



Roman Catholic Diocese of Springfield

Parish Safety Plan Template

Use the relevant pages of this template to document your Parish Safety Plan. Compile all documentation into a binder for easy access.

Once your plan has been documented, consider asking a first responder to review it.

The contents of this plan should be reinforced through training and drills. This plan is meant to be a living document that is reviewed and updated once a year to ensure relevant information is up to date.

The templates in this guide are provided to get you started on the planning process. Your team can adapt, expand upon, or omit information as needed to address the specific safety concerns of your parish community.

Parish Name: _____

Parish Town: _____

This plan has been reviewed by: _____ **Date:** _____

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1. Gathering Information

Use the following pages to gather contact information and facts relevant to your parish community.

Be sure to update this information whenever there is a change.

Finance Committee Members

| | Name | Cell Phone | Email |
|--|-------------|-------------------|--------------|
| | | | |
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Pastoral Counsel Members

| | Name | Cell Phone | Email |
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| | | | |
| | | | |

Other Council or Committee Members

| | Name | Cell Phone | Email |
|--|-------------|-------------------|--------------|
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Key Parish Demographics

| | | | |
|--|--|--|--|
| Total Congregation | | Number of Students in Faith Formation | |
| Number of Outside Groups Using Facilities | | Number of Faith Formation Catechists | |
| Number of Ushers/Greeters | | School Affiliated with Parish? | |
| Number of Lectors | | Number of Extraordinary Ministers of Holy Communion | |
| | | | |

Safety Committee Roles & Responsibilities

| Role & Responsibilities | Person Responsible |
|--|--------------------|
| Leader <ul style="list-style-type: none"> • Schedule meetings • Develop meeting agendas • Keep meetings on task | |
| Secretary <ul style="list-style-type: none"> • Send meeting reminders • Take meeting minutes • Follow up with committee members on action items | |
| Outreach Coordinator <ul style="list-style-type: none"> • Liaise with local congregations and outside groups • Point of contact for local first responders • Maintain resource directory | |
| Plan Coordinator <ul style="list-style-type: none"> • Ensure assessments are scheduled • Maintain and update safety plan • Coordinate plan distribution | |
| Other: | |
| Other: | |

Committee Meeting Dates for the Year

| Meeting Date | Meeting Time | Location |
|--------------|--------------|----------|
| | | |
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Contact List: First Responders, Outside Agencies, Diocese

| Agency | Contact Information | |
|--------------------------|---------------------|--------|
| Law Enforcement | Name: | Phone: |
| | Email: | |
| Fire Department | Name: | Phone: |
| | Email: | |
| Public Health Department | Name: | Phone: |
| | Email: | |
| EMS | Name: | Phone: |
| | Email: | |
| Diocesan Contact | Name: | Phone: |
| | Email: | |
| Other | Name: | Phone: |
| | Email: | |

Contact List: Outside Parties Who Use Parish Premises

| Organization Info | Contact Information | |
|----------------------|---------------------|--------|
| Organization Name: | Contact Name: | Phone: |
| Meeting Date/Time: | Contact Email: | |
| Location of Meeting: | Notes: | |

| | | |
|----------------------|----------------|--------|
| Organization Name: | Contact Name: | Phone: |
| Meeting Date/Time: | Contact Email: | |
| Location of Meeting: | Notes: | |

| | | |
|----------------------|----------------|--------|
| Organization Name: | Contact Name: | Phone: |
| Meeting Date/Time: | Contact Email: | |
| Location of Meeting: | Notes: | |

| | | |
|----------------------|----------------|--------|
| Organization Name: | Contact Name: | Phone: |
| Meeting Date/Time: | Contact Email: | |
| Location of Meeting: | Notes: | |

Life Safety Systems

All instructions for each device are to be posted adjacent to accompanying equipment.

| Device | # of devices | Location(s) | Vendor | Staff Responsible for Maintenance |
|-----------------------------------|---------------------|--------------------|---------------|--|
| Fire alarm | | | | |
| Fire alarm control panel | | | | |
| Smoke detector | | | | |
| Carbon monoxide detector | | | | |
| Fire sprinkler/suppression system | | | | |
| Fire extinguishers | | | | |
| First Aid Kits | | | | |
| AEDs | | | | |
| Alert System (panic button) | | | | |
| Knox box | | | | |

Communication Systems

Use this template to record information on the communication systems used in your parish.

