

# Zumbro Lutheran Church

## Emergency Preparedness Plan

*Updated August 2023*

### ❖ Purpose

- To insure the safety of everyone at Zumbro Lutheran Church at all times

### ❖ Plan Development

- The following procedures have been developed by the Administrative Team (Business Manager, Facilities Manager, Office Manager, and Executive Pastor) to provide for the safety of those occupying our facilities and to secure the building against damage and loss. This manual will assist members and staff in determining the proper responses to various emergencies which may occur in the course of daily activities. In addition to planning for emergency responses, a risk management plan has been developed.

### ❖ Responsibility

- The Administrative Team, along with staff, shall take the lead to ensure that the following procedures are maintained and communicated.
- In immediate emergencies, staff members are empowered to act with prudence. A decision making structure shall be developed within the staff and volunteers to assist in managing emergencies.

In case of emergency, your Admin Team is:

Kari MacIver karimaciver@zumbrolutheran.org 507-269-9669 (Office Manager)

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# Risk Management

- ❖ **Key Control:** Distribution of keys is the responsibility of the Business Manager and Office Manager. Locks are keyed with varying levels of access.
  - Main Building Entrances (Door 1) – limited to staff only
  - Office area – limited to staff only
  - East Entrance (Door 4) – Church Staff, Rainbow School Staff, and Luther College of Nursing Personnel.
  - General Interior – key checkout required at the church office.
  - Currently the single front door (Door 2), chapel (Door 3) and south doors (Door 7) can be programmed electronically.
  - Emergency Access – a lock box of entrance keys and mechanical room keys has been installed near the main entrance for municipal emergency response services.
  
- ❖ **Building Access:** Church business hours for the purpose of this document are defined as Monday through Friday 8:00 – 4:00. It is the responsibility of the Office Manager to manage the timing of electronically controlled locks.
  - Business Hours
    - Door 1, Door 2, Door 8 unlocked
    - Door 5 and Door 7 unlocked only as needed.
    - LSS Resource Center maintains locking and unlocking Door 7 during their operating times.
    - Door 5 unlocked for Luther College of Nursing as needed.
    - All Preschool doors (inside and outside) are to remain locked at all times. The north elevator bypasses the second level (Rainbow School) during school hours.
    - Door 8 is unlocked on Thursday evenings for Open Table .
  - Sundays
    - Door 1, Door 2, Door 3, Door 7 and Door 8 open at 8:00am.
  - Wednesday Evenings
    - Door 1, Door 2, and Door 7 unlocked for members and choir entrance.
  - Other non-business hours
    - Access available through Door 2 only.
    - Upon request, for special events, doors may be unlocked 15 minutes before an event to 15 minutes after the event has started – contact Office Manager to arrange.

- ❖ **Interior Access:** To provide for the safety of those using our facilities all rooms not in use are to be locked. It is the responsibility of the staff on duty to provide access as needed to each room. To ensure the safety of preschool children and workers the following measures are to be followed:
  - The inside entrance to the Rainbow School to remain locked at all times (even while in use).
  - The inside doors at the second level landings on the north side of the building to remain locked during business hours.
  
- ❖ **Security:** The Facilities Manager is responsible for the management of security systems and procedures.
  - Alarm system
    - Motion sensors are positioned by each entrance to the building and office.
    - Building wide alarm to be activated by Evening Facilities Manager Sunday through Thursday after walk through and lock up.
    - Building wide alarm to be activated by assigned responsible party on Friday and Saturday after walk through and lock up.
    - Office alarm to be activated by staff after hours and away from the office.
    - Two emergency panic buttons on lanyards are available in the main office for those working alone or after hours. To activate and alarm, one must hold the panic button down for several seconds.
  
