



**EMERGENCY
RESPONSE
PLAN**

53163 Highway 21
Sherwood Park, Alberta
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780-416-9594

Version 1.0

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Glory Lutheran Church Emergency Response Plan

A. Purpose of the Plan

An emergency is a situation that threatens staff, members, guests and the general public, disrupts or closes down the church facility and can cause physical or environmental damage. Emergencies often include a series of quickly unfolding events, and a great deal of confusion.

Planning ahead is essential for an effective and efficient emergency response that will ensure the following:

1. Safe and effective responses to emergency, urgent, or critical situations that may occur at Glory Lutheran Church (Glory)
2. An understanding of what to do when the fire alarm is activated or when emergency procedures are being activated
3. The health and safety of Glory members, staff and guests
4. The protection of Glory property, operations and the environment.

This Emergency Response Plan (ERP) outlines actions that staff, volunteers, members, children and guests of Glory must take to ensure safety from fire and other emergencies.

The ERP addresses emergencies that may reasonably be expected to occur at the church location and includes such topics as fire, chemical release, tornadoes, severe snowfall and other weather phenomenon and first aid response. As well, the ERP identifies responses for any equipment or utilities failures.

It is vital to the continued functioning of the ministry, our staff, volunteers and members that we are prepared to respond effectively in times of emergencies. This plan is to be used in case of emergency. All members of staff, volunteers, and other ministry personnel should:

1. Familiarize themselves with the plan
2. Be prepared to activate it immediately
3. Perform any duties to which they are assigned to make its activation effective.

B. Location of the Plan

Building evacuation maps and evacuation instructions are posted beside exit doors in each room. All who use that room should familiarize themselves with the evacuation exits as they apply to that room. ERP training will be provided to the staff and volunteers as appropriate so they can respond immediately upon receiving the necessary warning.

A copy of the full ERP is located in:

1. Each zone (Sound Booth, Narthex information desk, Sunday School Room)
2. The general office
3. The Pastor's office
4. Council Member binders
5. On the website.

C. Types of Emergencies

Emergency situations can be generated by a variety of causes and no community is immune from disaster. Weather related emergencies such as tornados, floods, severe snowfall and other natural disasters can also pose major threats. In the context of Glory, the following have been identified as potential risks that could impact the safety of people and property.

1. Medical Emergency (e.g. Member/visitor falls, kitchen injury, heart attack, poison, playground injury etc.)
2. Fire (e.g. building and grass fires)
3. Bomb Threat
4. Toxic Chemical Spill (e.g. train derailment, truck accident/rollover)
5. Severe Weather (e.g. high wind, rain, snow, tornado, flood)
6. Unwelcome intruders in the facility who pose a threat
7. Hazardous Materials
8. Technical Problems (e.g. telephone, computer, cyber attack)
9. Utility Failure (e.g. gas, electricity, water, telephone)
10. Vehicle Accident

Other potential risk threats not included in this plan are earthquakes, aircraft/space debris, civil disturbance and nuclear explosion. In the unlikely event of such disasters, the fire, evacuation, shelter-in-place and communication plans would be put into effect.

D. Emergency Response Team

1. Council Chair
2. Council Vice-Chair
3. Property Chair
4. ERP Team Leaders

E. Emergency Response Team Responsibilities

It is the responsibility of the ERP Team to:

1. Coordinate the implementation of the ERP
2. Coordinate the communication and training of the ERP
3. Ensure that equipment is checked and that drills are conducted
4. Review the ERP annually.

It is the responsibility of the ERP Team Leaders ("Red Caps"), in the event of an emergent situation, to coordinate and monitor the emergency response. The ERP Leaders will:

1. Identify the emerging situation
2. Communicate and coordinate the response (e.g. evacuation, shelter-in-place)
3. Complete a final sweep of the facility to ensure all individuals have responded to the situation (e.g. evacuation)
4. Contact or direct contact with Emergency Services
5. Communicate the "all clear" to permit access back into the building when emergency service providers have advised the building is safe to re-enter and that the emergency no longer exists.

ERP Team Leaders can be identified by their **"Red Caps"**.

F. Emergency Numbers (Attachment I – Page 21 for a complete listing)

- | | | |
|----------------------------|---|--------------|
| 1. Emergency | 9-1-1 | |
| 2. Police | 780.467.7741 (Non-emergency) | |
| 3. Fire & Ambulance | 780.467.5216 (Non-emergency) | |
| 4. HealthLink Alberta | 780.408.5465 | |
| 5. Alberta Emergency Alert | http://www.emergencyalert.alberta.ca/ | |
| 6. Poison Control | 1.800.332.1414 | |
| 7. Pastor | 780.267.4921 (Cell) | |
| 8. Glory ERP Team | | |
| a. Council Chair | Minna Peever | 780.473.5592 |
| b. Council Vice-Chair | Alan Wood | 780.464.0640 |
| c. Property Chair | Alfred Weimann | 780.467.9470 |
| d. ERP Team Member | Mark Becker | 780.998.5345 |
| e. ERP Team Member | Tiim Berg | 780.449.6682 |
| f. ERP Team Member | Tim Kihn | 780.464.3011 |
| g. ERP Team Member | Doug Sime | 780.467.8000 |

G. Training and ERP Communication

Training and communication of the ERP is a basic requirement for an effective emergency response and is a continuous process. It is the responsibility of the Property Committee to

1. Staff and Volunteers
All staff and volunteers who may be affected by an emergency in the facility will be given an ERP booklet. It is expected that staff and volunteers will familiarize themselves with the plan. Plan familiarization sessions will be held periodically to complement communication of the ERP.
2. Congregation Members
Congregation members will be made aware of the plan verbally, in bulletins and newsletters, on the website and through emergency response drills.

