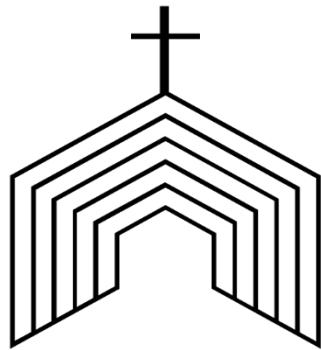


Tallmadge Lutheran Church

Emergency Procedures



**TALLMADGE
LUTHERAN CHURCH**

GROWING CARING SHARING

Emergency Contact Information

Position	Name	Primary Contact info	Extension/Alt Number
Senior Pastor	Andrew Alberts	330.633.4775	123
Pastoral Assistant			136
Office Administrator & Facilities Manager	Lindsay Snyder	330.633.4775	120
Finance Manager	Debbie Ruggles	330.633.4775	122
King's Kids Director	Patti Trettel	330.633.4908	126
Preschool Director	Laura Miller	330.633.4908	124
Music Director			127
Board President	Jim Bergmann	330.618.3472	
Board Vice President	Kris Kodzev	330.858.8674	
Head Elder	John Dailey	330.630.2095 (home)	330.388.3366(c)
Sunday School Superintendent	Gail McAlister	330.801.0950	
Youth Group	Beth Niermann	330.690.7011	

Welcome to Tallmadge Lutheran Church!

On Sunday mornings, we want to provide a safe learning environment for all members and visitors alike. We have outlined our procedures below for handling ANY emergencies on a Sunday morning.

The policies reflect the commitment that we have in ensuring the safety of each and every person on Sundays at Tallmadge Lutheran Church.

The Safety Team includes : Board of Directors, Board of Elders, Ministry staff, Ushers.

The Safety Team will be trained annually to review the procedures for a Sunday morning.

Designated team members have been and will receive ongoing training in CPR/First aid as well.

Emergency procedures including evacuations will be reviewed bi-annually by Pastor Andy, Sunday school and Adult bible study leaders, youth leaders, nursery attendant and music ministry.

Communication is the “key” to handling ANY emergency that arises.

If you see something, SAY something!

MEDICAL EMERGENCY and ACCIDENTS

1. Evaluate the situation.
2. If scene is safe, proceed to victim and utilize personal protection such as gloves and masks as needed. Use first aid kit and AED if necessary.
3. In case of ingestion of hazardous substance,
call **Poison Control, 800.222.1222.**
4. Call 911 and give directions. Send help to meet EMS.
5. Stabilize victim in position found until emergency medical personnel arrive.
6. Administer first aid/CPR if trained to do so.
 - **If using FULL CPR in the sanctuary, it is recommended that people that are not providing rescue care, should be redirected OUT of the sanctuary.**
7. Identify witnesses.
8. Assist emergency personnel by clearing away bystanders.
9. If a child is involved, the safety team or designee will notify parent/guardian. The DCE or SS Superintendent will have emergency information to be able to locate the parent of the child.
10. If making a claim to the insurance company, please contact Debbie Ruggles (finance manager) for forms.
11. Do NOT allow a child to travel to a medical facility without a responsible adult.
12. Any accidents should be listed on the Accident Log outside the main office.

First Aid Kits & Automated External Defibrillators are located:

1. AED and First aid kit- **Outside Room 12/courtyard**
2. AED and First aid kit- **Education wing by coatrack**
3. First aid kit- **Room 8 (Sunday School Office)**
4. First aid kit- **Kitchen**
5. First aid kit- **Youth Office**
6. First aid kit- **Nursery**
7. First aid kit- **Narthex**

THREATENING PERSON *INSIDE* BUILDING

(Suspected or actual, armed or otherwise)

1. Assess threat; determine level of response. If a threat is determined, call 911. Give description, location and describe the activity of the suspicious person.
2. **If there is a threat OR Active Shooter, PULL THE FIRE ALARM to alert others.**
3. Activate “**RUN, HIDE, FIGHT**” Procedures if armed person or serious threat exists. See Run, Hide, Fight card for instructions.
4. Provide assistance as you have opportunity and ability.

If you find a door with a baracade partially or fully deployed in the absence of a known threat it may indicate individual(s) at immediate risk. Call 911.

