

*This plan is being shared in the hopes it can be modified to fit your specific parish. Please contact the Office of Risk Management for additional assistance or if this document is needed in Word format.*

# EMERGENCY MANAGEMENT PLAN

**[NAME OF CHURCH] CATHOLIC CHURCH**

**City, Virginia**

**Phone Number**

**Website**

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# **EMERGENCY MANAGEMENT PLAN**

## **Introduction**

All organizations are subject to some level of risk. Being prepared in the event of a disaster not only can reduce a loss, but also can make the difference between life and death. In order to adequately protect our facilities, personnel, and visitors, the Plan has been created. Since every church is different, each emergency response plan is different. The following plan pertains only to [name of church] Catholic Church.

This document covers the duties of parish employees, volunteers, risk assessment, emergency and evacuation procedures, communication, important contact information, gathering sites and shelter locations, and post emergency objectives; it is not intended to be exhaustive.

## **Legal Basis**

Many of the laws governing the health, safety, and welfare of individuals may present requirements during management of disaster. These laws may be federal, state, and/or local.

## **Definition**

The American Red Cross defines a disaster as an occurrence such as a hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident, or other situations that cause human suffering or create human needs that the victims cannot alleviate without assistance.

An emergency is defined as any situation compromising the health, safety, or welfare of members of the parishioners, visitors, or staff.

## **Diocesan Relationship**

As a parish affiliated with the Catholic Diocese of Arlington our primary goal is to reduce the Diocese's exposure to risk through educated and thoughtful decision-making processes, immediate response to potential risk of life and preservation of property.

## **Rationale**

Natural disasters, accidents, fires, or explosions may affect parishioners, visitors, and facility. To ensure minimal injury to parishioners, visitors, vendors, students and staff, an emergency/disaster plan will be developed, implemented, and updated by the parish on a yearly basis.

The comprehensive Emergency Management Plan provides:

- Protection of parishioners and staff from injury
- Isolation and containment of disaster
- Restoration and/or maintenance of all operations within the command post/center
- Protection of church property
- Notifying the emergency services; police, fire department, and/or rescue squad (if needed)
- Arranging for visitors in the building to meet in designated area
- Maintaining control of telephones

- Securing all hallways and exits
- Communicating to visitors, parishioners, and staff the nature of the emergency
- Coordinating all communications
- Setting up command post depending on emergency/disaster

**Emergency Contact List**

Emergency Police, Fire and Ambulance	<b>911</b>
Non-Emergency Police, Fire and Ambulance	(xxx) xx-xxxx
Poison Control	1-800-222-1222
Dominion Power	(xxx) xx-xxxx
(County) Emergency Information Hot Line	(xxx) xx-xxxx
Extinguisher Company	(xxx) xx-xxxx
Phone Service	(xxx) xx-xxxx
Security System	(xxx) xx-xxxx
(County) Water Authority	(xxx) xx-xxxx
Washington Gas	(xxx) xx-xxxx

Designate a representative to meet emergency responders:

**Facilities Coordinator**

Name:

Phone Number

(xxx) xx-xxxx

**Pastoral Associate**

Name:

Phone Number

(xxx) xx-xxxx

Name:

(xxx) xx-xxxx

**Pastor**

Name:

Phone Number

(xxx) xx-xxxx

(Residence) (xxx) xx-xxxx

## **Responsibilities**

### **Pastor**

- The Pastor has the overall responsibility for the safety and security of employees, visitors, and parish property.

### **Pastoral Associate**

- Ensure the safety of parishioners, visitors, vendors, and staff.
- Protect the assets of the parish.
- Coordinate and implement Emergency Action Plan.
- Direct Pastoral and Administrative Teams in their roles and responsibilities.
  - a. Provide information and direction.
  - b. Training as needed or required.
- Assist Emergency Personnel responding to any incident.
- Account for all staff and as appropriate all visitors.
- Report any incidents, as required, to appropriate diocesan office.

### **Facilities Coordinator**

- Provide information and support for securing the facility.
- Ensure fire extinguishers, alarm systems, and all equipment is in good working order.
- Maintain file of incidents.
- Ensure that the Master Key in the exterior "Fire Lock Box" is the current master key.
- After a power outage, reset the four lighting time clocks - Parking lot lights, Sanctuary Stain Window lighting, outside perimeter lighting, and the canopy lighting.

### **Pastoral and Administrative Team: Safety Response Team Members & Event Leaders**

**In the event of an emergency when the Pastor and Pastoral Associate are absent a member of the Pastoral Team, Administrative Team or Facility Coordinator shall take the lead. When appropriate, the Pastor, Pastoral Associate should be informed.**

The safety response team members are the Parish Staff who understand and are prepared to facilitate a safe and effective response to emergencies. Safety response members know the location of approved tornado shelter areas in the building. Safety response members should immediately identify themselves as such to any personnel responding to the incident. Responsibilities include the following:

- Building evacuations—responsible for reporting to the Pastoral Associate or lead their assigned section has been cleared during an evacuation.
- Lock down/shelter in place procedures.
- Other intervention procedures as the situation dictate.
- Coordinate with Facility Coordinator to minimize hazards.
- Report all unsafe or unsanitary conditions immediately.
- If available, maintain hand-held radios or cell phones to coordinate with other team members.
- Assist Emergency Personnel responding to any incident.
- Respond to direction of the Emergency Personnel, Pastor, and Pastoral Associate.

