

# Emergency Preparedness Guide

Unitarian Universalist Fellowship of Manhattan, Kansas  
2009

# Emergency Telephone Numbers

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For 481 Zeandale Road  
(537-2349)

## General Emergency

Ambulance, Fire, Police ..... **911**

Riley County Police ..... 537-2112

Mercy Health Center (Emergency Room) ..... 776-3322

Riley Co. Fire District #1 ..... 537-6333

Bluestem Electric Cooperative (Wamego)..... 1-785-456-2212

Kansas Gas Service ..... 1-800-794-4780

Wabaunsee Co. Rural Water Dist. #2 ..... 1-785-456-9730

Air Conditioning-Carlson (Clay Center) ..... 1-785-632-5728

Plumbing – Bob’s Plumbing (Manhattan) ..... 539-4155

Riley County Emergency Management ..... 537-6333

Riley County EMS ..... 539-3535

Poison Information Control Service ..... 1-800-332-6633

Riley County Health Department ..... 776-4779

Animal Control ..... 537-2112

SRS Local Number (call first) ..... 776-4011

SRS State Hotline ..... 1-800-922-5330

## Responsible UUFM Officials

Michael Nelson (Minister) ..... 1-913-961-2626 (cell)

Susan Turner (Office Admin) ..... 539-3272

Elke Lorenz (Chair, UUFM Board) ..... 539-3527

Brice Hobrock (UUFM Chair-Elect) ..... 776-3175 (477-3982)

Facilities Chair, UUFM (Mark Moser) ..... 537-5028

Building Repair, UUFM (Tom Manney) ..... 537-0624

Director, Religious Educ. (Maria Snyder) ..... 537-2349

# **Emergency Preparedness Guide**

It is the responsibility of UUFM to anticipate events that would call for emergency action, in the interest of protecting congregants, property, data and records. Recent experience shows that Manhattan, Kansas, the larger community, and elsewhere, enjoy no immunity or certainty regarding the occurrence of natural and manmade phenomena, whenever and wherever they may strike. Extreme weather events, internal and external threats to persons, data and property, health incidents, mechanical failures, or accidents must all be anticipated and prepared for. Members and friends must be apprised of the possibility of emergencies and trained to react quickly in the event of any unanticipated occurrences.

## **Intent**

To prepare a practical, tabular guide that is easily accessed and is not encumbered by prose or wordy explanations. Emergency events require quick response by the actions of individuals in mitigating the event, or in using available telecommunications to call for assistance from competent first responders.

In the most threatening circumstances involving weather, fire, medical emergencies, or weapons, immediate action by trained persons is required. However, not all events are emergencies and a more measured response may be required.

## **The Guide**

This guide provides essential contact information. Situational categories are arranged alphabetically. Appropriate instructions follow regarding action to be taken in each category.

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## **EDUCATION, COMMUNICATION AND TRAINING FOR MEMBERS**

**Education, communication and training should be focused in the Board of Directors and Council of Committees where leadership is concentrated. Although all members and regular attendees should be knowledgeable about Emergency Preparedness, some topics are alarming and may not be suitable for children and those considering membership.**

# **Safety. Alone in Building or Parking Lot**

## **General Precaution**

**Avoid being alone in building at any time of the day or night unless precautions have been taken and you are aware of who else may be present. Be alert at all times. Inform others of your whereabouts. This precaution also applies to the Memorial Garden. Precautions apply equally to men and women.**

## **Alert Signals and Reasons for Caution**

- Parking lot is dark and other vehicles and individuals are present
- Unknown automobiles are in parking lot on your arrival. Evidence that vehicle has been abandoned or parked overnight. Observation that vehicle may be occupied by unknown persons.
- Strangers are present outside building with no connection to repair or service activity.
- Large dogs or other large wild animals are present.
- Building is unlocked and no cars are in parking lot.
- Voices or sounds are heard in building when entering.

## **Procedures**

- Park with doors locked and survey the situation until assured of safety.
- Leave and inform the Facilities Chair or Board Chair of your concerns.
- Inform the Facilities Chair about the unlocked building.
- If you must enter the building, turn on lights and be very careful in going to your work space.
- Carry a personal repellent canister or concealed weapon if this is a common occurrence.
- Acquire Mace for staff who are regularly alone in building.
- Be aware of where you are and who might be around you at all times. If followed, go to the police or fire station. Do not go home.

## **Roles**

- Report all incidents or concerns to the Facilities or Board Chair.
- Be sure that another person accompanies you. Do not go alone.
- Regular employees coordinate work times with others who will be in building at same time.

## **Education**

- Council of Committees takes the lead in informing those who may have need to do committee work in the building outside of program events.
- Board Chair discusses safety procedures with Minister, DRE and Administrative Assistant.

# **Fire or Gas Leak. People are Present. Evacuation**

## **Alert**

- Smoke is observed or smelled by those present.
- Gas smell is reported.
- Smoke alarm or carbon monoxide alarms sound.

## **Procedures**

- Urgent: Call 911 and describe situation clearly and calmly to the operator.
- Less urgent: call Kansas Gas Service (1-800-794-4780) immediately.
- Assess severity of situation and promptly **evacuate** all parts of the building using nearest exits. Do so in an orderly fashion. Do not retrieve coats or personal items elsewhere in building.
- Assist those who need help to evacuate in a prompt manner.
- Clear classrooms of all children and see to their safety during evacuation.
- Check bathrooms and all areas where people may be unaware.
- Make sure that evacuees are assembled outside the building at a distance so that harm would not occur in case of an explosion.
- Do not block roadways, fire lanes or access to the facility by emergency vehicles and personnel.
- Do not attempt to recover personal items by reentering building.
- See to the comfort of those outside who may need assistance.
- Wait for emergency personnel to arrive and provide assistance as requested.

## **Roles**

- Each RE Teacher is responsible for evacuation and subsequent safety of children in their charge.
- The Minister, Convener, Board Chair will assess the situation and give the order to evacuate from the Sanctuary via the southeast door.
- The Minister, Convener, board members or designated adults will send able persons to evacuate kitchen, narthex by nearest door and move down hallway giving evacuation order to RE classrooms to evacuate by south and west doors.

## **Education**

- Board and Council of Committees members are familiar with the procedures and responsibilities.
- Procedures are posted in an abbreviated form on the bulletin board.

## **Aftermath**

- Determine that all persons are accounted for and reunited with family members.
- Remove cars and leave the grounds in an orderly fashion as directed by emergency personnel.
- Board and Facilities Chairs meet with fire/KGS officials to assess damage and repair.
- Members are informed of damage and status of repairs by Board and Facilities Chairs as long as necessary.

## **Needs**

- Facilities Chair should determine if smoke and carbon monoxide detectors should be acquired.

# **Hazardous Materials**

## **Alert and Reasons for Caution**

- Noxious gases are smelled or spills are observed.
- The trash truck spills viscous liquids or leaves trash in parking lot.
- Fuel is spilled inside building (lamp) or outside (gasoline).
- Individuals report feeling ill from odors or fumes from spills.

## **Procedures**

- Notify Facilities Chair.
- Evacuate building if fumes are strong.
- Flush outside spills with hose.
- Call Fire Department for assistance if spill is extensive.
- Call Waste Management if spills are extensive and cannot be flushed with water.
- Turn off all heating and air conditioning systems.
- Take proper precautions to avoid skin contact or breathing toxic materials. Use rubber gloves and proper clothing while cleaning.

## **Roles**

- Facilities Chair and Building Committee will take lead in mitigating less severe spills and cleanups.
- Facilities and Board Chairs will confer regarding bringing in outside cleanup assistance.

## **Aftermath**

- Facilities and Board Chairs will assess the cleanup and determine when and how normal activities can resume.
- The Facilities and Board Chairs inform the congregation via e-mail list serve concerning progress of cleanup and safety.



# **Intrusion of Gunman or other Immediate Threat in Building or Sanctuary**

## **Alert Signal**

- Sighting of threat outside or inside building.
- Pleas for assistance or alarm from someone else sighting trouble.
- Shots fired outside or in another part of building.

## **Procedures**

- Minister, Convener or senior member challenges intruder entering building or sanctuary and asks them to leave.
- As able, someone quietly call 911 on cell phone.
- Persons able to exit from other parts of the building, exit and take shelter behind parked cars and wait for assistance.
- If intruder does not leave, congregants get down on floor and use hymnals or chairs for self-defense.
- On signal throw hymnals at intruder and exit quickly via southeast door.
- If shooting begins, members exit sanctuary as orderly as possible via southeast door or kitchen door. Run up hill into woods and wait for help.
- Station able-bodied members at doors as a deterrence or early warning system if a prior threat has been received.

