



Emergency Plan

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EMERGENCY PLAN

TABLE OF CONTENTS

Page 1 of 1

INTRODUCTION

PAGE

SECTION 1: ORGANIZATION

On-Site Emergency Response Team 2
Emergency Response Organization 2
Contact Lists..... 2
Archdiocesan Quick Response Team 10

SECTION 2: EMERGENCY/CATASTROPHE PRE-EVENT PLANNING

..... 12

**SECTION 3: EMERGENCY/CATASTROPHE POST-EVENT
ACTIVITY PUNCHLIST**

..... 14

SECTION 4: GENERAL PROCEDURES

Emergency Procedures 16
Emergency Equipment..... 17

SECTION 5: MAJOR EMERGENCY GUIDELINES

Bomb Threat 19
Disorderly Conduct/Disturbance 22
Evacuation 25
Fire..... 27
Gas Leak..... 28
Hazardous Substance 29
Intruder/Hostage Taker 30
Medical Emergency 31
Multiple Injuries/Deaths..... 32
Natural Disaster 33
 • Earthquake..... 33
 • Hurricane 34
 • Snowstorm..... 36
 • Thunderstorm/Lightning Strike..... 37
 • Flood 39
 • Tornado..... 40
Physical Threat 42
Power Outage/Utility Failure 43
Racial/Hate Incident/Graffiti..... 44
Structural Failure 45
Suicide Attempt 46
Suspicious Object..... 47
Telephone Threat 48
Water Main Break 50

SECTION 6: MEDIA CONTROL/OFFICE OF COMMUNICATIONS

..... 51

EMERGENCY PLAN

INTRODUCTION

It is our pleasure to introduce the FY 2004 EMERGENCY PLAN. This manual supercedes all previously issued contingency or emergency plans. This manual is designed for all Archdiocesan locations including schools, parishes, and retreat houses. Each location is considered a campus in this Emergency Plan. We hope that you will find the manual helpful in making your campus the very safest it can be.

This manual is not meant to guide you through a critical period. It is intended to guide you through planning for an emergency. To best utilize this manual, assemble an On-Site Emergency Response Team. Have the Team review each section of the manual and establish an emergency plan for your campus. Should an emergency occur, staff members will be better prepared and able to respond quickly and logically.

Assembling a manual for the entire Archdiocese is very difficult. Each county has codes and laws that are unique. We advise you to meet with various police and fire officials in making your plan. They will be able to review the county code with you and provide guidance in meeting its standards. They will be willing to assist you with safety and evacuation plans. Remember that county officials are valuable and free resources.

This manual reflects the combined efforts of the Division of Catholic Schools, Division of Young Adult Ministry, Division of Human Resources, Division of Information Technology and Division of Facilities. As part of this effort, we have launched the Archdiocesan Quick Response Team. This team of professionals has been trained to respond to an emergency within the Archdiocese.

May God continue to bless you and your campus with an abundance of blessings and with safety.

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
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ON-SITE EMERGENCY RESPONSE TEAM

The On-Site Emergency Response Team has the primary responsibility of preparing for any emergency that happens on site at a parish, school or other Archdiocesan facility. The On-Site Emergency Response Team has responsibility for emergency management and preservation of life and property. When necessary, the On-Site Emergency Response Team calls emergency services and is available to them as they complete their duties. The On-Site Emergency Response Team notifies the Archdiocesan Quick Response Team.

Upon arrival at the scene, police, fire department, rescue and civil defense personnel will and should assume command of the situation. Management should adhere to the directions and recommendations of these professionals, in conjunction with the Archdiocesan Quick Response Team.

In an emergency, this contact information will enable the Archdiocesan Quick Response Team to reach key personnel of the On-Site Emergency Response Team.

NAME	EMERGENCY POSITION	OFFICE PHONE	CELL PHONE/ PAGER	HOME PHONE
	Pastor/PLD		Cell: Pager:	
	Principal		Cell: Pager:	
	On-Site Emergency Response Team Manager		Cell: Pager:	
	Alternate On-Site Emergency Response Team Manager		Cell: Pager:	

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
-----------	--------------	--

	On-Site Emergency Response Team Manager for School During Hours of Operation		Cell: Pager:	
	Alternate On-Site Emergency Response Team Manager for School During Hours of Operation		Cell: Pager:	
	Facilities Manager/ Maintenance		Cell: Pager:	
	Alternate Facilities Manager/Maintenance		Cell: Pager:	
	Associate Pastor Pastoral Associate		Cell: Pager:	
	Assistant Principal		Cell: Pager:	
	Other School Staff		Cell: Pager:	

EMERGENCY PLAN

<i>EMERGENCY PLAN</i>		
SECTION 1	ORGANIZATION	

	Other School Staff		Cell:	
			Pager:	
	Parish Staff		Cell:	
			Pager:	
	Other Parish Staff		Cell:	
			Pager:	
	Other Parish Staff		Cell:	
			Pager:	
	Local Fire Department – Non-Emergency			
	Local Police – Non- Emergency			
	Water Company			

EMERGENCY PLAN

<i>EMERGENCY PLAN</i>		
SECTION 1	ORGANIZATION	

	Gas Company			
	Electric Company			
	Electrical Contractor		Cell: Pager:	
	Plumbing Contractor		Cell: Pager:	

Designated Assembly Location:

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
-----------	--------------	--

OTHER ON-SITE EMERGENCY CONTACTS

NAME	OFFICE PHONE	CELL PHONE/ PAGER	HOME PHONE
		Cell: Pager:	
		Cell: Pager:	
		Cell: Pager:	
		Cell: Pager:	
		Cell: Pager:	
		Cell: Pager:	
		Cell: Pager:	

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
-----------	--------------	--

Intrusion Alarm Systems (if applicable)

- Location: _____
- Address: _____

- Phone: _____

- Location: _____
- Address: _____

- Phone: _____

1. The monitoring station will make the first contact.
2. Relay the code word.
3. Call the police (if applicable).
4. Stand by to assist the police (if applicable).

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
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The following job responsibilities should be delegated to members of the parish/school Emergency Response Team.

