

# St. Benedict Church

## Emergency Operating Plan

Latest Revision Pastoral Council Review: Revision 00

Date Of Review: March 11 2021

Pastoral Council Leader Review: /S/  
Kelly Leininger

Pastor Approval/Date: /S/ 4/2/21  
Rev. Philip F. Rodgers

*/S/ Signature Page in Parish Office*

Distribution:

Parish Office

Lead Ministers and Presidents of the Church-Affiliated Organizations

Designated Persons



## St. Benedict Church Emergency Operating Plan (EOP)

### Glossary of Terms

Term	Definition
AED	Automatic External Defibrillator
Assigned Person	For Church-Affiliated Organizations, this is either a member of the organization leadership or a formally designated individual. For a Facility Renter, this is the contact identified in the contract or their designee. They are assigned to implement the various aspects of this plan based on a briefing.
Designated Person	This is the parishioner who volunteers to assume the lead responsibility for implementing the Security and Fire Procedures for each Weekend and Holy Day Mass.
Bases Document	Separate document that includes all meeting notes from the safety committee formed in 2020.
Church-Affiliated Organizations	Ministries and volunteer organizations listed on the church website or associated with La Salle.
Facility Renters	Outside organizations that have rented access to church facilities (Family Life Center, board room, classrooms)
FLC	Family Life Center
Hall	Same as the FLC

### BASIC PLAN

#### Introduction

In early 2020, the Diocese of Allentown determined the need for all its Churches to develop and have a feasible Security Plan in light of recent events in the United States. Training for key representatives from all the parishes occurred in March 2020 in which no specific mandates were made but a number of ideas were put forth from which the parishes can draw. Significant steps in developing such plans were delayed because of the Pandemic Response in 2020. In fact, all churches closed for Sunday services from March to June 2020.

The need for the plan was resurrected at the St. Benedict Pastoral Council meeting in October 2020. The new composition of the council decided that the plan should also address Fire and Medical Safety. An overarching Safety Committee was formed and based on volunteers from the Parish. They had their first meeting in November 2020 led by the Safety Group of the Pastoral Council. From that meeting it was decided to have separate meetings with expertise in the areas of Fire, Medical and Physical Security.

While these developments occurred, research was started on specific guidelines for developing such "House of Worship" plans. The research led to a document developed by the Federal Emergency Management Agency (FEMA) in 2013, "Guide for Developing High-Quality Emergency Operating Plans for Houses of Worship." It was found that guidance was comprehensive in that it went beyond physical security or more specifically active shooter incidents and gave guidance on a number of other hazards such as fire and adverse weather.

Accordingly, this document was developed to generally adhere to the guiding principles of the 2013 FEMA document. A Bases Document is kept as a separate file in the Parish Office. All meeting notes from the Safety Committee formed in 2020 that continued into 2021 will also be preserved in the Parish Office to form the bases for this Emergency Operating Plan (EOP).

## **Purpose and Situation Overview**

The purpose of this plan is to ensure the protection of those attending services or functions at the Church facility should any possible hazards occur while they are in the building or on church grounds. That protection also applies to any Church staff working in the Parish Office. The Plan is the best way to mitigate the impact from those possible hazards should they occur in that the Church is prepared through written plans and implementing procedures and having needed equipment and training for parishioners and designated persons.

While the situational need for the plan arose from active shooter incidents in the United States, what was eventual addressed was more comprehensive (See Bases Document). The probability of the following hazards is considered to be Possible and the risk appears to be Medium: Fire including Arson, Medical Emergency, Security Intrusion such as for an active shooter, Technical Hazards such as Highway Hazard for Toxic and Natural Hazards such as release Lightning, Severe Wind, Hurricanes, Tornadoes and Winter Precipitation. The probability of the following Hazards is considered to be Unlikely and the Risk appears to be low: Natural Hazards such as Earthquakes, Flooding, Tsunamis, Wildfires, Volcanic Eruption, Mud or Landslide, Technical Hazards of long term water or power failure, Explosions, Industrial Toxic or Radiological Releases and Human Hazards such as bombs, gang violence, domestic dispute, and cyber-attacks.

In the area of Physical Security there is a need for a more comprehensive review via a Threat Assessment in order to determine if additional equipment or actions are needed and to confirm that the probability is Possible and the Risk Medium.

The needed action from the development of this EOP will be placed as an attachment to the Bases Document.

The comprehensive training plan used in the development of these EOPs will be placed as an attachment to the Bases Document.

## **Concept of Operations**

The plan is organized in to the following Annexes:

1. Fire Annex
2. Medical Annex
3. Physical Security Annex
4. Functional Annexes for Evacuation, Lockdown and Shelter-in Place
5. Recovery Annex

Within each Annex are the key goals or principles for each of the following area: Organization, Assessment Actions, Activation of Emergency Personnel, Notification Procedures, Applicable Facility and Equipment, Training, and Implementing Procedures.

Within each goal or principle are the objectives to be obtained mostly before and to some extent during the hazard in order to mitigate it. The implementing procedures organize the key goals as guidance to be implemented during the hazard or event. The Functional Annexes have actions that cross-cut multiple hazards.

Much information about the maintenance of the fire alarm system and equipment came from the Property Committee, and the contractor for the Alarm System. The many actions to take is general knowledge found on the internet and common sense in terms of getting help as quickly as possible. This includes a fact that all alarms must be believed until verified to be false.

The organizing principles of the major sections (Organization, Assessment, Activation of Emergency Principles, Notification Procedures, Applicable Facilities and Equipment, and Training) feed the implementation procedure in a concise step-by-step process. The organizing principles come from regulations of the US Nuclear Regulatory Commission and guidance for commercial nuclear plants in the US.

