



Zion Lutheran Church Emergency Plan

PLANNING FOR THE WORST, PRAYING FOR THE BEST

TABLE OF CONTENTS

Staff Contact Phone Numbers	5
Contractors List	6
Purpose	7
Scope of Plan	7
Church Profile	7
Hazard Assessment	8
Responsibilities	8
Operations	11
Recovery	11
Emergency Plan Maintenance	11
Summary	12
Appendix	
1A - Zion Lutheran Church Basic Floor Plan	13
1B – Zion Lutheran Church Facility Map	14
1B – Zion Lutheran Facility Map	15
2A - Hazard Identification @ Vulnerability Analysis	16
2B - Hazards Descriptions	17
3A - Incident Command Structure	21
3B - Contact List	22
4A – Fire	23
4B – Tornado	24
4C - Severe Weather	27
4D – Medical Emergencies	28
4E – Hazardous Materials Release	29
4F – Terrorism	30
5 – Training Requirements	33
6 – Bomb Threat Checklist	34
7 – Kidnapping or Hostage Checklist	35
8 – Crime report	36
9 – Accident Incident Report	37
10 – First Aid Kits	38
11 – Anaphylactic Shock	39
12 – Bites and Stings	40
13 – Bleeding	41
14 – Burns	42

15 – Electrical Shock	43
16 – Head, Neck and Spine injuries	44
17 – Heart Attack	45
18 – AED	46
19 – Heat Exhaustion	47
20 – Heat Stroke	48
21 – Seizures	49
22 – Shock	50
23 – Sprains and Strains	51
24 – Stroke	52

Staff Cell Phone Numbers for Emergency Use ONLY

Pastor	XXX-XXXX
Secretary	XXX-XXXX
President	XXX-XXXX
Vice President	XXX-XXXX
Building Committee Deacon	XXX-XXXX
Building Committee Deacon	XXX-XXXX
Deacon	XXX-XXXX
Deacon	XXX-XXXX
Custodian	XXX-XXXX

CONTRACTOR LIST

Alliant Energy	XXX-XXXX
Electrician	XXX-XXXX
Locksmith	XXX-XXXX
Plumber	XXX-XXXX
Qwest	XXX-XXXX
Heating & Air Conditioning	XXX-XXXX
Office Machines	XXX-XXXX

Purpose

Zion Lutheran Church believes God desires that:

- we are good stewards of the property and facilities we use to meet together to worship and serve (Matthew 25:14-30)
- we reach out to those in our community who have physical needs, blending our faith with action (James 2:15-17).

An “emergency” that involves Zion Lutheran Church could impact the business of the church, disrupt weekly activities, cause physical damage to the facilities, or threaten Zion Lutheran Church’s ability to serve its members and community. It can include the death or significant injury to church employees, members, or those in the community around us. The use of the term “disaster” may lend itself to a perception of a large-scale event. Each event, however, needs to be assessed against the impact it has on the church and its ability to meet the needs of its own church family and that of the community around us.

Being prepared and understanding what to do can reduce fear, anxiety and losses that may occur during emergencies. We can minimize the drain on local resources needed during incidents by preparing ourselves as a church and as individuals.

In order to be effective stewards and be able to reach out to those around us during an emergency, it is necessary to:

- mitigate [alleviate, minimize] potential risks,
- prepare for emergencies,
- design a plan to respond to incidents, and
- consider how to recover quickly and efficiently.

This Emergency Plan is designed to help facilitate this purpose. This version of the plan is considered a “Draft” since it has not yet been reviewed by members of the church, Ministry Team Chairs, or the Church Leadership. It will be taken before the Church Leadership to review, edit, and subsequently implement.

Scope of Plan

This plan is designed to address not only the day-to-day incidents which may occur at Zion Lutheran Church but also community events to which the church may be able to respond and serve our neighbors. In addition, consideration will be given to emergencies which may happen to our members while away from the immediate area on church business or special activities.

Church profile

Zion Lutheran Church is located in Castalia, Iowa. It is a church with a staff of 14, During Sunday morning services and special events occupancy will range between 45-96.

**Church profile
(continued)**

The church complex consists of multiple structures; the main portion of the church was constructed in 19XX with additions to it in 19XX and 19XX. The first floor consists of an A-frame sanctuary with secured pews, and one office. There are stairways and a ramp leading to the basement floor where the majority of classrooms are located. The basement of the church has 2 stairways and a ramp leading out of it. In this area there is a kitchen area, nursery, classrooms, and fellowship area. Appendix 1A shows a basic floor plan of the facility; Appendix 1B identifies the site plan; Appendix 1C identifies the evacuation routes and locations.

There is street parking on the north and south side with a parking lot across the street on the west side of the complex.

The community around the church consists of a combination of single-family residences. State Hwy 52 runs east and west in front of the church. The Castalia Fire Department has one station which is 1 block east.

**Hazard
Assessment**

Appendix 2A outlines hazards that have led to incidents at Zion Lutheran Church, in the community, or has the potential for happening based on the geographic location of the church, its structure, its membership, or the public using its facilities. It is a snapshot in time identifying the hazard, its potential impact, and the potential capability of the congregation or the local first responders in City to react to the incident. With each hazard, the primary concern would be whether the incident occurred during the more heavily populated weekly services. The assessment will help Zion Lutheran Church determine planning and resource priorities. Appendix 2B provides a description of each hazard.

Responsibilities

Safety in daily operations and Emergency Planning for the Zion Lutheran Church is currently the informal responsibility of the Facilities Team. This responsibility will be formalized as this plan is reviewed, edited, and then implemented.

The Church Leadership can help facilitate the implementation of the Emergency Plan by working with the Winneshiek County Emergency Management LDR Teams to mitigate, prepare for, respond to, and recover from major incidents.

Each Ministry Team has a variety of opportunities to be involved with the implementation of the Emergency Plan. These opportunities would be formalized as responsibilities after this draft of the plan has been reviewed and each ministry team accepts the recommendations or identifies new responsibilities.

Adult Ministries:

This team could assist with the education of personal preparedness among the church families. This may include classes, handout materials, special speakers or workshops, or information available through the church web page. Community outreach may include extending the training to residents in the City area.

Care Ministries:

At-risk populations within the church family can be identified and steps taken to help them plan for emergency situations that may affect their special needs. This team could provide follow-up after an incident to ensure these members are being cared for appropriately with the available resources.

Children's Ministries:

Initially this team could work with parents or guardians to ensure basic supplies are available at the church to care for any children who may be onsite should an incident occur. Additional opportunities might extend to providing sitting services for families after an incident to allow adults to care for the needs at home or supporting the elementary school across the street.

Facilities Team:

As already mentioned, this team would best be responsible for the Emergency Plan as part of the Church Safety Plan. Additionally they may work with the Winneshiek County Emergency Management Agency (EMA) to identify how Zion Lutheran Church could become an identified shelter in the community. This team will work with the Castalia Fire Department during annual inspections. They may also help identify the emergency supplies to be kept on site. This team would help determine when the church would be safe for occupancy after an incident.

Fellowship Ministries:

Emergency planning should be considered when special events for fellowship at the church are developed. Small groups that meet for fellowship may also help facilitate preparedness efforts by teaming with Adult Ministries to provide educational materials. These groups may also help build neighborhood awareness.

