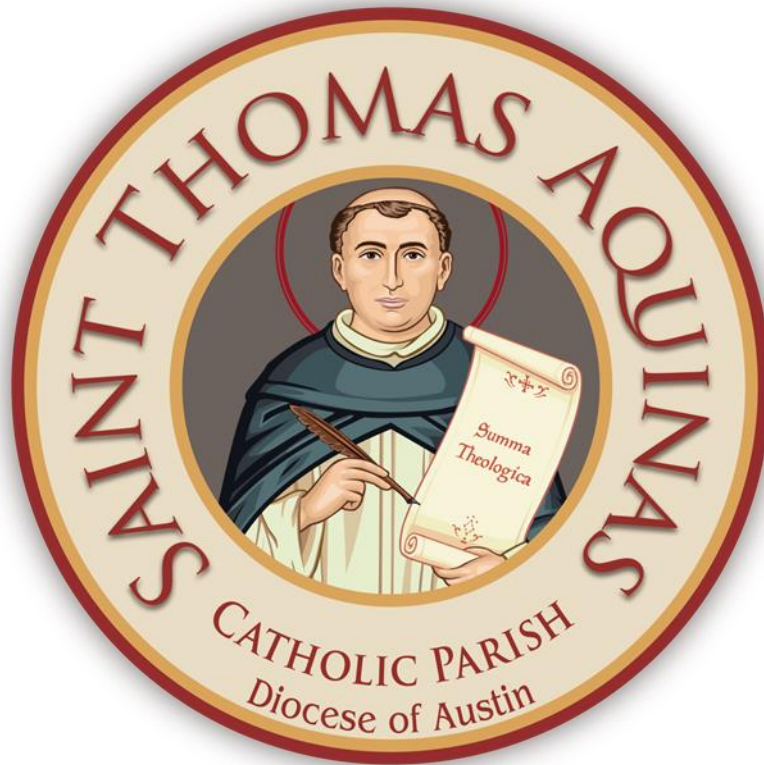




Emergency Action Guidelines



2541 Earl Rudder Freeway
College Station Texas 77845
979693-6994

2 FEBRUARY 2018



Saint Thomas Aquinas Catholic Church Emergency Management



Diocese of Austin

Emergency Action Guidelines

For this plan an emergency is defined as a situation that poses an immediate and material risk to health, life, property or environment, but is within the abilities of local persons or agencies to treat. Most emergencies require urgent intervention to prevent a worsening of the situation.

The purpose of these emergency action guidelines is to provide for the safety and well-being of the staff and anyone else present on the grounds and in our buildings of the Saint Thomas Aquinas Catholic Church.

In caring for “our community” we must face the reality that emergencies happen and prepare for their eventuality. Houses of worship have always been subjected to emergencies such as heart attacks, fires, etc., plus the forces of nature, such as severe storms and earthquakes. At one time a house of worship was considered one of the safest places to be. The times in which we live today, however, seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred. The newspapers and television often report robbery, theft, homicide and other such events occurring in places of worship. As was once said, we need to pray for the best, plan for the worst and accept whatever God provides. Whenever we have any type of emergency, **the first concern is the safety and well-being of the staff and anyone else present on the grounds. People first - Stuff later!**

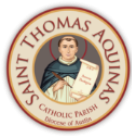
In all cases,

- Keep your eyes, ears, and all other senses alert and be aware of what is happening around you. What is that funny smell? Why does this feel wrong? What is causing that weird sound? What is happening to that person?
- Remain calm - Evaluate the situation - Take action.
- Use your best judgment, especially when something doesn't fit into pre-arranged procedures.
- **Always DIAL 9-1-1** whenever you feel that you or other people are in danger, or the solution to the problem exceeds your capabilities.
- If you are told to evacuate the facility, proceed calmly and orderly towards the parking lots or other location as directed as directed by an usher/greeter or other church official.
- The parking lots are the primary “**Evacuation Points**” (See map) Their locations may have to change if the nature of the emergency requires.
- Accountability: Once you arrive at an Evacuation Point, check to insure all your co-workers and anyone you are responsible for are there. Do not go back into the facility until someone in authority has given the “All Clear.”
- Insure the office staff is always aware of any emergency.



Emergency Action Guidelines

1. MEDICAL EMERGENCIES
2. TRAUMATIC EVENTS
3. FIRE
4. CHEMICAL SPILL / LEAK
5. EXPLOSION
6. HOSTILE INTRUDER
7. CRIME IN PROGRESS
8. ACTIVE SHOOTER
9. DRIVE-BY SHOOTING
10. CIVIL UNREST AND PROTEST
11. BOMB THREAT
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13. THUNDERSTORMS – SEVERE STORMS
14. EARTHQUAKE



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Under “**Emergency Action Guidelines**” you will find a quick reference to actions you should take in specific situations. All staff members should be guided by these steps in an emergency. Some activities, such as the Child Development Center, or Worship in Progress may have a more detailed list of emergency actions. Keep the guide handy in offices, rooms, and classrooms. Everyone, staff and volunteers responsible for other people, should be familiar with its contents.