On-Site Emergency Response Team Manager (OSERTM) or Alternate On-Site Emergency Response Team Manager:	<p>Stationed at property (primary or secondary), organizes and directs all emergency-control activities prior to an emergency, during an emergency and until relatively normal conditions are restored. Controls and coordinates group activities. Notifies Archdiocesan Quick Response Team.</p> <p>Stationed at the emergency site, coordinates emergency-control activities. Maintains constant communication with emergency personnel regarding the process of control activities and acts on their directives. Remains at site until the emergency is over and relatively normal conditions are restored.</p> <p>Responsible for notifying the appropriate emergency departments and On-Site Emergency Response Team members.</p> <p>Responsible for controlling and maintaining communications, as well as coordinating transportation of equipment and personnel. Assists the Team by furnishing mobile communication at the scene, radios, messengers, etc. Facilitates the transportation of personnel and supplies for fire fighting and special equipment for restoration. Coordinates ambulance services and transportation of the injured.</p> <p>Responsible for conducting prompt and accurate head counts to establish casualties. Assists other advisors by maintaining a group of unassigned workers.</p>
Emergency Personnel:	<p>Includes police, fire department, ambulance, hazardous material response units and other civil professionals.</p>
Maintenance:	<p>Stationed at the emergency site. Responsible to the On-Site Emergency Response Team Manager or Emergency Personnel Coordinator for fire fighting, rescue and security. Directs and maintains the fire brigade and coordinates with outside trained professionals.</p> <p>Responsible for checking valves in the area of a fire, insuring all valves are open and remain so until notified by the On-Site Emergency Response Team Manager or the Emergency Personnel Coordinator.</p> <p>Responsible to the On-Site Emergency Response Team Manager or Emergency Personnel Coordinator for maintaining and restoring buildings, equipment, water for fire fighting, power and utilities (if damaged).</p>

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
-----------	--------------	--

Support Staff:	Responsible to the On-Site Emergency Response Team Manager in the handling of on-site activities.
Tenants:	Responsible to the On-Site Emergency Response Team Manager for coordination of all activities within their occupied space.
Other Staff:	Responsible for the personal notification of next of kin of any deceased or seriously injured persons. NOTE: All communications with the press are to come from the Communications Director. Under no circumstances are the names of casualties to be released to anyone (including the news media) without the express permission of the Office of Communications.

EMERGENCY PLAN

SECTION 1	ORGANIZATION	
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NOTIFICATION/COMMUNICATION

The Archdiocesan Quick Response Team provides support and direction to the On-Site Emergency Response Team Manager during specific situations according to the department/division specialty.

In case of a major emergency, immediately contact the Archdiocesan Quick Response Team at 1-866-272-4225 (1-866-ARCH-BALT). This group will react to, assist and help manage major emergencies.

ARCHDIOCESAN QUICK RESPONSE TEAM

NAME	TITLE	OFFICE PHONE	CELL PHONE	HOME PHONE
Mr. Nolan McCoy	Director, Division of Facilities Management	410-547-5335	443-604-4139	
Mr. Hugh Andes	Project Manager, Facilities Management	410-547-5334	443-286-7708	410-357-8293
Mr. Robert Clancy	Project Manager, Facilities Management	410-547-5367	410-804-5025	410-494-1434
Mr. Douglas Johnson	Project Manager, Facilities Management	410-547-5340	443-604-5094	410-823-8799
Mr. Matthew Regan	Project Manager, Facilities Management	410-547-5386	410-935-6834	410-489-5046
Mr. Sean Cain	Director, Office of Communications	410-547-5378	443-857-4372	410-560-7982
Mr. Thomas Alban	Risk Manager, Fiscal Services	410-547-5424	410-591-5717	410-848-0383
Dr. Barbara Edmondson	Superintendent, Catholic Schools	410-547-5515	410-570-1045	
Dr. Camille Brown	Associate Superintendent, Catholic Schools	410-547-5397	401-257-9696	

EMERGENCY PLAN

<i>EMERGENCY PLAN</i>		
SECTION 1	ORGANIZATION	

Mrs. Margaret Dammeyer	Associate Superintendent, Catholic Schools	410-547-5392	443-336-0814	
Dr. Diane Barr	Chancellor	410-547-5435	404-644-0737	

EMERGENCY PLAN

SECTION 2	EMERGENCY/CATASTROPHE PRE-EVENT PLANNING	
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Following is a list of tasks that the On-Site Emergency Response Team should address for each facility at their regularly scheduled meetings – prior to an emergency.

1. Emergency Drills for On-Site Emergency Response Team

When an emergency arises, Team members must respond without hesitation. Only preplanning and practice will assure optimum results. Drills will be conducted to familiarize all employees with procedures. These actual walk-through drills must be conducted annually and include the participation of students, staff and employees. In addition, a classroom drill must also be completed once a year.

Emergency preparedness should include all key on-site personnel (teachers, ushers, supervisors of children, etc.)

2. Emergency Communications

The On-Site Emergency Response Team Manager will ensure that a portable phone and walkie-talkies are available and activated and that spare batteries are on hand.

3. Utilities

Know the location and how to turn off all utilities supplying the facility, including:

- Water
- Gas
- Electric

Arrange for emergency access to utilities (e.g. know where keys are).

Select electrical contractor from approved list that can handle all of the facility's needs.

Identify appropriate contacts for organizations and tenants to be notified in the event of an emergency. Examples: day care centers, Alcoholics Anonymous, Meals on Wheels, Boy Scouts. Include home and office numbers (which should already be included in your Emergency Plan).

Include in this plan a schematic of utilities and sprinkler systems showing all major control points.

4. Security

EMERGENCY PLAN

<i>EMERGENCY PLAN</i>		
SECTION 2	EMERGENCY/CATASTROPHE PRE-EVENT PLANNING	

A liaison must be established with local police and fire departments. Both departments should be familiar with property and should have participated in emergency response activities at the facility.

The On-Site Emergency Response Team will be instructed on how to immediately secure the crisis area to allow for the safety of those involved and to provide the needed space for emergency personnel to operate.

5. People/Property Concerns

Develop and review an evacuation plan. Schedule training and drill.

Prepare a list of phone numbers to notify fire, police, Red Cross, hospitals, civil defense, insurance and vendors in case of emergency. (The Archdiocesan Quick Response Team will need to be contacted if any injury or loss of life occurs.)

Be able to assemble all facts if an emergency occurs. Details should include the time of disaster and the extent of injuries and damages. Documentation should include photos.

The Team should be prepared to locate eyewitnesses, document their accounts and obtain their names, addresses and business and home phone numbers.

The Team should be prepared to secure the immediate area surrounding an emergency.

6. Media Control/Office of Communications

A procedure for media control and public relations during the crisis is in place. (See SECTION 6: MEDIA CONTROL/OFFICE OF COMMUNICATIONS.)

EMERGENCY PLAN

SECTION 3	EMERGENCY/CATASTROPHE POST-EVENT ACTIVITY PUNCHLIST	
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Below is a list of activities that need to take place while an emergency is occurring and following the emergency.

