

# ***Emergency Procedures Manual***

*“Come and See”*



**St. Philip the Apostle**  
**Catholic Parish**

St. Philip the Apostle Church  
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## **GENERAL GUIDELINES**

### **PROCEDURES**

- Emergency Procedures Manual: The Administrator is responsible for reviewing the contents of this Emergency Procedures Manual with staff once a year or after an incident.
- "At-a-glance" reference packet: The Administrator is responsible for posting a copy of the Emergency Procedures Manual in every room of the building. The reference includes:
  - important contact information for the building and community resources
  - a map of the building including the evacuation routes
  - an overview of emergency procedures for the following situations:
    - fire/evacuation
    - soft lockdown
    - medical emergency
    - tornado/severe weather

### **COMMON PROCEDURAL GUIDELINES**

The following procedures are common to all emergencies:

- Make sure that everyone is safe
- Get the facts (who, what, where, when and why)
- Notify the Pastor and/or Administrator

## **RESPONSIBILITIES**

### **Administrator**

- Make appropriate safety assignments within the building.
- A chain of command should be established in case of incapacitation of any one person.
- Make it known that persons designated with responsibility must be prepared to carry out their assignment on their own in case of loss of communications.
- Prepare specific directions for building emergency alarms and evacuations.
- Supervise and control all alarms and evacuations.
- Verify that all required emergency equipment is present within the building and in proper working condition.
- Verify that all rooms are properly marked with fire and disaster information with regards to exiting the building and/or taking shelter within the building.

### **Ushers**

- Familiarize themselves with the building disaster plans.
- Call 911
- Assist parishioners in emergency situations.
- Verify first-aid kit and materials.

### **Liturgical Ministers**

- Assist the ushers.
- Assist the parishioners in emergency situations.

## **CHAIN OF COMMAND**

In the event of an emergency, the first available person in the chain of command would be the administrator who would work with first responders. This chain of command may vary depending on the scope of the incident.

A general chain of command may include:

- Administrators
  - Father Danaher, Pastor
  - Deacon Sean McGreal
  - John Kondracki, Business Manager
- Assistant to the administrator
- Crowd manager supervisors
- Crowd managers

## **RESPONSIBILITIES**

- Identify, locate, and discuss Emergency Procedure Manual...at-a-glance reference packet located in each room and throughout the building with each group periodically throughout the year.
- Location of the Emergency Procedure Manual...at-a-glance reference packet should be made known to all crowd managers.
- Supervise and control parishioners during all drills or emergency situations.
- Remain with parishioners until drill or emergency is finished.

## **FIRE ALARMS AND DRILLS**

### **General Responsibilities**

- Building administrators are responsible for developing clearly established fire alarm procedures for their individual building.
- Evacuations are primarily the responsibility of everyone in the building. Evacuations are serious and need to be treated that way.
- Everyone is to know thoroughly the main and alternate evacuation route for each room used. The evacuation routes are posted in each room.

### **Procedures**

- Direct everyone to designated or safest exit.
- Instruct everyone to line up in previously designated area at safe distance.

### **Alarms and Drills**

- The building is equipped with a fire alarm system. When the alarm sounds in the building, the Addison Fire Protection District is simultaneously notified.
- The building administrator will ensure that DuComm is notified immediately prior to and immediately after all fire drills by calling 630-690-8245. Be aware of the alarm panel number or give the address of the building.
- In any instance where the fire alarm is sounded, all personnel must evacuate the building. The fire alarm should be allowed to keep sounding until the Fire Department instructs the personnel to turn it off. The Fire Department will instruct personnel as to when everyone may re-enter the building.
- Each crowd manager will have a plan to deal with any handicapped or special-needs parishioners within their building.

### **Return to the Building**

A verbal notification will be given when it is safe for everyone to return to the building. In the event of an alarm the Addison Fire Protection District will tell the administrator when the building is safe to re-enter.

## **TORNADO/SEVERE WEATHER**

### **General Responsibilities**

- Administrator is responsible for developing clearly established tornado/severe weather procedures for the building. The Emergency Procedures Manual...at-a-glance will be posted in all rooms.
- Crowd managers are to know thoroughly what the emergency procedures are and the location of the assigned areas.
- Each crowd manager will have a plan to deal with any handicapped or special-needs children/adults within their building.

### **Tornado Watch**

Issued by the National Weather Service when atmospheric conditions are such that tornados may develop. The crowd manager would tune in to AM720 or 780 or weather radio in the Vesting Room for weather information. Additional information can be found at [www.weather.com](http://www.weather.com) or WGN weather.

- Parishioners should be notified of the tornado watch situation. Upon being informed of a tornado watch situation, the crowd manager supervisor should review emergency procedures with crowd managers.
- Mass should continue as usual.
- The crowd manager supervisor should designate one or more persons to act as tornado watchers. This person should be stationed in an area with the best view of an approaching weather front (usually to the west). This person should have the hand-held radio or some other way to communicate with other crowd manager supervisors.

### **Tornado Warning**

Issued when a tornado has been sighted or has been picked up on radar by the National Weather Service. If the Village of Addison warning siren sounds or observer sees a tornado, immediately move everyone to their designated shelter areas.