If the media makes inquiries about an emergency incident, the church response should be made by the pastor or a designated representative from the Diocese of Austin. Other persons are to refer all inquiries to the pastor or his designated representative and not give out any information.

REMAIN CALM

EVALUATE THE SITUATION

TAKE ACTION

- **When you DIAL 9-1-1, be prepared to give the following information:**
 - **Your name and a call back phone number at the emergency.**
 - **Your location: (2541 Earl Rudder Freeway South)**
 - **Number of people involved.**
 - **Nature of the emergency**



**Saint Thomas Aquinas Catholic Church
Emergency Management**



EMERGENCY ACTION GUIDELINES

1. MEDICAL EMERGENCIES

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Treat minor injuries from supplies in the first aid kits.
- Know who is trained and certified in first aid and CPR.
- If the problem is beyond your capabilities **DIAL 9-1-1**. Be prepared to give the following information:
 - Name and phone number.
 - Location. (2541 Earl Rudder Freeway South)
 - Number of people involved.
 - Nature of injury or illness.

If at all possible, stay on the line until help arrives.

While waiting for emergency responders do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location. Send a person outside to flag down emergency responders and show them where to go.

When professional help arrives:

- Allow responding units to take control of situation.
- Stand by to assist as needed.

If the spouse, parent, responsible adult or next-of-kin was not present during the emergency, a member of our staff must notify them of the occurrence. Do not attempt to make a medical diagnosis of the problem. Tell them what happened and what hospital the person was taken to.

If the emergency was caused by an accident or injury, help the staff personnel get appropriate information as they will need to complete an injury/incident report. Do not offer to drive the injured person to a medical facility.



Saint Thomas Aquinas Catholic Church Emergency Management



2. TRAUMATIC INCIDENTS

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Examples of traumatic incidents are:

- Suicide, death
- Life-threatening injury
- Anything else likely to cause severe emotional reaction.

If you become aware of a traumatic incident that may affect the physical or emotional health and/or safety of people, immediately **DIAL 9-1-1** and notify the office during business hours.

The person in charge will gather information, review options, and inform the staff of actions taken.

All non-essential people must be kept away from the scene of a traumatic incident and it should be isolated until the scene is released by professional responders.



Saint Thomas Aquinas Catholic Church

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3. FIRE

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- Activate the fire alarm and **DIAL 9-1-1**.
- Evacuate in an orderly manner according to established exit routes, if possible, to an Evacuation Point indicated on the campus map.
- Staff shall clear rooms, close doors, if safe to do so.
- Accompany people to designated area.
- Teachers and ministry leaders shall take roll call, staff account for people and staff.
- An ALL CLEAR signal will be given indicating when it is safe to return.

4. CHEMICAL SPILL - HAZMAT

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Should a hazardous chemical spill occur on site or in the immediate area, such as a traffic accident with a tank truck spilling its contents, the following precautions should be taken:

- Evacuate the area nearest the spill.
- Be sure to locate people upwind from the spill.
- **DIAL 9-1-1** for Fire Department HAZMAT response. (Report the chemical, if known).
- Notify the parish office immediately.
- Shut down any recirculating air systems.
- Follow all directions given by emergency personnel.

5. EXPLOSION

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Take the following actions if an explosion occurs:

- **DIAL 9-1-1**
- Assess the situation and inform the staff as quickly and calmly as possible.
- If there is any apparent danger, account for people and evacuate in an orderly manner to the primary Evacuation point.
- If no apparent danger exists, remain with the people in their present location.
- Take any necessary follow up action.



Saint Thomas Aquinas Catholic Church Emergency Management



6. HOSTILE INTRUDER

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- **DIAL 9-1-1**
- Remain calm. Talk with the intruder in a low, non-threatening manner.
- Keep your distance.
- Do not attempt to deceive or threaten the intruder.
- Maintain order among people.
- Be constantly alert and prepared for violence.

NOTE: If any site becomes involved in a hostage situation, the primary concern must be the safety of people and staff. Individuals who take hostages are frequently emotionally disturbed or confused, and it is important to not antagonize them. Communication must be handled in a calm, quiet, non-threatening, non-joking manner, always remembering that it may take very little to cause such people to become violent.

7. CRIME IN PROGRESS

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

- **DIAL 9-1-1.**
- Give them your name and location, and apprise them of the situation.
- Do not attempt to apprehend or interfere with the criminal except for self-protection.
- IF THE ASSAILANT IS IN POSSESSION OF A WEAPON, DIRECT EVERYONE TO DROP, COVER, AND REMAIN MOTIONLESS.
- IN THE EVENT GUNFIRE IS HEARD, EVERYONE SHOULD BE DIRECTED TO LAY FLAT ON THE GROUND.
- If the assailant does not have a weapon, move people away from the scene of the crime in an orderly fashion. If the situation permits, make notes of as many details as possible.
- Notify the office during business hours.



