1. **OBJECTIVE**

The Emergency Action Plan (EAP) is designed to ensure the protection of persons in Our Lady of Lourdes (OLL) facilities during emergency conditions, i.e., fire, severe weather, bomb threat, and earthquake. It outlines the appropriate response actions to be taken during emergency conditions. Education is provided to ensure all staff know and understand the Emergency Action Plan.

1. **MINIMUM PLAN REQUIREMENTS**

The Emergency Action Plan will be written and a copy of the plan will be kept in the Parrish Office and will be available for staff/parishioner review.

The following elements, at a minimum, are included in the plan:

1. Procedures for emergency evacuation, including type and escape route

assignments.

1. Procedures for staff who remain behind to perform critical building operations

before evacuating.

1. Procedures to account for all staff/parishioners following an emergency

evacuation.

1. Identification of staff/parishioner’s rescue and medical duties.
2. Preferred means of reporting fires and other emergencies.

**III.** **TRAINING/DRILL**

Prior to implementation of the Emergency Action Plan, OLL will train all staff concerning the proper procedures to follow in the event of an emergency. Training and review will be conducted by one or more members of the safety committee.

Annual staff training has been established as follows:

1. Evacuation Drill All staff
2. Rescue and Medical Duties All staff
3. Reporting Emergencies All Staff
4. Proper use of Fire Extinguisher All Staff

Our Lady of Lourdes will review the plan with the staff whenever:

1. The plan is first developed.
2. The staff's responsibilities or activities change.
3. The plan is changed.
4. Changes in staff.

**IV. PLAN LOCATION**

The Emergency Action Plan can be accessed at the following locations:

1. OLL website lourdescatholicchurch.com
2. OLL office.

All staff will receive a copy of the plan during the initial training session.

# **A. INCLEMENT WEATHER**

# Church:

1. In the event dangerous weather is in the area, designated persons (hospitality

ministers) should monitor the weather conditions via phone or radio.

2. If weather sirens are activated the congregation should be encouraged to take shelter

below the level of the pews and cover up as much as possible. Those in choir loft must come

down stairs. People in upper room, must come down stairs.

3. The congregation should be encouraged to remain in the area until all persons are accounted for

in each family.

**B. FIRE**

# Any staff/parishioner discovering a fire shall immediately activate the nearest fire alarm in the office, parish hall or daycare. In church, see option 2 below. Then dial 911.

1. Upon notification of a fire in office or parish hall staff should evacuate

a. Before opening any door, feel the door to ensure it is not hot due to a fire in an

adjoining room.

b. Upon leaving a room, if possible, close all doors.

c. Do not re-enter the building until an "All Clear" message given by Fire Dept.

d. Contact emergency personnel if someone is missing.

2. Upon notification of a fire in **church,** parishioners should evacuate

a. All parishioners should immediately proceed to the nearest exit in an orderly manner. If

exit is blocked, use an alternate exit. If all exits are blocked open a window and signal

for help.

b. All exits always remain unlocked, for exiting the building.

c. All parishioners exit the building in a quiet and orderly manner. **DO NOT PANIC.**

d. Parishioners located in the upper room must exit using the stairwell.

e. Parishioners located in the choir loft must use the stairwell unless it is blocked. If

the stairwell is blocked emergency ladders are available in the choir loft.

f. Contact emergency personnel if someone is missing.

g. People in upper room exit the back door of sacristy; children meet parents at the parking

lot corner of school building.

## BOMB THREAT

The staff member who receives a bomb threat will treat the threat as real and follow proper procedures. **Do not assume the call is a harmless prank. Call 911 after call is ended.**

# 1. Remain calm and courteous; ask as many questions as possible to hold the caller on the line as

# long as possible. Listen for background noise that may help identify the caller.

# 2. Complete the OLL Bomb Threat Report during the call, if possible, or immediately thereafter.

If the call is not specific, or if the building is threatened, the building should be evacuated

immediately in a fire drill manner. Any suspicious looking objects should be noted, but not disturbed. A bomb can be virtually any shape or size. **Remain as calm as possible. Your actions may save lives.**

## MEDICAL EMERGENCY

1. Dial 911.

2. Care for the victim(s) until emergency personnel arrive.

1. **VIOLENT INCIDENTS**

Violent acts are actual, threatened or imminent acts of violence.

1. Violent acts outdoors - During Mass

a. Hospitality Ministers secure the doors.

b. Hospitality Ministers call 911.

c. Wait for law enforcement.

2. Violent acts indoors - During Mass

a. All Hospitality Ministers call 911 and leave the line open until a police officer or

the 911 operator tells you to hang up.

b. Due to the fluidity of violent encounters, it is impossible to provide exact instructions

concerning how to act or what to do. There is inherent risk in any course of

action but the following guidelines are recommended:

1) Remain calm.

2) Protect your own life, those of your family and of others.

3) Implement one of the following actions, not necessarily in this order:

A) Resist the aggressor.

B) Flee if possible.

C) Shelter in place.

3. Violent acts outdoors - During normal business hours

a. Staff secure doors.

b. Staff member call 911.

c. Wait for law enforcement.

4. Violent acts inside the office area

The response is the same as violent acts during Mass substituting staff member for hospitality

minister.

**F. ROBBERY - DURING MASS**

The following procedures should be followed during a robbery

1. Remain Calm.

2. The priest, deacon or another authority figure should request the congregation to

cooperate.

3. Once the perpetrator leaves the Head Eucharistic Minister or his designee call 911.

4. The Hospitality Ministers should lock all doors until law enforcement arrives, after perpetrator has

left the building.

5. The congregation should be encouraged to stay after the event and cooperate with Law

Enforcement.

6. If the perpetrator uses force or attempts to take a hostage the robbery should be treated

as a violent incident as above.

**G. SUSPICIOUS PACKAGE/ENVELOPE**

If you receive a package or letter that seems suspicious, be cautious! If you believe the item might be harmful contact law enforcement.

1. **EARTHQUAKE**

In the event of an earthquake

1. Move away from glass and any object that could fall off walls or tip over.

2. Take shelter under a desk, pew or other sturdy structure, such as a doorway.

3. When the quake ceases, evacuate the building in FIRE DRILL manner.

1. **NOTIFICATIONS**

The following shall be notified when applicable and in accordance with Diocesan policy and

Procedures.

1. Pastor- Fr. Pat Reynolds: 270-684-5369 [jpatreynolds@gmail.com](mailto:jpatreynolds@gmail.com)

Assistant Pastor- Fr. Joe Schoettle 270-684-5369 [indy258@twc.com](mailto:indy258@twc.com)

2. K-3 Campus 270-684-7583

when school is in session or if there is reason to believe people are in the school: 3. McRaith Catholic Center - Chancellor Kevin Kauffeld: 270-683-1545

4. Others as required by Civil law or diocesan policy: