

EMERGENCY ACTION PLAN

Faith Community Presbyterian Church
44400 West Ten Mile Novi, MI 48375-0001

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SCOPE

The Emergency Action Plan (EAP) is to provide for the safety and well-being of leaders, volunteers, members, invited guests and anyone else present on the grounds of Faith Community Presbyterian Church facilities.

This plan provides information, guidance and directions for the Pastor, Elders and Deacons on steps to be taken to address the most likely types of emergencies. The EAP applies to all usage of the building/property to include daily work routines, committee meetings, special events, Sunday worship, community programs, weddings, funerals, etc. The EAP is developed using the Homeland Security (FEMA) (June 2013) for reference and guidelines.

Elders and Deacons

Responsibilities:

1. Become familiar with the layout of our building, locations of entrances and all Fire exits.
2. Familiarize yourself with all aspects of the Emergency Action plan.
3. Know the location of AED, First Aid cabinet, Emergency light, Fire Alarms and Fire Extinguishers in the building.

Note: There are TWO First Aid Kits. One is in the church office copy room and the other is in the kitchen on the counter. The Emergency flash lights are in the Church office copy room and Deacons room. Our AED is located in cabinet in hall way by coat closet. Fire Extinguishers are identifiable throughout building. NOAA weather radio is in the Church office and Deacons room.

The Deacon(s) on duty will be in charge and provide guidance in the event of any medical emergency, weather emergency, fire, security breach.

All committee chairs of Faith Community shall be responsible for reviewing the expectations of this EAP. In turn, they are to make their committee members aware of all critical emergency areas e.g., Emergency fire exits, locations of fire alarm pull stations, fire extinguishers, designated tornado shelters, location of our designated evacuation meeting area and any other safety/security items they deem necessary.

Endemic Pandemic Response

In an effort to provide a safe environment conducive to the mission and ministry of the church, the session and a multidisciplinary task force will convene to determine the risks of transmission of a communicable disease, such as COVID-19 as well as mitigation.

> Considerations will include practices that are critical to the mission and ministry, risks, risk reduction, communication. Alternative methodologies to conduct the mission and ministry to minimize the risk of communicable disease will be considered while maintaining compliance with State and local Health Department Guidelines.

The following is suggested:

STAY HOME IF:

- You have symptoms of illness
  - Cough, shortness of breath or difficulty breathing, fever (100.4^{o}F or higher), chills, muscle pain, sore throat, loss of taste or smell.
- You have been exposed to someone with COVID-19 or COVID-19 symptoms. If there is any chance you might be a risk to others, please stay home.
- You are in a vulnerable group
  - Over the age of 60 (per State Guidelines)
  - Compromised immune systems or comorbid condition (high blood pressure, obesity, diabetes, asthma, chemotherapy)

WHEN COMING TO CHURCH:

- Mask wearing is now optional. If you do decide to wear a mask, make sure that it covers your nose and mouth.
- Use the hand sanitizer in the dispensers on the way in and out of church especially when done with performing set up/ clean up duties.
- Demonstrate proper social distancing by staying at least 6 feet apart.
- WAVE, do NOT shake hands or hug.
- Wash hands frequently

WITHIN THE CHURCH

- Approved sanitizing and cleaning will be maintained.
- Monitor of HVAC systems, regularly.
- Documentation of individuals in the building will be maintained by designated staff.
- Assessment of practices to mitigate risk (singing, touchpoints, social distancing)