## **Roles**

- Cell phone holders place call to 911 for assistance when threat is sighted
- Board members, committee chairs and other Fellowship leaders are trained to anticipate situation and prepare to lead in evacuation without loss of life.

## **Aftermath**

- Find first aid supplies in kitchen and render aid while waiting for emergency personnel.

## **Other Recommendations**

- Post building layout maps in selected locations to be used by emergency personnel
- Post evacuation maps and train members in use.
- Add locks to locations that could be used as sanctuaries.

# Intrusion of a Disruptive Individual

## Alert Signal

- An individual engages in inappropriate or threatening behavior.
- Words or action directed against another person or all present.
- Alert Board members and key leaders if a prior threat has been received.

## Procedures

- Remain calm.
- Determine if action is truly threatening or is based on appearance of individual.
- Discreetly alert other persons to the situation, without sounding a general alarm.
- If no physical threat is apparent,
  - approach the individual and greet them
  - respectfully and firmly, let the person know that their actions are inappropriate
  - ask them to cease disruptive actions, or to leave, as necessary
  - escort disruptive individual away from scene of incident if possible, in order to defuse
- If individual refuses to cease disruption,
  - notify the minister, if present. Notify the Board Chair or Vice-Chair.
  - ask others for assistance in confronting the individual and asking politely that they leave. A united front may be more effective.
- If the situation escalates to the physical threat level or seems imminent,
  - ask someone present to dial 911 immediately and stay on the line until the situation is resolved.
  - an adult should be in every classroom that contains children, ready to take appropriate action. Children should be on the floor away from view. Do not panic or excite children. Cover the door window. Barricade door.
  - ask all adults and remaining children to move to the Sanctuary, barricade the doors stay away from the windows, and move toward the southeast exit.
  - wait for emergency personnel to arrive.
  - if indicated, evacuate Sanctuary via southeast exit in an orderly fashion and move up the hill into the woods. Quietly evacuate other spaces by multiple exits.
  - able-bodied assist those who require assistance.
  - if a firearm is involved, get down on the floor and stay there if not prudent to evacuate.

## Roles

- Cell phone holders call 911 as requested or as result of individual assessment of threat.
- Utilize Fellowship members who are trained to evaluate situation, implement procedures, and lead evacuation without loss of life.
- Ask for police protection if a prior threat has been received.
- Station able-bodied members at doors if a threat is perceived as an early warning system or to deter threats.

## Aftermath

- Even if the incident or individual presented no obvious physical threat, consider contacting police and filing report.
- Inform minister and board members as soon as possible for consideration of possible action, preventative procedures, or member education.
- Document the incident, including as much detail as possible, file in Incident File in Office.
- Answer all questions, discuss in a closed congregational meeting if necessary.

## Other Recommendations

- Post building layout maps in selected prominent locations to be used by emergency personnel not familiar with the building.
- Post evacuation maps to be used in case of emergency.
- Add locks to locations that could be used as sanctuaries.

# **Damage or Destruction of UUFM Facilities by Fire, Windstorm, or Vandalism, No People Present**

## **Alert Signal**

- Individual observations of weather events and access to media reports, etc. suggest that damage may have occurred.
- Police, Fire Department or emergency personnel inform Board Chair, minister, or another member that the facility has been damaged by fire, windstorm vandalism or other intrusions.

## **Procedures**

- First person receiving information obtains all possible details of situation and calls Board Chair and Minister.
- All users of UUFM List-Serve are informed as soon as feasible with best information available and instructions.
- The Board Chair informs all board members using the *Board Contact List*.
- The Bookkeeper notifies the insurance company.
- Chair, Minister, Chair-Elect, Past Chair and Facilities Chair assess situation in person insofar as possible.
- Board representatives confer with insurance, police, fire and emergency personnel to assess situation and to insure safety of remaining facility.
- Board representatives salvage records and equipment. Take to safe place.
- The Chair calls an emergency Board meeting to assess situation and determine course of action.

## **Roles**

- The Board Chair, Board Members and Minister serve as the focal point for all communications.
- The Board confers with the Facilities Chair, members and Authorities concerning recovery.
- Members and volunteers may be asked to assist with cleaning and recovery.

## **Aftermath**

- Recovery will depend on type of event, extent of damage, insurance coverage and community assistance available.
- In the case that an alternate facility is necessary, the Board will consider the options and present to the membership in a timely manner.

# Medical Emergency. Injury

## Alert Signal

- Adult member or child is observed falling.
- Bleeding is observed or victim expresses pain.
- Victim is unconscious.
- An automobile accident is observed on Zeandale Road or at entrance to UUFM or within parking lot.
- A person is struck by a car crossing road.

