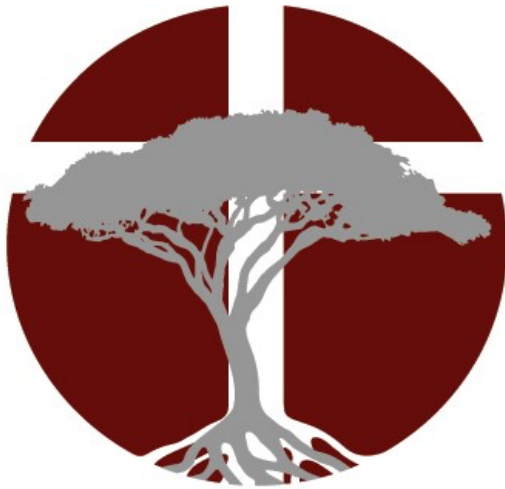




HOLY CROSS CATHOLIC CHURCH

2438 South Alston Avenue • Durham, North Carolina 27713

EMERGENCY PREPAREDNESS PLAN

July 2026

“An Emergency that involves Holy Cross Catholic church could impact the business of the parish, disrupt weekly activities, cause harm to parishioners, physical damage to the facilities, or threaten the Parish’s ability to serve its members and community...”

Stewardship Ministry

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Signature and Revisions

HOLY CROSS CATHOLIC CHURCH EMERGENCY PLAN

July 2026

The Pastor and the Pastoral Council have approved this plan!

Record of Plan Revisions

Date	Section(s) Revised or Annual Revision	Pages Affected	Changes Made by
July 2026	Annual	Multiple revisions and pages	Quincy Purvis
July 2026			Reginald Ross-Weeks

APPROVING SIGNATURES

As the Ministry Coordinator for the Holy Cross Catholic Church Emergency Plan, I confirm that this document describes a representation of the Pastoral Council emergency preparedness strategy and the document has been coordinated with the stakeholders in this process.

Quincy Purvis
Safety and Security Ministry
Date: July 2026

As the Pastoral Council Chair and Steward for the Pastoral Strategic Plan, I confirm that this document describes a representation of the parish's emergency preparedness strategy and the document has been coordinated with the stakeholders in this process.

Reginald D. Ross-Weeks
Pastoral Council Chair
Date: July 2026

Father Ugo Chukwu Jerome Cletus
Pastor, Holy Cross Catholic Church
Date: July 2026

I. Introduction

The Stewardship Ministry, with direction from the Pastoral Council, designed this plan to address disasters and unforeseen emergencies. These may be temporary, such as power outages or technology failures, or longer-term events requiring relocation due to building damage or larger city-wide, regional, or national emergencies, such as the COVID-19 pandemic. During preparation of this document, parish services were disrupted and suspended because of COVID-19's threat to parish members and the local community. Other emergencies could also damage facilities and require temporary or long-term relocation.

This plan informs our parish on steps we can take in the different phases of emergencies; Mitigation, Preparedness, Response and Recovery. The plan has been approved by the Pastor and the Pastoral Council.

Purpose

Holy Cross Catholic Church is a Parish under the care of a pastor and the Diocese of Raleigh N.C. It believes God desires that:

- We are good stewards of the property and facilities we use to meet to worship and serve (Matthew 25:14-30), and
- We reach out to those in our community who have spiritual and physical needs, blending our faith with action (James 2:15-17).

An “emergency” involving Holy Cross could disrupt church activities, damage facilities, or threaten the Parish’s ability to serve its members and community. It can include the death or serious injury of parish employees, members, or community members. The term “disaster” can describe any large or small event. Each event must be assessed against its impact on the parish and its ability to meet the needs of its members and the community.

Preparation and understanding can reduce fear, anxiety, and losses during emergencies. We can minimize the use of local resources by preparing as a parish and individuals.

