

**SAINTE AIDAN**

**CATHOLIC CHURCH**

**PARISH RESPONSE  
TO EMERGENCY  
SITUATIONS  
(PRES)**

# **The PRES plan includes:**

- 1. EMERGENCY CONTACT INFORMATION**
- 2. OVERHEAD MAP(S) OF THE PARISH CAMPUS**
- 3. OVERHEAD MAP(S) OF EVACUATION ROUTES**
- 4. MEDICAL EMERGENCY**
- 5. FIRE EMERGENCY**
- 6. WEATHER EMERGENCY**
- 7. SHELTER IN PLACE**
- 8. BOMB THREAT**
- 9. ACTIVE INTRUDER**
- 10. TRAINING AND ANNUAL REVIEW**

# **PRES PLAN ELEMENT #1: EMERGENCY CONTACT INFORMATION**

**Please contact the St. Aidan Main Office at 734-425-5950  
to be transferred to a member of our staff.**

<b>POSITION</b>	<b>NAME</b>	<b>CELL</b>	<b>EMAIL</b>
<b>Pastor</b>	<b>Fr. Kevin Thomas</b>	<b>734-425-2933</b>	<b>kthomas@saintaidanlivonia.org</b>
<b>Pastoral Associate</b>	<b>David Conrad</b>	<b>810-730-8221</b>	<b>dconrad@saintaidanlivonia.org</b>
<b>Business Manager</b>	<b>Paul Pyrkosz</b>	<b>734-634-8444</b>	<b>ppyrkosz@saintaidanlivonia.org</b>
<b>Maintenance Personnel</b>	<b>Jake Champlin</b>	<b>734-884-5074</b>	<b>maintenance@saintaidanlivonia.org</b>
<b>Office Manager</b>	<b>Sabrina Gazzarato</b>	<b>734-425-5950</b>	<b>office@saintaidanlivonia.org</b>
<b>Secretary</b>	<b>Cheryl Nadratowski</b>	<b>734-425-5950</b>	<b>formation@saintaidanlivonia.org</b>



# PRES PLAN ELEMENT #2: MAP(S) OF THE PARISH CAMPUS





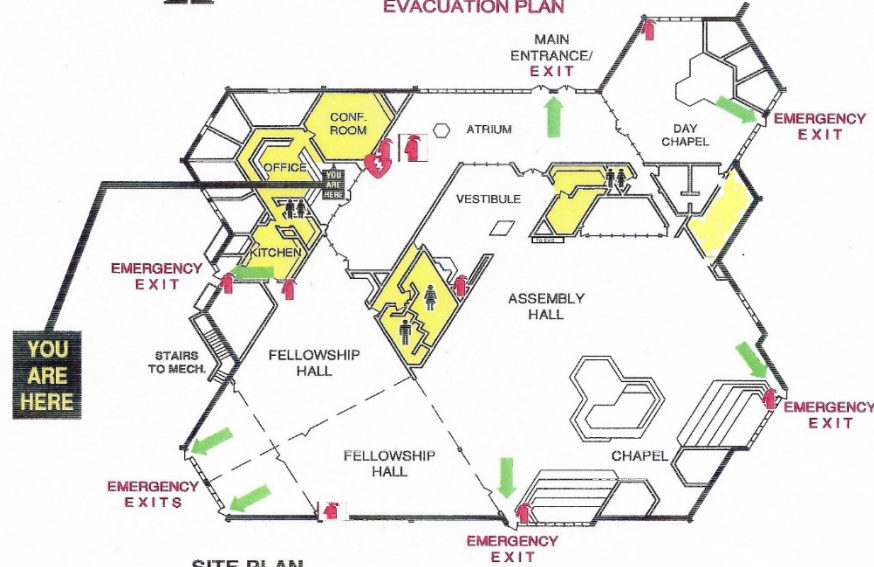
# PRES PLAN ELEMENT #3: MAP(S) OF EVACUATION ROUTES (CHURCH)

