



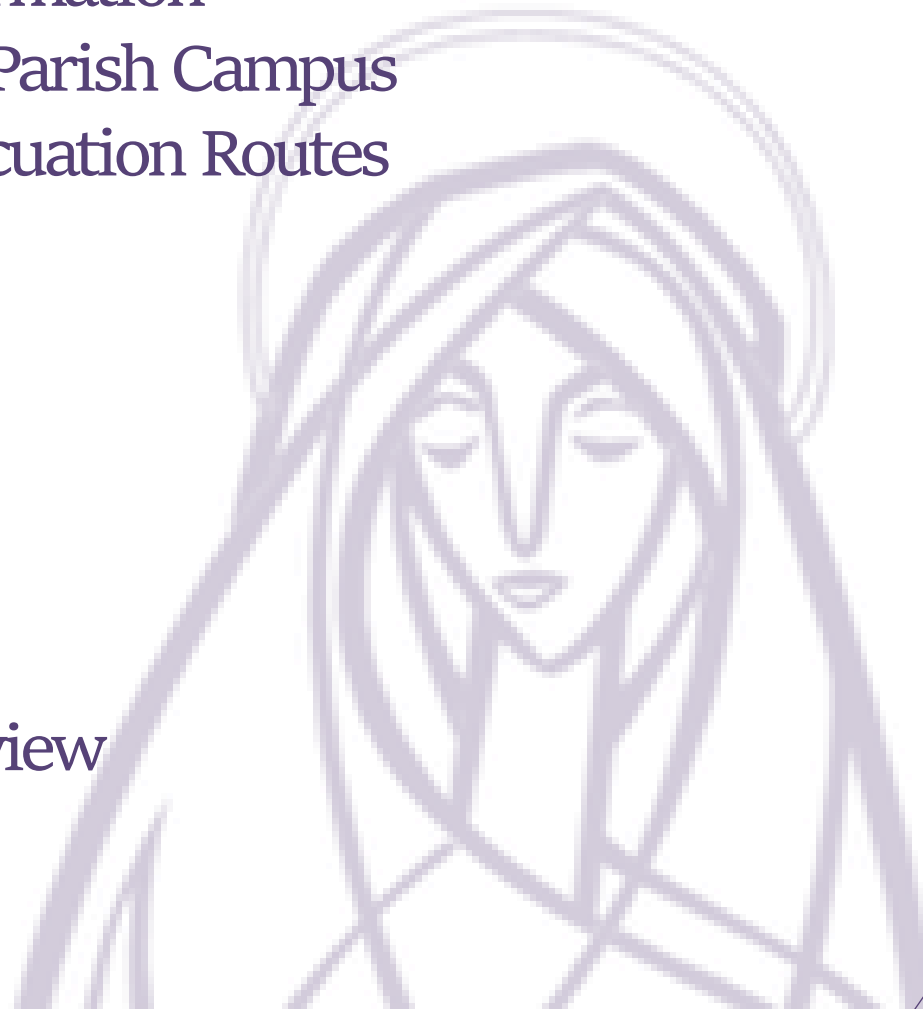
St. Priscilla

CATHOLIC CHURCH

Parish Response to
Emergency Situations
(PRES)

The PRES plan includes:

1. Emergency Contact Information
2. Overhead Map(s) of the Parish Campus
3. Overhead Map(s) of Evacuation Routes
4. Medical Emergency
5. Fire Emergency
6. Weather Emergency
7. Shelter in Place
8. Bomb Threat
9. Active Intruder
10. Training and Annual Review



PRES PLAN ELEMENT #1

Emergency Contact Information

Please contact the St. Priscilla Main Office at (248) 476-4700 to be transferred to a member of our staff

