

Emergency Procedures for Grace Lutheran Church, Hatfield

For All Emergencies Dial 9-1-1

Please give the street address:

40 North Main Street, Hatfield, PA 19440

Enter at driveway across from Hatfield Borough Post Office

During the present construction phase, evacuate the sanctuary in case of an emergency:

All people must evacuate by using the two exits at the back of the sanctuary and exit from these doors **LEFT** to the exit doors to the parking lot. Ushers and those closest to them should assist members needing assistance. Please help those members who use walkers. Move to a safe distance from the building toward the **Playground** so emergency personnel can arrive safely to the building.

If you detect smoke and/or fire:

- Activate the manual fire alarm **which is located near boiler room door**
- Initiate designated evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, the phone number you are calling from, and the church's 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. **Fire extinguishers are located by the exit door by the boiler room and on the opposite side by the sanctuary door.**
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible). **At this time our designated area is the Playground.**
- 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 by the incident coordinator. (Note: The —all clear‡ should be initially issued by the Fire Department)

Building Evacuation Emergency

All church leaders and ushers should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. This will change throughout the construction. Be sure to check periodically for updates.

As of 4/15/16, the designated assembly areas are: the **Playground and Picnic Area**

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at the area **by stone parking lot for overflow and post office use**

Note: Ensure that the church leaders and ushers have planned a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g. in member orientations, at the Annual Meeting, during usher and greeter orientation). As the church goes through its construction, there will be numerous changes to the plan. As these occur, the congregation and its leaders will be informed of the changes.

Intruder/Active Shooter Emergency Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Your first course of action, if you can get out of the building safely is to run out of the building. If that is not an option, lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911**.
- Don't stay in open areas.
- 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.
- Lock the window and close blinds or curtains. Silence your cell phone.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as 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.

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

Nevertheless, it is a training 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 a situation of this manner.