GREEN ARROWS

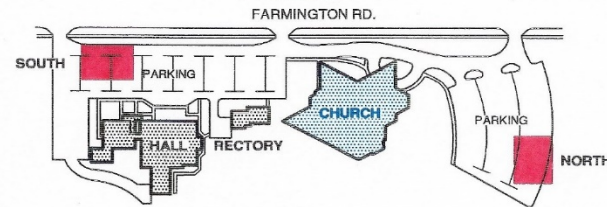


ST. AIDAN'S CHURCH  
17500 Farmington, Livonia MI

## FIRST FLOOR EVACUATION PLAN



## SITE PLAN



EMERGENCY PHONE  
**DIAL 911**

### EMERGENCY EVACUATION GUIDELINES

- A. FAMILIARIZE YOURSELF WITH ALL EXITS.
- B. KNOW WHERE THE EMERGENCY EQUIPMENT AND FIRE EXTINGUISHERS ARE LOCATED.
- C. BUILDING EVACUATION - FOLLOW EVACUATION INSTRUCTIONS GIVEN.
- D. SEEK SHELTER - FOLLOW INSTRUCTIONS GIVEN.
- E. EMERGENCY EQUIPMENT - TO BE USED BY AUTHORIZED PERSONNEL ONLY.

### KEY

- TO EXIT LOCATION
- AUTOMATED EXTERNAL DEFIBRILLATOR
- FIRE EXTINGUISHER
- EVACUATION ASSEMBLY AREA ( NORTH & SOUTH )
- TORNADO SHELTER AREA
- EMERGENCY EQUIPMENT

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# PRES PLAN ELEMENT #3: MAP(S) OF EVACUATION ROUTES (ACTIVITY CENTER)

RED ARROWS

**ST. AIDAN'S CHURCH**  
17500 Farmington, Livonia MI  
ACTIVITY CENTER  
EVACUATION PLAN

**EMERGENCY EVACUATION GUIDELINES**

- A. FAMILIARIZE YOURSELF WITH ALL EXITS.
- B. KNOW WHERE THE EMERGENCY EQUIPMENT AND FIRE EXTINGUISHERS ARE LOCATED.
- C. **BUILDING EVACUATION** - FOLLOW EVACUATION INSTRUCTIONS GIVEN.
- D. **SEEK SHELTER** - FOLLOW INSTRUCTIONS GIVEN.
- E. **EMERGENCY EQUIPMENT** - TO BE USED BY AUTHORIZED PERSONNEL ONLY.

**KEY**

- TO EXIT LOCATION
- AUTOMATED EXTERNAL DEFIBRILLATOR (CHURCH LOBBY)
- FIRE EXTINGUISHER
- EVACUATION ASSEMBLY AREA (NORTH & SOUTH)
- TORNADO SHELTER AREA
- EMERGENCY EQUIPMENT

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# **CONTACTING AUTHORITIES IN A MEDICAL, FIRE or PARISH SAFETY EMERGENCY**

**\*\*CALL 911\*\***

**PROVIDE THE FOLLOWING INFORMATION TO THE BEST OF YOUR ABILITY**

## **WHAT IS THE NATURE OF THE EMERGENCY?**

**FIRE, MEDICAL CONCERN, ACTIVE INTRUDER, ETC.**

**BE AS DESCRIPTIVE AS POSSIBLE WHEN RELAYING THE DETAILS OF THE SITUATION.**

**LOCATION- address, cross streets,  
be descriptive if you aren't sure of  
the address**

**“17500 FARMINGTON ROAD”**

**“ON THE EAST SIDE OF  
FARMINGTON ROAD JUST NORTH  
OF 6 MILE”**

**CHURCH, RECTORY, ACTIVITY  
CENTER, PARKING LOT- be descriptive**

**Where in the building or lot is the  
EMERGENCY taking place? For  
example, the CHAPEL, BIXMAN HALL,  
CLASSROOM 5, NORTH LOT**

