



THE  
**EPIPHANY**  
OF THE  
**LORD**  
PARISH

***EMERGENCY  
RESPONSE  
PLAN***



## **INTRODUCTION**

Emergencies happen. We are often unable to prevent them from occurring, but we can put plans in place that will help mitigate their impact. Churches are required to be diligent in planning and preparing for all types of emergencies.

This document is a step toward Epiphany of the Lord Parish becoming more prepared for situations that may occur when its facilities are in use.

Specifically, the Emergency Response Plan (ERP) includes strategies to address:

1. Facilities
2. Accidental Situations that include fire, equipment failures, etc. that may present potential harm to building occupants.
3. Medical Emergencies
4. Severe Weather
5. Threats or Instances of Violence
6. Disruptive Behaviors
7. Training

**The Pastor and Pastoral Council provide oversight of this plan, and with the Facilities Director, make the decisions.**

## **General Recommendations**

- This Plan should be reviewed every two years and updated as necessary.
- Training should be conducted as necessary based on identified needs, updated strategies and changes in staff/volunteers.

## **FACILITIES STAFF**

The role that Facilities staff play in emergency situations cannot be underestimated. When all areas of the building are properly organized, cleaned and supplied; damage and injury in emergency situations can be minimized.

The Director of Facilities or designated responsible person, is responsible for the maintenance and supply of all emergency response items in each building. These include but are not limited to: first aid kits, fire extinguishers, alarms and smoke detectors, etc. including inspections and contracts, exterior and interior access points, exterior and interior lighting, and shrubbery maintenance to insure a clear line of sight as appropriate.

Ensure that a list of emergency phone numbers for police, fire, ambulance, electric and gas is located at each phone. (see Attachment)

Test all emergency power monthly.

Update and post evacuation plans annually at all appropriate locations.

**UTILITY SHUTOFFS:**

**NOTE: WATER SHUTOFFS ARE IDENTIFIED WITH A ROUND BLUE TAG  
GAS SHUTOFFS ARE IDENTIFIED WITH A ROUND YELLOW TAG**

**St. Agatha Center:**

Breaker Boxes are located in the utility closet near the rear exit.

Water Main Shutoff is located in the utility closet near the rear exit

Gas main shutoff is outside the building at the gas meter on the side of the building which faces Northwest bank.

Water Main Shutoff



St. Agatha's Center

**St. Agatha Church:**

Church Breaker Boxes are in the hallway behind the altar on the St. Joseph side of the church.

Rectory Breaker Boxes are in the basement of the rectory.

Water Main Shutoff is in the boiler room in the basement of the rectory.

Gas Main Shutoff is in the boiler room in the basement of the rectory.

(Access to area through office or priests.)

**Gas Main Shutoff**



St. Agatha Church

**Water Main Shutoff**



St. Agatha Church

**St. Brigid Center:**

Breaker Boxes are located at the back of the utility closet near the stairwell exit to the right of the kitchen.

Water Main Shutoff is located in the utility closet inside the main room entrance on the right.

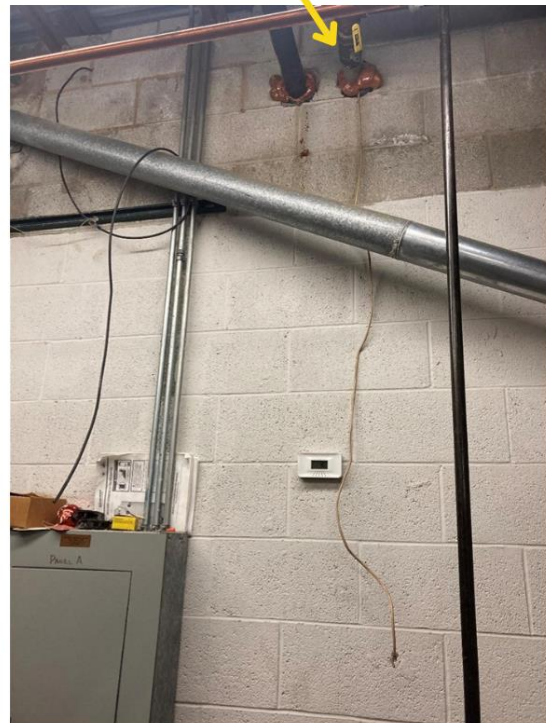
Gas Main Shutoff is located at the back of the utility closet near the stairwell exit to the right of the kitchen. The gas shutoff is high up on the wall. There is also a gas shutoff by meter outside the garage on Clinton Ct.