During and after an emergency, I will alert the following people by...

| People | Method of Communication & Procedure |
|---------------------------------|---|
| Example: Parishioners | Alert parishioners by sending out an email blast using Flocknotes |
| Fire Dept | |
| Police | |
| Staff | |
| Volunteers | |
| Parishioners | |
| School (if applicable) | |
| Usher/Greeters (During Mass) | |
| Other: | |
| | |
| | |
| | |

- If dialing 911 from an office phone, what is the procedure to use the phone (for example, dial "9" to get an outside line)? _____

Floor Plans, Evacuation Routes and Evacuation Maps

- A COPY OF THE FLOORS PLAN IS ATTACHED TO THIS SAFETY PLANNING DOCUMENT.

The committee member listed below is responsible for the following:

- Developing a floor plan.
- Coordinating with local first responders to ensure they have copy of the floor plan.
- Saving floor plan on flash drive and secure computer drive; sharing with key personnel in the parish.
- Updating floor plans any time there is a change to the layout and structure of parish buildings.

Name:

Phone:

Email:

Evacuation Routes and Maps

- The evacuation plan has been reviewed by a local first responder.
- The plan takes into consideration those with special needs.
- Evacuation maps identify emergency exits, routes, and destinations.
- The maps are posted throughout the facility and in the dominant languages of the parish.
- Emergency exits are clearly marked.
- A COPY OF THE EVACUATION ROUTES/MAPS ARE ATTACHED TO THIS SAFETY PLANNING DOCUMENT.**

Key Control Policy

The key control manager who is responsible for maintaining and enforcing the key control policy is:

In addition to the above, the following individuals are authorized to approve the distribution of keys:

| |
|--|
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Policy:

- Keys must be returned to the key control manager upon termination of employment or expiration of term of service.
- Keys must **not** be duplicated.
- Keys must **not** be loaned to anyone, nor used to grant access to others who are not authorized access.
- Immediately report any missing, stolen, or damaged keys.

Sample Key Log

| Date of Issue | Key | Access to | Name & Phone Number | Signature | Date of Return | Approved by |
|---------------|-----|-----------|---------------------|-----------|----------------|-------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Keys must be returned to the key control manager upon termination of employment or expiration of term of service.

Assisting Individuals with Special Needs

Use this template to record how your parish will assist those who may need assistance during a crisis, such as the elderly or the mobility impaired. Identify and speak to those in your parish community with special needs and involve them in the planning process.

| Population | Accommodations & Modifications |
|--------------------|--------------------------------|
| Elderly: | |
| Mobility impaired: | |
| Other: | |

Sample Accommodations during an Emergency:

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety.

To evacuate individuals using wheelchairs:

- Give priority assistance to wheelchair users with electrical respirators.
- Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.
- Reunite person with the wheelchair as soon as it is safe to do so.

2. Planning for Specific Emergency Events

The following pages document actions to take for specific types of emergencies. Your team will need to fill in the blanks with information pertinent to your parish.

Your team may also want to add additional emergency considerations.

Suspicious Mail or Packages

STAFF ACTIONS: IF ITEM IS UNOPENED AND NOT LEAKING:

- Do not open. Do not pass it around to show it to other people.
- Do not bend, squeeze, shake or drop package/mail.
- Put package/mail in a container such as a trash can to prevent leakage.
- Move it a safe distance from other people.
- Leave the room promptly and prevent anyone from entering.
- Notify Pastor or Administrator.

STAFF ACTIONS: IF ITEM IS LEAKING:

- Do not sniff, touch, taste, or look closely at the spilled contents.
- Do not clean up the powder.
- If already holding item, put it on a stable surface.
- Leave the room promptly and prevent anyone from entering.
- Wash hands thoroughly with soap and water.
- Notify Pastor or Administrator.