The Recovery Annex is important in terms of assisting and protecting victims and providing the means to return to normal. Actions are addressed in a general way since each emergency is unique and it is not vital that church services be restored immediately but will be done eventually.

Considerable interface occurred with the local first responders in order for them to review our plans and get familiar with the facility in case they needed to respond. This interface is planned for annually given changing plans and personnel.

With the approval of this Plan, the Parish hereby establishes a "Parish Safety Committee" with the below listed responsibilities. Routine reporting will be through the Parish Presidents Organization. For immediate safety measures, the Committee will report directly to the Pastor and inform the President's Organization.

1. To ensure proper implementation of this Plan by having the necessary expertise in the following areas: Fire, Medical, Security with focus on Intruder Events for Houses of Worship, and Emergency Response [minimum of three (3) and maximum set by the Pastor].
2. To meet no less frequently than Annually (just prior to the First Pastoral Council Meeting of the new fiscal year (July to June) to review or update this plan and process any needed recommendations. It will also meet on an as needed basis in order to review any recommended changes referred to it by the Pastoral Council. More frequent meetings may be needed in the first year of the plan in order to manage action items from the development period.
3. To ensure equipment under this jurisdiction is properly maintained and kept up to date (exceptions are: Fire Equipment which is maintained by the Property Committee, and telephone system maintained by Parish Information Technology Expert).
4. To ensure proper adherence to implementing procedures of this plan through training of Designated Personnel. Responsibility for Training may be delegated to the necessary expertise.
5. To conduct reviews of events related to these procedure by applicable expertise using the Event Log guidance of Appendix 3 of the EOP Bases Document. Other events may be reviewed also as determined by the Pastor or if Police, Fire or EMT staff are called.
6. To ensure a core group of staff with necessary expertise is formed into a Recovery Committee to assist the Pastor in recovering the facility from a significant hazard event such as for fire or intruder.

**St. Benedict Church:**

Address: 2020 Chestnut Hill Road, Mohnton, PA

Phone: 610-856-1006

Website: <https://www.churchofsaintbenedict.com>

EOP Information: On the Website

## **St. Benedict EOP Annex – Fire Plan**

### **General Description:**

This section of the Parish Emergency Plan deals with emergencies related to fire events. During the course of any service in the Church or other activities in the Hall or Education Wing, someone may smell smoke, visually see smoke or a fire, hear a fire alarm, or see a flashing fire annunciator light. All of these olfactory, visual, or audio signals must be taken as real, with the service or activity stopped and a Designated or Assigned Person will confirm the event if there are no visuals in the immediate area. Quick response by responsible personnel is a life saving measure and dependent on equipment properly maintained.

There may be longer term measures that will need to be pursued or ideas of which may come from other parishes and religious organization on how they approach these measures. Thus, a Committee is formed to pursue these long term issues.

### **A Organization**

1. A coordinator for this section shall be assigned and will be a member of the Parish Safety Committee. The individual shall work with the Building and Maintenance Committee to ensure all equipment is in working order. This individual should have training/expertise in Basic Fire Safety. The individual is responsible to ensure this plan is updated along with any special implementing response procedures.
2. Designated Persons for Fire Safety will be assigned to ensure implementation of this plan during Services at the Church on Weekend Masses and Holy Days (can be one of the ushers).
3. For the use of the Education Wing by PREP, the Religious Education Director or assigned persons (teachers and assistants) should be generally knowledgeable of this plan.
4. For daily Mass or evening services, the service leader shall assign a person (Sacristan or Daily Reader) who will be generally knowledgeable of this plan.
5. The Assigned Person for Church Affiliated Organizations or for Facility Renters to implement this plan may be the lead person or assigned person and should be generally knowledgeable of this plan and contract requirements for Hall Renters.
6. If the fire alarm goes off, the local service will notify the fire department in a given time period and there will be automatic notifications to the Pastor and designated Property Committee members (as noted in Appendix 1 of the EOP Bases Document). The Designated Person for Fire should make a backup 9-1-1 call either by in-house phone or cell phone (as noted in Appendix 1 of the EOP Bases Document).

## B Assessment Actions

1. All sensual input to the Audio/Visual Appliances must be believed until verified to be false. All services in the Church or activities elsewhere must stop if the alarm system goes off and parishioner shall proceed to evacuate the building. When there is a confirmation of a fire event in the building, attendees will need to proceed orderly to the nearest safe exit away from the threat.
2. Parishioners should be prepared to exit the nearest safe exit away from the threat for the Church, Hall or Education Center on indications of smoke or a fire. When entering the Church or Hall for a service/activity, awareness of exit locations should be assessed through posted evacuation pictures.
3. For a confirmed fire, a Designated Person (DP) or other Parishioners should assist parishioners needing help out of the building in a safe and controlled manner.
4. Anyone evacuating a room should ensure all automatic doors have closed and, if accessible, all classroom doors are shut and windows closed.
5. Parishioners attending a service should also be aware of unusual or adverse conditions. When no ushers are assigned, other ministers at the service should be assigned this function. Ideally, an individual in the back of the church should be assigned to be aware and give early notification of adverse conditions. For Sunday or Holy Day services, at least one usher will be stationed at one of the Church Proper doors in order to make these observations (security DP may be at the other set of doors).

## C Activation of Emergency Personnel

1. In implementing this and all Church Emergency Response Plans, the assigned Ushers and Parishioners for a service are key in noting unwanted or adverse conditions in this area.
2. For a fire or any kind of smoke, the manual alarm actuators at the exit doors should be actuated in order to begin the process of notifying emergency personnel. People should note if the alarm system actuates before the manual initiation.