  - Surveillance
    - Security cameras are installed at Door 1, Door 2, Door 3, Door 5, Door 7, and Door 8. Facilities Manager, Maintenance Lead and Office Manager have access to surveillance of these cameras.
    - Internal cameras are also installed throughout the building in public and restricted areas. Maintenance Lead and Facilities Manager have access to surveillance video onsite. Facilities Manager can access surveillance video offsite as well.
    - Data from the cameras is captured and stored digitally.
    - Monitors are stationed at the Office Manager's desk and the Maintenance desk.
    - The Evening Facilities Manager is available during evening activities to assist those needing direction and to monitor activity. Evening Facilities Manager has access to camera surveillance monitors during evening hours.
  
  - Walk through
    - At the conclusion of daily or evening activities, responsible party or staff will walk through the entire building to
      - Ensure that all people have left the premises.
      - Lock all interior doors.
      - Lock all exterior doors and arm alarm upon leaving the building.

- ❖ **Fire Safety:** The Facilities Manager is responsible for ensuring compliance to fire safety codes and maintenance of applicable equipment and systems.
  - In compliance with City Fire Marshall regulations the following equipment has been installed and checked annually:
    - Fire detectors
    - Fire extinguishers
    - Sprinkler systems
    - Fire alarms

# Emergency Response

**LEVEL 1 – Medical Emergency (pg. 8-9)**

**LEVEL 2 – Weather/Fire Emergency (pg. 7)**

**LEVEL 3 – Act of Violence Emergency (pg. 10-11)**

**LEVEL 4 – Active Shooter Emergency (pg. 11-12)**

❖ **Threat Level – Green**: If there is a threat that does not directly involve the church. (IE: High speed chases, threats to other buildings in town)

❖ **Threat Level -Yellow**: If there is a threat in the area around the church. (IE: An event has occurred in the neighborhood, a fugitive is thought to be in the area.)

❖ **Threat Level -Red**: If there is a direct threat to the church and the safety of the occupants is at risk. (IE: An active shooter, hostage situation, or direct knowledge of a planned event)

**It is the responsibility of the Administrative Team** to ensure that all key personnel are educated on emergency response procedures. In the event of an emergency, the following will be notified by the Admin Team of the emergency level so that the proper procedure can be followed.

- Staff
- Ushers
- Sunday School Teachers
- Confirmation Mentors
- Scout Leaders
- Rainbow Staff
- LSS staff
- Luther staff and students
- Other groups using the building

It is the responsibility of these key leaders to know the proper procedure and take action for the safety of their respective program and members. It is suggested that practice drills are utilized so that groups can be prepared in the case of an emergency.

In the event of a Threat Level Red, an all call "**Level Red**" will be sent by an Admin Team member through the Zumbro phone system. **(9600)**

❖ **Building Evacuation:**

- Building maps identifying exits are located in each room.
- It is the responsibility of the Administrative Team to ensure that all key personnel are educated on building evacuation procedures. A copy of the Evacuation Plan will be posted and a copy made available to each of the following:
  - Staff
  - Ushers
  - Sunday School Teachers
  - Confirmation Mentors
  - Scout Leaders
  - Rainbow Staff
  - LSS staff
  - Luther staff and students
  - Other groups using the building

❖ **Hazardous Weather/Take Shelter:** In the event that the civil defense sirens are employed due to hazardous weather it is advised that all occupants take shelter. Occupants will be discouraged from leaving the premises.

- Maps with proper shelter locations and recommended paths posted in each room.
- Parents to reunite with their children in the Banquet Room on the lowest level of the building.
- It is the responsibility of the Administrative Team to ensure that all key personnel are educated on sheltering procedures:
  - Staff
  - Ushers
  - Sunday School Teachers
  - Confirmation Mentors
  - Scout Leaders
  - Rainbow Staff
  - LSS staff
  - Luther staff and students
  - Other groups using the building

## ❖ **Power Outage:**

- Building wide power outages:
  - In the event of a power outage the building has been equipped with egress lighting and illuminated exit signs.
  - The Facilities Manager will assess the outage and inform staff and building occupants of what is happening.
  - It is the responsibility of the Facilities Manager to check batteries for emergency lighting and exit signs that require batteries to assure that they are always working.
  - After 30 minutes without electricity it is advised that non-essential occupants exit the building.

