**IMMACULATE CONCEPTION CATHOLIC CHURCH**

**EMERGENCY RESPONSE PLAN**

Immaculate Conception Catholic Church Emergency Response Plan

The Emergency Response Plan was developed in accordance with general safety concerns and the need to have an orderly evacuation of the Immaculate Conception Catholic Church in the event of an emergency. The intent of this plan is to establish procedures for responding to a fire, severe weather or other circumstances endangering the safety of staff, parishioners, and visitors. This plan requires the involvement and responsibility of everyone to safely cope with all foreseeable emergency situations. Individuals should not attempt to handle any emergency by themselves.

This plan will be provided to each staff member and parishioner and a summary of the plan will be conspicuously posted for visitors in the building.

The current illustrated floor plans of the Immaculate Conception Church are posted at the main entrance on the first floor and in the basement.

The floor plans identify:

* Stairwell locations on each floor.
* Fire Alarms
* The locations of fire extinguishers. ONLY trained personnel should use fire extinguishers.
* The primary exit paths from all areas of the building to designated stairwell.

### EXITING THE BUILDING

At the sound of the alarm, a public announcement, or at the first awareness of an emergency, follow the steps identified in the evacuation procedures.

**ACTIVATE** **THE INTERNAL ALARM SYSTEM.**

Alarms are located at every stairwell, and every door exiting the building. Do not attempt to handle the situation yourself. ACTIVATE the alarm and LEAVE the building. **DO NOT USE THE ELEVATOR**.

**PERSONAL BELONGINGS**

If personal belongings (purse, coat, etc.) are easily and quickly available, take them with you as you proceed along the designated evacuation route. **DO NOT RETURN TO GET YOUR PERSONAL BELONGINGS.**

**PEOPLE WITH DISABILITIES**

People with disabilities that prevent them from evacuating the building should report with their buddy to the **Front/East** stairwell and should remain there. Emergency response personnel will be informed of the location of all persons awaiting evacuation and will evacuate the front stairwell if these people are in danger. *(If the front/east stairwell is filled with smoke/fire, everyone reports to the West Stairwell).*

**EXITING THE BUILDING**

**USE THE STAIRS** - Do not waste time turning off equipment or collecting papers. Remain calm. Feel doors (with the back of your hand) to see if they are hot before opening them. If smoke is present, crawl low where the air is fresh and cooler. If the nearest stairwell for exiting the building is blocked or contains fire/smoke, close the door to the stairwell and go to another stairwell to leave the building. After you exit the building walk a safe distance from the building. No one should re-enter the building after evacuation without the Fire Department approval.

**IF UNABLE TO EXIT THE BUILDING**

If you encounter smoke or fire while exiting the building and are unable to evacuate using another stairwell, look for a safe area to take refuge away from flames and smoke where rescue personnel can most easily locate you. **STAY CALM.**

**A refuge area may include:** A room or office with an outside window and/or a telephone located far from the incident (fire or other emergency). Let the emergency personnel know such as the St. Croix County Communications Center via 911.

If possible, obtain materials to seal smoke out of the room, i.e., curtains, paper toweling, carpet or clothing. Soak these materials with water from drinking fountains, kitchenettes or rest rooms and use to seal any cracks, vents, etc. where smoke could enter. Feel walls and doors with the back of your hand to see if they are warm before moving to another area, the warmer they are, the closer the fire may be. Monitor the smoke conditions in the room.

If, despite your efforts, smoke fills the room, stay as low to the floor as possible. **Don't panic. Stay calm.**

**LAST PERSON OUT**

The last person out of an area should close the doors behind them as they leave the area or building. **DO NOT LOCK** or block open any doors.

**REPORT TO DESIGNATED EVACUATION SITE**

Once you have left the building, follow your area’s designated route and report to the designated evacuation site immediately. The sites are located as identified on the Evacuation Site List and Map.

**EVACUATION AREAS**

Purpose: Establish evacuation guidelines for the protection of life, prevention of serious injuries, and the disruption of activities at Immaculate Conception Church.

Decision: The decision to evacuate will be based on the conditions existing. The following conditions, or others, might cause the decision to evacuate:

* Smoke
* Fire
* Bomb threat
* Explosion

Signal to Evacuate

The signal to evacuate will be passed using the building paging system and/or word of mouth.

