



# BLESSED TRINITY PARISH

327 Giddings Avenue  
Sheboygan Falls, WI 53085-1598  
Phone: (920) 467-4616 Fax: (920) 467-4290  
Website: www.btsje.org

## Ushers Emergency Instructions

### **Medical Emergency** (someone falls, faints, most common problems):

1. One usher goes to Ushers Room, uses phone to dial “9” then “911”. Describe problem and direct EMS and police to a specific door.
2. Depending on seriousness of situation, try to learn if there are any First Responders or emergency medical personnel at church. DO NOT move victim unless it assists breathing.
3. Have someone meet emergency personnel at the door, direct them to the victim.
4. EMS personnel will be looking for witnesses (relatives, etc.) who may be able to give info on what happened to the person.
5. Stay calm.

**CPR/AED Unit: YOU DO NOT NEED TO BE CERTIFIED IN AED TO USE IT. YOU DO NEED TO BE CERTIFIED IN CPR TO PERFORM CPR.**

### **In Case of Fire – If you see Smoke:**

1. Determine where the fire is.
2. Make sure there is no one in the area of the fire.
3. Close room doors where fire is (if time permits).
4. Dial “9” then “911”.
5. Calmly direct people to leave building using exits away from the fire.
6. Show the Fire Department the general area of where the fire is (do this from exterior of building).

### **Tornado Warning:**

When sirens sound, have everyone go down in the church basement in an inside corridor.

**Operation of the Lift and Procedures to be followed in case of an Emergency during Masses** (see separate sheet).