## Procedures

- Move to side of victim and assess situation.
- If victim is conscious, ask about extent of injury.
- Keep warm, wrap in blanket. Avoid shock.
- Get first aid kit from Kitchen, open and determine if supplies fit the emergency situation.
- Offer emergency first aid as required. Stop bleeding by compression.
- If broken hip, neck, back, pelvis or leg is indicated, call 911, make victim comfortable but **do not move**. Make victim comfortable and wait for emergency personnel.
- Notify parent, spouse or other caregiver directly or by telephone.
- If broken arm or collarbone is indicated, consult with parent, et al or transport victim to emergency room or urgent care facility.
- Make way and cooperate with emergency personnel.

## Roles

- Persons with first aid training should offer assistance.
- Other adults should offer assistance.
- Minister, Chair or senior officer should assess situation and take proper action without moving victim.

## Aftermath

- Parent, spouse, responsible person, or friend should accompany victim to medical facility.
- Minister and Chair follow up concerning status of victim and inform congregation as appropriate.
- Caring Committee monitors status of person.

## Education

- Identify or designate members with CPR and first aid training.

# Medical Emergency. Serious Illness or Death

## Alert Signal

- Person in building or parking lot is observed in distress through position, color, or voice.
- Person suddenly slumps or collapses.
- Difficulty speaking is noted or unusual statements are observed.

## Sudden Conditions Requiring Special Attention

- Stroke
- Heart attack
- Epileptic Seizures
- Falling resulting in broken hips and necks.
- Choking on food or other swallowed object (child).
- Asthma attack or other difficulty breathing.
- Hypoglycemia (diabetic low blood sugar)
- Panic attacks.

## Procedures

- Adult observer of condition moves quickly to offer assistance and to assess situation. Alert others. **Remain calm.**
- Call 911 for emergency help immediately if situation warrants.
- Interrupt proceedings alerting Minister or Board members available, or ask generally for help.
- Administer emergency first aid as appropriate while waiting for emergency personnel.
- Ask for assistance from anyone present that knows CPR if victim has stopped breathing.
- If heart attack with sudden cardiac arrest is suspected, remove automatic electronic defibrillator and prepare to use if emergency personnel have not arrived.
- In case of choking, administer Heimlich maneuver or ask for someone who knows how.
- In case of seizure, protect victim's head and face from impact, DO NOT place any items in mouth, ask others nearby to clear immediate area of furniture and other hazards, remove victim's glasses.
- In case of hypoglycemia, offer fruit juice, candy, or sweet, quickly absorbed food. If unable to consume food or drink, unresponsive, unconscious, or experiencing seizure, call 911 immediately.
- Make person comfortable while waiting for emergency personnel.
- Evacuate area of non-essential persons.
- Minister or Convener should assess situation and determine if activities should go forward.

## Roles

- Person with cell phone should call 911 when asked.
- Anyone with CPR training or knowledge should step forward to assist.
- Minister or senior board members should take charge of situation.
- Others should step forward to assist when asked by person in charge.

## Aftermath

- Family members, Minister and senior board official should assess status of individual at emergency facility for as long as necessary.
- Timely information is supplied to UUFM List-Serve as necessary regarding condition of individual.
- Caring Committee monitors situation and offers assistance to individual and family.
- Minister or Board Chair/senior board member available notifies family members if required.

## Education

- CPR training should be sought for 10 percent of average membership.
- The Heimlich maneuver should be taught to key members by a competent trainer.

## Other Action Recommended

- Acquire an automatic electronic defibrillator, estimated cost: \$1,500.
- Train key people in operation.

# Epidemic or Pandemic Illness

## Alert

- A threat of epidemic or pandemic (worldwide) disease is reported by the press and official sources and instructions are issued to take precautions. Valid instructions for citizen action are issued by the Public Health Service, and Kansas State and Riley County Health Departments. Human to human and animal to human (zoonotic) vectors are identified. Active cases and deaths are at a level where precautions are advised. Hysteria and reliance on Internet or hearsay sources should be avoided. New viral diseases (such as flu) present the most serious threat known at this time.

