



Western Iowa Synod

Disaster Preparedness Plan

318 E. 5th St., PO Box 577
Storm Lake, IA 50588
712.732.4968
wis@wisynod.org

including:

- Disaster-Specific Checklists
- Building & Area Maps (incl exits, safe areas, utility shutoffs, supplies)
- General Disaster Preparedness Information & Terminology
- Disaster Prevention Guidelines
- Disaster Communication Guidelines
- WIS Disaster Evacuation Manual
- Post-Disaster Guidelines

Mission Statement: Grounded in faith, the Western Iowa Synod Disaster Preparedness Team seeks to be proactively prepared for disasters/crises and to bring help and hope as we address the spiritual, basic physical, emotional, relational, and intellectual needs of individuals and communities whose lives have been affected by a disaster/crisis.

Vision Statement: Called and empowered by God to be a blessing to one another, the Western Iowa Synod Disaster Preparedness Team will work together through various expressions of the church to prepare for and respond to the needs of those affected by disasters/crises, and to ensure the safe, effective, and continued operations of the Western Iowa Synod office.

Developed by the Western Iowa Synod Disaster Preparedness Team, in consultation with Pr. Michael Stadie, Iowa Lutheran Disaster Response Coordinator. **The Western Iowa Synod Disaster Preparedness Team members include:**

- Cindy Youngquist, WIS Executive Committee (youngjer@wccta.net; 515.352.3798)
- Presley Johnston, recent WIS Synod Council Member (prjajohn@iowatelecom.net; 712.736.2180)
- Robin Larson, WIS Advisory Communications Committee (ACC) (blcrl@wccta.net; 515.576.3881)
- Mary Ann Bengtson, WIS Advisory Communications Committee (bengtson@iw.net ; 712.213.2844)
- Pr. Celeste Waymire, WIS Board for Mission chair (faithgriswold@netins.net; 712.487.3751)
- Cindy Johnson, WIS Administrator for the Bishop's Office (wiscj@wisynod.org; 712.732.4968)
- Cindy Wells, WIS Outreach Coordinator (wiscw@wisynod.org; 712.732.4968)

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GENERAL POINTS TO REMEMBER IN ANY DISASTER:

If ANY type of disaster is suspected, CALL 911. It is better to call and be wrong about the extent of the problem than to NOT access assistance immediately. Note that calling from a land line automatically informs authorities of synod location, but that use of cell phones requires one to tell them of location (318 E. 5th St.)

Reference Disaster Checklist Flip Chart, posted throughout the facility for disaster-specific checklists and guidelines, diagrams of nearest and other potential exits, locations of shelter-in-place and evacuation safe area(s), locations of emergency supply kits, locations of circuit breakers, fire extinguishers, smoke alarms, and elevators, etc.

Synod staff should notify all those on the premises of the crisis at hand and **follow the associated disaster checklist** for that situation.

Use alarms, telephone intercoms, instant messaging, code words/gestures, etc., WHEN APPROPRIATE, to alert all persons in the synod facility.

In the event of an **EVACUATION**, all staff and visitors should **report to designated evacuation safe area(s)** (see page 28: south end WIS parking lot, Fareway, St. Mark's) to ensure that all individuals are safely accounted for and to receive direction from the bishop and/or designee, disaster team member(s) and/or local authorities as to the next appropriate steps to be taken. **If safely possible:**

- **DO** bring along a copy of the **Disaster Checklist Flip Chart & Disaster Preparedness Plan.**
- **DO** bring along staff/visitor roster sign-in sheet for the day
- **DO** attempt to bring along copy of **most recent electronic file back up.**
- **DO** attempt to have **cellular phone communication.**
- **DO NOT** attempt to get/take **non-essential items.**

Follow Disaster-Specific Checklist for disaster at hand (see pp. 3 -22 below or Disaster Checklist Flip Chart)

After the event, implement the Disaster Communications and Post-Disaster Guidelines (see pages 27 & 31, respectively).

In all cases, **REMAIN CALM** to keep order, minimize risk, and better engage the disaster preparedness plan.

In all circumstances, remember that God is with us always as our strength, our shield, and our guide.

DISASTER-SPECIFIC CHECKLISTS:

I. FIRE:

- **CALL 911**
- **Synod designee uses all available communications (fire alarms, intercom, instant messaging, telephone, etc.) to inform all in the building to immediately evacuate the building by means of the nearest and safest exit(s).**
- **In heavy smoke situations, stay lower to the ground for better air quality.**
- **If someone is caught afire, implement Stop, Drop, and Roll to extinguish.**
- **All should gather at the predetermined evacuation safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod office).**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and the Disaster Checklist Flip Chart and/or Disaster Preparedness Plan.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **Report any missing persons from roster list to emergency personnel.**
- **Group SHALL REMAIN TOGETHER until it is deemed appropriate/safe to leave and a travel plan is reported to the designee.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

II. POWER OUTAGE:

If DO smell smoke:

- **CALL 911**
- **Synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone, Disaster Checklist Flip Chart and Preparedness Plan.**
- **All should gather at the predetermined evacuation safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod office.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **Report any missing persons to emergence personnel.**
- **CALL electric company for assistance (see pages 29-30).**
- **Do NOT attempt to modify circuit breaker on you own as this is a potentially dangerous area, especially if any water is in the area.**

If DO NOT smell smoke:

- **CALL electric company for assistance (see pages 29-30).**
- **Do NOT attempt to modify circuit breaker on you own as this is a potentially dangerous area, especially if any water is in the area.**
- **Secure food in refrigerator/freezer.**
- **If winter, keep building closed as tightly as possible to preserve ambient heat.**
- **Trickle water in faucets to prevent pipes from freezing in extreme cold.**
- **Consider use of portable generator and/or non-electric heat source if appears outage will be for an extended time period.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

III. Debilitating ILLNESS/INJURY/DEATH of Staff or Key Leader:

- **Bishop, or designee, to notify immediate family members, if applicable.**
- **Arrange for pastoral/spiritual care of family members and staff.**
- **Follow routine Death of a Pastor procedures, if applicable.**
- **Notify/engage Board of Pensions and assist with any insurance/disability issues.**
- **Arrange for assumption of staff responsibilities by existing or additional staff.**
- **Notify constituents of any changes in staff responsibilities and whether it is an interim/long-term situation.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

IV. PERSONAL THREAT/INJURY:

- **If physically threatened, stay as physically distant from the intruder as possible.**
- **Get to another location (lock yourself in an office, for example) and CALL 911 as soon as possible. Give as many details as you can regarding the number of persons involved, description of the threatening person(s), demands made, threats made, weapons used, etc. Stay on the phone as long as possible with emergency response personnel to give updated information as they approach the scene.**

NOTE: Calling from a land line will automatically inform police of your location (useful if you cannot speak safely); if calling from a cell phone, you will need to tell them of your location.

