



Emergency Action Plan (EAP)

for Lafayette Urban Ministry

updated January 2022

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Introduction

Purpose

An emergency that involves Lafayette Urban Ministry could impact the business operations of LUM, cause physical damage to the facilities, disrupt daily and/or weekly activities, and threaten the ability of LUM to serve its clients and the community.

The following Emergency Action Plan seeks to:

1. Document processes and procedures for timely and efficient responses to emergencies.
2. Prepare LUM staff and volunteers to understand what to do in various types of emergencies, thereby reducing anxiety, fear, and losses that may occur.

Facility Information

Basic information concerning the primary LUM facilities:

1. LUM Main Office

Address: 420 North 4th St., Lafayette, IN 47901
Phone: 765.423.2691
Emergency contact: Wes Tillett, Executive Director: 269.910.0909
Built: 1997, remodeled 2010
Home to: Front Desk, Staff Offices, Winter Warming Station (Nov 15-Apr 15),
Financial Assistance Program, Immigration Clinic, seasonal programs.

2. LUM Ray Ewry Center

Address: 525 North 4th St., Lafayette, IN 47901
Phone: 765.423.2691
Emergency contact: Wes Tillett, Executive Director: 269.910.0909
Built: 1995, remodeled 2010
Home to: Emergency Shelter, Youth Programs (After School Program, 5th Quarter)

3. Facility access

Door system procedures:

For 420

Front door- remains locked, with exceptions often made for:

- Office hours: Mon-Fri, 8:15am-4:30pm
- Special events

To let in an unknown guest when doors are locked:

- use the video intercom at the front desk
- greet the person
- ask the person's name
- ask the reason for requested entry
- if desired, use the video screen to unlock door
- if undesired, ask to call again another time

Back door- remains locked at all times (staff & vol entrance only)

For 525

Front door - remains locked, with exceptions often made for:

- Youth program drop-off and pick-up
- Special events

To let in an unknown guest when doors are locked:

- use the video intercom at the front desk
- greet the person
- ask the person's name
- ask the reason for requested entry
- if desired, use the video screen to unlock door
- if undesired, ask to call again another time

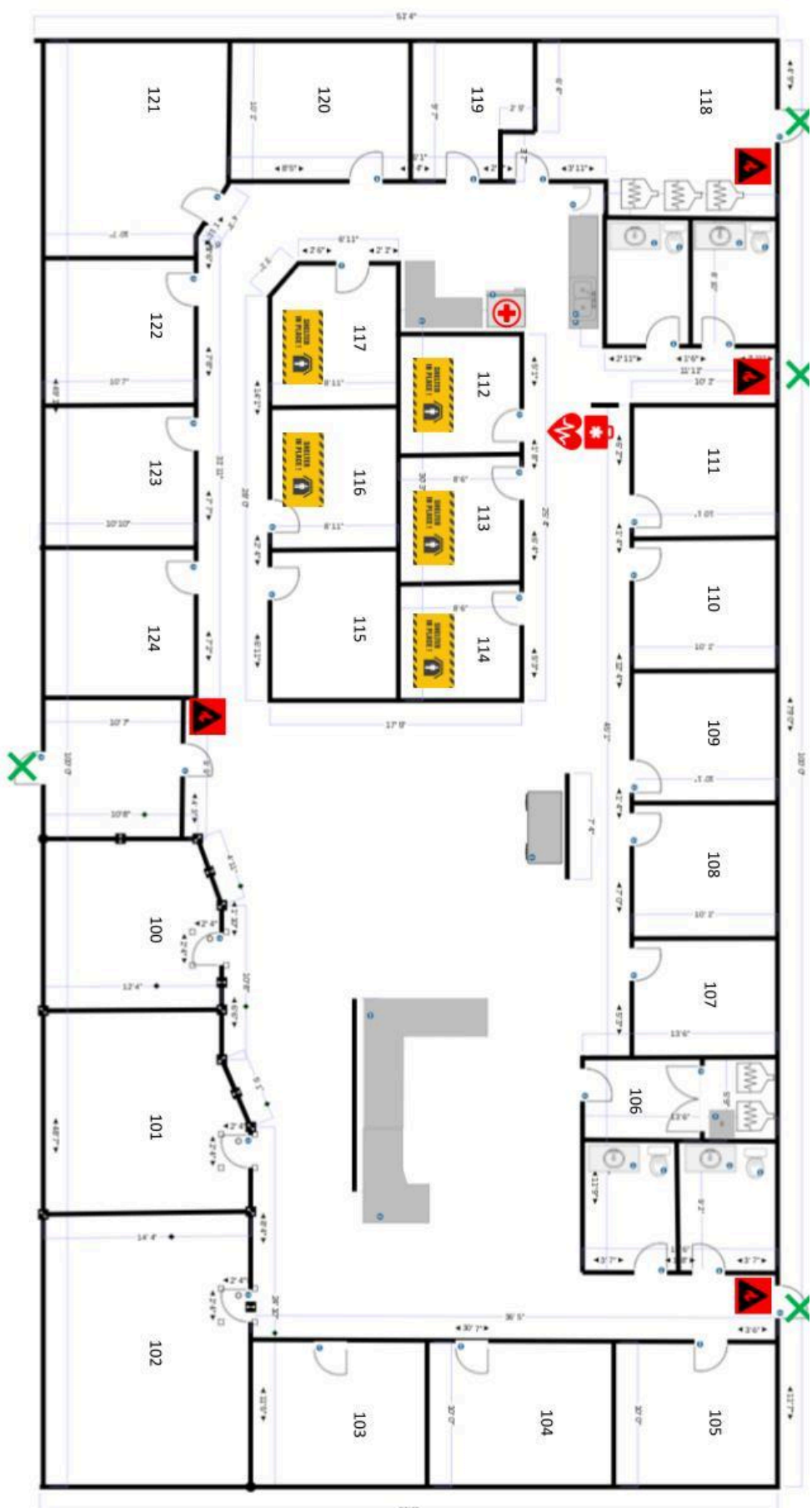
Other doors- (playground, back door, basement) remain locked at all times (other doors are for staff and volunteer use only)