1. Document the event.
 - Compile written notes describing a chronological order of events, including statements by eyewitnesses.
 - Take photographs of property damage. Date and initial all photos.
 - Maintain a file of facts, photographs, statements, articles and broadcasts (both negative and positive).
 - Ensure the accuracy of records on eyewitnesses. Double-check names, addresses and phone numbers.
2. Contact the Archdiocesan Quick Response Team (if not already contacted).
3. Protect property from additional damage and initiate salvage operations.
 - Contact Risk Management and Maintenance/Facilities Management. (See Archdiocesan Quick Response Team, SECTION 1.)
 - Direct contractors in a coordinated effort.
 - Document actual expenses incurred as a result of incident.
 - Establish separate cost accounts for all expenses, including building personnel.
 - Break out premium and/or overtime labor costs for building personnel and/or contractors.
4. Estimate cash advance requirements (if any) for presentation to the insurance company.
5. If appropriate, review leases and operating agreements to prepare business interruption claims.
6. Provide pastoral care.

The pastoral care of a person in crisis is given the utmost priority by the Archdiocese of Baltimore. Crisis intervention will be provided to any community that has experienced an emergency or catastrophe. Additional pastoral care resources, such as referrals to support groups and local counselors for longer-ranged counseling, are also available.

EMERGENCY PLAN

<i>EMERGENCY PLAN</i>		
SECTION 3	EMERGENCY/CATASTROPHE POST-EVENT ACTIVITY PUNCHLIST	

7. Develop a business recovery plan to reopen for business.
 - Define a critical path. This can includes deadlines, tasks to be completed, the reopening date, etc.
 - Reopening may be disaster-oriented (a campaign event to help the stricken, for example). It may be necessary to obtain a Certificate of Occupancy.
 - Follow directions from the Office of Communications (Archdiocesan Quick Response Team).

EMERGENCY PLAN

SECTION 4	GENERAL PROCEDURES	
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EMERGENCY PROCEDURES

1. Upon observing or otherwise detecting an emergency situation, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency situation is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
5. An On-Site Emergency Response Team member will be assigned and directed by the On-Site Emergency Response Team Manager to notify the appropriate personnel.
6. The On-Site Emergency Response Team Manager will advise all Emergency Response Team personnel to report to a designated area.
7. The On-Site Emergency Response Team Manager should refer to the specific emergency incident list as a guide to efficiently and methodically handle the incident. (See SECTION 5.)
8. Other personnel from the On-Site Emergency Response Team will be directed to assume their designated duties until the emergency has terminated or has been brought under control.
9. Media control. (See SECTION 6.)

EMERGENCY PLAN

SECTION 4	GENERAL PROCEDURES	
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EMERGENCY EQUIPMENT

Use discretion to establish reasonable quantities for the items below:

ITEM	LOCATION	USE
Building Maps		To identify the general locations of all areas in the facility
Camera: Polaroid/Disposable		To document an event
Current Catholic Center/AOB Phone List		
Current Employee Phone List		
**Several Emergency Blankets		
Cell Phone (with spare battery)		To support the emergency call system
**Flashlights and Batteries		
Fire Extinguishers		
**First-Aid Kits		
**Identification Badges for On-Site Emergency Response Team		
**Personal Protection Equipment (Latex Gloves, Rubber Gloves, Face Shields, Safety-Toed Shoes, Safety Glasses or Goggles)		To work with electrical equipment and chemicals, and to move heavy equipment and supplies
**Portable Water		
**Safety Tape (Yellow Caution Tape)		

<i>EMERGENCY PLAN</i>		
SECTION 4	GENERAL PROCEDURES	

Storm Radio AM/FM		To monitor storms and tornadoes
**Tool Kit		

Note: Use the spaces above to list specific locations of items. Also use signage in these locations to assist individuals in finding emergency items.

****Designate a box with these items and keep it in a closet that can be accessed readily. Batteries should be replaced every six months (January and July, for example).**

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

BOMB THREAT

All personnel must be prepared to carry out the procedures for bomb threat incidents whenever they are instructed to do so. To be able to react effectively under any circumstances, all personnel must plan thoroughly. Faculty and staff must be familiar with the procedures and know their responsibilities. Key personnel should receive all necessary instructions and training.

These procedures indicate several courses of action to be followed when a bomb threat is received, depending upon the circumstances at the time of the incident. The procedures are also intended to serve as a checklist, which may be used by the On-Site Emergency Response Team Manager in the execution of the Emergency Plan.

While most bomb threats are received either directly or indirectly by telephone, they may also arrive as written threats, by mail, e-mail or other means. Bomb incidents may also begin with the discovery or the denotation of a bomb at your facility. In the event that a bomb has already exploded, see SECTION 4 and follow the general emergency procedures. The procedure for handling bomb threats will be as follows:

Every person who has a phone at their desk should be familiar with the Bomb Threat Checklist and have a copy readily available by the phone.

A. PERSON TAKING THE CALL

The most important procedure in a bomb threat situation is to obtain as much information as possible from the caller. **THEREFORE, THE KEY PERSON IN THIS SITUATION IS THE PERSON TAKING THE INITIAL CALL.**

1. Remain calm.
2. Check Caller ID (if applicable).
3. Obtain as much information from the caller as possible, while simultaneously completing the Bomb Threat Checklist.
4. Pay attention to and make notations of any unusual background noise that may give some indication of the origin of the call.
5. Utilize *69 (if applicable) and *57 (if applicable) to record the call with the telephone company's call trace.
6. Contact the local police department at 911.
7. Notify the On-Site Emergency Response Team Manager.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

B. ON-SITE EMERGENCY RESPONSE TEAM MANAGER

1. Upon observing a bomb or being notified of a bomb threat situation, immediately warn others in the vicinity and evacuate.
2. Call 911 (if not previously done by the person who took the call).
3. Convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan.
4. Inform the Archdiocesan Quick Response Team, as appropriate.
5. Assign someone from the On-Site Emergency Response Team to work with the person who received or discovered the threat to help them recall and document important facts about the threat.
6. **Instruct everyone in and around the facility to turn off all two-way radio equipment and pagers.** The FM signals emitted by this equipment may trigger certain types of detonating devices.
7. Conduct all searches under the guidance and supervision of the local police department. It is the decision of the local police to issue an "all clear" so that personnel can reenter the building.
8. The decision to sound the "all clear" is at the discretion of the On-Site Emergency Response Team Manager if the police department deems that a search should not be performed. The following guidelines may be helpful:

Keep in mind that many bomb threats in public places are hoaxes.

The police officials at the scene will ultimately determine the direction to take. Follow their guidance to avoid unnecessary alarm and/or panic.

Consult with the Archdiocesan Quick Response Team.

