



Catholic Community

***Prince of Peace  
Catholic Community  
3425 Willow Rd  
Green Bay, WI 54311***

***EMERGENCY  
OPERATIONS  
PLAN  
2023***

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**1. PURPOSE:** The purpose of this plan is to provide immediate actions to be taken in the event of an emergency at Prince of Peace Catholic Community parish.

**2. BACKGROUND:** While an emergency that affects a church congregation is rare, an emergency situation can happen at any time. Whether it's a natural disaster or a man-made situation, members of the parish must be prepared to take immediate action to protect the safety of the congregation. Emergencies can happen for a wide variety of reasons ranging from a parishioner with a medical condition to a tornado. Since it is impossible to anticipate exactly what type of emergency may occur, this plan is designed to be simple enough to carry out quickly, specific enough to be helpful, and versatile enough to apply to a variety of situations.

**3. RESPONSIBILITIES:** In the event of emergency, parish leaders (including staff, ushers, lectors, safety team and parish committee leaders) responsibilities include the following:

- Knowing how to correctly respond to and summons help for emergencies.
- Knowing how to correctly report a fire or smoke using 911.
- Knowing the locations of the manual fire alarms throughout the church.
- Knowing the locations of the fire extinguishers and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the parish shelter in place procedures.
- Knowing designated shelter locations and the actions to take in the event of a tornado.
- Becoming familiar with emergency exit routes to be used during an evacuation.
- Closing all opened doors as they evacuate the church building.
- Know the location of the primary and secondary assembly areas.

**4. EMERGENCY MAPS, EVACUATION EXITS AND ROUTES, EQUIPMENT, SHELTER AND DESTINATIONS:**

Members of the parish staff and those serving as volunteers in various ministries such as ushers, lectors, and church committee leaders should become familiar with this plan and be prepared to execute it at any time. Memorize the emergency exits, evacuation routes, location of emergency equipment, shelter locations and assembly points.

- Emergency maps showing emergency exits and routes are posted throughout the building. This map will provide the nearest emergency exit information for all locations within the church building. A copy of this map is located at Appendix 1.
- The primary assembly point for all evacuees is located beyond the paved parking area on the east side (front) of the building. The secondary assembly point should be used in the event that the primary location is not safe. **The secondary assembly point is located 150 feet southwest of the garage on the grass near Willow Road.** Remember that not all emergencies will mean sending people outside.
- Prince of Peace church has fire extinguishers located throughout the building. The locations are shown on the map at Appendix 2. There are also 2 in the basement one at the foot of each set of stairs.
- The Automatic External Defibrillator (AED) is located on the wall in the hallway outside the Usher room adjacent to the gathering space. The First Aid and Trauma kits are located in the center doors of the cabinet inside the usher's room.
- In certain instances, it may be safer for parishioners to remain inside. For instance, during a tornado, you will want people to remain inside and go to the shelter area or other secure location. The shelter is located in the basement that can be accessed through the doorway located near the north office entrance across from the Brides Room. Shelter may also be accessed through the door in the rear of the kitchen. The shelter for those who are physically unable to go down the stairs to the basement shelter is the restrooms located in the hallway north of the gathering area.

## 5. THINGS TO REMEMBER IN AN EMERGENCY:

### **\*\*TELEPHONES ARE LOCATED IN THE VESTING SACRISTY AND PARISH OFFICE\*\***

- Remain calm and notify a Safety Team member immediately.
- Follow the instructions of the parish leader, Safety Team member or senior staff member present.
- Close all doors as you leave an office or meeting room.
- Do not allow anyone to return for coats, purses or personal items after they have left the area.
- Do not return until the "all clear" is given.

## 6. TORNADO OR SEVERE WEATHER EMERGENCY

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornados. The classification and definition of storm conditions are:

- Tornado Watch
- Tornado Warning
- Other severe weather watch or warning

A “**tornado watch**” indicates that weather conditions are favorable for the development of tornadoes. The watch areas are usually large geographical areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or the public. The National Weather Service provides the approximate time of detection, the location of the storm, and the direction of movement.