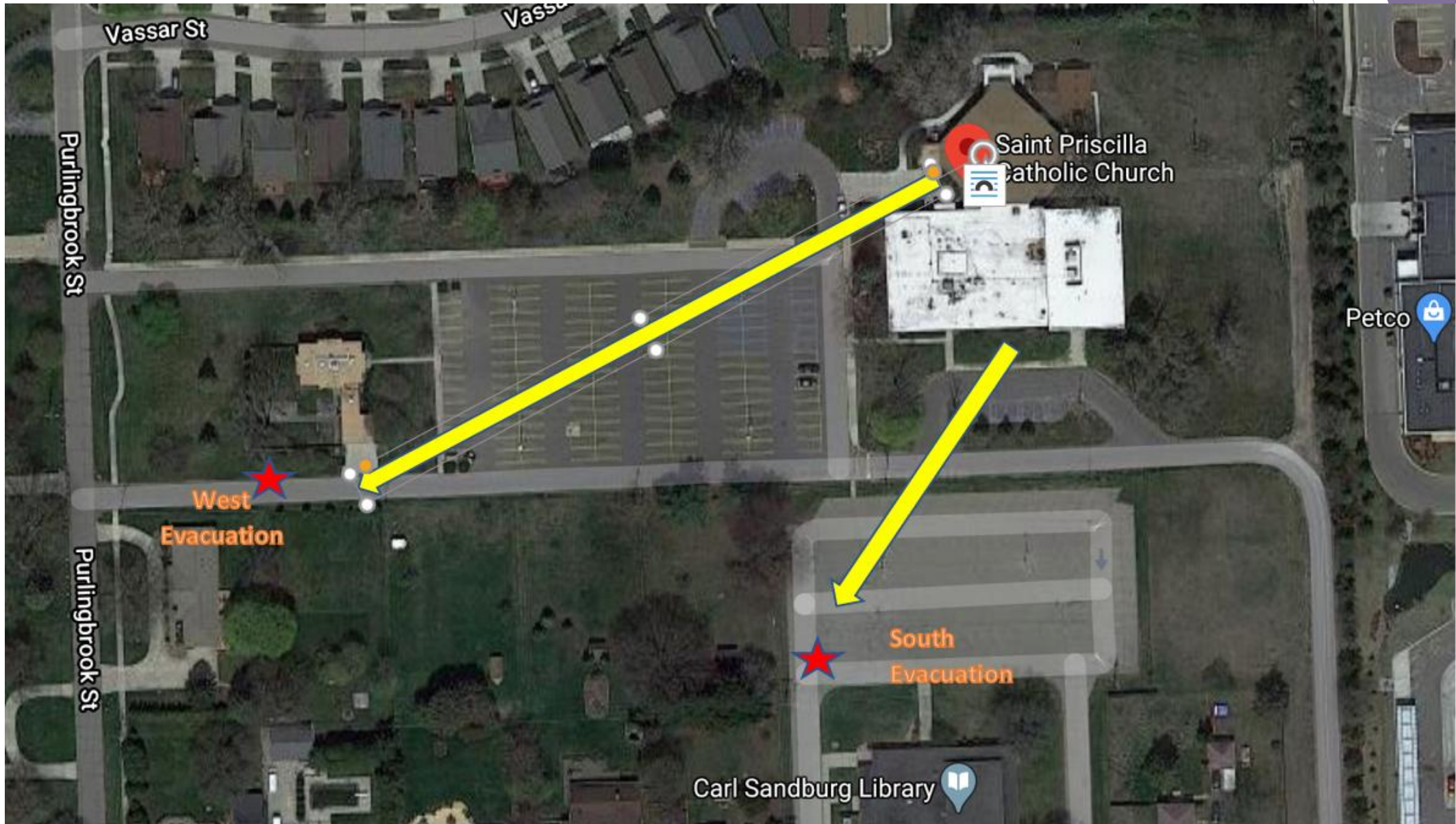
Position	Name	Phone	Email
Maintenance	John Gallagher	(248) 320-9063	johnlg@att.net
Pastor	Rev. Joseph Tuskiewicz	(248) 476-4700	frjoe@saintpriscilla.org
Parish Secretary	Rose Powers	(248) 476-4700	rose@saintpriscilla.org
Bookkeeper	Paul Pyrkosz	(734) 634-8444	bookkeeper@saintpriscilla.org

PRES PLAN ELEMENT #2

Map(s) of the Parish Campus



PRES PLAN ELEMENT #3



PRES PLAN ELEMENT #4

Contacting Authorities in a Medical, Fire or Parish Emergency

**First
CALL
9-1-1**

Once on the phone, provide the following information to the best of your ability:

WHAT IS THE NATURE OF THE EMERGENCY?