H. Emergency Assembly Areas

a. For Evacuations

For most emergency evacuations, the safe **Emergency Assembly Area** will be the concrete pad on the East side of the building. For evacuations related to toxic chemicals in the air, directions will be provided prior to evacuation of the building. Wind direction must be taken into account for evacuations of this nature.



In cold, wet or severe weather congregation members may go to their vehicles, however, **they should not attempt to leave the parking lot. All roads and parking lot through lanes must remain clear for emergency vehicles.**

b. Lock-Down

In the event of a lock-down emergency, the most secure spaces with few windows and lockable doors include the **sanctuary, main office and Sunday School Room Luke.** (Attachment IV – Page 25)

c. Shelter-In-Place

In the event of a shelter-in-place emergency, the most secure space is the sanctuary. (Attachment IV – Page 25)

I. Emergency Response Action Plan

1. Medical Emergency

Medical emergencies may vary from a minor cut to broken bones from a fall or a heart attack. Injuries are classified into three categories:

MINOR - those that can be handled by basic first aid procedures and do not require immediate additional medical treatment or transportation (e.g. minor cuts, bumps and bruises).

SERIOUS/NON-LIFE-THREATENING - those that require immediate medical attention beyond the first aid that can be provided by on site medical personnel. These injuries do not require ambulance transportation.

SERIOUS/LIFE-THREATENING - these injuries require immediate transportation by ambulance to a medical facility. This includes, but is not limited to, all individuals with chest pains, breathing difficulties, severe bone breaks, back injuries, severe cuts with uncontrollable bleeding, unconscious persons, severe head injuries, and any other injury or illness that may cause the individual to lose consciousness or experience cardiac arrest while in transit to a medical facility. Individuals with serious/life-threatening injuries should not be transported in private vehicles because of the lack of communications equipment.

a. Universal precautions in first aid

Some people are afraid to give first aid because they think they might catch a disease from the casualty. However, people needing assistance are most likely to be family and friends. The risk of a serious infection being transmitted when giving first aid is small. Use the following universal precautions to further minimize this risk and give first aid safely.

- i. Wash your hands with soap and running water immediately after any contact with a casualty.
- ii. Wear vinyl or latex gloves whenever you might be in touch with the casualty's blood, body fluids, open wounds or sores.
- iii. Handle sharp objects with extra care.

b. First Aid Equipment and Personnel

- i. **First aid kits** are located in the **general office, kitchen and sanctuary sound booth.**
- ii. **Ice and ice packs** are located in the **kitchen refrigerator.**
- iii. An **automated defibrillator** is located in the **narthex.**
- iv. A list of congregation members with first aid and/or medical training is listed in Attachment II – Page 23.

c. First Responders

- i. Keep Calm.
- ii. Assess the situation.
- iii. Arrive at a diagnosis.
- iv. Send for help.

- v. Give immediate first aid until relieved by emergency personnel.
- vi. Do not move the casualty unless absolutely necessary.
- vii. Check responsiveness.
- viii. Check airway, breathing and circulation.
- ix. Stop serious bleeding.
- x. Check for broken bones or other injuries.
- xi. Arrange without delay for Medical Aid or removal to a hospital according to the seriousness of the condition of the casualty. Call 9-1-1.
- xii. HealthLink Alberta can be contacted for first aid assistance at 780.408.5465 or at www.MyHealth.Alberta.ca.

d. Automated External Defibrillation - AED

Time is a critical factor in determining survival from cardiac arrest. The defibrillator is located in the narthex. While the AED is being applied, CALL 9-1-1 for assistance.

- i. Press the POWER On button
 - Connect cables to AED
 - Attach cables to electrode pads
- ii. Attach adhesive electrode pads to the casualty's chest
 - Bare the chest
 - Shave the chest if necessary where the pads will be placed.
 - Dry the chest if necessary.
 - Peel away the protective plastic and attach electrode pads – one pad on the right upper front side of the casualty's chest just below the collarbone and one pad on the left lower anterior chest wall just below the nipple.
- iii. Stand back and ensure no one is touching the casualty (clear casualty).
- iv. Press the ANALYZE button on the defibrillator and follow the voice prompts.

2. Fire

Glory Lutheran Church is constructed as 3 modules separated by fire rated walls, fire doors and office fire shutter. The facility is equipped with fire pull alarms, smoke detectors, strobe lights, exit lights, and fire extinguishers in strategic locations (Attachment III – Page 24). The fire annunciation panel is located between the double front entrance doors.



Fire Alarm Pull Switch



Exit Light With Emergency Lights



Fire Alarm With Strobe Lights



Smoke Detector



Main Fire Annunciation Panel

The church fire alarm system is monitored by Chubb Security Systems who in turn are connected to Strathcona County Emergency Services. If an alarm is activated, Chubb will attempt to verify its authenticity by calling



Chubb Monitor

Reaching Up...Reaching Out...Reaching In...

designated members of Glory Lutheran Church (See Attachment I – Page 21). If verification is not possible or not immediate, Strathcona County Emergency Services will be contacted.