PASTOR ACTIONS:

- Call 911 and isolate area.
- Make a list of all persons who came into contact with the item. Include work and home phone numbers for any necessary follow-up.
- Prevent others from coming into the area.
- Ask everyone who has been in contact with the item to remain until instructed to leave by first responders.
- If powder spills out, shut the ventilation system, heating system, or air.
- First responders will determine the need for decontamination and initiation of prophylaxis treatment.
- Notify Ashly Patry at a.patry@diospringfield.org
- Advise staff when the emergency is over. Those who came in contact with the item should go home, take a shower, and wash clothes.

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ **Isolate area immediately** ▪ **Call 911** ▪ **Wash your hands with soap and water**



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Bomb Threats

If a bomb threat is received by telephone, follow the Bomb Threat Checklist to document the threat. Keep caller on the telephone as long as possible; listen carefully to all information the caller provides.

PERSON RECEIVING THREAT BY TELEPHONE:

- Remain calm/courteous.
- Read phone's visual display.
- Listen. Do not interrupt caller.
- Keep the caller on the line with statements such as, "I am sorry, I did not understand you. What did you say?" Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? How?
- Alert someone else by prearranged signal to call 911.
- Don't touch any suspicious objects.
- Notify Administrator/Pastor immediately after completing the call.
- Complete the Bomb Threat Checklist.

PERSON RECEIVING THREAT BY MAIL/SOCIAL MEDI/OTHER WRITTEN MEANS:

- Note the manner in which the threat was delivered, where it was found and who found it.
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- If received via social media, do not delete, forward, or re-post. Take a screenshot of message.
- Notify Administrator or Pastor.

STAFF ACTIONS:

- Unless a threat assessment warrants an evacuation, shelter-in-place or limited evacuation alternatives may be considered. If an evacuation is called for, do the following:
- Follow the established evacuation procedures.
- Leave all lights and machines as they are – do not turn them off.
- Close but do not lock doors.
- Evacuate as quickly as possible, using primary or alternate routes.
- Do not return to the building until emergency response officials determine it is safe.

ADMINISTRATOR ACTIONS:

- Call 911.
- If the caller is still on the phone, contact phone company to trace the call. Tell the operator the name of parish, name of caller, and phone number on which the bomb threat came in.
- Instruct staff to turn off any cellular phones or two-way radios - explosive devices can be triggered by radio frequencies.
- Consult with law enforcement officials to determine whether to evacuate the threatened building and adjoining buildings.
- If law enforcement orders an evacuation of entire facility, use the fire alarm.
- Notify Ashly Patry at a.patry@diospringfield.org of the situation.
- Avoid publicizing the threat any more than necessary.

BOMB THREAT CHECKLIST

Exact words of threat: _____

Time of call: _____ **Number where phone call was received:** _____

Ask in order:

1. When will it explode? _____
2. Where is it located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will make it explode? _____
6. Did you place the bomb? _____ Why? _____
7. What is your name? _____
8. Where are you? _____

Caller's voice:

- | | | |
|--|--|---|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Distinct | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Familiar, like: _____ | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Rapid | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Female | <input type="checkbox"/> Raspy | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Male | <input type="checkbox"/> Stutter |

Background sounds:

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Animal | <input type="checkbox"/> House | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Kitchen | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Static | <input type="checkbox"/> Factory Machine | <input type="checkbox"/> Street |

Threat language: Incoherent Irrational Message Read Profane Taped Well-spoken

Vandalism

Vandalism is the intentional destruction or defacement of property.

STAFF ACTIONS:

- Call the police.
- Instruct staff and volunteers to leave the crime scene and damage untouched until the police arrive.
- Report it to Ashly Patry at a.patry@diospringfield.org
- Take pictures of the damage, but do not post on social media.
- After the police have arrived, clean and repair the damage in order to minimize the effect and help prevent future occurrences.
- Once the police have concluded the investigation, notify Ashly Patry of the results.