Emergency Groups & Local Numbers

Emergency Contacts		
Novi Police	**911**	**Non-emergency 248-348-7100**
Novi Fire	**911**	**Non-emergency 248-349-2162**
Emergency Medical Service	**911**	
Poison Control	**1-800-222-1212**	
Utility Contacts	**Contact**	**Telephone**
Electric Outage	Detroit Edison	800-477-4747
Gas Company	Consumer Energy	800-477-5050
Telephone	Spectrum Business	855-339-9671
Water & Sewer	City of Novi	248-347-0495
All Others:		
• Our Church TAX ID Number	38-2137132	
• Guide One: Safe Church	Rick Gosselin Insurance Agent-Bldg.	810-632-3294
• Plumber	Postma Plumbing	734-455-2001
• National Heating/Cooling	Fred Wright	313-538-7100
• National Time & Signal (Monitors our Fire Alarm System)	Kiana Schuster Emergency Fire Alarm System	Office Hours: 248-380-6264 After Hours: 800-326-8456
• Sterling Fire & Safety Underwood Fire Equipment (Monitors our Sprinkler System)	Jerry Harold Darrel Underwood	586-675-9513 248-380-9394
• Snow Removal	Denny's Landscaping	734-637-7915
• Trash Pick-up	Waste Management	866-834-2080
• Roof	Crown Contracting	248-344-4577
• Fire Extinguishers	Gallagher Fire Equipment	248-477-1540

Emergency Personnel Contacts

Position	Name	Primary Phone	Secondary Phone
Church Office Pastor	Michelle James	248-349-2345	(C) 804-517-6931
Office Adm.	Anna Onofrio	248-349-2345	
Finance Clerk	Terry Kazakos	248-349-2345	(C) 248-767-4668
Custodian	Demi Grivas	248-349-2345	(C) 734-999-8784
Computer/IT Specialist	Ann Kowalczyk		(C) 248-345-8197
Clerk of Session	Linda Shoener		(C)313-4182573
Building/Grounds/Security	Mark Turner		(C) 313-319-7933
Fire/Safety/Security	Mike Everett		(C) 248-320-5132
Finances/Budget	Jim Ernst	248-348-7384	(C) 734-748-2554
Boy Scouts Liaison	Marianne Simancek		(C) 248-514-3429

TYPE OF EMERGENCIES & IMMEDIATE RESPONSES

In any emergency that threatens the health, life, security, dial 911. IF you use the landline telephone in the kitchen or our church office the First Responder answering your call will automatically have the Church name and address of the emergency location. If a cell phone is used provide the operator with your name and location: (Faith Community Presbyterian Church 44000 West Ten Mile Road between Novi Road and Taft Road). Report the nature of the emergency and stay on the phone until told to hang up. Do not move victim unless absolute necessary. Contact any member of Medical/Emergency Response team, who are trained to provide assistance until first responders arrive on church site. Send someone outside in parking lot to provide direction into church area.

EMERGENCY TYPE	FIRST RESPONSE
Medical Emergency	Request assistance from any doctor/nurse or medical team member in building. Call 911. Give location of the emergency; follow directions from the operator. Stay with victim until help arrives.
Evacuation of Building	Deacons on duty will notify all in building to evacuate using the nearest exit. Deacons or their designee shall assure all personnel have exited building. Call 911 if emergency assistance is needed.
Fire in Building	Call 911 and pull fire alarm if not already activated. Evacuate building and congregate outside in the parking lot at least 100 feet from the building. Contain fire by closing doors where fire is located.
Severe Weather	Listen to NOAA radio in Deacons room or Church office. If tornado warning is issued for Novi, ask ALL to move away from windows and exterior doors. Seek shelter in designated areas (bathrooms/inside hallway away from windows).
Power Outage	If power is off or if it is dark outside when power goes off, initiate evacuation and closing procedures immediately. Alert person in charge. Use flashlights and check all areas of the church for personnel to assist in leaving church.
Hazardous Spill outside of church Building	Contact Building/ Grounds/Security Emergency Personnel.
Bomb Threat	Get as much information as possible—location of device, why was it placed, etc. Have someone else call 911.
Threats/Intruder	Call 911. Secure immediate area: Close doors, cover windows where possible, silence cell phones, take cover behind protective structure.

