

**ST. PAUL ALBANIAN CATHOLIC CHURCH
PARISH RESPONSE TO EMERGENCY
SITUATION PLAN
(PRES PLAN)**

PURPOSE OF PLAN

The purpose of this PRES (Parish Response to Emergency Situations) plan is to prescribe a course of action for emergencies that may occur on our parish campus.

Included are:

- Action guidelines for many possible emergencies
- Building maps with exit routes, location of fire extinguishers, etc.
- Overview map of the campus
- Emergency contact
- Schedule for training and PRES plan review

- 1) EMERGENCY CONTACT INFORMATION
- 2) OVERHEAD MAPS – CAMPUS, EVACUATION ROUTES
- 3) MEDICAL EMERGENCY
- 4) FIRE EMERGENCY
- 5) GAS LEAK
- 6) WEATHER EMERGENCY
- 7) SHELTER-IN-PLACE
- 8) BOMB THREAT / SUSPICIOUS PACKAGE / ACTIVE SHOOTER
- 9) DISRUPTIVE PERSON
- 10) INCIDENT REPORT FORM

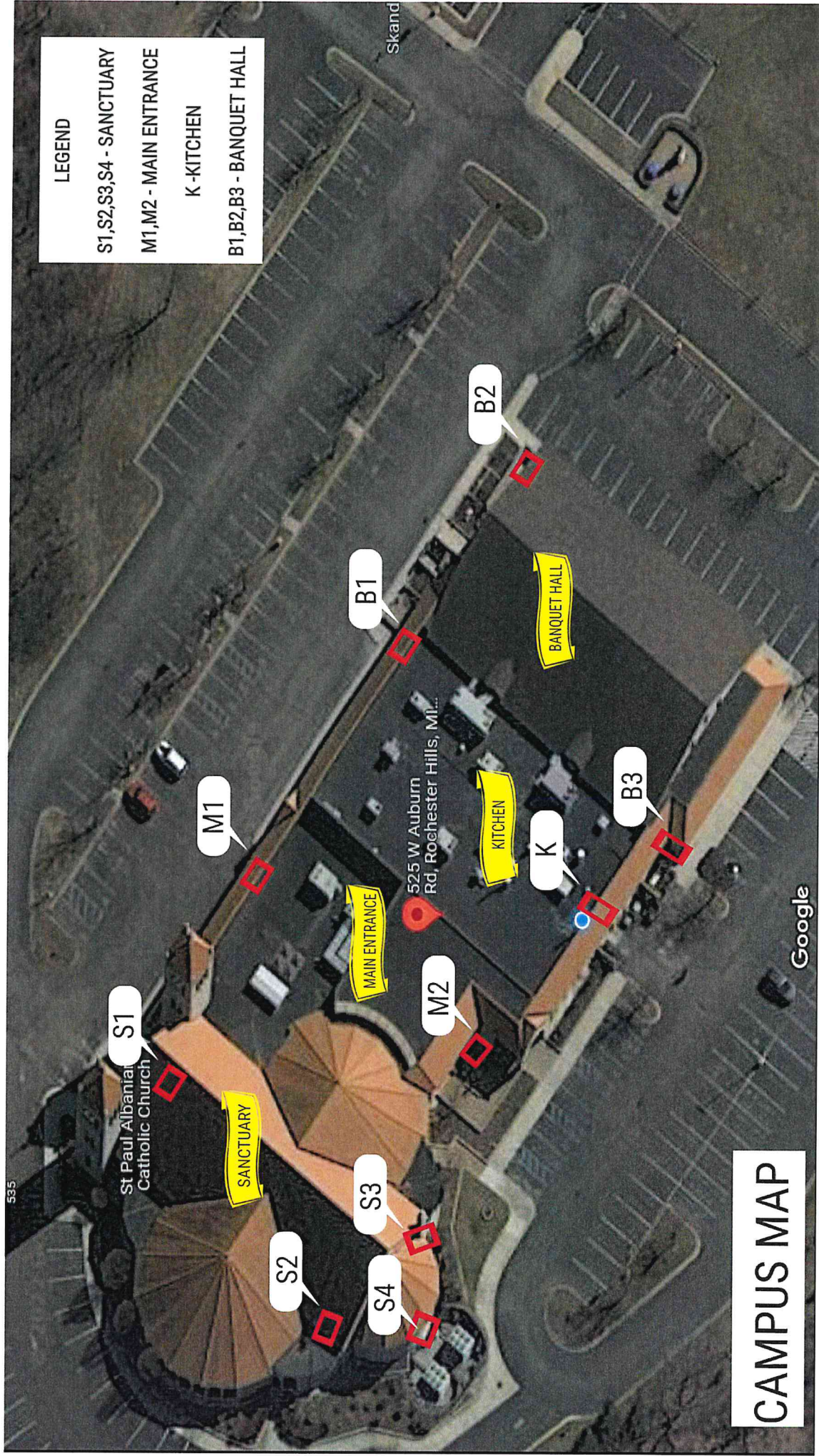
EMERGENCY CONTACT INFORMATION

During the parish office business hours Tuesday thru Friday 4:00-8:00, Saturday 5:00-8:00 and Sunday 9:00-3:00, the first point of emergency contact within the St. Paul community is the Parish Office at 248-844-2150. Outside of normal business hours, use the contact list below, beginning at the top and continuing down the list until contact is made.