The Chubb monitoring unit is located in the mechanical room.

a. If you discover a fire:

- i. Immediately evacuate the building (Attachment IV – Page 25). **Do not fight the fire** unless it is very small (e.g. pot on stove, smoldering waste receptacle).
- ii. As you evacuate, activate the fire alarm system by using an emergency pull-station. – **PULL THE FIRE ALARM.**
- iii. Close doors behind you as you leave. **Do not lock the doors.**
- iv. Assist others in evacuating. If someone is unable to leave, you should continue to evacuate and alert ERP Team Leaders (Red Cap) or Emergency Services.
- v. Go to the evacuation **Emergency Assembly Area** located at the concrete pad on the East side of the building.
- vi. Dial 9-1-1 and provide the dispatcher with all requested information. **Do not hang up until directed to do so.**
- vi. Briefly describe the nature of the emergency (e.g. Fire)
 - The church address is: 53163 Highway 21 Sherwood Park
 - Access to the church is via the service road from the corner of the Yellowhead (Highway 16) and Range Road 225.
 - Church Telephone: 780.416.9594

b. If the Fire Alarm sounds – commence evacuation:

If you are inside the building; The fire alarm will be a shrill steady sound that includes a flashing strobe light. **Do not wait to see if the alarm is a test.** All occupants must immediately evacuate in an orderly manner through the appropriate designated fire exit posted beside the exit door.

- i. Move to the nearest exit in an orderly manner (Attachment IV – Page 25). All **evacuees should not stop to collect personal belongings** (e.g. purses, coats, boots etc.) but should evacuate the building immediately. At no time should fire doors be used as exits unless all other exits are blocked.
- ii. If possible, close all doors and windows, this will slow the spread of smoke and fire.
- iii. Before opening doors, feel the door and if it is hot, do not open it. Choose an alternate route. If you are in an area filled with smoke, take short breaths, breath through your nose, crawl along the floor where the air is cooler. If forced to make a dash through smoke or flame, hold your breath.
- iv. It is the responsibility of all evacuees to help those who require assistance.
- v. The last person leaving a room and a zone, should make a quick sweep of the area to ensure all occupants have evacuated. Upon leaving the facility, the room and exit door should be closed. **Do not lock the door.**

- vi. Upon exiting the building move away from the church to the **Emergency Assembly Area** located on the North East side of the building.
 - vii. Anyone supervising a group (adults or children) should complete a head count and immediately report anyone missing to the designated ERP Team Leader.
 - viii. Call the Fire Department by dialing 9-1-1 and provide the following information:
 - Briefly describe the nature of the emergency (e.g. Fire)
 - The church address is: 53163 Highway 21 Sherwood Park
 - Access to the church is via the service road from the corner of the Yellowhead (Highway 16) and Range Road 225.
 - Church Telephone: 780.416.9594
 - ix. Once you have left the building, do not re-enter until advised to do so by the Glory ERP Team Leader.
- c. If you are outside the building;** do not enter the building. Assist others once they are safely away from the building and encourage them to remain at the **Emergency Assembly Area**.
- d. Missing Persons Procedure**

Missing persons can consist of persons seriously injured, those locked in enclosures, and those with disabilities unable to exit the building.

The Missing Persons Procedure is as follows:

Upon discovering that a person is missing, Emergency Service Responders on the scene should be immediately notified. If EMS has not arrived, the Glory ERP Team Leader will immediately conduct a thorough search of the facility and surrounding grounds and buildings. This search should include checking restrooms, office, storage areas etc. This should only be done when it does not place the searchers in danger.

If a missing person is located and found injured, first aid should be rendered, if there is time to do so.

If the search fails to locate the missing person, EMS responders should be advised providing full details about the missing person (e.g. name, age, physical condition etc.).

e. Using a Fire Extinguisher:

Fire extinguishers are an effective method of fighting small fires; however, there are limitations and potential hazards associated with their use.

Handheld extinguishers are only designed to extinguish small fires (less than half the size of the observer). Any fire that engages any portion of the building structure or electrical fires should be abandoned and left to the expertise of professional firefighters.



If you must use a fire extinguisher to escape, locate and activate the extinguisher by pulling the pin, aiming the nozzle, squeezing the handle to discharge the extinguishing agent. Aim at the base of the fire and sweep from side to side. **Pull, Aim, Squeeze, Sweep.**

Fire extinguishers are located in the following spaces:

- a. Kitchen – 2 extinguishers
- b. Narthex – South wall adjacent to the storage room entrance
- c. Sanctuary – In the sound booth
- d. Mechanical Room – South wall
- e. East/West Hall – Adjacent to the West exit door

Specific locations of fire extinguishers are also shown on Attachment III.

Note that the church is equipped with CLASS ABC multipurpose dry chemical fire extinguishers.

3. Grass Fire

There is the risk of a grass fire given that the church has farmland and trees to the East of the building. In the event of a grass fire in the area:

- a. Call the Fire Department at 9-1-1. - Briefly describe the nature of the emergency (e.g. Grass Fire)
 - The church address is: 53163 Highway 21 Sherwood Park
 - Access to the church is via the service road from the corner of the Yellowhead (Highway 16) and Range Road 225.
- b. Evacuate the building and advise all people to leave the area if it is safe to do so. Caution will need to be exercised in leaving the area as emergency vehicles may be arriving to deal with the fire.
- c. If smoke is an issue, the **Shelter-In-Place Protocol** may have to be used if it is safe to do so.
- d. Depending upon the timing of the fire, it may be necessary to implement the **Service Cancellation Protocol**.

4. Severe Weather

a. Strong wind, heavy rain, blizzard conditions:

In the event of severe weather conditions including strong winds, heavy rain or blizzard conditions, congregation members will be directed to seek shelter in the building until it is safe to travel home. **The internal designated shelter-in-place location is the sanctuary.**

Weather conditions can be monitored using the Pastor's or office computer the radio and/or the Alberta Emergency Alert connection.

b. Tornadoes

Tornadoes are extremely powerful weather phenomena that can cause extensive damage to structures and people. A tornado watch is issued when conditions are right for a tornado. A tornado warning is an alert given by the National Weather Service (e.g. Environment Canada) confirming a tornado sighting and location. In the event the National Weather Alert Station or the Alberta Emergency Alert Network issues a

tornado warning for the vicinity of any GLORY buildings, information will be conveyed to those in the building.

