

# **Emergency Awareness Plan for St. Luke Catholic Church**



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## **PURPOSE OF THIS EAP**

In the spring of 2019, the Archdiocese of Milwaukee asked each parish to establish a Safety & Security Team. These teams were charged with formulating security and crisis planning measures that address potentially serious emergency situations.

In response to the Archdiocese request, the St Luke Safety & Security Team has been working on a number of safety measures, one of which is the attached “Emergency Awareness Plan”. The plan addresses several types of emergencies that could possibly arise, with suggested strategies for dealing with them. Blueprints of the upper and lower levels indicate all numbered entrances/exits as well as the location of fire pull stations, extinguishers, AEDs, first aid kits, and a shelter area in the event of severe weather.

We ask that all organizations/ministries using St Luke review the “EAP” with their group. When done, please complete the Acknowledgement of Receipt form and return to the church office. Thank you.

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## **Introduction**

This Emergency Awareness Plan consists of five categories of incidents:

1. Tornado / Severe Weather
2. Fire
3. Medical
4. Intruder/Shooter
5. Lockdown/Threats

The church building is utilized by many people and groups for organized church related and non-church related functions, all of which may occur in various areas and rooms in the building; typically, between the hours of 8:00 a.m. to 10:00 p.m. Individuals leading the activity may not be familiar with the building and church staff may or may not be present. Therefore, an Emergency Awareness Plan cannot address every situation during every day of the week or every hour of the day. This Emergency Awareness Plan is written to address various emergency scenarios at St. Luke Catholic Church.

*If the Emergency Awareness Plan is activated as a result of an emergency the Waukesha County Communication Center, 9-1-1 MUST be notified immediately.*

## **Emergency Awareness Plan (EAP) Oversight**

Oversight of the EAP is the responsibility of the Safety and Security Team, subsequent to coordination and approval by the Pastoral Council.

## **EAP Associated Safety and Security Team Responsibilities**

The Safety and Security Team is entrusted with the responsibility of taking actions necessary to ensure the following:

1. The address at 18000 W Greenfield Avenue, Brookfield, Wisconsin is clearly visible and is reflective to facilitate rapid identification of our address by emergency responders.
2. The exterior lights are functioning properly and illuminate the building/parking lots to eliminate shadows in which intruders can hide.
3. The shrubs adjacent to the buildings are maintained to make it difficult for intruders to hide.
4. Trees close to the buildings are trimmed to a height that permits proper illumination and do not significantly block visibility of the building.
5. All entrances are lighted to eliminate shadows in which intruders can hide.
6. Ensure fire extinguisher, detector and alarm maintenance contract is in place to comply with state fire code regulations.
7. Continual assessment of open flame ceremony lighting for procedural risks and safer options.
8. Coordinate fire drills and periodic inspections by the City of Brookfield Fire Department.
9. Facilitate annual refresher and EAP review with church ministries and non-church groups that frequently use the facility. This also includes an open invitation to interested members.

## **Training**

Church leaders, administration, committee chairs, ushers and leaders of non-church groups who regularly use the church facility (all collectively referred to as “leaders”) must be required to read the Emergency Awareness Plan, and upon completion return the Emergency Awareness Plan sign off sheet to the parish office. At least annually, a review refresher should be held with the leaders and the plan updated to address concerns, changes in logistics, organizational structure, demographics, etc. It is recommended that representatives of the City of Brookfield Fire Department and City of Brookfield Police Department may be involved for input.

EAP will be distributed to all church ministries and all non-church organizations. The Emergency Awareness Plan should also be included in the new member packet.

## **Leader Knowledge of EAP**

In the event of an emergency, leader responsibilities include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a medical, fire, smoke or gas leak emergency, or intruder using the 9-1-1 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of an emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

## **Telephone System**

Cell phones are an essential part of the EAP. In an emergency use a cell phone to call 9-1-1.

• When dialing 9-1-1, Waukesha County Emergency Center will ask a series of questions depending upon nature of incident. Sample call for a medical emergency:

- **Dispatcher:** What is the address of your emergency?
- **Caller:** St. Luke Catholic Church, 18000 W Greenfield Ave, Brookfield
- **Dispatcher:** What is the number you are calling from
- **Caller:** State the number you are calling from XXX-XXX-XXXX
- **Dispatcher:** What is the emergency, tell me exactly what happened
- **Caller:** We have a 62Y/O male patient who passed out...

