

***ST. THERESE OF LISIEUX***

**PARISHIONER  
INFORMATION**

**P**ARISH  
**R**ESPONSE  
TO **E**MERGENCY  
**S**ITUATIONS

**(PRES) PLAN**

**48115 Schoenherr • Shelby Twp., MI 48315**

**[www.StThereseParish.ws](http://www.StThereseParish.ws)**

## 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 (PRES) was developed which included improvements identified in the safety assessment, as well as a plan to address emergent situations/events.
- The Emergency Preparedness Plan was communicated to St. Therese of Lisieux staff.
- St. Therese of Lisieux staff trained with regards to the emergency plan.
- The St. Therese of Lisieux Emergency Preparedness Plan communicated to the parish council, ministries, ushers, greeters, volunteers and parishioners.

## Introduction

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## Evacuation Plan

## Communication Plan

### Communication Plan

The Media and Communication person is responsible for communicating with the congregation about emergencies, closings, and cancellations via St. Therese of Lisieux website, email blast and posting of information on the entrance doors.

In the event St. Therese of Lisieux Parish needs to communicate with the media, the pastor will be the primary person representing the parish. In the absence of the pastor, the business manager or the media and communication person will represent the parish.

For classes and meetings held at St. Therese of Lisieux, the person in charge of scheduling or facilitating the class/meeting is responsible for contacting the individuals scheduled to attend.

The St. Therese Parish Office Secretaries may assist with communication of emergencies, closings, and cancellations via telephone.

For Religious Education, if classes are cancelled unexpectedly, email messages are sent to the parents/guardians by the Director of Evangelization.

For weather closings, Religious Education Classes are cancelled if the Utica School District schools close.

Communication Plan

Evacuation Plan

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## Evacuation Plan

## Communication Plan

### Evacuation Plan

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

St. Therese of Lisieux leads are responsible for communicating emergency evacuation exits to those who work or/volunteer in the building.

Doors leading outside are 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

Communication Plan

Evacuation Plan

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## 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.

In the event of a serious weather or other emergent situations, parishioners, staff, volunteers, and/or guests, will be 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

Shelter-in-Place Plan

**PARISH RESPONSE TO EMERGENCY SITUATIONS**

## Shelter-in-Place Plan

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 in the Medical Supplies alcove.
- Bleeding Control Kit located in

the Gathering Space in the Medical Supplies alcove.

- 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

## Shelter-in-Place Plan

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## Active Shooter Prevention Plan

St. Therese of Lisieux Greeters/  
Ushers/Parish staff: 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:

- Screen new employees and volunteers with background checks and references
- Report any potential violent behavior in the church setting, workplace, meetings or classes.
- Be 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.

### Designated 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 for the following:
- 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 Prevention Plan

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## 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 to 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 & 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:*

- Attack by 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](http://oemc.macombgov.org)*

Active Shooter: Imminent Threat



## Bomb Threat Emergency Plan

### 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 administration/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.

Bomb Threat Emergency Plan

## Fire & Smoke Emergency

## Severe Weather Plan

### 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 room immediately, if able.

Move quickly. Don't run.

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

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

Shelter in place (take cover) until an announcement is made 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.

Severe Weather Plan

Fire & Smoke Emergency

## PARISH RESPONSE TO EMERGENCY SITUATIONS

## Fire & Smoke Emergency

## Severe Weather Plan

### 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

## Remember!

**P**ull

**A**im

**S**queeze

**S**weep



Severe Weather Plan

Fire & Smoke Emergency

## Medical and Theft Emergency Plan

### 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 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 and Theft Emergency Plan

### Medical Emergency Plan

Medical Emergency Teams 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, Rescu-bag (Ambu-bag), AED (Automatic External Defibrillator), and Bleeding Kit located are in the Medical Supply alcove in the Gathering Space.
- 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 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, display on media screen request for assistance from available medical personnel.
- When possible, secure help from parishioners/staff trained in CPR, AED, and/or First Aid.
- When professional help arrives, allow responding emergency unit (911) to take control of situation.
- Provide emergency responders with pertinent information you have regarding the person requiring medical attention.

## Epidemic/Pandemic Preparedness and Response Plan

The St. Therese of Lisieux Epidemic/Pandemic Plan was developed in response to the COVID-19 Pandemic. Not only does it address issues related to the COVID-19 pandemic, it was developed to address any type of pandemic that might occur.

The procedure outlines how we ***plan for an adverse event***, such as the COVID-19 pandemic. Recommendations from public health advisers from state and local health departments, emergency management agencies, CDC and the AOD, guides St. Therese administrative staff in developing a plan for liturgical services, religious education, church activities, education, classes, anointing of the sick and the Medical Lending Closet. Depending on the state of emergency, the Administrative staff will make a determination on whether to close, restrict or leave open the activities of the church, as well as the parish office.

St. Therese of Lisieux Church promotes a safe environment by:

- Encouraging staff, volunteers, parishioners, and community to follow the information and recommendations provided by public health authorities, state and local health departments, emergency management, AOD and CDC.
- Posting signage as to pandemic “precautions” to be taken, to be placed at entrances to the building, entrance to the

parish office and church entrance.

- Asking parishioners not to enter building or church if their temperature greater than 100.4, have symptoms of the virus, are sick, or caring for a sick person.
- Educating staff, ushers, health ministry members, and volunteers 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.

A ***pandemic communication plan*** was developed to communicate to parishioners, staff and community information regarding the pandemic Based on reliable information from public health advisors, information will be communicated via:

## Epidemic/Pandemic Preparedness and Response Plan

- St. Therese of Lisieux webpage
- St. Therese of Lisieux Church Bulletin
- Email blasts
- Podcasts, phone messages
- Flyers, materials
- Signage

**Implementation of the pandemic plan** will include the pastor, with guidance from the AOD, will determine whether liturgical services can continue and if so, with what frequency. If so, the following recommendations are to be implemented:

- Seating following social distancing guidelines
- Social distancing of celebrant and other ministers
- Wearing of masks
- Avoidance of parishioners touching each other for the Sign of Peace
- Collection procedure modified
- Holy Water and baptismal fonts emptied and holy water placed in individual bottles for parishioners.
- Members of choir limited with social distancing of members and signing may be modified.
- Signage to include physical distancing, wearing of masks, sanitizers.
- Distribution of Holy Communion will be determined by the pastor.
- Ushers will release parishioners from pews

one pew at a time.

If liturgical services are suspended, parishioners will be notified of what online resources are available, as well as other spiritual resources available for prayer and reflection. Implementation of the religious education program, via online or in-person will be determined by the religious education director in collaboration with the pastor and office manager.

Ministry meetings, activities, education and other functions will be implemented at the discretion of the pastor.

**Resources** available to protect and assist parishioners, persons in the community and staff during a pandemic include:

- St. Vincent de Paul pantry and support available
- Knights of Columbus
- Medical Lending Closet may be *closed* for donations and distribution of 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

## Epidemic/Pandemic Preparedness and Response Plan

years of age) during the pandemic. Cloth and paper masks are 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. Additional bottles of sanitizers placed strategically throughout the building and church.
- 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.