Fire, Medical Concern, Active Intruder, etc. Be as descriptive as possible when relaying the details of the situation

LOCATION OF CHURCH:

Tell them that you are at Saint Priscilla Catholic Church, located at 19120 Purlingbrook Street, Livonia, MI 48152. CROSSROADS: On 7 Mile Road in between Middlebelt and Merriman Roads

LOCATION OF EMERGENCY:

Where is the emergency taking place? Is this located in the Church, Activity Center, Parking Lot, etc.?

PROVIDE YOUR NAME AND PHONE NUMBER THAT YOU ARE CALLING FROM



PRES PLAN ELEMENT #4

Medical Emergency

Call 9-11

* Do not move the individual needing medical attention unless absolutely necessary *

* Ask if there are Parishioners / Staff Trained in CPR and/or First Aid who may assist.*

* Enlist a bystander to retrieve the AED and/or First Aid Kit if there may be an anticipated need – BE PREPARED!



PRES PLAN ELEMENT #4

Medical Emergency

AED



Parish Office
Hallway

TORNADO SHELTER



Chapel and
Center
Classrooms

FIRST AID KIT



Kitchen
Restrooms



PRES PLAN ELEMENT #5

Fire Emergency

Yell “FIRE!”

A large, light blue arrow pointing downwards, indicating the flow from the first step to the second.

Call 9-11

A large, light blue arrow pointing downwards, indicating the flow from the second step to the third.

Leave the building by following the **EVACUATION PLAN**

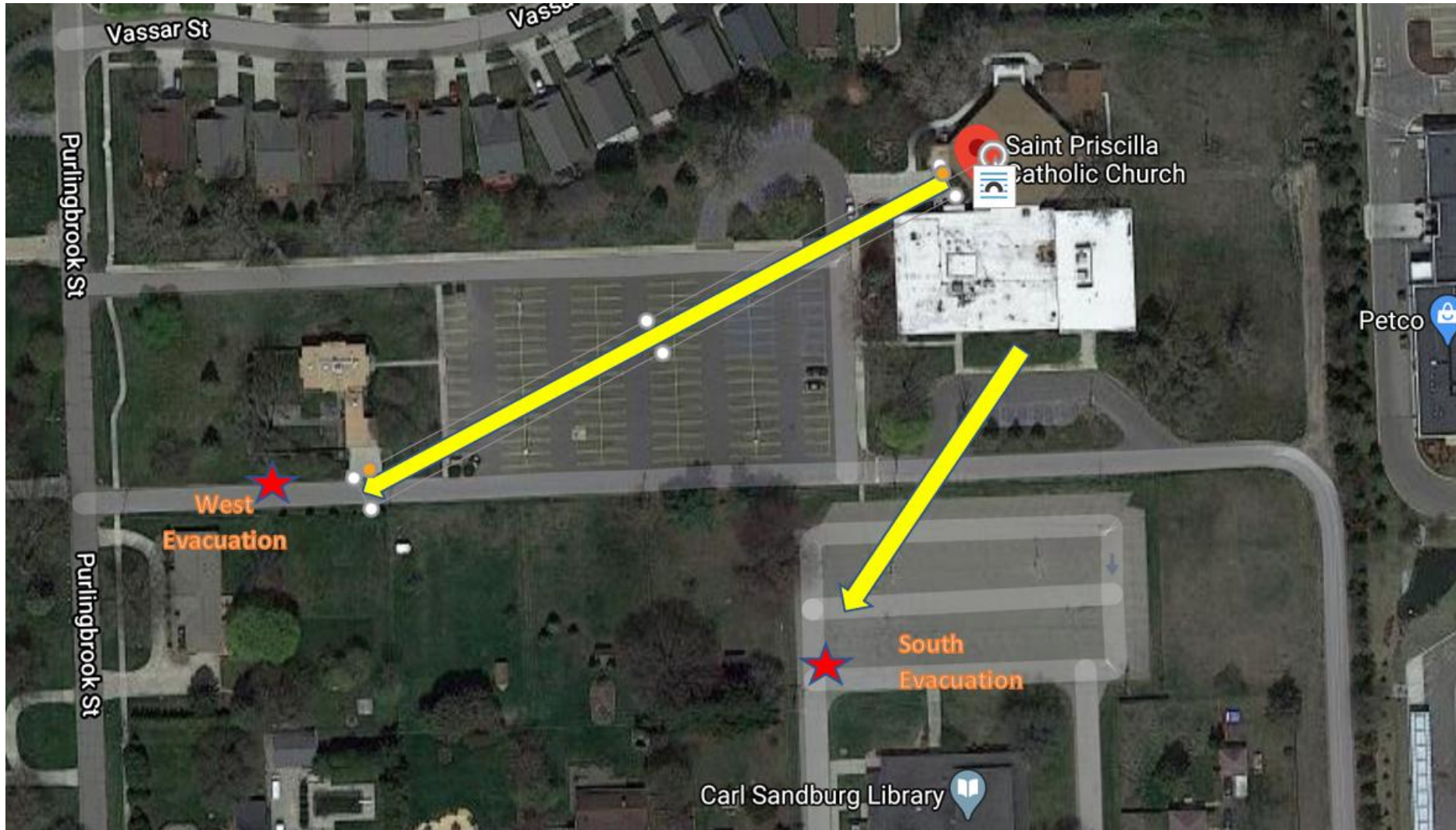
Ushers will:

- Guide the parishioners to the nearest emergency exits in their assigned zone.
- Assist those with mobility issues.
- Delegate for assistance as necessary



PRES PLAN ELEMENT #5

Fire Emergency (Evacuation Plan)





PRES PLAN ELEMENT #5

Fire Emergency

PROCEED TO THE APPROPRIATE EVAUCATION ASSEMBLY AREA!

Upon arrival to the assembly area, Ushers, Sacristans, Lectors and Priest will consult crowd to inquire if there are any family members, friends, etc. that are unaccounted for. Any missing persons will be reported to the fire department.

Remain at that the assembly area until it is determined safe to return.

A fire department official will notify the Priest, Head Usher or Sacristan when it is safe to return to the building. Only the Priest, Sacristan, Usher or fire official can issue the 'all clear' announcement to the crowd in the outlying areas.



PRES PLAN ELEMENT #6

Weather Emergency (Evacuation Assembly Areas)

In the event of a weather emergency, liturgical services can be suspended or stopped.

SEVERE WEATHER WATCH

Conditions are favorable for severe weather such as thunderstorms, high winds and/or hail.

*Priests, Sacristan or Usher will alert parishioners from the altar or ambo. Shelter area reminders should be included.

EARTHQUAKE

While an earthquake cannot be forewarned to parishioners, staff or guest(s) on the campus, the * SHELTER IN PLACE protocol may need to be employed.

TORNADO WATCH

Weather conditions are favorable for the development of tornados.

*Priest, Sacristan or Usher will alert parishioners from the altar or ambo. Shelter area reminders should be included.

TORNADO WARNING

An alert issued by the National Weather Service after a tornado has been detected by radar or sighted.

*When the Emergency Alert System is activated in conjunction with a weather relevant event, the announcement will be made to take shelter.



PRES PLAN ELEMENT #7

Shelter In Place

In the event of a weather emergency, police incident or environmental thread → Designated Shelter places includes: [INSERT SHELTER PLACES HERE]

Following the Shelter In Place Announcement, the Priest, Sacristan or Usher will:

- Remind parishioners to remain calm
- Direct people to the designated shelter areas
- Provide or delegate assistance to those with mobility concerns
- Remind people to remain sheltered until an 'all clear' is announced
- Report injuries, notify 9-1-1 if necessary

During the Shelter In Place event:

- Monitor notification sites such as, NIXLE, City of Livonia Channel 8 (Spectrum), AM 1670 or other authorities for an 'all clear' announcement
- Verify 'all clear' with Priest, Sacristan or Head Usher prior to notification of parishioners



PRES PLAN ELEMENT #7

Shelter In Place

**INCLUDE ACTUAL SHELTER
IN PLACE LOCATIONS FOR
ALL BUILDING ON CAMPUS**



PRES PLAN ELEMENT #7

Shelter In Place

**INCLUDE MAP OF ACTUAL
SHELTER IN PLACE LOCATIONS
FOR ALL BUILDING ON CAMPUS**



PRES PLAN ELEMENT #8

Bomb Threat

If the threat is made by phone:

- Use the Bomb Threat Data Collection Form to gather as many details as possible about the call and the caller
- DO NOT HANG UP, even if the caller hangs up
- Record the call if possible
- Notify Parish Priest/ Office Staff **immediately**
- Notify the Livonia Police – provide ALL details gathered
- Follow the Evacuation Plan, if recommended by authorities

If the threat is made by note:

- Notify Parish Priest/ Office Staff **immediately**
- Notify Livonia Police Department
- Handle the note as little as possible.
- Evacuate if recommended by authorities

If the threat is made by email:

- Print the email and give it to the Parish Priest **immediately**
- **DO NOT DELETE THE MESSAGE!**
- Notify Livonia Police Department
- Evacuate if recommended by authorities

The “ALL CLEAR” or other instructions will be provided by authorities.



Other Tips:

Do **NOT** use cellphones or other 2-way radios as they have the potential to detonate a bomb.

Be aware of the area and your surroundings. Do **NOT** approach, touch, move or shake items.



PRES PLAN ELEMENT #8

Bomb Threat (Checklist)

Or download here:

<https://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



**Homeland
Security**

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
Female	Animal noises	Incoherent
Male	House noises	Message read
Accent	Kitchen noises	Taped message
Angry	Street noises	Irrational
Calm	Booth	Profane
Clearing throat	PA system	Well-spoken
Coughing	Conversation	
Cracking voice	Music	
Crying	Motor	
Deep	Clear	
Deep breathing	Static	
Disguised	Office machinery	
Distinct	Factory machinery	
Excited	Local	
Laughter	Long Distance	
Lisp		
Loud	Other Information:	
Nasal		
Normal		
Ragged		
Rapid		
Raspy		
Slow		
Slurred		
Soft		
Stutter		



PRES PLAN ELEMENT #8

Bomb Threat (Suspicious Packages)