THREATENING PERSON *OUTSIDE* BUILDING

1. Determine degree of threat; contact a Safety team member or Ministry staff. If not available, call 911 and give description and location of threatening person. If an individual appears to be threatening or is carrying a weapon, on or near church property, contact the Tallmadge Police Department to assess the situation.
2. Assess measures for safety. Take control and give direction.
3. Move people into building as soon as safely possible, **LOCK** the exterior doors and move to safety.

If You Are Requested to Stay Indoors

1. Close and lock all exterior doors and windows. Close as many interior doors as possible.
2. In case of a fire or fire alarm is pulled, **ALL** interior doors (double wood doors) will **AUTOMATICALLY** close.
3. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
5. Await instruction from authorities concerning when and how to leave the building.

After a hazardous materials incident:

1. Act quickly if you have come in to contact with or have been exposed to hazardous chemicals.
2. Follow decontamination instructions from local authorities.
3. Seek medical treatment for unusual symptoms as soon as possible.
4. Place exposed clothing and shoes in tightly sealed containers. Do not allow them to come into contact with other materials. Call local authorities to find out about proper disposal.
5. Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.
6. When safe, open windows and turn on fans to provide ventilation.
7. Find out from local authorities how to clean up your land and property.
8. Report any lingering vapors or other hazards to your local emergency services office.

EVACUATION —BUILDING EVACUATION

1. Stay calm. Close doors as you exit.
2. **Walk** to the nearest exit. Assist those who may need help.
3. Go directly to our designated safe spot to meet others at that location. Do not reenter the building.
 - During winter months, direct persons to go sit in their cars until “all clear”.
 - During warmer months, direct person to go to the pavilion until “all clear”.
4. Do not go to your child’s classroom or nursery. Trained staff will take children to our designated safe spot (**pavilion**).
5. Do **not** drive away as it will hinder fire trucks coming into our drive.
6. Check in with the Safety team or Ministry staff at the designated safe spot so we can be sure everyone is out of the building and accounted for.
7. Do not reenter the building until it has been deemed safe to do so.

EVACUATION— REVERSE EVACUATION

Reverse evacuation should occur when conditions are safer inside the building than outside. In general, this occurs when conditions involve severe weather, community emergencies, demonstrations, or a hazardous material released near TLC.

1. The Safety team or ministry staff will order a reverse evacuation for those outside and will alert those outside to the need to return to the building. Individuals using TLC property will also utilize available technology to assure everyone is aware of the situation.
2. Immediately move people who are outdoors into the building or into safe areas within the building, using the closest entries.
3. Notify public safety, if indicated, by calling 911.
4. Designate an individual to monitor radio, internet, and other media for information on incident conditions, and to communicate with public safety officials regarding changing conditions of the incident.
5. Based on the situation, proceed with Lockdown (see *Threatening Person Outside the Building*), Hazardous Materials procedure or Weather Safety Measures.
6. Notify those in the building when it is safe to depart.

FIRE EMERGENCY

If You Find a Fire:

1. Pull a [Red Fire Alarm](#) at one of the following locations:
 - Door #1 by Room 12 (inside)
 - Door #3 by Room 1 (inside)
 - Door #5 Staff entrance (inside)
 - Outside women's restroom- by mailboxes
 - Narthex
 - In the hallway outside the main office
 - Youth room, exterior doors by stone wall
 - * Door #2- kitchen (inside)
 - * Door #4- by Room 5 (inside)
 - * Door #6- by Youth room (inside)
 - * Outside furnace room

2. The fire alarm is a signal to evacuate the building immediately. It is to be used only in situations requiring evacuation of the building.
3. Pulling the alarm will alert everyone in the building that there is a fire and will automatically signal Tallmadge Fire Department.
4. If there is a stove fire in the main level kitchen, activate the fire-quenching device using the pull pin to the left of the kitchen door.
5. When using a fire extinguisher, ask someone to go and grab a second extinguisher to have in case it's needed.
 - If the fire wall deploys, it must be reset by a certified fire technician. If there is no fire or smoke, use alternate routes to access blocked portions of the building.