C. SUSPICIOUS OBJECT LOCATED

In the event that a suspicious object is located, follow the procedures outlined under the Suspicious Object category later in this section.

REMEMBER:

Do not move or touch the device.

Do not touch anything attached to the device.

Do not transmit radio signals in the area of the device.

Leave all doors and windows open.

Put up caution tape to secure the area.

Wait for police and/or the fire department.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

BOMB THREAT CHECKLIST

Remain calm.

Keep the person talking and note details about the conversation.

Date & time call received: _____

Exact words used by caller: _____

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Remember:

Check Caller ID if applicable.

If Caller ID is not available, dial *57 when the call is completed to store the number at the phone company. Then hang up and dial *69 and write down the number.

Type of Person:

Male ___ Female ___ Young ___ Middle-Aged ___ Old ___

Accent ___ Speech Impediments ___ Tone of Voice ___ Sober ___

Is voice familiar? ___ Sounds like: _____

Caller's Voice:

- | | | | | | |
|--------------------|--------------|---------------------|---------------|--------------------|------------|
| ___ Calm | ___ Nasal | ___ Angry | ___ Stutter | ___ Excited | ___ Lisp |
| ___ Slow | ___ Raspy | ___ Rapid | ___ Deep | ___ Soft | ___ Loud |
| ___ Laughter | ___ Crying | ___ Normal | ___ Disguised | ___ Distinct | ___ Accent |
| ___ Slurred | ___ Familiar | ___ Ragged | | | |
| ___ Deep Breathing | | ___ Clearing Throat | | ___ Cracking Voice | |

Background Sounds:

- | | | | |
|-------------------|-------------------|---------------|-------------------|
| ___ Street Noise | ___ Factory Noise | ___ Crockery | |
| ___ Voices | ___ Clear | ___ PA System | ___ Static |
| ___ Music | ___ Local | ___ Motor | ___ Long Distance |
| ___ House Noise | ___ Office Noise | ___ Machinery | ___ Motors |
| ___ Animal Noises | ___ Other: _____ | | |

Threat Language:

- | | | | |
|-----------------|----------------------------------|----------|-----------|
| ___ Well-Spoken | ___ Incoherent | ___ Foul | ___ Taped |
| ___ Irrational | ___ Message read by threat maker | | |

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

DISORDERLY CONDUCT/DISTURBANCE

The following information is a guide for personnel in developing, discussing and disseminating a set of emergency procedures that can be effectively implemented in the event of disturbances (e.g. violence, sit-ins, riots).

The effective implementation of a set of emergency plans to deal with disturbances rests upon preparedness. All faculty and staff must be knowledgeable of the plan and understand their individual roles. While prudence dictates that we prepare for all eventualities, our focus must always remain on preventative measures.

To maximize safety and staff efficiency as well as minimize disruption to the normal program, emergency procedures need to be developed and tailored to the specific location in which they are to be implemented. Procedures need to be updated and reviewed with faculty and staff as appropriate.

The faculty and administration should establish rapport with the general occupant population and provide an open atmosphere to encourage discussion of grievances and problems. The administration must also be aware of local situations that may generate civil disturbances within the location through outsiders moving into groups and inciting participation.

Preparation Prior to Crisis Situations

- Ensure that groups seeking to use facilities have proper authorization.
- Ensure that all activities have proper authorization and adequate supervision by qualified personnel.
- Arrange for security and or police coverage, as deemed necessary.
- Develop a means of communication and plans for working with outside authorities, such as staff, county and state police, fire departments and juvenile justice.
- Develop an internal security system, with specific duties for certain personnel, to provide for the safety of all and for the protection of property.
- Ensure that all personnel understand all policies and procedures for handling crises.

Guidelines for Administrative Action During Crises

- Attempt to resolve problems not involving criminal activity within the facility before seeking the assistance of outside agencies.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
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- Attempt to resolve conflicts without the use of force. It may be desirable to play a “waiting game” in the case of organized demonstrations. A demonstration that is hastily or weakly organized may quickly play itself out.
- Attempt to document events as thoroughly as possible, in the event of later court and outside agency involvement. Such factual information as witnesses’ names, times of incidents, etc. may be important.
- If necessary, develop procedures with the police to keep unauthorized visitors off the facility grounds.
- Contact the Archdiocesan Quick Response Team as quickly as possible for advice, since publicity or notoriety is often an objective of organized demonstrations.
- Avoid a confrontational approach with demonstrators.
- Attempt to keep all communication channels open with demonstrators or disruptive groups.
- Take quick, effective action to stop violence if it occurs, either spontaneously or as a result of planned demonstrations, or to prevent violence that appears imminent.

Consider these priorities:

- Take action to reduce injuries.
- Call 911.
- Contact the Communications Director so that the facts get out to the community as quickly as possible, to reduce rumors and tension.

SUGGESTED PROCEDURES

I. If disruption is imminent:

- Call for appropriate assistance (911, Archdiocesan Quick Response Team).
- Instruct staff members to assume the duties to which they were previously assigned.
- Make provisions to receive and direct all telephone calls related to the emergency.
- Lock all nonessential restrooms, file cabinets, vaults, safes, storerooms, etc. and supervise those that remain open.
- Guard the public address system from possible use or vandalism. Arrange for alternative means of emergency communication.
- Alert staff to the situation by prearranged signal.
- Place the automatic bell system on manual control (if appropriate).
- Supervise fire alarm pull stations.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

II. If disruption occurs outside the building:

Call for appropriate assistance (911, Archdiocesan Quick Response Team), assess the situation and determine the appropriate action.

Actions may include:

- Keeping faculty and occupants informed of the facts.
- Maintaining control, using staff personnel wherever possible.
- Activating a log, giving date, time, nature of incident and underlying causes and obtaining description(s) of the individual(s) involved.
- Taking attendance. [schools]
- Directing duties to assist with the "leave-alone" situation. [schools]
- Attempting to identify the problem and leaders.
- Requesting unauthorized persons to leave the premises.
- Explaining to all occupants the consequences for those who violate school or parish policies.
- Calling police to ensure safety of students and staff if disruption interferes with dismissal. [schools]

III. If disruption occurs inside the building:

- Assess the situation.
- Do not change classes until situation is stabilized. [schools]
- Take attendance. [schools]
- Inform assembled students of the applicable laws and policies that provide that any activity that is not authorized and/or which interferes with the normal operation of a school will not be permitted and may result in suspension. [schools]
- Call for appropriate assistance (911, Archdiocesan Quick Response Team).
- Direct disruptive students to return to class and provide them a reasonable amount of time to do so. If students do not go to class, warn them that they may be suspended and will be considered trespassers. [schools]
- Call police if the situation requires the removal of the individuals. Inform parents of arrested students immediately. [schools]
- Minimize occupants' exposure to disruption.