- **Those in direct contact with the threatening person should REMAIN CALM and attempt to de-escalate the situation using your best judgment—for example:**
 - listen to and show compassion toward person's source of angst/frustration/pain and seek a way to address/offer action to remedy the problem(s) stated—even if you need to lie—encouraging person to then leave the premises, if possible.**
 - do NOT bring disgruntled person(s) with you to a private location. It is better to stay in public areas. Others may choose to join the area/situation, (if rendered safe) as there is strength in numbers, or they may decide it best to evacuate.**
- **Staff leader should meet police outside as they arrive to give further details as to person(s), location in the building, etc. Responding officers will wait for two to arrive and then enter the premises. First police priority will be to neutralize the situation; secondly, to assist any injured persons.**
- **If someone is being physically assaulted or threatened/attacked with a weapon, realize that you cannot be of much help to them—might even become a second victim. It is better to evacuate and call 911. Help should arrive within 2 minutes.**
- **Assess safe escape route and notify others in building, if safely feasible, through use of telephone, intercom, instant messaging, monitors, etc.**
- **Safely evacuate building as is feasibly possible, bringing along the Disaster Checklist Flip Chart, staff/visitor sign-in sheet for the day, and Disaster Preparedness Plan.**
- **Ensure physical well-being of all persons in the building (note emergency supplies locations on pg. 26).**
- **Work with local officials to address any legal issues and incident reports.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

V. VANDALISM:

- **Contact local police and cooperate with incident reporting.**
- **See page 10 for instructions depending on extent of building damage.**
- **Document/Photograph vandalized property.**
- **Direct all media and community inquiries to the designated Public Information Officer.**
- **Contact insurance carrier.**
- **Plan clean-up/replacement of vandalized property.**
- **Notify Synod Council/Executive Committee, depending on the seriousness of the vandalism.**
- **Follow-up on police investigation.**
- **Press charges as a form of deterring future incidents and of receiving restitution.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

VI. PANDEMIC HEALTH:

- Refer to Pandemic Health Guidelines (Appendix I Pg. 34) for general information, precautionary measures, and response ideas.
- Refer also to Buena Vista County Health Department's (1709 E Richland, Storm Lake, IA 50588; 712.769.2543) Bio-Terrorism Plan which houses Pandemic Health for additional information or resources. In the event of such incidents, they will be broadcasting pertinent information as well.

VII. COMMUNITY IMMIGRATION RAID:

- Refer to Community Immigration Raid Preparation/Response Guidelines & Resources (Appendix II page 39) to address topics such as the role of the church and the community, collaborative community efforts to pursue, and area/national resources—all geared toward ensuring the just treatment of immigrants, the meeting of immediate personal needs of detainees, their families, and the community, as well as immigration reform advocacy opportunities.

In the book of Leviticus we hear God's command to Israel: *"The stranger who resides with you shall be to you as a citizen among you; you shall love the stranger as yourself, for you were strangers in the land of Egypt....: (9:34)*

...by welcoming the stranger, we are welcoming Jesus himself... (Mt 25:35)

VIII. TORNADO/INCLEMENT WEATHER WATCH:

- Synod designee becomes responsible to monitor the watch by radio (KAYL in Storm Lake 101.7 FM or 990 AM), computer notices, battery-operated NOAA weather radio, etc.
- Synod designee double-checks that current roll of all persons in the facility is accurate.
- Synod designee does all that is possible to get files backed-up and onto a removable tape.

If watch becomes a WARNING:

- Synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to go to the Shelter in Place safe area of the basement (Commons Area near the kitchen and/or Chapel room).
- Designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone, Disaster Checklist Flip Chart, and Disaster Preparedness Plan.
- After threat has passed, Bishop and/or designee conduct initial assessment of building damage.
- All stay in the Shelter in Place safe area (Commons Area near the kitchen and/or Chapel room) until the bishop or his designee deems it is safe to leave.
- Ensure physical well-being of all persons in the building. (note emergency supplies locations on pg. 26)
- CALL 911, if applicable.
- Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).

Minor Building Damage Checklist (operations can resume in building):

- **Bishop and/or designee will ensure that all health, emotional, spiritual needs of staff are met.**
- **Notify utility companies of any damage.**
- **Notify insurance carrier of all damage.**
- **Notify Synod Council of the damages.**
- **Bishop and/or designee contract for all necessary repairs.**
- **Bishop and/or designee determine when operations shall resume and inform all affected staff.**
- **Bishop and/or designee determine what changes in space or work assignments, if any, will entail. This could include staff participation in clean-up/repair efforts.**
- **Engage list of synod volunteers (pg. 33) to find support for clean-up, repair, etc.**

Major Building Damage Checklist (operations are suspended or re-located):

- **Bishop and/or designee will ensure that all health, emotional, spiritual needs of staff are met.**
- **Bishop and/or designee have pre-determined contract with St. Mark Lutheran Church in Storm Lake to move synod operations to their site. Should disaster affect St. Mark's as well, a secondary contract will be in place with Nain Lutheran Church in Newell.**
- **Notify utility companies of any damage.**
- **Notify insurance carrier of all damage.**
- **Notify Synod Council of the damages.**
- **Notify Churchwide office of situation and changes.**
- **Bishop and/or designee contract for all necessary repairs.**
- **Bishop and/or designee determine when operations shall resume and inform all affected staff.**
- **Bishop and/or designee determine what changes in space or work assignments, if any, will entail. This could include staff participation in clean-up efforts.**
- **Engage list of synod volunteers (pg. 33) to find support for clean-up, repair, relocation, etc.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

IX. FLOODING:

- **Synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to immediately evacuate the building by means of the nearest and safest exit(s).**
- **If is deemed best to evacuate the building, all should gather at the predetermined evacuation safe area outside of the building. Primary evacuation safe area will be the far south end of the parking lot; secondary evacuation safe area will be 2 blocks north on Seneca St. to the Fareway Grocery Store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of synod office.**
- **If safe spot is not viable, head to higher ground.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **CALL 911.**
- **Report any missing persons from roster list to emergency personnel.**
- **Group shall remain together until it is deemed appropriate/safe to leave and one's travel plan is reported to the designee.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

X. SNOWSTORM/BLIZZARD:

- Refer to Employee Handbook for when/if to come to the synod office.
- Refer to the Employee Handbook for when/if to leave synod office early.

If determined that it is safest to remain in the building, even overnight, then:

- Monitor Weather Radio and KAYL (101.7 FM or 990 AM).
- Go to Shelter-in-Place safe area (Commons Area near the kitchen and/or Chapel room) of the building.
- Utilize the emergency supplies located throughout the building (see pg. 26).
- Inform local authorities that people are in the building, likely overnight.
- Check that everyone's medical needs are met; if someone is in dire need of a medication, for example, may need to enlist local authorities for assistance.
- Put a sign in the doorway windows that people are inside the building.
- Welcome any/all outsiders who may come to the building seeking shelter/assistance.
- When deemed most appropriate, call predetermined snow-removal contractor (see pg. 30) for quick removal of snow to allow people to leave the premises.
- Report travel plan to designee before departing.
- Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).

