

EMERGENCY RESPONSE PLAN FOR HOLY NAME PARISH



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1. Introduction

Holy Name's Emergency Operation Plan (EOP) provides the context and framework for responding to natural and human caused disasters that may affect the parish during mass or other social functions. The plan identifies key hazards, establishes priorities for decision-making and describes response actions that must be taken in specific disasters. This plan details emergency procedures that Holy Name Ushers and/or other trained personnel can take to protect the parish community.

2. Purpose and Scope

This plan serves as a life safety and emergency response plan for activities and events within Holy Name Church. This plan is applicable during or immediately following an emergency or disaster to and/or within the building. This plan does not provide for the financial continuity and/or disaster recovery process.

The scope of this plan is to provide emergency procedures for the following natural and human caused disasters:

- Fires
- Tornadoes
- Suspicious packages
- Hazardous materials releases
- Active shooter
- Civil unrest
- Utility problems (electrical & natural gas)

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate the church:

- Fire
- Suspicious packages
- Hazardous materials (depends upon the chemical whether building occupants will need to evacuate or take shelter)
- Active shooter
- Utility problems

The following are emergencies for which it will be necessary to seek shelter in the church:

- Tornado
- Hazardous materials (depends upon the chemical whether building occupants will need to evacuate or take shelter)

This plan will be updated at least annually. The plan will be revised by members of the Holy Name Ushers Society at their October meeting.

3. Definitions

All Clear – This means the immediate danger is over and that most functions may resume normal operations. Parishioners may re-enter the church or if the mass/activity is cancelled they are free to leave.

Lockdown – A lockdown is designed to prevent people from entering or parishioners from leaving the church. It will be used only when there is information indicating an imminent threat from an armed or dangerous person(s) on the church grounds or in the immediate area as defined by Sheboygan Police Dept.

Evacuation – This is the movement of parishioners from the church in an orderly and safe manner during an emergency situation. The primary objectives of an evacuation are to ensure that:

1. Everyone leaves the church safely or is in a safe place (see Shelter in Place).
2. Those with special needs (handicapped) are accounted for.
3. A building sweep is done to make sure all parishioners are out.

Shelter in Place – This is a term that may be used when a Hazardous Substance has been released or during a Tornado. Sheltering in Place may be the only option during the release of a Hazardous Substance because the duration of the release is undetermined or due to the high toxicity of the substance evacuation outdoors to a safe location is not possible. For a Hazardous Materials release relocation to special indoor shelters is not necessary but taping the gaps of all outside doors is. During a Tornado emergency all parishioners will have to be “sheltered” in the only two basement areas of the church we have, the Choir Room and the Sacristan basement & boiler room.

Unified Command (UC) – An Incident Command System used at a major incident when multiple agencies are involved. Agencies work together to establish a common set of objectives and strategies and a single Incident Action Plan. UC is used by police or fire depending upon the type of emergency. Holy Name personnel may become involved with the UC as advisors because of their authority with the church (pastors) or their specific knowledge of the building (senior ushers).

Staging Area – During an emergency police and/or fire authorities may request additional resources on scene to an area called “Staging”. This is an area that is located away from the command post to reduce congestion. Parishioners that have been evacuated from the church and need transportation home will go to this staging area where transportation vehicles will be waiting. Parishioners may be asked to identify themselves and/or be questioned prior to or at the staging area.

Buddy System - The 'Buddy System' is a procedure whereby a friend, relative or the closest parishioner is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation.

4. Plan Resources

- A. "Guide for Developing High Quality Emergency Operations Plans for Houses of Worship", June 2013, US Department of Homeland Security
- B. Appalachian State University Building Emergency Response Plan
- C. "Missouri Faith Based Homeland Security Initiative", Emergency Plan Template for Faith Based Organizations
- D. Weber State University Building Emergency Plan Template
- E. "Checklist For a Church Emergency Management Plan", Virginia District, Church of the Brethren
- F. University of Minnesota, Emergency Procedures Check Sheet
- G. University of St. Andrews, "Guidance on the Safe Evacuation of Persons Who May Require Assistance"