- **TORNADO WATCH:** In the event a tornado watch has been issued by the National Weather Service for Brown County, the following actions will be taken:
  - Monitor the NOAA Weather Radio located in the parish office or usher room.
  - If a tornado warning is issued for Brown County, notify the senior parish leader, Safety Team member or head usher in the area.
- **TORNADO WARNING:** In the event a tornado warning has been issued by the National Weather Service for Brown County, the following actions will be taken:
  - Move all personnel to the tornado shelter area in the basement. Access the basement through the door near the north entrance by the offices or through the door in the rear of the Fellowship Hall kitchen.
  - Assist those unable to go to the basement shelter into the rest rooms in the hallway north of the gathering space. No one should be allowed to remain in the worship area of the church or the gathering space.
  - Remain in place until the “all clear” is given by the senior parish leader, Safety Team member or head usher.
  - Assess all personnel for injuries and notify 911 as appropriate.
  - Notify rescue upon arrival of any injuries or missing persons.
  - DURING AN OUTSIDE EVENT – if a tornado warning is issued by the National Weather Service an air horn will be sounder for 30 seconds and announcement should be made asking the public to clear the areas as quickly as possible.

For workers unable to clear the area, procedures listed above should be followed.

**7. MEDICAL EMERGENCIES:** In the event of a medical emergency take the action:

- **Call 911.** Be prepared to give the following information:
  - Your name and Phone number (with extension if appropriate). The Parish Office number is (920) 468-5718.
  - Your Location: Prince of Peace Parish, 3425 Willow Road.
  - Number of people involved.
  - Nature of injury or illness.
  - Are there any medically trained personnel on scene.
- Stay on the line until help arrives. Have someone go outside to direct EMTs to the scene.
- Do not move the ill or injured person unless safety considerations necessitate movement or transportation to a safer location.

Note: Treat minor injuries from supplies in the first aid kit located in the usher's room. Major injuries are treated from the Trauma kit located in the cabinet in the ushers room.

**8. Fire and Smoke:** If smoke and/or fire is detected, take the following action:

- Activate the fire alarm.
- Initiate evacuation procedures for anyone in the building
- **Call 911.** Be prepared to give the following information:
  - Your name and Phone number (with extension if appropriate). The Parish Office number is (920) 468-5718.
  - Your Location: Prince of Peace Parish, 3425 Willow Road.
  - Describe the situation.
  - If you are trained to use the fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate the nearest fire extinguisher and,

without risking injury, attempt to extinguish the fire. If the first attempt fails, DO NOT use a second extinguisher. **Evacuate the building.**

- If the fire is beyond the point of a safe attempt to extinguish it, evacuate the area and close the door upon departure.
- **If the fire alarm sounds:**
  - Immediately initiate evacuation procedures.
  - Assist disabled persons in your area with evacuation.
  - If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest emergency exit.
  - Feel all doors before opening. If the door is hot, do not open it.
  - Proceed to the assembly area. Use the secondary assembly area if the primary assembly area is not safe.
  - Tell evacuating parishioners, “Proceed to (appropriate evacuation area). Do not go to your car or attempt to move any vehicles away from the building until the “all clear” is given.
  - At the assembly area, attempt to determine if anyone is missing. If anyone is missing, notify the responding fire/rescue upon their arrival.
  - Do not reenter the building until the “all clear” is given by fire personnel.

**9. INTRUDER/ACTIVE SHOOTER: When a hostile person(s) is actively causing deadly harm or imminent threat of deadly harm or is barricaded within the building, the following procedures should be followed:**

- If you are inside a room, lock or barricade yourself in the room you are in at the time of the threatening activity. Attempt to quietly get all occupants into a room to a wall or area of the room that can't be seen through the door window (usually the same wall as the door). Close blinds. If that isn't possible direct everyone to get down on the floor and “play dead”.
- For outside events, an air horn will be sounded for 30 seconds. The event area should be cleared as quickly as possible and people should be directed on evacuation routes or safe shelter locations in the church.