- Announcement stating, *"Attention please, a tornado has been sighted; please follow a crowd manager to a designated safety area."*
- Close room windows and doors.
- Move everyone to the designated safety area.
- Remain at designated safety area until an *"all clear"* is announced.
- If a tornado hits the building, the administrator is in complete and absolute charge, subject only to police and fire officials.

## **MEDICAL CARE**

### **General Procedures**

- When an accident, injury, or illness occurs, the crowd manager shall provide immediate care.
- If the situation is severe, call 911.
- Every effort should be made to contact the parent or family
- An "Accident Report" form shall be completed for all accidents involving injuries.
- Contact the Business Manager John Kondracki at 630-628-0900 x103.

### **BLOODBORNE PATHOGENS**

- All blood spills should be treated as if contaminated blood is present. Crowd managers should be trained in how to deal with blood spills.
- Administrator/crowd manager should be the person to deal with injured people.
- Clean-up should only be completed by the trained crowd managers.
- If an accident occurs where blood is involved:
  - Use disposable latex/vinyl gloves to handle blood.
  - Make sure that everyone is safe and no one comes in contact with the blood.
  - Cordon off the area and wait for blood clean-up kit to clean area.
  - Area should be cleaned using proper blood clean-up procedures.
  - Use a 10% bleach and water solution.
  - Let the solution remain on contaminated area for 20 minutes.
  - Use disposable towels to wipe up the bleach.
  - Throw towels in a plastic garbage bag.
  - Contact Addison Fire Department at 630-628-3100 to dispose of the bag.
  - Wash hands thoroughly.

## UTILITY EMERGENCIES

### **Natural Gas Leak**

- Make sure everyone is safe. Clear the immediate area (evacuate the building if necessary by pulling the fire alarm).
- If the building is evacuated, move students at least 50 yards from the building. Move further if the odor is outside also.
- Call 911
- Call Nicor Gas at 888-642-6748
- Call an administrator to inform him/her of the situation.
- Do not re-enter the building until the Addison Fire Protection District gives the approval.
- If the Fire Department feels the building is unsafe to re-enter, the decision to close the building must be reached with the administrator.

### **Power Failure**

- Make sure that everyone is safe.
- Call Commonwealth Edison at 800-334-7661.
- Call administrator
- An emergency bathroom for men and women should be established with a crowd manager present with a flashlight to assist parishioners.
- Call 911
- Flashlights will be distributed from the Vesting Room.

### **Water Failure**

- Make sure that everyone is safe.
- Call the Village of Addison Public Works Department at 630-620-2020 to report the water problem .
- Contact the administrator to report the failure.
- Call 911

### **Loss of Communication**

- If a loss of phone service occurs, each building has a cellular phone which should be used.



## **EARTHQUAKE PREPAREDNESS**

### **General Responsibilities**

- Administrator is responsible for communicating the established earthquake procedures for their individual building. These plans should be posted in a conspicuous area of all rooms where everyone can see it.
- Each crowd manager is to know thoroughly what the emergency disaster procedures are and the location of the assigned area.

### **Procedures**

- If an earthquake occurs, you have approximately 11 seconds to take action. In most rooms, the first response is "duck and cover." Get everyone away from windows.
- Those rooms where people cannot get under desks or duck and cover, line up by the interior wall away from glass.
- Once the shaking stops, evacuate the building by the fire emergency exits and gather at the designated assembly area at the playground in front of the building.
- People outside should get into an open area away from trees, buildings, walls and power lines. Lie down or crouch low to maintain balance.

### **After the Earthquake**

- Make sure that all gas, electric, and water is shut off.
- Determine if anyone is missing, be prepared for aftershocks, and cooperate with police and fire emergency personnel.

## BOMB THREATS

### General Procedures

- **Do not use two-way radios or cellular phones during a bomb threat.**
- Call 911 from a landline phone.
- Upon receipt of a bomb scare or threat, predetermined and prompt action is to be initiated by crowd managers to conduct a systematic search of the building to detect the existence of any explosive materials or otherwise dangerous or potentially harmful substances or devices which may have been "planted" in the building. The administrator/designee will make an announcement. **This is done so that the least amount of people would be affected and the threat is verified.**
- The building administrator/designee, in cooperation with local authorities, will be responsible for delaying the evacuation of anyone until such time as reasonable evidence is found to determine that an evacuation is necessary.
- Chances of a bomb being placed in a classroom are remote. The most likely places for a bomb to be placed would be in a hallway container or a locker. Movement through the halls is not advisable during bomb threats.
- What to do if...
  - a suspicious item is located:
    - Immediately evacuate the general area. Send the first person available to the administrator's office or safe area where a determination will be made as to the scope of the evacuation.
    - If an evacuation of the building is initiated, everyone should be moved as far away from the building as possible. Alternate exits may need to be used depending on where the suspicious item is located.
    - The administrator should be ready to report to the Addison Police and Addison Fire Department what steps have been taken. Once the police arrive, they are in charge.
    - The Fire Protection District will be on stand-by in case there is an explosion.
  - if a bomb explodes:
    - Pull the fire alarm and follow fire alarm evacuation procedures.
    - Determine if there is anyone missing.
    - Let Fire Department personnel know when they arrive about the safety of all concerned and about any emergencies which need to be handled.

