***ST. THERESE OF LISIEUX***

**PARISHIONER INFORMATION**

**PARISH RESPONSE TO EMERGENCY SITUATIONS  
(PRES) PLAN**



Revised: 7/18/2023

**Introduction**

The **PARISH RESPONSE TO EMERGENCY SITUATIONS (PRES)** plan is an Emergency Preparedness Plan that involves careful planning to prevent and minimize danger. In order to keep faith-based organizations and the individuals within them safe, careful preparation is vital.

Communication and collaboration between the Shelby Township Police Department, the Charter Township of Shelby Fire Department, St Therese Parish Council, St. Therese Ministries, and staff were involved in emergency preparedness planning for our congregation.

The first step in formation of this plan included performing a safety assessment to identify opportunities for improvement and plan strategies to generate a site-specific emergency preparedness plan. Once the assessment was complete:

* St. Therese of Lisieux implemented structural and procedural improvements in response to the security survey.
* The St. Therese of Lisieux Emergency Preparedness Plan was developed which included improvements as a result of the security assessment.

*Safety measures implemented at St. Therese of Lisieux Parish in response to the Security Survey and to promote safety include:*

* Installation of additional lighting inside and outside of building and in parking lot.
* Removal of trees /shrubs to promote better visibility of building and surrounding areas.
* Improved surveillance
* Improved security measures for access to building and rooms
* Limited access to building
* Additional locks
* Exits marked clearly
* Alarm system modifications
* Additional security cameras
* Additional panic alarms
* Additional fire alarms
* Windows locked and locks changed at regular intervals
* Designated staff who have access to the building after hours
* Inventory of valuables
* First Aid kits located in strategic locations
* AED located in Gathering Space. Staff, volunteers, ushers and parishioners trained.
* Fire extinguishers strategically located near church and in building.
* Fire extinguishers inspected regularly.
* PRES Training/Education

**Evacuation Plan**

The emergency preparedness plan includes an evacuation plan that designates the locations of the fire extinguishers, exists, pull stations, severe weather rooms, first aid kits and the AED.

St. Therese of Lisieux leads educated as to the emergency evacuation exits and are responsible for communicating this information to others who work or/volunteer in their area.

Doors leading outside labeled to assist with identification of exit routes.

Should the church be determined unsafe/destroyed after the event, if weather permits, the administrative team, staff, ushers, volunteers, parishioners are to gather in the back church parking lot and determine actions. If unsafe to gather in the building/parking lot, the leads are to gather at the Rectory to determine next steps.

An alternate location TBD to hold meetings, if needed, if the building is deemed unsafe or destroyed.

If evacuation of the St. Therese of Lisieux building is implemented:

* Remain calm
* Follow the instructions of the St. Therese of Lisieux administration lead
* Close doors to rooms as you leave
* Do not return for coats, purses, etc.
* Do not return to the building until the “all clear” signal is given by the administrative lead
* Delegate staff members/ushers/volunteers to assist seniors and physically challenged persons

**Severe Weather Plan**

* **SEVERE WEATHER WATCH:** A severe thunderstorm is a thunderstorm that produces one-inch hail or larger in diameter and/or winds equal to or exceeding 58 miles per hour. The size of the watch can vary depending on the weather situation. They are normally issued well in advance of the actual occurrence of severe weather.
* **A TORNADO WATCH:** Weather conditions are favorable for the development of tornadoes.
* **A TORNADO WARNING:** An alert issued by the National Weather Service after a tornado has been detected by radar or sighted. The National Weather Service provides the approximate time of detection, the location of the storm, and the direction of movement.
* **EARTHQUAKE:** While an earthquake cannot be forewarned, shelter in place protocol may need to take place.

Take cover by moving to a designated Shelter-In-Place immediately, if able. Move quickly.

If in church, an alert will be visually displayed on the screen for parishioners.

Assist any physically challenged people in the building, in church, or in meetings/classes, to one of the designated shelter areas, if able.

Shelter in place (take cover) until you hear an announcement from one of the safety leads, and/or a local media station that it is safe to return to your area.

Alternate location for meetings TBD by safety leads, should the building be deemed unsafe or destroyed.

In the event of severe weather conditions, such as extreme snow conditions or subzero temperatures, cancellation of liturgical services, programs, classes/meetings will be posted on the St. Therese of Lisieux website, communicated by email blast and posted at the entrance.