Emergency Team Members/Responsibilities

Contact	Phone
Marianne Simancek	248-514-3429
Mike Everett	248-320-5132
Linda Shoener	248-380-7453

Additionally, the following Church members have been trained in CPR and the proper use of the AED: Mike Church, John & Barbara Crawford, Jim & Val Kushman, Bill & Betty Nick, Beth Johnson, Sue Randall, Brian Smith, Jennifer Strub and Mark Turner.

Responsibilities

The Emergency Response team members are active members who are either medical professionals or church members who have received training in CPR/AED, First Aid. In the event of an emergency, their responsibilities shall include the following:

- Know how to correctly respond to and summon help for a medical emergency.
- Know how to correctly report a fire or smoke emergency using the 911 or other emergency number(s).
- Know the locations of all manual fire alarm pull stations throughout the church.
- Know where designated shelter areas are and precautions to take in the event of a tornado emergency.
- Becoming familiar with all exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.
- While waiting for professional help, do not move an ill or injured person. When professional help arrives:
  - Allow responding units to take control of the situation.
  - Emergency response team members will stand by to assist as needed.

Additional Responsibilities may include:

- Providing “first responder (medical) service” to those incurring a medical emergency until medical personnel with more advanced training arrive on scene.
- Conducting a primary assessment of the medical emergency situations and report this assessment to appropriate personnel.
- Remaining “in charge” of a medical emergency situation until professional help arrives.
- Knowing how to operate an AED (Automated External Defibrillator).
- Periodically performing Emergency drills.
- Checking AED/Fire Extinguishers/First Aid kit/flash lights for serviceability.

EMERGENCY RESPONSE
CHOKING

SEEK MEDICAL ATTENTION-CALL 911-THESE ARE ONLY TEMPORARY MEASURES

PERSON MAY COUGH, BE UNABLE TO BREATHE OR SPEAK, TURN BLUE, OR COLLASPE!

1) Ask the victim if they're choking. If the victim is coughing, have the person continue to do so.
2) Have someone else call 911 or other Emergency number.
3) Stand behind the victim.
   - Wrap your arms around the victim's waist. Make a fist.
   - Put the thumb side of your fist against the victim's abdomen.
   (Below the rib cage and above the naval) - grasp your fist with the other hand.



4) Do 5 ~ 10 quick abdomen thrust until blockage is dislodged.
5) If the victim becomes unconsciousness, get victim on their back.
(Clear airway if possible-be careful not to push food or object deeper in airway-recheck periodically).
6) Begin CPR if object remains lodged - compressions may dislodge object.

Fire Alarm Emergency

Faith Community relies on 24/7 Emergency Fire Alarm system. We presently have a contract with National Time and Signal (NTS) who monitors our system during business hours. The NTS Fire alarm panel is located in the front foyer on east wall showing the fire zones that are covered. After hours, NTS has a contract with a third party who continually monitors the building.

There is also a **RED BOX** that is part of the fire alarm system found in the Deacons room. The red panel box has occasionally sounded a false alarm that may have been triggered (set off) by a temporary power outage/spike or a fault in our telephone line/connection. Whatever the issue/reason is, as long as **YOU DON'T SMELL SMOKE OR SEE FIRE IN THE BUILDING,** someone can silence this alarm (in Deacons room) by pushing and holding the button in on right side of the panel for approximately 5-10 seconds. IF the Alarm does not silence, Mike Carter has written out some additional instructions located on front of this red panel box that may be followed.

In the event there is an "Alarm" signal sent from our church the NTS, or the contractor will telephone either Mark Turner, Jim Ernst or Mike Everett (until a contact has been made) to investigate the alarm malfunction as soon as feasible. Obviously, if there is a fire in the building and the fire alarm has been pulled, a **LOUD** alarm will sound which will in turn initiate the call **immediately** to the Novi Fire Department.

Building Evacuation Emergency

- Using the fire exits, move at least 100 feet away from the building and beyond designated fire lanes. Go to the designated assembly (NW corner by Playground structure) area. Should the designated assembly area be deemed unsafe, an alternate assembly area will be located.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an "all clear" is issued.