- Disseminate Emergency Evacuation information to volunteers in program responsibilities.
- Individual directors are responsible for the participants in their respective programs for emergency evacuation including accounting for volunteers and visitors.

## **Volunteers, Vendors, Visitors**

- Immediately evacuate upon hearing alarm.
- Assist children and the elderly.
- Follow the direction of Emergency Personnel and parish staff.

## **Leader Responsibilities**

In the event of an emergency, leader responsibilities may include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers and proper use.
- Knowing how to respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## **Facilities Committee**

- Update Emergency Management Plan yearly.

## **Emergency Information**

### **Medical**

In any medical emergency, there are two basic rules:

- Do not move the injured unless they are in another life-threatening situation, e.g. a fire.
- Do not leave the ill or injured individual alone unless required to provide the appropriate level of assistance.

Examples of a life-threatening emergency includes the following conditions:

- Respiratory Distress
- Loss of consciousness
- Smoke inhalation
- Choking
- Bleeding – Severe
- Burns – Serious or covering a large part of the body
- Any and all heart conditions – deterioration of blood circulation
- Shock – including allergic reactions to insect bites or food
- Head, neck, back injury or fractures of large bones – leg, arm
- Seizures – complicated with lack of breathing
- Any other life-threatening situations

Call 911, when possible, using a landline, or call other appropriate emergency response activation number. Be prepared to give the following information:

- Your full name and the Church phone number [church phone number]
- Location – [name of church] Catholic Church, [address]
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if possible.
- Send someone to the main entrance to await the arrival of the emergency responders and to direct them to the individual or individuals requiring assistance
- Do not move the individual.
- Remain with the individual until the emergency responders arrive.
- If properly trained individuals are available, apply first aid including, if necessary, CPR and defibrillation.
- Ensure that the individual(s) await assessment by the trained emergency responders before leaving the Church property.

## Building

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office. The designated assembly is the [outside location].

**If a building evacuation is initiated, important “dos” and “don’ts” are:**

- Remain calm.
- Follow the instructions of the Leader and emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not return to your area until the “all clear” signal is given.

While waiting for professional help, do not move the sick or injured person, unless safety necessitates movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members will stand by to assist as needed.

Regular CPR/First Aid training is recommended for all leaders; staff, lectors, pre-school and Religious Education Catechists. Appendix 6 [create list] is a listing of individuals trained in CPR and trained to use the portable defibrillator - it is posted in the sacristy and at the receptionist's desk.

## Fire and Smoke

If you detect smoke and/or fire:

- Activate the manual fire alarm.
- Initiate evacuation procedures for any occupants of the affected building(s).
- Call 911, when possible, using a landline. Move to a safe area before making this call.
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and determine it is necessary, then locate an extinguisher and attempt to extinguish the fire.

- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
- Wait at the main entrance for Fire Department responders and assist them as requested.

## Severe Weather

### Severe Weather Emergency

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Storms – Short lived, small-scale hazardous weather events that include thunderstorms, hail, damaging winds, tornadoes, and/or flash floods.
- Winter storms – Weather hazards associated with freezing or frozen precipitation, freezing rain, sleet, or snow or combined effects of winter precipitation and strong winds.
- Other – Weather conditions not directly associated with thunderstorms or winter storms including extreme heat or cold, dense fog, high winds, and flooding.

## Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes may have multiple shocks and the first might not be the largest earthquake. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you can safely exit the building.

### If indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

### If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.

**Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.**

## Intruder

**When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within the building, the following procedures should be followed:**



- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911**, using a landline if possible or call other appropriate emergency numbers.
- Do not stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains. Stay away from windows.
- Turn all lights and audio equipment off.
- Stay calm and be as quiet as possible.

### Lost or Missing Child

- The goal of the parish is to provide a safe, warm and welcoming environment to children and youth.
- Parents and guardians are responsible for their children while visiting or attending parish services or programs. Children should always be under supervision.
- If a child or youth is discovered unsupervised, they should be brought to the parish office. The office staff will assist in getting the child/youth to the parent by reviewing events on the parish calendar. Parents will be advised that they need to supervise their child.
- If a child or youth is reported missing by a parent, guardian or parish ministry, notification is made to the parish office. Staff and volunteers will be deployed to all exit points and begin a systematic search of indoor and outdoor spaces. When the child is found, he/she is reunited with parents.
- If, after ten (10) minutes a child or youth is not found report it to the police via 911.
- This policy will be discussed at ministry meetings to ensure compliance.

### Emergency Evacuation Plan

**SANCTUARY**

**ACTIVITY HALL**

**OFFICES/CLASSROOMS**

**NARTHEX**

**YOUTH CENTER**

**KITCHEN/COMMON AREAS**

**OUTDOOR GROUNDS**

**SPORT COURTS**

### Procedures for Sounding Fire Alarm

The primary procedure for reporting a fire is through the fire alarm system. The secondary method is calling 911 via landline or using a cell phone to dial 911.

Any person who discovers a fire, observes smoke coming from any part of the building, will pull the alarm without asking permission, thereby evacuating the building. The person will immediately notify office personnel of the location of the emergency.