## D Notification Procedures

1. Verbal communications, wall phones, and cell phone communications can be used.
2. The Fire Alarms System and Manual Actuators are the preferred methods for notification of the Central Station Monitoring Center which will then notify the Fire Department and other key people in the parish. A 9-1-1 call should be made as a backup notification.
3. If a false alarm is noted, the Designated Person for Fire will have the phone number of the Central Station Monitoring Center in order to inform them of the same. In most cases the fire department will already have been notified and the Designated Person should inform the fire Chief upon arrival at the Church.



4. When there is time and after Emergency Personnel are activated with no additional response actions needed and if the Pastor is not in Church during a Fire emergency, he and other parish staff members should be contacted using an established protocol as listed in the 9-1-1 Information sheet (Appendix 1 of EOP Basis Document in Emergency Information Holder in the Gather Space Conference Room).

#### E Applicable Facilities and Equipment

1. The Building and Maintenance Committee will maintain all emergency equipment for fires by testing and/or replacements. The equipment involves: 1) fire alarms and alarm annunciators (lights on walls) that activate door closer; 2) suppression spray in the FLC kitchen; 3) Manual Fire Handles; 4) Emergency lighting (independent system from fire alarm); and, 5) local fire extinguishers (separate company).
2. An Emergency Information Packet in the Gather Space will include: 1) Section G and H of this procedure; 2) "What to Report" – 9-1-1 for Fire Events; 3) Phone # for the Central Station Monitoring Center; 4) Phone # for the Service Contractor for the Alarm System; and, 5) the Protocol Phone Tree for notifying the Pastor and selected Parish staff. The information packet will be maintained in accordance with the schedule as noted in Attachment 6 of the EOP Bases Document.

#### F Training

1. The Designed Person for Fire may be an assigned Usher for Weekend and Holy Day Masses and shall be trained on this plan and the implementing procedure (Attachment 3 of the EOP Bases Document).
2. The following should have a general knowledge of this section and will be trained by briefing (Attachment 4A of the EOP Bases Document) and implement the actions of Attachment 4B of the EOP Bases Document on events for fire, smoke, and fire alarms:
  - a. PREP Religious Education Director and assigned Teachers and Assistants.
  - b. Daily Mass Minister or as assigned (such as Sacristan or Daily Reader).
  - c. All Ushers Not Assigned for Security or Fire.
  - d. Lead or assigned for Facility Renters and for Church Affiliated Organizations using the Hall.
3. The Regular Daily Mass attendees, Adult Altar Servers and Extra-Ordinary Ministers of the Eucharist will be encouraged to volunteer for the training base on a briefing (Attachment 4B of the EOP Bases Document).
4. All parishioners should have an opportunity for briefings on key aspects of the Plan on a need to know basis including those new Parishioners upon their welcoming meeting.

**SEE IMPLEMENTING PROCEDURE NEXT PAGE – TO BE USED PRIMARILY FOR SUNDAY AND HOLY DAY MASSES.**

## TO BE USED PRIMARILY FOR SUNDAY AND HOLY DAY MASSES

### G. Implementing Procedures for Fire

1. General:
  - a. All fire alarms must be believed until verified to be false. Accordingly, all activities in the building including religious services shall stop and an orderly evacuation proceed. Designated Person for Fire and Ushers will assist in the effort. If smoke becomes dominate in the room, get down and stay low to the ground to the nearest exit.
  - b. The Designated Person shall go back to the fire alarm panel if accessible (vestibule of the church), turn the key on (clockwise), and “acknowledge” the alarm (press button), and read the alarm(s) location(s) [training to be provided on location nomenclature]. “Silencing” the alarm (button) should NOT be done until the fire company arrives. Also, the system should not be Reset with the “Acknowledge, Audio on Silence, Reset” Button until concurrence with the Fire Chief and Pastor.
  - c. The Designated Person will go to the area if accessible to confirm if a true emergency exists.
  - d. Fire Extinguishers are usually effective on small fires such as in a classroom sized trash can. If the fire is out there is no need to actuate the fire system. If, however, such a fire occurs and the Alarm System does not sound, the Designed or Assigned Person shall notify the Service Contractor for the System.
  - e. For Church Affiliated Organizations using the Hall, follow the briefing procedure provided for the event.
  - f. For Facility Renters, follow the briefing procedure provided for the event and contract requirements.
2. For all fire emergencies, the Designated Person for Fire shall:
  - a. Notify attendees,
  - b. Ensure the Alarm system is sounding (manually initiate the alarm system at one of the door exits),
  - c. Ensure an orderly evacuation of the building in the opposite direction of smoke and flames,
  - d. Back-up the Alarm with a 9-1-1 Call - The Central Station Monitoring Center will know key information and notify the fire department such as: church address, location of fire actuations.
3. Before vacating the building and, if accessible, the Designated Person or usher assigned shall ensure the automatic doors have closed and that all classrooms are vacated with door closed and windows shut as applicable.
4. All evacuees should avoid downwind situations and shall proceed to the Facility Assembly West or East Areas (Rectory or Sheltered portion of the Picnic Grounds, respectively). The Designated Person should be ready to greet the Fire Chief or other Parish Personnel and provide visual observations of the emergency along with if anyone is in the building.

5. If the Designate Person is in the building and sees a fire (other than small) or smoke, go to the nearest exist and pull down the fire alarm red lever. Proceed to Item 2 through 4.
6. If the emergency is a false alarm, report that fact to the Minister leading the service or the lead at the FLC Hall activity or education center with a short statement as to why the alarm is false:
  - a. Report the facts to the Central Station Monitoring. "Acknowledge" the Alarm (Button) (see Appendix 1 of the EOP Bases Document on making 9-1-1 Calls or for other Emergencies)
  - b. Do not silence the alarm (button) until the Fire Chief arrives. Reset the alarm system (push button) when the Fire Chief allows you do so.
  - c. Be prepared to brief the Fire Chief and Parish Personnel upon their arrival to the site.

