**IC Mass Safety Procedures**

* Medical Emergency
  + Safety Minister 1 attend to the injured person.
  + Safety Minister 2 to call 911
  + Depending upon severity of the situation, a Safety Minister or the Priest may ask for any medical professionals in the congregation to step forward.
  + Team members should be standing by to offer assistance to first responders. AND one Safety member to stay with the injured person.
  + HAVE THE INJURED person stay in the same position until an ambulance arrives.
  + Mass will continue despite the disturbance.
  + Safety Ministers should have their phones on them.
  + Safety Ministers should know cell phone numbers of other Safety Members.
  + Ushers will watch inventory of a first aid kit- water, band aids, Neosporin, Glucose tablets, etc
  + Ushers know where sickness clean up tools are- mop, bucket, paper towels, odor reducing powder
* Fire
  + Safety Ministers to know location of all exits, alarms, and extinguishers.
  + In the event of a fire, Safety Minister 1 to activate fire alarm, Safety Minister 2 to call 911. Safety Minister 3 to attempt to put out fire with extinguisher- if practical.
  + If necessary, team members to direct attendees to nearest exit.
  + Extra Safety Ministers help or get help for the elderly
  + Caution parishioners to stay clear of fire lanes so as not to impede emergency vehicles.
  + Team members to perform a final sweep of the building to ensure it is empty.
  + Go to nearest place of Safety, use the High School Campbell Hall (cafeteria) as a safe place for minors without parents AND a designated meeting place for all.
  + Safety members to make Presider aware of need to evacuate
  + If safe enough, shift Mass to the unaffected Worship space
  + Keep people away from the elevator
  + Recommend fire extinguishers in the East and West exits.
  + Train Ministers how to use Fire Extinguisher
* Intruder
  + All Safety Ministers should have a cell phone and be prepared to call 911 if needed.
  + Ideally have an Usher outside or near the glass exit doors with Usher badge on before and during Mass. Also could serve as one of the Greeters.
  + A good offense is ‘Situational Awareness’. Know what a normal crowd looks like so you can identify non-normal people or events. i.e fidgety stranger.
  + Per Captain Joe Puckett- a) presence, b) verbal commands, and c) ‘soft hands’ takes care of 99% of all intruder issues. Might have to repeat a verbal command 2 or 3 times. www.churchsecurityanswerman.com
  + If concerned about a person, have an Usher sit behind the person. Also alert other Ushers of concern about the person’s presence.
  + If there is a heightened concern about the person, call 911.
  + Usher will call 911, providing a description, last known location of the person. 134 Arthur Street.
  + Use best judgment to determine if the better course of action is a hard lockdown in the church or an evacuation.
  + Lock East and West Doors at beginning of Mass with Automatic locks. Lock all doors except center doors 10 minutes after start of Mass.
  + Restrict access to Plunkett Hall and the gym and classrooms.
  + Put up iron gates in front of all stairwells?
  + Have push bars on all doors in Church and Chapel.
  + Discuss what we do in an emergency incident- options for an individual are ‘Run, Hide, Fight’ (FEMA.org)
  + Probably the most thorough response is A.L.I.C.E. - **Alert** (attendees and police), **Lockdown** (lock the intruder out or lock yourself in a safe space), **Inform** (provide updates on intruder movements), **Counter** (MOVE, throw objects, gang up on the intruder), and **Evacuate** (run to safety). Could get training from the ALICE Institute. (alicetraining.com).
  + See video on You Tube, ‘Introduction to ALICE Institute Training.’ 7 minutes 25 seconds.
* Structural Failure
  + Usher to call 911.
  + Evacuate.
  + Team members to assist parishioners, directing them to the proper exits.
  + Team members will perform final sweep of building.
* Tornado
  + Should the tornado sirens sound, team members should lead worshippers to the designated shelter. For the Chapel- Hallway outside Plunkett Hall, away from windows. For the Church- Hallway on second floor of the Grade School away from windows.
  + If the siren sounds as Mass is ending, team members should strongly urge parishioners to take shelter in the designated area until the danger has passed.
* Bomb Threat
  + If possible, use landline to call 911.
  + In the case of a credible threat, remain calm and announce to congregation to refrain from using cell phones as they pose an additional threat in this situation.
  + Evacuate.
* Earthquake

Although experienced very rarely in this area, parishes must know how to respond.

* + Utilize the shelter-in-place protocol for your parish.
  + In the aftermath, determine if evacuation or relocation is the better option.
  + Be aware of the ancillary events that may be triggered:
    - Fire
    - Hazardous material release
    - Natural gas leak
    - Structural damage
    - Loss of utilities
* Explosion
  + Usher to call 911.
  + Assess situation and determine whether to evacuate or relocate.
  + Be aware of the possibility of ancillary events (See Earthquake).
* Flood
  + Evacuate.
  + Team members will assist worshippers to their cars.
  + Team members perform final sweep of building for stragglers.
* Hazardous Materials Release
  + Usher to call 911.
  + Determine if parishioners should evacuate, relocate, or shelter in place.
  + If congregation is instructed to evacuate (meaning hazardous materials are internal), they should be advised to place fabric or damp paper towel over their noses and mouths until they reach safety.
  + Determine if the heating/ventilation/air conditioning should be shut off to stop inflow of outside air in the event that the hazardous materials are external and worshippers are sheltering in place.
  + Team members will assist in these efforts.
  + Team members will perform a final sweep of the building if evacuation procedures are implemented.
* Hostage Situation
  + Usher to call 911.
  + Determine if evacuation or shelter in place is the better option.
  + Follow law enforcement recommendations.
* Natural Gas Leak (Internal)
  + Usher to call 911.
  + Evacuate the building.
  + Team members to open windows and direct worshippers to appropriate exit.
  + Team members will perform a final sweep of building.
* Suspicious Substance/Package
  + Usher to call 911.
  + If located inside the building, evacuate.  If located outside the building, shelter in place.
  + Do not touch or move suspicious material.
  + Isolate any individual coming in contact with substance/package so they can be evaluated by emergency responders.
* Other
  + Panhandlers outside Church/Chapel doors. It is OK to tell them to leave or else we call the police. Another approach could be to talk to them to let them know the resources available at IC like Food Pantry. But we cannot give them money.
  + Car alarm goes off in the parking lot

These events represent a minimum of those incidents for which parishes should have an action plan.  Each parish may add other events for which a parish perceives a particular vulnerability.