Please note, pulling the plastic cover off the alarm does not activate to contact the Fire Department. The lever in the Red Box **MUST** be pulled down to contact the Fire Department.

The alarm system is connected to the **FIRE DEPARTMENT**. If the alarm goes off all visitors, students, volunteers, and staff must leave the building immediately through the nearest exit. Do not assume it is a false alarm – all personnel, visitors, and vendors must evacuate.

Do not try to fight the fire unless you are properly trained.

Any person who discovers a fire, which has been extinguished or has burned itself out at the time of discovery will not sound the alarm but will immediately notify the front office. The Pastoral Associate or designee so notified will make an immediate investigation.

In any emergency, appropriate personnel should also use other communication devices, landline phones, or cell phones to make a report of a fire or other emergency. Direct dial to 911 is to be used.

### Fire Warning Alarm Sounds

- Immediately initiate evacuation procedures.
- Evacuation route should be checked/secured prior to the evacuation
- Evacuation should be towards the outside.
- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to close it to protect yourself from oncoming smoke or fire.
- Proceed to the outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until the site leader issues an “all clear”.
  - Note: The “all clear” should be issued by the Fire Department.

### Evacuation

Emergency egress is to be complete. All parishioners, visitors, vendors, and staff are to evacuate the building immediately upon notification or sounding of the alarm. Evacuation should commence immediately upon the sound of the alarm.

Employees are not to remain in the building. The Pastoral Associate or senior staff member is responsible for accounting for all employees. The appropriate director is responsible for participants in their respective parish programs.

Individuals should evacuate in a calm and orderly fashion, assisting young children, handicapped individuals, and the elderly.

All visitors and employees **must** evacuate the building in an emergency. Employees are to provide support and guidance to visitors leaving the building and assistance to emergency personnel as needed.

No one should re-enter any part of the facility until the appropriate emergency personnel have cleared the building.

### Procedures for Evacuation

- All persons must evacuate the building at the sound of the alarm or through voice communication from staff or the individual(s) sounding the alarm.

- All persons must evacuate the building during alarms. This includes visitors, students, catechists, volunteers, vendors, and employees.
- Evacuation should be conducted in a calm and orderly fashion.
- Assistance should be provided for children, elderly, and disabled.
- Follow the evacuation instructions posted in each room.
- All individuals should meet in the parking lot [define assembly area], class attendance is held for an accounting of students during religious education and formation programming.
- The staff should assist in the evacuation of the meeting rooms but should not delay their exit.
- Sick and/or injured individuals should be cared for immediately and their needs brought to the attention of emergency responders and senior staff.
- Assign individuals to have responsibility for checking all bathrooms, classrooms, meeting areas, offices, chapel and sanctuary to ensure that everyone has evacuated the building.
- Staff members are to report to [define location] for assignments. In the event the [define location] is not available, staff should meet in [define location].
- For Events scheduled after normal office hours - the Event Leader shall be responsible for ensuring that everyone evacuates the building in a calm orderly fashion. The Event Leader shall wait at the main entrance for the arrival of the emergency responders.

## Command Post

- A Command Post will be established at [define location].
- Communications will originate from [define location].
- Mobile sick and injured individuals should be brought to [define location].
- In the event [define location] is compromised, the Command Post will be established in [define location].
- The Pastor, Pastoral Associate and members of the Pastoral and Administrative Teams will staff the Command Post.
- Pastoral Team members will station themselves in [define location] to provide leadership and information to evacuees.
- After the appropriate emergency personnel have been called the Pastor, Parish Associate and Facilities coordinator should be contacted.

## Emergency Evacuation Plan

### Sanctuary

There is a fire alarm located in the church. The alarm is located [define location]. There are [number] exits, [describe exit locations] EXAMPLES: the main exit through three doors leading to the Narthex, a fire door on the left towards the front and a fire door at the right front corner of the Church.

### Hall

[describe exit locations] EXAMPLES: There are numerous exits; the main doors in the front of the hall, exits to the left and right leading to hallways and direct outside access.

### Kitchen

The kitchen is the most likely place to have a fire on the property. The stove and ovens should never be operated without the proper supervision. Children should not be in the kitchen. Kitchen workers should pull the alarm and evacuate the building in the event of a kitchen fire. Kitchen workers should not attempt to fight the fire unless properly trained. [describe exit locations] EXAMPLES: There are two exits from the

kitchen. Individuals should evacuate through the nearest and safest exit from the kitchen and proceed out of the building.

### **Administrative Offices**

Staff should exit the office area via the nearest exit and proceed to [define location]. In the event [define location] is affected, the staff should meet in [define location] and await instruction from the Pastor, Pastoral Associate, and/or emergency personnel.

### **Playing Field**

If the parish has special events, the staff should familiarize themselves with this document and provide guidance to volunteers and vendors before each event.

In the event of a building evacuation during the Festival, the Command Post will become the Clergy Residence/Rectory.

International Festival Chairs and the Pastoral Associate will be mindful of the weather and any encroaching weather that may require moving visitors to the facility or other safe environment.

Consideration of the outdoor cooking area is a priority after the safety of visitors.

In the event of an evacuation, no visitors should remain under or near the tents.