5. Plan Contributors

Plan Developer & Author: Mark Matthias
Retired City of Sheboygan Fire Department Captain
Coordinator/Commander Sheboygan County Hazardous
Materials Response Team

Plan Advisor: Steve Steinhardt
Sheboygan County Emergency Management Director

Plan Reviewers: Gary Hughes
Retired City of Sheboygan Fire Department Commander
Commander Sheboygan County Hazardous Materials
Response Team

Beth TenPas
Retired County of Sheboygan Public Health Nurse
Former Member of the Sheboygan County Emergency
Planning Committee

James Veaser
Police Officer
City of Sheboygan Police Department

Evacuation Assistants

These parishioners are trained professionals and have agreed to help the ushers in the event of an emergency:

7:30AM Mass

Steve McLean
Sharon Matthias
Julie Engman
Therese Lutzke
Deb Wilke
May Greeneway
Deb Horzen
Ann Penke
Chris Rodriguez
Marietta Rodriguez
Jay Arez
Tom Engman
Jacob Welch
Kay Miller

10:30AM Mass

Pat Toth - SFD
Gary Kolberg - SFD
James Veaser - SPD
Julie Engman
Deb Wilke
Mary Petrie
Scott Leis
Roxanne St. Pierre
Bea Van Geffen

6. Fires

Any type or size of fire in Holy Name Church has the potential to spread quickly and endanger the entire structure. Therefore, when any sign or scent of smoke is discovered, or a fire of any size is discovered, the Sheboygan Fire Department (911) is to be called immediately.

Locations of wall phones in the church that can be used to dial 911: Ushers room, Adoration Chapel and Sacristy. Dial 9 to get an outside line before dialing 911.

If smoke or fire is discovered during mass or other church function by the Ushers or any of the other service groups at the altar (Lectors, Servers or Cantors), the priest will have to be informed and the Ushers on duty will have to evacuate the church and the following protocols should be followed:

- One usher (or the service group individual who discovered the fire) is to go to the altar and inform the priest of the situation and the decision to evacuate all parishioners from the church. The priest should remind those parishioners exiting out the main doors (Huron Ave.) to be aware that emergency responders will be arriving and using the same main doors.

Note: Depending upon the location of the fire, one of the church exits may not be available and the parishioners will be directed to use the remaining exits.

- Simultaneously, the rest of the ushers will fan out to cover all the exits.
- The priest will make the announcement to evacuate the church.
- Ushers will make sure the evacuation is orderly and no one exit becomes congested.
- * Usher(s) at the main exit (Huron Ave.) need to keep one exit door clear when emergency responders arrive.
- Ushers will make sure the needs of the handicapped are met.
- Ushers will make a sweep of the church to make sure all parishioners are out.
- Ushers need to close all church windows and doors before they exit the building.
- Ushers should prevent parishioners from re-entering the church to retrieve personal items left behind.
- Parishioners going to their vehicles and leaving should not block access to emergency vehicles that are arriving.
- Parishioners must not re-enter the church until the "all clear" is given by the Sheboygan Fire Dept.

Fighting the Fire:

You can fight the fire if the following conditions are met:

- If you are trained in the use of a fire extinguisher.
- All fire extinguishers in the church are rated A-B-C and are effective on all types of fires.
- If you have clear access to the fire (no long hallways or going through multiple doors).
- The fire is no bigger than you are.
- If the smoke is not heavy enough to affect your ability to function normally (if you are starting to cough, get out).
- Remember the 3 P's: Pull the pin, Point it at the base of the fire and Push the plunger.

Note: Fire extinguisher locations in the church;

Choir Room – East end

Organ Loft

Adoration Chapel

Back of church East wall by pews

East Church Wing

Balcony

West Hallway to Choir Room

Behind the Main Altar

Sacristy Basement

Back of church West wall by pews

West Church Wing

If You are Unable to Leave the Building:

- Seal the room.
- Use a wet cloth to stuff up the gap at the bottom of the door.
- Seal up any vents that may let in smoke.
- Open any outside window for fresh air and call for help.

