

# **ST. JOSEPH CHURCH**

## **Safety Action Plan**

**(Effective Date:\_\_\_\_\_)**

# Forward

**These procedures are set forth for the parishioners and their families, guests, visitors, parish administrators, staff, and volunteers of St. Joseph Church, Hilo, Hawaii, to review and become familiar with for the safety and security of all and in the event of emergencies. Those who have specific responsibilities, as will be laid out in these procedures, should have a copy of these guidelines and should be trained to respond accordingly.**

**The purpose of this plan is to ensure that St. Joseph Church and its parishioners are adequately prepared and trained to respond to church and parish emergency related situations, man-made or natural, and to ensure parishioner safety, safe evacuation, reducing injury to parishioners and guests, and to minimize property damage.**

**This plan takes into account many of the possible scenarios that we may need to confront, as best we can. Our goal should be to provide basic assistance until emergency responders arrive. Each individual should understand the contents of this plan and assist in any way possible for the safety of our fellow parishioners and guests. By doing so, we hope to maintain safety and security in our parish.**

This action plan was developed by the St. Joseph Church Safety Committee, 2021-23.

Approved by Father \_\_\_\_\_ Date \_\_\_\_\_

And St. Joseph's Parish Pastoral Council on

Date: \_\_\_\_\_

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## **General Safety**

1. All individuals should be keenly aware of hazards, unsafe conditions, and strange or unusual activities or actions happening on parish premises.
2. If you see something, say something to Hospitality ministers, Deacon, or Office Staff.
  - a. If you become aware of a problematic situation on parish premises, notify parish staff and/or ministers and follow directions given and/or take appropriate actions as may be contained in these procedures.

## **General Facility Requirements**

1. All exits shall have a visible sign above it that states "EXIT".
  - a. A sign that states "NOT AN EXIT" should be placed over doors if there is the possibility that it could be mistaken for an exit (closets, stairways, etc.).
  - b. Exits should remain in unlocked position while buildings are occupied.
  - c. All emergency exits should open outward.
  - d. All facilities may be regularly inspected for fire safety, structural integrity, and general safety hazards.
  - e. Immediate hazards (spills, leaks, property damage, debris, etc.) shall be remedied.

## **Emergency Communication Protocols**

1. As described in these procedures, fire, disruptive/menacing persons, assaults, threats, suspicious items/activities, medical emergencies, etc. shall constitute emergencies.
2. For all emergencies, 9-1-1 shall be called for police, fire, or emergency medical services, as situations may dictate.
3. All ministers shall be the primary designees to call 9-1-1 whenever an emergency occurs and shall immediately do so.
  - a. Ministers (Sacristan, hospitality ministers, lectors, extraordinary ministers of the Eucharist, music ministers) or other available individuals shall be designated to call 9-1-1.

4. The responsible individual(s) calling 9-1-1 shall communicate the following to emergency dispatchers:
  - a. What is needed—police, fire, emergency medical services.
  - b. Nature of the emergency—fire, disruptive person, disturbance, threat, medical emergency, etc.
  - c. Location of the emergency (i.e. St. Joseph Church, 43 Kapiolani Street).
  - d. Approximate description of responsible person(s)—height, weight, age, gender, skin color, hair color, clothing description, location, weapons, direction of travel/flight, etc.
  - e. For medical emergencies, approximate description of patient's age, gender, symptoms/complaints, condition (consciousness, breathing, cardiac arrest, bleeding, injuries, etc.), aid being provided, etc.
  - f. Location for entry of emergency services with consideration given, in the event of active disturbances or threats, to safe entry for emergency responders.
  - g. Contact person and contact telephone number.
5. Remain on the phone with 9-1-1 until emergency responders arrive and 9-1-1 dispatch determines that you are able to hang up.