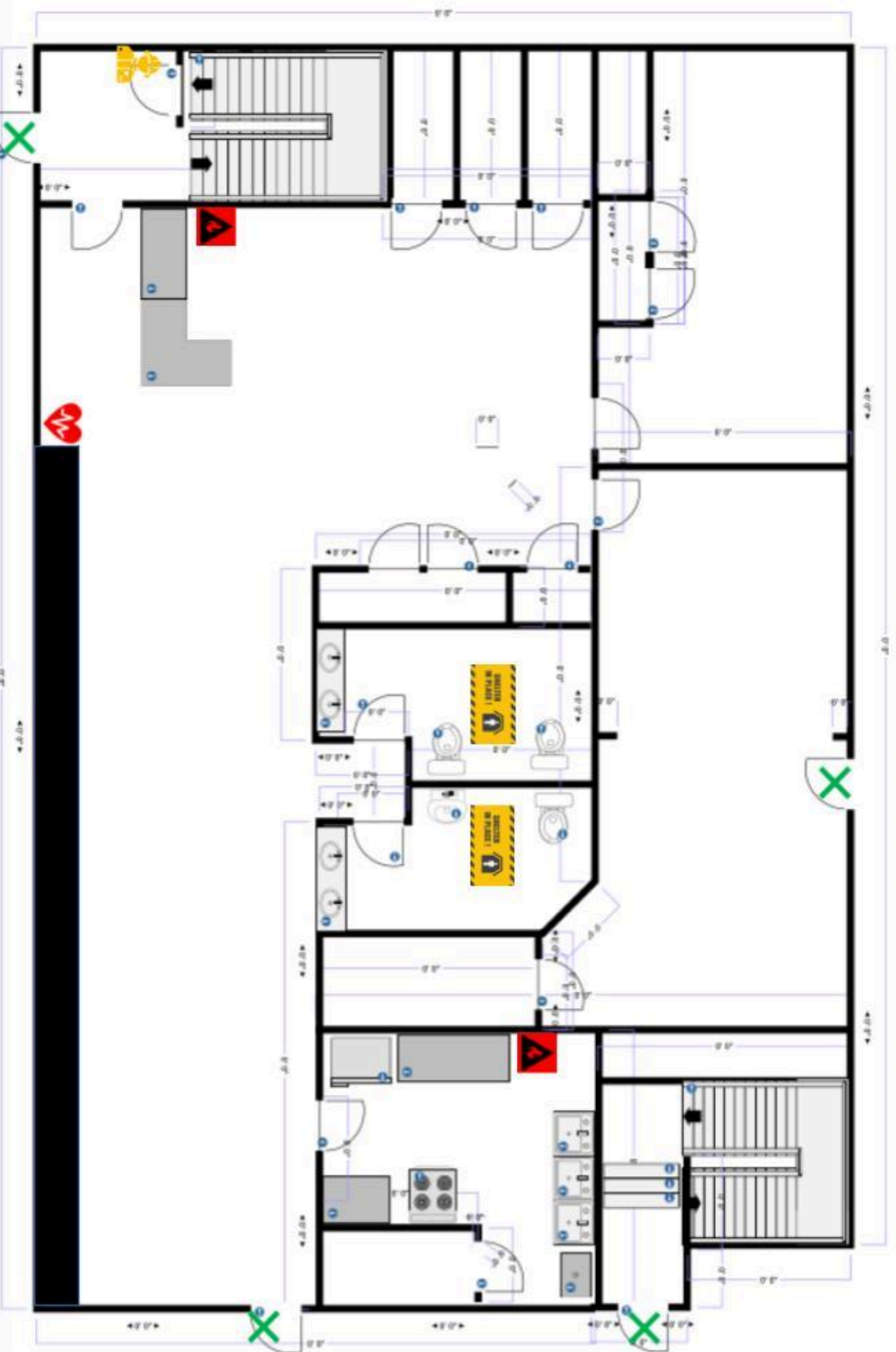
Door access:

Key fob and key distribution, door permissions, door access schedule is all under the supervision of the executive director and executive program director.

Maps

ICON	ITEM
	Fire Extinguisher
	AED
	First Aid Box
	Trauma Bag
	EXIT
	Shelter in Place
	Operator Interface Panel





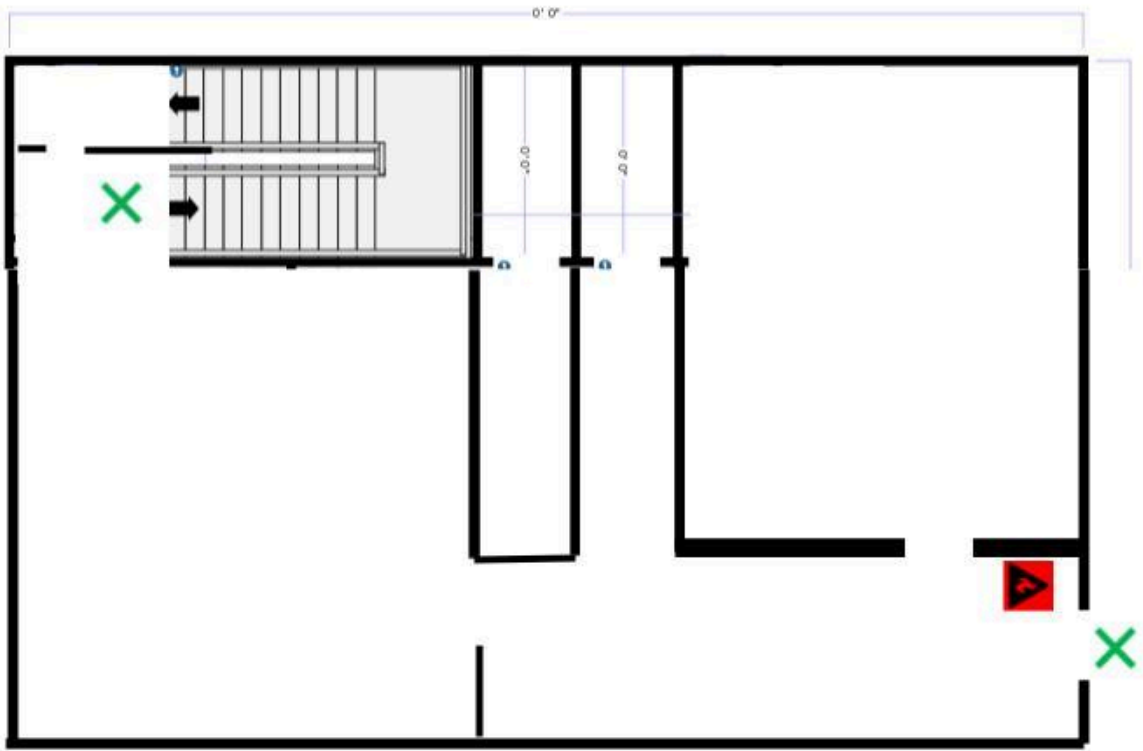
525 N 4th St - 1st floor



525 N 4th St - 2nd floor

LUM EAP MAPS

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525 N 4th St - Basement

ICON	ITEM
	Fire Extinguisher
	AED
	First Aid Box
	Trauma Bag
	EXIT
	Shelter in Place
	Operator Interface Panel

Hazard Analysis

1. The greatest potential hazards to the LUM facilities (both the main office at 420 N 4th St. and the Ray Ewry Center at 525 N 4th St) are as follows: tornadoes, fire, and power outages due to severe weather. Secondary threats include flooding, transportation accidents, hazardous materials incidents, and civil unrest.
2. The LUM facilities are in Flood Zone X (protected by a levee).
3. The LUM facilities are located less than 500 yards from the major railway artery through downtown Lafayette, increasing the risk of a hazardous materials event.
4. The LUM facilities are located less than 500 yards north of the courthouse and Main Street, increasing the risk of civil unrest event.

Concept of Operations

Direction and Control

1. During an emergency, the person in charge is the executive director. If the executive director is not able to assume responsibility, the executive program director will take charge. Until the executive director or executive program director is alerted and in charge, LUM Staff members are to respond to the emergency as outlined in this Emergency Action Plan.
2. During emergency incidents, the following positions and responsibilities will be in effect:

<u>Position</u>	<u>Responsibility</u>
Executive Director	Overall emergency response
Executive Program Director	Overall emergency response alternate
Office Manager	Ensure safety of persons at 420 facility
Youth Programs Director	Ensure safety of persons at 525 (day)
Emergency Shelter Directory	Ensure safety of persons at 525 (night)
3. Communication between the 420 and 525 facilities should be established immediately upon any emergency incident, and communication maintained as needed.

