

Lord of Life Lutheran Church

Safety Program

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Safety Policy Statement

Lord of Life Lutheran Church is dedicated to the safety and well being of our staff, members, children, visitors, community, and civic organizations that use our facility.

In order to promote a safe environment, the procedures contained in this manual are established. This manual cannot address all possible circumstances but contains procedures for the ones that could most reasonably affect Lord of Life church. It is also our purpose to keep this manual as concise as possible, to encourage its use.

Members of the safety committee are published so that you may critique these procedures or suggest additional areas of concern.

Safety Training

Safety training is an integral part of the Lord of Life's safety program.

Church boards should annually review the safety program with special emphasis on areas that directly affect each board. If changes or additions are discovered during this review, they should be brought to the attention of the safety committee. Records of these reviews will be noted in the Board's minutes.

Areas of general concern may be organized and made available to the entire congregation, i.e., CPR/AED training. This training will be recorded on a safety training log.

Ushers should annually review the evacuation procedures and severe weather procedures.

Outside organizations that use the Lord of Life facilities will annually review the safety manual and a memo for the record will be submitted when the review is complete.

A copy of the safety manual is available in the church office. Everyone is encouraged to review the safety manual.

Safe Operating Procedures

- No running or horseplay is permitted within the Lord of Life building.
- Do not distract anyone who is operating equipment or engaged in any activity where the possibility of injury exists.
- All walkways, stairs, aisles, and egress routes should be clear of hazards.
- Properly store all materials, tools, and equipment so as not to create a hazard.
- All spills should be cleaned up immediately.
- Heavy objects should be lifted with the legs not the back. Always seek help when lifting heavy objects.
- If anyone discovers any furniture, flooring, or equipment of any type that they consider unsafe, the item is to be marked as unsafe and reported to the property board.
- Fire extinguishers should be serviced and inspected annually.
- All flammable materials should be stored in approved containers and their location and category marked for the fire department.
- Oily rags are to be properly disposed of in approved containers.
- Entrances and exits should have adequate lighting, and emergency exits are to be properly marked.
- Ice and snow should be removed, and sand or ice melt applied to pedestrian routes.

Fire Procedure

If confronted by a fire or evidence of a possible fire, you should:

Call 911.

If the fire has not spread, attempt to extinguish it with the fire extinguishers located in the building. The fire extinguisher location is noted on the building evacuation plan.

Close doors and windows to contain the fire.

Evacuate the building, using the evacuation procedure.

Kitchen Procedures

Lord of Life Lutheran Church is committed to providing well prepared food that is safe for our guests in an environment that is safe for our guests, volunteers, and staff to achieve these goals. Food handlers should annually review the following established procedures:

- Expiration dates on foods and supplies should be checked before using.
- Kitchen staff are to use disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.
- Sanitize kitchen counters and tables before beginning to cook, and again before leaving the kitchen area. In like manner, sanitize dining tables before setting the table and again after clearing the table.
- Do not leave food leftovers on the kitchen counters, or in cupboards.
- Hand wash coffee maker and coffee ground holder as well as the coffee thermos pitchers.
- Clean ovens and remove any spills.
- Wipe stove burners.
- Knives should remain open while in use.
- Clean all surfaces of the microwave oven.
- Remove all food debris from sinks, wash with cleanser, and dry.
- All burners and ovens shall be turned off before leaving.
- Chill and store food safely.
- The fire extinguisher outside of the kitchen in the fellowship hall is a dry chemical extinguisher that can be used on any kitchen fire.

A copy of these procedures will be placed on the bulletin board in the kitchen to be reviewed by users.

Transportation Policy

Lord of Life wants to keep everyone safe, so we have a policy that protects the driver, the passengers, and the church.

The following requirements need to be met if you are planning on providing transportation for children, youth, and adults.

Driver Selection

- Be at least 25 years of age, and no more than 70 years of age
- Background check (if transporting children under 18 years old)
- Valid driver's license
- Have insurance and motor vehicle insurance
- Provide proof of insurance and license
- Be knowledgeable of vehicle maintenance, and insure the vehicle is road safe

Driver

Drivers will not be under the influence of alcohol or prescription or over-the-counter drugs which may cause drowsiness or otherwise interfere with their safe operation of the vehicle.

