

**FACILITIES EMERGENCY ACTION PLAN**

**for**

**EMMANUEL LUTHERAN CHURCH  
2901 THIRTEENTH STREET  
MENOMIEE, MICHIGAN 49858**

**DATE APPROVED: DECEMBER 8, 2020**

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**IN CASE OF A MAINTANENCE EMERGENCY AT THE CHURCH**

**CONTACT:**

**DESIGNATED RESPONSIBLE OFFICIAL INDIVIDUALS**

Attempt to contact one or more of the individuals Listed below, in the order 1 to 4

1. Name: PASTOR MARK LAATSCH Phone: (Cell – 906-424-0003)  
E-MAIL: pastor2901@e-mmanuel.com
2. Name: Judy Raygo Phone: (Cell – 906-792-5063 or Home – 906-863-2984)  
Home Address: 2705 13<sup>th</sup> Street Menominee, Mi E-MAIL: mail@e-mmanuel.com
3. Name: Lee or Carol Parrish Phone: (Home - 906-864-1035)
4. Name: Bill Kuhnlein Phone: (Cell – 906-290-1637)  
E-MAIL: billk39@gmail.com
5. Name: Jeremy Sallgren Phone: (Cell – 906-290-4399)  
E-MAIL: jsallgren@hotmail.com

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**EMERGENCY PHONE NUMBERS**

**In Case of Emergency when the POLICE – FIRE DEPARTMENT -  
OR THERE IS A MEDICAL EMERGENCY**

**DIAL- 911**

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**Updating of this Facility Emergency Action Plan**

**Within one (1) week after a name on the Emergency Contact List is removed or changed to another individual the list must be UPDATED with the new information.**

**The Church Secretary will have the responsibility to update the Contact List.**

**DISTRIBUTION of the EMERGENCY CONTACT LIST**

**Within twenty-four (24) hours after this list has been updated a copy should be sent to the following locations and individuals:**

- 1. City 911 Call Center**
- 2. Members of the Property Committee, Emmanuel Lutheran Office and Janitorial Staff, and Congregation Council**
- 3. Post revised copies in those locations within the Church where they are currently posted.**

**The Church Secretary will have the responsibility to make the required distribution of the revised Contact List.**

**The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.**