**PROVIDE YOUR NAME AND THE  
PHONE NUMBER YOU ARE  
CALLING FROM**



# **PRES PLAN ELEMENT #4: MEDICAL EMERGENCY**



**\*\*CALL 911\*\***



**\*DO NOT MOVE THE INDIVIDUAL NEEDING MEDICAL ATTENTION UNLESS ABSOLUTELY NECESSARY**

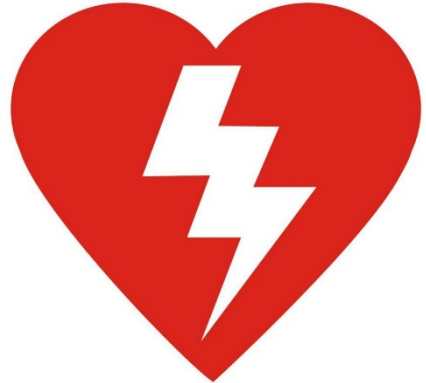


**\*ASK IF THERE ARE PARISHIONERS/STAFF TRAINED IN CPR and/or FIRST AID WHO MAY ASSIST**



**\*ENLIST A BYSTANDER TO RETRIEVE THE AED and/or FIRST AID KIT IF THERE MAY BE AN ANTICIPATED NEED - BE PREPARED**

# **PRES PLAN ELEMENT #4: MEDICAL EMERGENCY**



**AED**



**LOCATED OUTSIDE  
CHURCH OFFICE &  
Activity Center  
Kitchen**

**Restrooms, Ushers  
room, inner office  
hallways, conference  
room: A/C restrooms,  
kitchen area**



**LOCATED IN  
USHERS ROOM  
ACROSS FROM  
BAPTISMAL FONT &  
entrance to Activity  
Center Kitchen**

# **PRES PLAN ELEMENT #5: FIRE EMERGENCY**



**YELL "FIRE!"**



**\*\*CALL 911\*\***



**LEAVE THE  
BUILDING BY  
FOLLOWING THE  
EVACUATION PLAN**



## **USHERS WILL:**

- **GUIDE PARISHIONERS TO THE NEAREST EMERGENCY EXITS IN THEIR ASSIGNED ZONE**
- **ASSIST THOSE WITH MOBILITY ISSUES**
- **DELEGATE FOR ASSISTANCE AS NECESSARY**





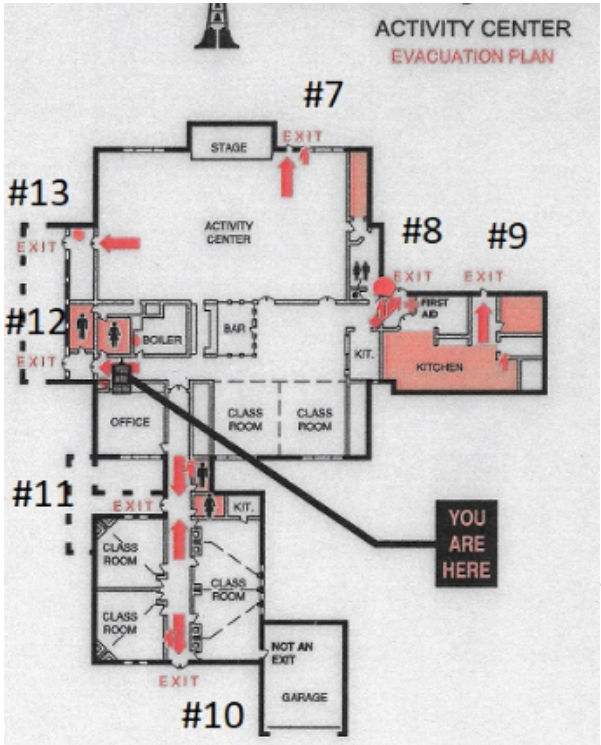
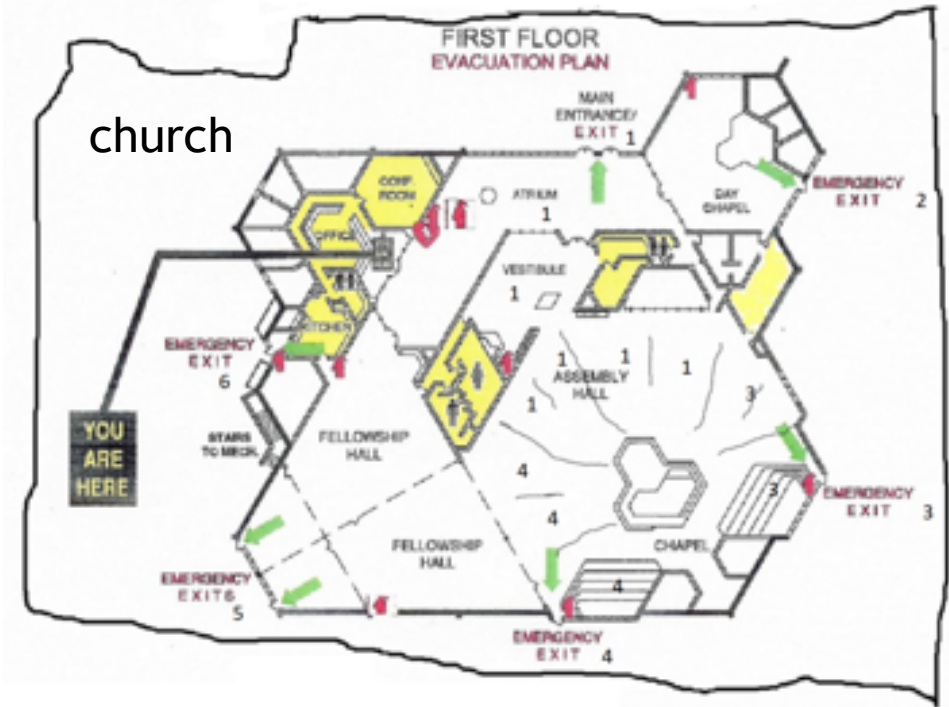
# PRES PLAN ELEMENT #5: FIRE EMERGENCY