## **St. Benedict EOP Annex – Medical Safety Plan**

### **General Description:**

This section of the Parish Emergency Plan deals with emergencies related to personal medical events and measures to ensure normal and pandemic biological safety. During the course of any service in the Church, someone may be stricken with a life-threatening medical emergency. Quick response by responsible personnel is a life saving measure. At all time and especially during cold and flu season, protective measures are needed to create a relatively germ-free environment; but, more importantly, measures need to be established to minimize the transmission of infectious diseases. During a pandemic, state and local and diocesan measures will need to be reviewed and applied to the parish ground/surroundings during services or outside service times.

There may be longer term measures that will need to be pursued or ideas of which may come from other parishes and religious organization on how they approach these measures. Thus, a Committee is formed to pursue these long term issues.

### **A Organization**

1. A coordinator for this section shall be assigned (Parish Nurse) and will be member of the Parish Safety Committee. The individual should have received training for medical emergencies (such as first aid and/or CPR) and general sanitation. The individual is responsible to ensure this plan is updated along with any special implementing response procedures.
2. No specific designated person is assigned for service during the Masses for the Weekend or Holy Days, but the assigned Ushers shall initiate response when a medical emergency is identified during services.
3. For the use of the Education Wing such as for PREP, the Religious Education Director and assigned persons (teachers and assistants) should be generally knowledgeable of this plan.
4. During daily mass or evening services, the service leader shall assign a person (Sacristan or Daily Reader) and should be generally knowledgeable of this plan.
5. The Assigned Person for Church Affiliated Organizations or for Facility Renters may be the lead person or assigned person and should be generally knowledgeable of this plan and contract requirements for Facility Renters.
6. All ministers, ushers and greeters and volunteers along with parishioners are responsible to implement biological safety measures during normal and pandemic situations.

### **B Assessment Actions**

1. Being ready to implement state and local biological safety measures during normal or pandemic situations should reasonably ensure that Church attendees are safe from acquiring unwanted disease or viruses.

2. For all medical emergencies, people trained in first aid and the timely notification to local authorities through the 9-1-1 process should ensure Church attendees receive the necessary care in a timely manner. There should be a call for a doctor, nurse or CPR trained individual in the crowd in addition to 9-1-1 notifications.
3. Parishioners attending a service should also be aware of unusual or adverse conditions in this area. When no ushers are assigned, other ministers at the service should be assigned this function. Ideally an individual in the back of the church should be assigned to be aware and give early notification of adverse conditions. For Saturday/Sunday services, one Designated Person will be stationed at the Church Proper door in order to make these observations during the service.

#### C Activation of Emergency Personnel

1. In implementing this and all Church Emergency Response Plans, the assigned Ushers as well as parishioners at that service are key in noting unusual or adverse conditions in this area.
2. For medical emergencies, use 9-1-1 and be prepared to give the information on the Information Sheet (Appendix 1 of EOP Basis Document in the Emergency Information Holder in the Gather Space).
3. There is a general reliance that a doctor, nurse or other service personnel trained in first aid will be in the crowd for a Sunday or Holy Day Service.

#### D Notification Procedures

1. Verbal communications, wall phones, and cell phone communications can be used.
2. When there is time and after Emergency Personnel are activated with no addition response actions needed and if the Pastor is not in Church during a Medical emergency, he and other parish staff members should be contacted using an establish protocol as listed in the 9-1-1 Information sheet (Appendix 1 of EOP Basis Document in Emergency Information Holder in the Gather Space Conference Room).

#### E Applicable Facilities and Equipment

1. First Aid Kits and an AED are located in accessible locations in the church and family life center and will be maintained in accordance with Attachment 6 of the EOP Basis Document.
2. An Emergency Information Packet in the Gather Space will include: 1) Section G and H of this procedure; 2) "What to Report" – 9-1-1 for Medical Events; and, 3) the Protocol Phone Tree for notifying the Pastor and selected Parish staff. The information packet will be maintained in accordance with the schedule as noted in Attachment 6 of the EOP Bases Document.

## F Training

1. There is no Designated Person for this Section but the Ushers shall know where the First Aid Kits, AED, and Wheel Chairs are for retrieval in order to assist Medical Personnel.
2. The following should have a general knowledge of this section and will be trained by briefing (Attachment 4A of the EOP Bases Document) and implement the actions of Attachment 4B of the EOP Bases Document on medical events:
  - a. PREP Religious Education Director and assigned Teachers and Assistants.
  - b. Daily Mass Minister or as assigned (such as Sacristan or Daily Reader).
  - c. All Ushers Not Assigned for Security or Fire.
  - d. Assigned Person for Facility Renters and for Church Affiliated Organizations using the Hall.
3. The Church will offer CPR Training (including training costs) annually to anyone in the parish who is interested. Mass Ushers will be encouraged to receive first aid and/or CPR training and shall be knowledgeable of biological safety measures enforced.
4. All parishioners should have an opportunity for briefings on key aspects of the Plan on a need to know basis including those new Parishioners upon their welcoming meeting.

**SEE IMPLEMENTING PROCEDURE NEXT PAGE – TO BE USED PRIMARILY FOR  
SUNDAY AND HOLY DAY MASSES.**

## **TO BE USED PRIMARILY FOR SUNDAY AND HOLY DAY MASSES**

### **G Pandemic Actions**

1. The parish will consult and utilize a Diocesan Plan and the PA DOH guidelines during a pandemic.

### **H Implementing Procedures for Medical Events**

1. Upon indications of a medical emergency during a service, a 9-1-1 call shall be initiated as soon as possible (preferably by one of the Ushers).
2. If the person can be moved safely, do so to the gathering space or the adjacent conference room (usher should be knowledgeable of where wheel chairs are).
3. An usher should be prepared to brief arriving Medical EMS and Parish Personnel.
4. For Church Affiliated Organizations using the Hall, follow the briefing procedure provided for the event.
5. For Facility Renters, follow the briefing procedure provided for the event and contract requirements.