In the event of a tornado Glory members will be directed to take the following action:

- i. Move away from the perimeter of the building and exterior glass.
- ii. Leave the office or room and close the door.
- iii. Go to the Sanctuary as the designated shelter-in-place station
- iv. Sit down or kneel and protect your head and neck.
- v. Do not go outside of the building.
- vi. If caught in an exterior room, seek protection under a desk.

After the emergency has passed, a search for members should be conducted and first aid provided. Directions to return home will only be given if safe to do so.

c. Service Cancellation:

On occasion it may be necessary to cancel a Sunday service or mid-week event due to severe weather (e.g. blizzard or heavy snow conditions), utility failure or special circumstances. The decision to cancel a service or an event will be made by the Pastor in consultation with the Council Chair or designate. That decision will be communicated in the following manner:

- i. Telephone Fan Out
 - Initial contact persons (Pastor, Council Chair and Property Chair) will telephone their designated members of Council.
 - Members of Council will contact their designated members of the congregation.
- ii. Church Telephone Redirect (Advanced Call Forwarding) – The church telephone number will be redirected to a designated congregation members home number so incoming calls can be answered with a live voice. **The procedure for Advanced Call Forwarding is provided at the bottom of the Emergency Number List.**
- iii. An email message will be sent to congregation members.
- iv. A message will be posted on the website.
- v. A member of the congregation will be stationed at the entrance of the service road and RR225 to redirect those who may not be aware of the service cancellation.

5. Bomb Threat

a. Evacuation:

If you are advised to leave the building, evacuate to the nearest safe exit (Attachment IV – Page 25) and proceed to the **Emergency Assembly Area** in the same manner as you would during a fire evacuation. **Take your lunch container and purse with you.** This will decrease the number of packages to be examined by search teams if a suspicious item has not already been found. Leave doors and windows open. (Do Not lock doors). Do not re-enter the building until emergency personnel give the OK.

b. Responding To A Telephone Bomb Threat

According to the RCMP, most bomb threats are made by telephone to places of employment. When you are prepared for such a call, you can respond in a calm manner, ask for specific information about the bomb and listen for some identifying characteristics of the caller. While on the telephone, you may be able to initiate a trace of the telephone number of the caller, providing vital information about the caller's whereabouts.

The following guide will help you record the details of a bomb threat made by telephone.

When a bomb threat is received:

- i. Listen.
- ii. Be calm, courteous and sympathetic.
- iii. Do not interrupt the caller. Allow the caller to talk to obtain as much information as possible.
- iv. While attempting to record as much information as possible about the bomb threat, try and attract another person and have them call the police at 9-1-1. There will be a form beside the telephone on which to record the information.
- v. Complete the form provided in Attachment V - Page 26 and give it to the police.

Call trace:

- i. Steps to take: Have someone call the RCMP at 9-1-1 and inform them of the situation
- ii. Call trace number to dial: - 780.416.9594

Details of the bomb threat to be recorded:

- i. Date:
- ii. Time (include a.m. or p.m.):
- iii. Duration of call:
- iv. Exact wording of threat:

Questions to ask:

- i. What time will the bomb explode?
- ii. Where is it?
- iii. What does it look like?
- iv. Where are you calling from?
- v. Why did you place the bomb?
- vi. What is your name?
- vii. Whom are you targeting? Why?
- viii. What message are you sending?

c. Suspicious Package:

If you are holding a suspicious package / object:

- i. Treat the package as if it is potentially harmful.
- ii. Evacuate others from the immediate area.
- iii. Gently set the item down on a solid surface or on the floor.
- iv. If there is powder or liquid, try to set the item down in a container like a trash can or bucket. Cover the item with an article of clothing.

- v. Leave the immediate area.
- vi. Advise the Pastor or ERP Team Leader.

If you locate a suspicious package / object:

- i. Remain calm.
- ii. DO NOT touch, move, open or smell the object.
- iii. DO NOT activate the fire alarm system.
- iv. When in close proximity to the package, do not transmit over radio or cell phones.
- v. Move yourself, and others, away from the package and contact the Pastor, ERP Team Leader or RCMP
- vi. Evacuate the building and move to the **Emergency Assembly Area**
- vii. Isolate the area and do not allow anyone to enter until responders have specifically said that the area is safe.
- viii. Request other witnesses to remain nearby to speak with responders.

6. Explosions

Explosions can be caused by a number of things such as electrical malfunctions, pressure buildup in equipment, bombs, etc.

Be aware of equipment and/or other locations where explosions are possible (e.g., storage room, mechanical room, SEACAN etc.).

All congregation members have the responsibility to immediately report the discovery of potential explosive situations the Property Committee Chair.

In the event of an emergency, the following procedures should be implemented:

- a. Telephone 9-1-1 and provide all details. In most cases, the operator will ask the nature of the emergency. Stay calm and be precise (e.g., "an explosion at the north doors of GLORY"). Let the operator ask the questions and give calm, precise, and short answers.
- b. Evacuate the affected area.
- c. Establish a security area around the affected area until police or fire personnel arrive.
- d. Check gas and electrical systems for damage when possible.
- e. Have damaged or potentially damaged utilities shut off at main controls.
- f. Be aware of the possibility of secondary explosions and stay away from the damaged area until officials from the fire and/or police departments advise that it is safe to re-enter.

7. Unwanted Intruder

During the week all entrance doors are normally locked. Congregation members and visitors can ring the front door bell to gain entrance. In the event that an unwelcome or suspicious intruder gains entrance to the building when the doors are unlocked, the following action can be taken:

- a. Maintain a safe distance from the person
- b. Do not place yourself between the person and an escape route.
- c. Be direct with your questions but non-threatening.
- d. Ask, "Can I help you?" "Who are you here to see?"