St. Brigid Center

Water Main Shutoff

Gas Main Shutoff



St. Brigid Center

**St. Brigid Church:**

Church Breaker Boxes are in Sacristy.

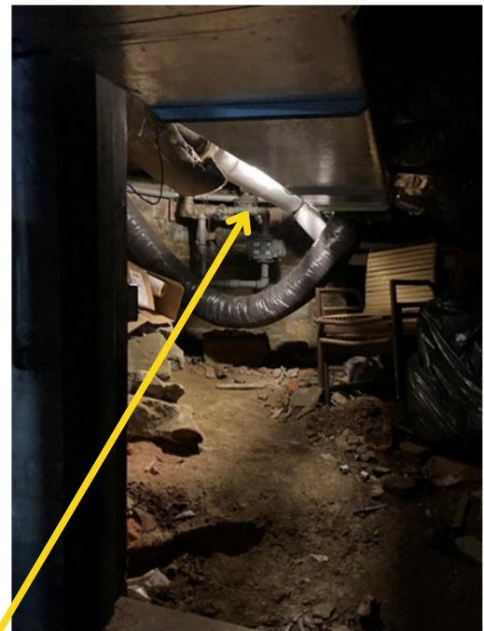
Water Main Shutoff is in the basement of the rectory behind a cutout in a paneled wall.

Gas Main Shutoff is in the crawlspace under the church which is accessible from the courtyard that is contained between the church and the rectory/garage.



Water Main Shutoff

St. Brigid Church



St. Brigid Church



Gas Main Shutoff

**St. Mary's Center:**

Breaker Boxes are located at the back of the utility closet opposite the small kitchen.

Water Main Shutoff is located below the shelf in the small kitchen.

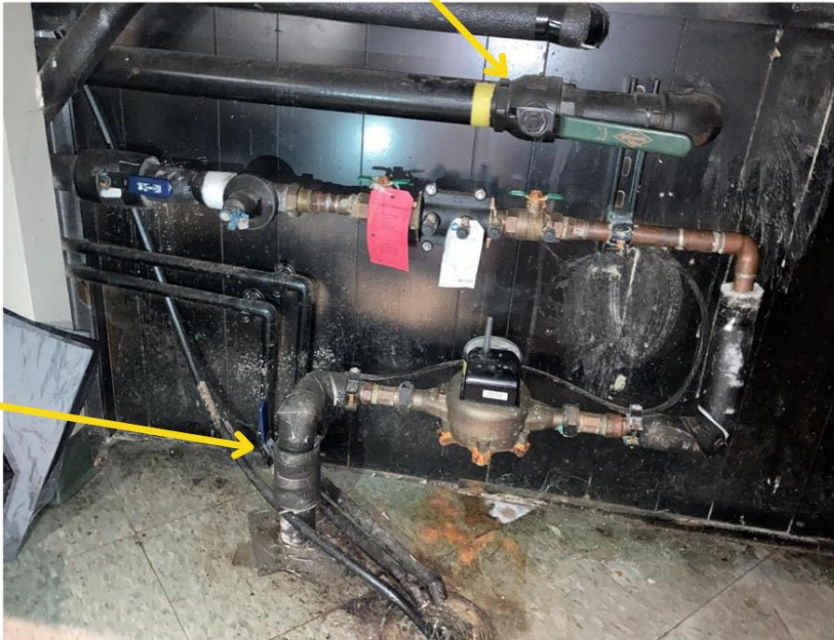
Gas Main Shutoff is located below the shelf in the small kitchen.



Gas Main Shutoff

St. Mary's Center

Water Main Shutoff



**St. Mary's Church:**

Breaker Boxes are in Sacristy.

Water Main Shutoff is in the utility room that is behind the Sacristy.

Gas Main Shutoff is in the utility room that is behind the Sacristy.



Gas Main Shutoff

St. Mary's Church

Water Main Shutoff

**FIRE ALARMS:**

St. Agatha Center: Fire Alarms at Exits

St. Agatha Church: None. Call 911

St. Brigid Center: Automatic: Fire Department is called if smoke detectors go off.

St. Brigid Church: None. Call 911

St. Mary's Center: Fire Alarms at Exits

St. Mary's Church: None. Call 911

## **NATURAL GAS LEAKS**

Close shutoff valves.