## **St. Benedict EOP Annex – Security Safety Plan**

### General Description:

This section of the Parish Emergency Operating Plan deals with emergencies related to Physical Security events/hazards. During the course of any service in the Church or other activities in the Hall or Education Wing, someone may notice the following and these are considered the key potential safety issues in the area:

1. People acting strangely or not really intending to be in the Building but wandering around;
2. An active attack by a mob trying to gain entry into the building; and,
3. An active shooter or shooters trying to attack the gathering for whatever the reason.

Everyone attending a service or activity needs to be aware of adverse conditions in this area. While locking doors may be a barrier that delays intrusions, they will NOT guarantee stopping the intrusion (silently cutting the glass in the back door to the education wing). Doors will be locked at the discretion of the Pastor as noted on the Appendix 1 to this Security Section. Quick response by responsible personnel is a life saving measure and dependent on equipment properly maintained. A unique signal for such an event is needed (use of air-horns).

There may be longer term measures that will need to be pursued or ideas of which may come from other parishes and religious organization on how they approach these measures. Thus, a Committee is formed to pursue these long term issues such as from a Threat Assessment.

### A Organization

1. A coordinator for this section shall be assigned and will be a member of the Parish Safety Committee. The individual shall work with the Building and Maintenance Committee to ensure all equipment is in working order such as for door locks. This Lead shall have an individual with expertise in security emergency actions and be responsible to ensure this plan is updated along with any special implementing response procedures.
2. Designated Persons for Security Safety will be assigned to ensure implementation of this plan during Services at the Church on Weekend Masses and Holy Days (it can NOT be one of the ushers). This Designed Person shall initiate the Pre- and Post- Mass Checklist (Attachment 1).
3. For daily mass or evening services, the service leader shall assign a person (Sacristan or Daily Reader) who will be generally knowledgeable of this plan.
4. For activities in Education Center for PREP, all doors shall be locked at appropriate time when it is thought that all people have entered. After the doors are locked, only identified and authorized individuals will be permitted to enter. The Security Team for PREP will be trained on these procedures and for fire and will allow access after the doors are locked after ensuring the need to be in PREP.



5. The Assigned Person for Church Affiliated Organizations or for Facility Renters may be the lead person or assigned person and shall be generally knowledgeable of this plan and contract requirements for Facility Renters. The Bell Tower Door and the Education Wing back door should be locked when the sponsoring organization feels attendees have arrived.

## B Assessment Actions

1. Around the time of Sunday and Holy Day Masses and for a person acting suspicious (safety issue 1)), the Designated Person or any concerned Parishioner can challenge suspicious individuals or associated activity as to why they are there.
2. If suspicious person's response continues to be suspicious or it is not reasonable, they will be asked to leave. An example of reasonable basis is picking up a fundraiser package or meet with someone). If there is any resistance as evidence by a lack of action or argument, a 9-1-1 Dispatcher will be called. If possible, request that someone monitor the individual in question while the call is placed from a closed room (Gather Space Conference Room, Class Room # 1 or the Kitchen). Do NOT get physical with the person.
3. The assigned Designate Person for Security at a service is key in noting unwanted or adverse conditions and be given no other duties such as for Greeter, Usher or Extra-Ordinary Minister of the Eucharist.
4. Parishioners attending a service should also be aware of adverse conditions. When no ushers are assigned, other ministers at the service should be assigned this function. Ideally an individual in the back of the church should be assigned to be aware and give early notification of adverse conditions. For Weekend or Holy Day Masses, one Designated Person will be stationed at the Church Proper back door in order to make these observations during the service.
5. When a Designated Person for Security is assigned (Sunday and Holyday Masses) and for and intruder event (safety issues 2) and 3)), this plan assumes most people will be in "flight" or hide" mode. For the Church area, a fleeing person is a harder target than one hiding in an open area such as under the pews. While some may choose to fight, they should do it voluntarily and with care because of a high risk to personal safety, both to themselves and to other parishioners. People should be directed to the nearest safe exit (away from the threat).
  - a. All service in the Church or activities elsewhere must stop with people exiting the building in a safe manner.
  - b. Parishioners should be prepared to leave using the nearest safe exit for the Church, Hall or Education Center on indications of and attack. When entering the Church or Hall for a service/activity, awareness of exit locations should be assessed per the Evacuation Plan Annex.

### C. Activation of Emergency Personnel

1. In implementing this and all Church Emergency Response Plans, the assigned Ushers and Parishioners for a service are key in noting unwanted or adverse conditions in this area.
2. For a behavioral safety issue (No. 1), the Designated Person at a service shall notify 9-1-1 if the person does not have a legitimate reason to be in the church and is resisting leaving the church.
3. For an intrusion safety issue (Nos. 2 and 3), the Designated Person at a service shall assess that an attack on the building is active, and will actuate an Air Horn and announce the location from which the attack is coming. Other statements may be appropriate: "Guns, Get Out." At the earliest time, the Ushers shall direct people at an exit door.
4. The Designated Person for Security shall notify the police as soon as possible using the 9-1-1 Information sheet (Appendix 1 of EOP Bases Document in Emergency Information Holder in the Gather Space Conference Room).