Using a Fire extinguisher

P- pull the pin

A- Aim the hose

S- squeeze the trigger to release the chemicals

S- sweep back and forth

BOMB THREAT –

Phone threat, email threat, or by any means

1. In the event of a threat by phone, engage caller by asking questions and try to get help while on the phone. Do not interrupt the caller except to ask questions:
2. Do not disconnect; even after the caller hangs up. Call 911 from a different phone to relay that a bomb threat has been received.
3. Record other information.
4. Origin of call, if known.
5. Did caller seem familiar with the facility?
6. Contact staff to inform of threat and assist with evacuation.
7. It is the responsibility of the Safety Team or designee to contact Tallmadge Police and/or Fire to discuss information received in the threat, so that a determination concerning the seriousness of the threat can be made. The building is to be evacuated until it is determined it is safe to re-enter.

GAS LEAK/EXPLOSION

1. Activate fire alarm near an exit that is away from the suspected gas leak or explosion.
2. Follow Building Evacuation procedures under FIRE EMERGENCIES.
3. Call 911 and give specific location if known. In the case of a Gas Leak, DO NOT operate any electrical switches or phones near the gas leak.

SEXUAL ASSAULT

1. Assess nature of incident to determine level of response.
2. Contact 911 if emergency response is indicated.
3. Stay with victim and provide support, safety and privacy until help arrives.
4. Secure scene/evidence – do not allow entry to the area or movement of any item unless so directed by law enforcement.

Adult victim

1. Ask if victim would like to contact a family member or friend to come to be with them.
2. Do not ask about details or what happened.
3. Encourage victim to speak with law enforcement and receive medical evaluation/exam.
4. Inform one non-accused person of the following in this order of priority: Pastor or Director of Christian Education, Board of Directors.
5. Names of all parties should be kept confidential.

Minor victim

1. Do not ask about details of what happened, simply accept what the child says to you, and provide comfort, safety and privacy until help arrives. Let the child know that you must contact Summit County Children Services (330.434.5437). Make the call and proceed as directed by them.
2. Inform SCCS that you would like to inform the *Pastor or Director of Christian Education* and a non-accused parent or guardian to ensure both support for the child and an appropriate response from the church. Make those connections once cleared to do so.

Reporting

1. The *Pastor or Director of Christian Education* will then also report this incident to the Summit County Children Services (330.434.5437); insurance company; and the Ohio District-Lutheran Church Missouri Synod Mission & Ministry Support Center. All information will be given to Children's services. Do NOT question the child.
2. The name of the alleged victim and the alleged molester should be kept confidential.

MISSING CHILD/KIDNAPPING

1. If child was seen to be kidnapped, call 911 and document any details.
2. If a child cannot be found and appears to be missing, seek information about when and where the child was last seen.
3. Enlist others to search the entire building, grounds, and playground.
4. Phone parent or legal guardian to determine if they know their child's whereabouts.
5. Call 911 if needed.
6. Notify a member of the safety team or Ministry staff of incident.
7. If the child returns, notify previously contacted people.

TORNADO/SEVERE WEATHER/EARTHQUAKE

Tornado warning means a funnel cloud has been sighted. Take cover.

When warning occurs:

- Warning will come over the Early Warning Weather Alert Radio located in the church office or by others means.
 - Staff/event organizers will go to each room to alert building occupants and close each door upon exit when room is empty.
1. Proceed to an interior hallway or area where there are no windows- library(close divider), sacristy, bathrooms, youth office, main office hallway, DCE and Sunday School offices.
 3. Assume alert position; bring head to knees and hands behind head.
 4. Maintain position until area has been cleared.

Follow Up Procedures

1. Accountability for group is the responsibility of the event organizer.
2. Identify missing or injured persons.
3. If medical needs exist, refer to Medical Emergency and Accidents section above.
4. If building has been damaged, evacuate area cautiously.
5. Watch for fallen wires, downed trees, or other hazards.
6. Request transportation, if necessary for moving people to secondary shelter.
7. Continue to monitor weather conditions.

Severe Weather may involve temperature (extreme heat or cold), storms (thunderstorms, winter storms, lightening), air quality issues, or other situations that affect the ability to operate the facility safely and or travel to and from the church. The BOD or Ministry staff will assess the situation and determine whether to cancel or limit church operations based upon travel safety, building functions (loss of power may affect heating, cooling, or water supply), and general safety of staff and those using the property.