Finance Team:

As the team works on the annual church budget, mitigation, preparedness, response, and recovery should be considered as part of the stewardship responsibility of the church facilities. Processes should be designed to track expenses during an incident in order to provide data to the County which may be helpful in identifying community losses.

**Responsibilities
(continued)**

Local Outreach:

Emergency Planning is a unique ministry for outreach. It may be incorporated in the mitigation phase through volunteerism supporting the City in mitigation efforts, residents in the community can be included in disaster education training that is offered or church members may work with their neighborhoods to prepare. Other opportunities are available during the response and recovery phases. Providing immediate care, shelter, food, clothing or helping to meet the spiritual, emotional, and mental needs are primary opportunities. During recovery the church could help with tasks as simple as helping to clean out a damaged house, providing child care, partnering with a local nursing home or senior center, or meeting transportation needs.

Worship Ministries:

Prior to a major incident occurring, this team could make plans on how to respond to the neighborhood when they turn to the church for comfort. In some situations this may be a mass care situation and in others it may include only a few families. By being ready to provide spontaneous worship services the spiritual, emotional, and mental needs of the community can be addressed. This may be done in partnership with other churches in the area.

Youth Ministries:

The energy and enthusiasm of our Youth is important to engage in all four of the emergency plan elements. They can help by getting their families prepared to take care of themselves for a minimum of three days as well as provide additional staffing to other church efforts. Emergency planning also needs to be incorporated into Youth activities – especially as they travel out of the local area.

Incident Command Structure (ICS)

In addition to involving the Ministry Teams, the church staff will assume the primary responsibility for the Incident Command Structure (ICS) during an actual incident. Appendix 3A identifies the various roles as part of ICS. Training would need to be provided and drills conducted to ensure staff knew how to implement ICS and its flexibility to expand and contract depending on the complexity of the incident.

Cross-Training

Due to the volunteer nature of church stewardship, it will be important to cross-train ministry teams to serve multiple roles. The goal would be to have three levels of support for each ICS position and a variety of people generally cross-trained. The Contact List shown in Appendix 3B should be used to help fill in the ICS as needed depending on the availability of church volunteers.

Operations

Zion Lutheran Church’s concept of operations is reinforced in our stewardship of the property and facilities, our outreach to those in our community, and our commitment to minimizing the drain on local resources needed during incidents. During the mitigation and preparedness phases of our emergency plan we will take steps to prepare ourselves as a church and as individuals for emergencies.

Should an incident occur during the weekday, weekly, or special events, individuals will follow the basic emergency procedures (Appendix 4 A-F) to ensure personal safety. After the initial incident is over, the church staff will implement ICS. Steps will be taken to account for those in the building. Then the facility will be inspected to determine if it is safe to re-enter. In a serious incident, this may need to be done by a professional. Any children in the facility will be kept on site until parents or guardians arrive. The goal will be to get the building as operational as feasible – both to support the members as well as residents in the community. Members will be asked to remain at the site until local road conditions can be assessed. When possible, the church membership will be notified through the e-mail list or through a telephone tree about any schedule changes or opportunities to serve after the initial incident.

Should the need arise for the church to be opened as a shelter, appropriate contacts will be made and this will be coordinated with the Winneshiek County Emergency Management.

Recovery

Following an incident the Ministry Team Leads will conduct a status check with their teams. Then the Church Leadership will convene, along with the church staff, to review the status of the church. If possible, representatives from the partnering congregations will also attend. A review of the church’s status will help identify available resources and priorities for restoring the facility to daily and weekly operations. A financial report will be provided by the Finance Team to identify immediate expenses and project recovery costs. The Insurance Company will be contacted to identify the next steps. The Facilities Team Lead will facilitate preparing a report that will identify how the church responded to the incident and how that response might be improved.

Emergency Plan Maintenance

This document will become the responsibility of the Facilities Team to review annually and update as needed. A strategy will need to be developed to train the appropriate personnel in the basic skills needed to maintain this plan. See Appendix 5 for a baseline matrix.

Agreements to help support our own congregation as well as the community around us will need to be explored with Winneshiek County Emergency Management, Winneshiek County Sheriff Office and Castalia Fire Department, public Works, and other congregations in the community.

A schedule will need to be developed to evaluate the training that has been provided through a series of exercises.

Tabletop Exercises: Review the various responsibilities and simply discuss how emergency situations would be handled.

**Emergency Plan
Maintenance
(continued)**

Functional Drills: The Ministry Teams and ICS roles will test the notification, process, communication process, deployment, and equipment needs to identify problem areas and establish corrective action.

Evacuation Drill: A day will be set aside to conduct a congregational evacuation drill to acquaint members with primary and secondary routes. Members will be asked to account for those around them. The plan should include the Youth, Children, and Nursery workers as well.

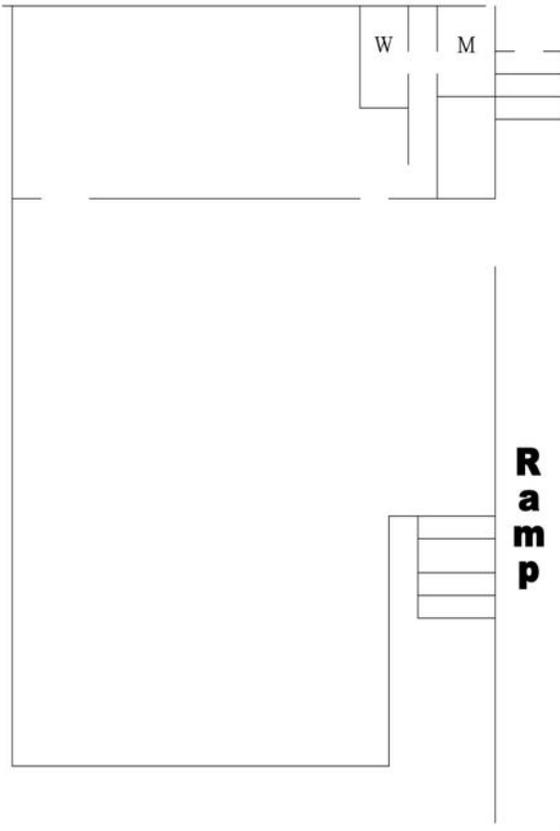
Full-scale Exercise: A real-life emergency situation is simulated as closely as possible. A debriefing is held afterwards and opportunities to improve the plan will be documented and the plan updated.