## Procedure

- The Board, Minister and Board Chair evaluate official information regarding the threat and communicate concerns and instructions to members and friends by the YahooGroups list serv and telephone.
- Cancellations of committee meetings, Sunday services, or any other UUFM activity that would bring groups of people together will be determined by the Board, Minister and Board Chair and communicated to members and friends by YahooGroups list serv and telephone. Under such circumstances, the Board will communicate and make policy by e-mail.
- The Board establishes a calling tree to be sure that everyone on the member/friend list is notified.
- Committee chairs cancel meeting and communicate with members.
- An advisory is posted by prominent signs at all entrances regarding the threat.
- The Board monitors the situation and advises members and friends when public meetings can resume.

## Individual Precautions

- Wash hands frequently with soap and hot water, especially after contact with people. Disinfect hands with liquid alcohol-based sanitizers as an alternative.
- If rapid onset of cough, sore throat, respiratory distress, body aching is noted, contact personal physician first for advice or go to emergency room as necessary. Antibiotics are useless against viral illness but some antiviral agents such as Tamiflu or Relenza may help if taken early.
- Distance yourself from individuals or groups where people are sneezing, coughing or appear ill. Don't touch others.
- Do not cough or sneeze in the presence of others. If necessary, cough into a Kleenex or a clothed elbow to avoid spread of virus particles.

## Roles

- Preparedness and taking precautions against disease and spreading it to others is everyone's responsibility.
- The Board monitors the threat and advises UUFM members regarding precautions and resumption of normal activity.

# Missing Child or Potential Abduction

## Alert Signal

- Child reports to teacher that someone is missing.
- Teacher cannot account for all children in class.
- Suspicious individual or car is observed in vicinity of building or on grounds.
- An abduction is observed.

## Procedures

- Call 911 immediately if abduction is suspected.
- Teacher conducts immediate census of charges and brief search.
- Teacher notifies RE director, parent, other teachers, and Chair that a child is missing.
- Child is identified and all other children are accounted for and kept under supervision in classrooms.
- An immediate search of all classrooms and Sanctuary is conducted.
- Other members are notified and a search of grounds is conducted immediately, including hillside.
- Police are apprised of all details upon their arrival and search is turned over to professionals.

## Roles

- During class time, teachers have primary responsibility to account for all children, and for their safety.
- DRE coordinates efforts for child safety procedures, including training of all teachers in safety procedures and expectations.
- DRE prepares *List of Authorized Pickups* for all children.
- The Minister, DRE, Chair, Chair-Elect, Past Chair and Facilities Chair will be alert to safety procedures relating to children and evaluate threats as observed.
- Parents have reason to expect that children will not be endangered, but tendencies to wander should be reported to DRE.
- All adult members should make child safety their concern.

## Aftermath

- If a missing child or abduction is confirmed and professional emergency personnel is on the scene, responsibility passes to the professionals and every effort should be made to cooperate and assist.
- Parents of missing child should be consoled and supported until the situation is resolved.

## Education

- The DRE is responsible for preventative education and training of teachers in assuring safety of children at all times.

# Physical Plant Failures

## Alert

- **Drain failure:** plumbing, sink drain, failure of toilet to flush, overflow.
- **Water source interruption:** no water in kitchen or bathroom.
- **Total electrical failure:** no power anywhere in building
- **Localized electrical failure:** individual lights or switch fails. No power at outlet.
- **Furnace fails to operate:** no heat or furnace runs constantly.
- **Air conditioner not cooling:** compressor does not run or runs without cooling air.
- **Gas leak:** odor of gas.
- **Telephone or Internet:** no dial tone or high speed Internet is not available.

## Procedures

### Stopped Drain

- Assess situation, find plunger, unstop drain or toilet. If you fail,
- Contact Facilities, Mark Moser (537-5028) Building Repair, Tom Manney (537-0624), or Board Chair.
- Emergency, call Bob's Plumbing (539-4155).

### No Water or Water Line Break

- Check main water shutoff in utility closets.
- Call Wabauunsee Co. Rural Water Dist. #2 (785-456-9730).
- Call Facilities, Mark Moser (537-5028), Tom Manney (537-0624).
- Emergency, call Bob's Plumbing (539-4115).

### Electric Power Failure

- All building. Call Bluestem Electric Cooperative, Wamego (785-456-2212)
- Individual outlet failure, check for popped outlet breaker; check breaker box in nearest utility room for tripped breaker. Determine if outlet is hot using tester.
- Notify building repair (537-0624) if problem is not solved.