### **Evacuation Plans**

1. Evacuation plans are for any event where there is a need to move people outside of facilities, including but not limited to the following: fire, active shooter, bomb threat, earthquake, hazardous conditions, floods, or severe weather.
2. Evacuation routes shall be established and prominently posted at all exits and other applicable locations (See Appendix 1).
3. Evacuation routes shall lead to safe and secure areas of refuge.
  - a. Safe areas will be identified for emergencies.
4. Alternate areas of refuge shall be established, and all individuals shall be responsible to prevent access to unsafe or compromised areas of refuge and to immediately direct people to alternate areas of refuge, as situations may dictate. (Hilo Union field, Lyman Museum parking lot or Haili Church yard area.)
5. When an evacuation is necessary, the hospitality ministers shall be the primary designees to determine the proper evacuation routes and, if necessary, alternate evacuation routes.

6. Available ministers and other available individuals should stand ready to assist the hospitality ministers in directing the evacuations.
7. Evacuees shall be directed to proceed and continue to proceed to the areas of refuge.
8. Those directing evacuations shall be alert to elderly, handicapped, and other individuals who may be unable to walk without assistance. These individuals may need to be carried or otherwise transported for their safe evacuation.
9. All individuals should understand that the safety and preservation of life is paramount. Evacuees should not attempt to take anything with them when evacuating. Anything can be replaced except life.
10. Clergy shall be responsible to secure the Eucharist, if possible.
11. "In addition to an evacuation plan, lockdown procedures should be implemented whenever there is a threat or potential for a threat. Whether you have an intercom system, two-way radios or cell phones to communicate, it is imperative to announce your lockdown when a potential or imminent threat is determined.
  - a. **STEPS FOR LOCKDOWN** (Steps for Lockdown From CM Parish Safety Guide pg. 20)
    - i. If a threat is determined outside the building, begin your lockdown by securing all access doors/windows.
    - ii. If you have determined the threat is inside the building and you cannot escape, you should immediately seek shelter in a room that you know can be secured either by locking it or utilizing barricades/devices to prevent entry.
    - iii. After you have locked/barricaded the entries, turn off lights, close shades and remain quiet.
    - iv. Seek additional protection from behind doors, desks, cabinets, etc.
    - v. Lie flat on the floor and out of sight if there is no other protection in the room.
    - vi. Silence your cell phones.
    - vii. If it is safe to do so, call 911 and give details of the occurrence and where you are.
    - viii. If possible, assist students, parishioners, guests, and staff out of the open and into sheltered areas.
12. Keep in mind, that during an evacuation or lockdown, you may need to provide specific instruction and assistance to the visually and hearing impaired, as well as persons with mobility issues."

## **Fire Emergencies**

1. If smoke and/or fire is detected, evacuation procedures shall be initiated for all occupants of the affected area(s).
2. 9-1-1 shall be called according to the Emergency Communication Protocols immediately upon the commencement of an evacuation. (Refer to Emergency Communication Protocols on pg. 4)
3. Fire extinguishers are distributed throughout our facilities. If you know how to use a fire extinguisher and feel that an attempt to extinguish a fire is appropriate, locate an extinguisher and, without risking injury, attempt to extinguish the fire.
  - a. Remember **P.A.S.S.**
    - P**ull the pin
    - A**im at the base
    - S**queeze the handle to discharge
    - S**weep side to side
4. If a fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.
5. If the fire is in a dumpster or trash can, if you can without injuring yourself, safely move it away from buildings or other flammable sources.
6. If a piece of electrical equipment or appliance is smoking, unplug it or disconnect the power at the circuit breaker with great care for your safety. Have it checked by the Fire Department.
7. Evacuation should be toward ground level.
8. If you encounter smoke or heat in a stairwell, proceed across the floor to another stairwell and continue evacuation to ground level.
9. If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
10. Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
11. Move upwind of affected buildings at least 75 feet away from the buildings and beyond designated fire lanes. Go to a designated area of refuge, if possible.
12. Do not attempt to access vehicles or attempt to move them. This could hinder access by emergency vehicles.

13. Do not congregate near building exits, driveways, or roadways.
14. Do not reenter affected buildings until an all clear is issued by the Fire Department.