### **Summary**

All parish staff and regularly scheduled volunteers, especially in Religious Education and Faith Formation programs; should acquaint themselves with this document and attachments. Ushers should familiarize themselves with the document and emergency evacuation plans. After hours Event Leaders should be made aware of their responsibilities in the event of an emergency.

### **Fire Emergency Evacuation Plan from Classrooms**

Note: All catechists must be familiar with and follow these instructions upon notification to evacuate the building.

IF SMOKE OR FIRE IS FOUND IN THE CHURCH COMPLEX, PULL THE NEAREST PULL STATION OR FIRE ALARM. THEN EVACUATE THE BUILDING.

THE ALARM SYSTEM IS CONNECTED TO THE FIRE DEPARTMENT. IF THE ALARM GOES OFF LEAVE THE BUILDING IMMEDIATELY. DO NOT ASSUME IT IS A DRILL OR FALSE ALARM – EVACUATE!

DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS YOU ARE PROPERLY TRAINED.

- Volunteers, staff, and students will immediately leave the building through the closest accessible exit. Each classroom has a floor plan with arrows marked in RED noting the closest exit. Each catechist should take their roll book or equivalent with them so they can verify that children have exited the building. The catechist leads the group moving at a pace appropriate to the age of the children. If an aide is present, he/she should follow at the end of the line of children.
- The hall monitor and/or the aide must verify that each classroom is empty and then close the room door. Do not lock the classroom door as you exit.

- Staff will assemble students/meeting attendees [define location]. Take class attendance and immediately report any children unaccounted for to the Director of Faith Formation or other senior staff and to the Fire/Rescue responders. Each catechist is responsible for doing a head count to ensure all students are accounted for.
- All visitors and vendors must immediately leave the building and gather away from the building.
- DO NOT RE-ENTER THE BUILDING UNTIL ADVISED BY THE FIRE DEPARTMENT.

## **Weather and Environmental Emergency Evacuation Procedure**

### **Severe Weather**

Information and guidance from The National Weather Service Advisory system is the basis for implementing and/or concluding a weather emergency. In the event of a severe weather event all students, visitors, and staff should leave areas with windows and exterior doors. Move to [define location] or the hallway near the kitchen and bathrooms, and [define location]. If more space is required for a large group or Mass attendees, [continue list, such as the Nursery, Data Entry Room, bathrooms, and music room]. A staff member will alert groups in the event of a severe weather event and advisory. A parish staff member will enter the classroom or room in use inviting everyone to proceed to the designated areas. The staff should disburse themselves among the designated areas and direct everyone to sit on the floor.

Everyone should remain in the designated areas until the “All Clear” signal has been given. A site leader will give the “All Clear” signal.

### **Power Failure**

Depending upon the nature of the outage it is recommended that everyone remain in the classroom, office, or hall until visitors can leave safely. Emergency lighting will also illuminate paths to the exits. Do not use candles for illumination.

In the event of a power failure, contact the power company (xxx) xxx-xxxx.

Also, notify the Facilities Coordinator of any power failure so that the Coordinator may reset the four lighting time clocks - Parking lot lights, Sanctuary Stain Window lighting, outside perimeter lighting, and the canopy lighting.

### **Natural Gas**

Natural gas leaks and explosions are responsible for a significant number of fires following disasters.

- In the event of an emergency Washington Gas should be contacted at (xxx) xxx-xxxx
- Contact with Washington Gas should be made outside the building in the event of an emergency.
- Washington Gas will also restore the gas supply after the facility has been cleared.

### **Natural Gas Odors**

- If you smell gas or hear a blowing or hissing noise, open a window and evacuate all visitors, vendors, and staff. Do not turn any lights on or off. This could cause a spark.
- Alert the parish staff immediately.
- Contact with Washington Gas should be made from outside the building.

## Special Circumstances

There may come a time when special outside circumstances may affect upon the safety and security of visitors and staff or the integrity of the building. All staff members are to be familiar with the emergency numbers, schematics, fire alarm locations, and fire extinguisher locations.