### No Heating or Cooling

- Check proper thermostats (4 locations) for proper function and temperature setting.
- Call Carlson (Clay Center, 785-632-5728)

### Gas Leak or Broken Gas Line

- Evacuate building.
- Call 911

### Telephone or Internet

- Shut off Internet modem switch, leave for 30 seconds, turn back on and allow to reboot.
- Telephone: Call AT & T. (1-800-246-8464 home), (1-800-286-8313 business).
- High Speed Internet (Fox Business Systems, 776-1452) (1-877-722-3755)

## Roles

- Inform Building Repair, Tom Manney (537-0624) for most immediate system failures and minor repair needs.
- Inform Facilities Chair, Mark Moser (537-5028) for longer term issues.
- Notify Board Chair for systemic problems or long-term upgrade projects.



# Terrorist Threat or Bomb Scare

## Alert

- Caller to UUFM number or to individual telephone issues a threat regarding **bodily harm to members** or a specific action such as **presence of an explosive device**.

## Procedure

- Keep caller of threat on the line as long as possible to obtain as much information as possible.
- Do not hang up. Keep the line open in case it is associated with detonation.
- Attempt to acquire the information on the **Bomb Threat Checklist** (*see pages 13 and 14 of this Guide*). Questions such as what/where/when/who will help to assess the threat for authenticity and to defuse the threat when emergency personnel arrive.
- Inform the minister, Board Chair or other senior member if available.
- Call 911 from a cell phone giving all information about the threat that you know.
- **Evacuate** the building after conferring with senior officials, immediately if you are alone.
- Scan the premises for suspicious objects as you evacuate. Do not investigate.
- Make sure that all persons are accommodated in a place safely away from the building.
- Keep all emergency routes open.
- Wait for emergency personnel. Follow all instructions.

## Roles

- Minister, Board and Facilities Chairs will take lead in evaluating threats and ordering evacuation.
- All RE and persons occupying parts of the building will scan for suspicious objects.

## Education

- All Board members and committee chairs will be trained in these procedures.

## Notes

- Detonation of an explosive device will probably be initiated by a remote cellular telephone. However, determine time of detonation in conversation, if possible.

# Terrorist or Bomb Threat Checklist

**Name of person who took call:** \_\_\_\_\_

Time call received \_\_\_\_\_ Date \_\_\_\_\_

How threat was received: telephone \_\_\_\_\_ letter/note \_\_\_\_\_ other \_\_\_\_\_

Time caller hung up \_\_\_\_:\_\_\_\_ am/pm

**Exact words of caller:** \_\_\_\_\_

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## Description of caller's voice:

Male \_\_\_\_\_ Female \_\_\_\_\_ Young \_\_\_\_\_ Middle Age \_\_\_\_\_ Old \_\_\_\_\_ Accent \_\_\_\_\_

## Tone of voice:

Cold \_\_\_\_\_ Nervous \_\_\_\_\_ Angry \_\_\_\_\_

## Background noise:

Public place (voices, laughter) \_\_\_\_\_ Vehicles \_\_\_\_\_ Television \_\_\_\_\_ Children \_\_\_\_\_

Is voice familiar? \_\_\_\_\_ Who does it sound like? \_\_\_\_\_

**Record number of telephone that call was received on.** \_\_\_\_\_ Landline or Cell?

## Questions to Ask when Receiving a Bomb Threat

<ul style="list-style-type: none"><li>• <b>When is the bomb going to explode?</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Where is the bomb located?</b></li></ul>
<ul style="list-style-type: none"><li>• <b>What kind of bomb is it?</b></li></ul>	<ul style="list-style-type: none"><li>• <b>What does it look like?</b></li></ul>
<ul style="list-style-type: none"><li>• <b>What is your name again?</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Why did you place the bomb?</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Where are you calling from?</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Where can we reach you?</b></li></ul>
<ul style="list-style-type: none"><li>• <b>What are you angry about?</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Is there some way that we can resolve this?</b></li></ul>

# Lightning Strikes

## Alert and Reasons for Caution

- Lightning is observed and thunder is heard. Sound travels at one mile in five seconds. Determine how close strike was by counting. If you hear thunder, you are in danger.
- Lightning may strike 10 miles from rainfall. Don't assume that you are safe because it isn't raining.
- All thunderstorms produce lightning. Thunder is the audible report of a lightning strike.

