coordinator may work with the emergency response team to:

- Coordinate emergency planning activities.
- Assist with recruiting team members.
- Schedule training.
- Communicate ongoing plans.

Medical Response Team Members

Medical response team members are members of the emergency response team who have been trained in medical emergencies. Responsibilities include the following:

- ➢ Providing ―first aid‖ to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- ➢ Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- ➢ Providing medical assistance and support until professional help arrives.
- ➢ Remaining ―in charge‖ of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident. Members included are;

Kevin Dean
Joy Moser
Rosa Hanson
Megan Torkelson
Tammy Kjos

Safety Response Team Members

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety response team members know the location of approved tornado shelter areas in the building. Responsibilities include the following:

- ➢ Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- ➢ Lock down/shelter in place procedures
- ➢ Other intervention procedures as the situations dictate.
- ➢ Work in coordination with the building maintenance/trustees to minimize hazards.
- ➢ If available, maintain hand-held radios to coordinate with the incident coordinator or other team members.

Safety response team members should immediately identify themselves as such to any personnel responding to the incident. Safety response team members included are;

Rick Bakkum
Kevin Larson
Mike Tuszynski
Tammy Gilkes
Martha Olson
Kory Dahlen
Craig Johnson

BUILDING EMERGENCY PROCEDURES

Leader Responsibilities

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 or smoke emergency using the 911 emergency numbers.
- ➢ Knowing the locations of the fire extinguishers in their area and how to use them.
- ➢ Knowing how to correctly respond to a smoke 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.

Medical Emergency

Call 911 or other appropriate emergency response activation numbers. Be prepared to give the following **Phone to call out # label** 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.

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 the situation.
- ➢ Emergency response team members will stand by to assist as needed
- ➢ Use AED if necessary-located on the wall at the bottom of the sanctuary stairs in a red box.

Regular CPR/First Aid/AED training is recommended for all leaders, especially pre-school and Sunday School

Fire and Smoke Emergencies

If you detect smoke and/or fire:

- ➢ Initiate evacuation procedures for any occupants of the affected building(s)
- ➢ 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. Take a fire extinguisher and 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.
- ➢ After exiting the building. call 911, and give your name, telephone number, and location. Describe the situation.
- ➢ Do not use the elevator.
- ➢ 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.
- ➢ Staff and volunteer staff should assist any persons in need of assistance due to age disability, or mobility restrictions to get from the building.
- ➢ The assembly area will be the parking lot south of the building. Here is where every effort should be made to identify any missing people. Move **upwind** of the building at least 100 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible)
- ➢ Do not congregate near building exits, driveways, or roadways.
- ➢ Do not reenter the building until an ―all clear‖ is issued by the incident coordinator. (Note: The ―all clear‖ should be initially issued by the Fire Department.)
- ➢ Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.

Building Evacuation Emergency

(signage in building?, including signage by elevator doors to not use during an 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.

The designated assembly area is the south parking lot for a fire.

If a Building Evacuation is Initiated, important "dos" and "don'ts" are:

- ➢ Remain calm.
- ➢ Follow the instructions of the incident coordinator or emergency response team, if applicable.
- ➢ If you occupy an enclosed office, close the door as you leave.
- ➢ Use stairwells (do not use elevator) 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 smoke.
- ➢ Do not return to your area until the ―all clear‖ signal is given.

Note: Ensure that the Building Response Coordinator has planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g. in member orientations).

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, cell phones should be used to access local weather information. Should a tornado develop which threatens our area, emergency response team members 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 a designated tornado shelter area immediately. Move quickly, but do not run.
- ➢ Do not use elevators.
- ➢ Assist disabled personnel in your area.
- ➢ Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are common 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 areas.
- ➢ Move to an interior room away from windows—to an enclosed room or conference room, a restroom, an interior stairwell.
- ➢ If in an interior hallway, away from windows, crouch down as low as possible.
- ➢ If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- ➢ The safest area at WCP is the basement and/or kitchen
- ➢ 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.)
- ➢ In general, gymnasiums are not good ―shelter in place‖ locations for severe weather.

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.

Intruder/Active Shooter Emergency Action Plan

HOW TO RESPOND

Quickly determine the most reasonable way to protect your own life. Parishioners are likely to follow the lead of the church leaders and the safety team during an active shooter situation

1.Evacuate	2. Hide Out	3. Take Action
♦ Have an escape route and plan in mind.	♦ Hide in an area out of the active shooter's view. Lock doors and windows. Close curtains.	♦ As a last resort and only when your life is in imminent danger.
♦ Leave your belongings behind.	♦ Block entry to your hiding place and lock the doors.	♦ Attempt to incapacitate the active shoot ♦ Act with physical aggression and throw items at the shooter.