Summary

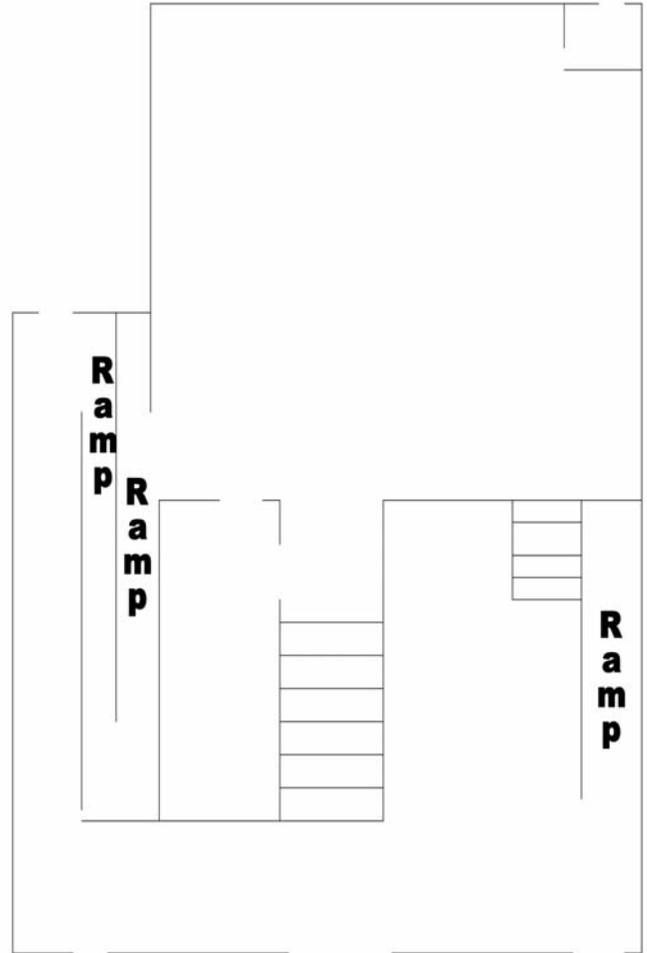
Implementation of an Emergency Plan is only one step toward meeting the church goal of being good stewards and reaching out to those in our community before, during, and after a major incident. The Plan must become an integral part of church operations, members need to be educated on how to make personal preparation and the church made as safe as possible for day-to-day operations as well as having minimal damage during a significant incident. The Plan needs to be tested through exercises and drills, and then updated to reflect what was learned during those tests.

APPENDIX 1A

**ZION LUTHERAN CHURCH
Basic Floor Plan
(Not to scale)**



Zion Lutheran Church
Basement
Not to scale



Zion Lutheran Church
Main Floor
Not to scale

APPENDIX 1B

**ZION LUTHERAN CHURCH
FACILITY MAP
(not to scale)**



APPENDIX 1C

ZION LUTHERAN CHURCH
EVACUATION FACILITY MAP
(not to scale)



APPENDIX 2A

**ZION LUTHERAN CHURCH
HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS**

Type of Emergency	Probability	Freq of past events	Property Impact	Member Impact	Internal Resources	External Resources	Total
	High 4 -- 1 Low	High Impact 4 ---- 1 Low Impact			Weak Resources 4 – Strong Resources 1		
Fire	3	0	4	2	4	2	15
Severe Weather	4	4	4	4	4	2	22
Tornado	3	0	4	4	4	2	17
Medical Emergencies	1	0	0	4	4	2	9
Hazardous Materials Release	1	0	2	2	4	3	12
Terrorism	1	0	2	3	4	4	14
Earthquake	1	0	4	4	4	4	17

**APPENDIX 2B
HAZARD DESCRIPTIONS AND CONSIDERATIONS
(in order of Hazard Identification & Vulnerability Analysis)**

Structural Fire *Risk*

Fires occur without warning and can occur in any property, in any community. Fires are a secondary risk associated with an earthquake.

Considerations

Structure fires in commercial property add the risk of hazardous materials, and other substances, which may give off toxic fumes when burnt. The time of day when a fire occurs (weekdays or during services), will directly effect the amount of property damage that occurs.

Injuries after an earthquake may occur by secondary explosions and fire, with smoke inhalation as a major concern. The ability to provide for these types of injuries, both adults and children should be considered.

Members of the church and other residents of the community may be displaced from their homes. In this circumstance, Zion Lutheran Church might be used as a shelter.

Severe Weather *Definition*

Severe weather may consist of drought, high winds, lightening, flooding, ice storms, or snow accumulations. The National Weather Service issues various watches and warnings for a variety of conditions.

Blizzard 35 – 44 mph winds visibility less than 500ft	A combination of low temperature, heavy snowfall and high winds, causing drifts and visibility reduced to a few yards. This is the most dangerous of winter storms
Heavy snowstorm 45 mph or greater winds visibility approaching zero	4" or more of snow in a 12 hour period or 6" or more of snow in a 24 hour period
Ice storm	Occurs when moisture freezes immediately upon contact with the ground. Driving and walking are extremely hazardous
Winter storm watch	Severe winter weather may affect your area
Winter storm warning	Severe winter weather conditions are expected
Ice storm warning	Significant, possibly damaging, ice accumulation is expected
Heavy snow warning	A snowfall of at least 4" in 12 hours -or- 6" in 24 hours
Blizzard warning	Large amounts of falling or blowing snow and winds of at least 35 mph are expected for several hours
Severe blizzard warning	Considerable falling or blowing snow, winds at least 45 mph, and temperatures of 10°F or lower are expected for several hours

**Severe Weather
(continued)**

High wind warning	Winds of at least 40 mph are expected to last at least one hour
Traveler's advisory	Ice and snow are expected to hinder travel but the anticipated weather conditions are not serious enough to require warnings
Flash flood watch	Issued when flash flooding is possible within the designated watch area; be alert. Listen to your radio for flood forecasts and prepare for evacuation.
Flash flood warning	Issued when flash flood has been reported or is imminent: take necessary precautions
Flood warning	Issued as an advance notice that a flood is imminent or is in progress at a certain location or in a certain river basin. Take precautions as directed.
Severe thunderstorm watch	Conditions are right for: <ul style="list-style-type: none"> • lightening or damaging winds greater than 58mph • hail that could reach a diameter of 0.75 inches, and • heavy rain A thunderstorm watch indicates that you should take action to protect yourself
Severe thunderstorm warning	Severe thunderstorms have been sighted in your area
Tornado Watch	Conditions in the area are consistent with tornado formation.
Tornado Watch	A tornado has been sighted or en route towards the area. Individuals should take immediate cover in a basement, or as designated.

Risk

Severe weather may cause utility outages as a direct impact of conditions or as a secondary result of damage to broken power poles or transmission sites. Utility outages may affect the availability of electricity, water, or natural gas. Additionally severe weather may heighten the potential of falls on sidewalks and parking lots around the church. Members may be at risk in getting to the church or back home.

Considerations

Severe weather can easily damage or hinder the transportation routes of food and other supplies around the area. An accumulation of ice or snow can easily damage power lines or even collapse buildings. Drought is often accompanied by sustained high heat that may put certain populations at higher risk of exposure.

Members and community residents may be displaced from their homes or without heat or electricity due to power outages.

Earthquake

Definition

An earthquake is a trembling of the ground caused by the sudden shifting of the rock beneath. Earthquakes occur without warning.

Risk

Zion Lutheran Church is in a low risk area for earthquakes. The New Madrid fault runs through just southeast of Missouri. The initial hazards from an earthquake are from falling objects, as well as landslides and fires. However, secondary effects may cause more severe and long term problems, such as; bridge, road collapse, and destruction of utilities.

**Earthquake
(continued)**

Richter Scale	Classification	Effects
5.0 – 5.9	Small	Trees sway, suspended objects swing, loose objects overturn or fall
6.0 – 6.9	Moderate	General alarm. Walls crack, plaster falls.
7.0 – 7.9	Major	Masonry cracks, chimneys fall, poorly constructed buildings damaged, water levels may change. Ground cracks badly, many buildings destroyed and railway lines bent; landslides on steep slopes
8.0 – 8.9	Great	Few buildings remain standing; bridges are destroyed, all services out of action. Great landslides & floods. Total destruction; objects thrown into the air; ground rises and falls in waves

Considerations

The destruction of roads, especially bridges, may cause severe problems with rescue efforts. The loss of power and communications systems should always be considered and planned for, not only in the event of an earthquake, but in any emergency.

