

Grace Lutheran Church, Mount Prospect, IL Emergency Plan

1. Communicate the situation to all.
2. The head usher is the team leader and needs to calmly take charge of the situation. The head usher may name another person to lead if desired for any reason.
3. Team Leader should ask for assistance as needed and/or assign tasks to your team members. Note: Everyone in attendance is on your team.

Fire

1. Determine the source of the fire.
2. Assess the severity.
3. Extinguish fire if possible.

If fire cannot be extinguished,

4. Assign someone to call 911 and pull building fire alarm.
5. Communicate to everyone the location of the fire within the building.
6. Tell everyone to go to the meeting place, the skateboard park, not to cars.
7. Move people out of the building through all safe exits.
8. Assign teams of 2 to walk through the building yelling FIRE and making sure everyone is out of the building (as safety allows).
9. Close fire doors to contain the fire if possible.
10. Assign a team to direct the fire fighters to the fire source.

Tornadoes & severe thunderstorms

Move to areas of building away from windows - bathrooms, storage room, west hallway avoiding windows as much as possible.

Earthquakes

Drop, cover, and hold. Stay inside until the shaking stops and it is safe to exit.

Medical emergencies

1. Assign one team member to call 911.
2. Ask for the Grace medical corp to attend the person in need.
3. Consider moving the church service to another area of the church.
4. Assign a team to direct fire dept. personnel to the distressed person.

Hazardous chemical spills, other situations

1. Get as many facts as possible
2. Call 911, explain the situation and follow their instruction.
3. If 911 cannot be reached, recruit any outside help from the village and media sources. Determine if the safest course is to shelter in place or evacuate. Then communicate and act accordingly.