For emergencies at any time involving gas, electricity, water, building damage, please call Mark Gojcaj, Facilities Manager, at 586-945-1257. In all cases where emergency personnel are needed, call 911 FIRST.

Pastor	Fr. Frederik Kalaj	586-738-1337 (Cell)	
Business Manager	Nikola Gjonaj	586-855-1476 (Cell)	nik@stpaulalbaniancatholicchurch.org
Facilities Manager	Mark Gojcaj	586-945-1257 (Cell)	

*****CELL PHONE NUMBERS ARE PERSONAL AND
CONFIDENTIAL INFORMATION*****



LEGEND

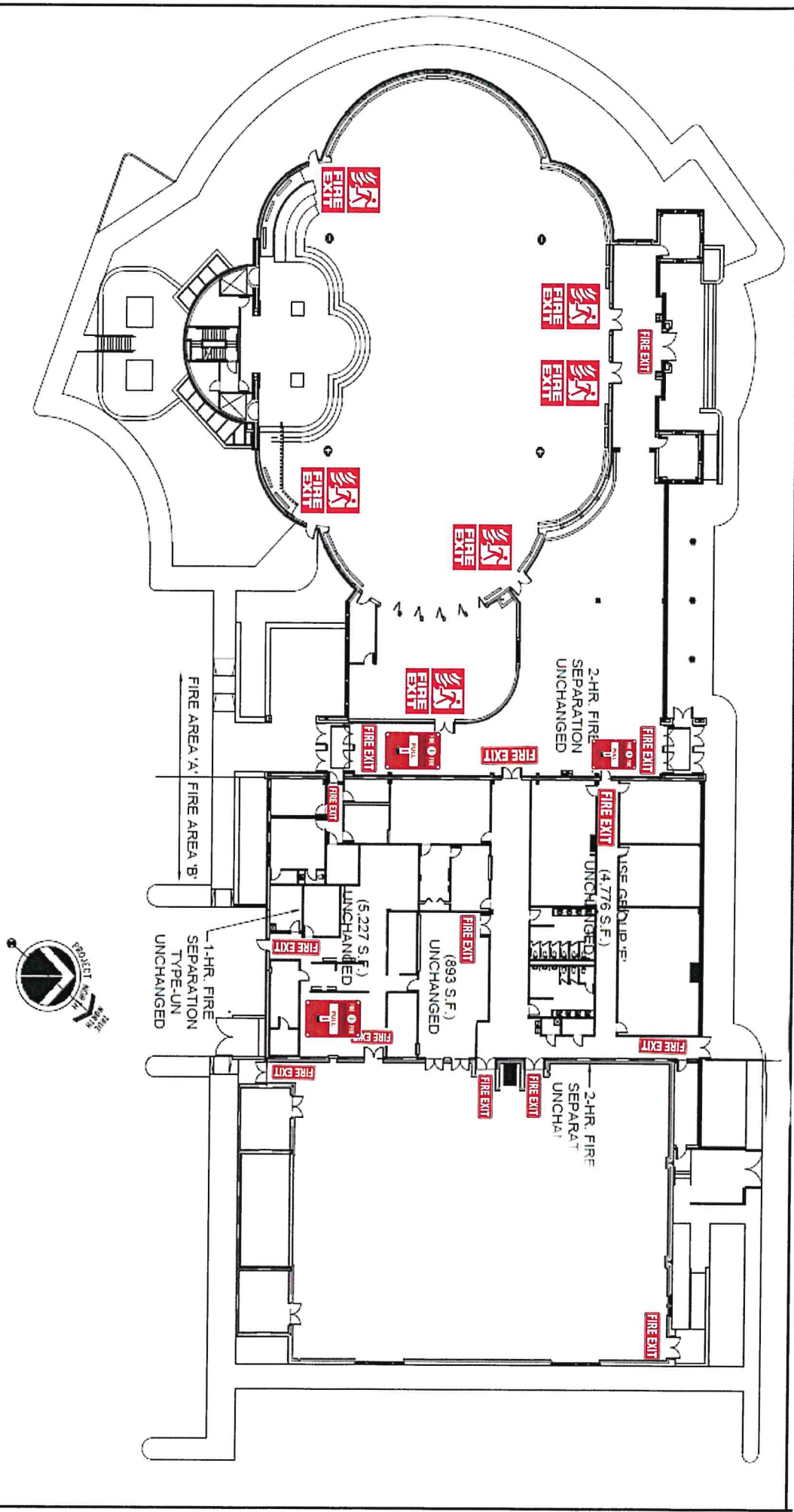
S1,S2,S3,S4 - SANCTUARY

M1,M2 - MAIN ENTRANCE

K - KITCHEN

B1,B2,B3 - BANQUET HALL

CAMPUS MAP



MEDICAL EMERGENCY

- If there is a medical emergency, dial 911 (with or without the following information):
 - State your location including the address and appropriate door
 - Nature of the medical emergency
 - Your name and the phone number that you are calling from
- Begin CPR/First Aid or AED use, as appropriate
- Send someone outside to act as a pathfinder for the arriving emergency personnel
- Do not move injured person unless the person's safety is compromised
- Continue CPR (if needed) until medical personnel arrive to take charge of the situation
- Identify medically trained parishioners or staff who are present and may be able to assist
- Keep all medical emergencies confidential
- Complete Incident/Injury Form (blank copies available in the back of this PRES plan book)

FIRE EMERGENCY

Actions to take if smoke or fire is detected:

- Announce "FIRE!"
- Activate the nearest fire alarm
- Exit the building in a calm manner through the nearest doors
- Close doors behind you
- Call 911 when safe to do so
- Follow the Evacuation Route for your location on the campus
- Call the Parish Office at 248-844-2150 and our pastor's emergency line at 586-738-1337
- Complete Incident/Injury Form (blank copies available in the back of this PRES plan book)

GAS LEAK

If you smell natural gas:

- Cease all operations immediately
- Do not switch lights on or off
- Prop doors open as you exit
- Evacuate as soon as possible
- Notify Central Dispatch by dialing 911 or dial Consumers Energy emergency number 1-800-477-5050

WEATHER EMERGENCY

The emergency warning sirens in Oakland County will be sounded when the National Weather Service issues a Tornado Warning or a Severe Thunderstorm. When you hear a siren outside of the normal monthly testing (first Saturday of the month from March to November at 1:00 pm), seek shelter immediately and listen to radio or television for more information.

EAS Radio Stations

- WJR 760 AM Detroit - EAS Primary Station (LP-1)
- WWJ 950 AM Detroit - EAS Secondary Primary Station (LP-2)
- WCSX 94.7 FM Detroit

EAS Television Stations

- WJBK-TV Channel 2 Detroit
- WDIV-TV Channel 4 Detroit
- WXYZ-TV Channel 7 Detroit
- WMYD-TV Channel 20 Detroit
- WKBD-TV Channel 50 Detroit
- WTVS-TV Channel 56 Detroit
- WWJ-TV Channel 62 Detroit

SHELTER-IN-PLACE

Some emergencies could occur when shelter-in-place would be more appropriate than evacuation, such as:

severe weather; contaminants released into the nearby environment; police situation nearby; explosives; active shooter. If a shelter-in-place warning is issued, seek secure shelter immediately.

- If you are in the church, calmly walk to the interior center hallway and take shelter in the bathrooms, library, parish store and restaurant where there are no windows.
 - If you are in the Parish Office, proceed to the bathroom in the center hallway.
 - If you are in the rectory, proceed to the basement of the rectory.
 - If you are in the Banquet Hall, calmly walk to the interior center hallway and take shelter in the bathrooms, library, parish store or restaurant where there are no windows.
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- Stay away from windows
 - Remain sheltered until you receive further instructions or an "all clear" is given
 - Complete Incident/Injury Form (blank copies available in the back of this PRES plan book)

BOMB THREAT PROCEDURES

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

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

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

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

DO NOT:

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

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

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



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located?
(background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

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

Other Information:

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



**CALL 911 WHEN IT
IS SAFE TO DO SO**

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

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

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

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

DISRUPTIVE PERSON

- Approach the person and inquire about his business
- Attempt to identify
- Build rapport, identify needs
- If the person is disruptive or may pose a threat, ask them to exit the premises

If the person refuses to leave:

- Inform the intruder that the police will be called
- Call 911
- Have someone outside to act as a pathfinder for the arriving emergency personnel
- Complete Incident/Injury Form (blank copies available in the back of this PRES plan book)

Note that for law enforcement to remove the offender, a formal police complaint would need to be filed, with a St. Paul's representative's signature.

INCIDENT/INJURY FORM

DATE: _____ EVENT: _____ MCC UNIT #: _____

DATE OF INCIDENT: _____ SPECIAL EVENTS INSURANCE COVERAGE: YES _____ NO _____

PARISH/INSTITUTION: _____ CALLER: _____

ADDRESS: _____ PHONE: _____

CITY: _____ PASTOR: _____

INJURED PERSON: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

SOCIAL SECURITY NO.: _____ - _____ - _____ DATE OF BIRTH: _____ / _____ / _____

INJURED PERSON DATA (Age, sex, marital status, employment, etc.): _____

DESCRIPTION OF INCIDENT: _____

INJURIES: _____

MEDICAL TREATMENT (Where, when, etc.): _____

MEDICAL INSURANCE: _____

WITNESS INFORMATION:

NAME: _____ ADDRESS: _____ PHONE: _____

NAME: _____ ADDRESS: _____ PHONE: _____

DATA PERTINENT TO INCIDENT/INJURY: _____

SIGNATURE OF INJURED PERSON: _____ DATE: _____

PLEASE REPORT ALL INJURIES IMMEDIATELY BY PHONE TO GALLAGHER BASSETT INSURANCE SERVICES:

2601 CAMBRIDGE COURT SUITE 435
AUBURN HILLS MI 48326
(248) 452-6050 FAX (248) 475-0228