

EMERGENCY OPERATIONS PLAN

SACRED HEART CATHOLIC CHURCH

101 WAUGH STREET
COLUMBIA, MISSOURI 65201

DEVELOPED BY:
EMERGENCY PREPAREDNESS COMMITTEE
OF SACRED HEART CATHOLIC CHURCH

May 2016

TABLE OF CONTENTS

Introduction	5
Methodology	6
I. Purposes and Objectives	7
II. General Roles and Responsibilities	8
III. Procedures for Reporting a Fire	9
IIIA. Fire Emergency Action Placard	10
IV. Fire Roles and Responsibilities	11
V. Medical Emergency Procedures	15
VI. Medical Emergency Roles and Responsibilities	16
VII. Severe Weather	18
VIII. Active Shooter – Intruder	19
VIII.A. Active Shooter Action Placard	21
IX. Bomb Threat	22
X. Earthquake	24
XI. Natural Gas Emergency	26
XII. Environmental Emergency	28
XIII. Water Leaks	29
XIV. Flood	31
XV. Power Failure	32
XVI. Records Retention	33
XVII. Support Equipment	34
Attachment A. Emergency Preparedness Team Members	35
Attachment B. Evacuation Rally Points – Shelter	36
Emergency Contact Numbers	37
Glossary of Terms	38

INTRODUCTION

History

The Health Ministry Committee under the direction of the Social Concerns Commission had, for a number of years, been discussing safety concerns of the parish and its parishioners, specifically regarding medical emergencies. The possibility of obtaining an Automated External Defibrillator (AED) had been discussed by the Priests, Parish Councils, and the Commission. As years passed, the Joplin tornado of 2011 occurred and incidents of violence in public places, schools, and church began to proliferate. The Health Ministry committee recognized their planning should include not only the Sacred Heart Campus but also parish families to assist them in preventing potential property damage, injuries, and the impact of these events.

In the Spring of 2015, Judy Barnes of the Health Ministry Committee wrote a proposal which was approved by the committee and the Parish Council to research and implement an emergency operations plan for the parish.

Contact was made with public safety agencies in Columbia, other area churches who had experience in emergency planning, and Our Lady of Lourdes parish who had a plan in place that was developed with the assistance of Catholic Charities of Missouri. After this research was conducted and with input from the parishioners who were involved in past discussions, an emergency planning committee of parishioners with the required experience and knowledge was formed.

Judy Barnes, Glenda Kelly, Kirk Hankins, Doug Clawson, Dave McIntoch, Charlene Jayamane, Keith Miller, Richard Heimburger, Dian Kittle, BJ Rodeman, Laura Crouch, Sarah Eber, Cyndy Chapman, Charlie Ochoa, Frank Appelgate, Joanna Guzman, Lupe Ortiz, John Schmitz, Matt Higgins, Gary Naugle, Rose Caubet, the office staff, Father Francis Doyle, Sister Mary Clare Fichtner, Beth Pike-Cunningham and Chris Vitt, agreed to serve on the emergency planning committee.

The Knights of Columbus assisted the emergency planning committee through sponsorship of a stakeholder informational gathering.

As a result of the first committee meeting on April 25th, 2015, two AEDs have been installed on campus. The AEDs are located in the church and activity building. First aid kits have been updated, fire escape placards for all campus buildings have been updated and posted, renovations to the rear door of the activity building (fire escape door) undertaken, informational training conducted, and education building fire escape drill conducted. Work continues on AED and cardiopulmonary resuscitation (CPR) training, emergency quick reference guides, emergency instruction pew cards, and tool kits for parishioners who will have a specific role during any emergency event.

The consensus protocols within this plan are specific to the Sacred Heart Parish Campus; however, they are capable of being adapted by parishioners for use in their own homes and daily life.

Methodology

One of the committee's first tasks was to identify individuals within the parish who had specific knowledge and experience in emergency response protocols to include public safety personnel, medical professionals, and structural experts. Some of the parishioners that agreed to serve had been or continue to be employed as fire fighters, police officers, doctors, nurses, emergency medical technicians, hazardous device/bomb technicians, urban search and rescue team members, fire consultants, construction personnel, teachers, and clergy.

Outside expertise and consulting was provided by Sgt. Hestir of the Columbia Police Department, Marina Pounds of Boone County Emergency Management, and Chief Tim Bach of the Columbia Fire Department.

