

Parish Emergency Preparedness Planning Guidelines

Introduction and Rationale: These general guidelines are shared as a supplement to the Diocese of New Ulm's General Policy: "Parish Emergency Preparedness Planning". This policy has been adopted in light of the need for basic emergency response protocols at a parish level, especially as these apply to medical emergencies during the celebration of the Mass and other liturgies, the safety and well being of youth, parishioners and guests whenever they may be gathered for religious education classes, meetings and prayer groups or with any parish event, festival or gathering. These guidelines also call attention to the general security and physical plant well being of the churches and properties each parish is responsible to maintain, secure and protect. The guidelines do not address the safety plans, the evacuation and lockdown procedures, intruder awareness and related protocols required of the diocesan schools.

The rationale for this policy and the related principles and guidelines are obvious. Our churches and parish gathering spaces need to be safe and welcoming places for all who gather. Tragically, we are regularly reminded of the vulnerability of churches and places of worship with Catholic clergy as targets of active shooters; churches, synagogues and mosques that have been threatened, bombed or arson vandalized; and even the death of people assembled to pray and worship in churches and sacred spaces by assailants not known to the victims or their congregations.

These guidelines are not meant to be all inclusive. Individual parishes may engage in on-going safety exercises, even daily security check-ins. At the same time, some oratory and parishes churches are open for prayer and adoration on a continuous basis. Hopefully, these materials will assist every parish and oratory in the diocese to be safe and welcoming places to all for worship and service to Our Lord.

Parish Emergency Preparedness Planning Process and Meeting Expectations: It is recommended that a parish emergency preparedness committee be named. The committee should meet in conjunction with other parish administrative councils and committees to avoid the need for additional meeting times and /or duplication of effort with key parish staff or volunteers. After committee formation and the establishment of parish specific protocols and local emergency contact resources, it should only be necessary to meet annually (ideally in the early fall when new staff or volunteers have been assigned) in order to update committee membership, to insure that community emergency contacts are current and to plan any specific training (i.e. use of a defibrillator, emergency preparedness and behavioral guidelines for religious education teachers or new usher orientation) that might be suggested. It is also recommended the parish emergency planning group meet to debrief and process following a more than ordinary emergency, a major security or physical plant failure or to process information about some other community or parishioner initiated security concern.

Parish Emergency Preparedness Committee Membership: The committee may simply include the pastor (or an area faith community business manager in his absence), a lead usher (or the parish resource who works with the ushers), the director of religious education (or a the lead teacher in the parish if religious education occurs at the parish without a DRE typically present), the building/maintenance resource (staff or volunteer) for the parish or anyone who typically locks or unlocks the church or any related parish properties and/or has some oversight for security. If the parish has a parish nurse or parish nurse volunteers, EMT's or MD's, they may be considered for membership if they are regularly present during weekend liturgies and/or available when a medically related incident might occur. Certainly these people should be included with a resource/contact list that is maintained including the committee member contact information and the community emergency preparedness contacts as well as the gas, plumbing and electric service contacts.

(See Appendix A: Sample Parish Emergency Preparedness Committee Roster).

Community Emergency Preparedness Contacts: The contact list a parish maintains for emergency preparedness should be current and as comprehensive as might be practically feasible. Typically these

lists would include 911, the ambulance service or first responder contact information for the area, the county sheriff and local law enforcement contact information, the local hospital(s) or clinic phone numbers (to call when anyone is transporting family or others following a medical incident at the parish) and the local fire department. Similarly, the list should have the local resources to call with an electrical problem, a furnace malfunction, a possible gas or water leak and any related building and maintenance (i.e. snow removal or lawn care) contacts the committee may wish to include. It should be easily available, especially for ushers, religious education volunteers and anyone who locks or unlocks the church.

(See Appendix B: Sample Parish Emergency Preparedness Contact List)

Primary Parish Emergency Preparedness Procedures: Primary emphasis of any parish emergency preparedness plan should relate to the immediate well being of the parishioners, guests or person(s) in danger or crisis. Ushers and other persons typically present during Mass and those involved with religious education and other scheduled activities should be trained as to what might constitute an immediate concern and who most appropriately to call for a first response. The place(s) to gather in the event of a tornado or severe winds should be identified. Ushers should be knowledgeable about the location and use of a defibrillator, the first aid kit and any wheel chairs or walkers.