Saint Thomas Aquinas Catholic Church Emergency Management



8. ACTIVE SHOOTER

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

DIAL 9-1-1

RUN

- Have an escape route.
- Leave your belongings behind.
- Keep your hands visible.

HIDE

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.

FIGHT

- As a last resort and only when your life is in imminent danger:
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the active shooter.

9. DRIVE-BY SHOOTING

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

In the event that a drive-by shooting occurs on or adjacent to the site, these procedures should be followed:

- **DIAL 9-1-1**
- If inside a secure the room, and DROP, COVER, and HOLD until the danger has passed.
- In an open area:
 - Move people to a safe area, rooms or any cover possible.
 - Initiate DROP and COVER if it is not possible to safely reach an enclosed area until the emergency is over.

Note: Drive-by shootings usually happen very quickly. Try to get as much information as possible without putting yourself in danger.



Saint Thomas Aquinas Catholic Church Emergency Management



10. CIVIL UNREST - PROTEST

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Civil unrest may result when people are moving about, challenging authority, committing acts of vandalism, gang activity, etc., to the point where the safety of the staff and people on our campus is jeopardized.

The goal is protecting all people from injury or harassment until proper help can be summoned and keeping property losses and damages to a minimum.

- **DIAL 9-1-1.**
- Get everyone inside, including anyone seeking shelter.
- Do your best to supervise the area outside until everyone is in a room.
- Lock the doors, close the curtains.
- Remain in room until an ALL CLEAR signal is given.



Saint Thomas Aquinas Catholic Church Emergency Management



11. BOMB THREAT

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

A *bomb threat* exists when a suspected bomb or explosive device has been reported, but not located.

- If you receive a phone call try to gain as much information from the caller as possible:
 - Detonation time.
 - Location of bomb(s).
 - Type of bomb(s).
 - Voice characteristics.
 - Background noises, such as: automobiles passing, noises, etc.
 - Reason for bomb threat.
- Cease any use of portable radios on site.
- **DIAL 9-1-1**, then report threat to parish office during business hours.
- If a suspicious package is found, **DO NOT TOUCH IT**.
- Account for people in the threatened area and evacuate.
- While moving people a safe distance from the buildings, caution them to stay clear of buildings, trash cans, and lockers.
- Once out of the building, remain there until an ALL CLEAR signal is given.

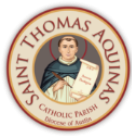
12. BOMB EMERGENCY

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

A bomb emergency exists when a bomb has been located, or a bomb has exploded.

DO NOT TOUCH, MOVE, OR IN ANY WAY HANDLE A SUSPECTED EXPLOSIVE DEVICE

- Cease any use of portable radios on site
- **DIAL 9-1-1**. The dispatcher will ask for information about the device. Police, fire and emergency medical services will be dispatched.
- Evacuate in a mannerly order, and caution participants to stay clear of buildings, trash cans, and lockers.
- Move participants a safe distance from the buildings.
- Open areas are best for gathering after evacuation.
- Account for all people.
- Be aware of a potential second device-stay away from explosion area and buildings or vehicles.
- Once out of the building, remain there until an ALL CLEAR signal is given.



Saint Thomas Aquinas Catholic Church Emergency Management



Evacuation

13. TORNADO – SEVERE STORMS

Tornado Emergency:

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public.

Tornado Warning is Announced: Shelter-in-Place

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you’ve situated yourself in the safest place you can find, protect your face and head, and stay where you are until an “all clear” signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

There may be situations when it’s simply best to stay where you are and avoid any uncertainty outside. In fact, there are some circumstances where staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering in place and sealing the room, is a matter of survival.



Saint Thomas Aquinas Catholic Church Emergency Management



14. EARTHQUAKE

REMAIN CALM-EVALUATE THE SITUATION-TAKE ACTION

Inside buildings: Implement DROP, COVER, and HOLD.

All people should immediately turn away from glass areas and place themselves under tables, or desks. Move away from large panes of glass and out from under heavy, suspended light fixtures. When the earthquake is over, evacuate the building if necessary to an Evacuation Point. Advise people not to touch electrical wires and avoid using matches and lighters until the area is declared safe.

Outside:

The safest place is in the open, away from any potential falling objects (i.e., trees, power lines, buildings). Stay in the open until the earthquake is over or until further directions are given.

Check all utilities, shutting off gas water and electrical systems if leaks are occurring. Do not re-enter any damaged buildings until they have been declared safe.

SAINT THOMAS AQUINAS CATHOLIC CHURCH



Saint Thomas Aquinas Catholic Church Emergency Management



CAMPUS EVACUATION POINTS