Referenced sources include resources from the National Fire Protection Association (NFPA) Life Safety Code and other NFPA Codes; Federal Emergency Management Agency; Department of Homeland Security; Bureau of Alcohol, Tobacco and Firearms; and the Center for Disease Control.

Ms. Aren Koenig, Community Preparedness and Resiliency Project Manager for Catholic Charities of Missouri, provided valuable assistance to the committee through her participation to include guidance, development, technical review, and support to committee projects.

Training was developed for the emergency procedures outlined in the Emergency Operations Plan, AED and CPR protocols, and evacuation drills.

An examination of the campus was conducted to identify deficiencies, short comings, improvements and modernization of the existing facilities and procedures. Recommendations were made to address some immediate concerns and for future considerations.

The Emergency Operations Plan will be reviewed annually for compliance to current codes and conditions with additions and updates made as required. Approval by the Parish council should be requested when any changes are made to the document.

I. Purpose and Objectives

Purpose:

To establish procedures for the safety and security for all staff, parishioners and guests of Sacred Heart Catholic Church during emergency situations.

This plan establishes general operating goals, guidelines, and procedures for hazards and emergencies within the parish campus. The contents of this plan shall not limit the use of experience, good judgement, and common sense, discretion, flexibility, and ingenuity to adapt to any type of emergency or disaster and the complexities which exist under emergency conditions.

Objectives:

1. To minimize and/or prevent injury and property damage in the buildings, parking, and immediate outside areas of Sacred Heart Catholic Church.
2. To provide proper education as part of a continuing training program for occupants, parish staff, volunteers, and parishioners in regards to emergency situations that may occur at Sacred Heart Catholic Church, including, but not limited to; fire, active intruder situations, medical emergencies, severe weather, civil disturbance, earthquake, etc.
3. To establish procedures for prompt reporting of fire, the proper response to fire alarms, the immediate initiation of fire safety procedures, the containment and extinguishment of fire (if safely possible) until the arrival of the fire department.
4. To establish prompt reporting of medical emergencies and initiating emergency medical procedures.
5. To establish proper emergency procedures to intruders, active shooters, bomb threats, and other criminal activities.
6. To establish proper emergency procedures for incidents of severe weather.
7. To establish proper emergency procedures in regards to earthquake, natural gas and environmental emergencies, water leaks, flooding, and power failures.

II. GENERAL ROLES AND RESPONSIBILITIES

This Emergency Operations Plan is applicable to all buildings on the Sacred Heart Catholic Church campus and will be activated by designated leadership within Sacred Heart Catholic Church per the roles and responsibilities as outlined below.

A. Emergency Planning Team

The Emergency Planning Team, hereinafter known as, "EPT":

1. Composition of the EPT will include, but not be limited to, Parish Priest/Deacon, one parish staff representative, at least one parishioner familiar with public safety issues, at least one parishioner familiar with medical issues, and any others the Parish Council may deem necessary
2. Will be responsible for developing and maintaining the Emergency Operations Plan and other planning documents as deemed necessary,
3. Will ensure staff, responsible parties and occupants are informed of the plan and trained on its implementation and procedures in response to emergencies.
4. Will ensure required compliance in regards to City Fire Codes;
5. Will ensure emergency supplies (e.g., fire alarms, extinguishers, Automated External Defibrillators, exit lighting, etc.) are in working order and maintained.
6. Will assist in required training of parish staff and parishioners, and other duties that may be requested or required.
7. Will develop, distribute, and post emergency placards in highly visible areas throughout the campus.
8. Will arrange for Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), fire extinguisher, and other training events related to the Emergency Operations Plan.
9. Will coordinate emergency drills as needed (i.e., evacuation drills, shelter in place drills, intruder drills, etc.).

B. Parish Staff, Priest, & Deacons

1. Will coordinate response to emergency events during parish office business hours and after hours by ensuring proper notification is made to first responders, other staff members and occupants of the buildings.
2. Will supervise evacuation to the rally point and provide assistance as required to first responders.
3. Ensure that event leaders using Parish facilities (weddings, receptions, committee meetings, day care, social events, etc.) are informed of the emergency procedures contained in the Emergency Operations Plan.
4. Make available to first responders keys to the affected buildings, copy of Emergency Operations Plan containing floor plans to the affected building.
5. Provide assistance to first responders when requested.

III. Procedures for Reporting a Fire

If you discover a fire, or if you see or smell smoke which indicates the presence of fire, **report it immediately**.