Preparation must be made to provide the basics of essential care following an earthquake. The first responding agencies may not be able to respond to some areas of the community for some time.

**Medical
Emergencies**

Definition

A medical emergency occurs when a person has a severe enough medical condition such that a bystander, who possesses an average knowledge of health and medicine, could reasonably expect that if the person did not get immediate medical attention, it could seriously jeopardize his/her health.

Risk

The members attending the church come with a variety of pre-existing medical conditions. Additionally, a medical emergency may occur as a result of the stress of emotional situations such as funerals and weddings which occur at the church. Severe weather, unsafe conditions, and earthquakes may also result in medical emergencies.

**Medical
Emergencies
(continued)**

Considerations

Some first aid knowledge can help provide basic life support until the arrival of professional responders. In the event of a major incident where professional response is delayed, basic first aid may make a difference in the patient's survivability.

**Hazardous
Materials
Release**

Definition

Hazardous materials are substances that, because of their chemical nature, pose a potential risk to life, health, or property if they are released. Hazards can exist during production, storage, transportation, use or disposal.

Risk

Contamination from hazardous materials may occur through airborne particles, absorption through the skin or mucous membranes, or ingestion.

Considerations

Hazardous materials releases can range from a chemical spill on a highway to groundwater contamination by naturally occurring methane gas. An evacuation due to a hazardous materials release could last from a few hours to a few days. In some situations, direction may be given to shelter-in-place. Decontamination may be necessary and should be conducted by trained personnel.

Terrorism

Definition

Terrorism has been defined by the Federal Bureau of Investigation as "The unlawful use of force or violence against persons or property to intimidate or coerce a government; the civilian population; or any segment of it, in furtherance of political or social objectives."

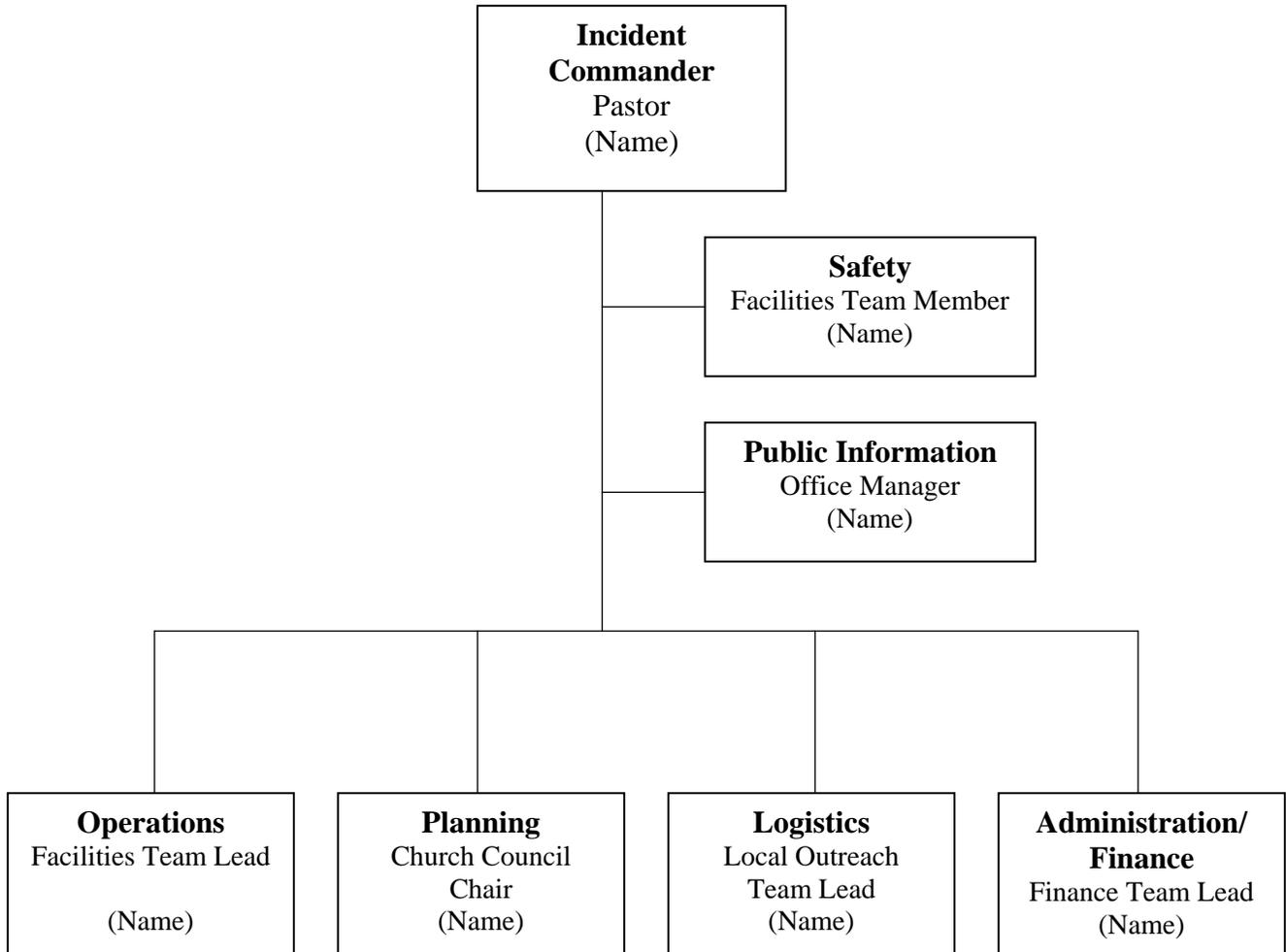
Risk

The potential of a terrorist attack at the church is probably limited to individuals who may have a grievance, real or alleged, toward another individual in the church.

Considerations

The greatest number of injuries and casualties would result from the use of a weapon of mass destruction. These include biological and chemical weapons that can affect residents living throughout a larger geographic area. The widespread nature of such weapons makes response difficult.

APPENDIX 3A
SAMPLE INCIDENT COMMAND STRUCTURE



*Note: The initial staffing of the primary roles will be assumed by the church staff on duty. Additional support will come from church members responding to the church from their homes or jobs. It is understood that additional staffing will only come once the individuals' priorities of taking care of their own family first has been accomplished. The goal will be to have at least three levels of personnel trained to support the various functions.

**APPENDIX 3B
CONTACT LIST**

POSITION	NAME	CONTACT INFORMATION
Incident Commander		
Safety		
Public Information		
Operations		
Planning		
Logistics		
Administration/Finance		
Emergency Plan Administrator		
Church Insurance Company		
Zion Lutheran Church Office		
County EOC		
Castalia Fire Dept Admin		
Castalia Police Dept Admin		
Winneshiek County Sheriff		
Castalia Public Works		
Castalia Health Partnership		
American Red Cross		

**APPENDIX 4A
EMERGENCY PROCEDURE -- FIRE**

Evacuate and Then Call 9-1-1

1. Be aware of where the emergency exits are in the building so you are better able to evacuate when necessary.
2. When a fire occurs, **keep calm**. Remember what you learned in your fire drills.
3. Assess the situation and call the Fire Department (911) immediately. If the fire is small, use the fire extinguisher to try to put it out.
4. Alert others in the building and calmly move them to a safer area outside the building. Remember, if you have time, check bathrooms, furnace rooms, or any other area where people may be and not hear the warning.
5. Evacuate the area if you are in immediate danger. Be especially aware of small children and disabled persons. Once the area has been evacuated, be sure to check and make sure all persons are accounted for.
6. If in a room filled with smoke, stay close to the floor for easier breathing. Stay next to walls for direction. Before opening a closed door, feel its surface or doorknob. If the door is warm, there is probably fire on the other side. Do not open the door but seek another escape exit.
7. If you move from one room to another, close doors behind you to help contain the fire. Do not lock doors in case you or someone else needs to reenter or exit through it.
8. Do not run down stairways; keep to the right so as not to run into fire rescue workers.
9. Do not reenter the building or room unless authorized to do so by fire fighters.