In the event of a weather emergency such as a tornado warning, liturgical services, programs, classes and meetings, the pastor/parish staff can declare a “weather emergency” and stop/suspend the service.

**Shelter-in-Place Plan**

In the event of a serious weather or other emergent situations, St. Therese of Lisieux leads present in the facility are responsible for carrying out the Shelter-In-Place plan. They may include, pastor, business manager, facilities manager, media/communication lead, parish staff.

In the event of a serious weather or other emergent situations, parishioners, staff, volunteers, and/or guests, are to be directed to participate in the Shelter-in-Place Plan.

Once directed to take shelter, the following is to be implemented:

* Notify those present on site.
* Notification on St. Therese of Lisieux website/email blast. Post on entrance doors.
* Remain calm and direct people to one of the designated shelter areas at St. Therese of Lisieux.
* Stay away from all windows.
* Remain sheltered until an “all clear” is issued by the National Weather Service.
* Report any injuries, notify medical personnel (911) if appropriate, and report all damage.

The shelter rooms should be interior rooms without windows:

* + If there are windows, close blinds/drapes, and keep people away from windows, close doors
  + Assist parishioners, staff, volunteers to the designated shelter-in-place areas, when applicable. Shelter-in- Place signs are located above the doorways for visual clarity during an emergency.
  + Shelter-in-place until an announcement is made from a Safety Lead(s) and/or a radio system station, that it is safe to return to your area or leave.

The following rooms/hallways are recommended for a weather threat/serious situations:

* + - Parish Office/Inside offices/Parish Conference Room. Move away from the windows and close all doors.
    - Gathering Space/Hallways
    - Choir Room
    - Overflow Room #9
    - Overflow Room 10
    - Kitchen

If in Social Hall and unable to move to an interior office or room (ie. Religious Education classes), if the temporary walls are in place, move to the inside classrooms away from all windows and close all doors.

The kitchen can be used for Shelter-In-Place emergencies providing the deep fryers are not in operation.

If parishioners are in church and unable to move to Shelter-In-Place areas for immediate cover, lay down on the floor in-between pews. If and when time permits, move to interior rooms (Shelter-In-Place Rooms) away from glass and flying debris.

FEMA CERT recommends having 3-day supply of food, water, shelter, and First-Aid items as an Emergency Kit for Shelter-in-Place situations:

* First Aid Backpack located in the Gathering Space near the restrooms
* First Aid Toolkit located in the Staff Kitchen/Lounge in the Parish Offices.
* Canned food/nonperishables located in the St. Vincent DePaul closets.
* Food located in the Kitchen refrigerators and freezer.
* Appliances located in Kitchen. Small appliances located in the Parish Office Staff Kitchen/Lounge
* Toiletries located in the St. Vincent DePaul closets & and in Medical Loan Closet
* Kitchen and Bathroom cleaners located in the St. Vincent DePaul Closet.
* Water Cooler located in staff lounge/kitchen in the Parish Office.
* Water Bottles are located in the Kitchen and/or St. Vincent DePaul closet.
* Medical Supplies located in the Medical Supply Closet.
* Crocheted blankets located in the Resource Rooms

**Active Shooter Prevention Plan**

* St. Therese of Lisieux Greeters/Ushers/Parish Office Secretaries**:** Trained to be on the lookout for anyone that might seem suspicious or have a weapon to avoid what could become a more dangerous situation.
* Prevention strategies that may help reduce the likelihood of an incident:
  + Screening new employees and volunteers with background checks and references
  + Reporting of any potential violent behavior in the church setting, workplace, meetings or classes.
  + Being familiar with emergency plan and prepared to:
    - Take immediate action, if appropriate.
    - Activate emergency notification system.
    - Remain calm
    - Lock or barricade doors, if appropriate.
    - Evacuate people via designated evacuation route to a safe area, if able.
* **Safe rooms**:
  + Resource Room
  + Choir Room
  + Parish Offices
  + Parish Kitchen/Lounge in Parish Office
  + Parish Conference Room
  + Usher Room
  + Sacristy behind the altar
  + Bathrooms
* **Communication Plan:**
  + People barricaded in a safe room may be able to communicate with the police:
    - If all members are accounted for post **GREEN** status card in door window.

Safe

* + - Post **RED** status card in door window if you cannot account for all members, have a medical emergency, or have noted something suspicious.

Emergency

* + - Optional **YELLOW** cards can be used if it is not an emergency, but there is a problem. If there is no door window, slide the card under the door into the hallway.