- e. If the person is inconsistent, is evasive, or become abusive, contact 9-1-1.
- f. If you believe the intruder may be a threat, 9-1-1 should be called and the following lock-down procedure initiated. At no time should the intruder be confronted.

Lock-Down

Lock-downs are usually used in response to acts or threats of violence to occupants and/or staff, including any such activities in the general vicinity of the building. Designated personnel should immediately:

- a. **Move to the closest secure area in an orderly manner. The most secure areas** include the **general office, the sanctuary and Sunday School Room "Luke"**. All have lockable doors and minimal side-light windows.
- b. **If safe to do so, lock all exterior doors and windows.**
- c. **Check hallways and restrooms** to get to safety.
- d. Lead everyone who is outside the facility away from the building to a safe location.
- e. **If you cannot safely get to a specified lock-down room**, move to another room and lock the door.
- f. **Take roll call.**
- g. An intruder inside the facility is likely walking the building looking for victims. **It's essential to not be seen or heard** -- create obstacles between the threat and potential victims by locking doors, covering windows, and staying out of sight.
- h. Use the telephone or your cell phone to communicate with 9-1-1 or Police.
- i. **Remain in place until an all-clear command.** Don't open doors or windows for anyone unless you can easily confirm the person isn't a threat through identification precautions. Let rescuers find and come to you.

8. Working Alone Emergency

It is not uncommon for a staff member or volunteer to be working alone in the church. To help ensure personal safety and security of those working alone in the building, it is recommended that:

- a. Vehicles be parked close to the building in a well lit area and locked.
- b. Exterior doors be locked. Deliveries, guests, and congregation members can announce their presence by using the door bell.
- c. Staff and volunteers carry a cell phone or one of the office cordless phones at all times.
- d. The door should only be opened if the individual wanting access is known. If unsure, have the individual call the church at 780.416.9594 to identify her/himself and provide reasons for being at the church. It is standard procedure that all repair personnel will have an appointment and that a Property Committee member will be present. Staff and volunteers should be made aware of such appointments.
- e. If an unwanted intruder gains access to the building, staff and volunteers should:
 - i. Call 9-1-1
 - ii. Move to one of the designated lock down rooms, lock the door, remain quiet and move away from windows.
 - iii. Pull the fire alarm. This will alert emergency services and may cause the intruder to leave.

- e. All individuals working alone in the facility are aware of the ERP. In the event of an emergency (e.g. fire, explosion etc.), staff and volunteers should evacuate the building immediately.
- f. Staff or volunteers do not undertake any activity that poses a potential personal risk (e.g. working on a ladder, using chemicals like ammonia, moving heavy objects).
- g. Staff and volunteers ensure a family member or friend is aware they are working alone and that they will be returning home at a designated time.

9. Vehicle Accident

There are potential vehicle accident risks in several areas:

- a. In the passenger unloading/loading space under the facility car port.
- b. In the parking lot.
- c. Along the service road.
- d. At the intersection of Highway 16 and RR225 as vehicles attempt to merge on to the West bound lane of the Yellowhead. This is a very high risk intersection.

All members and guests must exercise caution while driving in the vicinity of the church. In the event of a minor accident with no personal injury, the vehicle owners are responsible for dealing with and reporting the accident in accordance with Provincial regulations.

If the accident involves personal injury, emergency services and police should be contacted by calling 9-1-1. It is the responsibility of the vehicle owners involved in the accident to work with emergency responders and police.

Witnesses to the accident should provide information to those involved.

10. Internal Chemical Odors

- a. **Gas** – If there is the smell of natural gas in the building, **a facility evacuation should be initiated immediately.** Do not pull the fire alarm. Rather, direct all occupants to leave through the nearest exit. **Immediately contact 9-1-1 and ATCO Gas Ltd at 1.800.511.3447.** Do not re-enter the building until advised that it is safe to do so.
- b. **Sewer Gas** – Glory Lutheran Church disposes of all sewage into a septic tank that is pumped out when full. Gases from the septic tank may enter the building if floor, shower and sink drains are allowed to dry out. Pouring water down the drains should eliminate the problem.
- c. **Burning Smell** – If a burning smell is detected, immediately check appliances (e.g. coffee urns, hot plates etc.), electronic equipment (e.g. projector, computers, sound system etc.), check for a fire or check for external smoke entering the building through the ventilation system. If the source of the burning smell cannot be determined, evacuate the building immediately and call 9-1-1.
- d. **Chemical Odors (e.g. cleaning fluids, external odors like smoke)** – All cleaning fluids are stored in the janitor room. Check to determine if there is

a spilled or a leaking container. Use caution when cleaning up spilled chemicals as they may be caustic.

Odors that are external to the building may enter the facility through open windows, doors or the fresh air intake ducts. It may be necessary to close all doors and windows and **shut off the fans. The fan controls are located in the center electrical panel in the mechanical room. To shut off the fans, the breakers must be turned off. There are four heating units and fans (RTU 1-4) so breakers #3, #9, #10 and #15 must be turned off.**

11. External Chemical Spill

Shelter-in-Place

During a Shelter-in-Place occupants retreat to rooms or another safe area to seek shelter. This includes having any individuals who are outdoors come back into the building.

Generally Shelter-in-Place is used during an environmental emergency such as severe storms or chemical spills affecting air quality.

The Shelter-In-Place location at Glory is the Sanctuary.



RTU breakers in center electrical panel.

In the event of a chemical spill, it may be necessary to shut off all fans, close windows and seal exterior doors with tape. There is a kit in each zone with a key to the mechanical room for turning off fans and tape for sealing doors.