NOTE: Smoke detectors are the only audible alarm currently in the building. There are no maps or evacuation routes currently posted. There are emergency safety lights to help guide toward exits should there be smoke or power loss.

**APPENDIX 4B
EMERGENCY PROCEDURE -- TORNADO**

1. Staff will make an announcement over the PA System and advise all persons in the church to head for cover in the basement immediately.
2. If there is a service in the sanctuary, see attachment for instructions for the head usher and pastor.
3. Evacuate rooms by the plans drawn in each room. Be aggressive getting the word out, yet keep from causing a running, frenzied panic.
4. Do not move from this location until the danger has completely passed. Do not allow persons who have made it to the basement to leave, unless going to aid children or the handicapped. Searching for adults who have possibly made an alternate decision for cover can cost the life of the person(s) leaving.
5. If a Disaster Response Team Member(s) are present they will coordinate the evacuation to the basement. Members will look to the team member for instruction along with the pastor. Get the pastor with you to assist with announcements.
6. Have everyone stay towards the supporting walls and get down on their knees with hands protecting their head and neck.
7. If available, chairs and tables can also be used as shelter. Do not take time to specially set them up.
8. After the danger has passed, persons may be released from the basement.

IF there has been damage to the structure, send a pair of adults to evaluate the building and the parking lot. Then follow “After Tornado Recovery” instructions.

After Tornado Recovery

As the person reading this manual and coordinating the effort, remember to delegate every single one of these tasks in a crisis situation. Be the control center for all efforts.

1. Direct a staff member, or someone able, to call 911 to report the damage. It can be difficult to get through given the situation, if the telephone is inoperative try cell phones.
2. Aid in the full evacuation of the building to the direction determined by the staff/team. Encourage/demand all persons to stay there until a full head count can be taken.
3. Don't move the seriously injured unless they are in immediate danger of further injury.
4. Help injured or trapped persons, without endangering lay rescuers. They can at least know where trapped persons are for when help does arrive.
5. Establish area for anyone injured on the church lawn or parking lots if possible. This way when help arrives everyone is in an accessible and central location.
6. Give first aid when appropriate by attempting to collect the first aid kits from inside the church (see tab listing), and then seeking out able volunteers to help provide first aid.
7. If people can smell gas, contact custodians to turn off main gas valve in boiler room. Also do not turn on any appliances, or switches, or electrical devices such as phones that could ignite the gas.
8. Once it seems evacuation is complete, attempt to round up head counts from worship and from Sunday school classes, etc. Help determine if all segments of the church made it: 1) down to the basement in the first place, and then 2) outside to the evacuation area.

Once the immediate situation calms turn to phone tree contact of necessary individuals within the congregation and the community.

Tornado Warning Issued Instructions for head usher and pastor of service

Head Usher:

1. Quickly notify the pastor to read the evacuation to basement instructions to the congregation. **They are already in the lectern and pulpit.**
2. Organize ushers to perform evacuation of the Sanctuary guiding members to go down the steps nearest to their section of the sanctuary.
3. Make sure to help the handicapped get down to the basement.
4. Do a quick “sweep” of the sanctuary before heading downstairs.

Pastor:

Read the following instructions to the congregation:

*There has been a Tornado Warning issued for our area and in the spirit of safety we are all going to move to the basement. Do not panic. Sunday School children will be meeting us down there as they are moving there right now, too. The ushers are going to start escorting us out. Take the stair case nearest your exit to the basement. Please listen for an all clear before leaving the basement. Please aid the elderly or handicapped near you if you are able. **Wheelchairs can go down the lift/ramp and shelter in the basement.***

APPENDIX 4C
EMERGENCY PROCEDURE – SEVERE WEATHER

Radio Stations:
KVIK

Fire: 9-1-1
Ambulance: 9-1-1

1. If at church when severe storms develop, stay indoors away from glass windows. **DO NOT USE TELEPHONES, WATCH TELEVISION, OR USE ELECTRICAL APPLIANCES** during electrical storms.
 2. If there is no electrical storm, attempt to call home to advise family or friends of your whereabouts and intentions.
 3. When it is safe to leave the building, travel to your home or nearest family or friends. You should alternate routes home in case severe flooding or other disasters have blocked your regularly traveled route. Ensure someone at church or a family member or friend knows of your intended travel so they can look for you if you do not reach your intended destination.
 4. Listen to local radio station, for specific information and instructions.
 5. If you notice any storm damage in or around the church building, advise the church office. Stay away from electrical fixtures or outlets if water is leaking around these areas. Report the situation immediately to the church office.
-

APPENDIX 4D
EMERGENCY PROCEDURE – MEDICAL EMERGENCIES

Call 9-1-1

1. Keep emergency telephone numbers for Emergency Medical Services (EMS) near each phone. If a child or co-worker has a serious medical condition, ensure you keep their personal doctor's phone number readily available.
 2. Remain calm when someone near you suffers a medical emergency. Do not move victim unless there is danger of further injury.
 3. Know who in your work area is qualified to administer cardiopulmonary resuscitation (CPR) and first aid and where the first aid kits are located.
 4. Speak slowly and calmly when calling for outside emergency help. Have another person, when available; wait outside the building to escort emergency people to the correct location. Explain the victim's problem--possible heart attack, severed finger, fell down steps and unsure whether to move victim, etc.
 5. If EMS is called, someone should ride to the hospital with the ambulance or meet the ambulance at the hospital, if allowed
 6. Next of kin or other designated person should be called as soon as possible. Be calm and explain the situation slowly.
-

APPENDIX 4E
EMERGENCY PROCEDURE – HAZARDOUS MATERIALS RELEASE

Call 9-1-1

Possible Signs of a Hazardous Materials Release:

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.
 1. Quickly try to **define the impacted area** or where the chemical is coming from, if possible.
 2. Take immediate action to **get away**.
 3. If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
 4. If you can't get out of the building or find clean air without passing through the area where you see signs of a chemical attack, it may be better to move as far away as possible.
 5. If you are outside, quickly decide what is the fastest way to find clean air. Consider if you can get out of the area or if you should go inside the closest building and "shelter-in-place."