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- If communication is available, call **911**. Provide the following information:
    - Your name and Phone number (with extension if appropriate). The Parish Office number is (920) 468-5718.
    - Your Location: Prince of Peace Parish, 3425 Willow Road.
    - Describe the situation.
  - If you are in an open space such as the Gathering Space or Fellowship Hall or in the Main Worship Area of the church, use the **RUN-FIGHT-HIDE** method.
    - **RUN** – instruct people to move to the nearest exit away from the intruder, do not be a spectator, keep moving or help people to move out of harm’s way. Lead all people out the exits and to the appropriate assembly area.
    - **FIGHT** – If caught in front of the perpetrator and you are able to fight by swarming them, use any available tool i.e. chairs, fire extinguishers, decorations, and rush the attacker.
    - **HIDE** – if you cannot make it to an exit safely, get down and find a place to disappear. Silence your phone and hold quiet until help arrives.
  - Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they exit. Try to get to a microphone (if safe) and give verbal directions to the congregation.
  - Try to remain calm and be as quiet as possible.
  - If you are taken hostage by the intruder, follow their directions and don’t look the intruder in the eyes.
  - Once law enforcement arrives, obey all commands.
  - **For Religious Education (RE) Classes located at Prince of Peace church.**
    - All exterior doors will be locked **or monitored** when classes are in session.
    - Only authorized personnel will be allowed into the building. Visitors will be required to come to the main entrance and provide ID (if requested) prior to being allowed into the building.



- If an intruder/active shooter breaches the exterior security of the building, call 911 and **follow the instructions above**.
- If a child departs the building without permission, do not attempt to restrain the child. Have someone notify the parent or 911 immediately and follow the child in order to obtain direction of travel. Do not leave church property to follow.
- **Child Abduction / Parent – family issue:**

If a person comes to take a child without consent of the parent or is looking for a child or children:

- Use care and extreme caution, as it is a church and a loving/family environment. Have someone immediately contact the RE Director or staff person in charge in charge. Notify a Safety Team member immediately.
- Try to move the person away from the children’s areas and/or main lobby and if possible, outside. Do not try to corner or block them from leaving.
- Try to keep the person away from children’s areas or groups of people.
- Locate or call the known spouse or guardian of the child/ren and talk through the situation.
- If the individual(s) become threatening or are brandishing any type of weapon(s) have someone call 911. Inform the dispatcher as to what is going on in the building and what RE and Safety Team members are involved.

