

## **American Lutheran Church Emergency Relocation Center Policy**

American Lutheran Church (ALC) is a designated primary and secondary emergency relocation center for the Village of Rantoul. As necessary and assigned by official emergency management personnel, institutions and individuals will evacuate their threatened facility and relocate to ALC. With displaced individuals onsite, ALC will also serve as a meeting point to reunite the displaced with family and/or responsible parties.

As directed, student/personnel rosters shall be confidentially maintained in the front office for those institutions utilizing ALC as a primary relocation center.

### **ALC EMERGENCY DIRECTOR**

An ALC Emergency Director shall be onsite and in charge of the ALC facility and coordinate with emergency management personnel at all times. The ALC Emergency Director shall be determined as follows:

#### **During Office Hours**

Office Manager or staff member who received initial emergency notification.

#### **During Non-Office Hours**

Senior Pastor, Associate Pastor, or local member with building access.

A contact list will be created and maintained of local church leaders and local members who can act as a designated ALC Emergency Director. Said list shall be provided as directed to emergency management agencies and institutions assigned ALC as an evacuation site as appropriate.

### **PROCEDURES**

Immediately upon notification of an emergency requiring evacuation, the ALC Emergency Director shall unlock the south doors that lead into the narthex and north doors near Youth Hall. All other doors will remain locked from the outside. The ALC Emergency Director will check and lock, or appoint another to check and lock all other exterior doors.

Unlocked doors should not be left unattended.

All directives and instructions given by police and/or official emergency management personnel shall be followed.

#### **Evacuee Arrivals**

All Evacuees will be directed to enter the ALC facility through the south narthex doors only.

The ALC Emergency Director ALC will take charge and direct incoming groups of evacuees to designated gathering areas within the facility as follows:

Single Institution Evacuation - The Main Sanctuary shall be the primary designated evacuee gathering area for single institution evacuations.

Multiple Institution Evacuations- The main Sanctuary and the Youth Hall shall be the primary designated evacuee gathering areas for multiple institution evacuations. Institutions shall be directed to the smallest designated gathering area capable of comfortably keeping evacuee groups together. For example, based on their size, Northview School may be directed to the Main Sanctuary, while St. Malachy's School may be directed to the Youth Hall.

### **Parent and Responsible Party Arrivals**

All Parents and/or other responsible parties arriving at ALC shall be directed to enter through the north doors near Youth Hall only.

The ALC Emergency Director ALC will take charge and direct (or assign another to do so) parents and responsible parties to designated areas within the facility as follows:

Single Institution Evacuations- The Youth Hall shall be the primary parent/responsible party designated gathering area for single institution evacuations.

Multiple Institution Evacuations- During a multiple institution evacuation, the primary parent/responsible party designated gathering area for evacuees in the Main Sanctuary is the breezeway outside the narthex; for evacuees in the Youth Hall the hallway outside the Youth Hall.

### **Evacuee Parent/Responsible Party Reconnection**

Persons of authority from evacuating institutions are solely responsible for the orderly reconnection and release from their charge of evacuees to parents and responsible parties.

### **WAIVER OF LIABILITY**

ALC assumes no responsibility for the actions and/or directions of the specific evacuating institutions. ALC only grants safe haven in the time of emergency for evacuees, and a common place for parents and responsible parties to re-connect with family and loved ones. Reconnection and release of children to parents or guardians is the sole responsibility of persons of authority from evacuating institutions. ALC assumes no responsibility for individuals acting against directives and instructions given by official emergency management personnel, or who chose to leave the facility.

American Lutheran Church  
**Primary Emergency Relocation Center Procedure**

**ALC EMERGENCY DIRECTOR RESPONSIBILITY**

- **Unlock** the south doors that lead into the narthex and main sanctuary.
- **Unlock**, or appoint another to unlock, the north doors near Youth Hall.
- **Monitor**, or appoint another to monitor, all unlocked doors.
- **Check and lock**, or appoint another to check and lock, **ALL** other exterior doors.
- **Direct EVACUEES** to designated gathering areas as follows:

Single institution Evacuations - Main Sanctuary

Multiple Institution Evacuations - Main Sanctuary  
Youth Hall

- **Direct PARENTS/RESPONSIBLE PARTIES** to designated gathering areas as follows:

Single institution Evacuations - Youth Hall

Multiple Institution Evacuations - Breezeway outside the narthex  
Hallway outside Youth Hall.

- **Identify** the persons of authority from evacuating institution(s).
- **Affirm** persons of authority understand they are solely responsible, and must assume responsibility for the orderly re-connection of people within their groups with family and responsible parties and the release of those people from the facility.
- **Follow** all instructions given by police and/or official emergency management personnel.

***Rantoul Police Department: (217) 892-2103***