Notification

Procedures must be in place for the facility to receive timely information on impending threats, so that the facility decision-makers, staff, congregants, and facility users are alerted to potential emergency conditions.

1. The LUM facilities will always receive warnings, including during normal business operations, off-hours, weekends, and holidays through [Wireless Emergency Alerts](#), National Oceanic and Atmospheric Administration [NOAA] Weather Radio, and local Emergency Message Alert System [eMAS].

2. Key staff will be notified of an emergency incident via direct phone voice call (or in person, if during hours of operation).
3. Volunteers, guests, and clients within the facility or on the grounds during an emergency incident will be notified of the emergency in person by the Office Manager (at 420) or the Youth Programs Director (during the day at 525) or the Emergency Shelter Director (during the night at 525).
4. Alternate means of communication, should the direct phone call fail:
 - Text messages
 - Group email (sent from Executive Director or Executive Program Director)

Medical Emergency

Dial 911 for all life-threatening emergencies. The dispatch center will send an ambulance and other emergency responders as necessary. Types of life-threatening emergencies include thermal burns, chemical burns, head or spinal injuries, unconsciousness, choking, trouble breathing, suspected heart attack, severe bleeding, seizure, heat emergencies, hypothermia, and bone or joint injuries such as fractures, sprains, and dislocations.

1. **Incident Report.** For all medical emergencies, an incident report (on the LUM Employee Portal) should be completed by the director of the event or program area in which the incident occurred. This includes:
 - a. Incidents during LUM-sponsored events (programs, events)
 - b. Incidents involving children under the age of 18 (in which case parents/guardians must be notified about the incident)
 - c. Incidents involving external groups that use the facilities for meetings and other events
2. **Notification.** When a medical emergency occurs at a LUM facility, the executive director should be notified as soon as possible.
3. **First Aid Kits.** See map.
4. **Automated External Defibrillators (AED).** See map.