To shut off the fans, the breakers in the centre electrical panel in the mechanical room must be turned off. There are four heating units and fans (RTU 1-4) so breakers #3, #9, #10 and #15 must be turned off.

Turn on the radio and contact the Alberta Emergency Alert Network for ongoing information.

12. Utility Failure

- a. **Power** – In the event of a power failure, emergency lighting will provide sufficient lighting to allow for a safe exit. Prior to exiting the building, the power company will be contacted to determine the length of the outage. If the outage is expected to last for an extended period of time, congregation members will be directed to travel home if weather conditions permit safe travel. (Service Provider: Fortis at 780.310.9473)
- b. **Gas** – In the event of a gas failure, the distribution provider will be contacted to determine the length of the gas failure. If the loss of service is expected to last for an extended period of time, congregation members will be directed to travel home if weather conditions permit safe travel. (Service Provider: ATCO Gas Ltd. At 1.800.511.3447)

- c. **Water** – Because Glory Lutheran Church has water delivered to a cistern, all systems related to the provision of water are internal. Internal and external power failures will impact pumps and limit water availability. An assessment needs to be done to determine the cause of the water failure (power failure, empty cistern, equipment failure). **In the event that water service cannot be provided, events will be cancelled.**
- d. **Telephone** – In the event of a telephone service failure, cell phones will be used to communicate with the service provider to determine the cause and length of the failure. Discontinuation of telephone service will not be a cause for event termination or evacuation. The majority of telephones within the building are cordless phones which will be impacted by a power failure. There is a standard telephone on the safe in the general office for use during a power failure. (Service Provider: Telus Communications at 310.3100)

13. Shutting Off Utilities In The Event Of An Emergency

- a. **Power** – There are 3 electrical control panels in the building. The main control panel is located in the mechanical room. Power to the building, the heating units, the water pump, the general office and Sunday School wing, the Narthex and exterior lighting can be controlled from the main electrical panel. Power to the other two sub-panels can be shut off from the mechanical room (Panel 2A 120/208V) One sub-panel (Panel 2C 120/208V) is located in the kitchen and the second sub-panel (Panel 2B 120/208 V) is located in the choir storage room. A master key to all rooms housing an electrical panel is located in the general office and in each of the emergency packs in each zone.



Main electrical control breaker for power to the building.

- b. **Gas** – The main gas control valve is located at the meter on the West side of the building. The wrench needed to turn the valve off is located in the general office tool box. Each roof furnace has an individual shut off valve as does the hot water heater in the main storage room and the gas appliances in the kitchen.



Main natural gas control valve to the building.

- c. **Water** – The source of water for Glory Lutheran Church is cisterns located on the West side of the building. The pump and pressure tank is located in the mechanical room. The hot water heater and hot water circulation pump is located in the main storage room. Water pressure in the system can be controlled by shutting off the pump. The switch is

located in the mechanical room above the pump on the East wall. There are also individual shut off valves supplying water to the pump, the pressure tank and the building in the mechanical room. The control switch for the hot water circulation pump is located adjacent to the hot water heater in the mechanical room.

There are water control valves on all taps and toilets in the event that water to an individual unit needs to be shut off



Electric water pump on/off switch.



Main cistern water supply control valve. Other valves control water supply to zones within the building.



Hot water circulation pump and on/off switch. Lower arrow identifies the hot water heater gas valve.



Water supply control valve from pressure tank to building.

14. Alarms

a. **Fire Panel Beeping**

If the panel beeps, it is indicative of a problem as shown on the panel LED screen. Note the problem and then touch "reset" if the alarm is still beeping.

If the alarm goes off again within a couple of hours, contact Alta Pro Electrical at 780.231.7474.

b. **Fire Alarm**

The fire alarm is a loud shrill sound that should initiate a building evacuation.

The control panel for the fire alarm is located in the front building entrance between the double doors. Activation of the fire alarm also causes all fire doors to close and the office window shutter to automatically drop closed. If a false alarm sounds, the alarm can be de-activated by opening the panel and depressing the "Signal Silence" button. A service call should be made to Alta Pro Electrical at 780.231.7474 to ensure the system is operating correctly.



Main Fire Annunciation Panel

c. **Cistern Water Level Monitor**

The cistern water level monitor is located in the mechanical room on the West wall adjacent to the electrical panel. There is not an audible alarm unless the cisterns are overfilled. Rather, there is a digital water level indicator. The monitor should be checked regularly to ensure there is an adequate supply of water for church events. In the event of the alarm sounding, it can be silenced by pressing the silence button on the monitor.

Wil-Rod Water Service should be contacted at 780.446.9203 for water.



d. **Septic Tank Alarm**

The septic tank level monitor is located in the mechanical room on the West wall adjacent to the electrical panel. It is the same monitor used for the cistern water level. The septic tank monitor emits an audible alarm when the septic tank is nearing full capacity. The alarm deactivation is controlled from the monitor. When the alarm sounds, the septic tank should be checked and a vacuum truck called.

Call Ardalta Vacuum Truck Service Ltd. at 780.922.2750 for service.