Emergency professionals should be informed of an emergency by utilizing the following methods:

- A. Activate the manual Fire Alarm Pull Station closest to you.

EVACUATION IS TO BEGIN IMMEDIATELY UPON ACTIVATION OF THE FIRE ALARM SYSTEM

- B. Dial 911 immediately and report: "There is a fire on the _____ floor of the _____ at (give address)".
- a. Sacred Heart Church, 101 Waugh Street
 - b. Activity building, 103 Waugh Street
 - c. Office Building, 105 Waugh Street
 - d. Education Building, 107 Waugh Street
- C. Inform 911 that a Knox Box is located on the West side of the Office Building. Keys to all buildings on campus are inside the box.

- D. Once you have reported the fire, evacuate all floors immediately and close but do not lock all interior doors.
- E. Alert the person in charge of the function and all occupants of the building.
- F. Evacuate the building according to the escape routes on the posted evacuation card to the designated assembly area, as indicated in Attachment B. Remain at this point until the emergency is over.

DO NOT ATTEMPT TO EXTINGUISH A FIRE YOURSELF UNTIL AN ALARM AND/OR 911 HAS BEEN ALERTED.

DO NOT RE-ENTER THE BUILDING UNTIL GIVEN PERMISSION BY THE FIRE DEPARTMENT.

NOTE: Persons with mobility or functional needs (physically impaired, heart conditions, visually and audibly challenged, pregnancy, and those with broken limbs) should be assisted by at least 2 attendants per person, when possible.

III.A. FIRE EMERGENCY ACTION PLACARD

If you discover a Fire, See or Smell Smoke- RACE

- R- **Rescue** persons in immediate danger, if you can safely do so.
- A- **Activate** fire alarms by pulling the nearest fire alarm pull station and call the fire department at 9-1-1.
- C- **Contain** fire and smoke by closing as many doors to the fire area as possible.
- E- **Evacuate** immediately all persons to the assembly area.

Extinguish with portable fire extinguisher only if the evacuation has already begun, the fire department has been already called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

IV. FIRE ROLES AND RESPONSIBILITIES

A. Parish Staff, Priest, and Deacons

1. Will be Emergency Response Coordinators for the parish campus when no Mass or special events are being held.
2. Will ensure 9-1-1 has been called when a fire occurs.
3. Will know the locations of fire alarm pull stations
4. Will activate fire alarm, if available, during a fire emergency.
5. Will initiate and assist with directing evacuees to designated rally point, as indicated in Attachment, until notified safe to return by first responders.
6. Will provide assistance to first responders.

B. Director of Worship-Church

1. Will be the Emergency Response Coordinator in church during Mass. They will ensure that the Hospitality Ministers are aware of the proper response to fire emergency situations that may occur during services.
2. Will ensure 9-1-1 has been called when a fire has occurred.
3. Will know the locations of fire alarm pull station
4. Will activate fire alarm, if available, during a fire emergency.
5. Will initiate and assist with directing evacuees to designated rally point, as indicated in Attachment, and ensure evacuees remain there until notified by responding public safety personnel it is safe to leave or return to the church.
 - a. Persons with access and/or functional needs may require additional assistance. Individuals with access and functional needs may include children and adults who have physical, sensory, behavioral health, cognitive and/or intellectual disabilities affecting their ability to function independently without support services. Additionally, women in late stage of pregnancy, individuals who are deaf or hard of hearing,

individuals who have low visibility, etc. may also benefit from additional assistance and/or support services.

b. When possible, two attendants should offer assistance to persons with access and/or functional needs during emergencies

6. Will advise evacuees to follow instructions and seek assistance of Hospitality Ministers who will be wearing colored safety vests.

7. Be familiar with the Emergency Operations Plan.

C. Hospitality Ministers-Church

1. Will be familiar with the Emergency Operations Plan.

2. Will pre-identify physicians, nurses, any public safety individuals that may be in attendance during Mass that could provide assistance in an emergency.

3. Will ensure 9-1-1 has been notified in an emergency.

4. Will know the locations of fire alarm pull station

5. Will activate fire alarm, if available, in an emergency.

6. Will don safety vest, if readily available, during emergency situations

7. Will initiate and assist with directing evacuees to designated rally point, as indicated in Attachment, ensure they remain there until notified by responding public safety personnel it is safe to leave or return to the church.

a. Persons with access and/or functional needs may require additional assistance. Individuals with access and functional needs may include children and adults who have physical, sensory, behavioral health, cognitive and/or intellectual disabilities affecting their ability to function independently without support services. Additionally, women in late stage of pregnancy, individuals who are deaf or hard of hearing, individuals who have low visibility, etc. may also benefit from additional assistance and/or support services.

