

The logo for Emmanuel Lutheran Church features the church's name in a bold, black, sans-serif font. The text is set against a background of three concentric, light blue ovals. A small white cross is positioned to the right of the word "Church".

Emmanuel Lutheran Church

SAFETY PLAN for Fire/ Severe Weather/ Human Crisis

2020
Revised 2025

"We step forward with faith: God is with us as we seek protection and discern how best to love our neighbors."

Jamie Aten and Kent Annan

NON- EMERGENCY BUSINESS PHONE NUMBERS

For any EMERGENCY call 911

Seymour Police Department.....920-833-2366

Chief Schultz....920-850-6910

Seymour Fire Department....920-833-9229

Seymour Rescue Department....920-833-5000

Seymour Public Works Department....920-832-5605

Outagamie County Sheriff's Department....920-832-5605

Outagamie County Social Worker (child protection)....920-832-5161

Out. County Crises Social Worker (adult protection)....920-832-4646

Outagamie County Fair Office....920-833-2941

National Weather Service....920-494-2323

National Suicide Prevention Hotline....1-800-273-8255

Emmanuel Lutheran Church....920-833-2316

THZ Insurance....920-833-6871

EMERGENCY PERSONNEL

Brian Falk

Pastor Ty Stoneburner

Sandy Martynski

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OVERVIEW of SAFETY TEAMS/ SAFETY PLANS

This document contains the names of two **Safety Teams**:

The Church Safety Team which includes:

Pastor

Property Manager

Secretary

Education Staff

Financial Staff

Nurse

Church Council

Church Safety Ministry (Doug Seidl, Chris Rettler, Chuck Miller, Chuck Stolte, Todd Liebergen)

2. The **Response Safety Team** which includes:

Everyone listed above on the Church Safety Team as well as:

Police

Firefighters

EMTs

First Responders

Public Works

Both teams above were established in order to assist in preventing, overseeing and resolving building crisis situations. They are responsible for the development of church safety policies and procedures that include components for dealing with a variety of situations. They are also responsible for the support and safety of our church congregation.

Who Are We Protecting?

Our children and youth and those who teach them

B. Our staff and those they come in contact with

C. Our members and visiting worshipers

D. Outside organizations who use our facilities

F. Our property that it may be used for God's service and not our detriment

From What Are We Protecting Them?

Abuse (sexual, physical, financial, neglect)

2. Acts of nature (fire, tornado, flood, etc.)

3. Violence

4. Theft

5. Property destruction

6. Illness/ Disease

This document deals with all of the above EXCEPT #4 theft and #6 illness/disease. Both theft and illness will be included in future policies. This document will need to be edited for possible changes on an ongoing basis.

PROCEDURES for SPECIFIC EMERGENCY SITUATIONS

Abduction/Unauthorized Removal of a member

Speak calmly to abductor and attempt to detain
call 911
call parent/guardian
call church safety team
debrief, document, and write a thank you to responders

ASSAULTS

An assault is the intentional infliction of or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident.

call 911
ensure the safety of all
work as a team in response
use a **calm voice and low tones** in addressing the assailant
if behavior escalates, shout **STOP** and continue to use a calm voice
disperse onlookers and keep others from congregating
ensure first aid is rendered to all injured parties
do not leave the victim alone
seal off area to preserve evidence for law enforcement
identify the assailant by name and description
determine direction and mode of travel
provide description of vehicle and license plate number
consider lockdown procedures
notify parents/guardians or family members
complete incident report and write a thank you to responders

BOMB THREAT OVERVIEW

The primary goal in regard to bomb threats is to protect human life. All bomb threats shall be treated as authentic, meaning an investigation will be conducted. Person receiving a threat by any means of communication indicating a bomb or bomb threat shall **immediately call 911**.
If a bomb threat is received via the telephone, proceed as follows:

Do not hang up. Immediately notify someone else to call 911 on another phone. After obtaining as much information as possible through the use of the bomb threat form, place your receiver or phone on the desk and leave it there without hanging up.

The person calling 911 shall give the phone number over which the threat was received as well as the caller identification number noted on the caller ID screen. Be prepared to answer questions relating to the caller's voice characteristics and distinguishable background noises.