To Prevent Vandalism

- Educate all staff members and volunteers to report suspicious activity to the pastor or business manager. Designate an individual responsible at the end of each day to walk through the buildings to ensure everyone has left: _____.
- Designate someone to walk through unused buildings on a regular basis to check for signs of entry and to ensure that premises are secure: _____.
- Last person onsite will ensure all doors and windows are locked when leaving the building.
- If a lock is broken, immediately contact the custodian and Pastor.
- _____ is responsible for ensuring perimeter and exterior lighting is in good working order, replacing burnt-out bulbs immediately.
- Staff should always know who is in the facility at all times.
_____ will maintain and post a schedule of groups who are expected to use the premises.

Keep Area Free of Obstructions

_____ will be responsible for making sure trees, bushes and shrubbery next to buildings are trimmed and pruned near doors and windows so as not to provide hiding places.

_____ will ensure there are no unnecessary combustible materials in and around buildings that could be used as fuel by arsonists.

_____ is responsible for ensuring garbage cans and dumpsters are stored away from buildings and kept closed.

_____ will coordinate with the local police to ensure appropriate patrols. Do not hesitate to ask police to increase patrols of your property if necessary.

Property Damage

Common causes of property damage covered by our insurance program include fire, leaking roofs, burst water pipes, lightning damage, vandalism, and vehicular accidents.

Some exclusions in the policy include damage resulting from deterioration, corrosion, wear and tear and insect infestation.

In the event of a property loss, immediately:

- Do everything possible to mitigate the damages, such as calling a cleaning and restoration company to provide water and smoke clean up services.
- Determine the cause of the loss.
- If someone else is responsible for the damage, obtain all information on that person (name, address, name of insurance company).
- Obtain photographs of the damages.
- Report the claim to Gallagher Bassett by email Springfieldclaims@mvsc.com, using the [“Property Claim Form”](#) or by phone (833) 226-3221

General Weather Event

Severe weather can be accompanied by high winds, downed trees, power outages, and flooding. An emergency response is required when this type of weather poses any risk to people or property. A decision must be made to cancel any planned activities.

Decision to Cancel a Parish Event

- _____ will make the decision to cancel an event due to a weather situation.
- _____ is responsible for sending the communication.
- _____ is responsible for posting the information on the parish website/social media.

Decision to Cancel Faith Formation Classes

- _____ will make the decision to cancel faith formation classes.
- _____ is responsible for notifying catechists and parents.

Monitoring the Situation and Ensuring Safety

- _____ will continue to monitor weather forecasts and risk alerts from the ORM.
- _____ will make regular walk-throughs of the facilities to ensure there are no weather-related incidents (leaks, frozen pipes, etc.)
- In the event of a leak or a frozen pipe, _____ will contact a remediation specialist our claims provider.

In the Event of an Evacuation

Follow instructions from public safety officials. If advised to evacuate, do so immediately.

When a Cold Spell Hits – Checklist

- Set the thermostat to at least 68° F during extreme cold spells. Normally 55° F is sufficient, but during an extreme cold spell, it is prudent to set the thermostat higher.
- Inspect the area around the pipes for any air leaks and seal leaks.
- Check the heating systems to ensure proper functioning.
- Check all faucets. Make sure water flows freely and no leaks are present. If you turn on a faucet and only a trickle comes out, this may be a sign of a frozen pipe.
- During deep freezes, allow a slow drip from your faucets to reduce the buildup of pressure in the pipes. Even if the pipes freeze, the release pressure in the water system will reduce the likelihood of a rupture.
- Open kitchen and bathroom cabinet doors to allow warmer air to circulate around the plumbing.
- Be sure designated staff members know the location of all shut off valves; in the event a pipe bursts, you will need to stop the flow of water as soon as possible.
- For less frequented areas and unoccupied buildings, have custodial staff check heating and faucets two to three times a day to ensure there is no indication of frozen pipes. This is important as discovering a frozen line (no water flow) prior to the pipe thawing permits the opportunity to shut off the water before it leaks and may also provide an opportunity to thaw the pipe before the ice expands enough to split the pipe or fitting.