XI. EARTHQUAKE:

- **Get under desk, table and hold onto to it (to move along with it) or stand in a doorway.**
- **Protect head as best possible.**
- **Stay clear of window, bookshelves, large furniture that are not bolted down.**
- **If building is free of smoke, electric wire exposure, roof collapse, stay inside. It may be more dangerous outside.**
- **Be aware of aftershocks and potentially increased damage to the area.**
- **CALL 911—do not use telephone if suspect gas leak.**
- **If it is safe to do so, turn off gas, water, electrical sources (see building map on Disaster Checklist Flip Chart or last page of this Disaster Preparedness Plan).**
- **Ensure physical well-being of all persons in the building. (note emergency supplies locations on pg. 26)**
- **If is deemed best to evacuate the building, all should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is located 2 miles west of the synod office).**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone, Disaster Checklist Flip Chart, and Disaster Preparedness Plan.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **Report any missing persons to emergency personnel.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XII. NATURAL GAS LEAKAGE:

- **DO NOT USE OR TURN ON/OFF ANY ELECTRICAL COMPONENTS AS THIS MAY SPARK AN EXPLOSION (light switches, cell phones, 2-way radios, etc.).**
- **VERBALLY inform others to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod office.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **CALL 911 from OUTSIDE the building.**
- **Follow directives from local authorities at the scene.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XIII. TRAIN DERAILMENT:

- **CALL 911.**
- **Ensure physical well-being of all persons in the building. (note emergency supplies locations on pg. 26)**
- **Bishop or designee determine if best to remain in or evacuate the building and whether to go to building safe area or evacuation safe area, respectively.**
- **If is deemed best to evacuate the building, synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod office.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **If train derailment has chemical/nuclear release implications, see Chemical/Hazardous Material Checklist on pages 19-20.**
- **Follow directives from local authorities at the scene.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XIV. BOMB THREAT:

ALL BOMB THREATS ARE TO BE CONSIDERED CREDIBLE (unless the office has been dealing with repeated threats over a short period of time and has a likely clue as to the cause. Bomb threats should only be determined as non-credible by the bishop and/or police department).

- **CALL 911** and report the threat adhering to police checklist by receptionist telephone.
- If is deemed best to evacuate the building, synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building. Move a safe distance away from the building.
- If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.
- All should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod.
- Notify closest neighbors of ensuing threat (note that authorities will do likewise).
- Allow bomb squad to search the building.
- Cooperate with local authorities with incident report and follow-up
- Follow directives of local authorities as to when to resume normal activities.
- Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).

XV. COMMUNITY VIOLENCE/TERRORISM:

- **CALL 911.**
- **Ensure physical well-being of all persons in the building. (note emergency supplies locations on pg. 26)**
- **Secure safety of all persons in synod building—determine if it is best to stay within location or attempt to leave the premises.**

IF LEAVE THE PREMISES:

- **If is deemed best to evacuate the building, synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be 2 blocks north on Seneca Street to the Fareway parking lot or store; third safe area will be St. Mark Lutheran 1614 W 5th St. which is 2 miles west of the synod.**

IF REMAIN IN THE PREMISES:

- **Lock all doors if violence is outside of synod office and people remain in office.**
- **Move to Shelter in Place (Commons Area near kitchen and/or Chapel room) in basement, away from doors and windows, bring along cellular communications.**
- **Remain in building until Bishop and/or synod designee has consulted with local authorities and the area has been completely cleared for safety.**
- **Follow local authority directives for safety and continued operations.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XVI. FEED MILL/OTHER EXPLOSION:

- **CALL 911.**
- **Ensure physical well-being of all persons in the building. (note emergency supplies locations on pg. 26)**
- **If you find yourself trapped under debris, tap on nearby items to indicate your location; try not to move unnecessarily to avoid dust creation in the air; try to cover your mouth and nose with a cloth to breathe in less dust/contaminated air.**
- **Bishop or designee determine if best to remain in or evacuate the building and whether to go to building safe area or evacuation safe area, respectively.**
- **If is deemed best to evacuate the building, synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **When leaving, take careful note of unstable surfaces, falling debris, unsecured fixtures.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building. First safe area will be two blocks north on Seneca Street to the Fareway parking lot/store; secondary safe area will be St. Mark Lutheran 1614 W 5th St. which is two miles from the synod office.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **Report any missing persons to emergency personnel.**
- **Follow directives from local authorities at the scene.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XVII. CHEMICAL/HAZARDOUS MATERIALS/NUCLEAR CONTAMINATION:

- **CALL 911.**
- **Bishop or designee determine if best to remain in or evacuate the building and whether to go to Shelter-in-Place safe area or evacuation safe area, respectively.**
- **Monitor Local Radio KAYL (101.7 FM or 990 AM) for public directives.**

If is deemed best to EVACUATE the building:

- **synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building—UP WIND. First safe area will be the far south end of the parking lot; secondary safe area will be two blocks north on Seneca Street to the Fareway parking lot/store; third safe area will be St. Mark Lutheran 1614 W. 5th St. which is 2 miles west of the synod office. Do everything possible to move upwind of the contamination.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **If go to vehicles, do not use air-conditioning or heaters so as not to bring in any outside, contaminated air.**
- **Seek out public safety decontamination tents in the contaminated area for medical attention if need be.**

If deemed best to REMAIN in the building (Shelter in Place):

- **Close up building and turn off all air-conditioning and heating units so as to not bring in any outside, contaminated air.**
- **Go to Shelter-in-Place safe area (Commons Area near the kitchen and/or Chapel room—best if located in the basement area).**
- **Try to put as much mass/dense material as possible between people and the contamination.**

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- **Limit use of ignition sources such as light switches, telephones, etc. due to electric pulse they generate.**
- **Do not eat/drink anything exposed to contamination source.**
- **Close off building safe area as much as possible with plastic sheeting and duct tape from emergency supplies.**
- **Utilize masks and other emergency supplies located throughout the building (see pg. 26).**
- **Remove contaminated clothing and put in plastic bags (stripping will reduce contamination by 85%). Note albs in upstairs storage closet across from west bathroom for extra clean clothing options.**
- **Wash off contaminated skin areas. Note that local authorities will set up decontamination areas/showers to treat affected persons—seek their assistance.**
- **Seek medical attention as soon as is feasibly possible.**
- **Follow directives from local authorities by listening to news reports, internet-generated information.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

XVIII. Economic Emergency (per 11/13/07 Finance Committee recommendations):

- **At the time of a potential or actual economic emergency, the Western Iowa Synod Treasurer, after communication with one or more of the following: Western Iowa Synod Bishop, Vice-President and Administrator for the Bishop's Office, will immediately meet with the Finance Committee.**
- **The Finance Committee will assess the current financial situation; attempting to determine its severity.**
- **The Finance Committee will then determine the status of the Western Iowa Synod investments and secure assets as much as possible.**
- **The Finance Committee should then project the financial and economic status of the synod for the next several months.**
- **If it is determined to be necessary, and in consultation with the Synod Bishop, the Administrator for the Bishop's Office, and the Office of the Treasurer ELCA, expenditures should be prioritized in the following order; salaries, mortgage payment, insurance payment, utility payment and then other fixed cost payments. If needed, all other spending will be frozen.**
- **Congregations of the Western Iowa Synod should be contacted and encouraged to implement the steps outlined above.**
- **The Finance Committee should request that the Bishop and/or Vice President call for an emergency meeting of the Synod Council/Executive Committee to report what has been done and to seek further guidance as to additional actions.**
- **For additional directions, please reference Disaster Communications (page 27) and Post-Disaster Guidelines (page 31).**