To be effective stewards and reach out during emergencies, it’s necessary to:

- **Mitigate** potential risks. These activities are taken before an emergency strikes, Example: in case of a power outage, installing a backup generator or alternative power supply,
- **Prepare** for emergencies that may be likely to occur. This means planning and getting ready to handle an emergency when it strikes, Example: stockpiling resources for evacuation or sheltering in-place,
- Develop a plan to **respond** to incidents. These activities are undertaken during an emergency to save lives, property and other resources, Example: evacuation from the

- facility and accounting for members, and
- Determine how to **recover** quickly and efficiently. These activities are taken to return things back to normal after response, Example: repairing a damaged building.

This Emergency Plan facilitates its purpose. Parish members, Ministry Coordinators, their teams, and the Pastoral Council will review it. The Pastor must approve and implement it.

Since Holy Cross Catholic Church is in the Diocese of Raleigh, NC, it maintains contact with the Bishop and his staff to communicate parish emergencies. The parish follows diocesan emergency communications and guidelines, adjusting as needed to meet its unique needs.

Scope of Plan

This plan is designed to address not only the day-to-day incidents which may occur at Holy Cross Catholic Church but also community events to which the parish may be able to respond and serve our neighbors. In addition, consideration will be given to emergencies which our members may incur while away from the immediate area on parish business or special activities.

Parish profile

Holy Cross is in Durham, North Carolina. It is a parish with a staff and parishioners on site Tuesday-Saturday, varying in number from 2 to 50 people. During Holy Cross Parish's Sunday morning services and special events, the attendance may range from 25 to 300 people on site and includes parishioners with special needs and mobility issues.

The complex consists of single story; contemporary style brick building structure originally built in 2008. It consists of a Worship Space, Gathering Space (lobby), Fellowship Hall, offices, Conference Room, and kitchen. Appendix 1A shows a basic floor plan of the facility and Appendix 1B identifies the site plan. It has two external storage buildings and a communal (individual plots) vegetable garden.

A driveway runs parallel to the front entrance that leads from South Alston Avenue onto the church property. There is a paved parking lot on the south-west side. An overflow, grass (future paved) parking lot is located on the East Side of the church building.

The parish is in a neighborhood that has a combination of single-family residences and a multi-family apartment complex. It is directly across the street from an industrial area and adjacent to a landscaping/nursery complex. Highway 147 is accessible from S. Alston Avenue to the North and Highway 55 is accessible via Riddle Road to the South. The Durham County Fire Department Station 4 is less than one mile away on Riddle Road.

II. Communications

Communications Plan

For all emergencies, dial 9-1-1 as a part of first response actions. This will significantly help the response and recovery effort of most emergencies. Additionally, disseminate information to staff, lay leadership, parish members and the Diocese of Raleigh. We may also need to communicate with Durham County Emergency Management or other local response agencies or entities. This plan proposes a communications plan that establishes an automated notification system for the parish, however, currently:

- The primary methods of communicating when members are away from church is by using:
 - a telephone call tree based on information for members in the “Flocknotes” directory,
 - email and text messages via smart cellphones and computer networks,
 - postal mail service, and
 - the Church bulletin and other printed materials available at the church.
- The Parish has a web site, <https://www.holycrossdurham.org> that provides information about activities and current events occurring at the church and in the Diocese of Raleigh.
- The Parish has accounts with the following social media platforms and provides information using them in various formats:
 - e-mail (i.e. pastor@holycrossdurham.org, communications@holycrossdurham.org, etc.),
 - Facebook (<https://www.facebook.com/holycrosschurchdurham/>),
 - YouTube,
 - Google for Nonprofits (Gmail and Google documents) andOther methods of outreach being explored include “web teleconferences and webinars.” The Communications Ministry is currently exploring options.
- The parish leadership is developing a Live-streaming broadcast capability to serve the parish with ministry outreach.
- It uses the “**Flocknote**®”¹ tool to enable quick broadcasting of messages by email and phone-voice-message to parishioners
 - Also, online live conferencing tools are being explored (i.e. Zoom, Go to Meeting, Free Conference Call, etc.

¹ Flocknote® is a commercial application designed for churches to allow communications with parishioners all in one place.