## **Tornado / Severe Weather**

### **Tornado & Severe Weather Emergency**

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

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

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic 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 by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken. Should a tornado develop which threatens our area, leaders should initiate actions to notify and protect all staff, members, and visitors in the facility.

## **If a Tornado Warning is Announced**

Leader should notify staff, members and visitors to:

- Shelter in place by moving to the designated tornado shelter area (area of refuge) immediately (**See floor plan for designated shelter area.**) Move quickly, but do not run.
- Assist disabled persons in your area.
- Shelter in place until you hear an announcement from a leader or a radio station that it is safe to return to your area.

## **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions occur in Wisconsin. Familiarize yourself with the basics of protecting yourself wherever you may be. If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, or interior hallway.
- If in an interior hallway away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior room.
- Once you have situated yourself in the safest place you can find, protect your face and head, and stay where you are until an “all clear” signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall. Be aware, low lying areas can quickly fill with water during a rain event.

## **Fire**

### **Fire, Smoke and Gas Leak Emergencies**

If you detect smoke, fire or the smell of gas:

1. Activate the manual fire alarm. (**See Floor Plan**)
2. Initiate evacuation procedures for any occupants of the building.

3. Call 911 (move to a safe area before making this call).
  - **Dispatcher:** What is the address of your emergency?
  - **Caller:** St. Luke Catholic Church 18000 W Greenfield Ave, Brookfield
  - **Dispatcher:** What is the number you are calling from
  - **Caller:** State the number you are calling from XXX-XXX-XXXX
  - **Dispatcher:** What is the emergency, tell me exactly what happened
  - **Caller:** We have a stove fire in the kitchen, come to the main doors...

**Note:** This EAP does not encourage individuals to use a fire extinguisher. First priority is alerting occupants to the emergency, evacuation and calling 9-1-1. If you are physically capable, know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

## If the Fire Alarm Sounds

- Immediately initiate evacuation procedures.

### Procedure:

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with the back of 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.
- Proceed to the outdoors.
- Move away from the building at least 100 feet.
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the Fire Department.

## Building Evacuation Emergency

All leaders should know the emergency evacuation routes and procedures for the building, and their self-designated assembly area outside the building. Memorize the exit route closest to where you are.

## Fire Evacuation Routes

If a building evacuation is initiated, important “dos” and “do not’s” are:

- Do remain calm.
- Do follow the instructions of the incident coordinator or emergency response team, if applicable.
- Do close the door as you leave.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not return to your area until the “all clear” signal is given.

## Usher/Leader Responsibilities

In the event of fire:

- Assign first evacuees to hold inside and outside doors open.
- Direct person with cell phone to call 9-1-1.
- Check to see that rooms are evacuated.
- Make sure all doors are closed upon exiting.

# **Medical Emergencies**

Call 9-1-1. Be prepared to give the following information:

- **Dispatcher:** What is the address of your emergency?
  - **Caller:** St. Luke Catholic Church 18000 W Greenfield Ave, Brookfield
  - **Dispatcher:** What is the number you are calling from
  - **Caller:** State the number you are calling from (the phone you are calling from)
  - **Dispatcher:** What is the emergency, tell me exactly what happened
  - **Caller:** We have a 62Y/O male patient who passed out...
- Remember to stay on the line until help arrives. Have someone move to the nearest door/exit to meet arriving responders.

**Note:** Treat minor injuries from supplies in the first aid kit. The kits are located by the elevators above the AEDs on the wall both upstairs and downstairs.

While waiting for professional help, do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of situation.
- Emergency response team members (typically law enforcement and/or firefighters) may ask you stand by to assist as needed

## **Heart Attack / Defibrillator**

The Automatic External Defibrillators (AEDs) are located in a wall mounted cabinet next to the elevators on both levels.

- The AED shall be used only by an individual that has been trained on the proper AED use procedures.
- Any person who uses the automatic external defibrillator shall request emergency medical assistance (call 9-1-1) as soon as possible.
- Any person who uses the AED shall report the use of the device to the parish office.
- The AED shall not be placed back into the cabinet until properly inspected for reuse.

## **Intruder / Shooter**

### **Intruder/Active Shooter Emergency Awareness Plan**

This Emergency Awareness Plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that may reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this magnitude.

If an intruder is discovered in the building:

- Do not approach the intruder or intervene in any ongoing activity by the intruder.
- Do not activate the fire alarm. The fire alarm will signal the occupants in the building to evacuate the building and thus place them in potential harm as they attempt to exit.
- Call 911 immediately and provide as much information as possible. Be prepared to provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapon(s), if any.
- If possible, give the 9-1-1 center the exit door number (located on the interior and exterior exit doors) that the intruder is in the proximity of or the north/west/south/east side of the building, and whether on the upper or lower level.