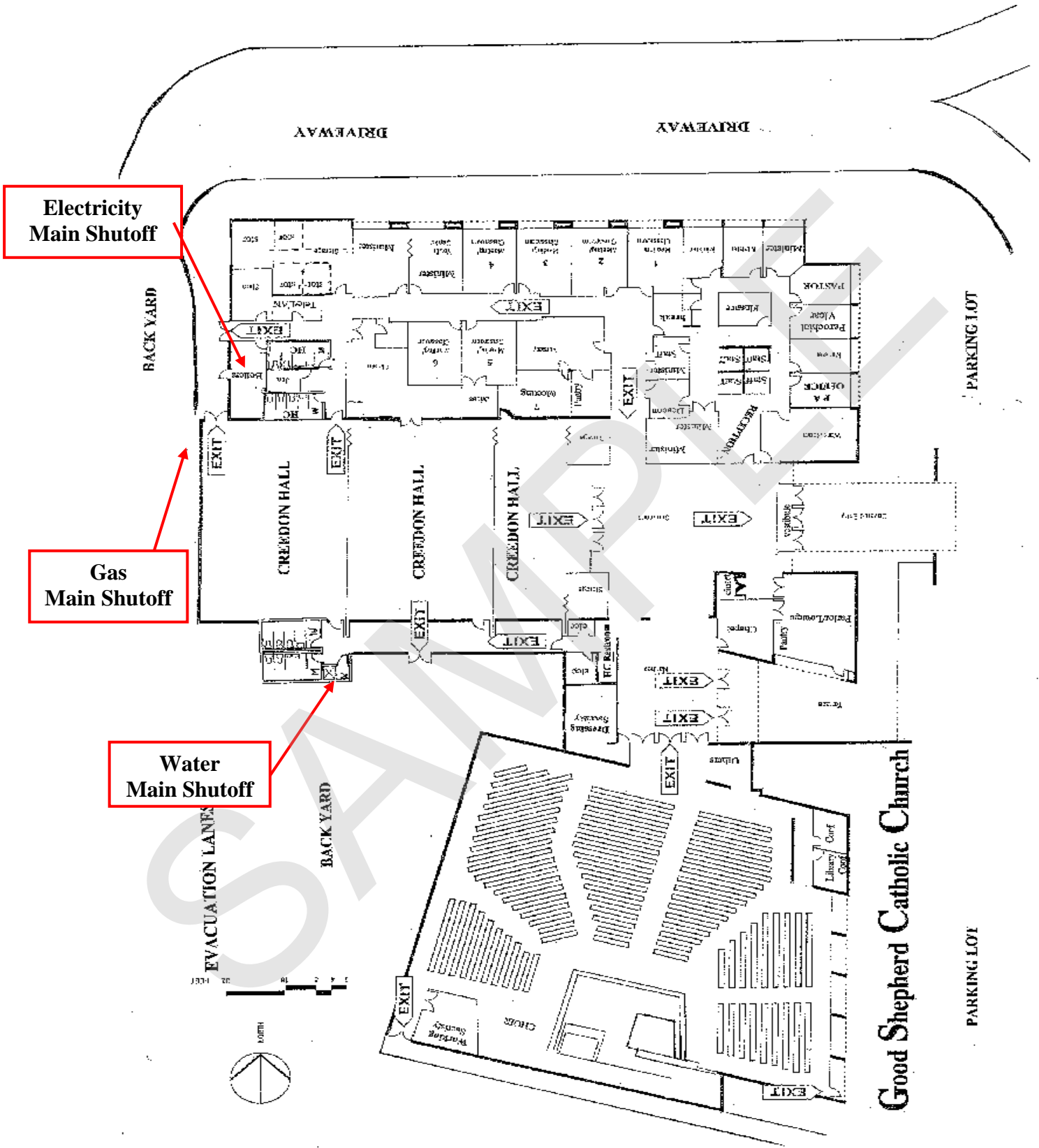
Of primary concern is the safety of all who visit **[name of church]** Catholic Church and their well-being is an important priority. Staff should ensure the safe evacuation of all building occupants. In the event visitors must be confined to an area due to environmental or weather issues, staff needs to remain calm, alert, and conscientious in their dealings with each other, the visitors, and emergency and support personnel.

## Appendix Documents

Appendix 1	Utility Shutoffs
Appendix 2	Location of Fire Alarms Pull Stations and Fire Extinguishers
Appendix 3	Building Evacuation Routes
Appendix 4	Outside Map and Assembly Areas
Appendix 5	Injury/Incident Report
Appendix 6	Listing of individuals trained in CPR and those trained in the use of the portable defibrillator ( <i>blank page with header attached, sample not included</i> )
Appendix 7A	User Responsibilities
Appendix 7B	Catechists Responsibilities
Appendix 7C	Event Leaders Responsibilities