Attachment I

Emergency Contact Numbers

1. Emergency: 9-1-1
2. Police: 780.467.7741 (Non-emergency)
3. Fire & Ambulance: 780.467.5216 (Non-emergency – Sherwood Park)
4. Alberta Emergency Alert Network <http://www.emergencyalert.alberta.ca/>
5. National Weather Office 780.462.7120
6. Pastor: 780.267.4921 (Cell)
7. Glory Emergency Response Team
 - Council Chair – Minna Peever 780.473.5592
 - Council Vice-Chair - Alan Wood 780.464.0640
 - Property Chair – Alfred Weimann 780.467.9470
 - ERP Team Member Mark Becker 780.998.5345
 - ERP Team Member Tiim Berg 780.449.6682
 - ERP Team Member Tim Kihn 780.464.3011
 - ERP Team Member Doug Sime 780.467.8000
8. HealthLink Alberta 780.408.5465
9. Poison Control 1.800.332.1414
10. Hospitals
 - a. Fort Saskatchewan Hospital 780.998.2256
 - b. Grey Nuns Hospital 780.735.7000 or 780.735.7181 (24 hr.)
 - c. Royal Alexandra Hospital 780.735.4111
 - d. Stollery Children's Hospital 780.407.8822
 - e. University of Alberta Hospital 780.407.8822
 - f. Sherwood Park Hospital
11. Chubb Edwards Fire Alarm AFx Integrated Security System
 - System # 263168
 - PIN # 1234
 - Panel Pad ID# 001
 - Glory Emergency Contact Passcard Holders (In Priority Order)
 - Alan Wood 0202
 - Alfred Weimann 0303
 - Doug Sime 0404
 - Tim Kihn 0909
 - Tom Peterson 0606
 - Lynda Roveredo 0707
 - Miscellaneous 1010

Monitoring Station Number 1.800.387.0771
Station Number 780.421.4841
Office Number 780.423.3281

12. Fire Alarm Servicing: Alta Pro Electrical 780.231.7474 (cell)
780.444.6510 (office)

13. Gas: ATCO Gas Ltd. 1.800.511.3447

14. Power Outage: Fortis 780.310.9473

15. Underground Utilities Alberta Call 1 1.800.242.3447

16. Telephone: Telus Communications 310-3100

17. Internet: Telus Mobility 1.866.558.2273

18. Vacuum Truck Service: Ardalta Vacuum Truck 780.922.2750

19. Water: Wil-Rod Water Services 780.446.9203

20. Telephone Re-direct or Advanced Call Forwarding Procedure

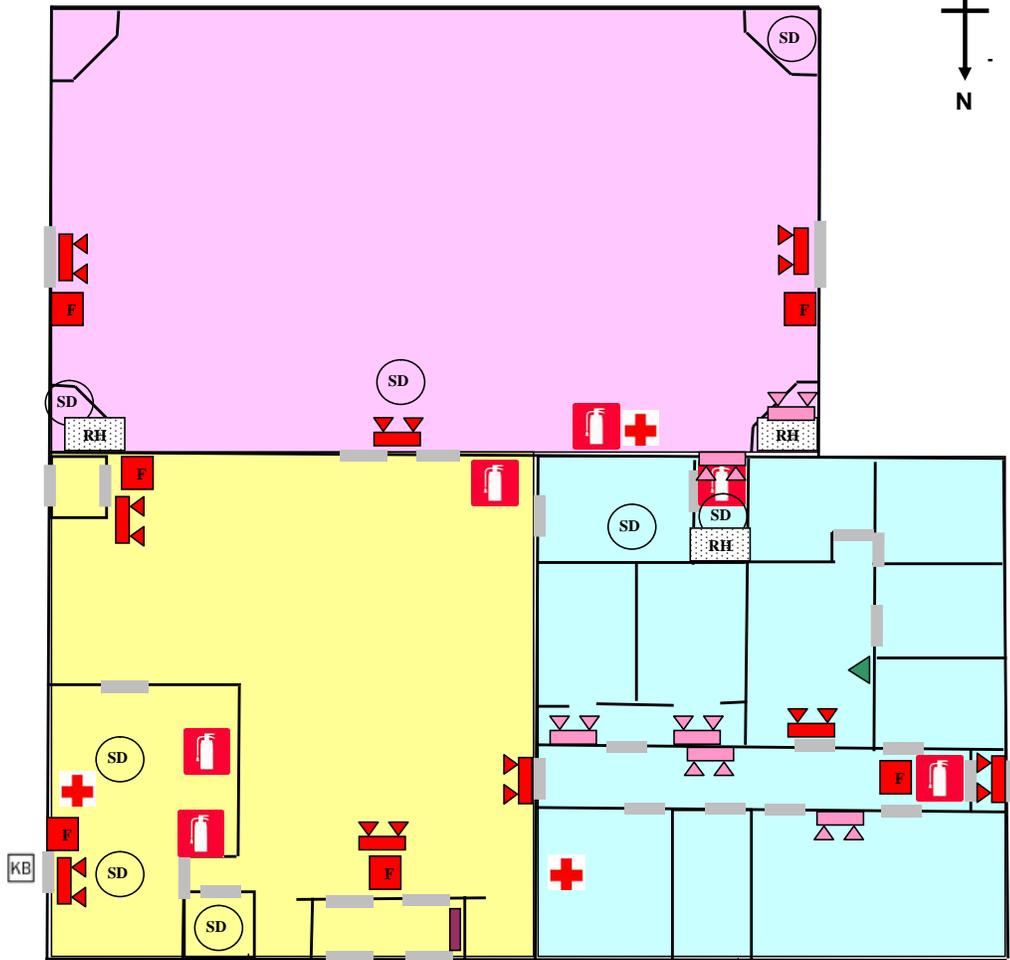
- a. Dial 310.8682
- b. Enter 780.416.9594 and press #
- c. Enter the password 122011 and press #
- d. Press "1" for Advanced Call Forwarding
- e. Press "1" to turn Advanced Call Forwarding "ON"
- f. Enter the Call Forwarding Number and press #
- g. Press "1" All Calls.
- h. Press "*" to exit the menu

Attachment II

Congregation Members With Emergency and/or First-Aid Training

1. Tim Berg – Fireman
2. Tim Kihn – Hazardous Goods & Site Safety
3. Nursing Training
 - a. Donna Dawson
 - b. Minna Peever
 - c. Diane Doering
 - d. Minna Peever
 - e. Eula Regehr
 - f. Edith Sitler
 - g. Marjorie Zelent
- 4.