### **Natural Disasters**

1. Earthquakes and floods are the natural disasters that our Parish is most susceptible to.
2. Tsunamis, often preceded by earthquakes, while not likely to directly affect our Parish, may indirectly affect the parish.
3. The Parish should be prepared in case of less likely natural disasters such as tornadoes, mud/landslides, etc.
4. The safest place during an earthquake may be outside, away from any structures.
5. If evacuation is not possible, then shelter in place, taking cover on the ground between the pews.
6. When the shaking stops, evacuate buildings, assisting those who need help.
7. When evacuating, listen to directions from designated individuals leading the evacuation.
8. In the event of flooding, the established evacuation procedures shall be followed.
9. In the event of a possible tsunami, notification should be made by Hawaii County Civil Defense, cell phone alerts, and radio and television broadcasts.
10. Response to a possible tsunami will be determined by the likeliness of a threat to the Parish facilities.
11. Any possible evacuation of Parish facilities due to a possible tsunami will be done with the utmost consideration to those in the community who are located in the Hawaii County Civil Defense Tsunami Evacuation Zone and who may be in much greater peril than the Parish.
12. Response to other less likely natural disasters will be determined by the circumstances that may be presented at the time.



## **Medical Emergencies**

1. When a medical emergency occurs, first and foremost, assure that the scene is safe to approach.
2. 9-1-1 shall be called according to the Emergency Communication Protocols immediately when a medical emergency occurs.
3. If the medical emergency occurs during Mass, the Hospitality Ministers shall be the primary designees to:
  - a. Ensure minimal disruption to the mass celebration.
  - b. Ask for volunteers with medical backgrounds to tend to patient(s) until emergency responders arrive and allow only such individuals to assist the patient(s).
  - c. Instruct all other individuals to remain in place so as not to interfere with care of the patient(s) and access to the patient(s) by emergency responders.
  - d. Assign one individual to go to the Haili Street driveway to direct emergency responders upon their arrival.
  - e. Assign one individual to get First Aid Kit and AED (Automatic External Defibrillator), if available.
4. Only the Presider may determine when or if Mass is stopped.
5. Those who volunteer to assist the patient(s) should only render service to the level they are trained in order to be covered by the Good Samaritan Law.
6. If the patient(s) is/are conscious, responsive, and able, assist them to an area where they will have more privacy and be easily accessible to ambulance personnel.
7. If the patient(s) is/are unconscious or unresponsive, clear people away from the area to give the patient privacy.

## **Intruders/Armed Menacing Persons/Active Shooters or Assailants**

1. In the event of a person or persons aggressively intruding upon Parish services or business, 9-1-1 shall be called according to the Emergency Communication Protocols immediately when such intrusion occurs.
  - a. All ministers shall be the primary designees to call 9-1-1 whenever an emergency occurs and shall immediately do so. (See Emergency Communication Protocols pg. 4 number 3.)
2. Efforts should be made to isolate aggressive intruders
  - a. Individuals should move away and keep a safe distance, if possible.

- b. When avoidance is no longer realistic, create barriers with tables, chairs, or any object to slow down or delay the threat.
  - c. Turn off lights, if possible.
3. Engagement with aggressive intruders should only be undertaken by capable and qualified individuals and only if necessary to protect life or property.
4. If engagement with aggressive intruders becomes necessary, take physical action to incapacitate the threatening person/shooter to defend yourself.
5. If intrusion occurs during Mass, only the Presider may determine when or if Mass is stopped.
6. Armed intruders, Active Shooters, and Assailants may engage in killing or attempts to kill people in confined spaces such as offices, schools, or churches.
7. Armed shooters and assailants often use firearms with no pattern or method of selection.
8. Armed threats could be with any weapon—firearms, knives, clubs, sticks, tools, or any object that could inflict harm.
9. Armed threats and the situations they present will dictate the actions required. This may require each individual to determine the situation for themselves and decide on appropriate actions.
10. There may be no warning or no time or chance for directives and the best directives may be:
  - a. **RUN**—If you are able and you determine that it is safe, run away from the threat. Have an escape route and plan in mind, leave your belongings behind, and keep your hands visible.
  - b. **HIDE**—If running away is not possible, and such refuge is available and safe to access, hide behind or under barriers or in secure rooms. Hide in an area out of the threatening person/shooter's view, block entry to your hiding place, and lock the doors.
  - c. **FIGHT**—When all else fails, defend yourself as aggressively as possible, utilizing as formidable weapons as possible, if available. Attempt to incapacitate the threatening person/shooter.