CALL 911 WHEN IT IS SAFE TO DO SO

1. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE:

- ♦ Remain Calm and follow officers' instructions
- ♦ Avoid pointing, screaming and/or yelling
- ♦ Immediately raise hands and spread fingers
- ♦ Do not stop officers for help or direction when evacuating. Proceed in the direction from which officers are entering the premises.
- ♦ Keep hands visible at all times
- ♦ Avoid making quick movements towards officers such as attempting to hold on them for safety

2. INFORMATION YOU SHOULD PROVIDE LAW ENFORCEMENT OR 911

- ♦ Location of the shooter
- ♦ Number and type of weapons held by the shooter/s
- ♦ Number of shooters if more than one
- ♦ Number of potential victims at the location
- ♦ Physical description of shooter/s

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee or parishioner. Alert WCP Staff or one of the safety team members if you believe this person exhibits potential violent behavior. Indicators may include one of more of the following:

- ♦ Increased use of alcohol and/or illegal drugs
- ♦ Depression/Withdrawal with increased absenteeism
- ♦ Increased severe mood swings, and noticeably unstable of emotional responses
- ♦ Increasingly talks of problems at home
- ♦ Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

LEAKS, SPILLS, AND OTHER HAZ*M*AT EMERGENCIES

Leaks, spills, and hazmat emergencies can occur anywhere. In our building it would most likely be from a gas leak, or a spill of flammable or toxic chemical liquids. Accidental spills of two cleaners, which by themselves are not threatening, may cause deadly consequences when combined. Anyone discovering a leak or spill of hazardous materials in the building will spread the alarm and cause evacuation of the building as in a fire. The building should be evacuated first, then call 911. Once evacuated, no one should return to the building until told it is safe, by response personnel. For incidents occurring in the neighborhood, outside the church, notification would likely come through NIXLE. (NIXLE is a Community Information Service built exclusively for secure and reliable communications) or from direct contact by police or fire personnel. In that event, follow instructions to evacuate or to shelter in place within our building.

APPENDIX #1

THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

Threat Checklist

Complete this list if you receive a threat.

Exact time of call:_____ Date: _____

Exact words of caller:

_____
_____
_____
_____
_____

Caller's voice: (circle)

Male	Female	Adult	Youth Estimate Age: ____	
Black	White	Hispanic	Asian	Other: _____
Calm	Disguised	Nasal	Rapid	Accent
Nervous	Angry	Sincere	Slurred	Loud
Excited	Giggling	Stressed	Crying	

If the voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks Other:

Keep the caller on as long as possible and try soliciting information to determine whether the threat is specific, realistic, or poses immediate danger to you or others.

REMAIN CALM!