Driver's use of cell phone or two-way radios is not permitted during travel. If communication is needed, the driver must pull over to a safe location to make the necessary phone call or ask a responsible passenger to make the phone call.

Safety Procedures

The following procedures are to be followed regardless of whether the vehicle is a personal private auto or a rental vehicle:

- Seatbelts must be worn at all times.
- No hazardous, disruptive activity or noise is permitted while the vehicle is moving.
- Keep all objects inside the vehicle.
- All windows must be clear of objects that may disrupt the driver's view.

Evacuation Procedure

Fire, telephone threat, or any hazardous circumstance may necessitate an evacuation of the Lord of Life building. An evacuation should follow the red route on the evacuation guide and the following procedures should be followed:

The evacuation route should be away from the known or perceived danger.

One person should be designated to notify 911.

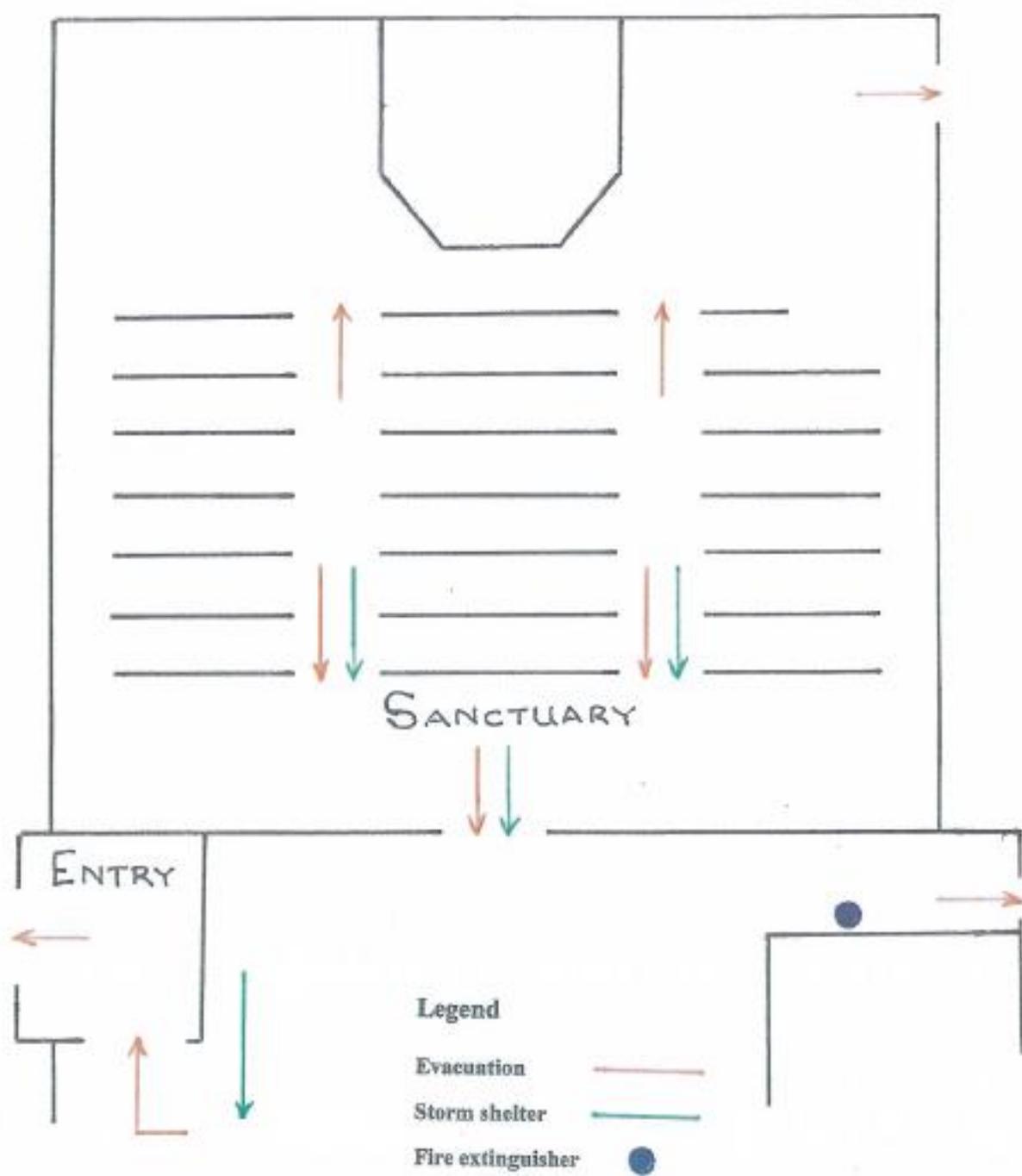
If ushers are present, they will direct people to the preferred exit.

