

# HTLC Emergency Preparedness



**Holy Trinity Lutheran Church**  
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Marietta, GA 30066  
770-971-4600

**The purpose** of the Congregation Training Guide is to help prepare Holy Trinity Lutheran Church (HTLC) members for response to various incidents by outlining emergency procedures. Developing, maintaining, and exercising the procedures empowers members to act quickly and knowledgably in the event of an emergency.

It is the policy of HTLC that no guarantee is implied by this guide of a perfect incident management system. As each emergency incident is unique, HTLC can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time. Each member is encouraged to embrace the personal responsibility to be prepared; to get training in first aid and emergency skills; and to volunteer and actively support emergency preparedness at HTLC.

**During the initial response to an emergency**, church members should take immediate action until church leaders can take over and manage the incident. Church members should be prepared and act on the direction from church leaders.

### **The Emergency Procedures may include:**

#### **Medical Emergency**

In the event of a medical emergency such as due to minor or major injury or illness:

1. Minor injury or illness
  - a. Assess person's needs and render basic first aid as necessary.
  - b. If required, locate the nearest First-Aid Kit.
2. Major injury or illness
  - a. Immediately call 9-1-1 and report your location as well as any details about the person's gender, age, and the nature of injury or illness.
  - b. Try to get the attention of other persons in the area.
  - c. Do not move the injured or ill person. Assess person's needs and, if required, render basic first aid:
    - i. Unconsciousness – Locate the nearest AED device, check breathing and pulse, and administer AED and CPR procedures as necessary.
    - ii. Fainting – If person feels faint, lie them down with their feet elevated.
    - iii. Seizure – Do not restrain but protect from self-injury.
    - iv. Choking – Give abdominal thrusts to person, as necessary.
    - v. Bleeding – Apply direct pressure to the wound.
    - vi. Burns – Immediately soak in cold water (15 minutes).
  - d. If possible, have someone go to the parking area to await emergency vehicles and direct emergency responders.

**Note: If the person experiencing the medical emergency refuses 9-1-1 to be called and it is clear the emergency requires more than a minor response, 9-1-1 should be called and the victim can choose to accept or refuse medical assistance upon EMT arrival.**

### **Facility Emergency**

In the event of a facility emergency such as due to structural failure, power outage, plumbing issue or natural gas leak:

1. Power Outage
  - a. If lights go out, move cautiously to a lighted area. Emergency lights will lead you to exits.
  - b. Contact the Facility Manager.
2. Plumbing Emergency
  - a. If you see a gushing water leak call Cobb County Water System emergency response at 770-419-6201 to shut off water service.
  - b. Contact the Facility Manager.
3. Natural Gas Leak
  - a. If you smell gas (rotten egg odor), immediately evacuate the building or area. Do not try to identify the sources of the leak.
  - b. Call Atlanta Gas Light (AGL) emergency service at 877-427-4321 or 9-1-1 to shut off natural gas service.
  - c. Contact the Facility Manager.

### **Fire Emergency**

In the event of a fire emergency or explosion:

1. Fire/Fire Alarm
  - a. Remain calm. Walk to the nearest exit closing doors between you and the fire. Do not use elevators.
  - b. If possible, assist elderly and persons with special needs.
  - c. Gather outside at the Church Pavilion away from danger.
  - d. Call 9-1-1 and report details about the fire.
  - e. Do not attempt to re-enter the building until instructed by authorized emergency personnel to do so.

### **Severe Weather**

In the event of a severe weather emergency such as a Cobb County weather warning:

1. Tornado Warning
  - a. Upon a Cobb County weather warning, immediately seek shelter inside a sturdy building.
  - b. Within Holy Trinity Lutheran Church, we recommend you shelter-in-place in the Lower Level of Building B (See Shelter-In-Place map below).

- c. If possible, assist elderly and persons with special needs.
- d. Shut all doors and windows.
- e. Do not go outside until the storm has passed and “All Clear” signal is given.