Do not allow anyone except a police officer to hang up the phone. Only after the call is traced should the phone be hung up.

If a bomb threat is received via a written message of any type, it needs to be preserved for law enforcement officers. The site of the message and the written message itself needs to be handled as little as possible.

If a threat is sent via social media, text, or email, document it for law enforcement officers. (photo, screen shot, print out, etc.)

Law enforcement role once the 911 call comes in:

Meet with the church safety team

Talk with the person who took the bomb threat call

Complete a search

All bomb threats should be reported to the police department even if they are believed to be a hoax. This information can be valuable to officials in stopping such calls. A decision will be made on how to address the bomb threat.

BOMB THREAT VISUAL INSPECTION

After being notified of a threat, the Response Safety Team (RST) shall determine if a visual inspection is necessary as part of the investigation. Employees who are familiar with their work areas will be important in noting any changes or suspicious objects.

What to look for:

Anything that would look out of place in the areas which are being visually inspected.
(piece of pipe in a library, package in a restroom)

Where to look:

All accessible areas

A place out of sight where a bomb can be left without being noticed (wastebasket, stairways or stairwells, unlocked rooms)

How to look:

Groups of at least two

Do not handle anything suspicious Secure the area.

A member of the group will notify an official if an object is found

Do not use any electronic devices, including radios and cellphones

Sample Bomb Threat Announcement

An immediate evacuation of Emmanuel Lutheran Church and nearby parking lots is required due to a threat against the building. Please remain calm. Follow the instructions of emergency and other personnel and evacuate to the Municipal Building at this time.

Follow fire evacuation routes unless otherwise indicated by event personnel. No persons should be routed near the device or area of the threat.

BOMB THREAT PREVENTION

Prevention

Keep all unused rooms, closets, storage areas and areas of limited use locked at all times to minimize the search area.

Teachers, staff, meeting members should check rooms on arrival and report any unusual circumstances.

Teachers should stay in rooms or by the door until students have left.

Do not obstruct any passageway or door for any reason.

Document this threat and write a thank you to responders.

Emmanuel Lutheran Threat or Bomb Threat Report

Following an appropriate investigation, this Bomb Threat Report must be finalized with a copy kept in the church office.

DO NOT HANG UP THE PHONE

Date _____ Time _____

Name of Recipient _____

Address _____ Phone# _____

Exact words of person calling _____

Description of Caller's Voice _____ M or F

Young _____ Middle-Aged _____ Old _____ Accent _____ Tone of Voice _____

Is voice familiar? _____ If yes, what did it sound like? _____

Background noise _____

Time Caller hung up _____ Caller ID _____

Why was Bomb placed? _____

When is Bomb going to explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Remarks _____

SUSPICIOUS PACKAGE OR MAIL

When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a suspicious package or letter has been identified, these procedures should be implemented immediately.

Characteristics of a suspicious package or letter include **excessive postage, excessive weight, misspellings of common words, oily stains, discoloration or odor, no return address, city or state postmark does not match the return address, or a package that is not anticipated by someone in the church or is sent by an unknown church vendor.**

If you receive a suspicious package or letter by mail or delivery service:

DO NOT OPEN package or letter

Notify Seymour Police

Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it

Preserve evidence for law enforcement

If a letter/package is opened and it contains a written threat but no suspicious substance:

Notify Seymour Police

Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it

Preserve evidence for law enforcement

Complete Threat Incident Report

If a letter or package is opened and contains a suspicious substance:

Notify Seymour Police

Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it

Isolate the people who have been exposed to the substance to prevent or minimize contamination

Preserve evidence for law enforcement

Complete Threat Incident Report and write thank you to responders

THREAT

A threat is the expression of intent to harm one's self, another person or property. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine a course of action.

In the event of IMMEDIATE DANGER:

Call 911

Prevent access to any personal property that may contain a weapon like backpacks, cell phones, purses, etc.

Take immediate action to move others from harm's way in the immediate vicinity of the incident)

Document the incident and write a thank you to responders

If Threat is identified but there is no immediate risk:

Complete a Threat Incident Report

Notify Safety Team

Maintain confidentiality

WEAPONS

Student access to weapons creates significant risk within a church environment. Early intervention may reduce or eliminate escalation of the incident.