SCHOOL PRIORITIES

Safety is the first priority. Principals who wish to close a school should consult with the Assistant Superintendent and have the opinions of the senior police officer on the scene and of the school administrative staff.

If the decision to close the school is made, preplanned arrangement for a phased dismissal should take effect.

- Notify parents.
- Dismiss by floors, sections or bus routes.
- Provide for teacher supervision of lockers, corridors, etc.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
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EVACUATION

A. EVACUATION DURING NON-BUSINESS HOURS – Site Specific

All staff members, substitutes, volunteers and employees should know and understand their roles during an emergency. They should know the types and locations of alarms and sound devices, the locations of exits and which exit routes should be used in various circumstances. Evacuation drills need to be conducted under a variety of conditions to ensure that a true evacuation is carried out in a safe and orderly manner.

After an emergency has been declared and the decision to evacuate the facility or part of the facility has been made, determine the most appropriate emergency evacuation routes. Follow posted evacuation routes. Identify the designated post-evacuation assembly points.

- Designated assembly point A: _____
- Designated assembly point B: _____
- Designated assembly point C: _____
- Designated assembly point D: _____

When the areas have been cleared, stairways and entranceways will be barricaded as necessary to prevent unauthorized entrance to the cleared areas. Employees assigned to search and clear the respective areas (restrooms, locker rooms, storage and other areas that may be occupied) will report to the designated assembly area to assist as necessary or as directed when their assigned areas have been cleared. When areas are cleared, the On-Site Emergency Response Team Manager will be notified. All personnel will await further direction as necessary. No one will reenter the cleared areas until the On-Site Emergency Response Team Manager or a police/fire official has given authorization.

The Team will note the time on the Evacuation Checklist.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

B. EVACUATION DURING BUSINESS HOURS – Site Specific

All staff members, substitutes, volunteers and employees should know and understand their roles during an emergency. They should know the types and locations of alarms and sound devices, the locations of exits and which exit routes should be used in various circumstances. Evacuation drills need to be conducted under a variety of conditions to ensure that a true evacuation is carried out in a safe and orderly manner.

After an emergency has been declared and the decision to evacuate the facility or part of the facility has been made, determine the most appropriate emergency evacuation routes. Follow posted evacuation routes. Identify the designated post-evacuation assembly points.

- Designated assembly point A: _____
- Designated assembly point B: _____
- Designated assembly point C: _____
- Designated assembly point D: _____

When the areas have been cleared, stairways and entranceways will be barricaded as necessary to prevent unauthorized entrance to the cleared areas. Employees assigned to search and clear the respective areas (restrooms, locker rooms, storage and other areas that may be occupied) will report to the designated assembly area to assist as necessary or as directed when their assigned areas have been cleared. When areas are cleared, the On-Site Emergency Response Team Manager will be notified. All personnel will await further direction as necessary. No one will reenter the cleared areas until the On-Site Emergency Response Team Manager or police/fire official has given authorization.

The Team will note the time on the Evacuation Checklist.

Take a head count and compare it with the master schedule to ensure that all staff members and employees are accounted for.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

FIRE

1. Upon observing or otherwise detecting a fire, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
5. A command post may be designated, if necessary.
6. Shutdown of the main electric and/or gas may occur, as instructed by the fire department.
7. If the problem is determined to be a water flow alarm (an activated sprinkler head) where no fire exists, Maintenance/Facilities will isolate the area by closing the applicable riser.
8. Dispatch On-Site Emergency Response Team or other personnel to property entrance for coordination of fire department arrival.

[Insert Facility Maps that show the locations of fire extinguishers behind this page.]

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

GAS LEAK

Every gas leak, no matter how small, should be treated as a potential explosion hazard. Most buildings have some natural gas service provided. Leaks are typically detected by smelling the strong odor associated with natural gas. If a staff member reports a gas odor, investigate immediately.

1. Upon observing or otherwise detecting an emergency situation, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
5. **DO NOT OPERATE ANY LIGHT SWITCHES OR ELECTRICAL OUTLETS.**
6. If possible, open windows and doors in the immediate area to diffuse any gas concentrations.
7. If evacuation is rendered, do not reenter the building until fire officials say it is safe to do so.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

HAZARDOUS SUBSTANCE

Each facility should be prepared to respond to a hazardous material accident. Many types of hazardous material are transported daily via highways and railways and are stored and used in industry and business around the state.

The On-Site Emergency Response Team Manager should be prepared to deal with a hazardous material emergency. There are two basic approaches to addressing this type of emergency: **sheltering in place** and **evacuation**.

Sheltering in place: If the hazardous substance is outside the building, close windows and initiate lockdown until instructed otherwise by the fire department or other emergency personnel.

Evacuation: If the hazardous substance is inside the building and evacuation is required, do not reenter the building until authorized by the fire department or other emergency personnel.

1. Upon observing or otherwise detecting a major hazardous material accident, warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. Call the Maryland Department of the Environment at 1-866-633-4686.
4. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
5. Shut down the air exchange system.
6. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
7. Secure all areas in question with yellow caution tape.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

INTRUDER/HOSTAGE TAKER

1. Upon observing or otherwise detecting an intruder in the building, initiate lockdown [schools], warn others in the vicinity and notify the On-Site Emergency Response Team Manager. **Note:** *School locations should prearrange a signal that can be used over the intercom system to alert staff of an intruder. For example, "Attention teachers, Mr. Redman is in the building."*
2. If an emergency is identified, call 911. Try to provide as much information as possible so that when police arrive, they know what to expect.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
5. If the intruder escalates to hostage taker, see the following section.

HOSTAGE TAKER

1. Alert staff, teachers or office personnel of threat by prearranged signal.
2. Determine if you can safely evacuate all or part of the group exposed to the threat.
3. If at all possible, await arrival of emergency personnel to initiate dialogue with the intruder. If dialogue is initiated by the intruder:
 - Listen and note details.
 - Ask the hostage taker, "Please tell me what I need to know."
 - Wait for the arrival of emergency personnel.
4. Police and the Emergency Response Team will determine if areas are safe for return.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

MEDICAL EMERGENCY

Upon observing or otherwise detecting an emergency medical situation, immediately warn others in the vicinity and notify the On-Site Emergency Response Team Manager.

1. Perform immediate first aid and call 911.
2. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
3. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
4. Obtain information about the victim, such as name, age, known medical conditions, allergies and medications taken regularly, as well as the name and phone number of an emergency contact.