Attachment III
Glory Lutheran Church
Fire Alarms, Lights, Extinguishers & First Aid Kits

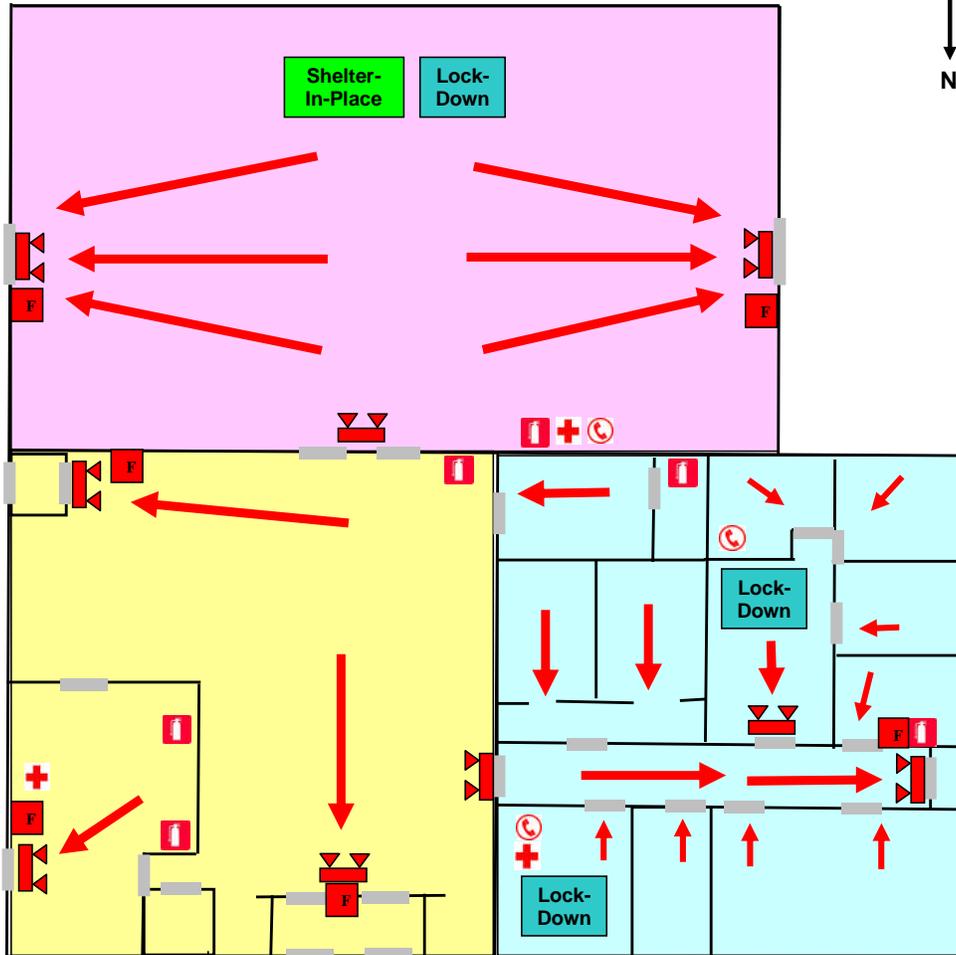
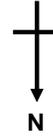


**Emergency
 Assembly Area
 At Concrete
 Pad**

Reaching Up...Reaching Out...Reaching In...

-  Fire Extinguisher
-  First Aid Kit
-  Pull Alarm & Strobe
-  Alarm Strobe Only
-  Exit & Emergency Light
-  Roof Hatch
-  Emergency Light
-  Knox Box FD Key
-  Fire Alarm Panel
-  Smoke Detector

Glory Lutheran Church Evacuation Routes



**Emergency
Assembly
Area
Concrete Pad**

-  Fire Extinguisher
-  First Aid Kit
-  Pull Alarm & Strobe
-  Exit & Emergency Light
-  Telephone

**PROCEDURE IF YOU RECEIVE A BOMB THREAT OR OTHER LIFE
THREATENING INCIDENT**

Step 1: LISTEN, BE CALM, COURTEOUS AND SYMPATHETIC.

Step 2: WRITE DOWN THE EXACT WORDING OF THE THREAT:

(While the call is in progress, try and quietly get someone to contact 9-1-1)

**Step 3: WRITE DOWN THE PHONE NUMBER AND NAME THAT IS DISPLAYED
ON YOUR TELEPHONE:**

Number: _____ Name: _____

**Step 4: KEEP THE PERSON TALKING AND OBTAIN AS MUCH INFORMATION
AS YOU CAN. ASK THESE QUESTIONS:**

1. Where is the bomb located specifically? _____

2. What time will the device explode? _____

3. What does the bomb package look like? _____

4. Why did you place the bomb? _____

5. Whom are you targeting? Why? _____

6. What message are you sending? _____

7. Where are you calling from? _____

8. What is your name? _____

**Step 5: IDENTIFY AS MANY OF THE CALLER'S CHARACTERISTICS AS
POSSIBLE**

Sex: Male _____ Female _____

Age: Child _____ Teen _____ Young Adult _____ Older Adult _____

Voice: (soft, loud, whisper, hoarse, etc.) _____

Background Noises: (sounds of a household, bar, traffic, crowd, etc.)

Step 6: CALL 9-1-1 IMMEDIATELY AFTER RECEIVING THE THREAT