## ❖ **Medical Emergencies**

- AED's (Automated External Defibrillator) are located on each floor by public use phones with pertinent emergency contact information.
  - Main level: located by the ushers' desk, north of the main entrance to the sanctuary
  - Middle level: located outside the Fireside Room kitchen in the hallway
  - Lowest level: located in the hallway south of the main kitchen
- AED routine maintenance is to be managed by the Facilities Manager:
  - Batteries are changed every four years.
  - Pads are changed every two years.
  - Facilities Manager will maintain a record of when this is done.
- AED training should be required for staff, ushers, and other key personnel using the building. Administrative Team will maintain a procedure for insuring this and maintaining a record of personnel/new personnel having completed such.
- First Aid Kits are checked and restocked monthly as needed by an outside contractor.
  - The kits are located in the following areas. These areas are clearly marked with a first aid decal on the outside door of each:
    - With each AED
    - In each kitchen
    - In the church office workroom
    - In the ushers' stand
    - In the maintenance office



- It is the responsibility of the Facilities Manager to ensure that all key personnel are educated on the location of the AED's and First Aid Kits.
  - Staff
  - Ushers
  - Sunday School Teachers
  - Confirmation Mentors
  - Scout Leaders
  - Rainbow Staff
  - LSS staff
  - Luther staff and students
  - Other groups using the building
  
- Wheel chairs **may** be located in the following areas:
  - Main level – lobby entrance and Door 3 entrance
  - Middle level – Door 8
  - Lower level – across from small (west) elevator

## Medical Emergency Responsibility Assignment

- ❖ Staff or Appropriate Leadership present needs to assume responsibility for an emergency situation.
  - Qualified people in attendance may be called on for assistance
  - To the best ability of those present:
    - Remain calm and assess the situation:
    - Call 911 if there is ANY doubt about the seriousness of the occurrence.
    - Notify responsible party/department for whom the medical emergency is occurring.
    - Notify the Main Office that an emergency medical situation is occurring.
    - Remain present until resolution of the emergency.
    - Upon resolution of the situation, a report must be written up and provided to the Office Manager for appropriate filing and follow through. Report must include a detailed explanation of the situation, names and contact information for parties involved, how the emergency happened and what course of action took place. The Office Manager will follow up with all parties involved within two weeks post event to assure all is resolved.

# Acts of Violence/Potential Violence

## Threat Levels and how to respond

- ❖ **Threat Level – Green**: If notified that there is a threat that does not directly involve the church. *(IE: High speed chases, threats to other buildings in town)*

### Response

- Any Administrative Team member present will monitor and determine action. They will inform other admin team members of the decision. If determined necessary, they will inform relevant personnel of the threat:
  - ◆ Nursery director
  - ◆ Pastors
  - ◆ Sunday School coordinator
  - ◆ Rainbow School Director
  - ◆ LSS Coordinator
  - ◆ Luther College Faculty
  - ◆ Other groups using the building
- Facilities Manager (or any staff in absence of the Facilities Manager) shall determine if it is necessary to lock all exterior doors except Door 2. Facilities Manager will notify admin team of decision.
- Keep classroom and nursery doors locked.

- ❖ **Threat Level -Yellow**: If notified that there is a threat in the area around the church. *(IE: An event has occurred in the neighborhood, a fugitive is thought to be in the area)*

### Response

- Any Administrative Team member present at the time will inform relevant personnel of the threat:
  - ◆ Nursery director
  - ◆ Pastors
  - ◆ Sunday School coordinator
  - ◆ Rainbow School coordinator
  - ◆ LSS Coordinator
  - ◆ Luther staff and students
- Facilities Manager (or any staff in absence of the Facilities Manager) will lock all exterior doors.
- Church, classroom, and nursery activity is to remain in operation. Key Personnel/leaders present at the time and in charge will be informed of the threat.

- Classrooms and nursery students are to remain in rooms with doors locked and hall activity limited.
- No one is to leave the building until the threat is over. Administrative Team member, under the direction of the Facilities Manager, will provide leadership with the all clear.