*[Good Shepherd graciously offered to share their documents #1-#7]*

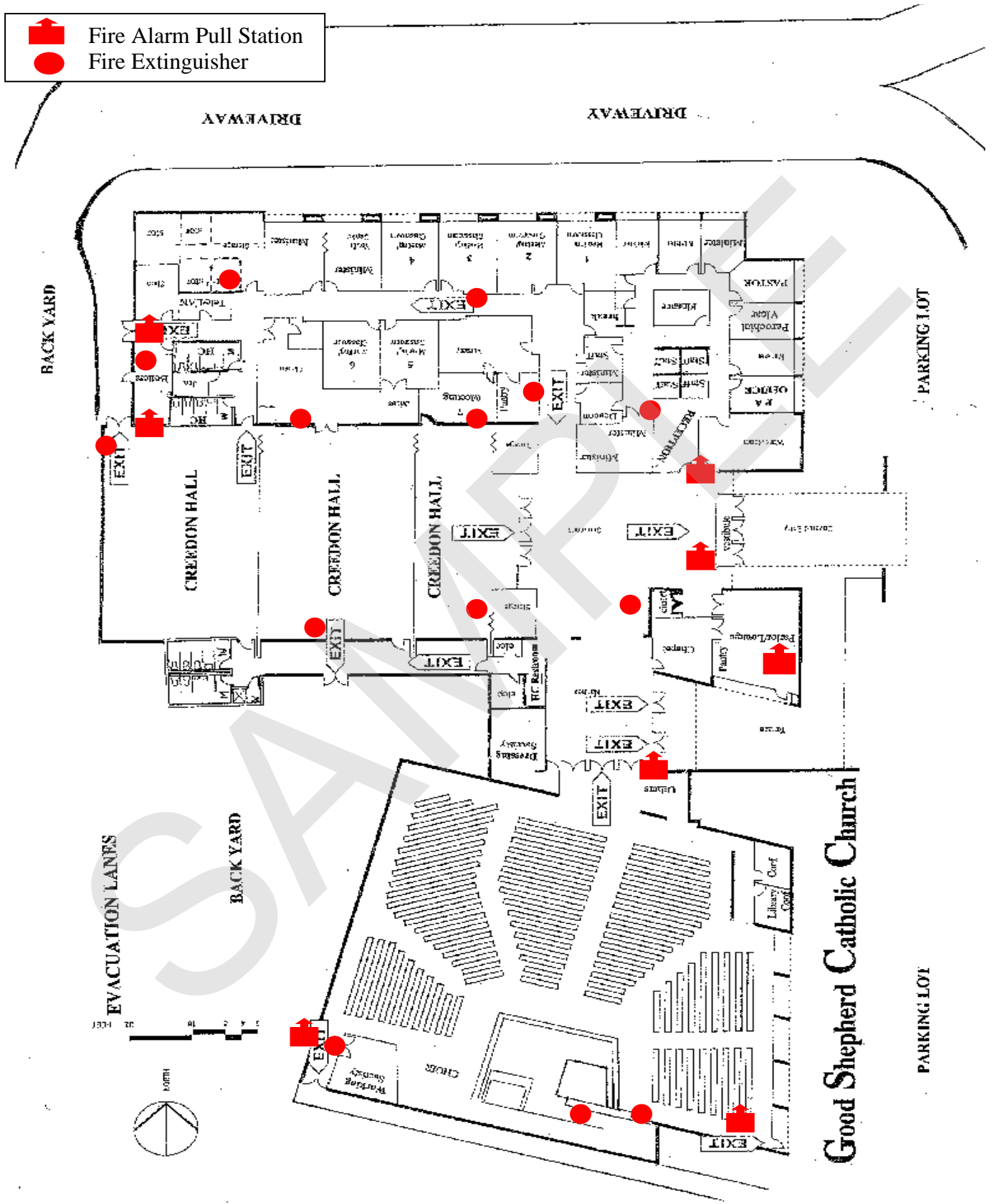
# Appendix 1 Utility Shutoffs



**Good Shepherd Catholic Church**

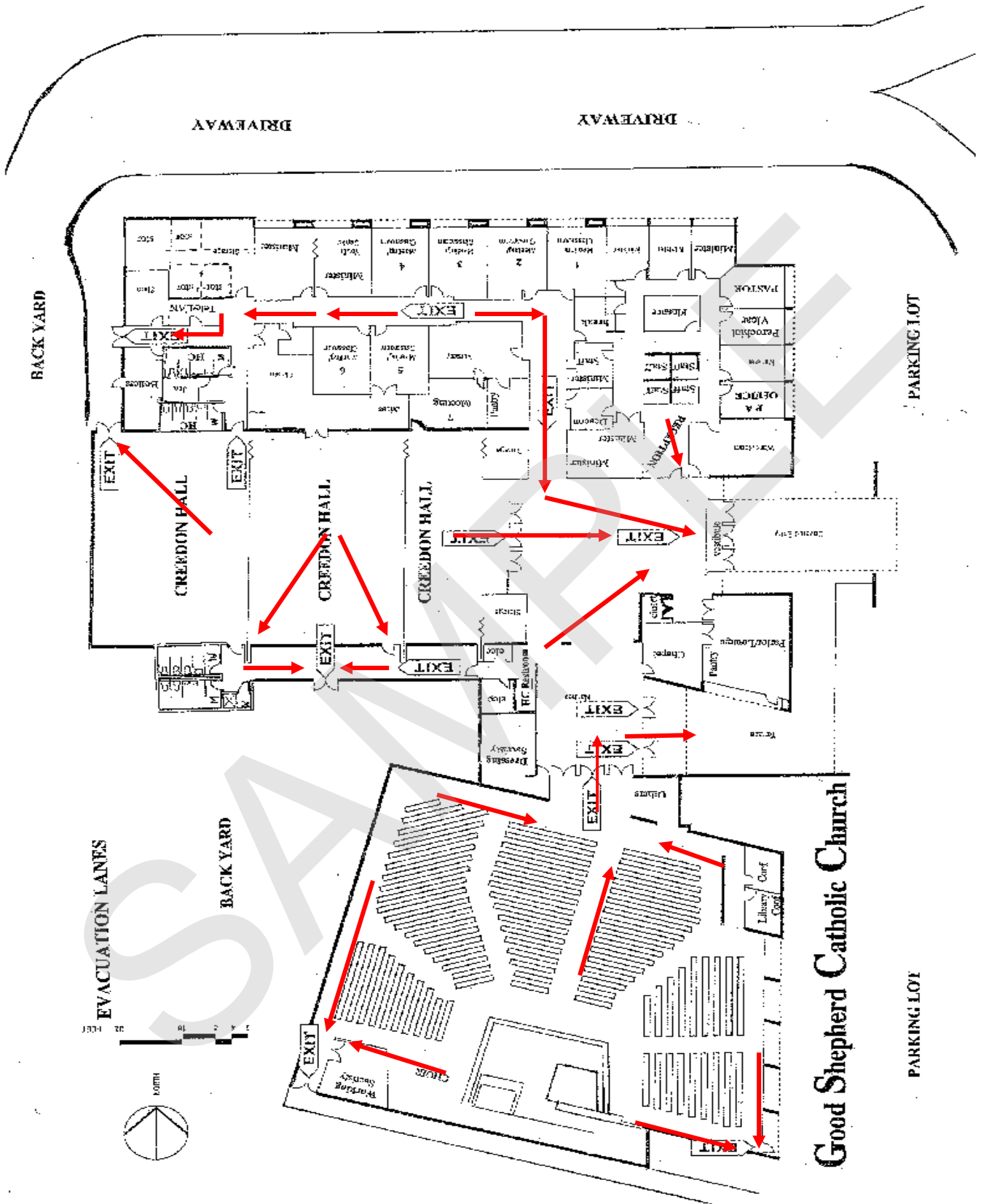


## Appendix 2 Location of Fire Alarm Pull Stations and Fire