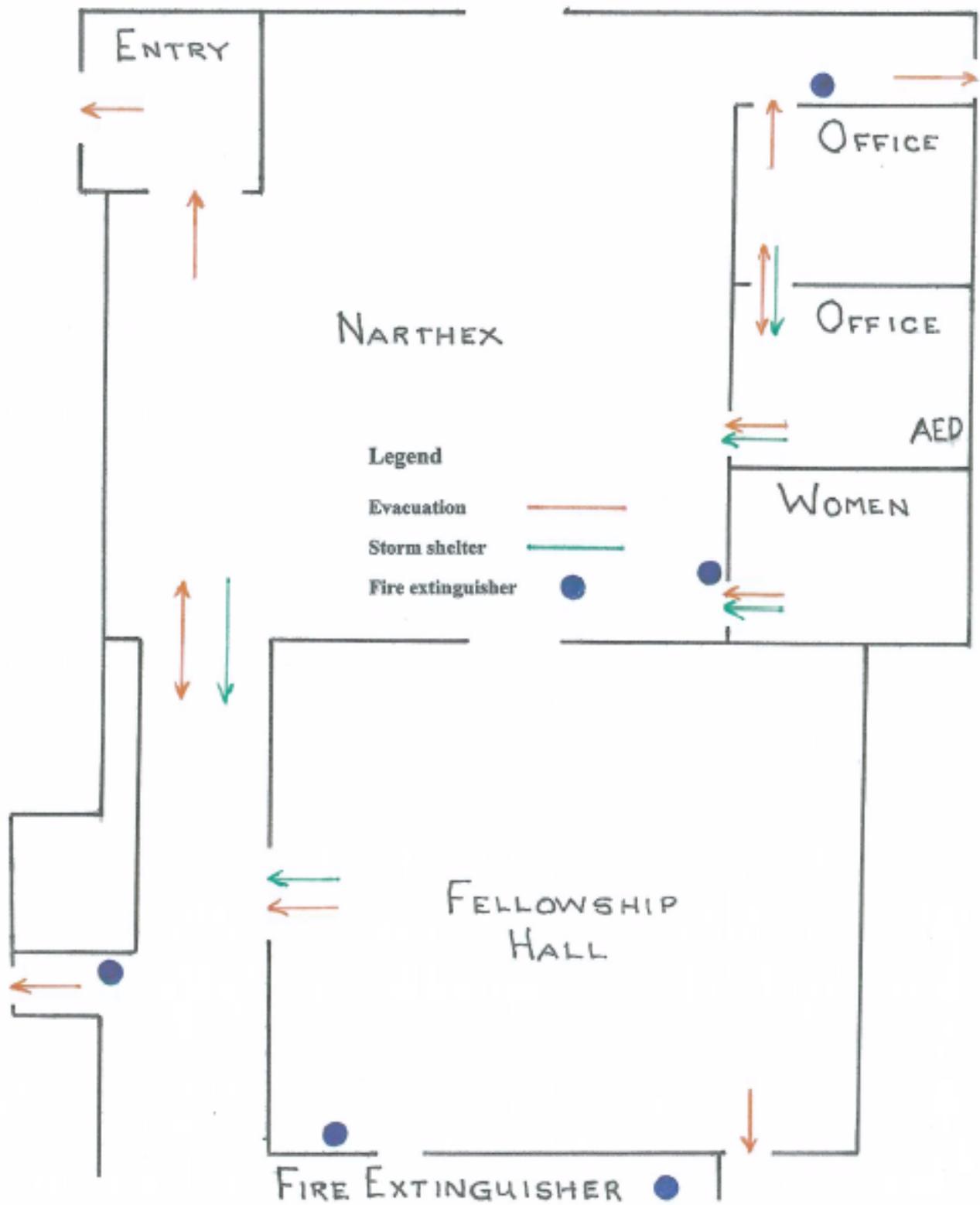
If the evacuation is required when no ushers are present, the individual responsible for the meeting or someone familiar with the evacuation and safety plan will assume responsibility.