❖ **Threat Level -Red**: If there is a direct threat to the church and the safety of the occupants is at risk. (IE: An active shooter, hostage situation, or direct knowledge of a planned event)

## Response

- Facilities Manager/Office Manager/usher/staff/leader taking charge call 911 for recommended course of action:
  - ◆ Zumbro Phone System Alert will be shared. **Level Red** will be announced.
  - ◆ Relevant personnel informed of the threat:
    - Pastors/Staff
    - Preschool director
    - Nursery director
    - Sunday School coordinator
    - LSS Coordinator
    - Luther staff and students
    - Any group in the building
- Cell phones will be used to communicate threat and instructions. Cell phone numbers for emergency contacts will be shared with appropriate leaders and updated yearly.
- If an evacuation notice is given, proceed to the nearest exit.
- If a lock down notice is given proceed as follows:
  - ◆ Lock all doors - inside and out – staff or leader present.
  - ◆ Church, classroom and nursery activity is to stop. Occupants are informed of the threat.
  - ◆ Occupants are to quietly remain out of window sight and in a protected area until an all clear is communicated by administration or the police. This area could be their locked classroom.
  - ◆ Leader’s cell phone should be put on vibrate. All others turned off
  - ◆ If instructed by administration or the police, occupants are to attempt an exit by any means available, or per the instructions offered by administration or police.

# Lock Down Responsibility Assignments

- ❖ Staff person on site or attendee who has assumed command:
  - Admin announce Level Red via Zumbro phone system. (Dial 9600)
  - Ensure emergency personnel have been notified with the following information:
    - Address (624 3<sup>rd</sup> Ave SW)
    - Location of the shooter(s)
    - Number of shooter(s)
    - Physical description of shooter(s)
    - Number and type of weapon(s)
    - Number of victims (if any)
  - Communicate the threat. ( by cell phone)
  - Monitor situation and keep **staff personnel** updated.
  - All clear to be activated by law enforcement or staff member only.
  
- ❖ Facilities Manager/any Staff/Leader/
  - Close and lock all exterior doors
  
- ❖ Staff/Sunday School Teachers/Mentors/Ushers/Facility Users
  - Clear the hallways and direct occupants to appropriate rooms.
  - Assist those needing help.
  - Close and lock classroom/office doors.
  - Turn off lights in your rooms.
  - Have occupants in your area:
    - Turn off all cell phones (except leader who puts phone on vibrate)
    - Stay away from doors and windows
    - Be quiet
    - Remain calm
    - Do not let them leave the premises until ALL CLEAR is given
    - Direct occupants to exit when evacuation order is given
  
  - When law enforcement arrive:
    - Follow officers' instructions
    - Put down any items in your hands
    - Immediately raise hands and spread fingers
    - Keep hands visible at all times