### D. Notification Procedures

1. Verbal communications, wall phones, and cell phone communications can be used.
2. When there is time and after Emergency Personnel are activated with no additional response actions needed and if the Pastor is not in Church during a Security emergency, he and other parish staff members should be contacted using an established protocol as listed in the 9-1-1 Information sheet (Appendix 1 of EOP Basis Document in Emergency Information Holder in the Gather Space Conference Room).

### E. Applicable Facilities and Equipment

1. Air-Horns will be available and placed strategically throughout the church and hall.
2. An Emergency Information Packet in the Gather Space will include: 1) Section G of this section; 2) "What to Report" – 9-1-1 or for Suspicious Activity; 3) Pre- and Post- Mass Checklist for Security Designated Person; and, 4) the Protocol Phone Tree for notifying the Pastor and selected Parish staff. The information packet will be maintained in accordance with the schedule as noted in Attachment 6 of the EOP Bases Document.
3. The established Parish Safety Committee will review longer term issues and the need for the purchase of additional equipment to mitigate the circumstance of this Plan after a Threat Assessment is completed.
4. If not occupied by an Intruder, areas for hiding may be: the alternate sacristy and boiler room with entrance to the left of the altar; confessional room, Doors along the Education Wing Exit Corridor toward the Rectory at Classrooms Nos. 5 and 6 on the right OR Classroom No. 4 to the left. Overall, it is preferred to exit the building with an active shooter in the Church.

## F. Training

1. All Designed Persons for Security on duty for Weekend and Holy Day Masses and the PREP Security Detail shall be trained on this plan and the implementing procedure (Attachment 2 of the EOP Basis Document).
2. The following should have a general knowledge of this section and will be trained by briefing (Attachment 4A of the EOP Bases Document) and implement the actions of Attachment 4B of the EOP Bases Document on security events:
  - a. PREP Religious Education Director and assigned Teachers and Assistants.
  - b. Daily Mass Minister or as assigned (such as Sacristan or Daily Reader).
  - c. All Ushers Not Assigned for Security or Fire.
  - d. Lead or assigned for Hall Renters and for Parish In-house Volunteer Organizations using the Hall.
3. All parishioners should have an opportunity for briefings on key aspects of the Plan on a need to know basis including those new Parishioners upon their welcoming meeting.

**SEE IMPLEMENTING PROCEDURE NEXT PAGE – TO BE USED PRIMARILY FOR SUNDAY AND HOLY DAY MASSES.**

## TO BE USED PRIMARILY FOR SUNDAY AND HOLY DAY MASSES

### G. Implementing Procedures for Security

#### 1. General:

- a. For all services, external doors will be locked or unlocked at the discretion of the Pastor or Service Minister – usually communicated internally. These doors will be checked on the Pre-Mass Checklist and as time gets close to mass, the Designated Person for Security should make observations on those entering the Church Proper.
- b. The Designated Person for Security should note who is using the hall or education wing simultaneously with the service for notification in case of an Intruder Event (see below).
- c. All back doors of the facility will continue to be locked but all have an open to exit feature if needed in an emergency.
- d. For an intruder event, remember the police, when they arrive do not know who or where the shooter may be. So, all are suspects:
  - i. Remain calm and follow law enforcement instructions
  - ii. Drop items in your hands such as bags or jackets.
  - iii. Raise hands and spread fingers
  - iv. Keep hands visible at all times.
  - v. Avoid quick movements toward officers such as holding onto to them for safety
  - vi. Avoid screaming, pointing or yelling
  - vii. Do not ask questions when evacuating.
- e. For an intruder event and if you choose to hide in a designated locked room, remember the following:
  - i. Manually lock the door and hide out of window view and not behind the door directly.
  - ii. Barricade the door with heavy object in the room.
  - iii. If the room has a window it will have a shade on it, pull it down to not allow viewing from outside.
  - iv. Keep quiet and silence all cell phones.
- f. For activities in the Hall, the Bell Tower Door and Education Wing back door should be locked when the sponsoring organization feels attendees have arrived.
- g. For PREP classes, there will be a security detail who will lock and guard the normal access door at designated times.
- h. For an Evacuation, follow the Evacuation Routes posted and the Functional Annex dealing with Evacuations.
- i. For Church Affiliated Organizations using the Hall, follow the briefing procedure provided for the event.
- j. For Facility Renters, follow the briefing procedure and contract requirements.

2. For someone wondering around appearing to be lost or surveilling (Safety Issue 1), the Designated Person shall approach the individual (with “Can I Help You”) and ascertain the reason for their presence:
  - a. In a pleasant way, ask questions of the individual and determine if the person is looking for someone or activity and direct them to the person or activity.
  - b. If in the questioning, it is clear the person has no obvious reason to be there, recommend that they depart and then observe what they do. Be prepared to contact authorities. Try to best determine if they are armed and do not provoke a response.
  - c. Observe: Behavior (eg. Studying security measures), Context (eg., not entering church proper for service without reasonable explanation), and Attire (eg. Military style or tactical gear).
  - d. If they refuse to leave AND are exhibiting suspicious behavior, leave the area, and make a 9-1-1 call (dial “9” for outside line). Then contact the Pastor and Parish Staff using the established protocol for Security. Report on the 5 W’s as best you can: Who, What, When, Where, and Why
  - e. Stay around until the police arrive and protect yourself in the interim.
  - f. When there is time and after Emergency Personnel are activated with no additional response actions needed and if the Pastor is not in Church during a Security emergency, he and other parish staff members should be contacted using an established protocol as listed in the 9-1-1 Information sheet (Appendix 1 of EOP Basis Document in Emergency Information Holder in the Gather Space Conference Room).

CAUTION: Do not report to authorities based solely on protected activities: Race, Religion, Gender, Sexual Orientation, or a combination thereof.