Extinguish all flames.

Evacuate and ventilate building.

Place CO2 detectors and natural gas detectors as appropriate.

## **INTERIOR FLOODING**

Close shutoff valves.

Evacuate area being flooded.

## **MEDICAL EMERGENCIES**

Identify any healthcare professionals present who may assist with the emergency.

Call 911 if necessary.

First Aid Kits are located in the sanctuaries and kitchens at each Church and Center location.

Training should include optional training in CPR and the Heimlich Maneuver.

## **BOMB THREATS**

Evacuate immediately.

Call 911 to report the Bomb Threat.

## **SEVERE WEATHER EMERGENCIES**

Preparations for severe weather events, including tornados, will minimize injuries and loss of life. The National Weather Service has developed a communication system for notifying citizens of developing severe weather conditions.

- Watch – weather conditions are favorable for the development of a severe storm. “Watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions.
- Warning – an alert issued by the National Weather Service after a storm has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm, and the direction of movement.

## **TORNADO**

Should a tornado develop which threatens our area, leaders should initiate actions to notify all staff and visitors in the facilities.

When a tornado is announced:

- Take shelter by moving from the Churches to the Centers immediately.
- Move quickly but do not run.
- Assist disabled persons in your area.
- Stay against the wall away from windows or in the kitchens or supply rooms.
- Move to an interior room away from windows – to an enclosed room, a restroom, or an interior stairwell.
- If you have time, close any window blinds or shades to help prevent flying glass and debris (the cause of most injuries).
- Move away from large expanses of unsupported ceilings.
- If possible, move away from building perimeter area.

## **SEVERE WEATHER CONDITIONS OF CONCERN**

Severe thunderstorms, blizzards and winter storms may include lightning, flash floods, damaging winds, downbursts or large hail. Should one or more condition occur:

Don't go outside.

Don't use a corded phone.

Move away from windows

## **THREATS OR ACTIONS OF VIOLENCE OR ABUSE**

### **PERSONNEL**

Background checks should be completed for all staff and volunteers as required.

The "2 Adult" rule should be adhered to when dealing with children and adolescents and disruptive adults.

Training in emergency evacuation during services and other activities should be completed.

## **ACTIVE SHOOTER**

### **OVERVIEW**

An active shooter is an individual(s) actively engaging in killing or attempting to kill people in a confined and populated area, typically using firearms. The event is unpredictable, evolves quickly, and law enforcement is usually required to control and end the situation.

### **RESPONSE**

#### **RUN**

Evacuate the location if possible. Move away from the shooter. Move toward exits if possible.

#### **HIDE**

Hide horizontally (lie flat if possible) in an area out of the shooter's view. Block/lock entry to your hiding place if possible. Silence your cell phone.

#### **FIGHT**

Only when your life is in imminent danger.

#### **SEEK HELP**

Call 911 when it is safe to do so.

Provide as much of the following information as possible.

Location of the shooter/perpetrator

Number of shooters/perpetrators

Description of shooter – physical features, clothing, race, gender

Number and type of weapons held by shooter

Number of potential victims and/or hostages at location

## **DISRUPTIVE BEHAVIOR**

### **Dealing with Disruptive Behavior**

Use firm but friendly engagement.

If a situation arises, such as a disruptive individual during services or suspicious persons/activities elsewhere in the building or on the grounds, it should be dealt with by notifying the priest or deacon or calling the authorities (911).

Two adults, if possible, should engage quickly and calmly to determine if a security response is necessary.

Do not react in a hostile, humiliating or excessively fearful way. Be professional and polite as questions posed to a disruptive or agitated individual can either increase or decrease the chances that the individual will calm down.

Non-threatening questions that result in a response other than “yes’ or “no” may provide information about the individual’s emotional, physical, or mental state.

Examples:

“How may I help you?” not “What’s your problem?”

“May I help you find who you are looking for?”

“Excuse me, can I talk to you for a moment?” not “Hey you come here!”

“Let me see if I understand what you are saying” not “Calm down!”

“I’m sorry, I am not sure how I can help you.” not “So?”

## **EMERGENCY RESPONSE TRAINING**

### **Recommendations**

Train staff and volunteers in the appropriate areas of the plan based on where they serve.

Connect with local emergency responders to identify, plan and implement specific training that they offer.

Conduct Run-Hide-Fight training for staff and volunteers as often as necessary to accommodate changes of those persons.