If you are aware of a child/youth with a weapon on church property:

Call 911

Provide location and description of the individual

Describe the location of the weapon

Tell if the individual has harmed him or herself or anyone else

Limit information to staff and students on a need to know basis

Stay calm and do not call attention to the weapon

ARMED INTRUDER/ACTIVE SHOOTER

Armed Intruder

Call 911

Safety/survival of members is first priority

If lockdown is best option, barricade entry

Active Shooter

The following measures will be used when a situation OUTSIDE the building may affect the church and its members inside. Common reasons to secure the building in this way include a fire in the neighborhood, a crime being committed near the church, or a tactical police call in the vicinity.

Any members or spectators outside the building should be directed to enter the building immediately.

Outside doors are then locked and remain locked

No one is to leave or enter the venue without police approval. Common entry and exit points must be monitored.

Church Safety Team will maintain contact with authorities until given the all clear.

Church events may continue without interruption.

Make announcement if situation occurs during a church event. A sample announcement:

An emergency has been detected in the area. Please remain calm and stay in your seat. The Seymour Police Department and Outagamie County Sheriff's Department are handling the incident, but request that you do not leave the area until the situation has been resolved. Once it is safe to leave the area another announcement will be made that it is okay to leave the area.

Once the situation has been resolved, make an announcement. A sample announcement:

The situation has been resolved and people are now fine to leave the area.

Document incident and thank responders.

The following measures will be used when AN ACTIVE SHOOTER INSIDE the building may harm the church members. This is the highest level of building security and will only be used when an imminent threat jeopardizes the safety of church members.
Call 911

Determine the best course of action-shelter in place, barricade, or evacuate

1. Shelter In Place/Barricade - check hallways for students/members.

Bring everyone to your immediate area. Lock and barricade doors.

Turn off cell phones and computers. Keep everyone calm and silent. No one should leave the room until notified. Don't go by windows.

2. Evacuate- Check the hallway. Direct all people to go quickly out of the building to the municipal building. Stay with all members until they are reunited with their families or you are directed by police or other officials to leave the building.

The following measures will be used when PEOPLE/MEMBERS ARE OUTSIDE DURING AN INSIDE EVENT:

Do not allow anyone to re-enter the church. Calmly evacuate to The Municipal Building across the street.

FIGHT/DISTURBANCE

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by the church.

When a fight or disturbance occurs
notify the pastor/group leader
ensure the safety of students, staff and other church members
work as a team in response
one staff member seeks assistance
one staff member addresses the disturbance
use a calm voice and low tones in addressing students/members
if behavior escalates, shout STOP and continue to use a calm voice to de-escalate the situation
disperse onlookers
don't let a crowd incite participants
separate participants
ensure first aid is rendered to all injured parties
notify parents or legal guardians of students involved in fight
complete incident report and write a thank you to responders

Guidelines for Assisting Members Threatening Violent Behaviors

If it is determined by church staff and others that a member represents a significant threat to self, others, or property:

Call 911

If possible contact a parent/ family member

Church staff involved in the incident need to convey information about the situation to the police officer who reports to the church.

Document the incident and write a thank you to responders

FIRE/FIRE ALARM PROCEDURES

The following procedures will be followed if the building fire alarm system goes off during an event at our church.

Fire alarm goes off during an event. Immediate evacuation required.

Call 911

Church Safety Team immediately goes to exits and ushers all people outside to The Municipal Building

Church Safety Team should assist all disabled individuals with the evacuation

Once investigation of alarm is finished, a decision is made to continue or cancel event.

If fire alarm sounds during an outside event, nobody will be allowed to enter the church until the all clear is given by the proper authorities.

Document incident and write a thank you to responders

Physical/Structural Recovery

Ensuring the safety and usability of a building is the primary goal of physical and structural recovery. Physical damages must be assessed to determine the cost and feasibility of repairing or replacing structures or contents. For our church, the council president and insurance carrier would perform this function.

Assess the building, damages or replacement of furniture, equipment and supplies.