Question

**\***Communication status cards will be located in safe rooms.

**Active Shooter: Imminent Threat**

**1. Evacuate**

* + Leave all belongings and help others, if able
  + Designate people to assist with physically challenged individuals
  + Follow instructions of Shelby Township Police Officers
  + Call or text 911 when safe
  + Provide details of active shooter’s description and location to responding Shelby Township Police Officers, if asked.

**2. Hide Out**

* + If evacuation is not possible be out of view and find a safe room
  + Lock door and/or blockade with heavy furniture.
  + If the door doesn’t lock and no heavy furniture to use as a barricade, use improvised methods prevent the door from opening.
  + Silence all cell phones, radios, and/or televisions
  + Hide behind large items
  + Call or text 911 when safe
* **If evacuation and hiding are impossible:**
  + Remain calm
  + Quickly formulate a plan for yourself/others to engage the active shooter.
  + Dial 911, if possible, to alert the police to the active shooter’s location

**3. Take action against active shooter(s) as last resort if your life is in imminent danger**. *Try to disrupt or incapacitate the active shooter by:*

* + Attacking from ambush from multiple directions, if in a group.
  + Throw blunt objects to catch them off guard and use improvised weapons such as a fire extinguisher
  + Yell at the shooter

**Information to provide to the Police or the 911 Operator, if able:**

* Name and address of building, if known
* Location of active shooter
* Number of shooters, if more than one
* Physical description of shooter(s) (ie. height, weight, race, gender)
* Number and type of weapons the shooter has (ie. handgun, rifle)
* Number of potential victims at the location.

Reference: *Active Shooter Response Guide from Macomb County Emergency Management and Communications, oemc.macombgov.org*

**Fire and Smoke Emergency Plan**

St. Therese of Lisieux Church Fire Emergency Team leads are responsible for overseeing and/or carrying out the Fire Emergency Plan.

An alternate location to hold meetings will be determined if the building is unsafe or destroyed.

The evacuation plan is to be implemented.

**If Smoke or Fire Detected**

**Use RACEE Acronym:**

**R** Rescue those in immediate danger

**A** Alarm: Activate the fire pull station and call 911

**C** Contain the fire by closing all doors and windows, if possible

**E** Extinguish fire, if possible

**E** Evacuate the building if fire or smoke is discovered.

Proceed to the predetermined relocation point on the evacuation plan.

Remain at relocation point until determined it is safe to return.

Enact the procedure to account that all have evacuated the building(s).

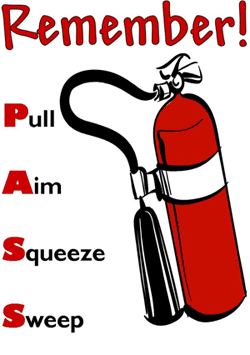
**How to Use a Fire Extinguisher**

**P** Pull the pin

**A** Aim the nozzle at the base of the fire

**S**  Squeeze the handle

**S**  Sweep from side to side



**Bomb Threat Emergency Plan**

If a bomb threat is received, evacuate the building and follow the Evacuation Plan.

If YOU receive the threatening phone call, gather as many details as you can about the call/caller and notify administrative lead and/or security. Notify the Shelby Township Police Department immediately, if directed.

Obtain as much information from the person as possible and do not hang up. Record the call, if able.

If the threat is made by note, notify administrative lead and/or security. Handle the note as little as possible. Notify the Shelby Township Police department, if directed to do so.

Do not use cellphones/2-way radios since they have the potential to detonate a bomb.

**If YOU are calling 911, give the following information:**

* + Identify yourself
  + State “I have received a bomb threat.”
  + Give your location
  + Provide the details obtained from the threat

“All Clear” or other instructions will be provided by the Shelby Township Police Department.

**Theft Emergency Plan**

* **St. Therese of Lisieux theft Emergency Plan includes:**
* Checking the door and window locks regularly for functionality
* Keeping doors locked when not in use
* Security camera system in place
* Security alarm system in place with notices posted outside the building
* Shelby Township Police Department regular monitoring visits
* Restricted access to building after business hours
* Restricted staff who have access to code after business hours
* Key staff responsible for locking building so that it is always locked when the building is vacant
* A list of valuables that are always kept in the building to include church, offices, furniture, computers, music instruments, artwork, statues, church articles, safe, records, sensitive information to include demographics, etc.
* ***In the event of an actual theft:*** 
  + Report it immediately to the St. Therese administrative leads and notify the Shelby Township Police Department, if directed. Include the items missing, date, time, and persons involved.