(See Appendix C: Sample Emergency Response Information for Ushers and Greeters)

Special Circumstances Related to Parish Emergency Preparedness: In rare situations there can be persons who have a history of creating difficulties in parish or religious education gatherings. If someone is specifically identified and/or named in a “no trespass” parish directive or a related court order; these names should be confidentially identified to the ushers or religious education staff who might encounter these individuals. Any disruptive person should be politely asked to leave. Preferably two people should speak with a person being asked to leave as should be the case with any suspicious person appearing to be an intruder. Whenever there is a doubt, call 911 or the local law enforcement resource familiar with the parish. Clarify the whereabouts of the intruder and try to have someone meet law enforcement as they arrive. Always let the law enforcement personnel engage an angry person or lead an effort to require someone to leave the church or parish property. Active shooter circumstances have not occurred in the Diocese of New Ulm. There are law enforcement resources willing to do training regarding these types of crisis and Catholic Charities staff can assist in arranging this training or to facilitate parish staff and volunteers in reviewing de-escalation, one-to-one intervention and emergency evacuation.

Routine and “Beyond Routine” Emergency Preparedness Practices: Parish Emergency Preparedness Planning should always include routine and “beyond routine” maintenance schedules and checklists. Similarly, Catholic Mutual has drafted an emergency preparedness overview.

(See Appendix D, E and F: Sample Routine and “Beyond Routine” Maintenance Checklists and Catholic Mutual ...”Cares”: An Emergency Preparedness Overview)

After an Emergency Event; Follow-up, Next Steps and Other Resources: In the event of a crisis or parish based tragedy, appropriate pastoral and professional follow-up should occur. The Diocese of New Ulm’s Crisis Response Protocols identify the role of the Bishop in response to a parish or community tragedy and for Catholic Charities staff with grief counseling or to simply help process moving beyond a tragedy. The Office of Communications should be engaged if public statements or media contact occurs.

(See Appendix G: Diocese of New Ulm’s Crisis Response Protocols)

APPENDIX A

PARISH EMERGENCY PREPAREDNESS COMMITTEE

Pastor

Name _____ Phone _____ E-mail _____

AFC Business Manager

Name _____ Phone _____ E-mail _____

AFC or Parish DRE

Name _____ Phone _____ E-mail _____

Parish Leader Teacher (s)

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Parish Leader Usher (s)

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Maintenance Person(s)

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Parish Secretary/Bookkeeper

Name _____ Phone _____ E-mail _____

Parish Security Contacts (those who lock and unlock the church)

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Parish Nurse, EMTs, or MD contacts

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

PARISH EMERGENCY PREPAREDNESS CONTACTS**911**

Name _____ Phone _____ E-mail _____

Local Law Enforcement

Name _____ Phone _____ E-mail _____

County Sheriff's Department

Name _____ Phone _____ E-mail _____

Local EMT, Ambulance

Name _____ Phone _____ E-mail _____

Local Hospital

Name _____ Phone _____ E-mail _____

Local Clinic

Name _____ Phone _____ E-mail _____

Local Parish Nurse, EMT and MD Contacts

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Parish Custodian/Maintenance

Name _____ Phone _____ E-mail _____

Parish Security Volunteers

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Local Gas & Heating Contact

Name _____ Phone _____ E-mail _____

Local Electrician

Name _____ Phone _____ E-mail _____

Local Plumber

Name _____ Phone _____ E-mail _____

Snow Removal Service

Name _____ Phone _____ E-mail _____

Lawn Service

Name _____ Phone _____ E-mail _____

Parish Contacts:

Pastor

Name _____ Phone _____ E-mail _____

Business Manager

Name _____ Phone _____ E-mail _____

Others:

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Diocesan Contacts:

Catholic Charities: Tom Keaveny, 507-233-5339, tkeaveny@dnv.org

Finance Director: Tom Holzer, 507-233-5309, tomholzer@dnv.org

Catholic Mutual: 1-877-290-1605

John Urlaub (Claims): 612-418-0324

STEPS TO FOLLOW:

1. CALL "911" if necessary
** Must dial "9" first,
to call out of the building.*
(PHONE located near Adoration Chapel)
2. Attend to the patient
(blanket to cover in sacristy)
3. Get the AED/ FIRST AID KIT
(AED next to elevator—1st Aid Kit In cabinet in sacristy)
4. Find trained responders in Church
(Doctors, Nurses, EMT's—see list in sacristy)
5. Ensure patient privacy
(Keep on-lookers away, unless helping)
6. Flag down Ambulance/Responders
7. Report to the Church office if the First Aid Kit or AED was used.

EMERGENCY RESPONSE INFORMATION FOR USHERS & GREETERS

Key points to know in case
someone needs medical attention
during Mass or other events in
church or on church grounds

CHURCH OF SAINT MARY**417 S. Minnesota St.****NEW ULM MN 56073**

August 2015

507-233-9500 stmarys@newulmtel.net

Outreach Ministry

KEY POINTS TO REMEMBER:

- The **AED** is located on the wall next to the elevator, on the Main floor. Signs are posted in the kitchen and lower level to direct persons to the AED when needed.
- The **First Aid Kit** is located in the vesting sacristy at the back of church, in the cabinet marked "First Aid Kit".
 - First Aid kit also in the basement Kitchen.
- A **Wheelchair** is located on the Main floor next to the elevator.
- The **List of church members who are CPR/AED-First Aid trained persons** is located in the vesting sacristy, in the cabinet with the First Aid Kit.
- **Dial "9" first** when calling out of the building. Phone is located near Adoration Chapel on the wall.
- **ACCESS TO BUILDING:**
 - Emergency Personnel can best access the church, main floor, through the main entrance, or the southwest or northwest entrances on Minnesota Street, from the driveway.
 - From the basement, the southeast entrance off the Alley may be the quickest, up the steps, unless the elevator is used. Then the southwest entrance may be best.

QUESTIONS TO CONSIDER**IN CASE SOMEONE NEEDS MEDICAL ATTENTION in CHURCH or on GROUNDS:**

1. Is the person alone or is someone with them?
2. Are first responders or medical-trained persons in the Church or on grounds responding, or do you need to find someone to help?

(See list of trained persons next to First Aid Kit)
3. Is the person responsive?...can they be helped out?... should "911" be called?
4. Is there privacy for the person, or do you need to help move people aside and keep them away?
 - * Do you need a blanket to cover the person?
 - *Are they sick to their stomach/need to throw up? *(bags available next to First Aid kit)*
5. If the person is responsive, do they need a wheel chair to be helped to their car, the 'Cry Room', or back Sacristy area of church, or to shelter if on the grounds?
(wheelchair located next to elevator)
6. If "911" was called, direct someone to be outside to flag down and direct the ambulance/police.

Routine Maintenance Checklist

- | | | |
|--------------------------|-------|--|
| <input type="checkbox"/> | _____ | Check roof and foundation of building <u>annually</u> . If roof is leading, or foundation has problems, schedule for repair. |
| <input type="checkbox"/> | _____ | Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used. |
| <input type="checkbox"/> | _____ | Test smoke detectors <u>annually</u> . If the alarms are battery operated, replace batteries as needed. |
| <input type="checkbox"/> | _____ | Inspect HVAC equipment <u>annually</u> . If HVAC needs maintenance, schedule for repair. Change filters as recommended. |
| <input type="checkbox"/> | _____ | Have an electrician inspect the wiring, power connection, and circuit boxes <u>annually</u> . |
| <input type="checkbox"/> | _____ | Inspect water heaters <u>annually</u> . |
| <input type="checkbox"/> | _____ | Provide backups and surge protection for all power sources. |
| <input type="checkbox"/> | _____ | Clean out gutters and drains <u>annually</u> . |
| <input type="checkbox"/> | _____ | Maintain grounds and fences. |
| <input type="checkbox"/> | _____ | Trim all trees away from the rooflines <u>annually</u> .
Remove broken trees, |
| <input type="checkbox"/> | _____ | Check the security of canopies and covered walks on <u>a regular basis</u> . |
| <input type="checkbox"/> | _____ | Check Emergency and First Aid Supplies.
Exchange dated supplies every 6 months and replenish items used as needed. |
| <input type="checkbox"/> | _____ | Insure vehicles have updated preventative maintenance. |
| <input type="checkbox"/> | _____ | Insure jumper cables are on hand. |