Evacuation Procedures

In the event evacuation is called for, the following actions will be taken:

1. The signal for facility evacuation will be sounded.
2. No further entry of visitors will be permitted.

All personnel and visitors will immediately leave through the designated exits.

1. No persons shall remain inside or re-enter the facility. .
2. **Any time Immaculate Conception Church is evacuated, the re-assembly area will be the main parking lot area located next to the school.**

In the event of an evacuation, all persons should leave the building by the closest exit and report to the re-assembly lot area where they will be accounted for by a fellow parishioner via the buddy system.

1. No attempt to find unaccounted for missing parishioners, staff or visitors will involve endangering lives of others.
2. After the evacuation “All Clear” signal is given, report any problems, which occurred during the evacuation, so that they may be corrected.

Evacuation Testing

Evacuation drills may be held to practice these procedures and should be treated with the same seriousness as an actual emergency.

Parishioners, visitors, and staff are to remain at their Evacuation Site area until the Public Safety personnel provide an all clear signal for employees to re-enter the building.

#### ADDITIONAL INFORMATION

**EVACUATION DRILLS & EMERGENCIES**

Evacuation drills will be conducted periodically at the discretion of parish staff. A minimum of one evacuation drill will be held per calendar year. The purpose of the evacuation drill is to prepare and provide practice for parishioners and staff on the evacuation procedures. Each drill will be evaluated by parish staff to determine if there are areas of needed improvement.

Parish staff will schedule the evacuation drills. **ALL** persons within the church are required to leave the building at the sound of alarms. In instances where an announcement over the public address system has been provided, follow the announcer’s instructions. Emergency situations cannot be scheduled, so when the alarm is sounded, **ALL** staff, parishioners, and visitors are required to leave the building immediately (except people with disabilities that prevent them from evacuating).

After any evacuation has been completed, the parish staff will give the **"All Clear"** to return to the church site. In the event of an actual emergency, the Fire Department will determine when re-entry to the building is possible and will inform the parish staff.

**MAINTENANCE OF EMERGENCY EQUIPMENT**

It will be the responsibility of the parish staff to report equipment failure or needs to the Maintenance person. The maintenance person will coordinate with the appropriate personnel who will work to ensure that:

* All exit signs and emergency lighting are maintained and in good working order.
* Building is promptly evacuated.
* Fire exit doors are always in working order and unobstructed.

**REPORTING UNSAFE CONDITIONS**

**ALL parish staff** should report unsafe conditions (such as snow, ice, and other objects that interfere with the opening of exit doors, bad lighting, damaged fire extinguishers, etc.) to a parish maintenance person.

**PERIODIC REVIEW AND UPDATE OF EMERGENCY RESPONSE PLAN**

The Emergency Response Plan should be reviewed and updated annually. Items taken into consideration will include (but are not limited to) changes in the building such as remodeling or construction, and changes in parish staff

FIRST AID AND EMERGENCY CARE

**DEFINITION**

First Aid is defined as “the immediate and temporary care given to the victim of an accident or sudden illness until other medical services can be obtained.”

# OBJECTIVES

The primary objectives of a well-designed First Aid program include:

* Reducing pain and suffering.
* Controlling shock or hemorrhage.
* Controlling the injury to keep it from worsening until emergency care personnel arrive.
* Staying calm.

**ADMINISTRATION OF FIRST AID:**

Anyone who has First Aid/CPR training and feels comfortable in giving First Aid/CPR may do so. Anyone willing to assist an individual in need may also do so.

**GOOD SAMARITAN LAW**

The Good Samaritan Law, Section 895.48(1), Stats., applies to employees administering First Aid or CPR to a co-worker or member of the public. It states:

Any person who renders emergency care at the scene of any emergency or accident in good faith shall be immune from civil liability for his or her acts or omissions in rendering such emergency care. This immunity does not extend when employees trained in health care, or health care professionals, render emergency care for compensation and within the scope of their usual and customary employment or practice at a hospital or other institution equipped with hospital facilities, at the scene of any emergency or accident, in route to a hospital or other institution equipped with hospital facilities or at a physician’s office.

**EQUIPMENT AND SUPPLIES:**

Completely stocked First Aid/Bio-Hazard kits should be placed so that they are immediately available to all employees. Maintenance of the kits will be an assigned responsibility of the parish maintenance person.

EMERGENCY ALERT SYSTEMS/SIRENS & PUBLIC BROADCASTING SYSTEMS

**SEVERE WEATHER PROCEDURES**

# SHELTERED AREAS

In the event parishioners, staff and visitors at Immaculate Conception Church are required to seek shelter due to severe weather, an announcement will be made through the building using the Paging System.