## Avoiding Lightning Strikes

- Be alert for threatening weather. Do not participate in outdoor activities if lightning/thunder is noted.
- Seek shelter. Go to or stay in a safe place, inside a substantial building or hardtop auto.
- If you feel your hair stand on end, you are about to be struck. Crouch down and make yourself as small a target as possible.
- Avoid corded phones and stay away from wiring or plumbing.
- Avoid sheds, open shelters, dugouts, bleachers or grandstands.
- Avoid high places and do not stand near metal towers.
- Do not seek shelter under trees.
- Wait 30 minutes before going outside.

## Procedures if Someone is Struck

- Call 911 immediately.
- Give first aid. Check pulse and breathing.
- Begin CPR if necessary.
- Use an automated electronic defibrillator (AED) if available before emergency personnel arrive.
- Move victim to dry, safer place if possible.

## Roles

- Cell Phone holders should call 911 for emergency assistance.
- Individuals trained in CPR and AED should begin resuscitation as soon as they may safely do so.

## Education

- Study NOAA information on *pages 17 and 18* in this Guide.

## Lightning Kills... Play it Safe!

Each year in the United States, more than 400 people are struck by lightning. On average, about 70 people are killed and many others suffer permanent neurological disabilities. Most of these tragedies can be avoided if proper procedures are taken. When thunderstorms threaten, coaches and sports officials must not let the desire to start or complete an athletic activity hinder their judgment when the safety of participants and spectators is in jeopardy.

### Know the basic facts about lightning and its dangers.

- ▶ All thunderstorms produce lightning and are dangerous. In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.
- ▶ Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. Many deaths from lightning occur ahead of storms because people wait too long before seeking shelter, or after storms because people return outside too soon.
- ▶ If you hear thunder, you are in danger. Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- ▶ Lightning leaves many victims with permanent disabilities. While only a small percentage of lightning strike victims die, many survivors must learn to live with very serious, lifelong disabilities.

### Avoid the lightning threat.

- ▶ Plan ahead. Have a lightning safety plan. Know where people will go for safety and how much time it will take for them to get there. Have specific guidelines for suspending the event or activity so that everyone has time to reach safety. Follow the plan without exception.

- ▶ Postpone activities. Prior to a practice or event, check the latest forecast. If thunderstorms are forecast, consider postponing activities early to avoid being caught in a dangerous situation.
- ▶ Monitor the weather. Watch and listen for clues of impending danger. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of a developing or approaching thunderstorm. Listen for thunder.
- ▶ Get to a safe place. If you hear thunder, suspend your activity immediately and instruct everyone to get to a safe place. Substantial buildings provide the best protection. Once inside, stay off corded phones and away from any wiring or plumbing. Avoid sheds, small or open shelters, dogpits, bleachers, or grandstands. If a sturdy building is not nearby, a hard-topped metal vehicle with the windows closed will offer good protection.
- ▶ Stay inside. Do not resume activities until 30 minutes have passed since the last thunder was heard.

### What you should do if you can't get to a safe place.

- ▶ Being outside during a thunderstorm puts you at risk of being struck by lightning. The measures listed below will reduce that risk somewhat, but are no substitute for getting to a safe place.
- ▶ Avoid open areas and stay away from isolated tall trees, towers, or utility poles. Lightning tends to strike the taller objects.

- ▶ Stay away from metal bleachers, backstops, and fences. Lightning can travel long distances through metal.
- ▶ Spread out. This reduces the risk of multiple lightning casualties.

### If you feel your hair stand on end, lightning is about to strike.

There may be little or nothing you can do to keep from being struck by lightning. As a last desperate resort:

- ▶ Crouch down on the balls of your feet, put your hands over your ears, and bend your head down. Make yourself as small a target as possible and minimize your contact with the ground.
- ▶ Do not lie flat on the ground.



## Know what to do if someone is struck by lightning.

Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention. Cardiac arrest is the immediate cause of death in lightning fatalities. Some deaths can be prevented if the victim immediately receives the proper first aid.

- ▶ **Call for help.** Call 9-1-1 or your local ambulance service.
- ▶ **Give first aid.** Check the victim's pulse and breathing. Begin CPR if necessary. An Automatic External Defibrillator (AED) may also be useful if one is available.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



## Stay informed, listen to NOAA Weather Radio!

There are an estimated 25 million cloud-to-ground lightning flashes in the United States each year. While the National Weather Service issues severe thunderstorm watches and warnings for storms that produce damaging wind or hail, watches and warnings are NOT issued for lightning. However, the sound of thunder should serve as an immediate warning of the lightning danger.

