

St. Luke's Emergency & Incident Procedures

During normal church office hours, contact the office, calmly describe the situation and inform the office what actions you have taken and what actions need to be taken, i.e. call 911, fire - evacuate the building, emergency first aid.

For emergencies occurring outside of normal church hours, contact one of the following as the situation dictates:

Trustees	Sandi Miyaki Ken Fong	(303) 913-9993 (720) 253-6569
Facilities Manager	Barry Curtis	(303) 550-3056
Poison Control	(303) 739-1123	
Fire / Police emergency	911	
Public Assistance non-emergency	(303) 660-7500	

Damage, breakage, accidents, or illness of any kind are to be reported to the church office staff or a church Trustee immediately (after attending to any injuries, as needed). A St. Luke's Incident Report shall be filled out and turned into the front office. (Incident reports are also located in the Trustees folder in the drawers by the front office.)

Each room in the building has an evacuation map posted next to the door directing the occupants to the nearest exit. Building fire/evacuation drills are conducted on a periodic basis.

Clergy staff and office areas are equipped with a portable fob (panic alarm) linked directly to an alarm company that will dispatch the county sheriff when activated.

Procedures have been developed for Ushers, Little School teachers and Sunday school teachers in the event the panic alarm is activated. The normal procedure is to "lock down" the rooms. Doors will be locked, windows so equipped covered. Individuals will remain quietly inside until it is determined safe by staff or the sheriff to come out.

St. Luke's Incident Report

Use for reporting any bodily injury, property damage, breakage, other accidents, or illness of any kind.

Your Name: _____ Date of report: _____

Your phone number: _____

Your group or activity: _____

Nature of bodily injury, property damage, breakage, other accident, or illness: _____

Location in church, date, and time where incident occurred: _____

Efforts made to address problem: _____

Turn this form in to the office, for distribution to the Senior Minister and Trustees.