## **Bomb Threats/Suspicious Items/Terrorism**

1. When a bomb threat is received, the individual receiving the threat shall obtain as much information as possible.
2. Take all threats seriously and ask as many questions as possible (See Appendix 2).
3. For phone threats:
  - a. Note phone display information.
  - b. Recall the caller's exact words.
  - c. When caller disconnects the call (hangs up), do not use the phone again.
4. 9-1-1 shall be called according to the Emergency Communication Protocols immediately when a bomb threat occurs but, again, not with the same phone that the threat was received on.
5. Immediately notify all personnel present and announce evacuation, following Evacuation Procedures.
6. If a suspicious item is found (even if a threat has not been received):
  - a. Do not touch, tamper with, or move the item.
  - b. Ask to see if someone is aware of the item or its contents.
  - c. Ask if anyone is expecting anything that would be contained in the item.
  - d. Note any writing or names or addresses on the outside of the item.
  - e. Contact any known persons listed on the item to see if they are aware of what it is.
  - f. Note if the item is lopsided or unusually thick.
  - g. Note any protruding wires or components or leaking fluids.
  - h. Note any unusual odor.
7. All cellular phone usage shall cease and not resume until an all clear is issued by the appropriate emergency responders.

## **Nuclear Threats**

1. In the event of a possible nuclear attack, notification should be made by Hawaii County Civil Defense, cell phone alerts, and radio and television broadcasts.
2. All functions shall immediately stop, including Mass.
3. Evacuation shall only take place if a suitable, structurally sound, indoor place of refuge is identified and available. Evacuation to outdoor places of refuge is not an option under these circumstances.

4. Otherwise, shelter in place, utilizing locations as shielded as possible and as close to ground level as possible.

### **Children's and Youth Safety**

1. All children should be supervised by parents, guardians, or responsible adults at all times.
2. Under no circumstances should children be allowed to be unsupervised or unescorted in parking areas, walkways, or restrooms at any time.
3. Any individual observing a child or children who appear to be unsupervised shall immediately report that to parish staff or, if during Mass, to a Hospitality Minister for proper action.
4. All personnel providing services to children or youth in the Parish shall be in compliance with all requirements of the Diocesan Safe Environment Program.
5. Supervision of children or youth receiving services in the Parish shall consist of at least one (1) certified person and a sufficient number of well-prepared and qualified volunteers to ensure the safety of the children or youth.

### **Tampering, Poisoning, or Theft of Host, Wine, and Collection Offerings**

1. All individuals must be aware of strangers or intruders who might have evil intentions regarding the host, wine, and collection offerings.
2. Anyone observing suspicious activity in the area of the host, wine, and collection offerings shall immediately act to assure safety and security.
3. When the host and wine are placed on the table at the back of the church, special attention shall be paid to individuals moving through that area and, under no circumstances, shall any unauthorized person be allowed to loiter in that area.
4. When the collection is taken up, one hospitality minister shall be designated to maintain constant supervision of the area at the back of the church where the host and wine are kept and where the collection is to be consolidated for the offertory procession.
5. Those selected to take up the collection and to participate in the offertory procession shall be known to the hospitality minister(s) making the selection.
6. When guests are selected to participate in the offertory procession, hospitality ministers shall exercise good judgment in making such selections.

## **Pandemic Response**

1. Anyone who is sick, who is particularly vulnerable to infection, or is in a high-risk group should not attend Mass during a pandemic.
2. All who attend Mass must maintain proper physical distancing. The pastor shall, as the pandemic situation dictates, determine whether members of the same household will be able to sit together.
3. The physical distancing protocol will mean that not everyone who would like to go to a particular Mass may be able to do so, because of the limited space in the church. The parish shall determine a method for limiting the number of people who attend each Mass (issue tickets in advance for the number of spaces available, online or call-in reservation system, etc.).
4. The use of outdoor areas adjacent to the church or moving Mass from the church to a larger gathering space (such as a hall or school gym) may be considered, as long as the Mass can be seen and heard, and proper physical distancing is maintained.
5. The Mass schedule may need to be adjusted as time will be needed to clean and sanitize the church between Masses. Dismissal will be by rows, so that people can maintain physical distancing as they exit. These matters may necessitate a greater amount of time between Masses. The parish may decide to add Masses to accommodate more people throughout the day.
6. Masks or face coverings will be worn by all who attend Mass. The only exceptions will be the priest-celebrant, while he is speaking, and the lectors and cantors, while they are reading or singing. Particular care should be taken to maintain physical distancing for cantors, since the projection of the voice can carry particulates a longer distance.
7. Baptismal fonts and holy water fonts will be emptied.
8. Hymnals, missalettes, and other worship material will be removed from the church. If hymns need to be printed, each sheet should be handled by only one person, then discarded. Parishioners are free to bring their own missals with them, if desired.
9. Basket collections shall be ceased. Offerings may be placed in a locked box, guarded by at least two unrelated persons, or they may be dropped off at the Rectory Office.
10. The normal presentation of the gifts of bread and wine will not take place, but these elements will be brought to the altar from the credence table.

11. There will be no physical contact during the Lord's Prayer or the Sign of Peace. A bow, a smile, or a wave will serve as a true sign of peace to one's neighbor.
12. For Holy Communion, all ministers of Holy Communion will wear masks. Those receiving Communion will be ushered row by row so that a six-foot distance will be maintained at all times. Just before arriving at the Communion station, the communicant will remove the mask, receive Communion reverently, and then immediately replace the mask.
13. Communion on the hand (one hand held open above the other) shall be the only method for the reception of Communion. The Precious Blood shall only be taken by the priest.
14. All ministers of Holy Communion, including the clergy, shall sanitize their hands immediately before distributing Communion and immediately after doing so. (A small table or stand will be placed next to each Communion station so that, if a minister feels his or her hands may have been contaminated, the paten/ciborium can be placed on the table momentarily while the minister sanitized his or her hands.)
15. People should leave the church according to the directives given by the ushers or the priest in order to maintain physical distancing during the leave-taking. Congregating in the parking lot or elsewhere shall be prohibited.
16. No social gathering (e.g. coffee and donuts) may be held after Mass.
17. Immediately after Mass, the church shall be sanitized according to the protocol adopted by the parish.
18. Priests may hear confessions as long as they do so with both priest and penitent taking proper precautions, including physical distancing and wearing masks.
19. Priests, deacons, and other duly commissioned extraordinary ministers of Holy Communion, who are not at high risk of infection themselves, may take Communion to the homebound, always exercising proper hygiene procedures and wearing masks.
20. Funerals, weddings, and baptisms may take place according to the Guidelines above for the celebration of Mass. Funerals at this time may not include visitation times, only the Vigil for the Deceased, the Funeral Mass, and the Committal. Baptisms should be done in such a way that the same water is not poured on more than one person or stored in the font after it is used, thereby eliminating baptism by immersion at this time.

21. The Church may remain open during the day for private prayer at the discretion of the pastor and observing whatever guidelines he may establish.
22. In-person church meetings may be held if proper social distancing and wearing of masks is observed. Otherwise, meetings may only be held virtually.

### **Incident Reports**

1. In all emergencies, safety and the preservation of life is paramount. However, it is important to maintain records of any incidents that occur on parish premises in case of insurance or liability questions (See Appendix 3).
2. Those individuals who observe emergency or problematic situations on parish premises, those who initiate emergency procedures, and those individuals who are designated duties in emergency situations shall be required to make incident reports upon the conclusion of such emergency or problematic situations.
3. Incident reports shall include dates, times, and locations of incidents, a description of what occurred, a description of action(s) taken, injuries incurred, if any, and names and contact information of those involved, if available.
4. Reporting individuals shall assure that their names and contact information are provided in their reports.