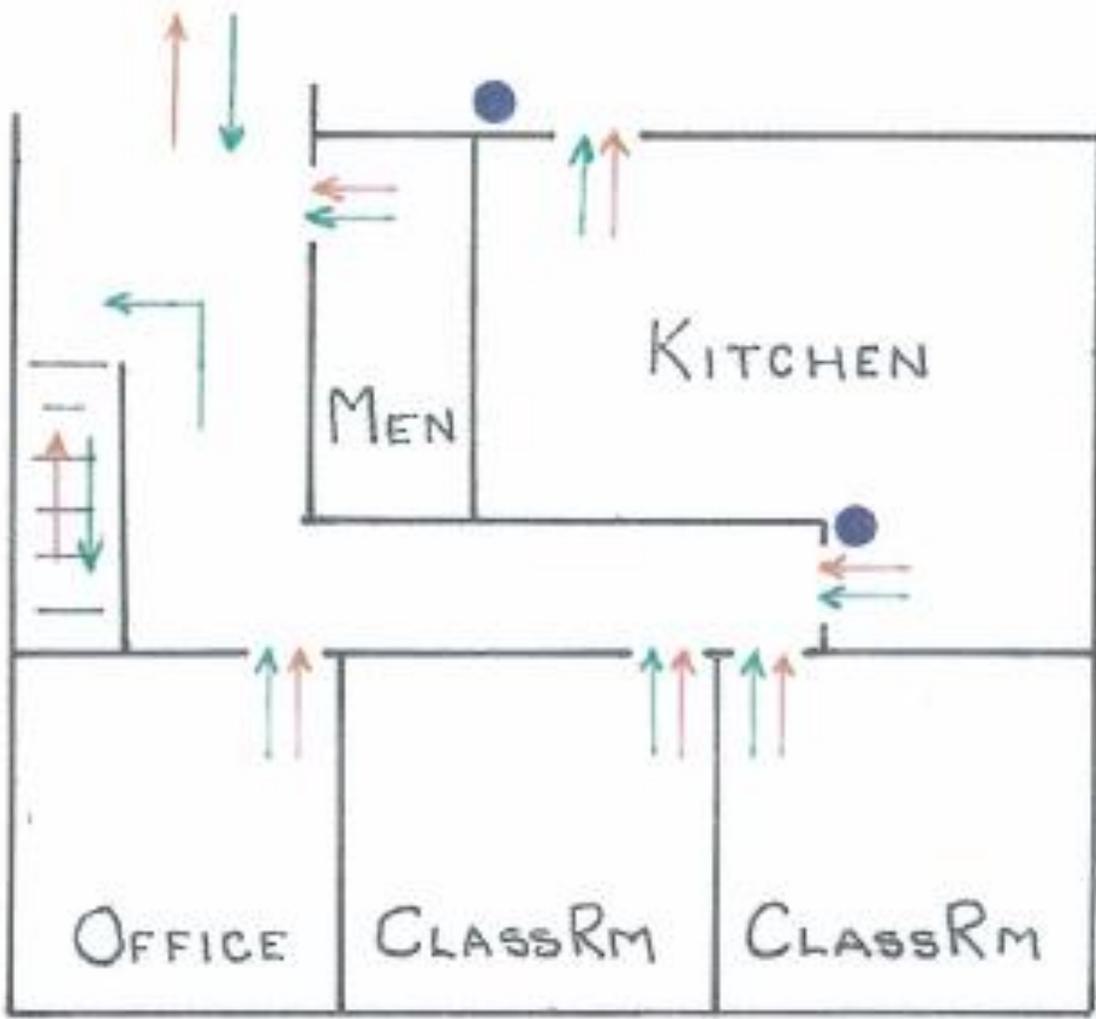
Persons with a mobility issue should be assigned a guide to assist them in the evacuation.