Note: If the victim is conscious, much of this information can be obtained from the victim. If the victim is unconscious, this information may be found in his or her wallet or purse or may be obtained by questioning knowledgeable coworkers or family members. A school nurse may also keep this information on file.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

MULTIPLE INJURIES/DEATHS

For certain unforeseen tragedies, accidental or intentional, it is impossible to provide specific instruction for personnel. The following immediate steps are provided for your guidance if your facility is affected by such an incident.

1. Upon observing or otherwise detecting an emergency situation, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified:
 - Call 911.
 - Describe the nature of the incident.
 - Give the approximate number of injuries.
 - Provide the exact location where emergency vehicles should respond.
3. Dispatch the On-Site Emergency Response Team or other personnel to the closest entrance to coordinate the arrival of emergency personnel. Mobilize the On-Site Emergency Response Team to assist with:
 - Meeting the emergency vehicle
 - Directing emergency personnel
 - Attending to victims
 - Preserving the crime/incident scene
 - Identifying witnesses
4. The On-Site Emergency Response Team Manager will contact the Archdiocesan Quick Response Team.
5. Consider contacting personnel from your other facilities to provide office and staff support.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

NATURAL DISASTER

(Earthquake, Hurricane, Snowstorm, Thunderstorm/Lightning Strike, Flood, Tornado)

EARTHQUAKE

Remember that you are safer in a building than in the street. Most metropolitan earthquake injuries result from falling objects or debris and are suffered by people outside – not inside.

1. In the event of an earthquake, warn others in the vicinity and notify the On-Site Emergency Response Team Manager if possible.
2. Stay inside the building unless instructed to evacuate. Get under a solid desk or table if possible.
3. Stay away from windows, shelves, cabinets and glass partitions.
4. If you are located in a corridor or lobby, get close to the center of the building, in the interior hallways or narrow halls.
5. Do not attempt to leave the building. Do not use the stairwells or the elevators (if applicable) until you are officially advised that it is safe to do so.
6. If you are in an elevator during an earthquake, do not panic. The elevators are equipped with a seismic switch. When activated, it automatically reduces the speed of the elevator, and the elevator will travel to the nearest floor, up or down. The doors will open, and the elevator will shut down until the seismic switch is reset. When the elevator stops, exit the elevator and remain in the elevator lobby.
7. While staying calm, check for casualties, injuries and other threats to life (including gas leaks, structural failures and building collapse). Be prepared for aftershocks.
8. If appropriate, call 911.
9. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
10. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

HURRICANE

PRE-HURRICANE – 36 hours prior to landfall

1. Upon receiving notification of a pending hurricane landfall at your location:
 - Follow instructions from civil authorities.
 - Review list of Maintenance/Facilities tasks to protect property against storm damage.
 - Shut down utilities, as appropriate.
 - Notify service and repair contractors, as required.
2. Unless otherwise directed by civil authorities, nonresidents should not be at a facility during a hurricane.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team.
5. Store all portable equipment or loose items inside the building or tie them down securely. This may include outdoor furniture, garbage cans, janitorial equipment, signs and other movable objects.
6. Board up all glass areas. If this is not possible, use wide strips of masking tape in an "X" pattern to minimize flying glass.

SUGGESTED PROCEDURES

If a building has been designated a shelter or host area for evacuees or storm victims, the following measures should be taken, if time permits:

- Lower and securely fasten all Venetian blinds and drapes.
- Check all battery-powered equipment.
- Make certain all emergency cooking facilities and flashlights are in operating order.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

- Store all drinking water in clean, closed containers.
- Assemble tools that may be necessary to make emergency repairs.

AFTER THE PASSAGE OF A STORM

- Avoid use of lanterns, matches, etc. until it has been determined that no leaking gas lines or other flammable materials are present.
- Avoid wet or damaged electrical wires.
- Beware of outdoor hazards, such as loose debris, damaged power lines, snakes, washed-out roads and bridges.
- Return students to homes when traveling conditions are deemed safe and transportation is available. [Schools]
- Do not resume use of the building until declared safe.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

SNOWSTORM

The following procedures will help you prepare for a snowstorm.

1. Inform parents, staff and parishioners under what weather conditions they might anticipate early dismissal, closure or cancellation of events. Tell them which radio and television stations to monitor for information. Inform parents about which local school jurisdiction the school follows.
2. Establish policies to cover bus trips on occasions including field trips, tours, athletic events and other events away from the building and/or off regular routes.
3. Establish procedures to care for individuals or staff members stranded in the buildings.
4. When facilities are closed due to inclement weather, have Maintenance personnel come to the facility and perform routine maintenance and building inspections to prevent damage to property (when possible). For example, unclogging roof drains, preventing exterior pipes from freezing and making sure the heat is on inside the building.
5. Ensure that anyone leaving a school or another facility on foot is properly dressed for cold weather. For schools, have an alternate transportation plan in place with parents/guardians.
6. Follow cancellation and early dismissal policies relative to snow and/or ice conditions.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

THUNDERSTORM/LIGHTNING STRIKE

Thunderstorms are a frequent occurrence in Maryland. They are often accompanied by lightning, hail and damaging winds in excess of 50 miles per hour. A thunderstorm is sometimes a prelude to a tornado.

A radio, television or weather receiver should be monitored for public warnings when weather conditions indicate. The National Weather Service issues the following alerts:

- **SEVERE THUNDERSTORM ADVISORY:** means that weather conditions are such that a thunderstorm may develop.
- **SEVERE THUNDERSTORM WATCH:** means the possibility of a storm developing that would be greater in intensity than that indicated by a severe thunderstorm bulletin.
- **SEVERE THUNDERSTORM WARNING:** means that a severe thunderstorm has developed and will probably affect those areas stated in the bulletin.

PREPARATION

Develop a procedure for individuals who walk home or provide their own transportation to:

- Be dismissed early before the anticipated storm becomes severe.
- Have a plan in place with parents/guardians to provide emergency transportation.
- Be kept under supervision in a protected area until the storm passes, walking is safe or transportation is provided.

Develop a procedure for late dismissal when road conditions are unsafe or severe storms threaten.

SUGGESTED PROCEDURES

- If outside, and lightning is seen or thunder is heard, move inside at once.
- During a severe thunderstorm warning, relocate all individuals from portable buildings into main building.
- During a watch or a warning, cancel outside recess and physical education classes. Even if there is no wind or rain, lightning is always a threat. [schools]
- Consider delaying dismissal until the thunderstorm passes, ensuring safety and security. [schools]
- During periods of particularly high wind, keep people away from glassed areas.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

IN THE EVENT OF LIGHTING STRIKE

1. Upon observing or otherwise detecting a lighting strike, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

FLOOD

Many areas in Maryland are subject to flood. Flooding may be caused by heavy rain, dam breaks or tidal surges from tropical storms off the coast. Even a small, innocent creek can become a raging torrent capable of destruction. Except in the case of flash flooding, the onset of most floods is a relatively slow process, with buildup taking several days.

