

FMT-006 Emergency Preparedness Plan

Policy No. FMT-006

Rev 1

Purpose Statement

Life is always full of surprises. We can be surprised by God's grace, good news, and unexpected gifts of sweet moments in nature or friendship. But in our broken world, we can also be surprised by emergencies posing danger. Scripture includes many stories of how God's people have faced famines, plagues, fires, earthquakes, and threats from other people. One of God's blessings is guidance to be prepared. God guided Joseph to develop an "emergency plan" to weather seven years of drought in Egypt by preparing for it with seven years of storing extra crops. God guided Moses with an "emergency plan" for how the people could avoid the Spirit of death at Passover. God guided Mary and Joseph with an "emergency plan" for how to escape Herod's soldiers by fleeing to Egypt. We too, today, are blessed when God guides us in discerning emergency plans.

This document is offered in a spirit of prayer, that God would be in our preparation to minimize the impact of potential threats. May our preparation be a way we live out in a concrete way Jesus' Great Command to love God by loving our neighbor. Our prayer is that this is one document which is well-read, but rarely implemented.

Emergency Numbers

An emergency is a situation—actual or imminent—that endangers the safety of the congregation and visitors or the security of the properties.

For assistance in a medical or safety emergency, call 911 or the local emergency numbers listed below.

EMERGENCY 911

When you call:

- Identify yourself and the specific location of the emergency. Give the street address (101 N. Peachtree Parkway). Tell what has occurred. Be concise and factual.
- Relate known or suspected injuries or fatalities.
- Identify immediate help needed.

If appropriate notify: Individuals on your location's emergency contact list.

Local Emergency Numbers

Fire	911	770-461-4357 (non-emergency)
Police	911	770-487-8866 (non-emergency)
Ambulance	911	
Hospital ER	911	770-719-7000 (non-emergency)
Animal Control	770-631-7210	
Poison Control	800-222-1222	404-616-9000 (non-emergency)

Emergency Contact List

COS individuals who should be contacted in an emergency are:

Name	Title	Cell Number
Kendra Milburn	Office Manager	310-913-2906
Pastor Fritz Wiese	Senior Pastor	770-880-2069
Pastor Wes Smith	Associate Pastor	404-694-2703
Shelly Jakubowski	Event Coordinator	858-248-5939
Larry Peterson	Minister of Music	563-340-1443
April Peterson	Director of Preschool	563-940-1563

In the event of a disaster, please contact:

Mary Brunso, ELCA Disaster Relief Coordinator	563-343-0780
Southeast Synod Office, ELCA	404 589-1977

Service Provider Numbers	Emergency	Customer Service
<u>Gas Company</u> Gas South Atlanta Gas Light (Gas Leak) Account: 6478564273	770-907-4231	866-426-2491
<u>Electric Company</u> Georgia Power (Power Outage) Account: 00109-48008	888-891-0938	888-655-5888

Service Provider Numbers	Emergency	Customer Service
<u>Water Company</u> Fayette County Water System Account: 109494-19321	770-461-1146	770-461-1146
<u>Electric Company – Palmetto Road</u> Coweta-Fayette EMC Account: 33025697002 Account: 33025697003	770-502-0226	770-502-0226
<u>Insurance</u> Brotherhood Mutual Bitner Henry Insurance Group Alyse Halderman Bobby Siska Policy Number: 10MLA0329303	404-938-7780	301-739-2260

Medical Emergency

Emergency Actions-In the event of an injury or other medical emergency:

Call 911. Be prepared to give the following information:

- Name and extension.
- Location. (101 N. Peachtree Parkway, Peachtree City, GA 30269)
- Number of people involved.
- Nature of injury or illness.

While waiting for professional help do not move the ill or injured person. Make an announcement to the congregation if there are any nurses and/or doctors present to assist.

In the case an Automated External Defibrillator (AED) is needed, you will find one in the narthex directly across the main double doors of the sanctuary.

When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Treat minor injuries from supplies in the first aid kits. The kits are located in the following areas:

- Lower Level
 - Reception Desk
 - Conference Room 111

- Children and Youth Director Office
- Upper Level
 - Column at top of stairs directly across the main double doors of the sanctuary
 - Nursery
 - Fellowship Hall Kitchen

Fire Emergency

If you detect smoke:

- Call 911.
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Advise the Office Manager, Pastors, or other staff member of the situation.

If you detect fire:

- Activate the manual fire alarm
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location (101 N. Peachtree Parkway)
- 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. Lower-level fire extinguishers are located outside Rooms 116 (Sr. Pastor Office), 120A (Preschool), 124B (Preschool), 136 (Hallway), 145 (Men's Restroom), 149A Elevator Room), 150-152 (Choir Hallway) and 155 (Mechanical). Upper-level fire extinguishers are located by Rooms 220 (Fellowship Hall), 221 (Kitchen), 226 (Loft), 231 (hallway), 234 (Nursery), 243 (Columbarium).
- 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.
- Advise the Office Manager, Pastors, or other staff member of the situation.