Two persons should be designated to make certain that everyone in the building has been notified of the evacuation. Two persons are designated so that one person will not venture into an unsafe area alone.

When outside the building, people should assemble away from the building and not in any area that would be required by the emergency response units. Normally, the area to the west of the building would be the preferred location.

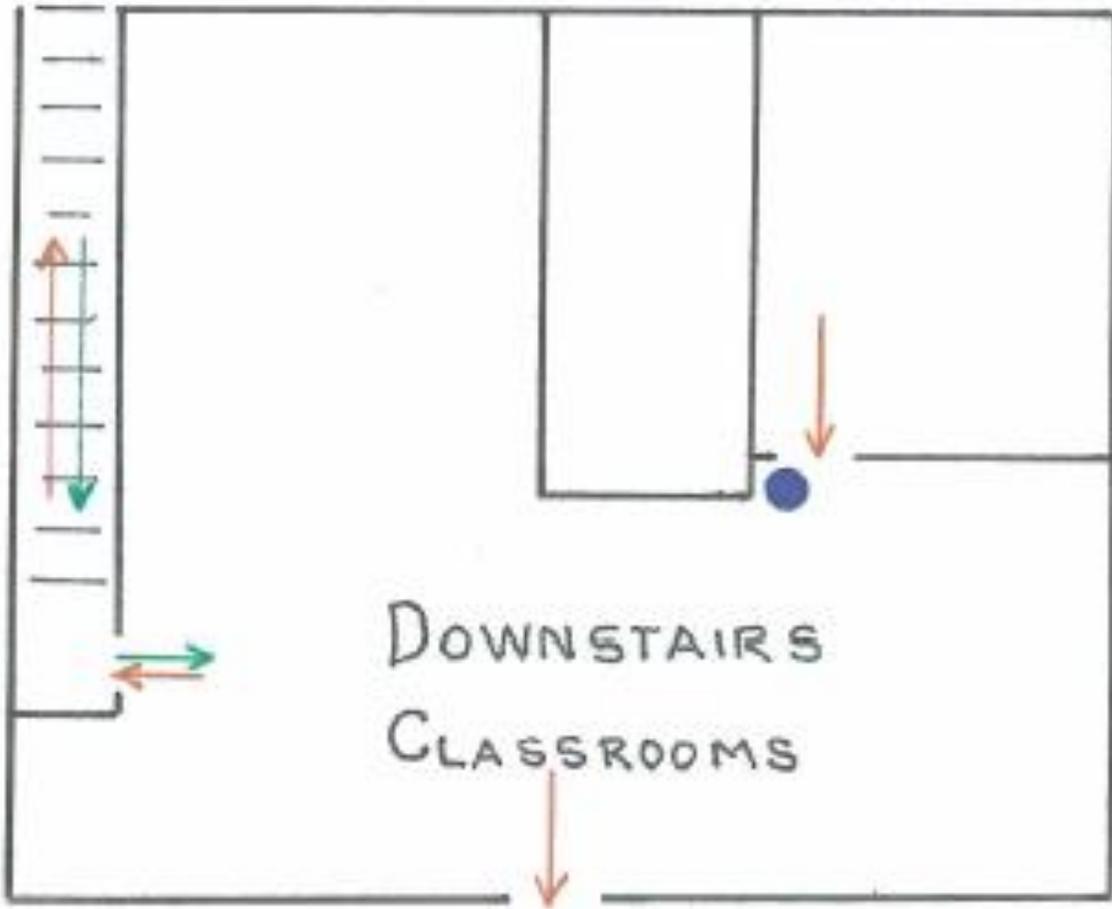






Legend

- Evacuation ———
- Storm shelter ———
- Fire extinguisher ●



Legend

Evacuation 

Storm shelter 

Fire extinguisher 

Severe Weather Procedure

Severe weather notification may be a result of the county siren, cell phone alert or general awareness of the weather impacting the area. When alerted by any of these conditions, the listed procedures should be followed:

The severe weather shelter area has been designated as the downstairs classroom area. Everyone should proceed to the shelter area via the green route on the evacuation guide.