7. Tornadoes

A “tornado warning” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

If a tornado warning is issued for our area our local emergency sirens will be activated. If that happens during a Mass or other event/activity, the ushers on duty should turn on the “weather alert” radio provided in the Usher’s Room. It will be the ushers’ decision, based upon the projected path of the tornado and the speed of its approach to:

- A. Either evacuate the parishioners ahead of the approaching storm, if there is time to do so or -
- B. Initiate the “Sheltering In Place” protocol for parishioners in the church if the storm is moving too fast and is too close.

Protocol for Sheltering in the Church

When the decision is made by the ushers that sheltering in the church is necessary due to an impending tornado, the following protocols need be followed:

1. One usher is to go to the altar and inform the priest of the situation and of the decision to shelter all parishioners in the church.
2. Simultaneously, the rest of the ushers will take up positions advantageous to direct parishioners to their proper basement shelter.
3. The priest will make the announcement to follow the ushers’ instructions and move quickly to their designated shelter.
4. Ushers will follow the Emergency Shelter Plan (Appendix) to move designated pew areas of parishioners to either the choir room basement or the sacristy basement.
5. Ushers should instruct parishioners to fill all available space in the basement areas they are to occupy including the Sacristy basement boiler room.
6. Parishioners should be reminded not to return to church for missing or forgotten items.
7. To ensure the maximum number of ambulatory parishioners are evacuated to the basement shelter areas as quickly as possible, any handicapped congregants (those using canes, walkers & wheelchairs) should be directed to the *West Choir Room* stairway.
8. All parishioners with reduced mobility (using canes, walkers or wheelchairs) must be assisted down the stairs by being carried by hand or on a chair by two people or they are to be the last ones to enter the stairway.
9. One or two ushers should perform a final sweep of the church to make sure no parishioner has been left behind.
10. Ushers will split up and accompany each of the sheltered groups, a team of ushers supervising the parishioners in the sacristy basement and a team of ushers supervising the parishioners in the choir room basement.
11. Both usher teams will take a “Midland – Two Way Radio” with them so they can communicate with each other and to monitor for an “all clear” on the weather band.

8. Utility Problems

Electrical Problems

Should anyone discover arcing in a light or outlet, smell of smoke, smoke or haze in the area of lights , fans, or any other electrical equipment (church organ) notify an Usher immediately. If no ushers are available, make the call to the Sheboygan Fire Department yourself.

While the call is being made to the SFD, the problem may be isolated by a sub-panel.

The Altar sub-panel (behine the main altar) controls all the lights for the main church seating area.

The Sheboygan Fire Department may request to shut off all power to the entire church (to include all outlets) in an effort to make sure all power is averted from the problem area. The main electrical shut off is located in the Sacristy basement.

Once the call is made to the SFD the church has to be evacuated, especially if the electrical problem is in the main church area.

Natural Gas

The heating boilers for the church are natural gas fired and are located in the Sacristy basement. Should there be a problem with the natural gas supply, such as a leak inside the church, the parishioners will be evacuated immediately with the following additional safety provisions:

- No cell phone or wall phone use inside the church.
- Only use light switches to shut off lights to the building.
- Extinguish all candles.
- Do not try to locate the source of the leak.
- Ushers are to open all doors and windows before they leave.
- Once safely outside a call to the Sheboygan Fire Department should be made by cell phone.

Evacuating the Church

Once the call has been made by the ushers to the Sheboygan Fire Department the church has to be evacuated and the following protocol should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to evacuate all parishioners from the church. The priest should remind those parishioners exiting out the main doors (Huron Ave.) to be aware that emergency responders will be arriving and using the same main doors. The priest should advise non-use of phones or utilizing light switches during a Natural Gas emergency.
- Simultaneously, the rest of the ushers will fan out to cover all the exits.
- The priest will make the announcement to evacuate the church.
- Ushers will make sure the evacuation is orderly and no one exit becomes congested.
- * Usher(s) at the main exit (Huron Ave.) need to keep one exit door clear when emergency responders arrive.
- Ushers will make sure the needs of the handicapped are met.