Extinguishers

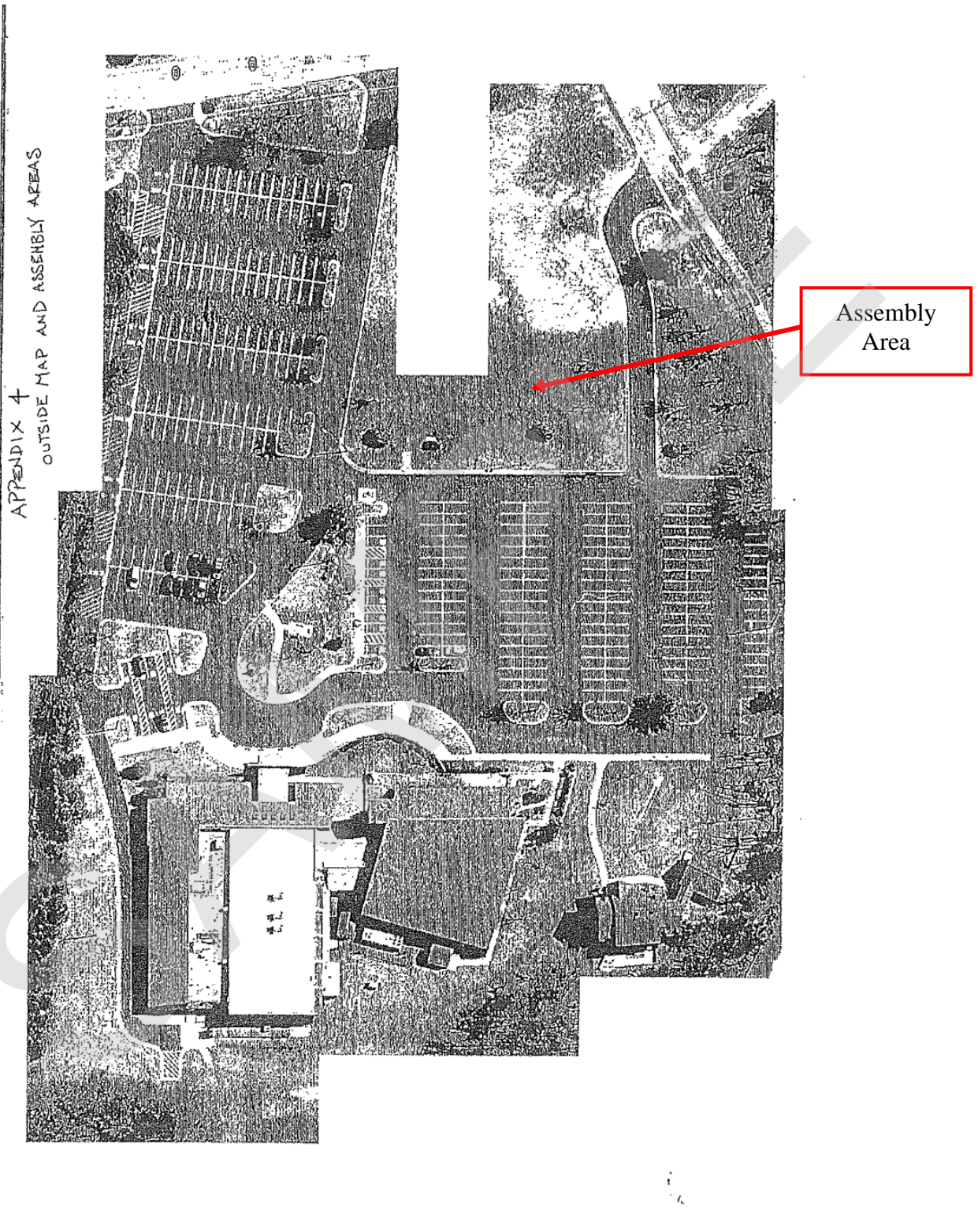




# Appendix 3 Building Evacuation Routes



# Appendix 4 Outside Map and Assembly Areas



## Appendix 5 Injury/Incident Report

*The following form is a SAMPLE that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.*