XIX. VEHICLE/PLANE CRASH Resulting in Building Damage:

- **CALL 911.**
- **If safe, ensure physical well-being of all persons in the area. (note emergency supplies locations on pg. 26)**
- **Check for people thrown from or pinned in/under the vehicle or plane and assist.**
- **Assess for gasoline leak and possible explosion.**
- **Assess for need to evacuate the building.**
- **If is deemed best to evacuate the building, synod designee uses all available communications (intercom, instant messaging, telephone, etc.) to inform all in the building to evacuate the building.**
- **If can be safely accomplished, the designee brings along a copy of the staff/visitor roster sheet for the day, most recent back-up tape, cell phone, Disaster Checklist Flip Chart and this Disaster Preparedness Plan.**
- **All should gather at the predetermined safe area outside of the building. First safe area will be the far south end of the parking lot; secondary safe area will be two blocks north on Seneca Street to the Fareway parking lot/store; third safe area will be St. Mark Lutheran 1614 which is 2 miles west of the synod office.**
- **Bishop and/or designee accounts for all persons on the roster.**
- **Report any missing persons to emergency personnel.**
- **Reference Disaster Communications (pg. 27) and Post-Disaster Guidelines (pg. 31).**

GENERAL DISASTER PREPAREDNESS INFORMATION & TERMINOLOGY:

Disaster Preparedness Team (DPT): A disaster preparedness team will be designated by the bishop and will preferably contain the Iowa Lutheran Disaster Response Coordinator, and member(s) from the WIS Synod Council and/or Executive Committee, WIS Advisory Communications Committee, WIS Human Resources Committee, WIS Finance Committee, and/or WIS staff. The role of the team is to develop, implement, and routinely review the synod's disaster preparedness plan. Additionally, this team may do the same for a synod disaster response plan whereby the synod prepares to respond to disasters/crises affecting others in and beyond our synod.

Disaster Preparedness Plan (including Disaster-Specific Checklists, Basement Site Maps, General Disaster Preparedness Information & Terminology, Disaster Prevention Guidelines, Disaster Communication Guidelines, Evacuation Information & Post-Disaster Guidelines): This plan shall be devised by the Disaster Preparedness Team, with ultimate sanctioning by the WIS Synod Council. It is to be distributed to all staff as a training resource, and posted in various locations throughout the synod office for ready access by anyone in the building. This should be referred to in the case of a disaster/crisis and should be taken along whenever an evacuation of the premises is deemed necessary and appropriate.

Disaster Prevention Guidelines: Proactive measures to be considered and implemented in order to avoid a disaster or to minimize the ill-effects of a disaster. (See page 25-26).

Disaster Communications Guidelines: Appropriate steps to be taken by whom, in the event of a disaster, to inform synod constituents, the churchwide organization, insurance and utilities carriers, and the general public. (See page 27). See Appendix III for a Draft Media Statement guideline (pg. 45).

Disaster-Specific Checklists: Disaster-specific checklists are to be followed in the event of an actual disaster. Disasters were identified and categorized by type (Natural, Technological/Man-made, and Other/Miscellaneous) and are listed in the Disaster Preparedness Plan by likelihood of occurrence. (See pages 3-22).

Disaster Checklist Flip Chart: a flip chart noting the Disaster-Specific Checklists that can be more quickly referenced and more easily followed in the event of a disaster. These are posted throughout the synod facility. The order of the flip chart was dependent on the formatting needs and options.

Evacuation Safe Area: safest pre-determined area(s) outside of the synod building as a collection point for all persons in the event of an evacuation. Assistance from local authorities to determine a best safe area for your location is a common and recommended practice. (See locations page 28).

Shelter-in-Place Safe Area: safest pre-determined area(s) inside the building where people go in the case of potential damage to the building (tornado, storms, etc.). Assistance from local authorities to determine a best building safe area for your location is a common and recommended practice. Emergency and subsistence supplies are, at a minimum, kept near the safe area and are routinely updated/replaced by the synod designee. (see kit locations and contents on pg. 26). Primary designated Shelter-in-Place is the Commons Area near the kitchen; secondary Shelter-in-Place is the Chapel room near the men's restroom as they are near retaining walls (see safe area locations on Basement Map, pg. 47).

Post-Disaster Guidelines: Actions to be taken after a disaster to assess/maintain the physical, emotional, and spiritual health of all those involved with the disaster incident; to express gratitude/thanksgiving to God for the blessings bestowed and sustained; and to evaluate the effectiveness of the disaster plan. An After-Action Report (AAR) should be written and documented to show what happened, what went well/wrong, what should be changed, etc. (See page 31).

Post-Disaster Volunteer Contact List: A predetermined list of geographically close congregations willing to solicit congregational volunteers to serve in the event of a disaster in the areas of clean-up, repair, office relocation, meals, lodging, prayers, blood donation, etc. (see page 33)

Disaster Preparedness Plan Review, Training & Drills: annual review, updating and testing of the plan by the Disaster Preparedness Team shall occur near the end of each calendar or fiscal year with subsequent reporting to the Synod Council. Additionally, continuing education/training of synod staff shall occur near the beginning of each calendar or fiscal year by appropriate synod staff and/or DPT leadership; occasional drills and first aid/CPR training should be incorporated into this training program.

Useful Disaster Websites:

Lutheran Disaster Relief: www.ldr.org

ELCA Disaster: www.elca.org/disaster

Church World Service Emergency Response Program: www.cwserp.org/congregations/index.php

American Red Cross: www.redcross.org

Homeland Security: www.ready.gov

Federal Emergency Management Agency: www.fema.gov

Helpful internet search words: disaster response; disaster recovery

DISASTER PREVENTION GUIDELINES:

Chain of Command: Develop a chain of command list in the event of injury/death of key staff persons that outlines the assumption of staff responsibilities by existing or additional staff. (See WIS Constitution).

Staff Security: Encourage all staff to have a Family Disaster Preparedness Plan in place for the increased safety and decreased affect on their loved ones in the case of a disaster. This plan should address general home safety to avoid possible perils, home and evacuation safe areas, who to call to give status of your location and safety if family members are separated, two escape routes per floor, how to attend to the elderly/disabled/pets, emergency supply kit, first aid and CPR, routine drills, etc. See the American Red Cross website for a Family Preparedness Guide (http://www.redcross.org/static/file_cont6323_lang0_2512.pdf)

Correspondingly, an effective Family Disaster Preparedness Plan will allow for the quicker ability of staff to return and focus on synod responsibilities.

On-going Visitor Roster: Ensure an on-going visitor roster sign-in system, denoting visitor names and their emergency contact information for the day (for use in contacting outsiders) as well as visitor cell phone numbers (for use in contacting visitors themselves)

Off-Site Agreements: Secure agreements for off-site evacuation plans and temporary re-location of business operations. To be included as an addendum to this Disaster Preparedness Plan. **See Appendix IV pgs. 48-?**.

Silent Communications: Ensure a silent means of communications (e.g., all-call intercom on phone system, instant messaging, cell phones, discreet hand signals, code names, etc.) throughout the building in case of intrusion or other situation that makes it unsafe for widespread alarming of individuals. **(TBD yet)**

Basement Map of the Facility: Map identifies exits, locations of shelter-in-place safe areas, circuit breakers, gas/water/electric shutoffs, fire extinguishers, smoke alarms, emergency supply kit(s), and elevators. This should be posted with the Disaster Checklist Flip Charts in various locations throughout the building for quick and easy access. (See pg. 47)

Physical Soundness of the Facility: Ensure that the site is physically sound. Search for potential injury hazards and repair early on. Comply with annual safety inspections by local authorities.