Provide for online or temporary relocation of activities if extensive

Clean up damaged facilities. Determine who will clean up, how soon and who pays

MEDICAL EMERGENCY

The role of our church members in a medical emergency is to provide care to the victim until first responders arrive. We should NOT provide any first aid beyond our training. We should comfort the victim and reassure him or her that medical attention is on the way. Before providing assistance, members should survey the scene for additional hazards and ensure it is safe to render aid.

In the event a non-responsive or life-threatening injury or illness:

Call 911

Send for immediate help

Describe injuries, number of victims and exact location

Tell the door number closest to the medical emergency

Notify office/pastor

DO NOT move the victim, especially if you suspect a head or neck injury, unless safety is a concern

Check victim for medical alert bracelet or necklace

Provide information to first responders

Disperse onlookers and keep others from congregating in the area

If possible, isolate the victim

Direct someone to meet and guide the first responders

Direct someone to get the first aid kit by the main floor bathroom if needed.

Heart Attack- direct someone to get the **AED** unit by the main floor bathrooms. Start CPR immediately. **Push hard, Push fast, Push often**

Heat exhaustion- symptoms include nausea, vomiting, dizziness, fatigue, weakness, racing heart and/or altered mental state. Move to a cool location. Elevate legs and rehydrate. Apply cool, moist towel to neck or head.

Heat stroke- symptoms include temperature over 104 combined with altered mental state, seizure, unconsciousness, hyperventilating, racing heart, vomiting and shock. Apply ice packs to groin, armpits and neck or full body immersion in ice water.

Ambulance Transport of a Child to the Hospital- If a child needs to be transported immediately, do not wait for permission from parents. Try all possible ways to contact parents. Talk to siblings that are present. An adult must accompany the child in the ambulance and stay at the hospital until the parents/guardians arrive

SUICIDE ATTEMPT

Call 911. State the number of the closest door to the incident.

Calm members

Calmly remove all present

If weapon, treat as such

If no weapon, remain with person until arrival of police or ambulance

Meet with police and escort to the scene

Notify family of injured person

Notify Church Safety Team

Document incident and write a thank you to responders

MISSING CHILD

Report missing child to office/leaders

Assist with search of church and church grounds outside

If after about 5 minutes the child has not been found, call the Seymour Police at 920 833 2366

Collect the following information

- Name

- Grade/age

- Last seen when/where

- Situation

- Detailed description of child's physical appearance

Search all areas, even areas assumed to have been locked

Notify parent and police when child is found

Search concluded-file Incident Report and write a thank you to responders

DRILLS

The purpose of drills is to demonstrate Emmanuel's readiness for crises, emergencies, and disasters. Drills test universal procedures (lockdowns, evacuation, shelter in place), build awareness and provide training to members. Drills are a crucial component of emergency planning and preparedness, but they are not the only component of testing.

EXERCISES

Exercises test the church emergency plans. They involve elements of the plan that require internal coordination and joint problem resolution.

Discussion-based exercises take participants through a scenario offering everyone a chance to identify and resolve issues in a low stress environment

Operations-based exercises (functional, full-scale) test specific plan functions or the entire plan in "real time" simulation. These exercises include all necessary participants to address the issues of a given scenario.

PLANNING

When planning an exercise, Emmanuel Lutheran Church might consider testing:

High priority hazards or incidents that may likely occur

Communication breakdown or power outages that may result from an accident in the community

Coordination of functions between members of the RESPONSE SAFETY TEAM

Plan improvements that need to be made after previous exercises or real events

SEVERE WEATHER DRILL/SHELTER

Tornadoes/ Severe Thunderstorms

Emmanuel Lutheran Church needs to cooperate annually with the Outagamie County Emergency Government by participating in a statewide Tornado Watch/Warning Drill in April.

Tornado shelter areas are **interior hallways, interior restrooms or rooms away from exterior walls and windows and large rooms with long-span ceilings in permanent structures.**

Watches- indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warning- indicates a hazard is imminent or the probability of occurrence is extremely high.