**Note: After the storm has ended be aware of downed wires and failing objects.**

### Violence or Threats

In the event of a suspicious person, violent threat or bomb threat:

1. Suspicious Person/Violent Threat
  - a. Remain calm. Do not physically confront the person or block the person from an exit.
  - b. Do not let anyone into a locked building.
  - c. Keep away from the area and alert others to the danger.
  - d. Call 9-1-1 and report as much information as possible.
2. Bomb or Terroristic Threat, or Suspicious Package
  - a. Remain calm and try to gather and note as much information as possible:
  - b. Reason for the threat (does the threat seem real or a hoax?).
  - c. Location and type of bomb, and time of detonation.
  - d. Do not try to move suspicious packages.

Immediately call 9-1-1 to report the threat or package and evacuate the premises.

### Active Shooter

In the event of an active shooter, the Usher Response Team will instruct the congregation to “**RUN, HIDE, FIGHT.**” Members should be prepared to:

1. Run
  - a. Have an escape route and plan in mind to get out of the building as fast as you can! Use ALL doors AND windows (including fire escapes) to get out.
  - b. Leave ALL your belongings behind—this isn’t a robbery!
  - c. Don’t wait for family members or friends who are slower and less mobile.
  - d. Keep your hands visible to law enforcement and run in a zig-zagging manner to make yourself a difficult target. Get out in the open and move preferably toward the sidewalk on Sandy Plains Rd. Also, go to the Post Office—front and back outside but don’t trap yourself by going inside the Post Office building.
  - e. Don’t get into cars and try to drive out—that creates a log jam and now you’re an easier target!
2. Hide
  - a. If you can’t get out of the building right away, try to hide out of the shooter’s view—but only until you can get outside. Hide LOW or HIGH, but NOT in the “fatal funnel”!

- b. If you can, keep a brick wall between you and the shooter. They can shoot thru drywall walls and wooden doors.
  - c. Don't trust your ears as to the location of the threat (acoustics distort), just use your eyes to move away from the threat.
  - d. If hiding in a room with a locked door, turn off lights and silence your cell phone—a vibrating phone makes a sound!
  - e. If hiding in a room without a locked door, blockade the door horizontally all the way to the opposite wall with desks, chairs, cabinets, tables, etc.
  - f. Take a position in the room with the least amount of angle to the door. The narrower the angle the longer it will take the shooter to see you.
3. Fight
- a. The last resort is to fight the shooter and only when life is in imminent danger!
  - b. If you must fight the attacker, use 3 people to attack if you can—the first goes for the gun, the second one goes for the head/neck, and the third one goes for the waist to take down the shooter.
  - c. If only two people are available, go for the gun, then head/neck.
  - d. If only one person can counter, go for the gun! Grab it from the side if possible and do an instant dead weight drop!
  - e. Use any hard weapon you can get that doesn't bend or fold. For example, grab a wooden chair, not a folding one. Grab the Crucifix pole, etc. Grab a fire extinguisher for striking. Stay an arms-length away to strike the attacker.

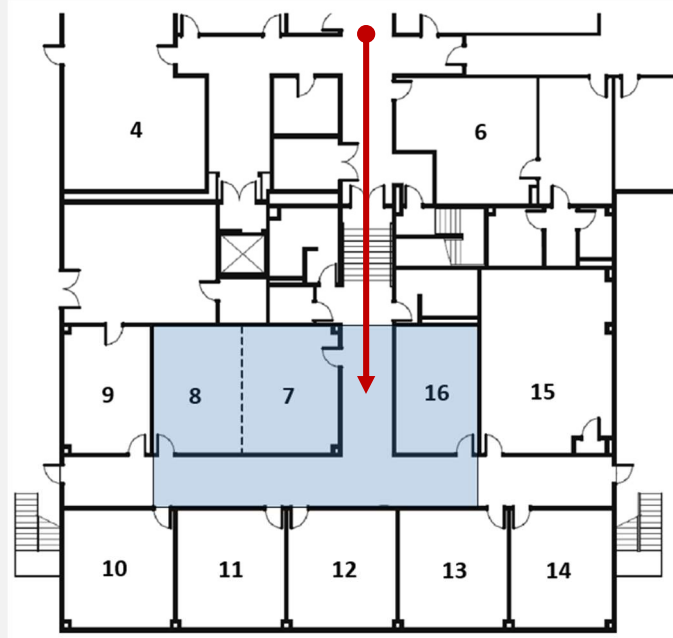
## The Emergency Protocols may include:

### Shelter-In-Place

In the event a shelter-in-place incident becomes apparent in any church location—the pastor or available church leader will make the following announcement (or equivalent):

**“WE ARE IMMEDIATELY IMPLEMENTING SHELTER-IN-PLACE PROCEDURES DUE TO <DESCRIBE EMERGENCY>. ALL THOSE IN ATTENDANCE ARE DIRECTED TO MOVE TO THEIR DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL CONGREGANTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”**

1. Calmly move inside the building into designated safe areas, such as inside rooms with no windows, bathrooms, and hallways without large windows or doors. Close all windows and doors.
2. Assemble in the **Building B Lower-Level Hallway and Rooms 7, 8 and 16.**



3. If there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
4. If a severe weather event, monitor via a cell phone application or NOAA radio. All persons must remain in shelter until notified that normal activity may continue.

### Lockdown

This protocol is used when there is a threat of violence or serious incident that could jeopardize the safety of congregants (e.g., intruder, active shooter, hostage incident, etc.). The pastor or available church leader will make the following announcement (or equivalent):

**“LOCKDOWN, LOCKDOWN, LOCKDOWN!”**  
**“IMMEDIATELY FOLLOW EMERGENCY PROCEDURES AND AWAIT FURTHER INSTRUCTIONS.”**  
**“LOCKDOWN, LOCKDOWN, LOCKDOWN!”**

1. Any congregant should call 9-1-1 and identify the name and address of the church, describe the emergency, indicate that the church is going into LOCKDOWN, provide a description of suspect(s) and weapon(s), if known, and identify the location of the Pastor or available church leader. The congregant should remain on the phone to provide updates and additional information to the emergency dispatcher.

2. Find and secure yourselves and any other congregants in a safe location.
3. Close and lock all doors; leave shades/shutters open on exterior doors/windows, but close shutters/shades on interior doors/windows.
4. Move to least visible area of the room, remain silent, and turn cell phones *off*—church leaders should turn cell phones to “*vibrate*.”
5. Await further instructions.
6. If necessary and safe to do so, notify congregants outside to immediately move to the off-church site assembly area(s); account for congregants and be prepared to evacuate off-church site to a relocation site.

**Note: Do not leave a secure location during a lockdown even if the fire alarm activates and do not open the door to anyone for law enforcement.**