Hurricanes, Tropical Storms and Flooding

- Be alert to changing weather conditions and be ready to move to higher ground. Pack an emergency go bag and have an evacuation plan.
- Know where your electricity, gas, and water switches and valves are located and how to shut them off.
- Clear snow, ice and debris from any storm drains and downspouts on or near your property to allow water to flow through.
- Listen to a National Oceanic and Atmospheric Administration (NOAA) Weather Radio or to a local news station for the latest information.
- Turn around, don't drown. Do not drive through standing water.
- Stay away from downed utility wires. Always assume a downed power line is live. Electrocutation is also a serious danger in floods as electrical currents can travel through water.
- Stay informed by receiving alerts, warnings, and public safety information before, during, and after emergencies. Go to: <https://www.mass.gov/info-details/be-informed-and-receive-emergency-alerts>

Tornado

- Evacuate any rooms bearing full force of wind. Evacuate to lower floor of building near inside walls.
- Initiate DROP, COVER, AND HOLD ON with students in the shielded areas within the building. Stay away from windows.
- Close all blinds and curtains.
- Avoid structures with large roof spans.
- Notify utility companies of any break or suspected break in utility lines.

Snow and Ice Removal Plan

_____ will be responsible for overseeing the snow and ice removal plan. _____ is responsible for ordering and maintaining de-icing supplies.

A COPY OF THE SNOW & ICE REMOVAL PLAN IS ATTACHED TO THIS PLANNING DOCUMENT.

Snow Removal Service Contact Information:

Areas of priority for snow and ice removal:

Power Outages

- Keep Informed. Sign up for text or email alerts from your utility providers for outage updates.
- Check current power outages in Massachusetts: <http://memamapsonline.net/public.html>
- Make sure you have flashlights, water, and non-perishable foods, and fully charge electronics such as phones and laptops.
- Make sure you have alternate charging methods (such as auto, solar, or crank chargers) for cellphones and other devices that require power.
- Ensure that your smoke and carbon monoxide detectors are working and have fresh batteries.
- Consider purchasing a generator to provide power during an outage. Follow the manufacturer's instructions and learn how to use it safely before an outage. See <https://www.mass.gov/info-details/generator-safety> for generator safety tips.
- Ensure you have sufficient heating fuel.
- Know how to operate the manual release lever for your electric garage door opener.

If You Have Life-Support Devices that Depend on Electricity

- Talk to your health care provider about how to use them during a power outage.
- Contact your local electric company and equipment suppliers about your power needs. Some utility companies will put you on a “priority reconnection service” list.
- Let the fire department know that you are dependent on life-support devices.
- If you have medication that requires refrigeration, check with your pharmacist for guidance on proper storage during an extended outage.

To Report a Power Outage

Call your utility company to report power outages and get restoration information. Do not call 9-1-1 to report an outage or to ask about power restoration.

Fire

- If a fire occurs in one of your buildings, all doors leading to the fire should be closed.
- Call 911 ASAP.
- Do not re-enter the area for belongings.
- If the area is full of smoke, all should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction.
- Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire.
- All fires, regardless of their size, which are extinguished require a call to the fire department to indicate that the fire is out.

When Using Incense

- Before lighting coals, make sure the fire extinguisher is within easy reach and that everyone in sacristy knows its location.
- Dispose of matches and used coals in a water-filled metal bucket –never place in a trash bin.
- Light the thurible only in the sacristy. The thurible will be hot. Use tongs to handle the coals and never touch the thurible or cover it with your hands.
- Never leave lit coals unattended.
- To clean the thurible, scrape any incense/coals still adhering to the pot into the metal bucket.