If a WATCH includes all or part of our local area:

Monitor National Weather Service (NOAA) weather radio or cell phone

Activate Safety Team Members to be aware of potential weather changes

Notify maintenance engineer of potential utility failure

Consider closing windows

Review severe weather sheltering procedures and location of shelter areas

If a WARNING has been issued or a tornado has been spotted:

Inform all personnel of WARNING situation

Determine whether or not to stop the church event

When possible, church staff is informed of decision to evacuate the church before evacuation begins

Make an announcement to inform all people of evacuation to a designated storm shelter

Make an announcement to inform all people of evacuation to the designated storm shelter. Sample announcement:

Ladies and Gentlemen- May I have your attention please. Due to severe weather conditions it has become necessary to direct you to our designated storm shelter. At this time we ask that you calmly proceed to the nearest staircase leading to the basement shelter. Please follow directions from the safety team to direct you. For the safety of all please DO NOT run or push.

Shelter in place until the warning has been lifted. The weather will be monitored for updates.

Take attendance and report any missing, extra or injured people.

Once the severe weather has passes, the shelter can be evacuated

PLANNING FOR MEMBER REUNIFICATION

When members are evacuated and cannot return to church, reunification is TOP PRIORITY. Our evacuation site is the Seymour Municipal Building Basement. Our evacuation for severe weather is the basement of the church for most members. We anticipate special procedures for some of our disabled members.

In the event that the Seymour Police or Fire Dept. determine that evacuees at the municipal building need to be farther from the immediate area due to potential hazards or safety concerns. Evacuees will be transported to the Seymour Fire Dept. building at 800 E. Pearl St. via Kobussen Buses LTD Office 920-221-1901 Cells 920-851-0027, 920-619-0725

Considerations for reunification site set up:

Designate entrances and exits

Designate holding area

Put check in / check out close to entrance/ exit

CITYWIDE EVACUATION TO EMMANUEL LUTHERAN CHURCH

Emmanuel Lutheran Church will be one of three citywide evacuation safe place sites. When events at the fairgrounds such as Outagamie County Fair and Seymour Speedway Stock Car races need to evacuate, they may choose to use **The Municipal Building, Rock Ledge School and/or Emmanuel Lutheran Church.**

If an evacuation is necessary during any Home of the Hamburger events, the city may choose to evacuate to **The Municipal Building, Rock Ledge School and/or Emmanuel Lutheran Church.**

Unlock Knox box located by door #1 on the south side

Take out church key and open door #1

Evacuees will enter door #1

All able evacuees will proceed downstairs to the club room. Disabled evacuees will be assisted as needed.

Each evacuee will be given a "sign in" paper to complete

When paper is complete each evacuee may bring their paper to the registration table

When it appears that most evacuees are in the club room area, a general announcement will be made. (Sample announcement follows)

"We are thankful that you made it safely to Emmanuel Lutheran Church. Let's join together in prayer. (Say any appropriate prayer).

In order to communicate with you and help to keep you safe, we will need you to fill in a "sign in" sheet if you haven't already done so. Then hand it in to the registration table. We have some housekeeping items to take care of next.

Please put your cellphone on vibrate. That will help us to easily communicate

Your "sign in" sheet will also be used for "sign out". When you are ready to leave the "sign out" will be in the foyer by door #1. You will leave at door #1 where you came in.

There are 4 bathrooms in the church. 2 bathrooms are on the main floor and 2 are in the basement. One bathroom on each floor is for men and the other for women. If you escort a child to the bathroom and you are not the parent, bring another adult with you.

Please stay in the area where you are supposed to be. Right now, the only reason to leave this area is to go to the bathroom.

If it looks like the evacuation will be for an extended period of time, we will provide water, food, and rest areas as needed. We will also provide music, games, game room and library access if possible. Children will require supervision.

Please clean up any messes you make. Don't expect others to clean up for you.

The first aid kit is located by the upstairs bathrooms. The AED is in that location as well.

Look for personnel wearing bright vests/hats if you have questions or special concerns that we can help with. We hope to make you as comfortable as possible during this uncomfortable situation. We hope you will help each other, too.

Thank You.