Date: \_\_\_\_\_

Injured Person: \_\_\_\_\_

Person completing report: \_\_\_\_\_

Where were you when injury occurred: \_\_\_\_\_

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

**Appendix 6 Individuals trained in CPR and Use of Portable Defibrillators**

SAMPLE

## Appendix 7A Usher Responsibilities

### Fire Alarm Evacuation

- Calmly assist the parishioners in an immediate and orderly evacuation of the building.
- Open all the doors to the Narthex, the fire exit doors [describe location of doors] EXAMPLE: to the far right and left of the altar, and all the main entrance doors.
- Clear the Narthex and Commons areas of any stands or tables that could impede the evacuation of the Parishioners.
- Assist the elderly and handicapped
- Advise parishioners to go to the parking lot and to remain there. Ask them not to move their vehicle and to keep the fire lanes clear so emergency vehicles can have unobstructed access to the facility.
- Assign individuals to check all bathrooms, classrooms, meeting areas, offices, chapel and sanctuary to ensure that everyone has evacuated the building.
- The Head Usher should wait at the Main entrance for the emergency responders.
- No one should reenter the building until the Fire Department gives the "all clear".

### Medical Emergency

If an individual becomes ill during the liturgy, 911 should be called immediately, use a landline if possible. Be prepared to give the following information:

- Your Full name and the parish phone number (xxx) xxx-xxxx
- Location – [name of church] Catholic Church, [address]
- Number of people involved.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if possible.
- Send someone to the main entrance to await the arrival of the emergency responders and to direct them to the individual or individuals requiring assistance
- Do not move the individual.
- Remain with the individual until the emergency responders arrive.
- If properly trained individuals are available, administer first aid including, if necessary, CPR and defibrillation.
- Ensure that the individual(s) awaits assessment by the trained emergency responders before leaving the Church property.

### During Cold and Flu Season

- Stay home if you have the flu or a cold or think you may be coming down with the flu or a cold.
- Sanitize your hands before and after service, using an alcohol-based sanitizer.
- Cover all coughs and sneezes.



## Appendix 7B Catechists Responsibilities

### Fire Alarm Evacuation

- Calmly assist your students in an immediate and orderly evacuation of the building.
- Follow the evacuation instructions posted in each room.
- Make sure all your students are accounted for.
- Bring your students to [define location].
- No one should reenter the building until the Fire Department gives the "all clear".

### Severe Weather Advisory

- In the event of a severe weather event all students, visitors, and staff should proceed to [define location] or the hallway near the kitchen and bathrooms, and [define location]. If more space is required for a large group or Mass attendees, [continue list, such as the Nursery, Data Entry Room, bathrooms, and music room].
- A staff member will alert groups in the event of a severe weather event and advisory.
- A parish staff member will enter the classroom or room in use inviting everyone to proceed to the shelter areas.
- The staff should disburse themselves among the shelter areas and direct everyone to sit on the floor.

### Intruder

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within the building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911, using a landline if possible or call other appropriate emergency numbers.
- Do not stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Stay calm and be as quiet as possible.

### Flu Season

- Stay home if you have the flu or think you may be coming down with the flu.
- Sanitize your hands before and after class, using an alcohol-based sanitizer.
- Remind everyone to use hand hygiene procedures and to cover all coughs and sneezes
- Tell your students to stay home if they have the flu or think they may be coming down with the flu.
- Send students with flu like symptoms to the office receptionist so their parents may be called and they may be taken home.

## Appendix 7C Event Leaders Responsibilities

Event: \_\_\_\_\_ Facility Assigned: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Leader: \_\_\_\_\_ Phone No. \_\_\_\_\_

Event Leader's Signature: \_\_\_\_\_

### **General Responsibilities**

- Familiarize yourself with the evacuation route plan for the facility you are assigned and the location of the emergency phone [list location(s)].
- Know the location of all the exits.
- Know the location of the Fire Alarm Pull Boxes, the Fire extinguishers, first aid kit, and defibrillator.

### **Fire Emergency**

If you detect smoke and/or fire:

- Activate the manual fire alarm - at a fire pull box, pull the plastic cover off and pull the RED LEVER.
- Initiate evacuation procedures to calmly and orderly evacuate everyone from the build.
- Give assistance to the young, elderly and handicapped.
- Assign individuals to check all bathrooms, classrooms, meeting areas, offices, chapel and sanctuary to ensure that everyone has evacuated the building.
- Advise members of your group to go to the parking lot and to remain there. Ask them not to move their vehicle and to keep the fire lanes clear so emergency vehicles can have unobstructed access to the facility.
- After pulling the alarm, if you or members of your group know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
- The Event Leader should wait at the main entrance for the Fire Department and assist as requested.

### **Medical Emergency**

- Call 911, using a landline if possible, and state the nature of the medical emergency and give your location as [name of church] Catholic Church, [address].
- Send someone to the main entrance to direct the emergency responders to the location of the ill or injured party.
- Make the individual comfortable and ask for trained individuals in your group to give assistance.

### **Church Notification**

As soon as possible, after emergency personnel have been contacted, please notify the Facilities Coordinator, the Pastoral Associate, and/or the Pastor about the nature of the emergency and the actions taken.