## Bomb Threat Phone Call Check List

When a call is received, school personnel should do the following:

- Attempt to hold the caller on the telephone as long as possible.
- Try and get the caller to answer these questions:
  - When is the bomb going to explode? \_\_\_\_\_
  - Where is it located? \_\_\_\_\_
  - What kind of bomb is it? \_\_\_\_\_
  - What does it look like? \_\_\_\_\_
  - Why did you place the bomb? \_\_\_\_\_
- Write down the phone number, if it appears on the caller ID \_\_\_\_\_
- Make a note about:
  - the time and duration of the call. \_\_\_\_\_
  - caller characteristics (male/female, young/old, etc.) \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Notify the following:
  - Addison Police and Fire Protection District (911, state that it is a bomb threat)
  - Administrator

## INTRUDER OR HOSTAGE SITUATION

### General Procedures

- Ask someone to accompany you when approaching an “intruder” (a person who doesn’t look like he/she belongs here). Politely greet the person and identify yourself. Ask, “Can I help you?” and ask him/her the purpose of his/her visit. If the person’s purpose is not legitimate, ask the person to leave. Accompany him/her to the exit. When in doubt, have someone call 911.
- If the person refuses to leave: Warn the person of the consequences for staying on the church property. Inform the person that you will call the police. If the person still refuses to leave, call 911, and give a full description of the person. Walk away from the person if there is an indication of violence. Be aware of the person’s actions (where the person is located in building, if he/she is carrying a weapon, package, or other suspicious object).

### Hostage

- **If you are a witness to a hostage situation,**
  - Don’t intervene if hostage taker is unaware of your presence.
  - Call 911 immediately, give details of situation, and ask for assistance from a hostage negotiation team.
  - Seal off area near the hostage scene.
  - Notify the administrator, who may wish to evacuate the rest of the building, if possible.
  - Give control of scene to police.
- **If you are taken hostage,**
  - Follow instructions of hostage taker.
  - Try not to panic.
  - Treat the person as normally as possible. Be respectful to the person. Ask permission to speak and do not argue or make suggestions.

### Shooting

- If you are outside, go inside the building as soon as possible, assisting others in entering the church building. If you cannot get inside, make yourself as compact as possible, put something between yourself and the shooter. Do not gather in groups.
- If shooting occurs inside the church, direct parishioners to get down, crouching under pews, without talking and remain there until the priest gives an “all-clear.” Assist all parishioners and staff in evacuating from immediate area, as needed, to a safe area.
- Call 911 and give as much detail as possible
- Ushers should assess the situation as to the shooter’s location, any injuries, and potential for additional shooting.
- Care for any injured carefully until Fire Department arrives.

## **GUEST QUICK REFERENCE**

### **EMERGENCY ALARMS**

#### **• Fire Alarm Procedures**

- All guests/parishioners shall stay in a single file while exiting the building.
- There shall be no talking except for instructions.
- Move quickly, but no running.
- Groups are to remain together and shall move to the designated assembly point away from the building in front of the playground.
- Once outside, call 911.
- 911 will contact administrator phone numbers.

#### **• Severe Weather/Tornado**

- Disaster alarm sounds/tornado siren
- Evacuation to the disaster shelter areas should begin at once. All guests and parishioners shall stay in single file and move to assigned area.
- There shall be no talking except for instructions.
- If a tornado hits the church, call 911.
- The administrator is in complete and absolute charge, subject to police and fire officials.
- Group leaders will account for all people in group before being dismissed from the scene by the administrator.

### **MEDICAL CARE**

- When an accident, injury, or illness occurs, the group leader shall provide immediate care.
- If the situation is severe, call 911.
- Every effort should be made to contact the parent or family
- Contact the Business Manager John Kondracki at 630-628-0900 x103.
- An Accident Report form shall be completed for all accidents involving injuries.

### **BLOODBORNE PATHOGENS**

- All blood spills should be treated as if contaminated blood is present.
- Contact the Business Manager John Kondracki at 630-628-0900 x103.

### **UTILITY EMERGENCIES**

**Calling 911 is to notify all public safety departments of the issue.**

#### **• Gas Leak**

- Make sure everyone is safe. Clear the immediate area (if necessary evacuate the building if necessary by pulling the alarm).
- If the building is evacuated, move everyone at least 50 yards from the building. Move further if the odor is outside also.
- Call 911
- Call Nicor Gas at 888-642-6748

- **Power Failure**

- Make sure everyone is safe.
- Call Commonwealth Edison at 800-334-7661
- Call 911

- **Water Failure**

- Make sure everyone is safe.
- Contact the Village of Addison Water Department at 630-620-2020
- Call 911

## **ANIMAL OR INSECT INFESTATION**

- **Animal Problem**

- Make sure that everyone is safe.
- Call 911 and report problem. Be sure to tell that the problem is with an animal and the type of animal.

- **Insect Problem**

- Make sure that everyone is safe.
- Isolate the area involved.
- Call 911