- b. When possible, two attendants should offer assistance to persons with access and/or functional needs during emergencies
- 8. Will conduct a search of church, if safe to do so, to ensure all occupants have been evacuated.
- 9. Will close all doors and windows but do not lock if safe to do so, after evacuation.
- 10. Will provide assistance to first responders when requested.

D. Child Care Coordinator- Activity building

- 1. Will be familiar with the Emergency Operations Plan.
- 2. Will ensure 9-1-1 has been notified in an emergency.
- 3. Will know the locations of alarm pull station.
- 4. Will activate fire alarm, if available, in an emergency.
- 5. Will obtain assistance for help in evacuating occupants.
 - a. Children may need additional assistance in order to safely evacuate in the event of an emergency; the Child Care Coordinator should ask for assistance from other adults in the area.

E. Education Building-Coordinator and Staff

- 1. Will be familiar with the Emergency Operations Plan.
- 2. Will ensure 9-1-1 has been notified in an emergency.
- 3. Will know the locations of fire alarm pull stations.
- 4. Will activate fire alarm, if available, during an emergency.

5. Will initiate and assist with directing evacuees to designated rally point, as indicated in Attachment, and ensure they remain there until notified by responding public safety personnel it is safe to leave.
6. Once you have reported the fire, evacuate all floors immediately and close but do not lock all interior doors.

F. Event Leader - Activity Building

1. Will be familiar with the Emergency Operations Plan to include fire emergency evacuation plan.
2. Ensure 9-1-1 has been notified in an emergency.
3. Know the location of fire alarm pull stations and active the alarm if available.
4. Close all doors and windows if safe to do so after evacuation.
5. Initiate and assist with directing evacuees to designated rally point, ensure they remain there until notified by responding public safety personnel it is safe to leave or return to the church.
6. Once you have reported the fire, and evacuated the building, close but do not lock all interior doors.

V. MEDICAL EMERGENCY PROCEDURES

NOTE: *Priest and/or Deacon may continue to celebrate the Mass should a medical emergency occur during the Mass.*

1. Individuals who are trained and experienced in the use of an AED and/or CPR should identify themselves to the Director of Worship, Hospitality Minister, Priest, Deacon, or Staff.
2. Immediately notify emergency medical personnel and/or first responders via 9-1-1. Remain calm.
3. Parishioners in the general area of the emergency should remain calm and clear space in order to provide access by first responders to the person(s) in distress.
4. The emergency event leader will designate an individual to be dispatched to the main entry door to direct first responders to the person(s) in distress.
5. Evaluate and assess the person(s) with the assistance of any identified trained medical personnel.
 - a. An AED is available for use by trained personnel.
 - b. A first aid kit is available for use.
6. Move the person(s) in distress only if they are in immediate danger.
7. In the event the emergency occurs during an evacuation, the emergency event leader or trained medical personnel should remain with the person(s) in distress.

VI. MEDICAL ROLES AND RESPONSIBILITIES

A. Director of Worship- Church

1. Ensure 9-1-1 has been notified
2. Be familiar with the location and operation of AED(s), CPR protocol, first aid kit, and the emergency response protocol.

B. Hospitality Ministers- Church

1. Ensure 9-1-1 has been notified.
2. Be familiar with the location and operation of AED(s). CPR protocol, first aid kit, and the emergency response protocol.
3. Provide assistance to Child Care coordinator when called for assistance.

C. Event Leader- Activity Building

1. Ensure 9-1-1 has been notified.
2. Be familiar with the location and operation of AED(s), CPR protocol, first aid kit, and the emergency response protocol.

D. Child Care Coordinator- Activity Building

1. Remain calm and assess the situation.
2. Ensure 9-1-1 has been notified.
3. Notify Hospitality ministers of the emergency
 - a. Notify parent/guardian if the victim is a minor
 - b. Request assistance of any identified trained medical personnel in attendance at Mass
4. Be familiar with the location and operation of AED(s), CPR protocol, first aid kit, and the emergency response protocol.