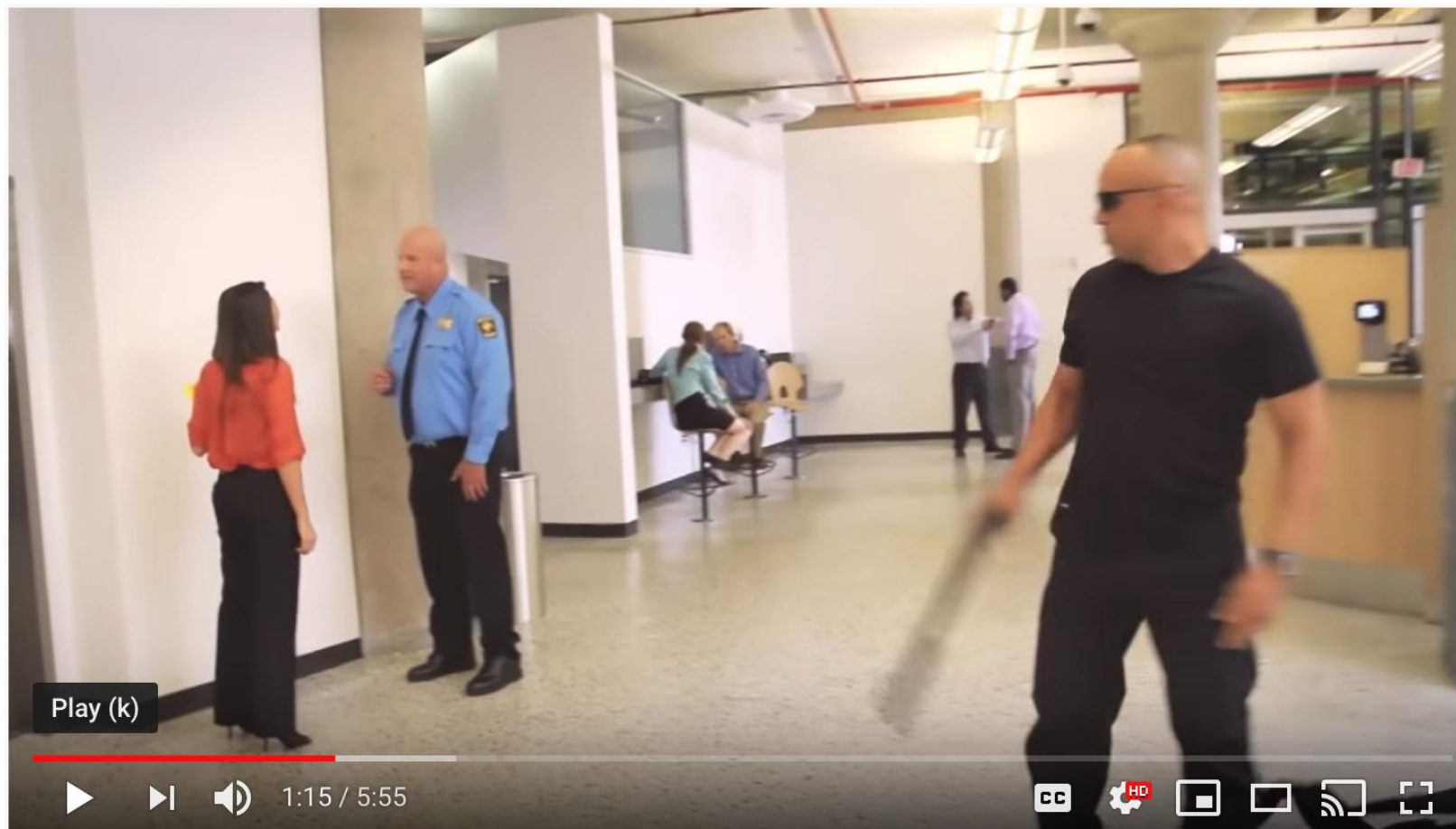
- The term '**suspicious package**' covers a number of articles that could pose a potential threat, including letters, packages and unattended articles such as backpacks or bags.
- Signs of a suspicious package include: no return address, excessive postage, stains, strange odor, unexpected delivery, poorly handwritten, misspelled words, incorrect titles, foreign postage and/or restrictive notes.
- Do **NOT** handle, shake, open or empty any suspicious package.
- Contact the Parish Priest **immediately**.
- **Notify authorities IMMEDIATELY.**
- If you come in contact with a suspicious package and/or its contents, wash your hands with soap and water.



PRES PLAN ELEMENT #9

Active Intruder

WATCH THIS VIDEO VISIT: <https://www.youtube.com/watch?v=5VcSwejU2D0>



 PRES PLAN ELEMENT #9
Active Intruder



RUN.

When there is
an active threat.
Once you are
safe, call **4911**.



HIDE.

If escape is
not possible, hide.

1. Block the door.
2. Avoid Windows.
3. Silence your cell.



FIGHT.

Only as a
last resort
and if your
life is in danger.



PRES PLAN ELEMENT #9

Active Intruder

ACTIVE SHOOTER

An individual actively engaged in killing or attempting to kill people in a populated area

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives

When an active shooter is in your vicinity, you must be prepared mentally and physically to deal with the situation.

INFORMING 911:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons the shooter has
- Number of potential victims at location



Law Enforcement Response

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.

- Remain calm and follow instructions
- Drop items in your hands (e.g. bags, jackets.)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not ask questions when evacuating



PRES PLAN ELEMENT #9

Active Intruder

TO WATCH THE ACTIVE INTRUDER VIDEO, GO TO:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

If you get an ad playing, click on “skip ads” on right side and video should start playing