- On-site communications include:
 - Broadband WIFI (Spectrum is the provider),
 - the sanctuary Public Address system,
 - two-way radios,
 - cellphones,
 - radio and television, and
 - “Sonitrol” Access Control and Surveillance systems
- The parish street sign is the public face of the church and is updated periodically to provide current information.

This Emergency Plan proposes a series of exercises that will help develop effective means of communications and procedures. See [Table 4: Training Requirements](#).

Emergency Alerts

<https://www.ready.gov/alerts> (provides information presented here)

Public safety officials use timely and reliable systems to alert Parishioners and families in the event of natural or man-made disasters. This page describes different warning alerts you can receive and the types of devices that receive the alerts.

During an emergency, various local alert and warning officials provide the public with life-saving information quickly. One method to receive alerts is by registering with the Durham County Emergency Management Division. This agency provides for specific information for the Durham area. <https://alrtdurham.com>

Wireless Emergency Alerts²

Wireless Emergency Alerts (WEAs), made available through the [Integrated Public Alert and Warning System \(IPAWS\)](#) infrastructure, are just one of the ways public safety officials can quickly and effectively alert and warn the public about serious emergencies. Additionally, local print and online media, radio, and television stations provide timely and comprehensive alerts, warnings, and information on local, regional and national emergencies.

What we need to know about WEAs:

² Information presented here is taken from the FEMA website that explains the Integrated Public Alert & Warning System (IPAWS)

- WEAs can be sent by state and local public safety officials, the National Weather Service, the National Center for Missing and Exploited Children, and the President of the United States,
- WEAs can be issued for three alert categories – imminent threat, AMBER, and presidential,
- WEAs look like text messages, but are designed to get your attention and alert you with a unique sound and vibration, both repeated twice,
- WEAs are no more than 90 characters, and will include the type and time of the alert, any action you should take, as well as the agency issuing the alert,
- WEAs are not affected by network congestion and will not disrupt texts, calls, or data sessions that are in progress,
- Mobile users are not charged for receiving WEAs and there is no need to subscribe,
- To ensure your device is WEA-capable, check with your service provider.

Emergency Alert System

- The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation's existing and future alert and warning systems, technologies, and infrastructure.
- The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, satellite digital audio service and direct broadcast satellite providers, cable television systems, and wireless cable systems to provide the President with a communications capability to address the American people within 10 minutes during a national emergency.
- EAS may also be used by state and local authorities, in cooperation with the broadcast community, to deliver important emergency information, such as weather information, imminent threats, AMBER alerts, and local incident information targeted to specific areas.
- The President has sole responsibility for determining when the national-level EAS will be activated. FEMA is responsible for national-level EAS tests and exercises.
- EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency communication

NOAA Weather Radio

[NOAA Weather Radio All Hazards \(NWR\)](#) is a nationwide network of radio stations broadcasting continuous weather information from the nearest National Weather Service office.

- NWR broadcasts official warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.
- It also broadcasts alerts of non-weather emergencies such as national security, natural, environmental, and public safety through the Emergency Alert System.