When Using Candles

- Candle stands should sit atop non-combustible materials such as granite, tile or marble. If the stand must be placed on carpet, a Plexiglass sheet should be placed directly under the stand.
- Candles must be kept away from linens, curtains, flowers or runners, as these pose fire hazards.
- Always use a candleholder specifically designed for candle use. It should be heat-resistant, sturdy, and large enough to contain any drips or melted wax.
- Keep the wax pool clear of wick trimmings, matches and debris at all times.
- Matches and lighting sticks should be kept out of the reach of young children. A noncombustible container filled with sand should be placed beside the votive stand to extinguish matches.

Fire Extinguishers

The use of a fire extinguisher in the hands of a trained adult can be a life and property saving tool. However, a majority of adults have not had fire extinguisher training and may not know how and when to use them. Fire extinguisher use requires a sound decision making process and training on their proper use and maintenance. Reach out to your local fire department to inquire about training for your staff and volunteers.

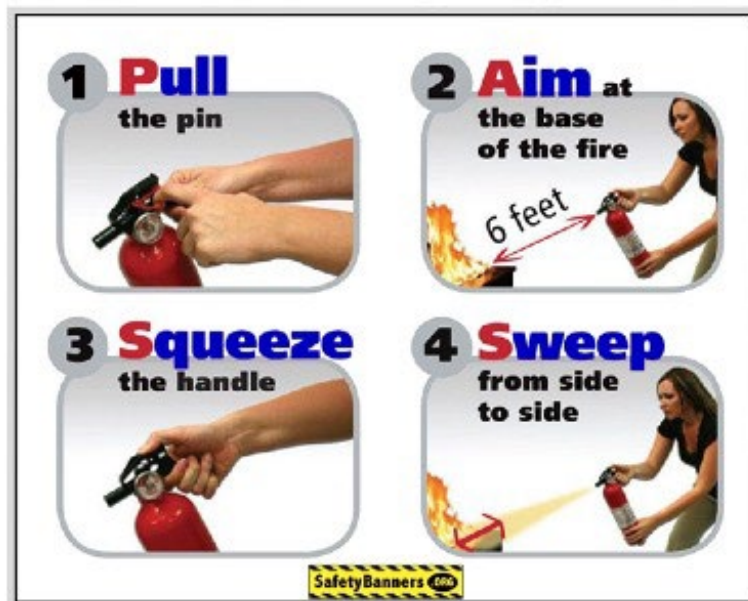
In general, extinguishers should only be used:

- In the early stages of a fire after occupants and the fire department have been alerted;
- When the fire is contained in a small area; and
- If you have a means of escape. If the fire is out of control, immediately evacuate the building and allow firefighters to do their job.

How To Use A Fire Extinguisher

Remember The Phrase

PASS



Data Breach / Cyber Security Incident

The IT contact for the parish is: _____

Cyber security Plan:

- Conduct regular education sessions at staff meetings – remind staff of best practices for IT (see below).
- If you believe your computer or an account has been compromised, contact

Five Best Practices for Cyber Security

1. Multi-factor Authentication (MFA)
2. Use an Endpoint Detection and Response (EDR) software by participating in Operation Parish Shield (see below)
3. Keep all software up to date (patch, patch, patch!)
4. Use strong passwords (at least 12 characters long). Passphrases work well (also known as a run-on sentence that makes sense to you, with punctuation of course!)
5. Back up important data periodically and test it to make sure it's separate from the network.

Injuries

Employee is Injured on the Job

In the event of an injury, whether the employee will lose time from work or not, it is imperative that the **incident be reported as soon as possible**. The law mandates deadlines in which to deny or accept claims. Claims which are reported late may result in fines from the Department of Industrial Accidents which would be levied against the parish.

In the event of an injured employee, the following steps are necessary:

- See that medical assistance is provided immediately.
- Obtain details of the accident.
- Identify any witnesses.
- Obtain photographs of the accident site, if possible.
- Identify any third-party involvement, i.e., equipment malfunction or damages caused by an outside entity.

