



## **Safety/Emergency Plan**

## THE MISSION

As a community of faithful believers living in the **Grace** of God's love, we will seek to grow our community of faith by:

- Providing inspirational worship, environment, support and invitation
- Serving our community in Christian love and discipleship
- Expanding our community's awareness of God's grace
- Increasing our understanding of God's word through bible study
- Extending hospitality and welcome to all

In our worship, God encounters us in Word and Sacrament; nourishes our faith; stimulates our spiritual growth; and strengthens us for ministry in our daily living. We intentionally seek to provide specific opportunities for our faith to be put into action through our worship, music, youth, education, fellowship, stewardship and disciple life ministries. We seek to be a church, not only "*in*" our community, but also a church in outreach "*to*" our community.

## THE VISION

Living in the **Grace** of God's love, we worship, learn and serve.

# Contents

- GRACE LUTHERAN CHURCH MISSION/VISION.....2
- INTRODUCTION.....4
- PHONE NUMBERS..... 5
- BUILDING EVACUATION PLAN..... 6
- PLAN OF ACTION..... 6
- EMERGENCY EVACUATION – Exit Map ..... 7
- MEDICAL EMERGENCY PROCEDURES ..... 8
- SEVERE WEATHER EVENTS..... 9
- FIRE EMERGENCY ..... 10
  - Fire Extinguisher Operation..... 10
  - Fire Evacuation.....11
- ACTIVE SHOOTER EMERGENCY.....12
  - Action Plan .....12
  - Run/Hide/Fight.....12-13
- UTILITY FAILURE ..... 14
  - Power Outage..... 14
  - Gas Leak: ..... 14
  - Water Issues..... 14
- BOMB THREATS..... 15
  - Person Receiving the Bomb Threat ..... 15
  - Threat Checklist..... 16
- ADDITIONAL EMERGENCY NUMBERS.....17

## INTRODUCTION

Grace Lutheran Church of Carrollton TX wants to be proactive, and have a plan in place if an emergency were to occur at our church. We seek to provide a safe and secure worship environment for our church members and our guests. Our goal is to create an alert and aware environment that may be able to prevent an emergency from occurring.

**For this plan an emergency is defined as a situation that poses an immediate risk to safety, health, life, property or environment, but is within the abilities of local persons or agencies to treat.**

In caring for the members of our congregation and guests, we must face the reality that emergencies happen and prepare for their eventuality. Places of worship have always been subjected to emergencies such as medical issues, fires, power outage etc., plus the forces of nature, such as winter storms and tornados. The times in which we live today, however, seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred.

*This Emergency Action Plan (EAP) consists of six categories of incidents:*

1. Medical
2. Severe Weather Events
3. Fire
4. Active Shooter
5. Utility Failure
6. Bomb Threats

# NUMBERS TO REMEMBER

## *Emergency: 911*

### **OTHER EMERGENCY CONTACT NUMBERS:**

ELECTRIC CO: **Call 911.** (ONCOR'S power outage # is 888-313-4747).

GAS CO: **Call 911,** then call Atmos Energy at 1-866-322-8667.

WATER CO: **Call 911,** then if needed call the City of Carrollton Water Department at 972-466-3425 (available 24 hours)

### **AREA HOSPITALS:**

1. Baylor Scott & White Medical Center  
4343 N. Josey  
Carrollton, TX 75010  
972-492-1010
2. Code 3 ER and Urgent Care  
4228 N Josey Lane #100  
Carrollton, TX 75010  
469-320-9821
3. Texas Health Hospital  
1401 E Trinity Mills Rd.  
Carrollton, TX 75006  
972-810-0700

### *Our information:*

*Grace Lutheran Church  
1200 E Hebron Parkway  
Carrollton, TX 75010  
972-492-4474*

# BUILDING EVACUATION PLAN

If a building evacuation is initiated, for your own safety, **YOU MUST EVACUATE** when asked to do so.

**Remain Calm. Proceed as quickly as possible in an orderly manner.**

Follow the instructions of the Safety Plan. If you occupy an enclosed room, close the door as you leave. Take only essential personal items with you. **DO NOT RETURN** for coats, purses, briefcases, etc., after you have left the building.

Once out of the building, proceed to the designated assembly area. PARENTS, all children in the church will be escorted by staff to the assembly area where you can pick up your children.

Do not return to the building until the “**all clear**” signal is given.

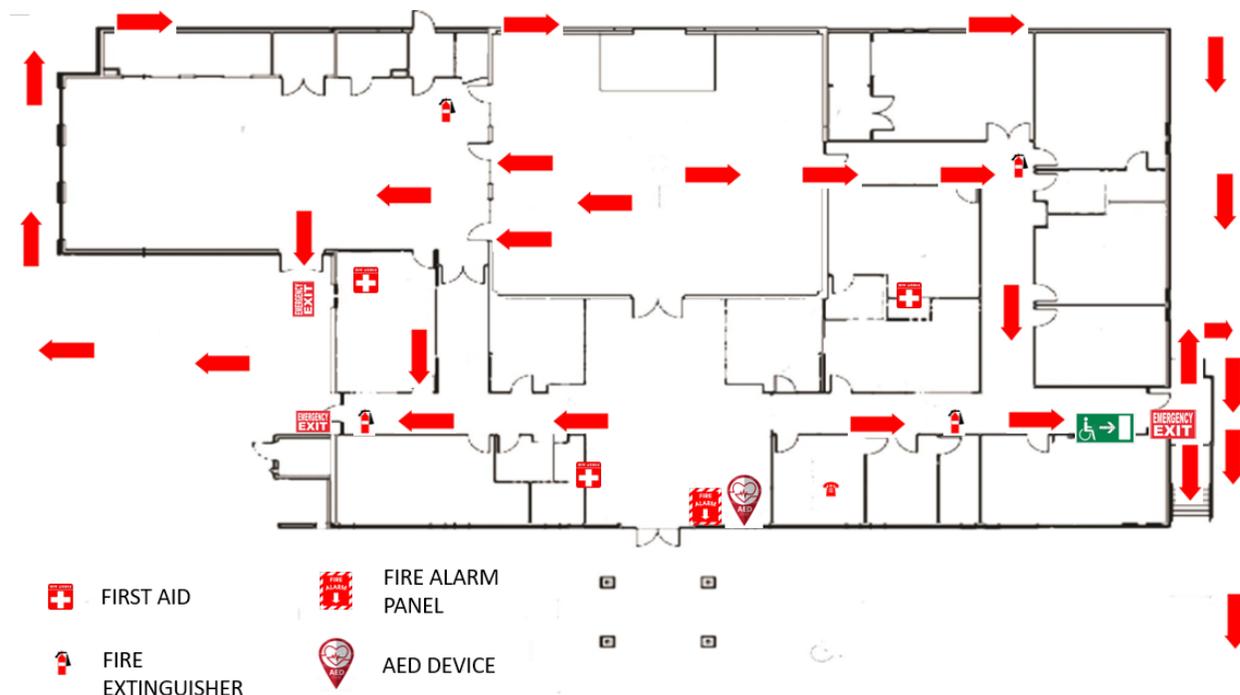
**Note:** Specific staff members will be assigned to assist all disabled persons during evacuation.

## PLAN OF ACTION - EVACUATION PROCEDURES

- Depending on the origin and nature of the emergency, people in the sanctuary should exit through the main doors and through the doors into Fellowship Hall.
- People in the kitchen area and Parlor exit by the exterior door in the hallway near the north side of the building (near the kitchen). The designated assembly area is by the bathroom building in the park.
- People in the classrooms and nursery exit by the exterior door in the hallway on the south side of the building. The designated assembly area is behind the storage sheds. This back area is where parents can pick up their children.
- Depending on circumstances, the ushers should pick up the attendance books for a list of names of people attending church at that time.