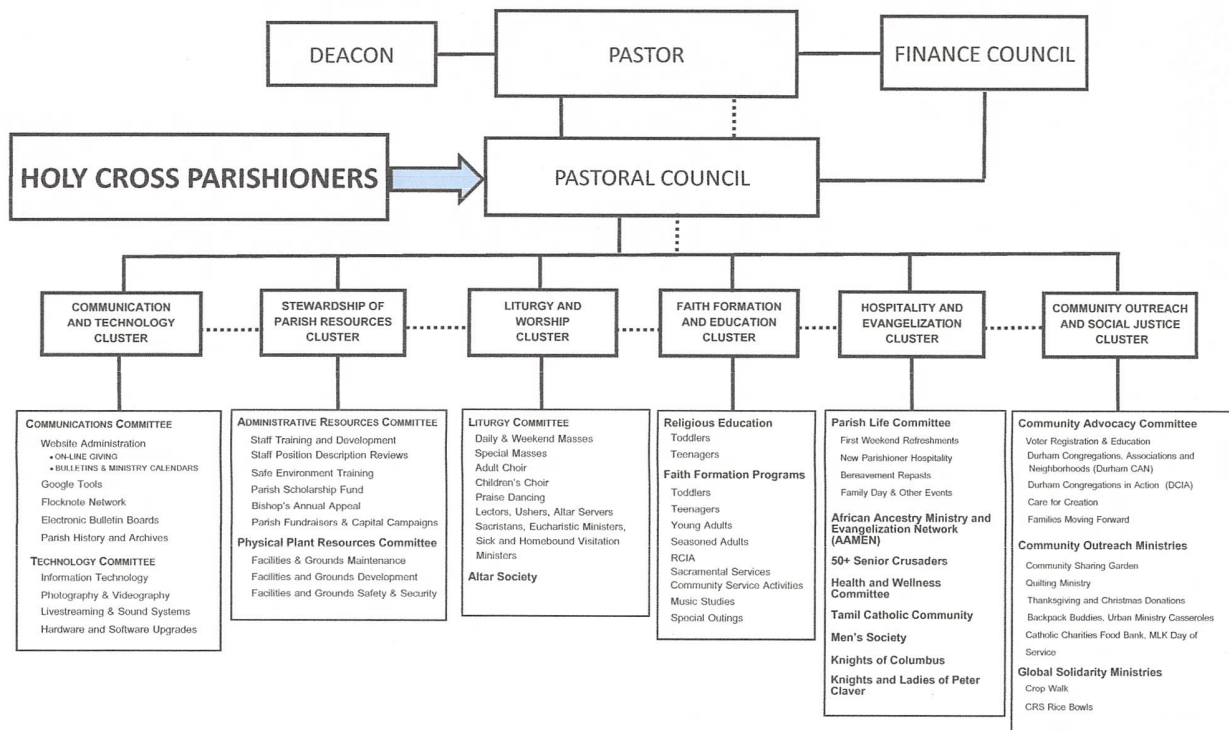
Hazard Assessment

[Appendix 2A](#) outlines possible hazards that may have led to incidents at Holy Cross Catholic Church, in the community, or have the potential for happening based on the geographic location of the parish, its structure, its membership, or the public using its facilities. It is a snapshot in time identifying the hazard, its potential impact, and the potential capability of the congregation or the local first responders in the Raleigh/Durham area to react to the incident. With each hazard, the primary concern would be whether the incident occurred during the more heavily populated weekly services or special events. The assessment will help Holy Cross determine planning and resource priorities. Appendix 2B provides a description of each hazard.

III. Responsibilities

Safety in daily operations and Emergency Planning for the Holy Cross Catholic Church is currently the informal responsibility of the Facilities Team. This responsibility will be formalized and become a responsibility of the Stewardship Cluster as this draft plan is reviewed, edited, and then implemented.

The Parish Leadership can help facilitate the implementation of the Emergency Plan by working



Six parishioners are voted onto the Council by the parish. The Term of Membership for the Pastoral Council is three-years. One-third (2-members) of the Pastoral Council will roll-off each year after serving a three-year term. A parishioner serving two three-year terms consecutively will stand down for at least one term (i.e., 3-Years), unless appointed by the Pastor. The Parish Deacon and the Finance Council Chair are Ex-Officio members of the Pastoral Council. Parishioners volunteer their services to the various ministries and committees listed above.

11/30/2023 (rev.10)

Figure – 1: Pastoral Council Organization Chart

with the various Ministries³ to mitigate, prepare for, respond to, and recover from major incidents. Within Ministry, there are Teams who have specific responsibilities as indicated below.

Each Ministry has various opportunities to participate in implementing the Emergency Plan. These opportunities will be formalized with their review and approval of this plan.

Stewardship and Parish Resources Cluster:

Facilities Team

This team should be responsible for the Emergency Plan as part of the Parish Safety Plan. They can collaborate with the Community Emergency Response Team (CERT) to identify Holy Cross Catholic Church as a community shelter and provide training and specialized support. They already manage the Church Insurance and work with the City Fire Department during annual inspections. They can also help identify emergency supplies and determine when the church is safe for occupancy after an incident.