3. Upon entry of one or more intruders (assumed to be armed - Safety Issue 2) & 3) while a service is being conducted, the Designated Person or First Person to notice shall:
  - a. State loudly: “Guns, Get Out.” The Designated Person shall initiate an Air Horn signal (this uniquely identifies as an intruder situation) and repeats the “Guns, Get Out.”
  - b. The service MUST STOP.
  - c. Direct people to evacuate church away from the threat with Ushers assisting. Given that the one intruder might be at the back entrance to the church proper, exits should be through the church doors on left and right of the Altar and the metal door behind the altar (hiding under pews may not be effective).
  - d. Once outside, proceed to the West (Rectory) or East (Sheltered Picnic Area) Facility Assembly area.

- e. Anyone deciding to stay and fight must do so at great personal risk and with due consideration of their situation in life. This does not direct such actions. See various methods for obstruction or securing the intruder are listed below, item 3.i
- f. The Designated Person shall follow up the emergency with a 9-1-1 call to inform police of the situation with as much detail as possible (an Usher should back up this action if the DP is incapacitated).
- g. When making the 9-1-1 call, it is preferable to use the gray phones in classrooms and the Gather Space Conference Phone which have an intercom function for the education wing and kitchen. Also, use the intercom to notify people using the kitchen or the education wing with the same announcement for the church and initiate the air-horn over the intercom.
- h. The Designated Person should ensure ushers can offer assistance to those injured (if they can be moved), to elderly needing assistance, and for the disabled.
- i. The Designated Person should seek shelter and stay around for police to arrive.
- j. Various methods can be used to obstruct or secure the intruder: throwing books or using a fire extinguisher as a weapon, or attacking from behind, use of participant concealed weapon.
- k. When there is time and after Emergency Personnel are activated with no additional response actions needed and if the Pastor is not in Church during a Security emergency, he and other parish staff members should be contacted using an established protocol as listed in the 9-1-1 Information sheet (Appendix 1 of EOP Basis Document in Emergency Information Holder in the Gather Space Conference Room).

## Appendix 1 to the Security Safety Plan

### Designated Person (DP)/Procedures When On-Duty during Mass (1 to be assigned):

1. Arrive 15 minutes before Mass
2. Walk the perimeter of building, parking lot, checking behind shrubbery and mechanicals and check for doors locked or unlocked based on established protocol internally communicated. Correct any discrepancies for doors being in an unexpected situations.
3. Weather permitting; greet parishioners outside, opening doors if there is one or no greeter----be a watchful, but a welcoming and friendly presence as people enter the church. Observe suspicious clothing, appearance, or behavior.
4. If you see something, quietly alert another Usher or parishioner to evaluate and/or assist. If you must confront an individual, approach politely and ask questions.
5. Note who are using the education wing and the kitchen simultaneously with the service, they will need to be notified to evacuate for an intruder alert in the church
6. Allow Ushers/Greeters to greet parishioners but exchange pleasantries on as needed basis.
7. Once Mass begins, observe late comers for behavioral issues.
8. During the 1<sup>st</sup> and 2<sup>nd</sup> Reading, move to the rear of church for observations until communion complete.
9. Pay particular attention to the exchange at the front of the church with Father, any Deacons, and Extraordinary Ministers of the Eucharist. At no time will one person be a DP, Usher and EM for the Mass.
10. Be prepared to intervene at any point during Mass if there is a disturbance.
11. At the end of mass return to the Gather Space or outside to watch people greet the clergy.
12. After parishioners have left, check church for items left behind in pews, and other areas of church, including the door and space behind the altar
13. Avoid predictable movement, becoming distracted, by assisting ushers during collection, etc.
14. Suggested Uniform - Dress pants, Jacket or Suit, dress shirt, [visible designator of position such as by a pin with tie optional.]

#### Mission Philosophy:

1. We want to be watchful, but always welcoming and friendly
2. While we want to be visible, but not conspicuous
3. See something, say something
4. Act

## **St. Benedict Church EOP – Functional Annexes**

### **For Evacuation, Lockdown and Shelter-In-Place**

NOTE: For Church Affiliated Organizations using the Hall, follow the briefing procedure provided for the event. Parish staff will most likely be the lead in implementing these procedures.

For Facility Renters, follow the briefing procedure and further check contract requirements. Parish staff will most likely be the lead in implementing these procedures.

### **Adverse Weather Conditions**

For the most part, if there are adverse weather condition effecting travel to the church, closure announcements will be made on the website and by local news and radio stations such as for adverse winter precipitation.

Staying tuned to local emergency stations for adverse weather developments will most likely be done by the Pastor, Parish Secretary and/or the Property Committee.

Should extreme adverse weather conditions occur while services or activities are in session, one of the three below Annexes would be used for protection. This procedure may also be used by the staff or volunteers working at the church at any time.

For Lightening, Severe Wind, Hurricanes and Tornado, or Toxic Release from a local Highway, the Shelter-In-Place Annex should be used.

For an Intruder Alert, locally, with a potential for the person gaining access to the Church, the Lockdown Annex would be used.

For all other hazards involving an Evacuation, the Evacuation Annex would be used.

### **Evacuation Annex**

The purpose of this annex focuses on the courses of action that the Church will take to evacuate buildings and grounds.

1. Evacuation Routes will be posted throughout the facility identifying doors for the facility with routes noted from the location of the building in view for at least two nearest routes under the assumption that one is blocked. For example, the sign posted outside the parish office in the Family Life Center would identify the Bell Tower Door and the Front Door Entrances as available paths.
2. Two Assembly Areas are designated:
  - a. The altar area of the Church and back of the church is considered Facility North. The area beyond the garage behind the Church is not viewed as a viable Assembly Area but could be used as an immediate hiding spot for an intruder event.
  - b. The Picnic Area (sheltered portion) is Facility Assembly East Area.