## Community Resources

Police, Fire, Ambulance Emergency.....	911
Hawaii Police Department, Non-Emergency.....	935-3311
Hawaii Fire Department, Non-Emergency.....	961-8336
Hawaii County Civil Defense.....	935-0031
After Hours.....	935-3311 (Police)
Hawaii Electric Light Company (HELCO) Trouble.....	969-6666
Department of Water Supply Emergency/After Hours.....	961-8790
Hilo Medical Center Emergency Room.....	932-3900
Poison Control Center.....	(800) 222-1222
American Red Cross.....	935-8305
Hilo Union School.....	933-0900
Haili Church.....	935-4847
Haili Elderly Apartments.....	961-3273
Hilo United Methodist Church.....	935-2144
Hope Services.....	935-3050

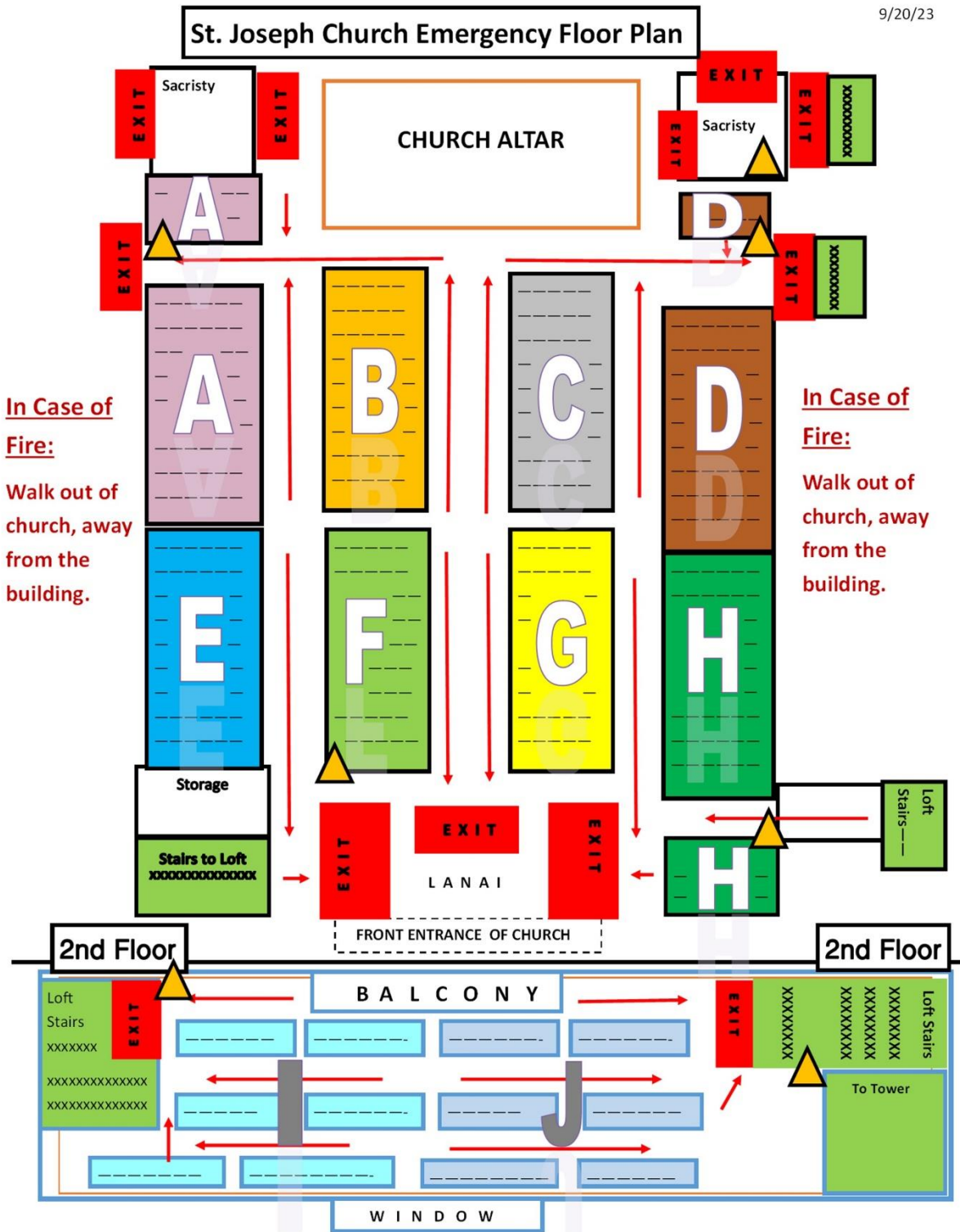


# **Appendices**

1. Evacuation Routes
2. Incident Report
3. Active Shooter Emergency Responses
4. Threat and Course of Action

# 1-St. Joseph Church Emergency Floor Plan

9/20/23



**In Case of Fire:**  
Walk out of church, away from the building.

**In Case of Fire:**  
Walk out of church, away from the building.

Can you identify where you are sitting?