Finance Team:

As the team works on the annual parish budget, mitigation, preparedness, response, and recovery should be considered as part of the stewardship responsibility of the parish facilities. Processes should be designed to track expenses during an incident to provide data to the County which may be helpful in identifying community losses.

Communications Team:

The team distributes information via the parish website and in the eNews-Letter. Content is sent to parishioners by email via Flocknotes; both accounts are managed by the Holy Cross Communications Coordinator. Some info is also distributed via the parish's Facebook account; less so for the Twitter account.

Worship and Liturgy Cluster:

Worship Ministries

³ The term of membership for the Pastoral Council is three years. One-third of the Pastoral Council will roll-off each year after serving a three-year term. A parishioner serving two three-year terms consecutively will stand down for at least one term (i.e., 3-years), unless appointed by the Pastor. The Parish Deacon and the Finance Council Chair are ex-officio members of the Pastoral Council. The term of Service for Ministry Cluster Coordinators is three years. At the end of a Coordinator's three-year term he or she may be recommended for an additional term by a consensus vote of the Pastoral Council.

Prior to a major incident occurring, this team could make plans on how to respond to the neighborhood when they turn to the parish for comfort. In some situations, this may be a mass care situation and in others it may include only a few families. By being ready to provide spontaneous worship services the spiritual, emotional, and mental needs of the community can be addressed.

Faith Formation and Education Cluster:

Adult Ministries:

This team could assist with the education of personal preparedness among the parish families. This may include classes, handout materials, special speakers or workshops, or information available through a related parish web page (in development). Community outreach may include extending the training to residents in the City area and collaborating with diocesan and community-led ministries in the area.

Youth Ministries

It is important to engage the energy and enthusiasm of our Youth in all four of the emergency plan elements. They can help by getting their families prepared to take care of themselves for a minimum of three days as well as to provide additional staffing to other parish efforts. Emergency planning also needs to be incorporated into Youth activities – especially as they travel out of the local area. This is a logical step toward development of good citizenship skills and application of faith to life.

Children's Ministries:

Initially this team could work with parents or guardians to ensure basic supplies are available at the parish to care for any children who may be onsite should an incident occur. Additional opportunities might extend to providing sitting services for families after an incident to allow adults to care for the needs at home. (Note: we would need to create storage space for emergency supplies, procedures for inventory checks to assure supplies are within expiration dates, and info about who has access to the supplies; i.e., a key to the storage area.)

Outreach and Social Justice Cluster:

Fellowship Ministries:

Emergency planning should be considered as special events for fellowship at the church when exercises (see Training requirements in Table 4.) are developed. Small groups that meet for fellowship may also help facilitate preparedness efforts by teaming with Adult Ministries to provide educational materials. These groups may also help build neighborhood awareness.

Local Outreach:

Emergency Planning, a unique ministry for outreach, can be incorporated into the mitigation phase through volunteerism supporting the City. Residents can participate in disaster education training, and parish members can work with neighborhoods to prepare. During response and recovery, providing immediate care, shelter, food, clothing, and meeting spiritual, emotional, and mental needs are primary opportunities. In recovery, parishes can assist with tasks like cleaning damaged houses, providing childcare, partnering with local nursing homes or senior centers, or meeting transportation needs.

Hospitality and Evangelization Cluster:

Care Ministries:

At-risk populations within the parish family should be identified and steps taken to help them plan for emergency situations that may affect their special needs. This team could provide follow-up after an incident to ensure these members are being cared for appropriately with the available resources.

IV. Incident Command Structure (ICS)

In addition to involving the Ministry Teams, the Pastoral Council will assume the primary responsibility for the Incident Command Structure (ICS) during an actual incident.

Appendix 3A identifies the various roles as part of ICS. Training would need to be provided, and drills conducted to ensure staff members know how to implement the ICS and its flexibility to expand and contract depending on the complexity of the incident.