**LEAVE THE BUILDING BY FOLLOWING  
THE EVACUATION PLAN**



## EMERGENCY EXIT DOORS



# **PRES PLAN ELEMENT #5: FIRE EMERGENCY**



**PROCEED TO THE  
APPROPRIATE EVACUATION  
ASSEMBLY AREA**



**UPON ARRIVAL TO ASSEMBLY AREA, USHERS, SACRISTANS, LECTORS AND  
PRIEST WILL CONSULT CROWD TO INQUIRE IF THERE ARE ANY FAMILY  
MEMBERS, FRIENDS, ETC., THAT ARE UNACCOUNTED FOR.  
\*\*ANY MISSING PERSONS WILL BE REPORTED TO THE FIRE DEPARTMENT.**

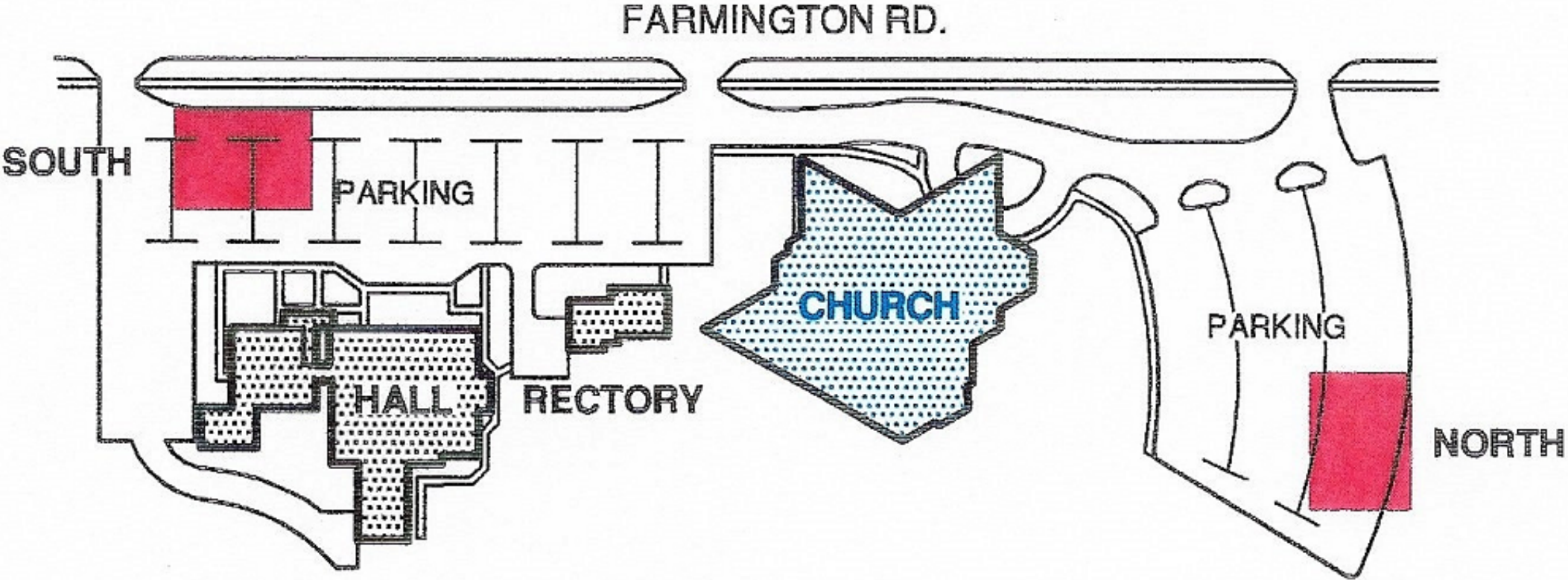
**REMAIN AT THE ASSEMBLY AREA UNTIL IT IS DETERMINED SAFE TO RETURN**

