

# **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

### MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

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.)



## 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:

<b>Name</b>	<b>Title</b>	<b>Trained</b>
<b>Michael Slupinski</b>	<b>Buildings &amp; Grounds Ruling Elder and Emergency Coordinator</b>	<b>June 2014</b>

~~~~~**THE END**~~~~~