If severe weather/tornado requires evacuation of the work areas, all staff shall seek shelter in the basement. The basement will provide the most protection within the building. Caution should be exercised when moving to this location to ensure that all staff has minimum exposure to exterior and interior glass windows. Do not leave the building until the storm has passed.

Floor plans provide guidance to the recommended location for each floor. The floor plans will layout the route and locations to the selected safe areas within your section of the building.

Refer to the posted floor plans.

WHEN AN EMPLOYEE HAS BEEN THREATENED

**If a parishioner, staff member, or visitor has been threatened at the church, they should contact the appropriate Law Enforcement Agency to report the incident.**

ACTIVE VIOLENT BEHAVIOR IN THE BUILDING

**When an individual attempts to actively inflict bodily harm to others or themselves by use of a weapon (firearm, knife, hands, or explosive device):**

* **Immediately leave the area if you can do so.**
* **If you cannot immediately leave the area put as many walls, doors and obstacles between yourself and the perpetrator as possible.**
* **Hide out in an area that is out of view of the perpetrator.**
* **Call 911 or local law enforcement as soon as you are safely able to do so.**
* **Attempt to disarm the perpetrator only as a last resort.**

BOMB THREAT POLICY

The purpose of this directive is to outline the steps that should be followed in case of a bomb threat. **Emergency evacuation procedures for bomb threats will follow the Emergency Evacuation Plan.**

When a bomb threats occurs:

* The staff member who receives the bomb threat should contact the St. Croix County Communications Center – 911 and relay all the pertinent information.
* The staff member will work with law enforcement to determine the appropriate next steps (i.e.: evacuation, searches, further notification).

ENERGY BROWNOUT or BLACKOUT

**WHEN THERE IS A PUBLIC APPEAL FOR A CONCERTED ENERGY REDUCTION EFFORT DUE TO ENERGY SHORTAGES**

BUILDING OCCUPANTS AND PARISH STAFF WILL:

* Save files and power down computers and systems not in use.
* Shut down all NON-essential activities and turn off ALL NON-essential electrical items.
* Minimize the use of appliances (i.e.: refrigerators, freezers, fans, etc.).

**WHEN THERE IS A BLACKOUT OR BROWNOUT – SCHEDULED OR NOT**

BUILDING OCCUPANTS WILL:

* Save files and power down computers and systems prior to the blackout.
* Turn office equipment and light switches OFF.
* After power is restored, turn equipment back on in staggered manner (instructions will be given over the public address system).
* Check all equipment for malfunctions and report to supervisor.

Work on tasks such as filing, record keeping or other manual system activities, while the power is out if not involved with other essential shut down/startup operations.

Parrish Staff will:

* Communicate to designated building occupant contacts when the impending blackout will occur.
* Place signs at entrances indicating that elevators are not available and that the building is blacked-out.
* Turn off ALL building electrical equipment, if possible, a few minutes before the blackout occurs.
* In particular, manually disconnect all large electrical loads before shut down.
* When power is restored, there may be reoccurrences or “blinks” as circuits are re-energized. Therefore all equipment will be turned off before and during the outage.
* Stagger the re-energizing of loads to prevent “slugging.” This will require doing it manually or with the computerized Building Management system.
* Check to see that all equipment works properly before starting the next piece of equipment.

When electrical service is interrupted there is limited emergency generator power available.

It is anticipated in most cases that advance notice will be given before a planned blackout will occur. Parishioners and staff with disabilities that limit their mobility should be moved stay on the ground floor.

A blackout will also cause the shutdown of ventilation and air conditioning systems, which may cause some discomfort for some employees. Employees with respiratory problems should be made aware that the Heating, Ventilation, Air Conditioning (HVAC) systems will not be in operation during a blackout.

**When the energy emergency is over, an announcement will be made.**

Safety Supervisor

ADMINISTRATIVE RESPONSIBILITIES

Provide information in this Plan on Drills and Emergency Evacuations to Parishioners and staff.

Attend applicable training.

Assure that updated evacuation floor plans are conspicuously displayed.

Confirm that locations of Fire Extinguishers, First Aid kits, Biohazard kits, Fire alarms and all Fire Exits are included on the floor plan.

Report safety related issues or concerns to your appropriate Safety Committee member or to the Parrish Council.