Fixture Security: Secure heavy items to prevent their falling and causing personal injury in the case of a tornado or earthquake.

Information Security: Keep vital and confidential records in a fireproof, waterproof safe. Use a safe deposit box for deeds, insurance policies, mortgages, etc.

Electronic File Security: Ensure that staff members generate regular, periodic backups of all electronic files. Back-up storage media should be taken off-site on a regular basis. Two back-up storage sites are recommended. Regularly updated virus protection should be utilized at all times.

Alarm Security: Ensure that all fire alarms, sprinkler systems, and smoke detectors are functioning properly with sound batteries. Ensure fresh change of batteries every six months.

Inclement Weather Security: Have a working weather radio and emergency supplies in place in case of inclement weather. Reference the Employee Handbook for guidance on appropriate circumstances to come in late or leave early from work.

Emergency Supplies: Located throughout the building (furnace room near kitchen, lower level women's bathroom sink cupboard, parking lot entry way, and closet across from upper level handicap bathroom) and should include (as appropriate): battery-operated radio, first-aid kit, flashlights, water, non-perishable foods, blankets, pillows, candles, matches, non-electrical heat source, variety of extra batteries, fuses, whistles to signal for help, moist towelettes, wrench/pliers to turn off utilities, work gloves, plastic work goggles, rain ponchos, strong plastic sheeting, duct tape, scissors, antibacterial agents, face masks, skin decontamination agents (emergency personnel Hazmat teams will set up decontamination sites as needed), large plastic garbage bags, etc.

Insurance Security: Have current estimate on your property, taking into consideration high value items such as stained glass windows, and ensure adequate coverage. Consider coverage for temporary rental of off-site facility in the event of building damage. Keep photo/video records of premises and contents offsite.

Off-site supplies: Locate where you have established off-site agreement(s) and should include a supply of the most necessary items to temporarily continue operations off-site and to secure operations security. Examples include site maps, building plans, insurance policies, bank account records, investment accounts, legal documents, supplier and shipping contacts. These should be maintained in a waterproof/fireproof container with copies secured off-site as well. (CJ and ML are addressing most essential items for continued operations)

Economic Security: Ensure a contingency plan for economic collapse ahead of time, with prior approval by synod council, so that Finance Committee can move quickly should the need arise. Plan should adhere to FDIC regulations and guidelines with the goal of continually securing synod financial resources. Plan should also address way to receive outside disaster relief funds and, if so, to encourage to solicitation of matching funds from Thrivent Financial for Lutherans.

Property Security: have photo/video documentation of the synod office, its furnishings and supplies for insurance reporting. Keep in a secure location. Update this approximately every 5 years.

Storage Security: Store valuable items 3-6 inches off the floor in case of minor flooding.

DISASTER COMMUNICATION GUIDELINES

NO ONE IS TO ADDRESS THE MEDIA EXCEPT THE DESIGNATED PUBLIC INFORMATION OFFICER(S) (PIOs). First line of communication is the bishop or his designee; second, vice president; and, third, bishop's administrator.

THE PUBLIC INFORMATION OFFICER(S), IN CONJUNCTION WITH LOCAL AUTHORITIES, WILL CONTROL THE TIMING AND CONTENT OF THE PUBLIC COMMUNICATIONS. When so doing, consider the following:

- Prepare draft media statement ahead of time that can be tweaked for the incident at hand (see Appendix III, pg. 45).
- You are NOT REQUIRED to address the media; feel free to set the parameters
- DO NOT appear panicky or uninformed, rather--
- State only the facts; NEVER SPECULATE about the cause of the incident, potential motives, or persons responsible. When unsure, state that you will say more once the investigation is complete. Consider legal counsel before releasing this type of information.
- NEVER release the names of individuals until their families have all been notified.
- DO FOCUS on giving positive feedback as to what the synod is doing to respond to the situation, to support the victims, and to remain operational.
- NEVER say "No comment" as it infers a lack of caring. Rather, say something like "I will investigate that further and get back to you", or "I am not at liberty to discuss that at this time", etc.

Public Information Officer(s) (PIO): Specific person(s) shall be designated as chief spokesperson(s) to the media and other outside contacts. First line of communication is the bishop or his designee; second, vice president; and, third, bishop's administrator. All non-emergency communication should be communicated **ONLY** through these individuals.

Synod Constituents: conducted by Communications Coordinator in consultation with PIO(s).

Churchwide Organization: conducted by PIO(s).

Insurance Carriers/Utilities: conducted by Administrator to the Bishop's Office

WIS EVACUATION PROTOCOL

IN THE EVENT OF AN EVACUATION, and IF SAFELY POSSIBLE, the designee should attempt to secure and take along:

- **Disaster Checklist Flip Chart (posted in various locations throughout the facility)**
- **WIS Disaster Preparedness Plan**
- **Emergency Supply Kit**
- **current staff/visitor roster.**
- **most recent electronic file back-up tape from the building.**
- **Access to cellular phone service**

Evacuation Safe Area(s): The primary and subsequent evacuation safe areas are:

- **South end of the synod parking lot** (toward the lake); if this is an unsafe/uncomfortable location, then:
- **Fareway Store parking lot/store** (located 2 blocks north on Seneca St.; 712.732.6203) or
- **St. Mark Lutheran Church** (located at 1614 W. 5th St., approximately 2 miles directly west of the synod office on 5th St; 712-732-5255)

Facility Information:

**Western Iowa Synod
318 E Fifth Street
Storm Lake, IA 50588
E-mail: wis@wisynod.org
Telephone: 712.732.4968**

Local Emergency & Medical Departments:

General Emergency (Fire, Ambulance, Police, Tornado, Flood, Threats,)	911
Buena Vista Regional Medical Center 1525 W. Fifth St., Storm Lake, IA 50588	712.732.4030
Buena Vista Clinic 620 Northwestern Dr., Storm Lake, IA 50588	712.732.5030
Family Health Center 2015 W. Fifth St., Storm Lake, IA 50588	712.732.6650
United Community Health Center 630 Ontario St. Storm Lake, IA 50588	712.213.0109

Non-emergency Information from Police, Fire, Ambulance, etc.) 712.749.2525

Staff:

Bishop Michael Last	600 Lincoln Rd. Storm Lake, IA 50588	H: 712.732.1925 C: 712.251.3398
Pr. Danette Johns	206 Elm St. Lakeside, IA 50588	H: 712.213.1068 C: 712.299.5559
Pr. Russell McDowell	601 Lincoln Rd., Storm Lake, IA 50588	H: 712.213.1809 C: 218.779.8743
Cynthia Johnson	1745 States Ave. Hardy, IA 50545	H: 515.332.1085 C: 515.368.1821
Lynn Egesdal	151 W. First Street, Newell, IA 50568	H: 712.272.4696 C: 712.299.2570
Cynthia Wells	6153 Hwy 71, Storm Lake, IA 50588	H: 712.732.7878 C: 712.299.4233
Irene Pfannkuch	104 Railway St., Lytton, IA 50561	H: 712.466.2637 C: 712.210.2092
Kay Broich	657 550 th St., Alta, IA 51002	H: 712.284.2163 C: 712.299.1153
Michelle Talbott	305 1 st St., Rockwell City, IA 50579	H: 712.297.8336 C: 319.371.9552

ELCA Churchwide Organization: 8765 W Higgins Rd., Chicago, IL 60631

ask for Synodical Relations Dept. (WIS is referenced as synod 5E) O: 800.638.3522 x 2553

Insurance Carriers:

Church Mutual Insurance (property, liability, worker's compensation carrier; account number: 0092471)	3000 Schuster Lane, Merrill, WI 54452-3863	O: 712.536.5577 800.554.2642
Board of Pensions (health/disability carrier; Employer ID: 52063)	PO Box 59029, Minneapolis, MN 55459-0029	O: 612.333.7651 800.352.2876

Utilities:

Alliant Energy (gas company; account number: 96-45-001-2340-12)	PO Box 3066, Cedar Rapids, IA 52406	O: 877.740.5050
City of Storm Lake	PO 1086, Storm Lake, IA 50588	O: 712.732.8020

POST-DISASTER GUIDELINES

Building Damage: Reference page 10 for instructions depending on extent of building damage

Media/Community/Affiliate Inquiries: Reference Disaster Communications Guidelines page 27.