Note: The "all clear" shall be initially issued by the Novi Fire Department.

Fire and Smoke Emergencies

If the fire alarm sounds, or if you detect smoke:

- Call 911 or other emergency number.
- Give your name, telephone number, and location within the building.
- Describe the situation.

If you detect fire:

- Activate/pull the manual fire alarm.
- Have personnel evacuate immediately, using the nearest exit. Walk quickly. Do not run.
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- **If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire. To use the fire extinguisher, pull pin; aim; squeeze handle and sweep from side-to-side toward base of fire if deemed effective and not a life threat. All our fire extinguishers are the ABC type and therefore are useable on ALL types of potential fires. There is also RED FIRE BLANKET in kitchen that may be used on small stove top fire to extinguish it.**
- If the fire is beyond the point of a safe attempt to extinguish it, if possible, isolate the fire by closing doors in the area before evacuating.
- Assist disabled persons in your area.
- 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.



Tornado Emergency

The Oakland County 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**

A **"Tornado Watch"** status indicates that weather conditions are favorable for the development of tornadoes. The **"watch areas"** are usually large geographic areas. 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, a NOAA battery-powered radio (located in Church office and Deacons room) should be tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens the area, emergency response team members should initiate actions to notify and protect all staff and church members in the facility.

If a "Tornado Warning" is announced

When you hear the announcement for a tornado warning:

- Move personnel to a designated tornado shelter (restrooms/interior hall way with NO windows) immediately. Move quickly, but do not run.
- Assist disabled personnel in your area.
- Wait in the shelter until you hear an announcement from a member of the emergency response team and that it is safe to return to your area.

Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are common in the area. 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 to an interior room away from windows—to an enclosed room, a rest room, an interior hall. If you have time, close any window blinds or shades to help prevent flying glass and debris.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of windows/sanctuary.
- Move away from building perimeter area.
- If in an interior hallway, away from windows, crouch down as low as possible.
- 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.

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 a culvert or low retaining walls.

Threats

Suspicious or Hostile Intruder/Active Shooter… Follow steps.

If you are the Deacon(s) or Elder on Duty one or two of you should always have your cell phone on and available to Call 911 for any emergency situation. The landline telephones in the church office and the kitchen are both capable of making emergency outside calls as well.
During services or other church activity, two people may be assigned as security. It is their responsibility to be alerted for threatening/ activity or security/medical issues, and take the appropriate action.

If you are calling the police due to suspicious activity/intruder, make the call from a distance and remain on the phone with police until told to hang up. The person calling police should provide a description of the suspicious person, which should include:

Gender and Race
Height and Weight
Hair color
Facial Hair
Clothing description

If an intruder creates a hostile situation, the primary concern must be the safety of you, the congregation and staff. Some individuals are emotionally disturbed and it is important to not antagonize them. Communication must be handled in a calm, quiet and non-threatening way, always remembering that it may take very little to cause such people to become violent.

If it is an intruder, talk to the person in a low, non-threatening manner. Keep your distance. Do Not attempt to deceive or threaten the intruder.

If...he/she becomes overly aggressive or hostile and there is a confrontation situation:

- Evaluate the intruder and remain calm, keep a safe, non-unintimidating distance.
- Attempt to put something between you and the intruder such as a desk or chair, counter, anything that will hinder an attack and give you time to defend yourself.
- Avoid abrupt, impulsive movements.
- Allow the intruder to talk if he is so inclined to do so.
- Do not interrupt or argue with the intruder.
- Maintain order among people. Be constantly alert and prepared for violence.
- Do not attempt to apprehend or interfere with an intruder except for self-protection.
- If possible, have another person (Deacon/Elder on Duty) call 9-1-1.
- If the intruder does not have a weapon, move people away from the scene in an orderly fashion.
- In the event gunfire is heard, everyone should be directed to lay flat on the floor or ground.
- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911 or other appropriate emergency number(s).

Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.