# Evacuation Map

The assembly area for people exiting from Fellowship Hall and the kitchen area is on the south side of the building behind the storage sheds. Depending on circumstances, the preferred route to this area is around the west or back side of the building. This will help to keep the front of the building open for emergency vehicles and first responders.



The assembly area for people exiting from the hallway on the south side of the building is also behind the storage sheds.

# MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, call 911 and be prepared to give the following information:

- Name and phone number: **Grace Lutheran 972-492-4474**
- Location address: **1200 E Hebron Parkway, Carrollton TX 75010**
- Nature of injury or illness

Remember to stay on the line until help arrives.

*Note:* Treat minor injuries from supplies in the first aid kits. Ushers have access to the first aid kits which are located in the kitchen, nursery, and in the cabinet by the Welcome Center.

Also, an AED (Automated External Defibrillator) is located on the west wall by the main entrance. AEDs are safe to use by anyone. However, people trained on the equipment should be the primary users if they are available.

## *While waiting for professional help:*

- **DO NOT MOVE THE ILL OR INJURED PERSON**, unless safety considerations necessitate movement or transportation to a safer location.
- **DO NOT GIVE ANY MEDICATION.**
- **ASSIGN SOMEONE TO REMAIN** with the injured/ill until help arrives.
- **ASSIGN SOMEONE TO MEET EMS** in front of the church and take them to where the injured/ill person is located.
- Unless you are trained or the victim is in an immediate life threatening situation, **DO NOT ATTEMPT TO GIVE ANY FIRST AID** before trained assistance arrives.

## *When professional help arrives:*

Allow responding units to take control of the situation. Stand by to assist as needed.

# SEVERE WEATHER EVENTS

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. **A tornado is a wind spout spawned by several thunderstorms or hurricanes.** Winds may approach 300 miles per hour. Their usual direction of travel is from the southwest to northeast. The weather service uses a two stage system to alert people to a tornado danger:

- **TORNADO WATCH**: Atmospheric conditions are conducive for tornadoes although none have been sighted.
- **TORNADO WARNING**: A tornado has been spotted, visually or on radar.

**In the event of severe weather or a tornado warning, the following procedures should be followed:**

- Ushers and staff members will monitor the weather conditions. They will communicate the need to take cover if appropriate.
- If a tornado threat is present, all occupants should move away from all rooms with outside windows and congregate in the middle hallway by the bathrooms. The nursery is also an interior room that could provide more secure shelter. These are the most central areas of the building and therefore offer the most protection.
- All doors should be closed.
- If a tornado were to hit the building, everyone is to crouch on their elbows and knees and put their hands over the back of their head.

# **FIRE EMERGENCY**

In the event that you discover a small fire, notify church staff as soon as possible. Staff members are trained how to use a fire extinguisher and if they feel the best course of action is to attempt to extinguish the fire, they will 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, call 911 immediately and do the following:

- Follow the building evacuation plan.
- Remain Calm, do not panic,
- Staff will assist disabled persons in the building.
- Close all doors to isolate fires.
- Proceed to the outside designated assembly area. Parents know that your children will be taken to this area.
- **Do not break windows** unless the window is your only means of escape. Oxygen feeds a fire.
- Be aware that moving your vehicle could hinder emergency vehicles.
- **Church Information:**
  - Name: **Grace Lutheran Church**
  - Phone Number: **972-492-4474**
  - Location: **1200 E Hebron Parkway, Carrollton TX.**

*Fire Extinguishers are provided at several locations throughout the building. Refer to the map on page 11 for exact locations.*