If you think you have been exposed to a chemical:

- If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical..
 1. If you think you may have been **exposed to a chemical, remove your clothes immediately and wash**.
 2. Look for a hose, fountain, or any source of **water**, and wash with **soap** if possible, being sure not to scrub the chemical into your skin.
 3. Seek emergency **medical attention**.
-

APPENDIX 4F
EMERGENCY PROCEDURE – TERRORISM

BOMB THREAT

1. Treat all bomb threats as if they are real and pose a serious danger.
 2. Remain calm. Panic will cause others to panic.
 3. If a bomb threat is received in written form, handle it carefully for police examination and report it to the church office immediately. Evacuate the premises if necessary.
 4. If a bomb threat is received via a phone call, listen carefully for descriptive traits of the caller (i.e., age, sex, accent, etc.) and any background noises. Keep the caller talking while at the same time, try to get a co-worker know the nature of the call. Try to get as much information as possible from the caller and take notes for police investigation (Call 911).
 5. Ask the following questions of the person making the threat:
 - WHERE IS THE BOMB LOCATED?
 - WHY HAS IT BEEN PLACED HERE?
 - WHAT TIME IS IT SET TO GO OFF--A.M. OR P.M.?
 - WHAT TYPE AND SIZE BOMB IS IT?
 - DID YOU MAKE THE BOMB?
 6. If you see a suspicious package, do NOT touch it. Report it to the church office. Alert co-workers/church visitors to stay away from the area of the package.
 7. If evacuation is ordered by anyone, leave the area immediately, but orderly. Do not touch any electrical switches.
 8. Stay alert for suspicious-looking objects or people behaving suspiciously.
-

GUNMAN-KIDNAPING-HOSTAGE SITUATION

1. Report to the police (Call 911) any unusual and suspicious activity such as strangers hanging around the church, particularly around the children, someone taking pictures of the children or attempting to befriend them in an unusual manner.
 2. If you receive report of gun fire, locate all children and adults in the building.
 3. Lock all doors and windows, close all shades and blinds.
 4. Instruct all children and adults to lie on the floor, crawl away from the windows and attempt to move to a more secure place.
 5. Remain calm and call 9-1-1 for help.
-

APPENDIX 4F (Continued)
EMERGENCY PROCEDURE – TERRORISM

BIOLOGICAL THREAT

Unlike an explosion, a biological attack may or may not be immediately obvious. It is more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger.

During a declared biological emergency:

1. If a family member becomes sick, it is important to be suspicious.
2. Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
3. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
4. Consider if you are in the group or area authorities believe to be in danger.
5. If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.

If you are potentially exposed::

1. Follow instructions of doctors and other public health officials.
2. If the disease is contagious expect to receive medical evaluation and treatment. You may be advised to stay away from others or even deliberately quarantined.
3. For non-contagious diseases, expect to receive medical evaluation and treatment.

If you become aware of an unusual and suspicious substance nearby:

1. Quickly get away.
2. Protect yourself. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
3. Wash with soap and water.
4. Call 911
5. Watch TV, listen to the radio, or check the Internet for official news and information including what the signs and symptoms of the disease are, if medications or vaccinations are being distributed and where you should seek medical attention if you become sick.

If you become sick seek emergency medical attention.

APPENDIX 4F (Continued)
EMERGENCY PROCEDURE – TERRORISM

EXPLOSION

1. Take shelter against a sturdy object (desk, under a table, back of pew).
2. Exit the building as soon as possible.
3. Check for fire and other hazards as you leave the building.

If There is a Fire

4. Exit the building ASAP.
5. Crawl low if there is smoke
6. Use a wet cloth, if possible, to cover your nose and mouth.
7. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
8. If the door is not hot, brace yourself against it and open slowly.
9. If the door is hot, do not open it. Look for another way out.
10. If you catch fire, do not run. Stop-drop-and-roll to put out the fire.
11. Go to a previously designated meeting place.
12. Account for your family members and carefully supervise small children.
13. Never go back into a burning building

If You are Trapped in Debris

14. If possible, use a flashlight or whistle to signal your location to rescuers.
15. Avoid unnecessary movement so that you don't kick up dust.
16. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
17. Tap on a pipe or wall so that rescuers can hear where you are.
18. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

**APPENDIX 5
TRAINING REQUIREMENTS**

TRAINING NEEDED	HOW OFTEN	WHO SHOULD BE TRAINED
Emergency Procedures	Annually	All Membership Recurring Meeting Sponsors
Emergency Plan	Annually	Church Staff Church Leadership Ministry Team Leads
Incident Command Structure	Annually	Church Staff Church Leadership Ministry Team Leads
Fire Extinguisher Use	Annually	Church Staff Deacons/Ushers Worship Team
First Aid	Bi-annually	Church Staff Deacons/Ushers Nursery Workers
Adult CPR	Bi-annually	Church Staff Deacon/Ushers
Pediatric CPR	Bi-annually	Church Staff Deacons/Ushers Nursery Workers
Damage Assessment	Every 3 years	Facilities Team Church Staff
Internal Safety Audits	Every 3 years	Facilities Team Church Staff
Counseling	Every 3 years	Church Staff
Community Emergency Response Team (CERT)	Every 3 years	Facilities Team Church Staff Interested Church Members

APPENDIX 6

BOMB THREAT CHECKLIST

BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT.

EXACT WORDS OF CALLER:

Questions to ask?

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place it? _____
6. Where are you calling from? _____
7. Who are you? _____

Caller's Voice: Male Female Adult Juvenile Disguised
Calm Angry Excited Slow Cracking voice
Rapid Soft Loud Laughter Slurred Deep
Crying Normal Distinct Accent _____
Familiar Nasal Stutter Raspy Ragged
Lisp Clearing Throat Deep breathing

If voice is familiar, whom did it sound like? _____

Did the caller indicate knowledge of your facility? Yes ___ No ___

If yes, explain: _____

Background Sounds: Male Female Adult Juvenile Dishes
Street noises Voices PA System Music
House noises Motor Aircraft Phone booth
Static Animal noises Local Long distance
Office Machinery Factory machinery
Sex of caller: (M) (F)

Race/nationality of caller: _____

Age of caller: _____

Time received: _____

Time ended: _____

IMMEDIATELY CALL 911 AND ADVISE

Give responding officers this form completed. Add the following information.

Date _____ Job title: _____

Name _____ Phone _____

TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.

APPENDIX 7

KIDNAPPING OR HOSTAGE CHECKLIST

Use this form to record all information if you receive a call from someone claiming to have kidnapped or taken a Zion Lutheran Church member or employee hostage.

IMPORTANT- Remain Calm. Continue to speak in a normal tone. Ask the caller to repeat the message.

EXACT WORDING OF THREAT: _____

QUESTIONS TO ASK:

1. Who has been kidnapped/taken hostage? _____
2. Who are you? _____
3. How can we be sure you have the person you say you do and that he/she is safe and unharmed? _____
4. What are your demands? _____
5. When will he/she be released? _____
6. If we meet your demands, how do we know he/she will be released unharmed?