FLOOD WATCH: A flash flood **watch** is issued when flash flooding is possible within the designated watch area. Be alert.

FLOOD WARNING: A flash flood **warning** is issued when a flash flood has been reported or is imminent. Take necessary precautions.

PREPARATION

Know the local history of flooding in your area. On a map, note hazardous areas of chronic flooding: flood-prone creeks and rivers; potentially hazardous dams, bridges and crossings; etc.

Plan alternate bus routes to avoid flood-prone areas, particularly those areas with histories of flash flooding.

SUGGESTED PROCEDURES

When weather conditions indicate an area may be affected, local radio or television broadcasts should be monitored. Prepare to:

- Evacuate building occupants immediately, if in accordance with established policy.
- Notify parents via radio, television or telephone. [Schools]
- Keep occupants in the building or transport to other evacuation points, in accordance with established policy.
- Cancel or delay opening.
- Shut off water at mains, so contaminated water will not back up into supply.
- If a building is a designated emergency shelter, check all supplies and provisions prior to emergency operations, if time permits.

AFTER THE FLOOD

- Contact the Archdiocesan Quick Response Team and the police, if appropriate.
- Beware of contaminated food and water, broken gas lines and wet electrical equipment.
- Resume operations only after building safety has been determined.
- Resume operations in designated buildings if main facilities are damaged.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

TORNADO

Tornadoes are storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. The National Weather Services issues two types of tornado alerts:

- **TORNADO WATCH:** means that weather conditions are such that a tornado may develop.
- **TORNADO WARNING:** means that a tornado has been sighted and protective measures should be taken at once.

PREPARATION

- Ensure that all staff, faculty, administrators and students know the signs of tornadoes.
- Determine and designate the best tornado shelter areas in each building.
- Use first-floor interior hallways, restrooms or other enclosed small areas away from large glass areas or open rooms. If hallways are not suitable, use the inside walls of rooms on the opposite side of the corridor from which the storm is approaching. Do not use end rooms. The auditorium, gymnasium, cafeteria and other large rooms are the least suitable as shelters: free-span roofs can be blown away from this type of room and the walls may collapse. Diagram the building to determine which areas to use and the quickest ways to get there.
- Check the space available and the number of persons who will use the areas.
- Provide a copy of this information to the local emergency management agency office.

If there is sufficient time to take shelter:

- Evacuate rooms quickly, quietly and orderly to first-floor interior hallways, restrooms, lower-level stairwells or other enclosed small areas away from large glass areas or open rooms.
- Relocate all students from portable classrooms to main buildings.
- Check restrooms and nearby vacant rooms for students, staff or visitors.
- Take personal belongings only if they are at desks and will provide extra protection (e.g. large books, notebooks or coats may be held over head and shoulders).
- Take roll book and check attendance once in the shelter area. Report any missing students, staff or visitors.
- Take position by crouching on knees, head down, with hands locked at back of neck.

If there is not sufficient time to take shelter:

- Go to the inside wall of the room away from the windows.
- Squat on the floor next to wall or get under desks/furniture by squatting or lying prone on the floor, face down.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

- If a book can be picked up easily, hold it over your head.

SUGGESTED PROCEDURES

TORNADO WATCH

1. Assemble all members of the Emergency Response Team and review plans.
2. Begin discreet staff/employee notification.
3. The On-Site Emergency Response Team Manager will establish communication with a local weather facility (or cable weather station, if appropriate).

TORNADO WARNING

1. Upon observing, being informed of or otherwise detecting a tornado, immediately warn others in the vicinity and notify the On-Site Emergency Response Team Manager.
2. The On-Site Emergency Response Team Manager will advise each department of the emergency and to evacuate to assigned shelters.
3. The On-Site Emergency Response Team Manager will order a final check to ensure all staff and employees have been located to shelter areas.
4. The On-Site Emergency Response Team Manager will notify the Archdiocesan Quick Response Team that evacuation has been initiated.
5. The On-Site Emergency Response Team Manager (or alternate) will maintain communications with local police and the National Weather Service and will determine when it is advisable to leave the stairwells/shelter areas.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

PHYSICAL THREAT

A physical threat is any situation where an individual's personal safety is jeopardized by the threatening behavior of another.

1. Upon observing or otherwise detecting a physical threat, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. Alert staff, teachers or office personnel of a threat by using a prearranged signal.
3. If an emergency is identified, call 911.
4. Determine if you can safely evacuate all or part of the group exposed to threat.
5. If at all possible, await arrival of emergency personnel to initiate dialogue with assailant. If dialogue is initiated by assailant:
 - Listen and note details.
 - Ask assailant, "Please tell me what I need to know."
 - Wait for arrival of emergency personnel.
6. Lock all nonessential restrooms, file cabinets, vaults, safes, storerooms, etc. and supervise those that remain open.
7. Arrange an alternate means of communication.
8. The police and the Emergency Response Team will determine when areas are safe for return.
9. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

POWER OUTAGE/UTILITY FAILURE

When a power outage is experienced, it is important that electrical equipment be shut down to prevent a damaging power surge when power is reactivated.

In the event of a power outage, the following procedures will apply *after* Maintenance/Facilities calls the specific utility company:

Utility Company Name:
Utility Company Phone Number:

In the event of an extended power outage (exceeding 12 hours), contact the Archdiocesan Quick Response Team (Maintenance/Facilities). In addition, if the situation occurs during darkness:

- a. Implement an evacuation plan.
- b. Request from Maintenance/Facilities an estimation of the duration of the outage.

In every power outage situation, the priorities will be to protect life and property and to avoid panic. Immediate response should be directed to the elevator(s), if applicable, as well as to the prevention of any additional staff members, employees or visitors from entering the building.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

RACIAL/HATE INCIDENT/GRAFFITI

A racial/hate incident can be a physical and/or verbal personal attack, a public display, or the destruction of property.

1. Upon observing or otherwise detecting a racial/hate incident, immediately warn others in the vicinity and notify the On-Site Emergency Response Team Manager.
2. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if contacting the police is necessary.
3. If there is disorderly conduct, physical threats, or multiple injuries/deaths, follow the procedures outlined in those specific sections (Disorderly Conduct/Disturbance, Physical Threat, or Multiple Injuries/Deaths) of this Emergency Plan.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

RACIAL/HATE GRAFFITI

Follow above procedures and:

1. Call the police.
2. Try to locate witnesses and obtain information about the parties involved.
3. Instruct Maintenance/Facilities to cordon off area using marker tape.
4. Take photographs of any facilities damage.
5. Cover, clean or repair damages as soon as possible.