## **TO OPERATE FIRE EXTINGUISHER**

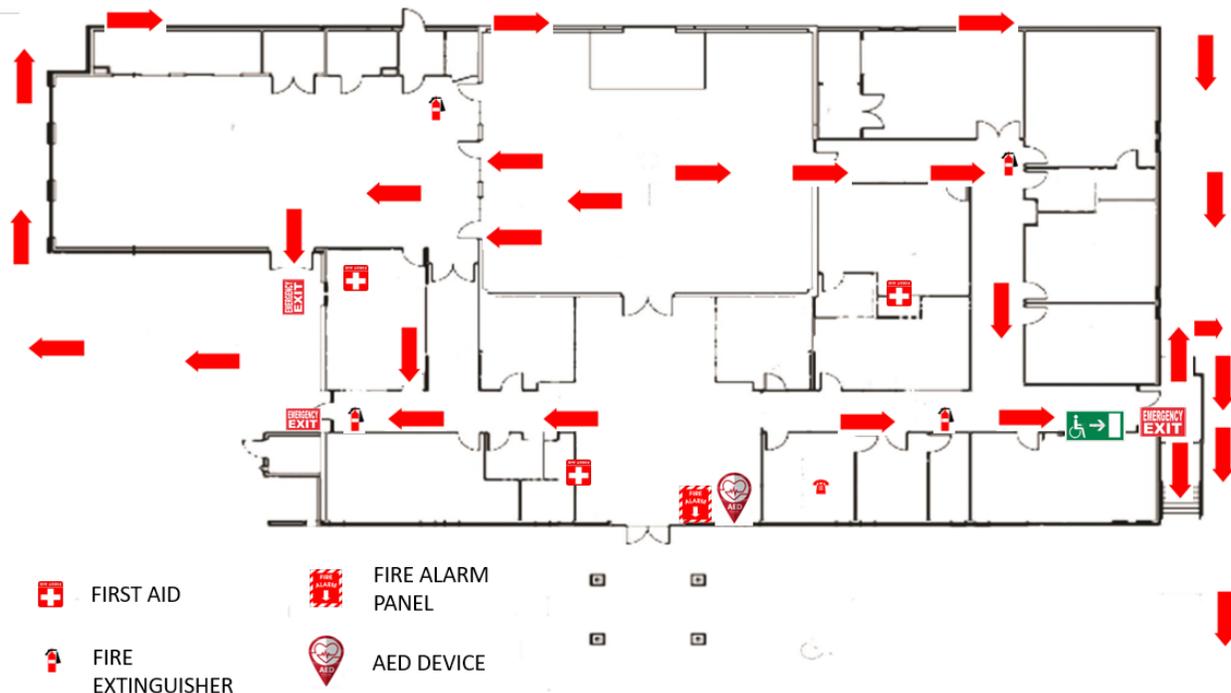
- (P) Pull Pin
- (A) Aim at Bottom of Fire
- (S) Squeeze Trigger
- (S) Sweep Base of Fire Side to Side

# EVACUATION PROCEDURES

Depending on the location of the fire, people in the sanctuary should exit through the main doors and through the doors into Fellowship Hall. People in Fellowship Hall should exit the building through the exterior doors in Fellowship Hall. People in the kitchen area and Parlor exit by the exterior door in the hallway near the north side of the building (near the kitchen). The designated assembly area is on the south side of the building behind the storage sheds.

People in the classrooms and nursery will exit by the exterior door in the hallway on the south side of the building. The designated assembly area is also behind the storage sheds.

Depending on circumstances, the ushers should pick up the attendance books for a list of names of people attending church at that time.



# ACTIVE SHOOTER EMERGENCY

## ACTION PLAN

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within minutes, before law enforcement arrives on the scene, church members must be prepared both mentally and physically to deal with an active shooter situation. Time is a critical factor in the management of a situation of this magnitude.

## HOW TO RESPOND

**Alert others.** Notify authorities and those in harm's way of the danger at hand when you first become aware of a threat. Information should always be clear, direct and in plain language, not using codes. Give real-time updates if it is safe to do so. A speedy response is critical. Seconds count. Remember to identify yourself, your location, the suspect information, type of weapon, direction of travel and a call back number. Do not hang up unless your safety is compromised.