**Medical Emergency Plan**

Medical Emergency Teams designated who can assist in medical emergencies:

* + Medical Emergency Plan Leads
  + Health Ministry Members
  + Staff/Parishioners who know Cardiopulmonary Resuscitation (CPR)
  + Staff/Parishioners who know how to use the Automatic External Defibrillator (AED)

Parish Office Staff/Ushers/Volunteers/Parishioners educated in locations of First Aid kits and Automatic External Defibrillator (AED)

**First Aid Kits/AED/Ambu-Bag Locations:**

* + Red First Aid Back Pack located in the Gathering Space alcove labelled “Emergency Medical Supplies”.
  + Red Rescu-bag containing an ambu –bag located in the Gathering Space alcove labelled “Emergency Medical Supplies.”
  + AED (Automatic External Defibrillator) located in the Gathering Space alcove labelled “Emergency Medical Supplies.”
  + Trauma “Stop the Bleed” Emergency Kit located in the Gathering Space alcove labelled “Emergency Medical Supplies.”
  + NARCAN opioid overdose medication located in the red back-pack located in the Gathering Space alcove labelled “Emergency Medical Supplies.” Additional dose is located in the Parish Office by the secretary desk area on the wall in an unlocked red metal case.
  + Yellow First Aid Kit located in Parish Office Kitchen/Lounge Area
  + First Aid Kit/Cabinet located in Kitchen
  + Burn First Aid Kit in kitchen located by the Kitchen door.

**In the event of an active medical emergency**

* + ***Call 911*** (even if you do not have all of the following information).
  + Be prepared to give as much of the following information as possible:
    - Name, location, nature of the medical emergency, number of people involved, type injury.
    - Your name and the phone number from which you are calling
  + Treat minor injuries with supplies in the first aid kits, if able.
  + While waiting for professional help do not move the sick or injured person, unless necessary.
  + If during mass, a request for assistance from any available medical personnel will be displayed on the media screen.
  + When possible, secure help from parishioners/staff trained in CPR and/or First Aid who can assist.
  + When professional help arrives, allow responding emergency units (911) to take control of situation.
  + Provide emergency responders with pertinent information you have regarding the person requiring medical attention.

