EMERGENCY ACTION PLAN (EAP)

for

Church Name: FaithPointe Family Fellowship

Church Address: 71429 Seeger Rd

Covington, Louisiana 70433

Other Church Addresses:

EAP hard copy locations: Church Entrance

EAP soft copy backups: (could be a link) Website FaithPointe.net

Date Prepared: 11/20/24 Signed:

Date Reviewed: Signed:

Date Updated: Signed:

# CHURCH EMERGENCY RESPONSE TEAM (ERT)

# CONTACT INFORMATION

EMERGENCY, SECURITY, POINT PERSON, JR. WARDEN, COORDINATOR:

Name: Jacques Walker Phone: 985-630-4612

Title: Church Administrator Email: Walker0416@aol.com

Name: Jim Tomkins Phone:

Title: Rector Email: revtomkins@aol.com

AREA MONITORS, NURSERY, BUILDINGS (If applicable):

Area: Sunday School Phone:

Name: Allyson Tomkins Email: atomkins123@gmail.com

Area: Phone:

Name: Email:

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Jill Walker Phone:

Title: Parishioner Email: walker1002@bellsouth.net

Diocesan contacts:

Name: Phone:

Title: Email:

Name: Phone:

Title: Email:

# EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: \_\_\_911\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARAMEDICS: \_\_\_\_911\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMBULANCE: \_\_\_\_\_911\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICE: \_\_\_\_\_\_\_\_\_911\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE OF EMERGENCY MGMT: \_985-898-2700

SECURITY: \_\_\_\_911\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUILDING MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUILDING COMMITTEE CHAIRMAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUNIOR WARDEN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Include Apps and web resources for emergency preparedness, and disaster response and recovery. 511 by state, Red Cross Emergency, Weather – NWS, Weather.com, Ready.gov, NOAA, OEM alerts, other alerts, update regularly!

# UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

**ELECTRIC**: \_\_\_\_[(985) 276-6400](tel:9852766400)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WATER**: \_\_\_\_\_\_\_\_[(985) 276-6400](tel:9852766400)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GAS (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTERNET PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECURITY ALARM PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVACUATION ROUTES**

* Evacuation route maps should be posted in each area. The following information is marked on evacuation maps:

[511LA| LA Traffic | Trip Planner | Road Conditions](https://www.511la.org/#:Alerts)

* Site personnel should know at least two evacuation routes.
* Locate the evacuation route on a facility floor plan, including muster areas, and include copies with this plan.

**EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

* MEDICAL
* FIRE
* SEVERE WEATHER
* BOMB THREAT
* CHEMICAL SPILL
* STRUCTURE CLIMBING/DESCENDING – include local regulations regarding climbing on a roof.
* EXTENDED POWER LOSS
* OTHER (specify) (e.g., terrorist attack/hostage taking)

\*Be sure to check Ready.gov for a listing of all potential emergencies and threats!

# MEDICAL EMERGENCY

* Call 911
* Medical emergency phone numbers (check applicable):
  + Paramedics
  + Ambulance
  + Fire Department
  + Other
* Provide the following information:
  + Nature of medical emergency,
  + Location of the emergency (address, building, room number)
  + Your name and phone number from which you are calling.
* Do not move victim unless necessary.
* Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Phone:

Name: Phone:

* If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich Maneuver in case of choking.

# FIRE EMERGENCY

*When fire is discovered*:

* Call 911
* Activate the nearest fire alarm (if installed)
* Notify the local Fire Department by calling .
* If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  + Voice Communication
  + Cell Phone
* Radio
* Other (specify)

*Fight the fire ONLY if:*

* The Fire Department has been notified.
* The fire is small and is not spreading to other areas.
* Escaping the area is possible by backing up to the nearest exit.
* The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

* Leave the building using the designated escape routes.
* Assemble in the designated area (specify location):
* Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Emergency Coordinator or supervisors must (underline one):*

* Coordinate an orderly evacuation of personnel.
* Perform an accurate head count of personnel reported to the designated area. (Establish buddy system, groups of three)
* Determine a method to locate missing personnel.
* Provide the Fire Department personnel with the necessary information about the facility.