E. Education Building Coordinator and Staff

1. Remain calm and assess the situation.
2. Ensure 9-1-1 has been notified.
3. Notify Hospitality ministers of the emergency
 - a. Notify parent/guardian if victim is a minor
 - b. Transport AED or First Aid kit, if needed
 - c. Request assistance of any identified trained medical personnel in attendance at Mass
4. Be familiar with the location and operation of AED(s), CPR protocol, first aid kit, and the emergency response protocol.

VII. SEVERE WEATHER

NOTE: *Priest and/or Deacon may continue to celebrate the Mass should a severe weather event occur during the Mass.*

Weather emergencies can be unpredictable. Please use your best judgment if you choose to evacuate the church to a designated safe area on campus.

In the event a severe weather emergency or other activation of the county emergency warning siren:

1. Listen to the instructions issued by the Priest during Mass.
2. Should you decide to evacuate the church, the closest recommended shelters are:
 - Activity building
 - Education building basement
3. Consider assisting others who choose to evacuate.
4. Stay away from exterior walls, windows, halls, and doors.
5. Do not block stairs or hallways.
6. Remain calm; expect dust and other particulate matter to enter shelter in the event of high wind speeds.
7. Stay in shelter until all clear has been given

VIII. ACTIVE SHOOTER - INTRUDER

PROFILE OF AN ACTIVE SHOOTER

(Source: US Dept. of Homeland Security)

An Active Shooter/Intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

- A. RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe

- B. HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement:
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible
- Remain calm

- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

C. FIGHT: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

VIIIA. ACTIVE SHOOTER EMERGENCY ACTION PLACARD

ALICE

During trainings provided by the Columbia Police Department, parishioners will learn the following acronym as a reminder of the steps to take upon identifying an active intruder scenario:

A lert	Announce situation to others (e.g., “There is a man with a gun in the back of the church”)
L ockdown	Secure doors to contain the situation
I nform	Tell people what is happening
C ounter	Fight back
E vacuate	Leave the area if possible.

IX. BOMB THREAT

(Source: BATF and Bomb Date Center)

Bomb threats are delivered in a variety of ways. Generally, most threats are called in to the target. Occasionally calls are made by a third party. Sometimes a threat is communicated in writing, by use of social networks, or recording.

Communicating the threat to the target is made because:

- Caller has definite knowledge of the bomb
- Caller wishes to minimize injury or property damage
- Caller may have placed the device or has become aware of the information

Common motive/reason for the threat or device are:

- Caller wants to create an atmosphere of anxiety or panic
- Caller wants to disrupt normal activities at the target location

Responding to Bomb Threat

A. Receiving the Call

1. If possible, have a second individual listen in on call
2. Remain calm
3. Try to keep caller on the line and engaged in conversation
 - a. Ask them to repeat the message
 - b. Record the call if possible
 - c. Ask for location and time of detonation of bomb
 - d. Advise them the building is occupied and death or injury would result due to detonation of the bomb
 - e. Listen for background noises
 - f. Listen closely to the voice
 - g. After hang-up report to designated Parish official
 - h. Report to 9-1-1 immediately
4. Use the Bomb Threat Checklist (keep near the phones) to question the caller
 - a. Immediately after reporting to 9-1-1, fill out the bomb threat checklist and give to responding officials
 - b. If second individual listened in to call, have them complete a separate checklist

B. Suspicious Package

1. Letter and Package bomb Indicators
 - a. Excessive postage
 - b. Incorrect titles
 - c. Titles but no names
 - d. Misspellings of common words
 - e. Oily stains or discolorations
 - f. No return address
 - g. Excessive weight
 - h. Rigid envelope
 - i. Lopsided or uneven envelope
 - j. Protruding wires or tinfoil
 - k. Visual distractions
 - l. Foreign mail, air mail and special delivery
 - m. Restrictive markings
 - Confidential
 - Personal. etc.
 - n. Handwritten or poorly typed addresses
 - o. Excessive securing materials
 - Masking tape
 - String, etc.
2. Refer to Suspicious Package Alert and Placard for additional indicators.
3. Do not open letter or package
4. Immediately notify Parish official and 9-1-1
5. Place the item in an unoccupied area.