Report all non-functioning EXIT lights to FRW Maintenance.

Know the locations of the following:

* Fire Exits
* Fire Extinguishers
* Fire alarms
* First Aid kit
* Bio-hazard kit

Assure that all First Aid and Biohazard kits are fully stocked and accessible.

Assure that parish staff are made aware of the locations of these kits.

**DUTIES DURING DRILLS AND/OR EVACUATIONS**

* Assure that parish staff and visitors evacuate when the alarm sounds or announcement is made to evacuate or report to a safe location during a Severe Weather/Tornado Warning.
* Wear a safety vest and ID badge during drills and evacuations.
* Check restrooms, conference rooms, enclosed rooms/offices.
* Assist visitors out of the building.
* Close fire doors and all doors behind you.

Will report the location of anyone left in the stairwell.

Will advise the location and description of the emergency if they are aware of it.

The Parish Staff (or an appointed individual) serves as the liaison between the New Richmond Fire Department and the New Richmond Police Department during a building evacuation.

Immaculate Conception Church Lockdown Procedure Checklist

**Parish Staff RESPONSIBILITIES:**

Incident:

Date/Time Notified:

* **Verify if building remains open to public**
* YES, open
* No, closed
* **Ensure that the doors are locked as called for in your plans.**
* **Ensure that someone is assigned to checking 100% of the public (and everyone else) as they enter the facility during a lockdown for suspicious behavior and suspicious packages. As well as checking staff that they have proper photo ID. as outlined in your security plan.**
* Verify location of *limited* building access door per your plan. Change signs and messages accordingly.
* **Building is open to the public**, put up on appropriate exterior door(s). SIGN 1 reads: “NO ENTRY OR EXIT AT THIS DOOR – All visitors must enter and exit only at the front lobby entrance. All staff must enter and exit at the back-office entrance”
* Ensure that your signs give clear direction to staff and customers as to what doors to use to enter the building.
* **Send email to building staff incident and lockdown status.**
* **Be sure to:**
* Identify pedestrian entry and exit door(s) and provide Photo ID reminder.
* Identify that the building is open to the public and visitors.
* Identify that the building is staffed (if applicable).
* Caution that changes could happen without further notice.
* Create message on Word document, noting date and time posted.
* Retain message text for future reference/update.
* **If appropriate:**
* Hold a meeting of the parish staff to:
* Share additional information
* Request that they review the action steps to take for the highest security condition level and solicit their assistance in initiating and implementing the new security condition level procedures for lockdown of the facility.
* Remind them to report suspicious persons, items and activities.

**ADDITIONALLY**

* Designated parish staff member is to oversee deployment of **pre-determined door monitor**.Your building plan should already have a door monitor coverage plan outlined (if applicable).
* Determine level of door monitor coverage. Ensure that parking areas are monitored
* Assigned door monitor checks all exterior doors.
* Designated parish staff member is to provide direction to office staff.
* **Email staff**, and parish council members of status to reflect condition status and actions to be taken for the current Alert). Caution that changes could happen without further notice.
* Email to:
* Your building Staff
* Retain message text for future reference/update.

**Report** significant incidents/issues to the New Richmond Police Department.

* **When lockdown is ended, the designated parish staff member will:**
* Notify and request that all staff and parish council members review the action steps to take for the lower security condition level and initiate and implement the new security condition level procedures for the reduced Alert status of the parish and notify the New Richmond Police Department reduced Alert status via email and telephonic communications.
* Send email to parish staff and parish council building staff and supervisors announcing change from lockdown status to reduced status. Make notifications as necessary to applicable persons.
* **Door Monitor** is to oversee re-deployment of door monitors.
* **Reopen** **pedestrian entry** and exit door(s) and provide Photo ID reminder.
* Identify that the parish is open to the public and visitors.
* Remind staff to continue to be vigilant and report suspicious persons, items and activities.
* Caution that changes could happen without further notice.

**Additional Pandemic Continuity Responsibilities**

1. Be responsible to implement social distancing, hygiene and infection control protocols specified in the Pandemic Continuity Site Implementation Checklist (yet to be developed) and/or State Action Messages.
2. Be responsible for completing a daily morning report reporting on the number of employees not present and any issues or problems with service delivery.

**Additional Future Continuity Responsibilities**

1. This is to include designating a primary and secondary evacuation site if the building is evacuated and safe shelter areas for tornados or severe storms.