

EMERGENCY PLANS

Emergency Weather Warning

1. The alert will be sounded via the intercom unit with instructions.
2. Each room will have an assigned evacuation route. Information will be posted in every room adjacent to the exit door. Catechists should alert each group of the evacuation route.
3. Annually the entire program will practice a drill which will help children/youth and catechists become familiar with a routine.
4. Catechists are to remain with their groups. Catechists and monitors not assigned to a group at the time of the drill shall assist as needed during the drill.
5. An all clear warning will be sounded by the ringing of the church bells.

Tornadoes

1. The office will transmit information when the local radio station indicates a tornado watch or warning. In a tornado watch, conditions are right for a tornado. A tornado warning indicates that an actual tornado has been sighted.
2. Children/youth and catechists should follow the established tornado drill alert procedures when a warning has been issued for the specific geographic area. These guidelines should be observed:
 - (a) Window covers such as blinds, drapes or shades should be closed to retard flying glass and debris.
 - (b) A window should be opened slightly if time allows. If a tornado is imminent, children/youth and catechists should stay away from the window and take cover.
 - (c) All children/youth and catechists should move to the designated shelter area and take cover. (Assign areas)
3. Children/youth are not to be dismissed during “warning periods”.

Severe Thunderstorms

1. If a storm occurs at dismissal time, the children/youth shall not be dismissed.
2. Children/youth should be kept off the church grounds.

Inclement Weather

1. The closing of the Christian Formation program during inclement weather procedures will be initiated by the administrators.

Fire

1. The person discovering a fire shall sound the fire alarm and notify the building administrator. The administrator or monitor shall notify the fire department.
2. The building shall be evacuated of all children/youth, catechists, monitors and visitors according to fire evacuation procedures.
 - (a) Apply as many of the following fire evacuation procedures as possible:
 - All windows in the room should be shut. The last person leaving a room shall shut the door.
 - Catechists should take class lists with them upon evacuation.
 - Children/youth should stay in line and go outside away from the building.
 - The established exit route should be followed if practical.
 - Each group should be kept together outside of the building.

- When the all clear signal is sounded, children/youth, catechists, monitors and visitors should re-enter the building.
3. A fire drill will be conducted sometime shortly after Christian Formation sessions begin in fall.

Bomb Threats

1. The person receiving the telephone call should keep the person on the line as long as possible and obtain as much of the following information as possible.
 - (a) Location of the bomb
 - (b) When it is set to detonate
 - (c) Whether it has been placed in the open
 - Is it disguised?
 - Is it concealed?
 - (d) Kind and size of bomb
 - (e) Age of caller (adolescent or adult)
2. The time of the call should be noted and a message written down.
3. When a bomb threat is received, the administrator should be notified and the police and fire departments called by the administrator.
4. At the direction of the administrator, catechists should implement the building's specific bomb threat procedures and evacuate the building.
 - (a) Nothing should be touched which is in anyway suspicious.
 - (b) Catechists will be responsible for children/youth in their rooms at the time of evacuation.
5. A search of the building will be conducted by any or all of the following; the local police, fire department officials, administrators, selected custodial or personnel.

Utility Failure

1. Electric Power Failure
 - (a) Verify failure if possible.
 - (b) Call administrator.
 - (c) Call appropriate electric utility.
2. Gas Line Break or Gas Seepage
 - (a) Clear immediate area. Evacuate building if necessary, using fire drill procedures.
 - (b) Call administrator.
 - (c) Call Fire Department.
 - (d) Call appropriate gas utility or supplier.
3. Water Main Break or Sewer Problems
 - (a) Call administrator.
 - (b) Call municipal water department if appropriate.
4. Downed Power Lines

The procedures for dealing with downed power lines should be as follows:

 - (a) Keep children/youth away from area.
 - (b) Notify the administrator.
 - (c) Call appropriate electric utility.
 - (d) Call police or sheriff's department as may fit the situation.

Chemical Spill

1. If the spill is in the building, evacuate the building.
2. Call the administrator.
3. Call fire and police departments.

4. If the spill is in the vicinity of the building, follow the advice of the fire and police departments.

Intruder

1. The catechist who discovers an intruder shall arrange to immediately report the intruder's presence to the administrator.
2. The administrator, where available, shall investigate the situation.
3. If the person is found to be an intruder, he/she shall be asked to leave.
4. If the person is not cooperative, the police department shall be called for assistance.

Hostage

1. As soon as possible the police and the administrator will be notified.
2. Evacuate all who can safely get out of the building.
3. Follow the local police procedures, assisting as requested or directed.
4. A post prevention team shall be available to the group and /or all the groups following the incident.

Building Intruder Procedures

1. Initial Identification of an Intruder:
 - (a) Request the name of any visitor and assess their needs. Provide appropriate assistance and direction.
2. Response to an Intruder:
 - (a) If they are uncooperative or appear threatening:
 - do not attempt to restrain the person
 - do not jeopardize your own safety
 - move to the nearest phone and attempt to alert 911.
 - if necessary call for HELP
 - if others in the building hear the call for HELP, insure the safety of the children/youth near you and attempt to contact 911
3. Provision for the safety of the children/youth:
 - (a) Should a CATECHIST or other adult hear a call for HELP, insure the safety of the children/youth in the following manner:
 - close and lock the door to the room quietly
 - keep all children/youth and personal in the room
 - turn out the lights
 - keep children/youth occupied with stories or quiet games
 - stay away from doors and windows—if gunshots are heard, drop to the floor and remain quiet
 - leave the room only when you receive an "all-clear" from an administrator

All emergency (out of the ordinary) events and the response taken to them should be logged in detail in the INCIDENT BOOK for insurance purposes. Pastors must also be updated on all such events. In turn, Diocesan officials must be notified as soon as possible.