Can you locate the closest exit?

# 2 - St. Joseph Church Incident Report Form

## ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII General Liability Incident Report

Complete this report for all incidents/injuries. This report is for information only. All claims should be reported to **Marvin Choy at Diocesan Business Office** (Phone 808-585-3307 / Fax 808 521-8428/ marvin@rcchawaii.org) or **Darlene Blas at Atlas Insurance Agency** (Phone 808-533-8711 / Fax 808-550-1048 / dblas@atlasinsuance.com). Please read each question carefully, and answer all questions as completely as you can.

### GENERAL INFORMATION:

Liability Coverage Provider: Catholic Mutual Relief Society of America Certificate Number: 8546  
Certificate Holder: Roman Catholic Church in the State of Hawaii  
Address: 1184 Bishop Street, Honolulu, HI 96813

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_  
Location Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### INCIDENT / INJURY INFORMATION:

When did it occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Description of Occurrence (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific as you can. Attach if you have a separate incident report):

Name of Injured Person / Property Damaged: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  F  M

Describe Type of Injury / Property Damaged: \_\_\_\_\_

Name of Witnesses and their complete addresses and phone numbers: \_\_\_\_\_

-----Atlas Internal Use Only-----

Report as:  Claim  Report Only CMG Claim No: \_\_\_\_\_

If the notice received directly from a location, send a copy to the Diocesan Business Office.  Yes  No Date Faxed \_\_\_\_\_

## **3- Active Shooter Emergency Response**

(From Catholic Mutual Parish Safety Guide – Pg. 56)

1. Call 911 as soon as it is safe to do so
2. **Provide as much of the following information as possible:**
  - a. Number of shooters
  - b. Location of shooters
  - c. Physical description of shooters
  - d. Number of victims and potential victims
  - e. Types of weapons held by shooters
3. **RUN-HIDE-FIGHT**
  - a. **Evacuate the Area** – If you can safely leave the area, do so
    - Have an escape route and plan in mind
    - Leave your belongings behind.
    - Keep your hands visible
  - b. **Hide** – If you are unable to leave the area, Hide.
    - Hide in an area out of the shooter's view. Give critical priority to areas you can best secure.
    - Block entry to your hiding place.
    - Lock the doors, if possible.
    - Move objects in front of doors, if possible.
    - Silence cell phones
    - Remain in place until released by law enforcement officer.
  - c. **Take Action-** If unable to leave the area or hide, take action only as a last resort.
    - Attempt to incapacitate the shooter.
    - Act with physical aggression
    - Look for items to throw at the shooter or to use in an attack.

When law enforcement arrives, their first priority will be containing the shooter, not helping victims.

Do not stop officers to ask for help or direction when evacuating. Evacuate the premises as quickly as it is safe to do.

- Remain calm and quiet.
- Follow instructions.
- Keep your hands visible at all times

## **4 - Threat and Course of Action**

(From Catholic Mutual Parish Safety Guide – Pg.60)

1. It is important to understand there is no simple formula for survival in a threatening situation. Although a survival mindset will give you a much stronger foundation upon which you can base your decisions and actions.
  - a. When a threat is identified, any and all persons that are available should call 911 immediately and give specific details to the event occurring. Examples include identification of the shooters(s) ; ethnicity, clothing type of weapons(s), location of threat, etc.
  - b. When a person poses a threat, it may be necessary to confront them if the situation allows. This should be done as a team approach whereas someone is already calling 911 to report their suspicion while someone else is assessing the situation. If you are uncertain whether or not to call 911, it's better to call so law enforcement can be readily available and able to assess the threat level
  - c. When necessary, activate your plan for quick emergency egress from the church. Team members should direct the crowd of people out of the building as quickly and safely as possible.