- Ushers will make a sweep of the church to make sure all parishioners are out.
- Ushers need to open all church windows and doors before they exit the building.
- Ushers should prevent parishioners from re-entering the church to retrieve personal items left behind.
- Parishioners going to their vehicles and leaving should not block access to emergency vehicles that are arriving.
- Parishioners must not re-enter the church until the “all clear” is given by the Sheboygan Fire Dept.

9. Suspicious Package and Bomb Threat

There are organizations who's sole purpose is to cause terror. This may occur by disrupting a community through violence or instilling fear by actions. Packaging an explosive device in a common object or package and simply placing where people congregate is one potential means of initiating violence or instilling fear. Being alert, aware and cautious is the key to recognizing a suspicious package. Taking the appropriate safety actions and notifying the proper authorities in a timely manner may prevent the harm the device was intended to cause.

What to Look for:

Any common carrying device can be used to conceal an explosive device. Examples are backpacks, briefcases, purses, boxes, canvas bags, large paper bags.

Parishioners typically have purses while these other items are not as common.

If you see an object that has been left unattended before, during, or after Mass do not touch or move the object, but notify an Usher immediately.

If the church is to be evacuated the following protocols should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to evacuate all parishioners from the church. The priest should be reminded that those parishioners exiting out the main doors (Huron Ave.) to be aware that emergency responders will be arriving and using the same main doors.
- Simultaneously, the rest of the ushers will fan out to cover all the exits.
- The priest will make the announcement to calmly evacuate the church.
- Ushers will make sure the evacuation is orderly and no one exit becomes congested. Usher(s) at the main exit (Huron Ave.) need to keep one exit door clear when when emergency responders arrive.
- Ushers will make sure the needs of the handicapped are met.
- Ushers will make a sweep of the church to make sure all parishioners are out.

10. Hazardous Materials Releases

The location of businesses that are in close proximity to Holy Name church that use hazardous materials on a daily basis makes it necessary to have a plan in place to deal with a release of a hazardous substance.

Depending upon the toxicity of the substance released and the duration of the release will determine if the Sheboygan Fire Department directs us evacuate the church immediately or shelter our parishioners in the church for an undetermined amount of time.

We may be directed to evacuate all of our parishioners in a particular up wind route away from the leaking chemical in an effort to limit any potential exposures. These directions will have to be communicated to all parishioners before the evacuation begins. Parishioner vehicles that are too close to the incident may not be accessible by the owner. The Sheboygan Fire Department will make the judgment call on the retrieval of parishioner vehicles because they may be contaminated and have to undergo a washdown before the owners retrieve them.

Protocol for Evacuating the Church

When we are directed to evacuate the church by the Sheboygan Fire Department due to the release of a hazardous substance, the following protocol should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to evacuate all parishioners from the church.
- Simultaneously, the rest of the ushers will fan out to cover all the exits.
- The priest will make the announcement to evacuate the church and give any special instructions for the evacuation as directed by the SFD.
- Ushers will make sure the evacuation is orderly and no one exit becomes congested.
- Ushers will make sure the needs of the handicapped are met.
- Ushers will make a sweep of the church to make sure all parishioners are out.
- Ushers will secure the church before leaving.
- Note: Most parishioners will be able to get to their vehicles & go home, those that cannot should go to the designated "Staging Area" for transportation home. The SFD will make every effort to find transportation home for those parishioners that can't get to their vehicles.

However -

- Using the "Buddy System" where church members would provide transportation to those parishioners whose vehicles are unaccessible would greatly assist fire and police in their efforts to control the emergency situation.

Protocol for Sheltering in the Church

When we are directed by the Sheboygan Fire Department to shelter all parishioners in the church due to the release of a hazardous substance, the following protocol should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to shelter all parishioners in the church.
- The ushers will make sure all of the church windows are closed, check the Narthex rooms & Sacristy rooms for open windows.
- The priest will make the announcement that for an undetermined time all parishioners will remain in church until the hazardous situation is under control.
- The ushers will then fan out to cover all the exits.
- The ushers at the exits will seal the gaps in the door with the tape provided.
- All four edges of the door need to be sealed including the center gap on the double doors.
- Apply two layers of tape to provide a proper barrier against possible corrosive vapors.
- Parishioners should stay in their pews and try to remain as calm as possible. They can take bathroom breaks and get drinks in the Narthex at will.

