

Festival of Homiletics Emergency Response Plan:

Steps to Take Prior to Event:

1. Should there be a bomb threat, terrorism, social disturbance or unrest, pandemic, structural collapse, loss of power, natural disaster: there will be no relocation, no rescheduling, no refunds or cancellations. All information concerning the details will be shared via email.
2. Fill out an incident report for an issue that occurs. Incident Reports forms are available at the information desk.
3. Have available maps of surrounding area and maps of venues (print off some & have a link in Festival App and in printed program, if possible include the venue floor plans)
4. Establish and identify nearest exits and an evacuation plan should there be a need. All attendees should head to the convention center and all updated information will be delivered via attendee email.
5. Be sure to encourage all attendees to sign up for the Festival App as the quickest source of information
6. Encourage attendees to wear conference badges. It is how spaces are monitored. Show how to access confirmation on smart device should they lose the show badge.
7. Designated location for staff to meet in case of an evacuation: **Convention Center Visitor Information Center/Dunn Brothers Coffee** inside of the Convention Center and set up a text chain for emergencies
8. Establish nearest hospital and 24 hour pharmacy:
 - **Hennepin County Hospital/Emergency Room**
701 Park Avenue; Minneapolis, MN 55415
612-873-3000
 - **Walgreen's 24 Hour** (Near U of M campus)
2650 Hennepin Avenue
Minneapolis, MN 55408
612-377-3308
 - **Walgreen's** (Nearest to the venues – prescriptions, supplies...)
655 Nicollet Mall
Minneapolis, MN 55415
612-377-3308
9. On-site information desks at each venue staffed from 8 am – 5 pm. First aid supplies located at each.
 - Central Lutheran Church: Terry Erickson (Monday – Friday)
 - Westminster Presbyterian: Jeanne Jacobowski (Tuesday – Thursday)
10. Contact Numbers for Emergencies Only:
 - Local Emergency Number: 911
 - Non-Emergency Number: 311
 - Minneapolis Police: 612-348-2345
 - Central Lutheran – Jeffrey Schulz: 612-325-5410
 - Westminster Presbyterian – Shelia Delaney: 612-220-2132
 - Festival Event Contact – Teri Temple: 651-247-8532
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11. Staff trained in First Aid, CPR & AED :
 - Ben McDonald-Coltvet
 - Jody Nyenhuis
 - Tessa Pinkstaff
 - Teri Temple