As a further safety measure, officials at outdoor events may want to have a tone-alert NOAA Weather Radio. The radio will allow you to monitor any short-term forecasts for changing weather conditions, and the tone-alert feature can automatically alert you in case a severe thunderstorm watch or warning is issued. To find your nearest NOAA weather radio transmitter, go to [www.nws.noaa.gov/nwr](http://www.nws.noaa.gov/nwr) and click on "Station Listing and Coverage."

**A SEVERE THUNDERSTORM** is defined as a storm that produces wind gusts of 58 mph or greater, and/or hail 3/4 of an inch or larger in diameter.

**A SEVERE THUNDERSTORM WATCH** is issued when conditions are favorable for severe weather to develop.

**A SEVERE THUNDERSTORM WARNING** is issued when severe weather is imminent.



## Lightning Safety Awareness Week

is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

[www.lightningsafety.noaa.gov](http://www.lightningsafety.noaa.gov)

## Lightning Kills ... Play It Safe!

Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.

U.S. Department of Commerce  
National Oceanic and  
Atmospheric Administration  
NOAA's National Weather Service



This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.



**National Lightning  
Safety Institute**

NOAA.FA2004E1

# **Tornado Warning, Dangerous Downbursts or Straight Line Winds, People are Present.**

## **Alert Signal**

- Board Chair conducts assessment of weather reports prior to public event and confers with board members and minister before members gather for Sunday service or other events.
- Knowledgeable members conduct current observations of outside conditions at the Fellowship that may be consistent with tornado activity or severe thunderstorms.
- Weather radio in building issues audible alert while events are in progress.
- Tornado or police sirens are heard.

## **Procedures**

- Do not leave safety and come to Fellowship in the event of a tornado warning.
- Minister, Board Chair, convener and members remain alert to threat and assess situation in progress
- Concerns are relayed to Minister or Board members present.
- Concerns are relayed by board members to RE classes and any children outside are brought inside immediately.
- Individuals are warned not to leave building or get into cars and drive to safety.
- All adults and children present are taken to interior hallways away from windows and asked to crouch on floor with hands over head until threat is determined to have passed.

## **Roles**

- Weatherwise members should assess the threat as soon as there is concern.
- Individuals should be alert to severe weather threats and plan ahead for safety of self and families.
- The Chair, Chair-Elect, Facilities Chair or most senior or most knowledgeable persons present should confer and determine when it is prudent to seek shelter.

## **Aftermath**

- If building is damaged, windows blown out or roof is not in place, remain in place until unharmed individuals can assess status of building and determine safety to evacuate.
- Call 911 for rescue assistance if there is building damage and injuries to individuals.
- Exit damaged structure if possible and wait in a safe dry place until assistance arrives.

## **Education**

- Conduct weather training seminar for key members of the Board and Council of Committees.
- Tornado “Watch” means that conditions are favorable for tornado formation.
- Tornado “Warning” means that a tornado has been sighted and persons should take cover.

## **Other Actions**

- Acquire an official weather radio.

# **Wild or Dangerous Animal in Building or Parking Lot**

## **Alert and Situational Reasons for Caution**

- Unrestrained dogs are observed, especially large dogs.
- Lone male deer are present in vicinity or above in trees that exhibit aggression. Rutting season, September to February is primary concern.
- Raccoons, opossums, skunks, squirrels or bats are present inside or outside and exhibit aggressive or defensive behaviors. Rabies is a concern.
- Snakes are observed near doorways or inside building.
- Deer may mistake reflection in windows for rivals or open space and break through into sanctuary.
- Cats are found in building.

## **Procedures**

- Stay in or return to car if animal is observed. Call Animal Control [537-2112]. Riley County Police, same number. Do not confront animal that is behaving strangely inside or outside.
- Call 911 if situation is considered dangerous.
- Report incident to Facilities Chair and Board Chair.
- Do not permit snakes to enter building. Do not open door when present.
- Remove snakes from inside building using broom or other long handled tool. Kill snake if it is poisonous or call Animal Control.
- If not panicked, deer will leave by entry point. If deer enters sanctuary while occupied, close doors, remain calm and move away. Exit if possible.

## **Roles**

- Discuss the situation with others if possible.
- Individual safety is the first concern. Do not put yourself in harm's way.
- Call Animal Control [537-2112] unless you are confident.
- Ask someone else to deal with the animal if others are present.

## **Other Threats**

- Wear insect repellent when walking or working in grass or brush from April to October. Deer ticks pose a threat of Lyme Disease. Mosquitoes may carry West Nile Virus or sleeping sickness.