X. **EARTHQUAKE**

(Source: Federal Emergency Management Agency (FEMA) and Centers for Disease Control and Prevention (CDC))

When an earthquake occurs the ground will shake noticeably for a relatively short period of time. The quake may start out small and intensify during its life cycle. After the initial motion is felt there may be a temporary decrease in the shaking motion followed by another shock. Expect electrical service and lights to go out, fire alarms and sprinklers to activate, automobile alarms to sound, and noises from breaking glass, cracking and collapsed walls. Hazards from falling objects, flooding from broken water lines, and fire from gas leaks of broken pipes may and often do occur. Most earthquake related injuries and deaths are caused by falling or flying objects or by being knocked to the ground.

A. **Indoor Response to Earthquake**

1. Do not run outside or to other rooms during the shaking.
2. **Drop** down onto your hands or knees before the earthquake knocks you down.
3. **Cover** your head and neck (and you entire body if possible) under a sturdy table, desk, pew, or other object. (If there is no shelter available, get down next to an interior wall or next to low-lying furniture that will not fall on you, and cover your head and neck with arms.)
4. **Hold On** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
5. Do Not stand in a doorway.
6. Do not rush to doorways, stairs or other egress points.

B. **Outside Response to Earthquake**

1. If you are outside, stay outside.
2. Stay away from exterior walls of buildings.
3. Stay away from utility wires, sinkholes, and fuel and gas lines.
4. Once you are in the open, get down low (to avoid being knocked down by the strong shaking) and stay there until the shaking stops.

C. After the Earthquake

There may be considerable damage after the shaking has stopped and injured people. Remain calm, assess your personal situation. The first priority is to assist those that are injured and in need of medical assistance. The second priority is to reduce the risk of fire.

1. Provide first aid to those in need and notify 9-1-1.
2. Immediately extinguish any fires if it is safe to do so.
3. Check for fire and collapse hazards.
4. Check for damage to utilities and appliances.
5. Shut off electrical, fuel gas, and water lines.
6. Do not operate electrical switches or appliances.
7. If fuel gas odors are detected, vacate the area immediately, do not activate any device that could create a spark, notify 9-1-1.
8. Limit the use of phone lines to include cell phones, to emergency (medical, fire, criminal, essential services) situations only.
9. Ensure sewer lines are intact before resuming use of toilets.
10. Identify, mark and clean up any hazardous or dangerous spilled materials.
11. Be prepared for additional damage to already weakened structures from aftershocks.
12. Monitor radio stations for information about earthquake and disaster notifications.
13. Use caution when entering or working in damaged buildings.

XI. Natural Gas Emergency

Natural gas is a colorless, tasteless, and odorless in its natural state. A distinctive odorant, butyl mercaptan, is added in high concentration so that very small leaks can be quickly and easily recognized. Natural gas is lighter than air, tend to rise, and releases large amounts of radiant heat when burned. It can be explosive when released and mixed with air. Appliances using natural gas will burn with a blue flame when operating properly.

A. Natural Gas Accident Prevention

1. Practice good housekeeping habits.
2. Keep combustible materials away from pilot light and burners of appliances.
3. Follow manufacturer's instructions for the care and operation of appliance.
4. Do not block furnace room air vents; combustion air is required for complete burning of the fuel gas.
5. Yellowish flame can indicate improper operation of appliance.
6. Use qualified personnel to conduct inspection, diagnostics, and repairs
7. Turn off gas supply at appliance and wait for unburned fuel to dissipate before re-lighting an extinguished pilot light.

B. Natural Gas leak – Smell Inside Building

GENERAL GUIDELINES

1. Do not turn electrical switches on or off.
2. Do not use phone or cellular phone inside the building.
3. Do not use any potential ignition source, open flame, or smoking materials.
4. If it is possible, open the doors and windows to ventilate the building. (Do not use additional time to conduct these operations if there is an imminent danger of fire or explosion.)
5. Always leave the building quickly.

6. Do not return to the building until area has been cleared by first responders or Ameren company personnel.
7. Use common sense and never take risks that may endanger you or others.