Catholic Mutual. . . "CARES"

EMERGENCY PREPAREDNESS OVERVIEW

No organization is immune from disaster, therefore, it is essential for each member of the Catholic Mutual family to develop an emergency preparedness plan. Emergencies can arise at any time and from many causes, but the potential loss is the same – people and property.

As was stated earlier, advance planning for emergencies is the only way to minimize the potential loss from these occurrences. Please keep in mind the following considerations as you develop adequate and appropriate emergency preparedness plans to meet your particular needs.

- a. The safety of staff, students, volunteers, visitors, etc. must be the first concern in planning for any emergency.
- b. A secondary concern is the protection of the property and the various operational activities, as well as, post-event planning in order to resume normal operations, with limited interruption of service.
- c. Evaluation of all potential disasters that may occur and development of an emergency plan to meet those crisis situations.
- d. Organization and training of small groups of individuals to perform specialized services in the event of an emergency.
- e. Designation of one individual as emergency preparedness coordinator to provide leadership and direction in the event of an emergency.
- f. Distribution of an emergency preparedness plan to local emergency organizations.
- g. Dissemination of plan to all staff, students, volunteers, visitors, etc. by:
 - 1. Posting alarm signals on bulletin boards.
 - 2. Posting emergency egress routes in all areas.

3. Posting the names of any emergency response team members on bulletin boards.
 4. Distributing emergency instructions to all individuals.
 5. Explaining the required action of individuals during an emergency situation.
- h. The emergency preparedness plan should address the issue of power supplies and utilities involved in the control of fire protection, lighting, ventilation, and communications.
 - i. The emergency preparedness plan should describe the chain of command and individuals in charge; identify the alarm system that is utilized; describe the first aid and medical treatment plan; describe the communication system that will be utilized; and describe the evacuation procedures that will be in effect.
 - j. The emergency preparedness plan should be reviewed on an annual basis and periodic drills conducted to determine the effectiveness of the plan.

Beyond Routine Maintenance Checklist

- | | | |
|--------------------------|-------|---|
| <input type="checkbox"/> | _____ | Close blinds and curtains to minimize heat loss or light fade when rooms are not in use. |
| <input type="checkbox"/> | _____ | Insure computers and other electronic equipment have surge protection. |
| <input type="checkbox"/> | _____ | File and secure all original papers, record books, and archival materials at all times. |
| <input type="checkbox"/> | _____ | Maintain salt or grit at all entrances and other walkways where ice might form. |
| <input type="checkbox"/> | _____ | If high winds are anticipated, avoid and keep people away from vulnerable windows. |
| <input type="checkbox"/> | _____ | If high winds are anticipated, secure outside furniture or store inside. |
| <input type="checkbox"/> | _____ | Insure that snow removal is accomplished before any church or parish event. |
| <input type="checkbox"/> | _____ | Maintain the integrity of storage sheds; check to insure locks are in place and hazardous flammable materials are secure. |
| <input type="checkbox"/> | _____ | Check the security and strength of all doors regularly. |
| <input type="checkbox"/> | _____ | Check attic spaces and windows for leaking after storms or high winds. |
| <input type="checkbox"/> | _____ | Contact Catholic Mutual and fax in a response form if a Parish facility has sustained damage as a result of a storm. |
| <input type="checkbox"/> | _____ | Be sure the church is open if a visiting priest is celebrating Mass. |



CATHOLIC CHARITIES OF THE DIOCESE OF NEW ULM
1421 6TH NORTH ST, NEW ULM, MN 56073
1-866-670-5163

CRISIS RESPONSE PROTOCOLS

Introduction: Catholic Charities of the Diocese of New Ulm identifies as one of their core services “Parish and Community Response: Working with individuals, families, parishes or communities to address needs, supply emergency resource materials or develop emergency response services in the wake of a tragedy or natural disaster.” Similarly, the Catholic Charities USA Code of Ethics outlines for member agencies: “The agency will have a disaster response plan in place, enabling it to respond effectively to local or national disasters”. (Page 28, Code of Ethics, CCUSA). To this extent, Catholic Charities staff and others from the Diocese of New Ulm have received advanced training in various areas involved with disaster response, crisis intervention, critical incident stress debriefing, emergency management, support after suicide or homicide and related topics.