Cross-Training

Due to the volunteer nature of parish stewardship, it will be important to cross-train ministry teams to serve multiple roles. The goal would be to have three levels of support for each ICS position and a variety of people generally cross-trained. The [Contact List](#) shown in Appendix 3B should be used to help fill in the ICS as needed depending on the availability of parish volunteers.

Tabletop Exercises:

Review the various responsibilities and questions raised in this plan. Simply discuss how emergency situations would be handled.

- *Functional Drills:* The Ministry Teams and ICS roles will test the notification process, communication process, deployment, and equipment needed to identify problem areas and establish corrective action.
- *Evacuation Drill:* A day will be set aside to conduct a congregational evacuation drill to acquaint members with primary and secondary routes. Members will be asked to account for those around them. The plan should include the Youth, Children, and Nursery workers as well, and those with difficulty responding and walking quickly.
- *Full-scale Exercise:* A real-life emergency situation is simulated as closely (to the Evacuation Drill?) as possible. A debriefing is held afterwards and opportunities to improve the plan will be documented and the plan updated.

Implementing the Emergency Plan is crucial for parish stewardship and community outreach. The plan should be integrated into parish operations, members educated on personal preparation, and the church made safe for daily use and minimal damage during incidents.

Operations

Holy Cross' concept of operations is reinforced in our stewardship of the property and facilities, our outreach to those in our community, and our commitment to minimizing the drain on local resources needed during incidents. During the **mitigation** and **preparedness** phases of our

emergency plan we will take steps to prepare ourselves as a parish and as individuals for emergencies.

During weekdays, weekly events, or special occasions, individuals will follow basic emergency procedures (Appendix 4) for personal safety. After the incident, parish staff will implement ICS, account for building occupants, and inspect the facility for re-entry. In serious incidents, professionals may be involved. Children will stay on site until parents arrive. The goal is to make the building operational for members and residents. Members will stay until road, and travel conditions improve. The parish will notify members via email or phone tree about schedule changes or service opportunities. The “Flocknote” tool will enable quick message broadcasting. The parish must maintain updated contact information and import updates into the communications tool.

If the church becomes a shelter, it will be coordinated with the Durham County Emergency Management Joint Information Center and the American Red Cross. Notifications will be made to partnering congregations via messages to their pastors.

Recovery

Following an incident, the Ministry Team Leads will check with their teams. The Parish Leadership, staff, and possibly representatives from partnering congregations will convene to review the parish’s status. This review will help identify resources and priorities for restoring daily and weekly operations. The Finance Team will provide a financial report identifying immediate expenses and project recovery costs. The Insurance Company will be contacted for next steps. The Facilities Team Lead will prepare a report on the parish’s response and potential improvements. The parish will be informed of the emergency response, outcomes, and issues.

Emergency Plan Maintenance

This document will become the responsibility of the Pastoral Council to review annually and update as needed. A strategy will need to be developed to train the appropriate personnel in the basic skills needed to maintain this plan. See Appendix 5 for a baseline matrix.

Agreements with support agencies and other congregations will be explored to support the congregation and community. A schedule will be developed to evaluate training through exercises.

V. Hazard Descriptions and Considerations

HAZARD DESCRIPTIONS AND CONSIDERATIONS

Health Emergency - (Epidemic/Pandemic, COVID-19 (CORONA VIRUS))

Definition

The baseline or endemic level of a disease in a community is the usual amount present. Some rare diseases warrant epidemic investigations (e.g., rabies, plague, polio), while others require investigations only when deviations from the norm occur. An epidemic is an increase, often sudden, in disease cases above normal. An outbreak is a more limited geographic epidemic. A pandemic is an epidemic that spreads over several countries or continents, usually affecting many people.

This plan focuses on infectious agents, not diseases like diabetes and obesity. The 1918 Flu was a pandemic that claimed millions of lives. The World Health Organization declared the Coronavirus, COVID-19, a pandemic on March 13, 2020. It had a higher mortality rate than the flu but similar symptoms.