Outside Support Possibilities: Depending on the nature of the disaster, consider enlisting the services of Iowa Lutheran Disaster Response (563-322-7419), American Red Cross Emergency Service (800-887-2988); and/or the Federal Emergency Management Agency (FEMA: 800-621.3362).

Insurance Notification: Notify/engage synod insurance carriers, when applicable (see pg. 29)

Executive Committee Notification: If applicable, notify WIS Executive Committee to assess the situation and offer directives.

Post-Disaster Volunteer Contact: One contact per several area congregations who would be willing and ready to seek and engage members from their congregations to serve as clean-up, repair, relocation, etc., volunteers to the synod in the event of a synod disaster. Engagement of these volunteers is to be decided and directed by the Bishop and/or Administrator for the Bishop's Office (See page 33).

Debriefing: Conduct all necessary debriefing of persons involved in the disaster itself and in the disaster response to ensure their physical, emotional and spiritual well-being. Check out www.elca.org/disaster/resources/ for resources, including help on understanding and involvement for affected youth. ELCA links that may be helpful in this process include the following:

http://www.elca.org/disaster/resources/download/Light_Our_Way.pdf

<http://www.elca.org/disaster/resources/download/Natural-Caused%20Disaster.pdf>

<http://www.elca.org/disaster/resources/download/Human-Caused%20Disaster.pdf>

<http://www.elca.org/disaster/resources/download/TooMuchTooUglyTooFast.pdf>

Note that effective and compassionate listening, encouragement, sharing of the Gospel, reaching out/offering assistance are critical components of the victims' movement toward healing and peace.

Evaluation & After-Action Report: Evaluate the effectiveness of the disaster plan as it played out in the disaster, discuss necessary modifications, implement modifications, and re-train all essential persons. The WIS Disaster Preparedness Team should offer a written report of the analysis to be presented to the synod council and to be kept on file at the synod office.

Thanksgiving: Conduct a post-disaster worship service for all those involved, giving thanks for God's everlasting protection, care, hope, and love. Additionally, send out letters of thanks and appreciation to all persons/organizations involved in the disaster response.

Post-Disaster Congregational Volunteer Contact List

(those area congregations we can call on to solicit member volunteers to assist WIS in clean-up or moving needs)

<u>Cong/City</u>	<u>Office Phone</u>	<u>Email</u>
St. Mark/Storm Lake	712.732.5255	stmarklh@iw.nnet
Nain, Newell (6387 200 th Ave.)	712.272.3319	nainluth@iowatelecom.net
Trinity, Alta	712.200.1224	altatrinity@yahoo.com
St. Paul, Holstein	712.368.2228	stpaulutheran@ruralwaves.us
Bethany, Laurens	712.841.2181	
Grace, Marathon	712.289.4481	

Appendix I Pandemic Response

Background

In recent months, the United States Government and private organizations have been making preparations for the possibility of a worldwide influenza pandemic. While such an eventuality is not certain, the planning for such a possibility by all institutions, including Churches, is prudent.

A pandemic, or a global epidemic, can occur when a new strain of virus emerges, either through mutation or genetic re-assortment, to which most or all of the world's human population has had no previous exposure and thus has no immunity. The emergence and recent spread of the highly pathogenic avian influenza strain H5N1 in bird populations throughout many parts of the world is of great concern. The potential for the emergence of a new variant strain of this virus which could be easily transmitted person to person triggered the World Health Organization to urgently prompt organizations worldwide to initiate preparedness planning efforts should a pandemic occur.

Influenza is a highly contagious viral disease spread through direct contact or the inhalation of the virus in dispersed droplets from the coughing and sneezing of an infected individual. Signs and symptoms of uncomplicated influenza illness include fever, muscle aches, headache, malaise, nonproductive cough, sore throat, and runny nose. Children often exhibit ear infections, nausea, and vomiting as well. Illness typically resolves after several days. Illness will usually begin very suddenly one to five days after exposure and commonly lasts for two to seven days. One in four children may have nausea, diarrhea, or vomiting in addition to the respiratory symptoms. Children with influenza will not have nausea, diarrhea, or vomiting without respiratory symptoms.

The incubation period, the time from exposure to onset of symptoms, is one to four days, with an average of two days. Adults are typically infectious from the day before symptoms begin until five days after onset of illness. Children and immuno-compromised persons are infectious for longer periods. Influenza can heighten underlying medical conditions, particularly pulmonary or cardiac disease, and can lead to secondary bacterial or viral pneumonia. The risk for complications, hospitalization, and deaths from influenza is higher among older adults (65 years and older), young children, and those persons with certain underlying health conditions.

Avian influenza (bird flu) refers to the influenza A viruses that circulate among birds. Wild birds, in particular certain species of waterfowl and shorebirds, are considered the natural reservoir for influenza A. Usually, avian influenza viruses exist in birds without causing significant illness or disease. These viruses can infect many different animals, and they typically do not cause illness in humans. However, there have been documented cases where viruses do cross over from birds, particularly domesticated poultry, and infect humans. There is concern that through a process of re-assortment, avian viruses can mix with human influenza viruses and result in a new, or novel, virus strain.

Avian viruses played a role in the last three influenza pandemics, and it is now known the virus responsible for the 1918 pandemic originated in birds. In 1997, the H5N1 influenza virus

emerged in chickens in Hong Kong and has shown the ability to infect multiple species, including long-range migratory birds, chickens, pigs, cats, and humans. Most of these cases are believed to be caused by exposure to infected poultry flocks. There has been, to date, no sustained human-to-human transmission.

The Centers for Disease Control and Prevention (CDC) materials predict that in any infected community, a pandemic outbreak will most likely last between six and eight weeks. Multiple waves (periods during which community outbreaks occur across the country) of illness could also occur, with each wave lasting from two to three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

General Information/Precautions

The Iowa Department of Public Health, Center for Acute Disease Epidemiology has provided the following information.

The CDC recommends certain people get the influenza vaccine. These people are at risk for having medical complications due to influenza or may often be around people who are ill with influenza. However, it is wise for everyone who is able to get an influenza vaccination every year.

The following are the groups of people who are recommended to receive the influenza vaccine.

Persons at high risk for influenza-related complications and severe disease, including:

- Children aged 6-59 months.
- Pregnant women.
- Persons over 50 years of age.
- Persons of any age with certain chronic medical conditions.