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

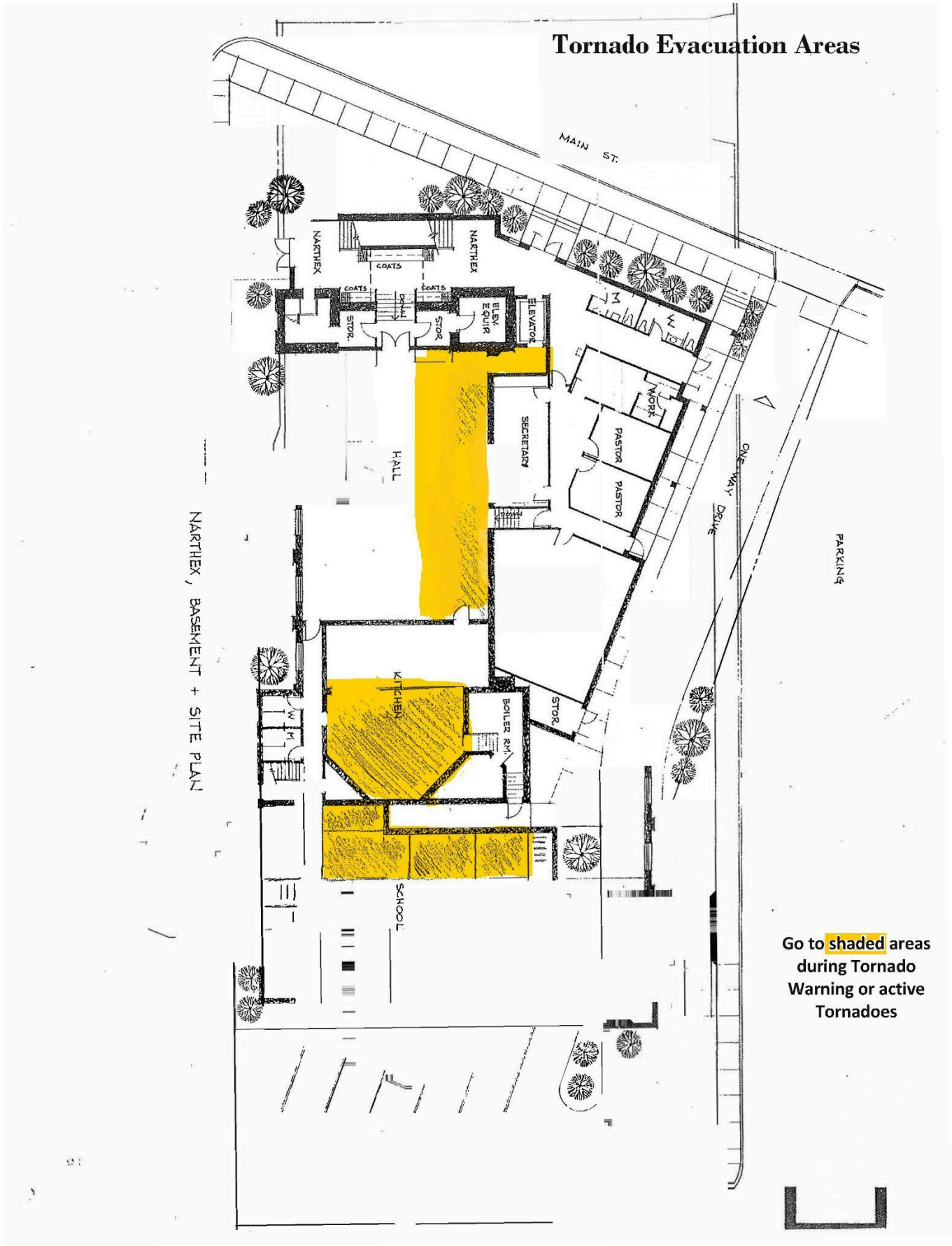
- **When** is the bomb/threat going to explode/happen? _____
- **Where** is the bomb/threat going to occur? _____
- **What** does/will it look like? Get details. _____
- What kind of bomb is it? _____
- **Method of activation/threat**: mechanical, clock, movement/chemical action?

- Did you place the bomb? _____
- **Why?** _____
- **Where are you calling from?** _____
- What is your address? _____
- **What is your name?** _____
- **Who is the target?** _____