**A FIRE DEPARTMENT OFFICIAL WILL NOTIFY THE PRIEST, HEAD USHER OR  
SACRISTAN WHEN IT IS SAFE TO RETURN TO THE BUILDING. ONLY THE  
PRIEST, SACRISTAN, USHER OR FIRE OFFICIAL CAN ISSUE THE "ALL CLEAR"  
ANNOUNCEMENT TO THE CROWD IN THE OUTLYING AREAS.**

# PRES PLAN ELEMENT #5: FIRE EMERGENCY



**EVACUATION ASSEMBLY AREAS  
(in magenta)**





# **PRES PLAN ELEMENT #6 : WEATHER EMERGENCY**



**IN THE EVENT OF A WEATHER EMERGENCY, LITURGICAL SERVICES CAN BE  
SUSPENDED OR STOPPED**

## **SEVERE WEATHER WATCH**

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

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

## **EARTHQUAKE**

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

## **TORNADO WATCH**

**Weather conditions are favorable for the development of tornadoes.**

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

## **TORNADO WARNING**

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

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

# **PRES PLAN ELEMENT #7: SHELTER IN PLACE**

## **IN THE EVENT OF A WEATHER EMERGENCY, POLICE INCIDENT OR ENVIRONMENTAL THREAT**

Designated Shelter in Place locations include: the Usher's room, the restrooms and hallway located in the back of the church, the single restroom across from the main Sacristy, the office conference room and kitchen area.



### **\*FOLLOWING THE SHELTER IN PLACE ANNOUNCEMENT, PRIEST, SACRISTAN OR USHER WILL:**

- Remind parishioners to remain calm
- Direct people to the designated shelter areas
- Provide or delegate assistance to those with mobility concerns
- Remind people to remain sheltered until an “all clear” is announced
- Report injuries, notify 911 if necessary

### **\*DURING THE SHELTER IN PLACE EVENT:**

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

# **PRES PLAN ELEMENT #7: SHELTER IN PLACE**

## **RECTORY AND ACTIVITY CENTER**



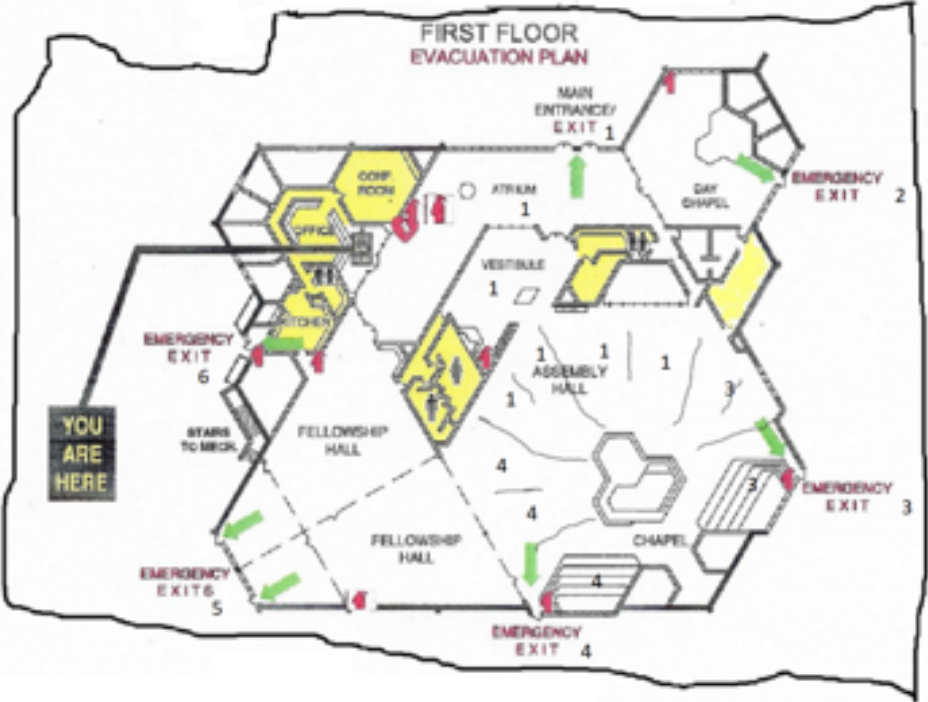
**ACTIVITY CENTER designated Shelter in Place locations include: the kitchen area, classroom hallway. Class doors MUST be closed. Also, MUST be away from the glass in the west main doorway which faces Farmington Rd.**