### Evacuation

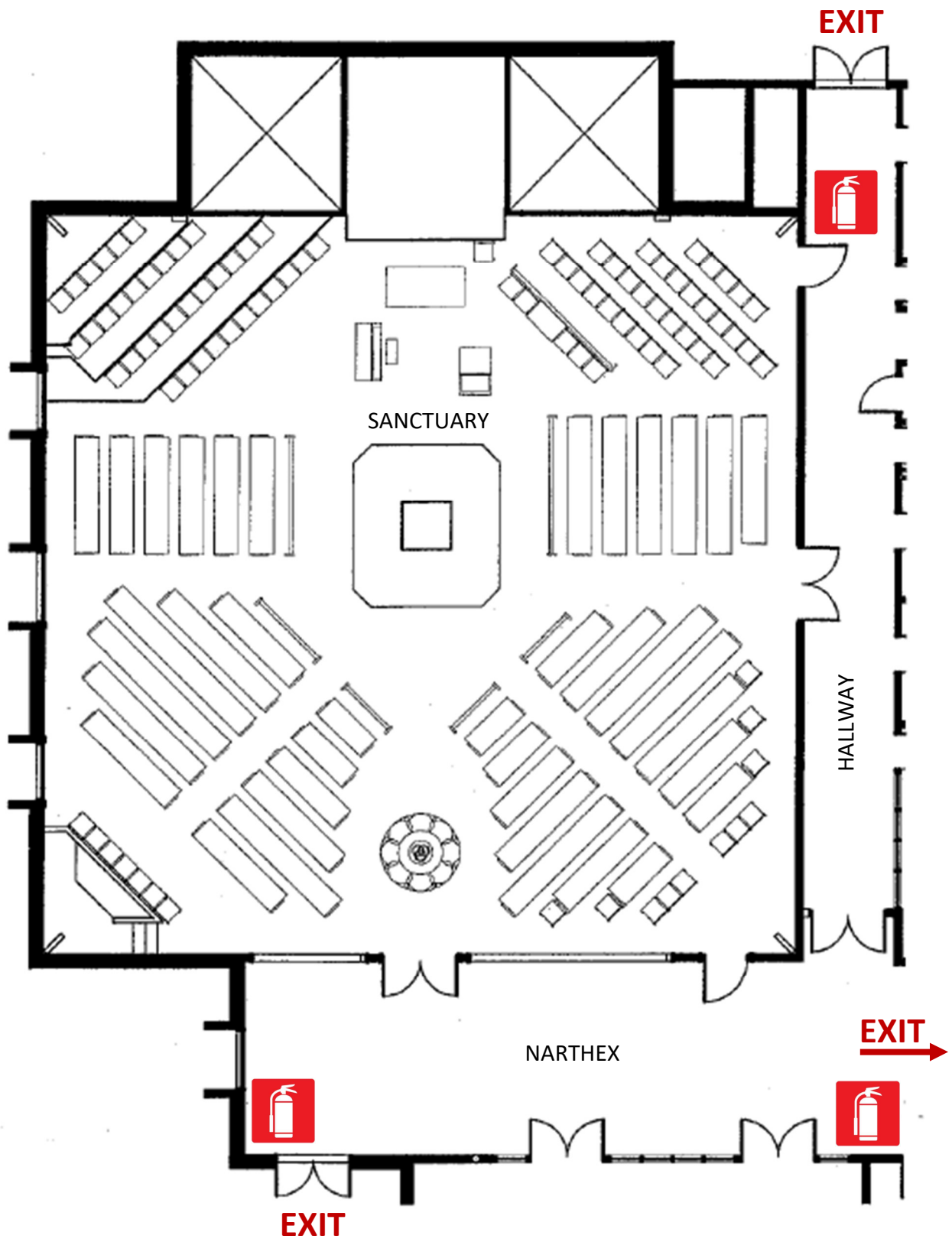
This protocol is used when it is determined that it is safer outside than inside the building (e.g., fire, natural gas leak, carbon monoxide leak, structural failure, etc.). The pastor or available church leader will make the following announcement (or equivalent):

**“WE ARE EVACUATING THE BUILDING DUE TO <DESCRIBE EMERGENCY>. ALL THOSE IN ATTENDANCE ARE TO MOVE TO THE <DESIGNATED ASSEMBLY AREA>. CHURCH SECURITY TEAM MEMBERS WILL OBTAIN ACCOUNTABILITY AT THE ASSEMBLY AREA.”**