*Area Monitors must:*

* Ensure that all employees have evacuated the area.
* Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

* Assist all physically challenged people in emergency evacuation.

# EXTENDED POWER LOSS

In the event of extended power loss to a church, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

* Electrical equipment and appliances should be turned off if power restoration would surge causing damage to sensitive equipment.
* Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.

 Fire sprinkler system

 Standpipes

 Potable water lines

 Toilets

* Add propylene-glycol to drains to prevent traps from freezing
* Equipment containing fluids may freeze due to long term exposure and should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

* Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
* Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

# SEVERE WEATHER AND NATURAL DISASTERS\*

# [NWS LIX - Severe Weather Awareness Week page](https://www.weather.gov/lix/swaw)

## Tornado:

* When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
* Small interior rooms on the lowest floor and without windows,
* Hallways on the lowest floor away from doors and windows, and
* Rooms constructed with reinforced concrete, brick, or block with no windows.
* Stay away from outside walls and windows.
* Use arms to protect head and neck.
* Remain sheltered until the tornado threat is announced to be over.

## Earthquake:

* Stay calm and await instructions from the Emergency Coordinator or the designated official.
* Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
* Assist people with disabilities in finding a safe place.
* Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## Flood:

*If indoors*:

* Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
* Follow the recommended primary or secondary evacuation routes.

*If outdoors*:

* Climb to high ground and stay there.
* Avoid walking or driving through flood water.
* If car stalls, abandon it immediately and climb to a higher ground.

## Hurricane:

* The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

*Once a hurricane watch has been issued:*

* Stay calm and await instructions from the Emergency Coordinator or the

designated official.

* Moor any boats securely or move to a safe place if time allows.
* Continue to monitor local TV and radio stations for instructions.
* Move early out of low-lying areas or from the coast, at the request of officials.
* If you are on high ground, away from the coast and plan to stay, secure

the building, moving all loose items indoors and boarding up windows and openings*.*

* Collect drinking water in appropriate containers.

*Once a hurricane warning has been issued:*

* Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
* Leave areas that might be affected by storm tide or stream flooding.

*During a hurricane:*

* Remain indoors and consider the following:
* Small interior rooms on the lowest floor and without windows,
* Hallways on the lowest floor away from doors and windows, and
* Rooms constructed with reinforced concrete, brick, or block with no windows.

## Blizzard:

*If indoors*:

* Stay calm and await instructions from the Emergency Coordinator or the designated official.
* Stay indoors!
* If there is no heat:
* Close off unneeded rooms or areas.
* Stuff towels or rags in cracks under doors.
* Cover windows at night.
* Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
* Wear layers of loose-fitting, lightweight, warm clothing, if available.

*If outdoors*:

* Find a dry shelter. Cover all exposed parts of the body.
* If shelter is not available:
* Prepare a lean-to, wind break, or snow cave for protection from the wind.
* Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
* Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck*:

* Stay in the vehicle!
* Run the motor about ten minutes each hour. Open the windows a little for

fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.

* Make yourself visible to rescuers.
* Turn on the dome light at night when running the engine.
* Tie a colored cloth to your antenna or door.
* Raise the hood after the snow stops falling.
* Exercise to keep blood circulating and to keep warm.

# \*In preparation for all severe weather, stock enough food and water for three days!

# OTHER EMERGENCY SITUATIONS

# Chemical spills

# Truck/trailer/train accidents

# Trauma response/Critical Incident Stress Management (CISM)

# Active threat; contact ARDF for references

# Aircraft incidents

# Safe Church violations

# First Aid, CPR

# CRITICAL OPERATIONS

During some emergency situations, it may be necessary for a designated official or Emergency Coordinator to remain at the church to perform critical operations.

Assignments:

Work Area Name Job Title Description of Assignment

* Personnel involved in critical operations may remain on the site with the permission of the designated official or Emergency Coordinator.
* In case the emergency does not permit any of the personnel to remain at the facility, the designated official or Emergency Coordinator shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Action Plan.
* The following offices should be contacted:

Name/Location: Telephone Number:

Name/Location: Telephone Number:

Name/Location: Telephone Number:

# TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees and all occupants:

Facility:

Name Title Responsibility Date

Jacques Walker Parish Administrator Emergency Reaction 10/25/24