EMERGENCY SUPPLIES

The church will have an **emergency supply kit** with items listed below. There should be one supply kit readily available in the office and additional kits located in designated locations throughout the church at the discretion and direction of the church safety team according to the size and layout of the building.

The Safety Team will be assigned responsibility for maintaining supplies including changing batteries, updating information.

flashlights

plastic gloves

blueprint/building floor plan

binder of emergency plans

list of members/staff with first aid training

list of emergency phone numbers

phone tree listing of staff/safety team home numbers

aerial photo of the church site

reserved set of keys for doors in the lock box

church pictorial directory

All entrances at Emmanuel Lutheran Church will be numbered with reflective material to aid in quick, easy access in emergency situations. The main entrance will be #1; all other entrances will be numbered consecutively in a clockwise manner. The Safety Team will be responsible for appropriate numbering of church doors.

In case of an emergency evacuation, it is critical that the church maintain a **"Go Kit"**, a self-contained portable stockpile of emergency supplies placed in a backpack and left in a readily accessible but secure location so that it's ready to **Go**. The Safety Plan should reference the go kits and note the personnel to whom responsibility is delegated for stocking and replenishing them.

Go Kit Items for consideration

clipboard with list of members and special needs if any
list of emergency procedures (this document)

- vest for leader identification
- battery operated flashlight
- first aid kit
- emergency communication device
- copy of Safety Plan

Other Suggested Emergency Supplies

Student roster/sign in sheet

Bright, reflective hats/vests for Safety Team

Whistles/megaphone

Walkie-Talkies

Blueprint of our church and the municipal building

Overhead view of both buildings

First aid supplies with instruction manual

Medical gloves/face masks

Clorox wipes/ hand sanitizer/ toilet paper/towelettes

Work gloves

Garbage bags/ plastic sheeting

Can opener

Lighter/ waterproof matches in container

Multipurpose tool/ wrench/ pliers/ knife, etc.

Food

Water supply

Battery operated lanterns/ flashlights/ light sticks

Battery operated weather radio

Extra batteries

Pens/ pencils/ art supplies/ duct tape/ games/ activities/ pre made signs

Drug store phone number

Cellphone and charger

Change of clothes

Cots/ blankets/ pillows

Utility turnoff procedures

MEDIA GUIDELINES

While emergency responders work on an emergency with the safety team, all media personnel will be directed to a media briefing area and ordered to remain there until a member of the Response Safety Team seeks them out. Emergency officials from the Response Safety Team will be the primary media contacts. The secondary media contact will be a Church Safety Team member, Pastor Ty, or a designee. The Church Safety Team trusts that when needed, we will be involved in providing information to the emergency officials (officers or firefighters) of the Response Safety Team to share with the media.

The role of the Church Safety Team and Emmanuel Lutheran Church is:

BE PREPARED. Have copies of the safety plans.

DO THE RIGHT THING. The first responsibility is to the safety and well-being of the people involved. Once safety has been restored, the church has to face the public with the facts. A serious problem cannot be minimized in the hope that no one will notice. On the other hand, minor incidents should not be blown out of proportion.

TAKE ACTION. Gather information, aid the police, work in cooperation with the Church Safety Team and the Response Safety Team.

DEBRIEF. The Response Safety Team will debrief those with knowledge of the incident. As the incident unfolds, both Safety Teams will keep in contact and monitor developments. Updates will be provided as needed. Follow up actions will occur as deemed necessary.

Issues that CANNOT BE DISCUSSED with the media are:

Speculation as to the cause of the incident

Allocation of blame

Student or staff disciplinary issues

Names of minors

Money estimates of damage

Insurance coverage

SIGN IN/ SIGN OUT FORM

Sign In Time/Date _____ Sign Out Time/Date _____

Name(s) 1. _____

2. _____

3. _____

4. _____

Cellphone number _____

Emergency contact _____

Emergency contact phone number _____

Special needs/ concerns _____

INJURY/INCIDENT REPORT FORM

Date _____

Injured Person: _____

Injured Person's Phone # _____

Form Completed By: _____

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

Witnesses

DEBRIEFING FORM

Date: _____

Name of incident: _____

Procedures that went well: _____

Suggestions for improvement: _____

Send thank you notes to: _____