- Stay away from windows.
- Turn all lights and audio equipment off, try to stay calm and quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take:

1. **RUN:** If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the intruder while in the building. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others**.**
2. **HIDE:** You can try to hide, but make sure it is a well-hidden space, or you may be found as the intruder moves through the building looking for victims.
3 If the intruder is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if there are other victims around you.
4. **FIGHT:** The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could become your first option.
5. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

Bomb Threat

A bomb threat exists when a suspected bomb or explosive device has been reported, but not located.

- Try to gain as much information from the caller as possible including: detonation time, location of bomb, type of bomb, voice characteristics, background noises and reason for bomb threat
- If a suspicious package is found, DO NOT TOUCH IT!
- Account for people in the area and evacuate.
- Move a safe distance away from the church.
- Once out of the church, remain there until an all-clear signal is given.
- Cease any cell phone communications on site except to call 9-1-1. The dispatcher will ask for information about the device. Police, fire and emergency medical services will be dispatched.
- Evacuate in an orderly manner and direct people to a safe distance from the church.
- Account for all people.

Power Outage

- Locate flashlights and call Detroit Edison at: **800-477-4747** if deemed necessary.
- If a long duration with no power exists, large groups of people for Sunday service or special event should be asked to leave the premises.
- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Water pipes should be checked for leaks from freeze damage after the heat has been restored to the church and water turned back on.

Hazardous Spill in Community

Gas Leak or Hazardous Materials spill

- Identify the problem by observing hazardous condition, shut Power off on **ALL** A/C units.
- Instantly, take steps to ensure personal safety by moving away from the hazardous area.
- Alert other occupants in the building by pulling the fire alarm and telling others of the situation.
- Evacuate to the outside of the building, keeping clear of driveways and entrances.

EMERGENCY SHUT-OFF VALVE LOCATIONS

Water	All shut off valves are located in the main furnace room off of Narthex on back North wall. Locate valve marked **MAIN** to shut off **ALL** water to church. Each valve is identified with a tag showing the individual areas that can be isolated/shut off. Turn clockwise to shut off.
Electrical	Contact Building/ Grounds/Security Emergency Personnel. Every Electrical panel (inside the panel door) displays the isolating breaker switch for specific areas e.g., Fellowship Hall lights, furnace, kitchen, office, wall switches/plugs etc., of the church. Switch individual breaker off only if instructed so.
Gas	The Main gas shut off is outside East kitchen exit door. All gas furnaces have a shut off valve. Turn clockwise to isolate.
Air Conditioners	Each AC unit has disconnect handle. Pull down to shut off.

**** This Emergency Action Plan cannot cover every possible situation that might occur.***

Nevertheless, it is a tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of any emergency situation.