If the Fire Warning Alarm Sounds

- Do not use the elevator.
- Evacuate immediately, using the nearest exit. Walk quickly. Do not run.

Note: Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.

- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- 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.
- Proceed to the ground level and outdoors. **Move to the lower-level parking lot towards the wooded section near the trash container and storage units.**
- 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.)

If a Building Evacuation is Initiated, Please Remember to:

- Remain calm.
- Follow the instructions of the Office Manager or Staff Member, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, church members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

False Alarm

- Go to the Fire Alarm Box located in the lower lobby near the main entrance.
- Locate the indicator of where the alarm went off.
- Once you have established there is no threat, re-set the pull box where the indicator located it.
- The alarm company will call. If no one answers the phone to ensure that it is a false alarm, then they will contact the Fire Department. You can contact Twelve & Associates (the alarm company) by calling 770-953-8585.

Reset Fire Alarm

Contact Twelve & Associates (the alarm company) by calling 770-953-8585.

Evacuations

If an emergency evacuation is necessary during a worship service, the pastor will make the announcement over the microphone, which will additionally be broadcast in the narthex. The message will be repeated at least three times in the Fellowship Hall and Sanctuary.

Convey the sense of urgency but keep people calm. The message should include the words: Situation, Walk Calmly. Avoid words like Emergency, Danger, and Run.

Ushers will direct attendees to appropriate exits and encourage people to stay calm. If someone needs additional assistance, designate someone to help them. After everyone has evacuated, sweep the areas for victims or stragglers. Report any known missing persons to the Police and their last known location.

Severe Weather / Tornado

The 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, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

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 watch, battery-powered radios located on the upper-level narthex in the usher cabinet and lower-level reception area should be tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, Office Manager or other emergency staff contacts should initiate actions to notify and protect all staff and church members in the facility. The number for Georgia Power is 1-888-891-0938 emergency and 1-888-655-5888 for non-emergency.

If a Tornado Warning is announced

When you hear the announcement for a tornado warning:

- Move to a designated tornado shelter immediately. Move quickly, but do not run. Appropriate shelter includes the following rooms on the lower-level: Choir Room (154 and 152) and Sunday School Rooms (142, 140, 136, 134, 132, and 130)
- Do not use elevators.
- Assist disabled persons in your area.
- Close the door to your room, once filled to capacity.
- Wait in the shelter until you hear an announcement from a staff member that it is safe to return to your area.

Tornado Safety Basics

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- 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 culverts or low retaining wall.

Natural Disasters

Flooding

In the event of heavy rain, be aware of flash floods. If you see any possibility of a flash flood occurring, move immediately to a safer location.

Monitor reports on flood conditions. If advised to evacuate:

- Secure the building
- Lock the doors
- Calmly leave immediately

Lightening

When a thunderstorm threatens, go immediately inside for protection. Stay away from windows, water, sinks, faucets, and phones.

Serious Water Leaks / Water Line Break

If there is a serious leak from a water line, you must shut off the main water supply to the building. The water shut valves are located on the lower-level room 136. The locations

are marked in room 136. Obtain a ladder and remove ceiling tiles to access the shut off valves.

Once the water supply is shut off, contact the Office Manager, who will then contact the water company, if the county water line is broken. If there is a serious leak within the building that a volunteer cannot fix, contact our plumbing vendor.

Power Failure

If power is lost, first check the circuit breaker panels for the area that lost power. The following table lists all the circuit panels and what they serve.

Circuit Panel No.	Level	Room	Access	Serves
MDP	Lower	115A	Off Room 115A	
MDP-1	Lower	115A	Off Room 115A	
MLP	Lower	132B	Main Electrical Room	
DP	Lower	132B	Main Electrical Room	
C	Lower	155	Off Room 154	
K	Upper	222	Off Room 221	
B	Upper	231	Fellowship Hall	
FH	Upper	231	Fellowship Hall	
LA	Upper	239	Mechanical Room	

If power is out throughout the whole building, contact Georgia Power to let them know of an outage.

Once power is restored, you must re-set the fire alarm system. Contact the fire alarm company Twelve & Associates by calling 770-953-8585.

Elevator Malfunction or Emergency

Contact Otis Elevator Company by calling 800-233-6847.

Bomb Threat

When a bomb threat is called in, try to get as much information from the caller.

- When will the bomb explode?
- Where is the bomb located?
- What does it look like?
- Why did you place it here?
- Where are you calling from?
- Is the caller male or female?
- What is their approximate age?
- Did the caller have any voice characteristics?
- Did the caller have previous knowledge of our facility?

- Were there any background noises?