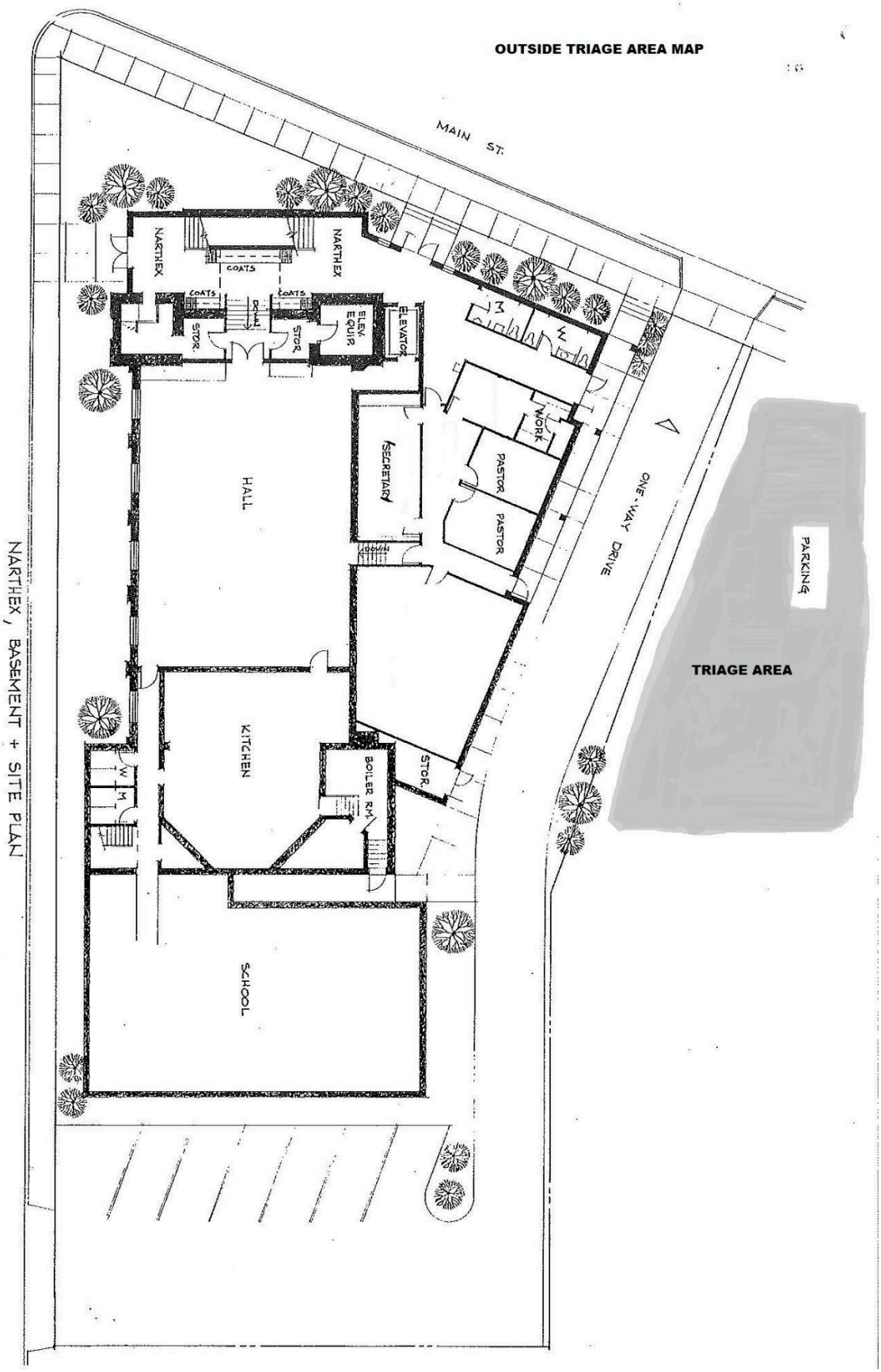
- While talking to the caller listen for: speech pattern, accent, background noise, and other distinguishing characteristics.
- If the caller hangs up, Do Not hang up your phone and leave it off the hook. Use another phone line to immediately notify Police at 911, the designated emergency response number. Identify yourself and state "I have received a bomb threat." and give your office location and extension.

Call received by _____
Time _____
Ext. _____

APPENDIX 2: TORNADO EVACUATION MAP



APPENDIX 3: OUTSIDE TRIAGE MAP



APPENDIX 4: INJURY/INCIDENT REPORT

The following form all injuries that occur on church property.

Date: _____

Injured Person: _____
Completed by: _____

Where were you when injury occurred:

_____

Description of injury and how it occurred: (Use back if more space is needed)

_____

_____

_____

_____

_____

_____

_____

Witnesses:

_____

Action Taken/Medical Treatment Provided:

_____

_____

_____

_____

_____

APPENDIX 5: BUILDING EMERGENCY SYSTEMS

This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:

Fire/Smoke Detection and Warning

Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting

Emergency Power System

Recommended information: emergency power backup equipment

Recognizing an Alarm System Warning

Recommended information: description of warnings (sound, light)

APPENDIX 6: CONDUCTING A HAZARD ANALYSIS

Purpose
The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

Starting Point
A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

Considerations
Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites which might be hazardous. Look into past emergency events onsite.
Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

Hazard Analysis Worksheet
Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled ―Hazards‖. Cross off any hazards that are not possible, for example, the ―onsite hazardous material‖ incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

1. **unlikely or low possibility**
2. **maybe or average possibility**
3. **likely or high possibility**

In the next three columns labeled, ―Employee Impact,‖ ―Property Impact,‖ and ―Economic Impact‖ use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worse case scenario to estimate the probable impact.

1. **low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
2. **moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)
3. **high impact** (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

HAZARD ANALYSIS WORKSHEET

Hazards	Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite Haz/Mat*					
Off-site Haz/Mat*					
Bomb Threat					
Civil Unrest					
Utility					

* Haz/Mat means Hazardous Materials

ATTACHMENTS

Plan Review Attachment:

This plan was reviewed and approved by:

_____

Copies of this plan (including floor plans, evacuation routes, sample site map) were provided to:

Police Chief:_____ Date:_____

Fire Chief:_____ Date:_____

Sheriff:_____ Date:_____

Emergency Management Director:_____ Date:_____

Emergency Medical Services:_____ Date:_____

Attachments:

(Scan or digitally capture floor plans, maps, staging areas, alternate approach routes, etc. into a low-resolution ―jpeg‖ or pdf format and attach to the plan. List attachments in the table of contents.)