**RECTORY designated Shelter in Place location is in the basement.**



# PRES PLAN ELEMENT #7: SHELTER IN PLACE

## SHELTER IN PLACE LOCATIONS



LOCATIONS HIGHLIGHTED  
IN YELLOW



LOCATIONS HIGHLIGHTED  
IN RED

# **PRES PLAN ELEMENT #8: BOMB THREAT**

- **IF THE THREAT IS MADE BY PHONE**
- **Use the Bomb Threat Data Collection Form to gather as many details as possible about the call and the caller**
- **DO NOT hang up, even if the caller hangs up. Record the call if possible.**
- **Notify Parish Priest/Office Staff immediately**
- **Notify the Livonia Police- provide all details gathered**
- **Follow the Evacuation Plan, if recommended by authorities**

- **IF THE THREAT IS MADE BY NOTE**
- **Notify Parish Priest**
- **Notify Livonia Police Department**
- **Handle the note as little as possible**
- **Evacuate if recommended by authorities**

- **IF THE THREAT IS MADE VIA EMAIL**
- **Print the email and give it to Parish Priest**
- **DO NOT DELETE THE MESSAGE**
- **Notify Livonia Police Department**
- **Evacuate if recommended by authorities**

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



## **Other Tips**

- **Do not use cellphones or 2-way radios, they have the potential to detonate a bomb**
- **Be aware of the area and your surroundings. Do not approach, touch, move, or shake items.**



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# PRES PLAN ELEMENT #8: BOMB THREAT



## 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 hand written
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

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

### DO NOT:

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

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at [OBP@dhs.gov](mailto:OBP@dhs.gov)



**Homeland Security**

2014

## BOMB THREAT CHECKLIST

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

TIME CALLER HUNG UP: \_\_\_\_\_

PHONE NUMBER WHERE CALL RECEIVED: \_\_\_\_\_

### Ask Caller:

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

### Exact Words of Threat:

### Information About Caller:

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

Caller's Voice	Background Sounds	Threat Language
<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"/> Raspy		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		



# PRES PLAN ELEMENT #8: BOMB THREAT

## SUSPICIOUS PACKAGES

- ❑ The term “suspicious package” covers a number of articles that could pose a potential threat, including letters, packages, and unattended articles such as backpacks or bags.
- ❑ Signs of a suspicious package include no return address, excessive postage, stains, strange odor, unexpected delivery, poorly handwritten, misspelled words, incorrect titles, foreign postage, and/or restrictive notes.

- ❑ Do not handle, shake, open, or empty any suspicious package.
- ❑ Contact the Parish Priest
- ❑ Notify authorities IMMEDIATELY
- ❑ If you come in contact with a suspicious package and/or its contents, wash your hands with soap and water.

## SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.



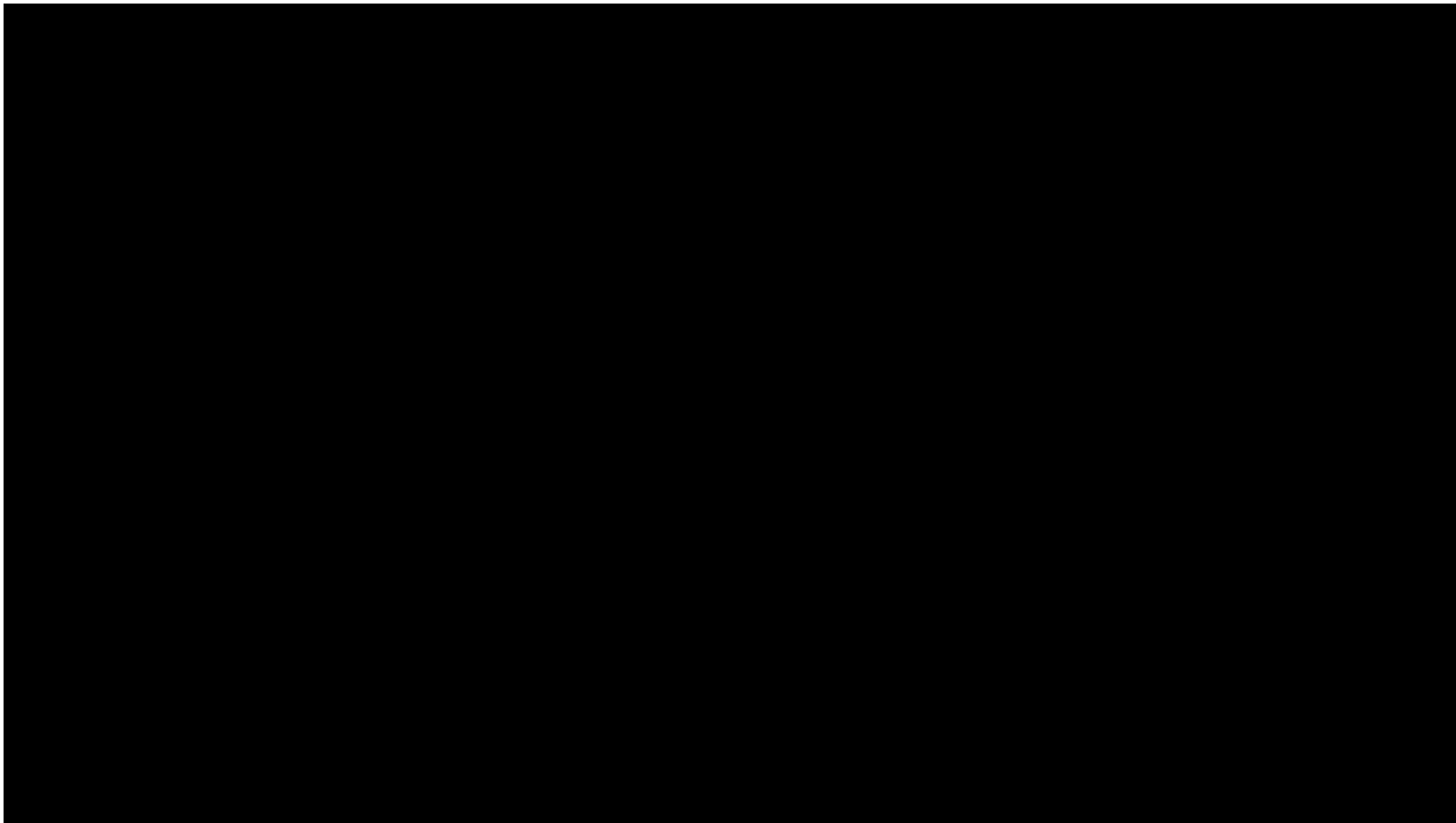
If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

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



# PRES PLAN ELEMENT #9: ACTIVE INTRUDER

		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT



# PRES PLAN ELEMENT #9: ACTIVE INTRUDER



## Are you prepared?

How should you respond in an Emergency?

Quickly determine the most reasonable way to protect your own life. Remember, During an active shooter situation people are likely to follow the lead of others.

### Run

If an escape route is accessible, attempt to evacuate:

- Have an escape plan ahead of time
- If safe to do so, evacuate even if others won't
- Leave your belongings behind
- Help others if you can but don't move the wounded
- Prevent others from entering unsafe areas
- Keep your hands visible and don't move in straight lines
- Follow the instructions of Law Enforcement
- Call 911 when you are safe



### Hide

If escape is not possible, find a place to hide.  
Your hiding place should:

- Be out of shooters line of sight
- Provide some protection if shots are fired
- Not trap you or restrict options for movement
- Lock and barricade the door to secure room
- Silence your phone disable vibrations as well
- Eliminate any source of noise and remain silent
- Hide behind large items
- Call 911 only when you are safe

If evac and hiding are not possible remain calm and dial 911 immediately to alert them to shooters location.



### Fight

As a last resort and only if your life is in imminent danger, attempt to disrupt/incapacitate the shooter by:

- Acting as aggressively as possible against them
- Throwing items and improvised weapons
- Yelling and attempting to disorient them
- Committing to your actions to disable them





# PRES PLAN ELEMENT #9: ACTIVE INTRUDER

## ACTIVE SHOOTER

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

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

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

## INFORMING 911:

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



## Law Enforcement Response

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

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