The Safety team or ministry staff will:

1. Monitor impending weather hazards
2. Determine whether to close or limit operations
3. Notify members and those using the property of limited operations or closure using available means of communication (electronic, phone, text, signage on doors, notify radio/TV stations) appropriate for the situation.
4. Notify members and those using the property when normal operations have resumed.

EARTHQUAKE

During an earthquake, the shaking of the ground is rarely the cause of severe injuries. The greatest danger comes from falling objects, collapsing structures, flying glass and fires associated with ruptured gas or electrical lines. Stairways can be especially dangerous during earthquakes since falling debris can block the egress routes and fall on people. Evacuation should NOT be attempted while the floor is trembling.

If the ground begins to shake:

1. **DROP** - Lower your center of gravity by kneeling, squatting, sitting, crawling, or lying down.
2. **COVER** - Take cover under pews, desks, worktables or other sturdy furniture, crouching to cover necks and heads. Building corners may be used to provide protection. Avoid stairways, building perimeter and windows. Stay near the center of the room or building. If outside, move away from buildings, trees, and utility poles.
3. **HOLD ON** – Hold on to something solid until shaking stops.
4. When shaking stops, exit the building through the nearest door to prepare for an aftershock.
5. Once safely outside, report any signs of water or gas leakage or exposed electrical lines to Pastor or his/her designee.

CHEMICAL SPILL

1. Evaluate level of hazardous exposure. Ascertain type of chemical if possible.
2. Avoid direct contact with chemical.
3. If chemical has contacted skin or eyes, immediately flush for at least 20 minutes.
4. Do not attempt to clean up spilled chemical without obtaining proper protective equipment.
5. Keep everyone away from area.
6. If chemical spill is severe, initiate building evacuation.
7. If spill is too large to handle call 911.

HAZARDOUS MATERIALS TRANSPORT INCIDENT (TRUCK)

If Asked to Evacuate

1. Leave the building/area immediately. Follow the routes recommended by the authorities
2. Monitor information from Tallmadge/Summit County authorities and stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.
3. If you have time, minimize contamination in the church by closing all windows and turning off air conditioners and fans.

If You Are Outside on Grounds

1. Stay upstream, uphill and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area.
2. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
3. Stay away from accident victims exposed to hazardous materials until the hazardous material has been identified and addressed by first responders. First responders will decontaminate and care for those exposed, and their belongings.

CPR/First Aid Trained Members

(updated 1/4/2024)

8:00 service

Dr. Jim Bailey

Vicki Sandman-RN

Ashley Fosnight

Gail McAlister

Jodie Toepke

Annie Alberts

Sue Pifer

Heidi Wojcik

10:30 service

Dan Conley

Laura Miller

Beth Niermann

Gail McAlister

Jarod Shoup

Annie Alberts

Sue Pifer

TLC Elders and Ushers

(updated 1/29/2025)

8:00 service

* **Dr. Jim Bailey**

* **Chris Tywon**

* **John Dailey**

* **Dan Fosnight**

Jim Kirkendall- u

Brian Kuntz- u

Pamela Meece- u

10:30 service

* **Marty Hauser**

* **Bob Knepper**

* **Todd Hedderly**

* **Jim Case**

* **Kevin Heilmeier**

* **Eric Fink**

Pat Larson- u

* Should be able to distinguish between visitors and regulars.

Bi-annual announcements

(required by Pastor Andy or a Safety Team member during services and all group leaders)

2024- 2nd Sunday in January and 2nd Sunday in September

- In case of emergency, point out ALL exits available.
- If it is an immediate threat, pull the fire alarm to notify the entire building.
- Cold weather- all members go to their cars until further notice.
- Warm weather- all members go to the pavilion until further notice.
- NEVER drive away, so that we can account for every person and not be in the way of emergency vehicles.

ANY/ALL safety team members will assist members during an emergency to exit the sanctuary, give information necessary and exiting the building.

- Each area that is used on a Sunday morning will have maps posted to indicate closest exits from the church. Maps will indicate where the pull stations and fire extinguishers are located as well as exits.
 - Room 1
 - Room 7
 - Room 12
 - Youth room
 - Nursery
 - Sanctuary- will be the responsibility of the music director.
- In case of an emergency, members will be given information, reminded to remain calm and exit the sanctuary/area in an orderly manner as to not injure anyone else.