Risk

The COVID-19 virus spreads mainly person-to-person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in nearby people's mouths or noses or be inhaled into their lungs. People are most contagious when they're sickest, but some spread may occur before symptoms appear. The CDC reports that older adults and people with serious underlying medical conditions are at higher risk for severe complications.

- Older adults
- People who have serious underlying medical conditions like
 - Heart disease,
 - Lung disease,
 - People with HIV,
 - People with Asthma,
 - Pregnant Women, or
 - Weakened immune system due to other health conditions.

Considerations

Our Pastor and the Pastoral Council are advised to communicate with the local Department of Health and Human Services regarding COVID-19 and other epidemic and pandemic diseases that affect our Parish and the community to provide current information to parishioners. In

extreme cases, Mass and the Sacraments will be canceled or severely curtailed to minimize the spread of communicable diseases. Prevention is the best medicine. Simple, everyday preventive actions remain the best approach to halt the spread of respiratory viruses.

Severe Weather

Definition

Severe weather may consist of drought, high winds, lightening, flooding, ice storms, or snow accumulations. The National Weather Service issues various watches and warnings for a variety of conditions.

Flash flood watch	Issued when flash flooding is possible within the designated watch area; be alert. Listen to your radio for flood forecasts and prepare for evacuation.
Flash flood warning	Issued when flash flood has been reported or is imminent: take necessary precautions
Flood warning	Issued as an advance notice that a flood is imminent or is in progress at a certain location or in a certain river basin. Take precautions as directed.
Severe thunderstorm watch	Conditions are right for: lightening or damaging winds greater than 58mph hail that could reach a diameter of 0.75 inches, and heavy rain A thunderstorm watch indicates that you should take action to protect yourself
Severe thunderstorm warning	Severe thunderstorms have been sighted in your area
Flash flood watch	Issued when flash flooding is possible within the designated watch area; be alert. Listen to your radio for flood forecasts and prepare for evacuation.
Flash flood warning	Issued when flash flood has been reported or is imminent: take necessary precautions
Ice storm	Occurs when moisture freezes immediately upon contact with the ground. Driving and walking are extremely hazardous
Winter storm watch	Severe winter weather may affect your area
Winter storm warning	Severe winter weather conditions are expected

Ice storm warning	Significant, possibly damaging, ice accumulation is expected
Heavy snow warning	A snowfall of at least 4" in 12 hours -or- 6" in 24 hours
High wind warning	Winds of at least 40 mph are expected to last at least one hour

Table – 2: Severe Weather Descriptions

Risk

Severe weather may cause utility outages as a direct impact of conditions or as a secondary result of damage to broken power poles or transmission sites. Utility outages may affect the availability of electricity, water, or natural gas. Additionally, severe weather may heighten the potential of automobile accidents, falls on sidewalks and parking lots around the church building. Members may be at risk in getting to the church or back home.

Considerations

Severe weather can damage transportation routes, power lines, and buildings. Drought, often accompanied by high heat, poses risks to certain populations. Power outages may displace residents and disrupt heat and electricity.

Secondary explosions, downed power lines, and fires can cause injuries, with smoke inhalation a major concern. Care for adults and children should be considered.

Parishioners and community residents may be displaced. Holy Cross Catholic Church can serve as a shelter. Locate and account for parishioners during an evacuation from the church in case of a fire. Evacuating to the Rallying point simplifies accountability and allows emergency vehicles to access the property without competing with people or vehicles in the parking lot or driveways.

Shelter in Place Plan

Considerations

Shelter in Place plans are usually for severe weather events. However, this plan can also be for any event that would require parish members to **stay in place** for an extended period.

Depending on the threat or hazard, persons may be required to move to rooms that can be sealed (in the event of a chemical or biological hazard) or without windows, or to a weather shelter (in the event of tornadoes or high winds). Shelter in place should also be considered if there is a violent intruder.