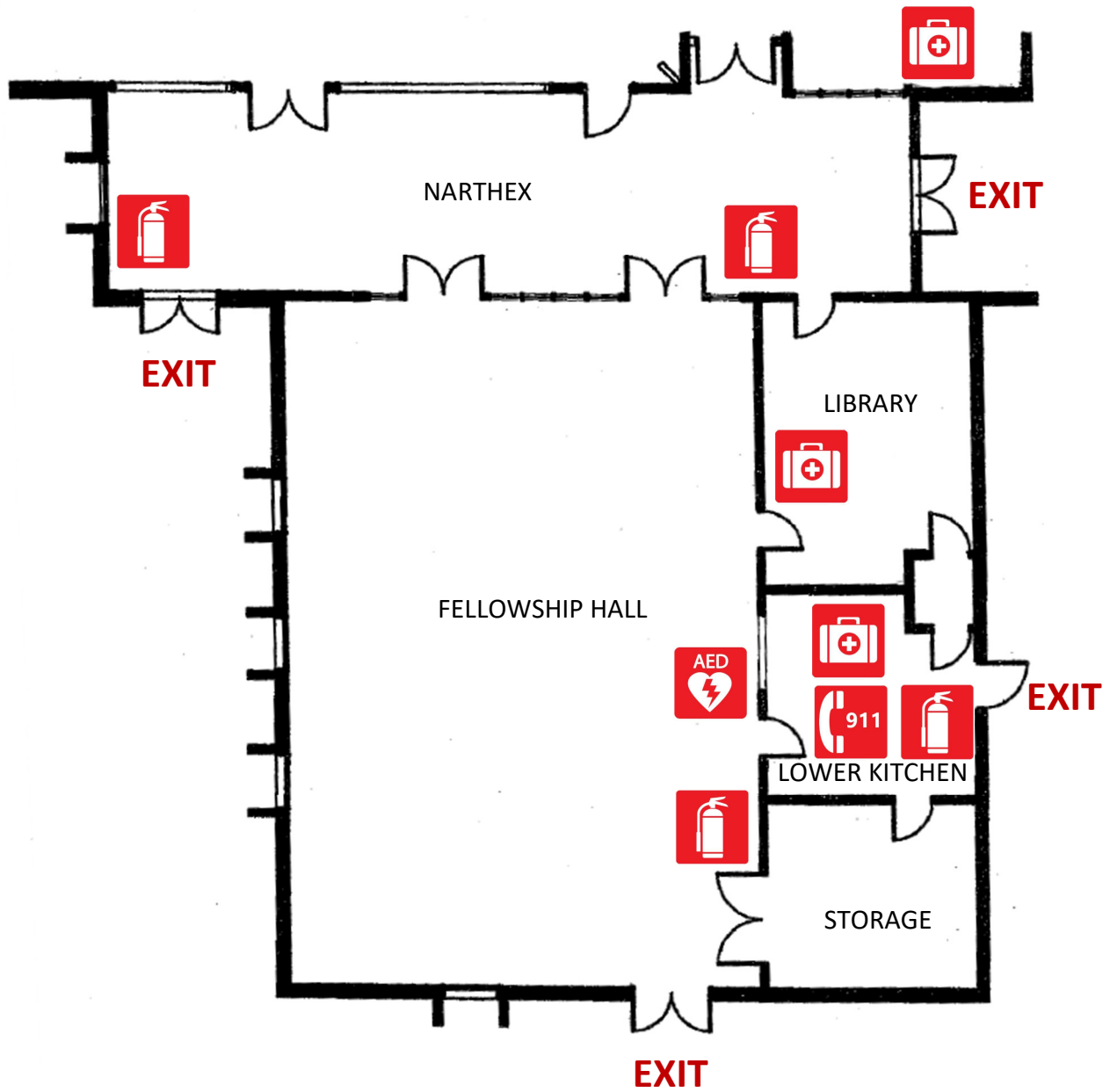
1. Calmly evacuate the building, using the safest and most expedient route, and report to the Church Pavilion area.
2. If feasible and safe to do so, check the restrooms, hallways, and common areas for congregants while exiting.
3. Take attendance in the assembly area and remain there until provided further instructions.