Persons who live with or care for persons at high risk, including:

- Household contacts who have frequent contact with persons at high risk and who can transmit influenza to those persons at high risk.
- Health care workers.

Any otherwise healthy non-pregnant person aged 5-49 is eligible for the influenza nasal vaccine (FluMist®).

How is influenza spread?

Influenza is spread from an ill person to other people by coughing and sneezing. Transmission may also occur through direct contact or indirect contact with respiratory secretions, such as touching surfaces contaminated with influenza virus and then touching the eyes, nose, or mouth.

What things can I do to prevent or reduce the spread of influenza in my office?

- Annual influenza vaccination is the best way to prevent influenza.
- Stay home when sick. Employees with symptoms of influenza should not come to work. Excluding ill employees from the work place can help reduce the spread of the illness to other employees.
- Wash hands often. People often catch influenza and other viruses by picking up the virus on their hands and then touching their nose, eyes, or mouth. Wash hands several times a day, using soap and warm water for 15-20 seconds. Dry hands with paper towels or automatic hand dryers. Restrooms should be checked regularly to ensure that soap and paper towels are available for employee use.
- Cover your coughs and sneezes. Influenza is often spread by coughs and sneezes. Make sure disposable tissues are available in work areas for runny noses and sneezing. Individuals should always cover their mouth with their upper arm or a tissue when coughing and use a tissue when sneezing or blowing their nose. Tissues should be thrown away immediately, and then hands should be washed.
- Use hand sanitizer. Encourage the use of alcohol-based hand sanitizer at employee desks. Hand sanitizer is effective in killing germs on hands when they are not visibly soiled. Appropriate times to use hand sanitizer are after coughing, sneezing, or contact with infected surfaces (e.g., contact with a keyboard).
- Contact your health care provider. Employees should contact their physician when they become ill during influenza season. Antiviral drugs may reduce the severity and length of illness when they are taken early in the illness. Antivirals need to be started within 48 hours of becoming ill to be effective.
- Avoid close contact. Employees should avoid sharing of saliva by not sharing glasses, forks, spoons, etc.
- Clean surfaces often. Common use surfaces, such as water fountains, door handles, handrails, eating surfaces, desks, etc., should be cleaned frequently with disinfectants. Commercial disinfectants or bleach solutions are appropriate. (Mixing 1/4 cup bleach with 1 gallon of water makes bleach solution. This should be mixed fresh daily.)

Pandemic Response

Synod Office

Prevention is the first course of action. All employees are encouraged to get a flu vaccination. Employees are encouraged to exercise, eat properly, and get adequate rest. Employees are encouraged to practice good hygiene as noted in the precautions from the Iowa Department of Health.

When experiencing symptoms of illness, employees should stay home. To permit the Western Iowa Synod administration to monitor the level of flu-related illness, sick employees are requested to inform the Administrator for the Bishop's Office if the illness is flu related.

When employees observe fellow employees with symptoms of being ill, they are encouraged to recommend that an employee go home.

If an employee is ill, he/she should consult the WIS Employee Handbook regarding use of sick days.

In the event that someone becomes ill at work to the point of vomiting, clean-up shall be conducted by the building manager, currently the Administrator for the Bishop's Office. There is a MANDATORY use of rubber gloves for this type of cleanup. If the building manager is absent, any employee or janitorial staff may perform the task.

If the office is shut down due to illness concerns, no employees are permitted to be at the synod office unless designated by the Bishop. Departments where someone may be designated include Finance, Maintenance, and MIS. The telephone system may or may not be operative; if not, a message on the system will provide callers with instructions for assistance.

Congregations/Schools:

All sites are encouraged to practice preventative measures as described above. All sites are encouraged to cooperate with and assist local health care system partners, response agencies, elected leaders, the business community, and community-based organizations with pandemic preparedness planning aimed at maintaining the provision of health care services, sustaining critical community services, and limiting the spread of disease throughout the duration of a pandemic.

All sites should follow local requirements mandated by the Health Department or local governing agency, including the closing of facilities.

Pastors/principals are encouraged to provide parish/school facilities for vaccinations or in more drastic circumstances, for health care.

Inasmuch as possible, sites are encouraged to provide basic services to individuals or families who are subject to isolation or quarantine and who do not have access to other resources either due to personal circumstance or interruption of normal operations or infrastructure during an influenza pandemic.

Sites should identify lines of succession for conducting activity in case of outbreak.

All parishioners/staff/students should be encouraged to remain home at the first sign of illness out of respect for their brothers and sisters.

During the time of the pandemic, even if schools and public institutions are not closed, parishioners/staff/students should be reminded of the importance of basic health measures. Hand washing is a necessary and effective means of preventing the delivery of infectious material (e.g., nasal secretions, saliva, or other body fluids that may contain viruses) from soiled hands to the mouth, nose, or eyes, where it can enter the body. Cleaning one's hands with soap and water removes potentially infectious material from one's skin. Hands should be cleaned before preparing food, eating, or touching one's face, and after handling soiled material (e.g., used tissues, lavatory surfaces, and door knobs), shaking hands, coughing, or sneezing, and using the toilet. Waterless, alcohol-based hand gels may be used when soap is not available and hands are not visibly soiled.

If Sunday worship is not a possibility due to personal illness or closure of facilities, parishioners are encouraged to read the readings for Sunday and pray over them (these are available in many publications and on-line at http://www.elca.org/worship/church_year). Information should be provided locally on times of broadcast worship, other liturgical rites, and prayers for those unable to go to church.

The exchange of the sign of peace at worship or other prayer services should be suspended in the event of a pandemic.

If the pastor becomes sick, lay licensures can be requested at the synod office in the absence of a pastor. Congregants should be requested to keep reasonable distances.

Here, as always, one of the most important practices is careful and frequent hand washing. Cleaning hands with soap and water removes potentially infectious material from one's skin. Waterless, alcohol-based hand gels may be used when soap is not available and hands are not visibly soiled. Pastor should follow precautions established by local healthcare facilities.

During the time of a suspected pandemic, the celebration of baptisms, confirmations, and marriages, if quarantine has not been put in place, should be done in small groups. Friends and family members should not attend if they feel they have been exposed to the flu. As always, basic hand washing should be practiced by all.

In the event of a pandemic, confirmations should be postponed; marriages and baptisms might take place in individual celebrations. In the event of a pandemic, funeral services should be suspended. Graveside services with immediate family and friends should be held.