7. Where and how can we reach you? _____

DESCRIBE CALLERS VOICE: Calm Nasal Angry Lisp
Stutter Excited Slow Soft
Rapid Cracking Raspy Deep
Ragged Laughing Crying Loud
Deep Breath Familiar Slurred
Disguised Accent _____

BACKGROUND SOUNDS: Street Noise Animal Music Office
Clear Factory Machinery
Voices Motor Static

Did the caller indicate knowledge of the facility? Y____ N____

Explain: _____

Time: _____

APPENDIX 8

Crime Report

Victim: Staff Member Visitor Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Business: _____ Cell: _____

Time of Crime: _____ Place of Crime: _____

Description of Crime: _____

Description of Suspect: _____

Witness: _____ Phone: _____

First Aid Administered by: _____ Phone: _____

Was 911 Called? Yes No

Hospitalized? Yes No Which Hospital? _____

Were Police here? Yes No Was a report filed? _____

APPENDIX 9

ACCIDENT INCIDENT REPORT

Date _____ Time _____
Location _____

TYPE OF EVENT

Fire () Medical () Lost Child () Other _____

TYPE OF PROPERTY

Church () Vehicle () Personal () Other _____

Weather: Clear () Rain () Snow () Ice () Temp _____

WITNESS INFORMATION

Name _____ Address _____
City _____ State _____ Zip _____ Phone _____

MEDICAL INFORMATION

Name _____ Date of Birth _____ Age _____
Address _____
City _____ State _____ Zip _____ Phone _____
Family Doctor _____
Meds _____

Past Medical History _____

Time _____ BP _____ / _____ Pulse _____ Resp _____
Time _____ BP _____ / _____ Pulse _____ Resp _____
Time _____ BP _____ / _____ Pulse _____ Resp _____

NARRATIVE

WHO, WHAT, WHERE, WHEN, HOW

APPENDIX 10

FIRST AID KITS

KITS CONTAIN THE FOLLOWING SUPPLIES.

- CPR mask
- Basic First Aid Manual
- 4X4 Gauze (3)
- 2X2 Gauze (4)
- Adhesive Bandages (10)
- Antiseptic Wipes (4)
- Rolled Gauze (1)
- Scissors
- Burn Cream
- Tweezer
- Roll of Tape
- Eye Wash
- Gloves- M, L, XL (4 each size)

If you use an item in the first aid kit, please notify the safety officer so it can be restocked.

APPENDIX 11

ANAPHYLACTIC SHOCK

This is a very serious acute, allergic reaction of the body to exposure to a foreign protein (e.g. bee stings, injection of medications or eating particular foods).

SIGNS AND SYMPTOMS:

- Victim becomes weak and pale.
- Has great difficulty in breathing.
- Complains of severe chest pain and collapses.
- Victim may have convulsions.
- Death can result within minutes.

FIRST AID:

1. Do a primary survey.
2. Phone EMS (911).
3. Administer rescue breathing of CPR.
4. Give the victim their prescribed antihistamine medication without delay if available.
5. Treat for shock.

APPENDIX 12

BITES AND STINGS

SIGNS AND SYMPTOMS:

HUMAN OR ANIMAL BITES:

- Punctures, lacerations or avulsions
- May be pain and swelling

INSECT BITES AND STINGS:

- Local pain
- Rash redness
- Blisters
- Irritation
- Headache
- Fever

FIRST AID:

GENERAL:

1. Keep victim still and bitten area below the level of the heart.
2. Wear gloves if body fluids are present and wash hands before and after treating wounds.
3. Watch for signs of allergic reaction- Feeling ill, dizzy, trouble breathing, hives, signs of shock.

HUMAN AND ANIMAL BITES:

1. Clean bite with soap and water.
2. Control bleeding with direct pressure with clean cloth or gauze.
3. Cover wound with clean dressing.
4. Seek medical help if needed.
5. Make sure tetanus shot is up to date.
6. Dog/Cat bite – call local police department. 673-0347
7. Contact with bat – call local public health for more direction. Bat may be needed for testing, do not kill it. Animal must be alive for testing

INSECT BITES AND STINGS:

1. Remove stinger with tweezers or by scraping with a credit card.
2. Remove embedded tick by grasping the tick's mouthparts with fine tipped tweezers as close to the skin as possible.
3. Pull slowly.
4. Wash with soap and water.
5. Cover with clean dressing if needed.

APPENDIX 13

BLEEDING

SIGNS AND SYMPTOMS:

- Bleeding
- Pain and or swelling
- Object sticking out or stuck in the wound
- Shock

FIRST AID:

OBJECT STICKING OUT OF WOUND:

1. Do not try to remove the object.
2. Put thick soft pads around the object and apply firm pressure.
3. Gently wrap with roller bandage.
4. Phone EMS (911).

NO OBJECT IN WOUND:

1. Cover wound with clean cloth or gauze and apply firm pressure.
2. If it becomes soaked with blood do not remove it. Apply new dressings on top of the old.
3. Carefully elevate the injured body part above the heart if possible.
4. If bleeding severe, phone 911.

NOSEBLEEDS:

1. Pinch the soft part of the nose for about 10 minutes.
2. Have the person sit and lean forward.
3. Put an icepack on the bridge of the nose.
4. Phone EMS (911).

SEVERED BODY PART/AMPUTATION:

1. Keep direct pressure on the stump to stop the bleeding.
2. Find the body part, if possible, and wrap it in gauze or a clean cloth.
3. Put the body part in an airtight plastic bag, put the bag in ice water and take it to the hospital with the victim.

APPENDIX 14

BURNS

SIGNS AND SYMPTOMS:

- First Degree- redness or discoloration, mild swelling and pain.
- Second Degree- Red or mottled appearance, blisters, and pain. Skin may appear moist.
- Third Degree- Charred or white areas.

FIRST AID:

GENERAL:

1. Do a primary survey
2. Stop the burning by putting out the flames if present. (Tell them to STOP, DROP, and ROLL if victim is on fire.)

FIRST DEGREE AND SECOND DEGREE WITH NO OPEN BLISTERS:

1. Run or pour cool water on the burn (immerse if possible) to reduce pain.
2. Cover with a moist sterile dressing.
3. Do not put water directly on an open burn to cool as it will increase the risk of shock.
4. Do not remove clothing that is sticking to a heat burn. Remove contaminated clothing which is in contact with a chemical burn.
5. Get medical help immediately.
6. Treat for shock.
7. Elevate burned areas if elevation does not cause pain or further injury.

CHEMICAL BURNS:

1. Flush all chemical burns of the skin with water for 15 minutes.
2. Remove all clothing on which the chemical has spilled.
3. Cover burns with dry sterile dressings and bandage loosely.
4. Get medical help and treat for shock.

CHEMICAL BURNS (EYES):

1. Hold eyelid open and rinse the eye with gently running water for at least 15 minutes.
2. Remove contact lenses as soon as possible (do not delay rinsing to do this.)

APPENDIX 15

ELECTRICAL BURNS/SHOCK

SIGNS AND SYMTPOMS:

- Electrical appliances or wires
- Downed power lines
- Sparks and/or crackling noises
- Lightening during a storm
- Victim may have muscle spasms or trembling
- Unconsciousness
- Absence of breathing
- Pulse may not be present

FIRST AID:

1. Check to make sure the power source is disconnected. DO NOT go near the victim until the power is off!
2. If the emergency is outside and you suspect downed power lines call Mid American Energy.
3. If the emergency is inside turn off the electricity at the fuse box.
4. If safe, do a primary survey ABC.
5. Call EMS for help.
6. Administer CPR if needed.
7. Treat for shock.
8. Continue to monitor breathing and pulse.
9. Have the victim examined by medical personnel, even if they appear to have recovered.

APPENDIX 16

HEAD, NECK AND SPINE INJURIES

Head, neck or spinal injuries are serious and difficult to care for. Look for these injuries when caring for a victim of any traumatic injuries (i.e. motor vehicle accidents, falls, or any hit to the head with a falling object).