## RUN/HIDE/FIGHT

### 1) Evacuate/Run

**Get out!** Your objective is to put as much time and distance as possible between you and the attacker. It is not necessary to use the same evacuation route as a fire emergency. Rather, get out any way possible, including breaking out windows (**special hammers are available in all rooms to break out the windows**).

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow and leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering an area where the active shooter may be. Keep your hands visible when law enforcement arrives on scene. Follow the instruction of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe. Give the 911 operator, the location of the shooter, number of shooters, physical description, number and type of weapon, number of potential victims.

## 2) Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

*Your hiding place should:*

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction. In a room, lock yourself inside the room. Blockade the door with heavy furniture or any obstruction. Stay away from the windows. Turn all lights, audio equipment, and cell phones off.
- Try to stay calm and be as quiet as possible.
- If possible call 911 and leave the line open.
- Only allow police entry into a locked down room.

## 3) Take Action/Fight

**AS A LAST RESORT**, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. Creating a dynamic environment decreases the shooter's chance of hitting a target and Use these counter actions:

- Act as aggressively as possible against him/her by yelling, creating noise and moving around.
- Throw hymnals, books and any other objects at the shooter
- Turn out the lights and spread out in the room
- Commit to your actions

**NOTE:** These types of situations will generate a lot of media attention. **All media communications and inquires will be handled by the Pastor or designated spokesperson.**

# UTILITY FAILURE

## Power Outage

### *If a danger exists:*

Remain calm and everyone will be guided out safely according to our evacuation plan. Staff will notify the power company of the outage.

## Gas Leak

### **Call 911 immediately.**

Do not turn on lights or any electrical equipment. Cease all operations and evacuate the building.

## Water Issues

For water leaks, ruptured pipes, and other serious water problems, call the **Carrollton Fire Department at 911.**

### *Following the cancellation of services:*

The GLC web-site address is [www.gracelutherantx.org](http://www.gracelutherantx.org). See web-site home page for information regarding the future schedule of services and activities.

# BOMB THREATS

A Bomb Threat will probably be made by an anonymous caller over the telephone. Obtaining as much information as possible from the caller is important in the evaluation of the threat and the action(s) to be taken. Most Bomb Threats are just threats: however the safety of the building occupants should always be the prime consideration in evaluating any Bomb Threat. The Pastor and Dale Lundberg are designated as primary contacts for bomb threats.

## Person Receiving the Bomb Threat

It is essential that the person receiving the bomb threat call not risk breaking the telephone connection by attempting to transfer the call to another party. In case a bomb threat is phoned into the church, attempt to obtain and record as much pertinent information as possible. After this, then call 911 and report it.

In most cases, the police will not make the decision to evacuate a building. They usually leave this up to the specific people (Pastor and Dale Lundberg). Those most familiar with the building should look around and see if they spot any unfamiliar or suspicious items or packages. If any are found, **DO NOT TOUCH**, clear the area and notify the police. Also cut off any electronic devices, i.e. cell phones, pagers, etc.

Any unfamiliar or suspicious items or packages found should prompt an evacuation of the building. In the event you receive a Bomb Threat call, remain calm.

# Threat Checklist

Complete this list if you receive a Bomb Threat or threatening call.

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

Exact words of caller:

**Caller's voice: (circle)** Male Female

Calm, Disguised, Nasal, Rapid, Nervous, Angry, Sincere,  
Slurred, Loud, Excited, Giggling, Stressed, Crying

If voice was familiar, whose did it sound like?

Any distinguishing accent?

**Background Noise: (circle)**

Music, Children, Typing, Airplanes, Machinery, Cars/Trucks,

Other Noises:

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

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

Method of activation: mechanical, clock, movement/chemical action?

Method of deactivation?

Did you place the bomb? Why?

Where are you calling from?

What is your name? What is your address?

Call received by:

## **Additional Emergency Numbers:**

Pastor's emergency phone number is 972-502-9444