A.I.M. Mutual, our claims administrator, accepts first report claim notices 24 hours a day through three methods: telephone, internet and fax. Internet is the most efficient method. Please go to:

<https://www.aimmutual.com/policyholders/report-an-injury/>

Report the claim to A.I.M. immediately:

Telephone number: 866-270-3357

Non-Employee Injury

In the event of an accident, please do the following:

- See that medical assistance is immediately provided.
- Obtain the name and address/telephone number of injured person(s).
- Make note of what occurred, as well as the type of injuries.
- Obtain names of any witnesses.
- Obtain photographs of the accident site.
- Report the claim to Gallagher Bassett either by email to Springfieldclaims@mvsc.com or by phone (833) 226-3221.

Medical Emergencies

At least one staff member should be trained in First Aid/CPR and the use of AEDs. Individuals trained in First Aid/CPR/AEDs are:

(Name) _____ Certification Expiration Date: _____

(Name) _____ Certification Expiration Date: _____

(Name) _____ Certification Expiration Date: _____

(Name) _____ Certification Expiration Date: _____

If someone is experiencing a medical emergency, assess the scene to determine what assistance is needed. Direct others away from the scene of the emergency.

Call 911 and be prepared to report the following:

- Parish name, address including nearest cross street(s) and fastest way for ambulance to reach the building
- Exact location within the building
- Nature of the emergency and how it occurred
- Approximate age of injured person and any medications
- Caller's name and phone number
- Do not hang up until advised to do so by dispatcher

Stay calm.

Ask individual trained in first aid to be with individual until paramedics arrive. Do not move the individual unless there is danger of further injury.

Assign staff member to meet rescue service and show medical responder where the injured person is.

Do not give the individual anything to eat or drink.

Assemble emergency care and contact information of victim.

Monitor medical status of victim, even if he or she is transported to the hospital.

Assign a staff member to remain with individual, even if he or she is transported to the hospital. Keep a log of who is transported and where.

Notify parents/guardians if the victim is a minor. Notify emergency contact if staff member. Describe type of illness or injury, medical care being administered, and location where the injured person has been transported. Advise staff of situation (when appropriate).

Mental Health Crisis

Faith and community leaders are often the first point of contact when individuals and families face mental health problems or traumatic events. Have a plan to connect individuals and families to help by maintaining a list of referral resources.

| Provider Name | Specialty | Phone Number |
|----------------------|------------------|---------------------|
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How Staff and Volunteers Can Help

- Learn the basic signs of mental illnesses and other facts about mental health to encourage those in need to seek help. Take a Mental Health First Aid class.
- Train key community members to identify the signs of depression and suicide and refer people to resources.
- Develop relationships with local mental health service providers and other family and youth organizations to help to direct individuals and families in need to available services and support in the community.
- Share the 988 Suicide & Crisis Lifeline in your community newsletter or other publications. Call or text 988 or chat the Lifeline.

3. Appendix

The following pages are meant to be duplicated and used at your parish safety team’s discretion.

Promoting a Culture of Safety

Use this template to document how the parish will promote a culture of safety.

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| To promote a culture of safety, the following actions will be taken: |
| Sample: Encourage parishioners to contact parish staff if they notice something out of place or have a safety concern by periodically placing the following notice in the bulletin: “St. Bernadette cares about the safety of all our parishioners and guests. If you notice something on our parish grounds that you consider to be a safety concern, please let us know. Contact _____.” |
| Sample: All meetings with volunteers will include information about the importance of safety and the need to speak up if they have any safety concerns. |
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Assessing the State of the Parish

Depending on the size of your safety committee, you may choose to form an **assessment team** rather than ask each committee member to participate in each assessment. Be certain the assessment team invites a local first responder to at least the first assessment conducted.

Security Assessment Team Members

| Name | Phone | Email |
|------|-------|-------|
| | | |
| | | |
| | | |
| | | |

Security Assessment Log (Full-page versions of this log available in the appendix)

| Date of Assessment: | | Time of day: | |
|--|--------------|---------------------|----------------------------------|
| Areas assessed: | | | |
| People present at the assessment: | | | |
| ACTION ITEM | Assigned to: | Due Date: | Action Completed? (Add Notes) |
| | | | |
| | | | |
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