## **10. KNOW PERSON OF INTEREST OR UNRULY PERSON:**

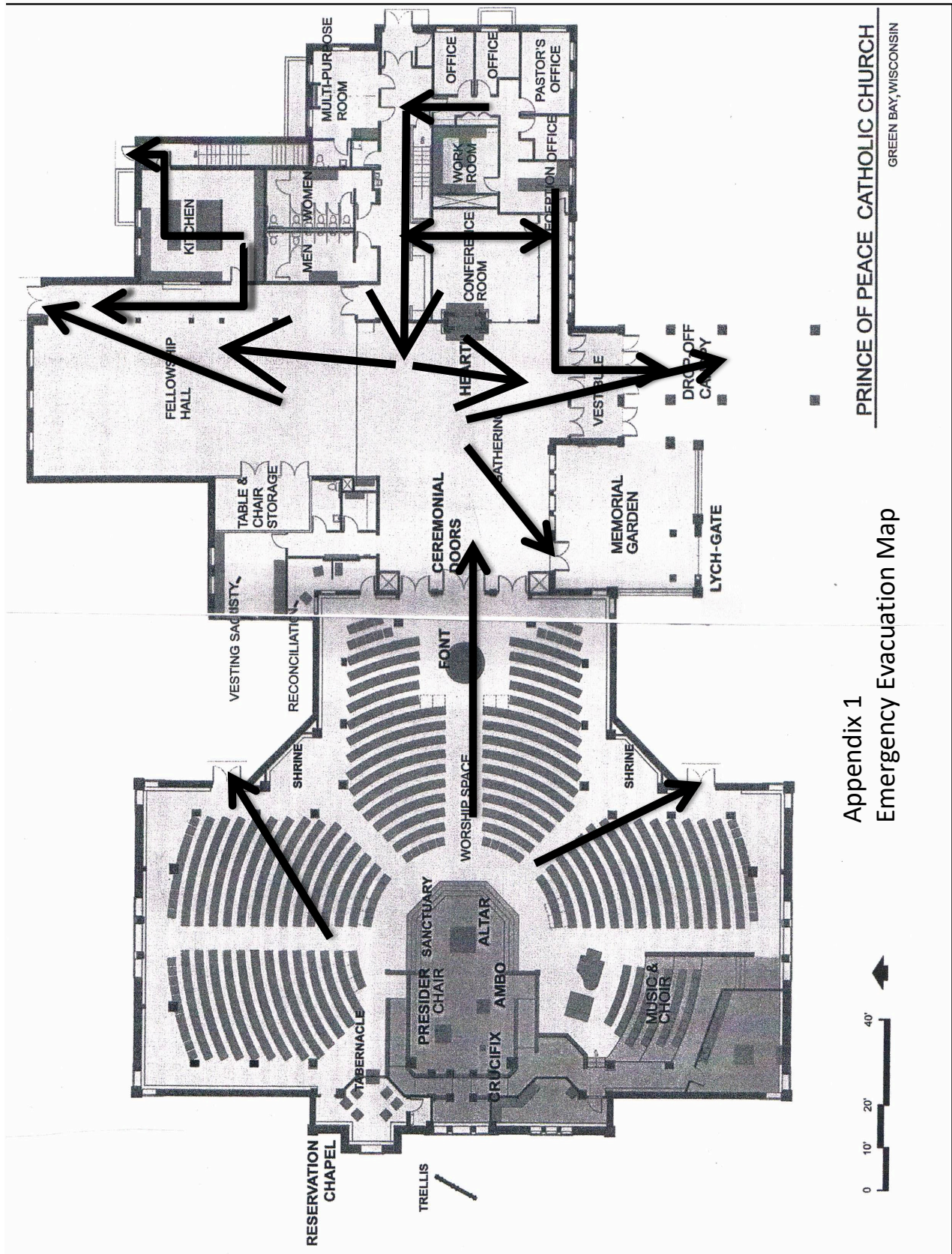
- **Known Perpetrator or Persons of Interest:**

We are in contact with local churches in the area and have created a network/early warning system for people with known issue(s), churches that have restraining orders against individuals. A Safety Team member will speak with the head ushers prior to each service or RE Staff member prior to classes and provide information on any known threats (photos, names, descriptions etc.). Prince of Peace staff is to inform the lead Safety Team person of any issue(s) that they have encountered throughout the week if applicable, so everyone can be made aware of any potential altercations (family disputes, disagreements with

staff, family discord) and can have a parish leader or Safety Team member “shadow” the individual(s).

In the event that there is an incident at the church it is important to designate someone to call 911 ASAP. While there will most likely be several people in the area willing to call 911, it is best to designate someone that understands the building and what is going on to speak to the 911 dispatcher.