Evacuation

Evacuation refers to the orderly exit of all persons from the facility as a result of a fire or other emergency. The Indiana Fire Prevention Code requires the development and posting of evacuation routes for all public facilities. In addition to these evacuation routes, policies and procedures are required to ensure the effective and efficient evacuation of the facility in the

event of an emergency.

This section describes the policies, roles, responsibilities, and procedures for the evacuation of the facility. Examples of the information required in this section include:

1. Evacuation. Due to a fire alarm, fire drill, or other evacuation, all people inside the given LUM facility are to exit the building calmly, immediately, and by the proscribed evacuation route (see map).

2. Roles During Evacuation. LUM Staff is to ensure the safe evacuation of all people under their direct supervision (volunteers, clients, guests, students).

3. Assembly Points.

Generally,

420 - the assembly point is inside the first floor of 525 N 4th Street

525 - the assembly point is inside the lobby of 420 N 4th Street

In the rare event that both the 420 and 525 Buildings need to be evacuated,

420 - the assembly point is outside the **AAA Travel** across 4th Street.

- The primary route to this assembly point is out the front or back exits of 420, and directly to AAA Travel.
- The secondary route to this assembly point is out the front or back exits of 420, then along the alley to either North or Brown Streets, then to the AAA Travel.

525 - the assembly point is outside **Jane's Deli** across 4th Street.

- The primary route to this assembly point is out the front or back exits of 525, and directly to Jane's Deli.
- The secondary route to this assembly point is out the front or back exits of 525, then along the alley to either Cincinnati or Brown Streets, then to Jane's Deli.

4. Evacuating Children and Individuals with Functional Needs. The LUM Staff are responsible for the safe, orderly, and effective evacuation of children and individuals with functional needs.

Sheltering

Sheltering refers to short-term protection or refuge within the church facility because of severe weather such as a tornado, and a shelter-in-place order due to a hazardous materials incident.

Severe Weather/Tornadoes. In the event of a tornado, seek shelter in the lowest possible level of the building you are in. Stay away from windows and doors. Seek shelter in the designated areas. See map.

Shelter-In-Place. Sheltering-in-place may be required temporarily to prevent or reduce exposure to hazardous outdoor atmospheres, such as incidents involving a hazardous materials

release. In such an event, an announcement will be made by public officials using emergency texts, a public address system, reverse-911, local media including television and/or radio, as well as alerts from social media sources. In such situations, everyone on the LUM premises must follow the directives of public officials.

Intruder/Active Shooter Incident

This section includes situations where an intruder or active shooter is in the immediate area of the LUM properties or has gained access to the LUM facility. These types of incidents are unpredictable and evolve quickly. Individuals must be prepared to react to an active shooter situation before the arrival of law enforcement.

Generally, the basics below follow the US Department of Homeland Security's booklet ["Active Shooter: How To Respond."](#)



1. Identify and Respond. An intruder or active-shooter event requires immediate action:

- run/escape the building if possible
- hide if escape is not possible. Lock doors if possible. Stay quiet.
- fight only as a last resort. Seek to incapacitate the shooter.
- call 9-1-1 only when it is safe to do so.

2. Notification. As soon as someone becomes aware of an intruder or active shooter, that person is responsible to alert others of the imminent danger. Shouting, hand signals, phone calls, whatever it takes to communicate the threat to others - get it done. LUM Staff members are responsible to alert all staff members, volunteers, clients, guests, and students of the danger and aid them in seeking safety to the extent possible. Once it is safe to do so, notify emergency personnel by dialing 9-1-1. If one has successfully escaped from the situation, notify the LUM executive director of the situation.

3. Lockdown. Once an intruder or active shooter is identified at one LUM facility, both facilities will immediately go into lockdown. The outside doors will be locked from the front desk control panel.

4. Points of Entry. LUM has electronic doors at 420 and 525. The front doors are to be the main point of entry at all times for guests. Other doors should never be propped or unlocked unless actively, presently watched by a LUM staff person. Limiting the access points to the LUM facilities greatly increases the safety of the facilities.

