



St Bernadette Roman Catholic Parish
 Letter of Instruction
 For
 EMERGENCY PROCEDURES

Effective: 23 February 2009

INDEX

Para 1. Front-Desk Office Emergency Procedures

Para 2. Medical Emergency Procedure at Mass

1. Front-Desk Office Emergency Procedures.

- a. **General.** If a parish staff member is available, the staff member will take charge when an emergency situation occurs on parish grounds. If a parish staff member is not available, the front-desk office volunteer will take initial actions until a parish staff member can be reached and arrives to take charge of the situation. Initial actions are always important in an emergency situation. If an emergency situation occurs when a parish staff member is not available and in the mind of the office volunteer the situation warrants police or fire department attention, the office volunteer should immediately call 911; take actions as necessary to ensure the safety of anyone in danger; and as soon as possible contact a parish staff member.
- b. **Fire.**
 - i. **Fire Detection System.** The parish buildings are protected by a security system. The system monitors numerous smoke detectors and provides a warning if a fire condition is detected. On a fire alarm, an alarm will pulse on and off in both the parish office and the St Bernadette Center. If the alarm is not cleared from the central panel within 30 seconds, a signal will be sent to a central monitoring station and the fire department will be alerted. Immediately evacuate everyone present in the building. Direct them to gather in the open field to the north of the parish office. Do not re-enter the building until cleared by the fire department and the in-charge parish staff member.
 - ii. **Fire Detected without Alarm.** If fire or smoke is detected in any of the parish buildings and the situation warrants fire department support, go to the nearest fire alarm box and pull the handle. The security system will immediately sound the alarm in both parish buildings per item 2a above. Immediately evacuate everyone present in the building. Direct them to gather in the open field to the north of the parish office. Do not re-enter the building until cleared by the fire department and the in-charge parish staff member.

Notes:

1. There is often very little time between the detection of a fire and time it becomes deadly. It is thus very important that everyone evacuate the building when an alarm sounds or fire or smoke is detected.
2. In the parish office, fire extinguishers are located by the rear exterior door and in the break/copying room on the back-wall next to the door. Fire box t-handle alarms are located at the parish office front and rear doors.
3. In the St Bernadette Center, fire extinguishers are located next to all three main door entrances and next to the exterior doors in the kitchen, storeroom, and Room 7. Fire box t-handle alarms are located next to all exterior doors.

4. The parish staff directory with home and cell phone numbers is located in the “Volunteer Receptionist Information” tab of the purple book. Father Pete, Larry Cordier, or Connie Smith live the closest to the church and could respond the quickest in an emergency.
- c. **Personal injury**. . If word comes to the office that someone is injured or in some sort of distress, immediately contact a staff member and apprise them of the situation. If no staff member is available, immediately determine if medical support is needed. If so, immediately call 911. Until help arrives, make sure the individual is made as comfortable and stable as possible. As soon as possible, contact a parish staff member. When things calm down, make a record of the events including what happened and listing the person involved and witnesses—record names, addresses, and phone numbers.

Notes:

1. The parish office First Aid Kit is located in the break/copy room next to the sink in the top right hand drawer.
2. The parish staff directory with home and cell phone numbers is located in the “Volunteer Receptionist Information” tab of the purple book. Father Pete, Larry Cordier, or Connie Smith live the closest to the church and could respond the quickest in an emergency.

2. Medical Emergency Procedure at Mass.

- a. The Sacristan will take the leadership role – keep calm.
- b. The Sacristan will have someone get the First Aide kit which includes the air way mask from the Ushers Closet. (other locations are the Church Kitchen and the Kitchen in the Office)
- c. Assess the situation and have someone call 911 immediately especially if the person is unconscious. (When calling 911---give your name---the church name and address – 16245 N. 60th Street between Greenway and Bell Road) and any information you have about the ill person.
(Note: Telephones are available in the kitchen and sacristy. Dial 9 to get out then dial 911.)
- d. Help administer CPR or First Aide if needed and if you are trained or find someone that can perform CPR or First Aide.
- e. If the Presider does not, and you still need a Doctor or nurse, have someone quietly go through the church and ask if there is a doctor or nurse in the house. If the dr or nurse is not performing CPR or first aide, have them talk to the 911 operator for more detailed information.
- f. Sacristan will have someone meet the Fire Dept at the entrance to the parking lot.
- g. Sacristan will have someone meet the Fire Dept at the entrance to the church---the door closest to the person that is ill.
- h. Send any on lookers back to their seats.
- i. Attempt to get the name and telephone number of the person that is ill and any family members with them
- j. Ask Father after mass to go to the hospital for the anointing of the sick.
- k. Write up a brief note explaining what occurred and the names and numbers of the people involved
- l. Put the note in Al Homiski’s mail box located in the office.