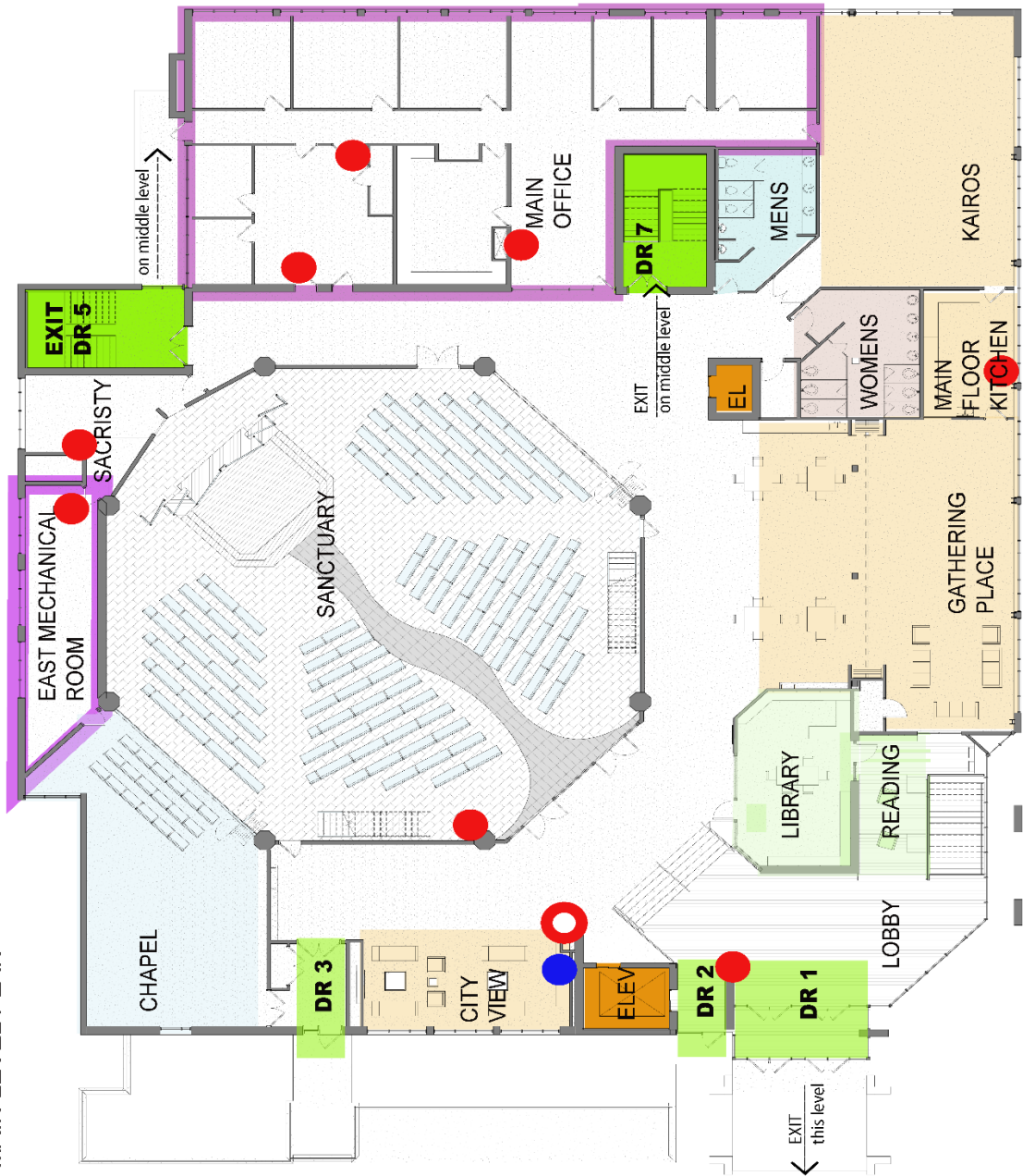
- ❖ It is the responsibility of the Administrative Team to ensure that the following key personnel are trained on these procedures.
  - Staff
  - Ushers
  - Sunday School Teachers
  - Confirmation Mentors
  - Scout Leaders
  - Rainbow Staff
  - LSS Coordinators
  - Luther staff and students
  - Other groups regularly using the building

## **Threats to office personnel:**

- ❖ Should any personnel feel threatened proceed as follows:
  - Proceed to the Main Office, if able, at any time if you are feeling threatened on campus at Zumbro Lutheran Church. Dial the extension of another staff member for assistance or call the Zumbro Office at 507-288-2649.
  - If a visitor or someone is creating a threatening situation, ask the visitor to leave.
  - If visitor will not leave, call authorities or use emergency lanyard (*you must hold down the button on the lanyard for a few seconds for the alarm call to be sent to authorities*).
  - Be sure response equals threat.

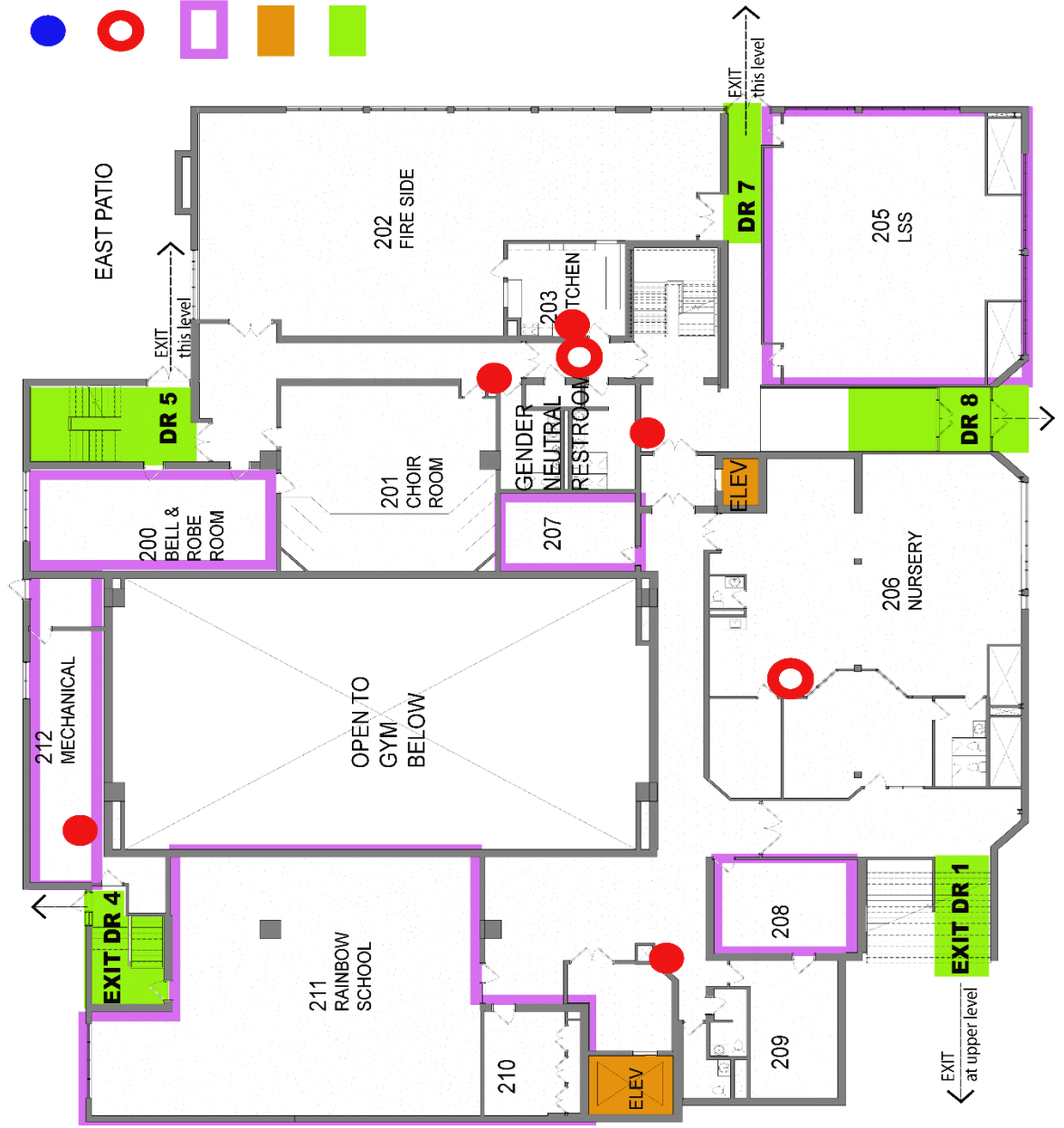
MAIN LEVEL PLAN

- FIRE EXTINGUISHER
- AED
- PUBLIC / EMERGENCY PHONE
- NON - RENTAL SPACE
- ELEVATOR
- EXIT



MID LEVEL PLAN

- FIRE EXTINGUISHER
- A E D
- PUBLIC / EMERGENCY PHONE
- NON - RENTAL SPACE
- ELEVATOR
- EXIT



LOWEST LEVEL PLAN

- FIRE EXTINGUISHER
- A E D
- PUBLIC / EMERGENCY PHONE
- NON - RENTAL SPACE
- ELEVATOR
- EXIT