## **Evacuation Versus Seeking Area of Refuge**

Evacuate only if you can do so safely. Evacuate only if you can determine there are no surprises outside. If unable to evacuate seek immediate refuge in enclosed rooms that have the ability to lock the door from the inside. Close and lock or barricade room doors.

Stay in the locked/barricaded room until informed by Police personnel that it is safe to come out of the area. Individuals with cell phones may establish contact with local 911 personnel of the situation. When a hostile person(s) is actively causing physical or deadly harm or the imminent threat of deadly harm (weapon / shooting), or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
  - Don't stay in open areas.
  - Lock the window and close blinds or curtains.
  - Stay away from windows.
  - Turn all lights and audio equipment off.
  - Try to stay calm and be as quiet as possible.
  - If you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
- a) You may try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  - b) If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  - c) If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  - d) If caught in an open area, your last option may be to fight back, using any and all objects at hand to do so. This is dangerous, but depending on your situation, this could be an option.
  - e) If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
  - f) Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

## **Dealing with Unruly People (Adjust to the Situation and Your Needs)**

Dealing with unruly people in the church building or grounds:

- If a visitor or member of the congregation begins to disturb the service or activity your actions will be dependent on the ensuing actions of the unruly person. In all situations it is important to not aggravate or escalate the situation or to put yourself or others into a position of harm.
- Call 9-1-1 to report the situation.
- If the unruly person leaves after they disturb, without placing yourself at risk try to watch the person until they leave the property. If possible, obtain a license plate number, make, model, color of vehicle, and direction of travel.
- If the unruly person leaves the building but remains on or in the vicinity of the church grounds call 9-1-1 and the unruly person should be watched, again without placing yourself at risk, until they depart or the arrival of the police.
- Depending on the situation, evacuation of the church may be necessary.

- Never initiate physical contact with an unruly person. If the unruly person initiates contact with another person in the church, use judgment in taking appropriate action to prevent further harm to you or the other person.
- Never take physical action against an unruly person for damaging church property.

## **Observing / Following Suspicious People**

- If a leader believes that a person is in the church with harmful intentions, the leader should immediately make that observation known to other leaders.
- A leader should follow the suspicious person as discretely as possible in order to ascertain the intentions of the person.
- If it becomes obvious that the person has harmful intentions, the leader should make the decision as to what level of action to take; these actions include, but are not limited to, asking the person to leave, following the person overtly, and calling 9-1-1.
- If there is suspicion or evidence the individual's actions or emotional state are connected to a domestic controversy or dispute involving the spouse or children, call 9-1-1. Try to steer the individual away from making contact with who they are looking for.

## **Indications of a Problematic Individual**

- Acts suspiciously
- Appears nervous, looking around, jittery
- Withdrawn
- Weeping, crying
- Remains outside after worship service begins
- Person remaining in car, parking lot
- Multiple strangers entering and separating
- Avoids ushers, brushes them off
- Appears drugged or intoxicated
- Repeatedly seen touching or checking pocket or clothing areas

## **Lockdown**

A “lockdown” plan is to be implemented in the case of a serious threatening emergency. Should a lockdown become necessary or ordered by public authorities, classrooms and offices will be secured and occupants will remain in the building until the emergency has passed. Should this occur, parents are asked to stay away from the building so as not to impede the emergency response process or distract the group leaders from their supervisory duties. Children/adolescents will be released to parents once the situation has been resolved.

In the case of a local disaster, an intruder in the building, a report of a dangerous person in the vicinity of the building, or other similar emergency, a “Lockdown” may be implemented.

When a lockdown occurs, the following takes place:

- Adults in the building will be requested to assist in supervising and monitoring children and adolescents until the conclusion of the lockdown event.
- Local authorities take charge as soon as possible.
- Exterior doors are locked and the building remains locked.
- The door to each room is locked, shades are drawn, lights turned off, and occupants are instructed to stay away from the windows. Occupants remain in the rooms until further notice.

- Should it become necessary for occupants to leave their offices or rooms, a leader will communicate this information. In this case, occupants will be moved to another area of the building or to the designated off-site evacuation location.
- Occupants will be instructed to silence their cell phones.
- Parents are instructed to stay away from the building until further notice.
- Students will be released once the situation is resolved.

## **Threats**

In the event you receive a threat of any type, call 9-1-1 immediately.