Resources

www.pandemicflu.gov

www.LDR.org

www.elca.org/disaster

www.cwserp.org/congregations/index.php

Appendix II

Community Immigration Raid Preparation/Response Guidelines and Resources:

- Devise a proactive community preparedness plan with area congregations and educational/social service agencies (schools, daycares, departments of human service, food pantry, etc.) to become familiar with one another and to determine which services each entity might offer. See *Pre-Raid Community Safety Plan: Building Capacity for the Safety of the Immigrant Community* at http://www.detentionwatchnetwork.org/sites/detentionwatchnetwork.org/files/Pre%20Raid%20Community%20Safety%20Plan_0.pdf for ideas to consider.
- Additionally, consider organizing or attending community trainings/workshops with experts in the area of immigration rights and laws to better understand and prepare for the issues that will be at hand should a raid occur—e.g., how to assist and/or inform detainees, types of information and documentation to collect, what to offer as a church body, how to disseminate information on church-body service offerings to those in need, etc.
- Church response should focus on the meeting of human needs (food, housing, shelter, daycare, etc.), connecting individuals to outside legal and human support systems, and working toward immigration advocacy and reform along with the wider church.
- Clergy are typically allowed access to detained immigrants and can garner information on their personal/family needs (where legal documents are located, names and locations of children, area relatives who may provide guardianship, etc.) and/or offer information as to the rights of a detainee (IF s/he has been properly trained/informed to do so—NEVER advise unknowingly).
- Assess potential economic ramifications on staff, area congregants, as these raids can decimate a community economically.
- For additional directions, please reference Disaster Communications (page 27) and Post-Disaster Guidelines (page 52).
- See Immigration Resources Addendum below for possible area collaborators and outside assistance providers.

Immigration Resources:

LOCAL RESOURCES:Area School District:Storm Lake Community School District

419 Lake Avenue

Storm Lake, IA 50588

712-732-8060

website: <http://www.storm-lake.k12.ia.us/>

--note that they may have their own plan to respond to this potential incident

St. Mary's Catholic Schools

312 Seneca Street

Storm Lake, IA 50588

712-732-4166

website: <http://www.stmarys-storm.pvt.k12.ia.us/>Social/Human Services:Department of Human Services311 E 5th Street

Storm Lake, IA 50588

712-749-2536

website:

http://www.dhs.state.ia.us/Consumers/Find_Help/County_Offices/BuenaVista.htmlDepartment of Public Health

1709 E. Richland

Storm Lake, IA 50588

712-749-2548

website: <http://www.idph.state.ia.us/>United Community Health Center

630 Ontario Street

Storm Lake, IA 50588

712-213-0109

website: <http://www.uchcsl.com/>Upper Des Moines Opportunity, Inc. Outreach

110 W. Railroad Street

Storm Lake, IA 50588

712-732-1757

Gingerbread House Day Care Center

525 Oates Street
 Storm Lake, IA 50588
 712-732-6350
 website: <http://www.gingerbread-house.org/>

Goodwill Industries
 225 W. Milwaukee
 Storm Lake, IA 50588
 712-749-5146

Potential Area Interpreters: contact the following entities for possibilities:
 :

Buena Vista Regional Medical Center 712-732-4030
 (tend to have ones who speak Spanish, Lao, Sudanese, Vietnamese
 and German)

United Community Health Center 712-213-0109

Storm Lake Community Schools 712-732-8060

St. Mary's Catholic School 712-732-4166 or Parish 712-732-3110

Buena Vista University (Spanish Department) 712-749-2400

Iowa Central Community College 712-732-2991

Identified Collaborative Churches/Agencies:

St. Mark Lutheran Church
 1614 W 5th Street
 Storm Lake, IA 50588
 712-732-5255
 website:
http://www.lutheranonline.com/servlet/lo_ProcServ/dbpage=page&mode=display&gid=00018000001064977506632880

St. Mary's Catholic Church
 320 Seneca Street
 Storm Lake, IA 50588
 712-732-3110
 website: <http://www.stmarys-storm.pvt.k12.ia.us/>

United Methodist Church
 211 E 3rd Street
 Storm Lake, IA 50588
 712-732-5458

are hosting a “Justice For Our Neighbors” program whereby immigration lawyers come weekly? monthly? to offer service to area immigrants.

St. John Lutheran Church

402 Lake Ave.
Storm Lake , IS 50588
712-732-2400

Grace Lutheran Church

1407 W. 5th St.
Storm Lake, IA 50588
712-732-5005

Lutheran Services in Iowa

3116 University Avenue
Des Moines, IA 50311
515-277-4476
website: <http://www.lsiowa.org/>

Catholic Charities of Sioux City

1601 Military Road
Sioux City, IA 51103
712-252-4547
website:
<http://www.scdiocese.org/CatholicCharities/tabid/79/Default.aspx>

NATIONAL RESOURCES:

Evangelical Lutheran Church in America

8765 West Higgins Road
Chicago, IL 60631
800-638-3522
website:
<http://www.elca.org/Our-Faith-In-Action/Justice/Advocacy.aspx>

ELCA Lutheran Disaster Response

8765 West Higgins Road
Chicago, IL 6-631
800-638-3522 x 2748
website: www.ldr.org

would treat an immigration raid as a type of disaster

ELCA Washington, DC office:

<http://archive.elca.org/advocacy/federal/index.html>

Primary focus: advocacy

Lutheran Immigration and Refugee Services (LIRS)

700 Light Street

Baltimore, MD 21230

410-230-2700

website: <http://www.lirs.org/>

Primary focus: legal services

Citizens and Immigrants for Equal Justice

Website: <http://www.ciej.org/>

Primary focus is to support families/individuals suffering due to immigrant detention

Bureau of Citizenship & Immigration Services (BCIS)

800-375-5283

website: <http://www.uscis.gov/portal/site/uscis>

Primary focus is to outline detainee rights and various detention facilities

Catholic Legal Immigration Network (CLINIC)

415 Michigan Ave., NE

Suite 150

Washington, DC 20017

202-635-2556

website: <http://www.cliniclegal.org/>

Primary focus is to supply legal services

National Immigration Project of the National Lawyers Guild

14 Beacon St., Suite 602

Boston, MA 02108

617-227-9727

website: <http://www.nationalimmigrationproject.org>

Primary focus is to defend and expand USA immigration rights; see,

in particular, their “From Raids to Deportation: A Community Resource Kit” on website under “Updates” for information

Detention Watch Network

1325 Massachusetts Ave. NW

Washington, DC 20005

website: <http://www.detentionwatchnetwork.org>

Primary focus is to work to reform US detention and deportation procedures toward fair and humane treatment of detainees.

National Immigration Law Center

3435 Wilshire Blvd., Suite 2850

Los Angeles, CA 90010

213-639-3900

<http://www.nilc.org>

Primary focus is to protect and promote the rights and opportunities of low-income immigrants and their family members.

Appendix III.

Draft Media Statement Document

DRAFT MEDIA STATEMENT

I am _____, for the Western Iowa Synod, ELCA. At _____
(Public Information Officer’s Name, Title) (Time)
_____ to _____ This incident occurred at _____
(Date, Describe What Happened) (Whom) (Location of incident)

The prognosis or outlook for those involved is _____
(good, fair, poor, unknown, etc.)

At this time we have: (a) no confirmation of the injuries or damage;
(b) the following injuries or damages confirmed.

Local community resources are responding in the following way:

The Western Iowa Synod (and its congregations, if appropriate) is/are responding in the following way:

We will keep you updated as we learn further information.
We ask the general public to avoid the affected area. (if appropriate)
If anyone needs to contact us, please call the following telephone number _____.

Resource SHELTER IN PLACE	Men's Restroom	Women's Restroom Emergency Supply Kit	Pentecost	
	Wittenburg	Fire extinguisher	Stairwell EXIT	
	Commons SHELTER IN PLACE Fire extinguisher		Advent	Utility Water valve
Furnace Emergency Supply Kit--with blankets and pillows				Closet
Storage Electrical panels	Elevator		Stairwell EXIT	Gas Valve (outside of building)