**EPIDEMIC/PANDEMIC PREPARDNESS AND RESPONSE PLAN**

* Once it has been determined an epidemic or pandemic is taking place, the St. Therese Epidemic/Pandemic Plan Leads will convene to determine what actions need to take place based on the recommendations of public health advisers from state and local health department, emergency management agencies, the CDC and the AOD:
  + Liturgical Services
  + Religious Education
  + Church activities
  + Education/classes
  + Medical Lending Closet
  + Anointing of the Sick
* The pastor, business office manager, and other designated person(s) to determine which staff, volunteers are needed to carry on the work of the “essential” work of the organization. This includes visits/services to parishioner’s home, nursing homes, etc.
* The pastor, business office manager, and other designated person(s) to determine if the Parish Office will remain open, and if so, the hours of operation.
* The administrative staff, communication/media specialist and/or nurse will ensure ongoing education is provided to parishioners and community on measures to prevent illness and the spread of infection.
* The director of discipleship formation, in coordination with the pastor and administrative staff will determine if and how the religious education program will be provided.
* **Communication Plan for Implementation of Pandemic Response Plan:**
  + Secure up to date reliable pandemic information from the CDC, public health advisers from state and local health departments, and emergency management agencies. This information should be made available to St. Therese administration, staff, volunteers, parishioners, and community.
  + Pandemic information to be distributed to congregation on an ongoing basis via:
    - St. Therese of Lisieux website
    - St. Therese of Lisieux Church Bulletin
    - Email blasts
    - Podcasts/phone messages
    - Flyers, materials
    - Signage
  + St. Therese administrative staff to encourage staff, volunteers, parishioners, community to follow the information and recommendations provided by the CDC, public health authorities, state and local health departments, and emergency management.
  + Signage as to pandemic “precautions” to be taken, to be placed at entrances to the building, entrance to the parish office and church entrance.
  + Staff, ushers, health ministry members, and volunteers educated in pandemic preparedness and response plan and what actions they can assist with:
    - Ushers to assist with limited numbers or parishioners allowed in church and the seating of parishioners attending masses. Seats will be marked with an “x” for social distancing.
    - Ushers can direct parishioners to Parish Office for masks, if the parishioner is in need of one.
    - Ushers, volunteers, health ministry members to assist with disinfecting of church pews between services.
    - Health Ministry members may be available to assist with PPE, taking of temperature, or other precautionary measures prior to functions, events, masses, etc., if needed.
  + Religious education plan will be communicated to parishioners via email, church bulletin, website.
  + Telephone calls made to “homebound” parishioners during the pandemic as a “courtesy check-in” to ensure wellness and to see if the parish community can assist in anyway.
* **Implementation of Plan:**
  + The pastor with guidance from the AOD will determine if liturgical services can continue, the frequency of masses, location of masses (if different than the church proper), and logistics related to masses. The pastor may make changes to the following depending on circumstances:
    - Seating following social distancing guidelines
    - Social Distancing of celebrant and other ministers
    - Wearing of masks
    - Avoidance of parishioners touching of each other for the Sign of Peace
    - Collection procedure modified.
    - Holy water and baptismal fonts may be emptied depending on state of emergency. Holy water placed in individual bottles for parishioners instead of the Holy Water receptacle. Holy water dispensers placed at entrances to church, chapel.
    - Music/choir. Members of choir may be limited. Social distancing to be maintained.
    - Signage to include physical distancing, wearing of masks, sanitizers.
    - Distribution of Holy Communion will be determined by the pastor depending on the status of the state of emergency. Communion may be distributed as usual, or parishioners *may* *be asked* to stay in their seats for Holy Communion and the Eucharistic Ministers will come to each person.
    - Ushers will release parishioners from pews one pew at a time at the end of mass.
  + If it is determined church services are to be suspended, parishioners will be notified of what online resources are available for viewing of liturgical services, as well as other spiritual resources available for prayer and reflection.
  + Implementation of precautions to be taken prior to staff or volunteers reporting to work, or people attending events, classes, functions at the church will be determined by the administrative staff. Precautions to be considered include:
    - Taking of temperature. Temperature of 100.4 or above considered a fever.
    - Asking if the person has any signs or symptoms of virus, ie fever, cough, shortness of breath.
    - Asking if the person has been sick or caring for a sick person at home.
  + If any of these symptoms are positive, personnel will be asked not to attend work or the function at church.
* Activities/functions normally scheduled before or after services, *may* be suspended at the discretion of the pastor.
* Implementation of the religious education program via online or in-person will be determined by the director of discipleship formation, in collaboration with the pastor and/or administrative staff.
* Resources available to protect staff, parishioners, and persons in the community during a pandemic:
  + St. Vincent de Paul pantry and support available
  + Knights of Columbus
  + Medical Lending Closet *may be* *closed* for donations and distributionof medical equipment and supplies, depending on the status of the state of emergency. This will be determined by the pastor, business manager and nurse, if available.
  + Personal Protective Equipment (masks and/or gloves) available for staff, volunteers and parishioners once the church/building is open. Masks are to be worn by all individuals (except children under 2 years of age) during the pandemic as directed by the CDC and public health advisors. Masks available in the Parish Office, if needed.
  + Sanitizer dispensers have been strategically located at entrances of church, in hallways, near entrances to rooms, social hall, kitchen, and church offices.
    - All staff, volunteers, parishioners, and visitors encouraged to wash hands frequently or use sanitizer.
    - People attending mass or other church events are asked to wash or sanitize hands before entering church. Sanitizers have been placed on the walls of the church entrance.
  + Thermometers are available to test staff, visitors, parishioners for presence of fever. Thermometers are located in the Parish Nurse’s Office.
  + Pulse oximetry devices are available to check oxygen levels for staff and parishioners. They are located in the Parish Nurse’s Office.
  + Pastor available by appointment for one-on-one consultation.
  + Liturgical services, confessions and other services/functions may be held outside, if the pastor deems appropriate, and if weather permits.
  + Parish Nurse available for parishioners for guidance or references.
* Disinfecting of church and building:
  + Facilities, ushers, health ministry members, and parishioners may assist with disinfecting after liturgical services.
  + Facilities responsible for cleaning and disinfecting church/building after services, meetings, etc. according to guidelines as outlined in CDC recommendations.
  + Facilities responsible for ensuring all hand sanitizers are ordered, filled and readily available.