EMERGENCY PROCEDURES ALL LEAKS

1. Leave the area.
2. Activate fire alarm pull stations if available.
3. Immediately evacuate the building.
4. Call 9-1-1 from outside the building.
 - a. 9-1-1 operators will generally notify the appropriate gas utility.
 - b. Call Ameren U.E. 1-800-552-7583 if no 9-1-1 has been made.
5. Go to safe area or rally point (Locust and Waugh street parking lot.)
6. Await first responders at safe area.
7. Advise of any trapped or missing person.
8. If you are trapped inside a building;
 - a. Close all doors between you and the gas leak.
 - b. Stuff the cracks around doors.
 - c. Open windows or other exterior openings.
 - d. Wait at a safe window, signal for help and call 9-1-1

XII. Environmental Emergency

1. Quickly evacuate the affected area. From a safe area notify Columbia Fire Department by calling 9-1-1. Advise them of the hazardous material spilled or other particulars of the emergency to include:
 - a. Description of what happened.
 - b. What type of product?
 - c. Any label information from container or product.
 - d. Injured persons and their location.
 - e. Locate exposed personnel to include those injured in a confined and controlled area.
 - f. Symptoms or degree of injury.
2. Advise parish staff or event coordinator of emergency. Restrict access to the affected area to limit exposure.
3. Shut down HVAC systems if safe to do so.

XIII. Water Leaks

Stem the flow of water by isolating the source of the leak. Turn off the water supply to the affected area. If no dedicated valve is installed, consider turning off the main water supply valve to limit damage until repairs can be initiated.

Appliances and devices that require water for their operation (water heaters, HVAC cooling systems, and toilets) will be affected by this main valve shut-off.

1. Call maintenance at: 573-443-3470

2. After hours, contact:

City of Columbia Water and Light: 573-875-5575.

Main Shut Off Locations:

Church: The shut off is located in the basement of the old office building, 1115 Locust Street. The valve is in the northeast corner at ceiling level. It is marked with an ID tag.



Office/Residence: The valve is located in the basement, Room 2 inside the southeast wall.



Activity Building: The valve is located at the base of the south wall in the furnace room. It is tagged.



Education Building: The valve is behind a vent in the basement women bathroom.



XIV. Flood

The greatest risk of flooding to Sacred Heart Campus (with the exception of a water leak) is from storm water run-off. Basement areas would be the mostly likely affected areas. Damage can be minimized by closing all doors, windows, and other openings and diking by using sandbags or other techniques.

Electrical problems and hazards of electrocution must be considered.

1. Evacuate the area to safe and dry place.
2. Notify Columbia Fire Department by calling 9-1-1.
3. Shut off main electrical switch/breaker if safe to do so

XV. Power Failure

1. In the event of a power outage, notify:

Columbia Water and Light (573)875-5552

2. If the building is equipped with fire and intrusion alarms, a “line trouble” signal may be automatically transmitted. In that event, Alarm Communications Center (ACC) will contact the listed property representative and Boone County Joint Communications of the alarm.
3. Sensitive equipment (computers, office equipment, sound systems, etc.) should be protected from lightning and power outages by surge protection equipment.

In the event of a prolonged outage or disruption of service due to downed utility lines, electrical equipment, lights, appliances, and HVAC systems should be turned off to prevent a sudden power surge when power is restored. Evaluate and consider turning off the main breaker in circuit panels if the service lines have been damaged by falling tree limbs, ice, and the like. Should power be restored while building is unoccupied, this action may prevent an electrical malfunction or fire that could go un-noticed.

XVI. Records Retention

Parish staff have policies and procedures in place to deal with records and electronic files. Electronic files are routinely backed up by parish office staff and through a contract company.

Written Sacramental records are kept in a fire proof safe in the parish office.

XVII. Support Equipment

AED locations:	Mounted on back wall in the church Mounted on the north wall in hallway of Activity Building Batteries for both AEDs are checked the first of every month.
Compressed Air Horns:	Sufficient canned, compressed air horns will be available in Activity and Education buildings to be used as notification alerts for emergencies requiring evacuation or assistance for non-fire emergency events.
Fire Extinguishers:	Cintas Fire Protection (573)449-4303 conducts required testing of fire extinguishers and the kitchen exhaust hood suppression system. Currently on 6 month inspection schedule.
First Aid Kit locations:	Church: Inside hospitality closet Activity building: Adjacent to AED Education building: Kitchen on shelf to the left of door
Radios:	Primary use of radios is for emergency events. Radios are located in the following areas of Sacred Heart Campus: 1) Set located at rear of church in charging unit 2) Set located in the Activity Building in charging unit 3) Set located in the Education Building in charging unit Radios are to be returned to the charging units when not in use.
Safety Vests:	Safety vests will be located in the hospitality closet of the church. Another set will be located adjacent to the AED in Activity building. A third set will be located in the Education building. They will be available for Evacuation Coordinator(s) to wear in the event of an emergency.