- c. The area West of the Rectory is considered Facility Assembly West Area (if the Rectory is open it can serve as a sheltered area for children pickup, for medical attention, for debriefings).
3. When an evacuation order is initiated by the Minister at the service or Designated Persons, the designated assembly area is generally West of the Rectory assuming no hazard in the path to the location. This should be far enough from a hazard in the Church/Hall Proper. If a more distant area is needed, it will be the Picnic Grounds Shelter Area.
  4. For any hazard in the Church areas warranting Evacuation, the preferred assembly will be diagonally opposite. For example, for a Fire in the Hall, the Designated Persons shall direct people out to the Facility Assembly East area (sheltered Picnic Area).
  5. For children in PREP, parents or guardians should understand that they can reunite with Children in one of the designated assembly areas. The email distribution list would be used for notification of pickup.
  6. For senior citizens and individuals with disabilities (along with service animals and assistive devices) and others with access and functional needs, Evacuees and Designated Persons should render assistance and provide transportation to the announced assembly area, if feasible.

### **Lockdown Annex**

The purpose of this annex focuses on the courses of action the Church will take to secure buildings and grounds during incidents that pose an immediate threat of violence or adverse weather in or around the Church. The primary objective of a lockdown is to ensure all persons are secured quickly in the rooms away from immediate danger.

1. Currently the only way to lock all doors is manually. For the most part, the Bell Tower and Front Entrance Doors are unlocked during the days from 800 to 500pm and into the evening for meetings. Designated Persons will have knowledge on access to a key to lock these doors on an Emergency.
2. All doors if locked have an exit function except the Front Door to the Church – there is NO auto exit if locked and it will remain open during services pending further review. Designated persons will be instructed through training or briefing on how to open the master key for door locks..
3. For a lockdown, the windows in the old Education Wings will need to be closed and locked manually. A Designated Person should ensure this is done.
4. When a threat materializes inside the Church or Hall, the Minister or Designated Person will order an Evacuation in the opposite direction of the threat and follow the Physical Security Implementing Procedure.
5. The Building Ventilation will be placed in the recirculation mode by a Designated Person in order to prevent outside toxins from entering the building dependent on the type of hazard outside. These actions can occur at the building thermostats (separate procedure will be posted in the emergency information center in the Gather Space Conference Room).

6. For adverse weather and the need to shelter in place, see the Shelter-In-Place Annex below.
7. When a threat or adverse weather occurs warranting a lockdown of the Church, outside activities such as the Picnic Grounds or the Parking lot should also cease and people should proceed to the nearest the Church with doors to be locked down.

### **Shelter-in-Place Annex**

The purpose of this annex focuses on courses of action the Church will take when persons are required to remain indoors, perhaps for an extended period, because it is safer inside the building or a room than outside. Depending on the threat or hazard, persons may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

1. Obtain a copy of the 9-1-1 Information Sheet in the Gather Space Conference Room in order to have access to Parish Staff protocol phone numbers.
2. For the most part, a shelter in place may be sufficient to come inside the facility and perhaps lock the doors after all people on the grounds are inside such a for a passing storm with low winds (under 40 mph). People should avoid window and door with glass areas.
3. However, some conditions may warrant being away from windows and glass doors. In such cases, people should assemble in the inner most section of the facility: the education center of the FLC Room Nos. 1 through 4); the FLC kitchen and storage area with the metal doors of the Kitchen pulled completely down and locked. The Men's and Ladies Room in the section of the education wing is also feasible.

NOTE: The cove areas in the main church to the right and left of the altars are small and will not have communications to the outside of the facility. They are not considered a long term facility for lockdown (more than 1 hour).

4. Rolls of duct tape will be available to seal doors and opening fixtures such as the Kitchen serving windows metal doors. Water should be available in the FLC Kitchen area.
5. The Building Ventilation will be placed in the recirculation mode by a Designated Person in order to prevent outside toxins from entering the building dependent on the type of hazard outside. These actions (need separate procedure posted) can occur at the building thermostats.
6. If time and needed for a toxic gas release into the environment, the windows of the old Education Wing should be taped for a better seal.
7. Every effort should be made to identify to local authorities those people with disabilities and others with access and functional needs, such as persons who require the regular administration of medication, durable medical equipment, and personal assistant services in order to get them removed from the facility as soon as possible. The phone in the Kitchen has access to 9-1-1, dial 9 first.

8. Contact should be made using the gray phone outside line to contact the Pastor or other parish staff such as the PREP Religious Education Director in order to contact parents and guardians to be informed on the status of Children for PREP Classes.
9. If people are sheltered in the facility, an alternate command center will be established in the basement of the Rectory by the Pastor and a Designated Person and they should have with access to outside phone lines with communications to the FLC Kitchen.

## **St Benedict Church EOP – Recovery Annex**

### **General Approach**

This annex describes how the Church in a general way will recover from a significant hazard event such as a fire or intruder. Selected members of the safety committee may serve on a recovery committee to assist the pastor in recovering the facility.

### **Service Recovery**

Masses will resume when safe and cleared by authorities after an incident. For any long term non-use of the Church, services will be cancelled and an alternate location will be found in order to conduct services.

### **Psychological and Emotional Recovery**

A parish staff member will reach out to all involved parties that are involved in any type of emergency that occur on parish grounds to ensure that the person's needs are being met.

### **Event Debrief/Children Pick-up**

A facility will be designated as one of the Evacuation Assembly Areas (see Evacuation Annex) for the conduct of debriefs on event (such as for local law enforcement) and for picking up Children in case of an event during PREP. If available, the facility will most likely be the Facility Assembly West Area (in or around the Rectory).