11. Civil Unrest

There may situations that are beyond the control of the church staff or its parishioners because they are happening off the church premises, yet they may still affect church activities.

Civil unrest such as riots, demonstrations and gang wars are activities that while they may not be directed at Holy Name Church can put its parishioners safety in jeopardy if in close proximity.

During a Mass or other church function we may be notified by the Sheboygan Police Department of one of these activities in progress near the church. Until SPD has the situation under control our congregation may be asked to either evacuate the church in a particular direction (away from the civil unrest) or "shelter-in-place".

Protocol for Evacuating the Church

When we are directed by the SPD to evacuate the church (in a particular direction) due to Civil Unrest, the following protocol should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to evacuate all parishioners from the church in the direction specified.
- Simultaneously, the rest of the ushers will fan out to cover all the exits.
- The priest will make the announcement to evacuate the church along with any special instructions for the evacuation as directed by the SPD.
- Ushers will make sure the evacuation is orderly and no one exit becomes congested.
- Ushers will make sure the needs of the handicapped are met.
- Ushers will make a sweep of the church to make sure all parishioners are out.
- Ushers will secure the church before leaving.
- Note: Most parishioners will be able to get to their vehicles & go home, those that cannot should go to the designated "Staging Area" for transportation home. The SPD will make every effort to find transportation home to any parishioners that can't get to their vehicles.

However -

- Using the "Buddy System" where church members would provide transportation to those parishioners whose vehicles are unaccessible would greatly assist fire and police in their efforts to control the emergency situation.

Protocol for Sheltering in the Church

When we are directed by the SPD to shelter all parishioners in the church due to Civil Unrest until the situation is under control, the following protocol should be followed:

- One usher is to go to the altar and inform the priest of the situation and the decision to shelter all parishioners in the church.
- Simultaneously, the rest of the ushers will fan out to man all the exits.
- The priest will make the announcement that for an undetermined time all parishioners will remain in church until the notified by the SPD that the situation is under control.
- Parishioners should stay in their pews and try to remain as calm as possible. They can take bathroom breaks and get drinks in the Narthex at will.

12. Active Shooter

This EOP includes courses of action that will describe how parishioners can most effectively respond to an active shooter situation to minimize the loss of life. Law enforcement officers may not be present when a shooting begins. Providing information on how congregants and staff can respond to the incident can help prevent and reduce the loss of life.

No single response fits all active shooter situations; however, making sure each individual knows her or her options for response and can react decisively will save valuable time.

There are three basic response options: **Avoid, Deny, or Defend**. Individuals can run away from the shooter; seek a secure place where they can hide and/or deny the shooter access; or incapacitate the shooter in order to survive and protect others from harm.

As the situation develops, it is possible that parishioners will need to use more than one option. During an active shooter situation, these individuals will rarely have all of the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, they will often have to rely on their own judgment to decide which option will best protect lives.

If you are wounded or with someone who is wounded, police officers will bypass you to search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others. To assist the police, please stay calm and patient during this time, and do not interfere with police operations.

If you know where the shooter is, and/or have the shooter's description, tell the police. When you encounter the police, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say.

If you are evacuating, carry nothing that could be mistaken for a weapon. First arriving officer's primary goal is to locate and eliminate the shooter. Rescue teams will follow shortly after the first responding officers enter the church. They will attend to the injured and remove everyone safely from the area.

If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Move away from the shooter as quickly as possible, diagonally when possible instead of directly away, you are a harder target to hit when moving diagonally. *Those parishioners in the balcony and choir loft should exit directly outside via the exit doors at the bottom of the stairwells.* Leave coats, umbrellas, purses, etc. as you exit the church, keep your hands above your head or in front of you and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay

calm. If you cannot exit the church, find a room or area where you can lock yourself in. Past events have shown that Shooters seldom take the time to breach locked doors because they know law enforcement will be arriving shortly.