SIGNS AND SYMPTOMS:

- Bumps, bruises, or wounds to the head
- Headache
- Dizziness
- Unconsciousness (immediate or delayed half an hour or more)
- Unequal pupils
- Sleepiness or inability to be wakened
- Bleeding or fluid draining from the mouth, nose, or ears
- Facial muscles or other body parts paralyzed or working abnormally
- Numbness, loss of sensation or unable to move fingers, toes, or extremities
- Deformity of the neck or spine

FIRST AID:

1. Survey the scene- **is it safe?**
2. **Stabilize the head and neck as you found them.**
3. Place your hands along each side of the victims head.
4. Hold the head in the position you found it.
5. Do a primary survey **A-B-C**.
6. Have someone phone EMS (911).
7. Continue to monitor breathing and pulse.
8. Stay with the victim until EMS personnel take over.
9. Do not move the victim unless absolutely necessary.
10. Do not try to control bleeding from the head.
11. If victim is not breathing perform rescue breathing.

APPENDIX 17

HEART ATTACK

SIGNS AND SYMPTOMS:

Include, but are not limited to:

- Chest pain that radiates to the arms, shoulders, neck or jaw
- Weakness
- Nausea
- Shortness of breath
- Perspiration
- Victim may have a history of heart attack
- Victim may be unconscious

FIRST AID:

1. Do a primary survey **A-B-C**.
2. Phone EMS (911).
3. If not breathing, begin rescue breathing.
4. If no pulse, begin CPR and get the AED.
5. If breathing, have victim stop what they are doing.
6. Place victim in a comfortable position.
7. Loosen restrictive clothing.
8. Do a secondary survey.
9. Help victim take prescribed medicine.
10. Do not leave victim until EMS personnel take over.
11. Continue to monitor pulse and breathing.

APPENDIX 18

AED

PRE-PLANNING AED USE AND TRAINING

- All interested staff members will be trained to use in basic first aid and CPR. They will also be trained in the use of the AED. They will be recertified every 2 years.
- In the event that the guidelines for AED use change, the emergency coordinator will pass that information on to all staff members.
- The AED unit will be stored in the AED cabinet located by the front of the Church.
- The ZOLL AED PLUS can be used on adults and children over the age of one with the appropriate pad size used.
- Supplies in the ZOLL AED PLUS include: adult pads, CPR face shield, scissor, antimicrobial wipe, razor, and set of gloves. Pediatric pads are located in the AED case. First Aid kit located next to the AED case includes a CPR facemask.
- Anyone who has been trained in CPR and the use of the AED can use the AED for emergency care. This includes staff members who have completed the training at church and also any medical personnel or lay person who has gone through the training elsewhere.
- The Parish Nurse will complete a maintenance check on the AED once a month and mark the spreadsheet accordingly. If the AED does not meet the requirements it will go out of service until the problem can be fixed.

AFTER AED USE

- After the AED has been used, the unit will be placed back in service and re-stocked with any needed supplies and re-charged as needed.
- After any incident/accident, the team member in charge will complete an accident/incident report. This report will be kept on file for not less than eight years.

Persons at Zion Lutheran Church providing emergency care with the AED will receive debriefing and counseling as needed.

APPENDIX 19

HEAT EXHAUSTION

SIGNS AND SYMPTOMS:

- Pale and clammy skin
- Profuse perspiration
- Weakness
- Nausea
- Dizziness
- Headache
- Possible cramps

FIRST AID:

1. Move victim out of the heat and into shade.
2. Give victim cool water (**only if alert**).
3. Have victim lie down with feet elevated 8 to 12 inches.
4. Loosen victims' clothing.
5. Cool victim with cool, wet clothes and fanning.

APPENDIX 20

HEAT STROKE

SIGNS AND SYMPTOMS:

- Hot, red, dry skin
- Rapid and strong pulse
- High body temperature (105° F or more)
- **This is an immediate and life threatening emergency.**

FIRST AID:

1. Call EMS (911) without delay.
2. Get the victim out of the heat and into a cooler place.
3. Cool the victim fast. Immerse in cool bath, or wrap wet sheets around the body and fan it.
4. Treat for shock.
5. Give nothing by mouth.

APPENDIX 21

SEIZURES

SIGNS AND SYMPTOMS:

- Falling
- Stiffness
- Jerking of the whole body
- Loss of bladder and bowel control
- Drooling
- Sleepiness may occur afterward.

FIRST AID:

1. Prevent injury.
2. Place hand under head, loosen tight clothing and clear area of objects.
3. Do not force anything into mouth or restrain victim.
4. Once the seizure has subsided, position victim on his/her side to allow fluids to drain from the side of the mouth.
5. Allow the victim to rest after the seizure.
6. Provide reassurance.
7. Monitor airway.
8. Stay with victim until they are fully conscious and aware of the surroundings once again.
9. Administer rescue breathing as needed.

NOTE

If you know the person has epilepsy, it is usually not necessary to call EMS

UNLESS:

- The seizure lasts longer than a few minutes
- Another seizure begins soon after the first
- The victim does not regain consciousness after jerking movements have stopped.

CALL EMS (911) when someone having a seizure also:

- Is pregnant
- Carries ID as a diabetic
- Appears to be injured

APPENDIX 22

SHOCK

SIGNS AND SYMPTOMS:

INCLUDE:

- Confused behavior
- Very fast or very slow pulse rate
- Very slow breathing
- Trembling or weakness in the arms and legs
- Cool and moist skin
- Pale or bluish skin, lips and fingernails
- Enlarged pupils

FIRST AID:

1. Do a primary survey **A-B-C**.
2. Phone EMS (911).
3. Give urgent first aid immediately to eliminate the causes of shock, such as stoppage of breathing, bleeding, or severe pain.
4. Maintain an open airway.
5. Keep the victim lying down.
6. If you do not suspect a head or neck injury or leg fractures, place victim on their back. Elevate feet and legs 8 to 12 inches.
7. If you suspect the victim has a head or neck injury keep them lying flat.
8. Place victim who is vomiting on their side.
9. If the victim has trouble breathing, place them on their back with head and shoulders elevated.
10. Maintain normal body temperature. If it is hot provide shade and protection from hot surfaces under the victim. If it is cold, provide protection from the cold both under and over the victim.

APPENDIX 23

SPRAINS AND STRAINS

SIGNS AND SYMPTOMS:

- **Sprains** are stretched or torn tendons, ligaments, and blood vessels around joints, often at the ankle.
- **Strains** are stretched or torn muscles. Any possible serious injury to muscles or joints should be treated like a fracture. There may be swelling, tenderness, discoloration and pain upon motion.

FIRST AID:

1. Do a primary survey.
2. Phone the EMS (**911**) for help if necessary.
3. Immobilize the injured area.
4. Apply a well-padded ice bag to the area.
5. Elevate the affected area.
6. Any serious injury should receive medical attention.
7. Treat for shock.

APPENDIX 24

STROKE

SIGNS AND SYMPTOMS:

- Slurring or mumbling
- Loss of balance or stumbling
- Different sized pupils (one pupil small and one enlarged)
- Blurred or double-vision
- Loss of bladder and bowel control
- Difficulty in breathing and swallowing
- Numbness or weakness of face arm or leg (often on one side of the body only)
- Gradual or sudden unconsciousness
- Shock

FIRST AID:

1. Do a primary survey.
2. Phone EMS (911).
3. Administer rescue breathing or CPR if needed.
4. Position victim on their side to allow fluid to drain from the side of the mouth.
5. Provide moderate covering.
6. Do not give fluids unless victim is fully conscious and medical care will be delayed a long time.
7. Stay with the victim until medical help arrives.