Resources from Catholic Charities USA and various local and regional response teams are also identified and prepared to consult and assist in the event of a crisis or disaster. In light of these Catholic Charities’ core services and in order to maintain a plan, the following protocols are outlined as a guide from which to proceed in response to a crisis, tragedy or natural disaster.

Protocols: When a Local Tragedy or Disaster occurs or unfolds; Pastoral Leaders or School & Community Representatives are asked to call Catholic Charities:

Daytime: 866-670-5163 or 507-359-2966 (Paulette Kral, Administrative Coordinator)
Nights or Weekends: 320-761-5963 (Thomas P. Keaveny, MSW, LICSW, Director on Call)

1. Catholic Charities staff and others as appropriate will concur with the Bishop regarding response plans on the first working day a crisis issue is identified.
2. Responses will be handled with professionalism & confidentiality, engaging resources of the Diocese of New Ulm as available and/or prepared.
 - On the scene (or in the aftermath) counseling and debriefing services and related resources will be provided:
 - A. Bishop LeVoir will be advised of the issue(s) and the proposed response plans.
 - B. Catholic Charities counselors and staff will be dispatched to work with local parish staff & related parties as appropriate and requested.
 - C. Services to victims, family members, and others directly affected by tragedy will be a first priority.
 - D. In a parish setting, coordination and direction will occur in collaboration with pastoral leaders and staff. Catholic Charities staff will be available for funeral or memorial planning and related follow-up.
 - E. In a community setting, this coordination will also involve community, school or related response agencies.

- On the scene (or in the aftermath) counseling and debriefing services and related resources will be provided: (continued)
 - A. Catholic Charities services will be offered initially at no charge. Expenses for ongoing services will be reviewed and/or reimbursed as appropriate.
 - B. If Catholic Charities engages outside resources; the scope, focus and reimbursement (if appropriate) for these services will be clarified with the local response leadership involved.
- Follow-up with individuals, parishes and communities will occur as invited and/or requested:
 - A. Again, services to victims and their families, first responders and others directly affected will be a first priority.
 - B. Appropriate follow-up contacts will occur at the initiative of the Catholic Charities staff directly involved.
 - C. Ongoing counseling will be provided at the request of clients served in conjunction with the crisis.
 - D. Related reporting regarding these services and the individuals and communities served will be confidential or with the permission of those involved.
 - E. Other pastoral responses in the aftermath of a tragedy will include the Office of Bishop LeVoir.

3. Public statements or related comments to the press should be coordinated by the Diocese's Office of Communication and from the Office of the Bishop.

4. Disaster responses that require emergency funding will involve the Office of Social Concerns (regarding use of Diocesan Relief Funds) and/or the Development Office (if special fundraising efforts are initiated or occurring spontaneously).

5. Catholic Charities will maintain contacts and provide resource materials for anyone responding to a crisis in the Diocese.

6. Catholic Charities will work with other crisis responding agencies and resources to train for and to prepare in advance to appropriately engage in this work.

7. These plans and protocols shall be evaluated annually and promulgated to parish and diocesan staff on an ongoing basis.

Conclusion: Catholic Charities and the Diocese of New Ulm have a history of supportive response activity to build upon. Historically, the Diocese has worked with many local, regional and national resources; responding to the flooding in 1997 and 2010, the tornadoes in 1998, 2009, 2010, and flooding in the Diocese of Duluth in 2012. Similarly, members of Catholic Charities staff have responded to calls from parishes, schools and communities in response to suicides, traffic fatalities and related community tragedies. Suggestions and support are welcome at any time!