



# Beautiful Savior Lutheran Church Emergency Response Guidelines

Unfortunately, emergencies occur everywhere, even in church. The Ushers, Elders, and Parish Health Ministry Team are usually the first responders to handle these situations and to call 911 as needed.

Try to remain calm. You can help the congregation maintain its service and prevent panic and alarm.

If the person is unconscious, call for help immediately (911). Most have cell phones and there is also a telephone in the Fellowship Hall near the kitchen if needed. Stay on the call with the dispatcher until they have all of the information that they need.

Check for breathing and pulse. If the person is not breathing and/or has no pulse, start CPR and have someone retrieve the AED (Automated External Defibrillator). If you are uncomfortable with giving mouth to mouth breaths, it is ok to do just the chest compressions. The AED is the machine that shocks the heart back to a normal rhythm. It is located in the Fellowship Hall near the kitchen. It will instruct you on what to do once it is turned on.

If 911 is called, someone should go to the street entrance of the parking lot to flag down and direct the emergency responders to the doors nearest the patient's location.

If the injured/ill person is responsive, keep them calm and comfortable. Obtain basic information (name, contact information, who to notify). The injured/ill person, if responsive, may not feel it necessary to call 911. Despite their objections, ALWAYS call 911 when in doubt. The dispatcher and emergency personnel will make the decision regarding treatment and transport.

If the ill/injured person is being transported via ambulance and is alone, obtain the contact person's name and phone number so they can be informed of the situation.

If the ill/injured person's injury is a minor "First Aid" treatment issue, encourage follow-up/contact with their Primary Care doctor.

If the service is streamlined and the patient is in view of the recording camera, please try to move the person out of view of the recording or stop the recording.

There are first aid kits in the Fellowship Hall and the administration building. Please remove them from the walls before opening them so the contents do not fall out.

Complete an incident report, found in the yellow folder at the welcome desk in the narthex as soon as possible. Instructions for completing that form are in the folder as well.

## **There are 13 fire extinguishers:**

### Still Building:

- One fire extinguisher located in the hallway, between the Pastors' offices,
- Northside double exit doors
- Westside double exit doors
- Kitchen exit door

### Church and Fellowship Hall:

There are fire extinguishers at every exit door.

Additionally, there is one fire extinguisher in the kitchen hanging on the east wall.

### 2nd story storage area:

One fire extinguisher is located at the top of the landing and around the corner to the left, hanging on the wall.

### Youth Building:

Near west exit door

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**Fire Alarm Pull Boxes:****Still Building:**

Located at all exits except for the two dining room doors.

**Church & Fellowship Hall:**

Located at every exit door in church and fellowship hall

Located in kitchen on east wall (next to sink) - prefer that that alarm is not used.

*\*\*\*If a fire alarm sounds, evacuate. No one is permitted to reset a fire alarm except for the fire department. \*\*\**

**Alarm Control Modules (2):** These boxes can be used to summon police and emergency services.

One in Still Building by kitchen exit door

One in Sanctuary by North exit door

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