# Emergency Exits & Equipment

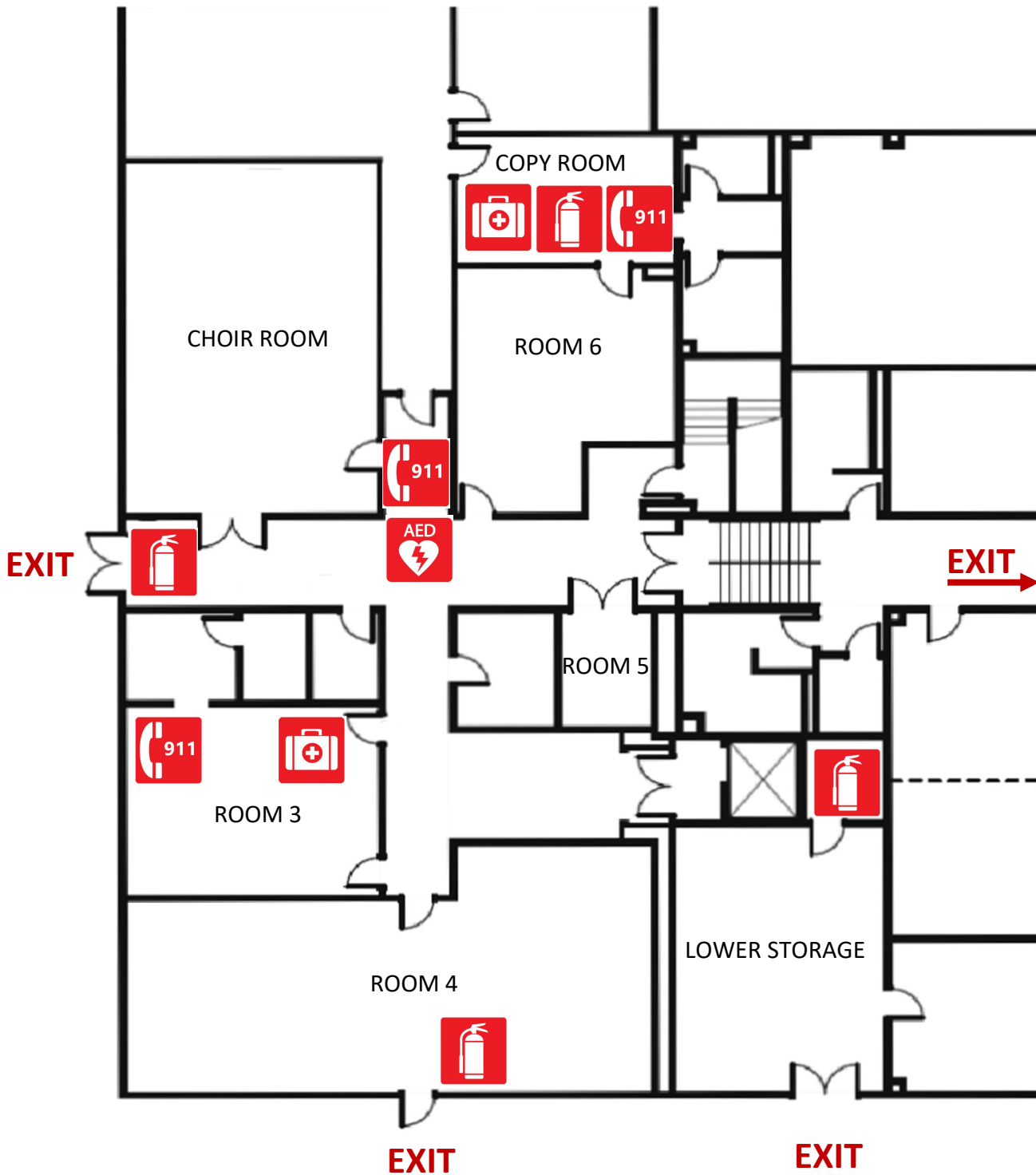




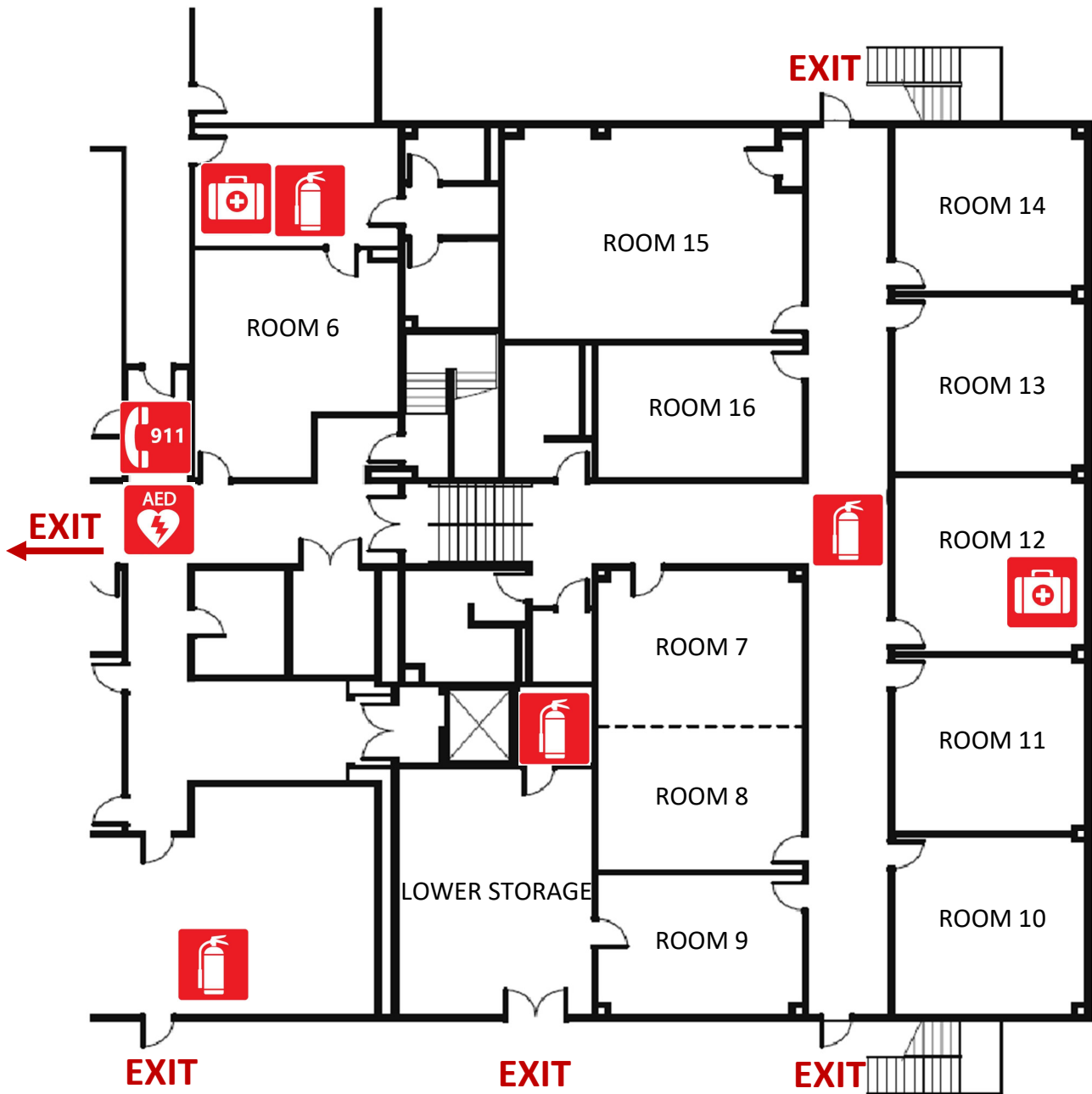