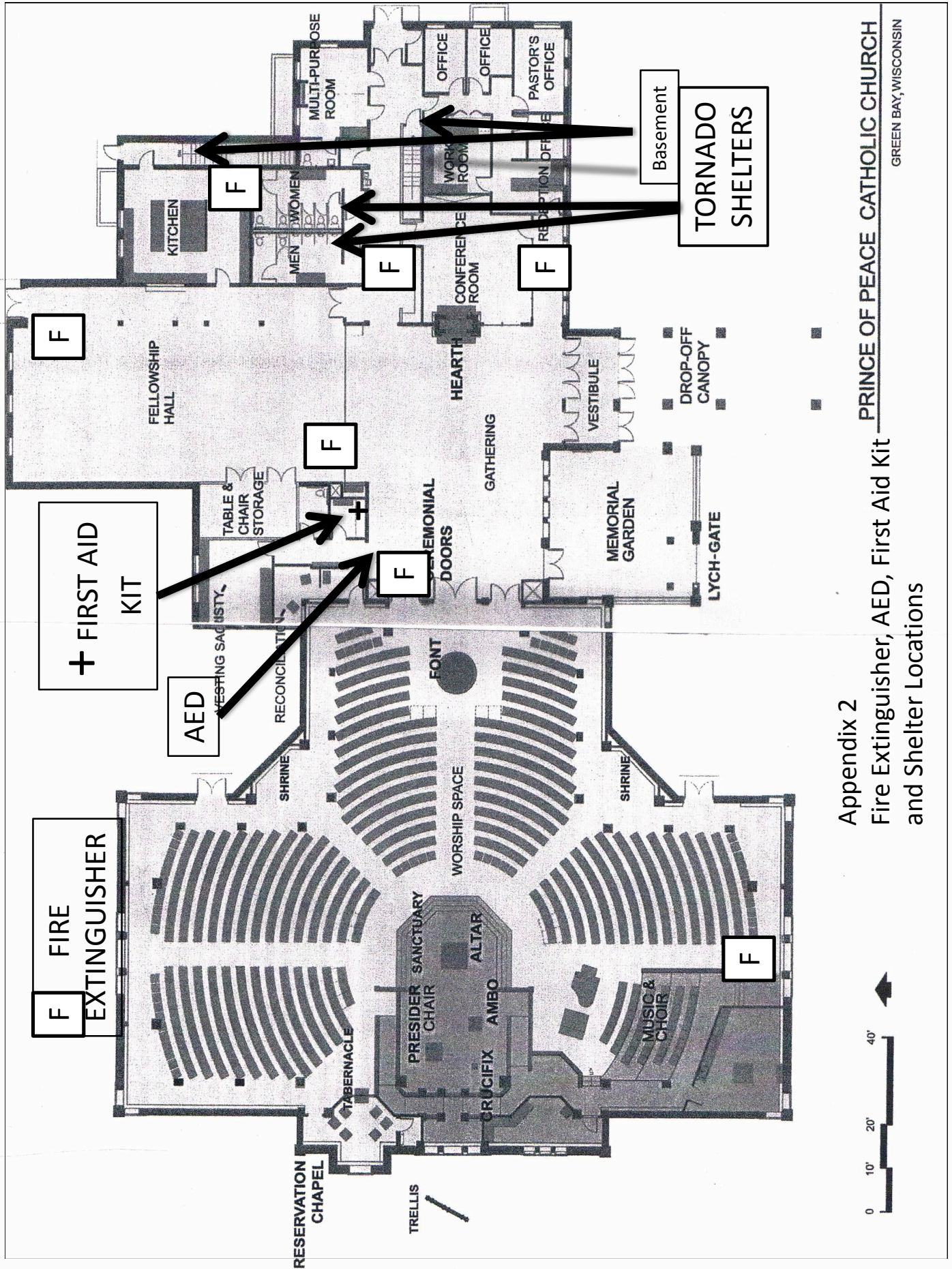
- **In case of an unruly person:**
  - Use care and extreme caution, as it is a church and a loving/family environment. Notify a Safety Team member of the situation.
  - Work in pairs if possible.
  - Try to move the person away from the main lobby and or children’s areas and if possible, outside, do not try to corner or block them.
  - Try to keep the person away from children’s areas or groups of people.
  - If the individual(s) become threatening or are brandishing any type of weapon(s) designate someone to call 911 immediately.
  - Things that you need to be prepared to know and do:
    - Dial 911
    - Describe the physical location of the building (3425 Willow Road)
    - Nature of the emergency
    - Nature of the injuries if any
    - Your physical location inside or outside the building
    - Stay on the phone with the 911 dispatcher until Police arrive



Appendix 1  
Emergency Evacuation Map

PRINCE OF PEACE CATHOLIC CHURCH  
GREEN BAY, WISCONSIN





Appendix 2  
Fire Extinguisher, AED, First Aid Kit  
and Shelter Locations

PRINCE OF PEACE CATHOLIC CHURCH  
GREEN BAY, WISCONSIN