Zoll AED Instructions

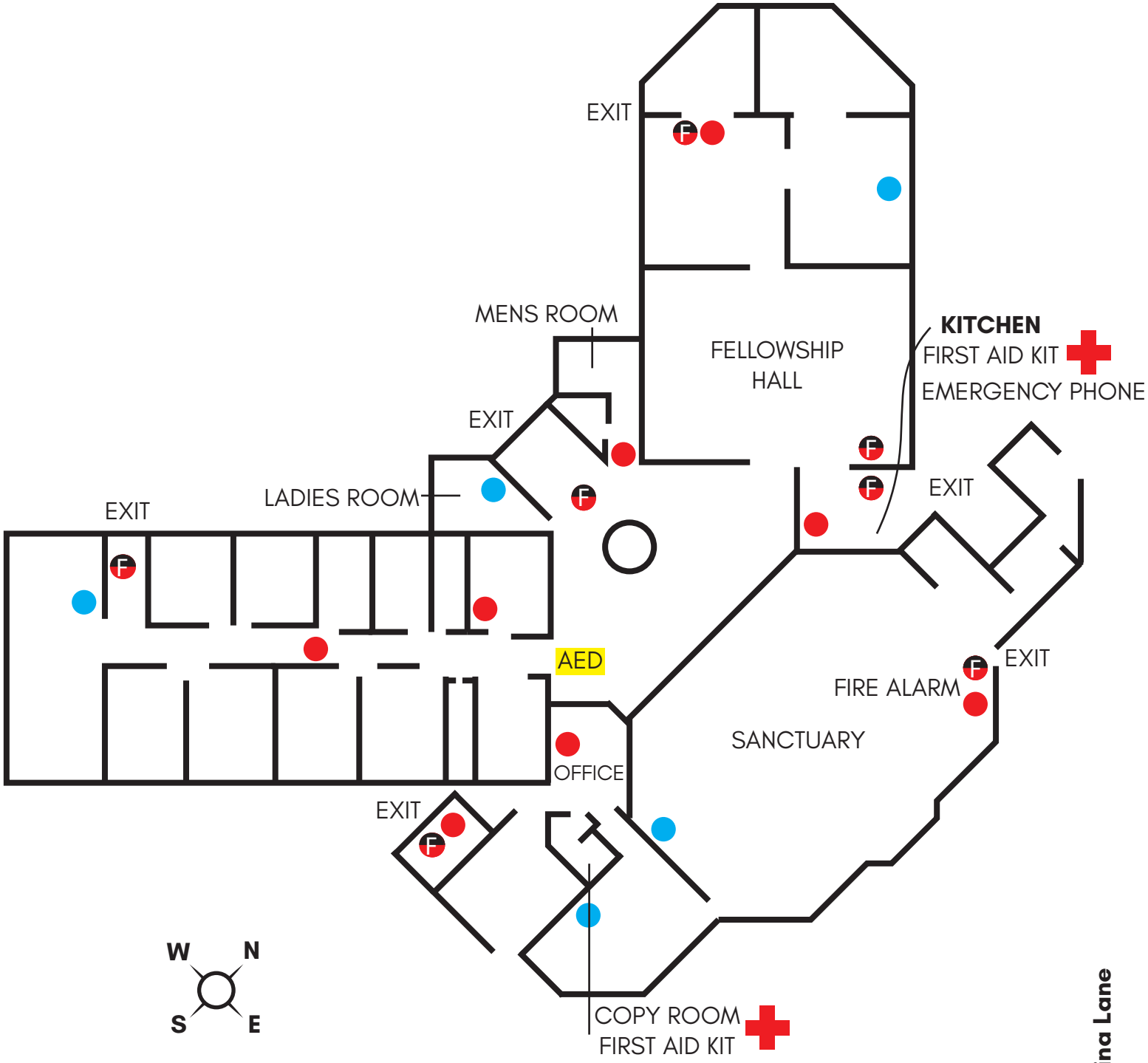
1. Person collapses-suspected cardiac arrest.
2. Get the AED from wall cabinet along with barrier mask for CPR.
3. Turn unit on, unit will self-check, AED unit responds ok.
4. Check responsiveness of victim, Shout "Are you ok?" as you shake person.
5. Call 911 or direct someone to make the call.
6. Attach defib pad to patients bare chest as directed.
7. AED indicator light flashes and unit will say: **Don't touch patient- Analyzing.**

   (The unit will then tell you if a shock is needed or if you need to keep doing CPR. If no shock is needed, this means that the victim has regained a pulse or has an unshockable heart rhythm. If there is no shock advised, you need to continue CPR until help arrives.)

   If a shock is advised- Again Give Stand Clear Warning- "DO NOT TOUCH PATIENT." Shock will be delivered automatically in three, two, one...Shock tone beeps, Shock delivered.
8. After one Shock: Administer CPR — 2 breaths for every 30 compression. After two minutes of CPR-unit will say: Stop CPR and unit will repeat step #7.
9. Keep up until Emergency services arrive.

SEXTON MAP

PULL-DOWN FIRE ALARM (F)
FIRE EXTINGUISHER
THERMOSTAT



Christina Lane

Ten Mile Road