Stay on the line as long as the caller continues to provide useful information.

Immediately evacuate the premises and call 911.

If the threat of an explosion device is immediate, evacuate all people from the premise.

Suspicious Persons

Try to determine who the person is here to see or the purpose of his or her visit. If you determine there is no reason for the visit and you feel threatened, please direct them to leave the property.

As a precaution, never give out any personal information for a staff member (i.e. home address, phone number, names of spouse/children, etc.). Ask to take a message and have the staff member call them back.

Active Shooter

Active shooter policy guidelines focus on preparedness, planning, training, and the "Run, Hide, Fight" response strategy, drawing heavily on resources from local law enforcement.

Preparedness, Planning and Training

- **Form a security team** composed of volunteers, ideally with law enforcement, security, or medical backgrounds.
- **Coordinate with local law enforcement and first responders.** Share building schematics, entry points, and emergency contact information to assist their response. Many local police departments offer guidance and will perform a security audit of your facility.
- **Assess vulnerabilities** like unsecured doors, poor lighting, and numerous access points.
- **Control access points**, potentially by closing sanctuary doors after a service begins and having trained greeters manage latecomers.
- **Train staff and members** to identify concerning behavior or "pre-attack indicators" like the development of a personal grievance, a fascination with past shootings, or agitated behavior, and establish guidelines for reporting concerns to leaders or calling 911 immediately.

Response Guidelines

In an active shooter situation, adhere to following response guidelines.

- **Run (Evacuate):**
 - If a safe escape route is available, evacuate the premises immediately.

- Have escape routes and plans in mind, using multiple exits.
- Leave belongings behind, visualize escape routes (including those for individuals with disabilities) and keep hands visible to law enforcement.
- Once safe, call 911 and provide the shooter's location, number, and weapon type.
- **Hide (Barricade/Lockdown):**
 - If escape is not possible, find a secure location out of the shooter's view.
 - Lock and barricade doors with heavy furniture, turn off lights, and silence all electronic devices, and spread out along walls out of the shooter's view
 - Stay quiet and away from windows.
 - Do not open the door once secured unless you are certain it is law enforcement personnel.
- **Fight (Counter/Take Action):**
 - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter with improvised weapons or coordinated action.
 - Act aggressively, yell, throw items, and use improvised weapons (fire extinguishers, lamps, etc.).

Poison

If someone may have been poisoned, call the toll-free Poison Help line (1-800-222-1222), which connects you to your local poison center, to speak with a poison expert right away.

- If the person is not breathing, call 911.
- If the person inhaled poison, get him or her fresh air right away.
- If the person has poison on the skin, take off any clothing the poison touched. Rinse skin with running water for 15 to 20 minutes.
- If the person has poison in the eyes, rinse eyes with running water for 15 to 20 minutes.
- Do not use activated charcoal when you think someone may have been poisoned.

Do not wait for signs of poisoning before calling Poison Help (1-800-222-1222), which connects you to your local poison center. Stay calm. Not all medicines, chemicals, or household products are poisonous. Not all contact with poison results in poisoning. Make sure to have the container of the product you think caused the poisoning nearby. The label has important information.

Be ready (if you can) to tell the expert on the phone:

- The exposed person's age and weight
- Known health conditions or problems
- The product involved

- How the product contacted the person (for example, by mouth, by inhaling, through the skin, or through the eyes)
- How long ago the poison contacted the person
- What first aid has already been given
- Whether the person has vomited
- Your exact location and how long it would take you to get to a hospital

Protesters

If a situation arises, that protesters are on COS premises, the ultimate goal is for the demonstration to not grow or become a dangerous activity. The best way to mitigate risk is to follow these steps:

- **Call Police-**This is the single most effective step your ministry can take to avert problems. Only law enforcement officers possess the legal authority to deal with the most dangerous elements of a disruptive group. Laws in every state allow officers to arrest demonstrators for even the slightest assault on the officer, effectively removing these potentially dangerous individuals from the demonstration. Allowing police to deal with protesters outside your ministry allows you to focus on the people inside your ministry.
- **Craft Your Message-** After giving local law enforcement any information you have about a pending demonstration, the next step is to craft the message that your church wants to communicate before, during, and after this event. Often, media will cover a church protest.
- **Coach the Congregation-** To prepare your church to be united in the face of protests, you'll need to instruct members how to respond appropriately.

Media Communications

If the media contacts the church, instruct all staff and volunteers to direct all media inquiries they receive to Pastor Fritz Wiese at 770-880-2069. This will help ensure that all media interviews receive the same, accurate information.

Policy Revision History

Emergency Preparedness Plan

Policy No. FMT-006

Rev No.	Date	Author	Content
1	06 Jan 2026	D. Pfundt	Various updates, approved by FMT 101 Committee. For review and approval by church council
0		S. Kunig	Approval by church council