**Building A – Sanctuary**



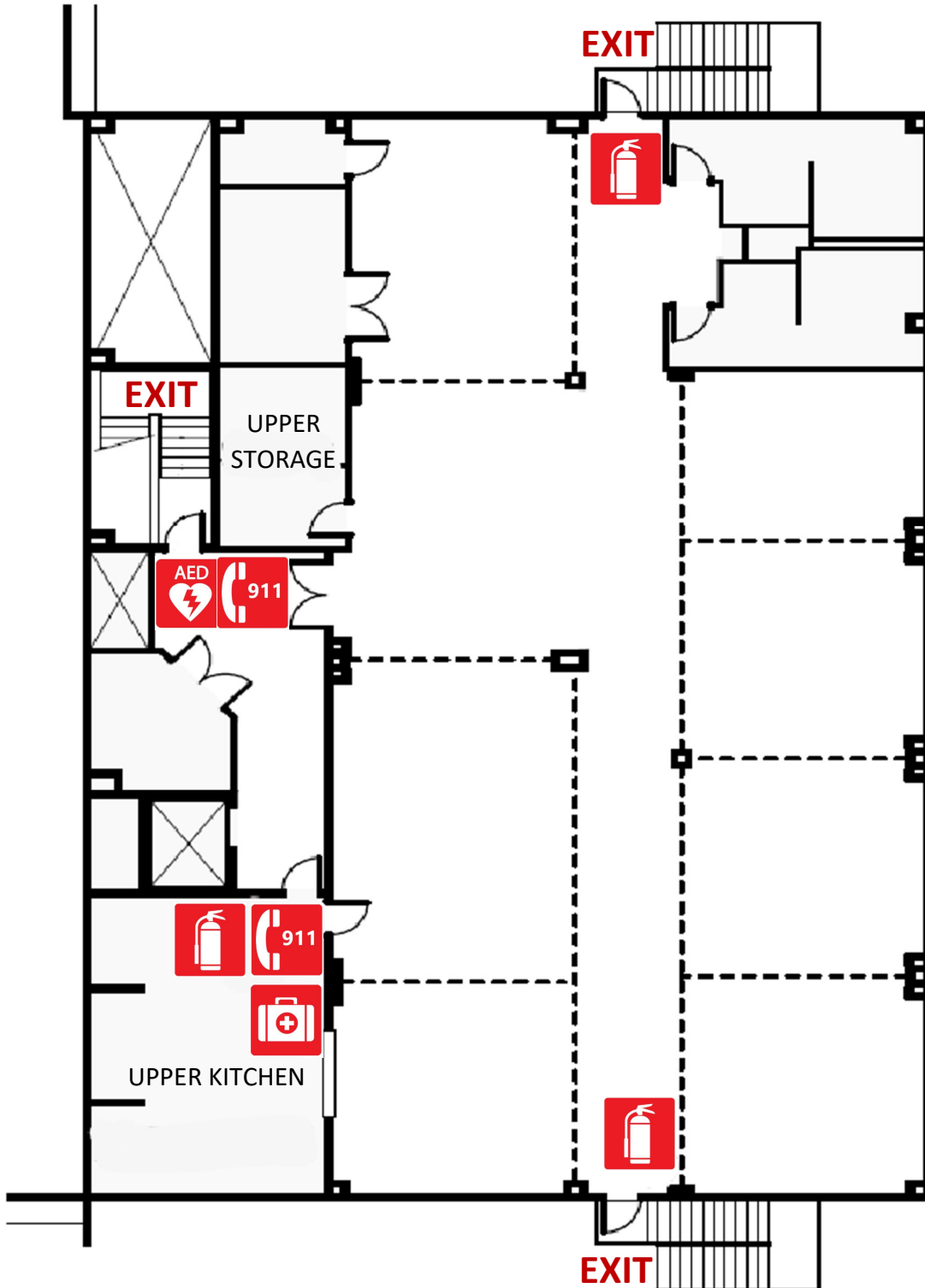
**Building A – Fellowship Hall**



**Building B – Main Level**



**Building B – Lower Level**



Building B – Upper Level