5. Mass Casualty Bags. Active shooter events might produce multiple casualties. Mass casualty bags are located (see map):

420 - on top of the refrigerator in the kitchen

525 - on the 2nd floor above the desk in the check-in area

Earthquakes

Earthquakes occur infrequently in Lafayette, IN but can cause major structural damage, injuries, and the loss of life.

1. Earthquake Immediate Response. Seek immediate safety. When an earthquake does occur, take cover; DUCK under a sturdy desk, table, or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall unsecured furniture. If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold until the ground stops shaking and it is safe to evacuate.

2. Role of LUM Staff in an Earthquake. LUM Staff are to seek to ensure the safety of all people under their direct supervision (volunteers, clients, guests, students)

3. Evacuation after an Earthquake. As soon as it is safe to do so, exit the building at any available exit. LUM Staff must help evacuate all volunteers, clients, guests, and students. Proceed to the Assembly Point.

4. Assembly Points.

420 - the assembly point is outside the **AAA Travel** across 4th Street.

- The primary route to this assembly point is out the front or back exits of 420, and directly to the AAA Travel. Do NOT enter the building.
- The secondary route to this assembly point is out the front or back exits of 420, then along the alley to either North or Brown Streets, then to the AAA Travel.

525 - the assembly point is outside **Jane's Deli** across 4th Street.

- The primary route to this assembly point is out the front or back exits of 525, and directly to Jane's Deli. Do NOT enter the building.
- The secondary route to this assembly point is out the front or back exits of 525, then along the alley to either Cincinnati or Brown Streets, then to Jane's Deli.

5. Evacuating Children and Individuals with Functional Needs. The LUM Staff are responsible for the safe, orderly, and effective evacuation of children and individuals with functional needs.

Winter Weather

Emergency Shelter and Winter Warming Station - will remain open, come what may. These services are all the more vital in the midst of severe weather.

After School Program - will follow the closings and delays of the Lafayette School Corporation.

All other services (including the Main Office) - any closings will be determined and communicated by the Executive Director no later than 6:30 am on any given day.

Annual Updating, Training, and Exercises

For this plan to be effective, the users must be trained on the plan and the procedures outlined therein. Users must also test the plan through evacuation drills and exercises to validate the effectiveness of the policies and procedures and to identify changes to the plan, policies, and procedures based on lessons learned in both real-world events and exercises.

1. Levels of Required Training.

LUM Staff	Complete Annual EAP Training
LUM Board	Receive the annually updated EAP
LUM Volunteers	Be made aware of the link to the annually updated EAP
LUM Clients, Donors, Friends	Access to EAP on LUM website

2. Annual Updating, Training, Exercises, and Record-Keeping.

- a. Updates
 - i. To EAP
 - 1. Annually in January of each year - by executive director
 - 2. As needed as facilities, programs, staff, and/or procedures change
 - 3. Updates to EAP must be approved by LUM Executive Council
 - ii. First Aid Kits
 - 1. Inspected, resupplied by January 31 of each year
 - 2. Responsibility to inspect and resupply
 - a. 420 - Maintenance director
 - b. 525 second floor - Shelter director
 - c. 525 first floor - Youth Programs director
 - d. LUM buses - Youth Programs director
- b. Training
 - All LUM Staff receive 1-hour EAP training in 1st quarter of each year
 - All new LUM Staff receive a hard copy of EAP training at orientation
- c. Exercises
 - The LUM Staff will have at least one training drill (fire drill, active shooter, shelter-in-place, lockdown, etc.) every 6 months.
- d. Records
 - All training and exercises shall be recorded on the [EAP Training spreadsheet](#) on the LUM Shared Drive.

3. New Employee Training with EAP. New LUM Staff will receive a hard copy of the EAP and a 1-hour training, either in person or by watching the LUM EAP video.

4. Deficiencies. Any deficiencies detected in the EAP through the review or training process will be addressed and corrected immediately. Newly updated EAP's will be distributed to Staff and posted on the LUM website.

5. Responsibility. The executive director will ensure the EAP is updated, distributed, and followed, and that all LUM Staff are adequately trained in the EAP.