EMERGENCY PLAN

SECTION 5	MAJOR EMERGENCY GUIDELINES	
-----------	----------------------------	--

STRUCTURAL FAILURE

1. Upon observing or otherwise detecting a structural failure, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If multiple injuries/deaths have resulted, refer to the Multiple Injuries/Deaths section in this Emergency Plan and follow the outlined procedures.
3. If appropriate, call 911.
4. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if contacting emergency personnel is necessary.
5. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.
6. Resume operations only after building safety is professionally assessed.
7. Resume operations in other designated buildings if facilities are structurally damaged.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

SUICIDE ATTEMPT

1. Upon observing or otherwise detecting a suicide attempt, immediately warn others in the vicinity and notify the On-Site Emergency Response Team Manager.
2. Call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if contacting emergency personnel is necessary.
4. Remain calm and express concern for the person.
5. **DO NOT LEAVE THE PERSON ALONE!** If possible, talk to the person to see what his or her plans are to harm himself or herself. Engage in conversation, especially if the person has overdosed on pills.
6. Preserve incident scene.
7. Identify witnesses.
8. When emergency personnel arrive, an assessment will be made and the person will most likely be transported to the nearest hospital.
9. Provide all information regarding the incident to police.
10. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

SUSPICIOUS OBJECT

A suspicious object is any suspicious mail or package, including any item that may contain suspected biohazards, chemicals, explosives, mechanical devices or potentially threatening substances.

1. Upon observing or otherwise detecting a suspicious object, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

SUGGESTED PROCEDURES

- Remain calm.
- Evacuate the room and close the door.
- Wash hands with antibacterial soap vigorously for five minutes.
- Shut off facility air handlers and ventilation system.
- Emergency personnel officials and the On-Site Emergency Response Team Manager will determine if the facility should follow the evacuation procedures.
- If evacuation of the area or the facility is required, emergency personnel officials and the On-Site Emergency Response Team Manager will determine when it is safe to return to that area or to the facility.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

TELEPHONE THREAT

1. Remain calm.
2. Obtain as much information as possible from the caller.
3. Use the TELEPHONE THREAT CHECKLIST as a resource for gathering specific details.
4. Utilize *69 (if applicable) and *57 (if applicable) to record the call with the telephone company's call trace.
6. Contact the local police department at 911.
7. If evacuation is ordered by the On-Site Emergency Response Team Manager, staff members will be advised to evacuate the premises. After evacuating and ensuring that all staff and visitors are out of the facility, exit the premises and close the entrance doors. Door closure will indicate to Maintenance/Facilities and emergency personnel that the area is clear and may be searched if necessary. Doors should be left unlocked to permit entrance by search teams.

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

TELEPHONE THREAT CHECKLIST

Remain calm.

Keep the person talking and note details about the conversation.

Date & time call received:

Exact words used by caller: _____

Type of Person:

Male ____ Female ____ Young ____ Middle-Aged ____ Old ____

Accent ____ Speech Impediments ____ Tone of Voice ____ Sober ____

Is voice familiar? ____ Sounds like: _____

Caller's Voice:

___Calm ___Nasal ___Angry ___Stutter ___Excited ___Lisp
___Slow ___Raspy ___Rapid ___Deep ___Soft ___Ragged
___Loud ___Laughter ___Crying ___Normal ___Disguised ___Distinct
___Accent ___Slurred ___Familiar ___Cracking Voice
___Deep Breathing ___Clearing Throat

Background Sounds:

___Street Noise ___Factory Noise ___Crockery ___Animal Noises
___Voices ___Clear ___PA System ___Static
___Music ___Local ___Motor ___Long Distance
___House Noise ___Office Noise ___Machinery ___Motors
___Other

Threat Language:

___Well-Spoken ___Incoherent ___Foul ___Taped
___Irrational ___Message read by threat maker

EMERGENCY PLAN

SECTION 5

MAJOR EMERGENCY GUIDELINES

WATER MAIN BREAK

1. Upon observing or otherwise detecting a water main break, immediately warn others in the vicinity, evacuate if necessary and notify the On-Site Emergency Response Team Manager.
2. If an emergency is identified, call 911.
3. The On-Site Emergency Response Team Manager (or alternate) shall appraise the situation and determine whether to convene the On-Site Emergency Response Team and follow the procedures outlined in this Emergency Plan or to handle the situation through normal operating procedures. The On-Site Emergency Response Team Manager will determine if evacuation is necessary.
4. Shut off valve at primary control point.
5. Cordon off area.
6. The On-Site Emergency Response Team Manager will inform the Archdiocesan Quick Response Team, as appropriate.

EMERGENCY PLAN

SECTION 6	MEDIA CONTROL/OFFICE OF COMMUNICATIONS	
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AUTHORITY

The only individuals charged with the authority to communicate with any member of the news media in any format are:

Mr. Sean Caine Office: 410-547-5378 Cell: 410-560-7928

MEDIA CONTROL

Cordially assure any reporters at the scene who inquire about the situation that either the Communications Director or an alternate will be available to meet with them once the crisis is under control. Offer no comments. Do not speculate or divulge any information.

PRESS RELEASE

The On-Site Emergency Response Team Manager (or his or her designee) is responsible for assembling all facts (time of crisis, nature and extent of injuries and damages, what steps have been taken thus far, any eyewitness accounts) and contacting the Office of Communications. Next, the Communications Director shall compose and issue a statement for release to the press. The Communications Director is encouraged to contact all reporters who inquire about the incident. Convey only accurate information. Explain the steps taken after the incident and the plan of action. Keep statements informative and consistent to alleviate rumors. If it becomes necessary to speak with any media prior to the preparation of the official statement, simply state, "We will make a statement as soon as we have an assessment of the situation."

MEDIA CONTACTS

Major newspapers and radio stations to be contacted for statements and for reopening announcements are:

- Baltimore Sun
- WBAL Radio
- WBAL TV
- WMAR TV
- WJZ TV

EMPLOYEE COMMUNICATION

The Communications Director or an alternate is responsible for communicating a statement to all departments as quickly as possible, particularly those directly affected by the disaster. Convey facts pertaining to that department or facility (what happened, what has been done, what is being done following the disaster). Use caution in preparing written statements, keeping in mind that written statements may be made available to the media (intentionally or unintentionally).