Avoid

If it is safe to do so, the first course of action that should be taken is to run out of the church and far away until in a safe location. Parishioners should also:

- Leave personal belongings behind.
- Visualize possible escape routes, including physically accessible routes for the handicapped. Have situational awareness, know where your secondary exits are.
- Take others with them, but do not stay behind because others will not go.
- Keep your hands above your head or in front of you so law enforcement can see your hands.
- Follow the commands of law enforcement.
- Call 911 when safe to do so.

Deny

If running is not a safe option, deny access to shooter in as safe a place as possible.

- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock windows.
- Turn off the lights.
- Remain out of sight.
- Silence all electronic devices.
- Remain silent, do not respond unless confident law enforcement is present.
- If possible, use strategies to silently communicate with first responders; in rooms with exterior windows, make signs to silently signal emergency responders to indicate your presence.
- Remain in place until given an all clear by identifiable law enforcement.

Note: The following rooms have doors that lock where you can take refuge from the shooter:

Ushers room, Fellowship room, Pamphlet room, East or West stairway to the Choir room, Adoration Chapel, Sacristy area, East or West stairway to the Organ loft.

If You Are Still in the Building When the Police Arrive

- Follow the commands of law enforcement.
- Show your palms.
- Do not move.

Defend

According to an FBI report, "Study of Active Shooter Incidents between 2000 and 2013": 50% of all incidents at Places of Worship take place on a Sunday. In six events,

21 people were killed and 27 wounded. The ages of the shooters ranged from 24 to 69.

On average it will take three minutes for the first police unit to arrive from the first shot fired. If you are going to save yourself and others you may have to take aggressive action against the shooter. A recent study found that potential victims stopped the attacker 40% of the time.

If you choose to fight when confronted by the shooter, consider trying to disrupt or incapacitate the shooter by using aggressive force and items in the environment; such as fire extinguishers, solid objects or chairs. For example, discharge a fire extinguisher in the shooters face to disorient him. If he is distracted and disoriented you may be able to overwhelm him and grab his gun.

When placed in the position of fighting, numbers do matter. The reaction of people within a group can not be determined beforehand; some will flee, not react or fight. Defending oneself, especially with others, may allow others to flee safely (including children) and result in overwhelming the aggressor. The objective is to safely flee the area with as many people as possible and this may be accomplished by actively engaging the aggressor based on the circumstances.

By acting quickly and decisively shortly after the shooter enters the church and before the shooter can get orientated (*John Boyd's OODA Loop, Observe-Orient-Decide-Act), you will have a good chance to disrupt the shooters thought process and overwhelm him.

If you happen to be near the door that the shooter enters close the distance between you and the shooter as quickly as possible. The shooter is not anticipating this. Defending one's life or others is a personal choice. *There is no single answer for what to do, but a survival mindset can increase the odds of surviving.*

*U.S. Air Force Colonel John Boyd developed the OODA loop so his air force pilots would have system to out think and act quicker than their opponents in any high-pressure combat situation. The Navy adopted his system and their training program became "TOP GUN".

13. Special Evacuation Considerations

Evacuation procedures - assisting people with impaired vision

- When evacuating the church, a sighted parishioner should lead any parishioners with impaired vision to safety. It is recommended that a sighted person should lead, inviting the impaired person to grasp their elbow, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc. Similar assistance should be offered to guide dog owners, with the owner retaining control of their dog.
- A normally sighted person should remain with the impaired vision person until the emergency is over.

Evacuation procedures - assisting people with impaired mobility

- Introduce the 'Buddy System' where a relative, friend or the closest parishioner will accompany the person to a protected enclosure or safely out of the church depending upon the situation.
- Be prepared to travel at a rate that is comfortable to the person with impaired mobility;
- Assess the need for specialized equipment: The quickest way to move a person in a wheelchair on level ground is in their wheelchair. The quickest way to move a wheelchair bound person down a flight of stairs is to place them on a standard chair and two persons carry them.
- Identify if a wheelchair user can evacuate the building unaided. If not consider the introduction of the 'Buddy System';
- Identify the best method of evacuation or if there is a need for the provision of specialized equipment;
- As wheelchair users are experienced in transferring from the wheelchair to other forms of seating, they should be allowed to determine the method for transferring from the wheelchair to the specialized equipment.