ATTACHMENT A

Emergency Preparedness Team Members

Priest	Father Francis Doyle
Deacon	Deacon Bill Caubet
Staff Representative	Barbara Head
Chair	Judy Barnes
Public Safety Representative	Kirk Hankins
Public Safety Representative	James Head
Medical Representative	Frank Appelgate
Medical Representative	Judy Barnes
Medical Representative	Laura Crouch
Medical Representative	Richard Heimburger
Medical Representative	Glenda Kelly
Medical Representative	Dian Kittle
Parishioner	Rose Caubet
Parishioner	Cyndy Chapman
Parishioner	Sarah Eber
Parishioner	Joanna Guzman
Parishioner	Matt Higgins
Parishioner	Charlene Jayamanne
Parishioner	Doug Clawson
Parishioner	David McIntosh
Parishioner	Keith Miller
Parishioner	Gary Naugle
Parishioner	Charlie Ochoa
Parishioner	Lupe Ortiz
Parishioner	John Schmitz

ATTACHMENT B

EVACUATION RALLY POINTS – SHELTERS

The type of emergency will dictate the location of the rally point. The location should be remote from the incident, easily accessed, safe to reach, enable an accurate accounting of evacuees, and provide a safe haven.

These recommended rally points – shelters shall not be limited by the use of experience, good judgement, common sense, discretion, flexibility and ingenuity to adapt to the emergency condition.

FIRE

Primary point: Locust and Waugh Street parking lot

SEVERE WEATHER

Should you choose to evacuate, the following rooms are recommended safe areas:

Activity building, east classrooms.

Education building basement

ACTIVE SHOOTER-INTRUDER

Primary: Leave area immediately if possible

Secondary: Shelter / hide in place

BOMB THREAT

Primary point: Locust and Waugh Street parking lot

EARTHQUAKE

Indoor: Shelter and cover head under heavy furniture/objects
 Shelter and cover head adjacent to walls

Outdoor: Go to the ground away from overhead objects
 Go to ground away from buildings

EMERGENCY CONTACT NUMBERS

Fire Department Emergency	9-1-1
Fire Department Non-Emergency	573-864-7391
Police Emergency	9-1-1
Police Non-Emergency	573-864-7652
Poison control	9-1-1
Medical	9-1-1
Water and Light	573-875-2555
Ameren U. E.	800-552-7583
Alarm Communications Center	573-875-8720
Cintas Fire Protection	573-449-4303
Tech Electronics	573-875-1516

Staff/Personnel

Father Francis Doyle	573-443-3470	
Deacon Bill Caubet	573-445-0925	c) 573-999-2411
Sr. Mary Clare Fichtner	573-446-0233	c) 573-397-8580
Barbara Head, Office	573-474-5650	c) 573-808-3078
Barry Shushinsky, Custodian		c) 573-673-6647
Sam Stout, Custodian	573-303-4630	

GLOSSARY

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Automated External Defibrillator

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

Cardiopulmonary Resuscitation

Cardiopulmonary resuscitation (CPR) is a lifesaving technique useful in many emergencies, including heart attack or near drowning, in which someone's breathing or heartbeat has stopped.

Egress

A way to get out of a place or the act of leaving a place.

Emergency

An unexpected occurrence, either natural or man-made, that requires immediate action to save lives, minimize injuries and/or protect property.

Emergency operations plan

An emergency management or operation plan is a course of action developed to mitigate the damage of potential events that could endanger an organization's ability to function.

Emergency response

Emergency response is an effort to mitigate the impact of an incident on the public and the environment.

Emergency Preparedness Team

The emergency preparedness team is a group of parishioners who have expertise or specific knowledge of emergency situations to include, public safety, medical and disaster protocols.

Event leader

An individual tasked with specific duties related to activities conducted or held on the Sacred Heart campus to include but not limited to Mass, weddings, special events, or other community activities.

First responder

A first responder is an employee of an emergency service who is likely to be among the first people to arrive at and assist at the scene of an emergency, such as an accident, natural disaster, or terrorist attack. First responders typically include police officers, firefighters, paramedics, and emergency medical technicians.

Knox box

A knox box is a small, wall-mounted safe that holds building keys for fire departments, Emergency Medical Services, and sometimes police to retrieve in emergency situations.

Parish staff

An individual that is a paid employee of the Sacred Heart Church. It also includes those individuals that serve in a volunteer capacity with assigned specific duties for church sponsored events.