When ushers are present, they will direct everyone to the downstairs area.

When no ushers are present, the person responsible for the meeting will assume responsibility for directing everyone to the shelter area.

Persons with mobility issues should be assigned a guide to assist them.

When in the shelter, use areas away from windows to the maximum extent possible.

If the downstairs shelter will not accommodate everyone, the men's restroom, the hall in front of the men's restroom, or any interior room may be used.

Security Procedures

Always be aware of suspicious activity.

Keep back, side, and basement doors locked except as required for worship services and sponsored activities.

Use exterior lighting to discourage criminal behavior.

Telephone threat:

- Note time the call was received.
- Was there an associated caller ID number?
- Note nature of the threat.
- Note voice characteristics (gender, accent, irrational, angry, educated, profane etc.).
 - Are there any identifiable background noises?
 - Ask the caller questions – When, where, why.
 - Notify 911.
 - Respond to the threat.

Suspicious package, if a suspicious package is discovered:

- Do not handle the package.
- Evacuate the immediate area.
- Determine if anyone present has knowledge of the package.
- If no one has knowledge of the package, call 911.
- Respond to the threat.

Active shooter:

- Go to the nearest room that can be secured.
- Lock the door, turn out the lights, close all windows, and draw all blinds or curtains.
- Take cover, using the most protective feature of the room.
- Call 911 with:
 - Your name
 - Your location
 - Number of shooters
 - Description of shooters
 - Wait for police to assist you out of the building.

Accident Reporting

The purpose of accident reporting is not to find fault or place blame but to identify corrective measures that may be taken to prevent future accidents.

The first priority will be to ensure the injured person receives the medical attention appropriate for the condition or injury. This may include a 911 call to get medical personnel to the scene or providing or arranging transportation to an appropriate medical facility for the condition or injury.

A list of persons who witnessed the incident should be compiled so that they may be interviewed at a future time.

The insurance provider should be notified of the incident after all immediate response considerations have been accomplished.

The chairperson of the safety committee will appoint a review committee to file a report on the incident. The committee should include the safety committee chairperson, an appropriate number of safety committee members as determined by the chairperson, and representatives of all affected boards.

All persons who witnessed the incident should be interviewed as soon as practical after the committee is identified so that recollections are still vivid in their memory. The victim of the incident should be interviewed as soon as their condition allows.

Findings of the investigating committee should be briefed and recorded at the next Board of Directors meeting.

Findings that impact specific boards will be presented to those boards for any action that is thought appropriate.

Persons conducting interviews should consider the following guidelines:

- a. Put interviewee at ease.
- b. Ask what happened and how it happened.
- c. Do not interrupt.
- d. Do not criticize.
- e. Only ask “why” questions to clarify a point.
- f. Repeat story and allow interviewee to change or correct any misunderstandings.
- g. Photos are very helpful to the investigation.

Emergency Phone Numbers

Lord of Life Lutheran Church
20844 Bonanza Blvd.
Elkhorn, NE 68022

Phone: 402 289-3437

Emergency:

911

Police:

**Douglas County Sheriff
Omaha Police**

Phone: 402 444-5802

Phone: 402 444-5600

Hospitals:

**Methodist Women's Hospital
707 No. 190th Plaza**

192nd and Dodge

Phone: 402 815-4000

**Lakeside Hospital
16901 Lakeside Hills Ct.**

168th and Center

Phone: 402 717-8000

Urgent Care:

**Urgent Care of Omaha
17650 Wright St.**

177th and Center

Phone: 402 965-4000

**Midwest Minor Medical
18208 Wright St.**

180th and Center

Phone: 402 614-6368

Poison Control

1-800-222-1222

Forms