The following questions should be answered (a Tabletop Exercise can answer these):

1. How will we know there is a need to shelter in place?
2. In the event of a severe weather event during mass, or other gatherings, who will activate the shelter in place plan?
3. Have we designated “safe rooms?” Is there enough room for everyone should the church be at capacity?
4. How would we relocate children that are without their parents? How would we notify the parents?
5. What is needed to assist those with special needs and mobility issues?
6. Who would activate the evacuation plan?
7. Who would be in charge during the shelter in place event?
8. Who will notify First Responders and let them know we’ve sheltered in place?
9. How will we account for everyone?
10. Are there NOAA radios or other methods of monitoring conditions available in the church and the parish at large?
11. Do we have First Aid supplies and where are they kept?
12. Do we have personnel identified and trained in First Aid?

Evacuation Plan

Considerations

[See Figure – 2: Facility Exit Evacuation Plan.](#) Evacuation plans are for any event where we need to move people **OUTSIDE** the facility including the following: fire, active shooter, bomb threat, gas leak, hazardous chemical spill, or floods. Our evacuation plan includes multiple escape



routes and a meeting place (outside of the church). We will practice ensuring a safe and successful evacuation in case of an emergency. Each exit is clearly identified with an illuminated exit sign and emergency lights with battery backup. Fire pull stations are conveniently located near each exit and the exit doors are equipped with panic hardware to allow the quick opening of doors outward. The fire alert system includes audible alarm horns and visible strobe lights to alert all occupants including the hearing or visually impaired. A fire extinguisher is also located near each exit. Appendix 1A shows a floor plan of the Holy Cross Church emergency exits. The rallying point for evacuees is located outside at the rear of the church in the parking lot near the storage buildings and southwest end of the parking lot. We will make a physical count of everyone to make sure we account

for all known persons on site at the time of the incident.

The following questions should be answered: (a Tabletop Exercise can answer these):

1. How would an evacuation plan be activated?
2. Who will activate the plan?
3. Are there adequate smoke detectors that are checked annually?
4. Do we have audible warning devices in Place?
5. How will First Responders be notified and who will notify them?
6. Have we posted evacuation route floor plans? Where are they posted?
7. Where will people meet after an evacuation? Is there a Rally Point?
8. Who would be in charge during and after evacuation?
9. How will we account for all parishioners known to be on the site?
10. Do we have First Aid supplies and where are they kept?
11. Do we have personnel trained in First Aid?
12. Do we have personnel trained to aid those with special needs and mobility issues?

Structural Fire

Risk

Fires occur without warning and can occur in any part of the facility. Fires are also a secondary risk associated with a lightning storm or severe weather event.

Considerations

Structural fires in commercial property (Holy Cross is in a mixed industrial and residential neighborhood) add the risk of hazardous materials, and other substances, which may give off toxic fumes when burnt. The time of day when a fire occurs will directly affect the amount of property damage impact on church business and injury to persons that occurs.

Terrorism

Definition

Terrorism has been defined by the Federal Bureau of Investigation as "The unlawful use of force or violence against persons or property to intimidate or coerce a government; the civilian population; or any segment of it, in furtherance of political or social objectives."

Risk

The potential of a terrorist attack at the church is probably limited to individuals who may have a grievance, real or alleged, toward another individual in the parish.

Having multiple activities and parish services in the facility throughout the week may somewhat raise this risk. In the bigger picture, Durham County is vulnerable due to its geography. This area is easily accessible and perhaps more importantly, it allows easy exit after a terrorist attack through the wooded area or by use of Alston Avenue.

Durham County's proximity to interstate highways and State highways increases its vulnerability.

Considerations

The greatest number of injuries and casualties would result from the use of a weapon of mass destruction. These include biological and chemical weapons that can affect residents living throughout a larger geographic area. The widespread nature of such weapons makes response difficult.

Technology Disruption

Definition

This area is focused on the interruption of fundamental business processes for any extended period that could be debilitating to our basic infrastructure and ability to conduct business. Processes include computers, software programs, security systems, connectivity through the internet, or by telecommunications, E-Commerce, etc.

Risk

Key infrastructure—such as information systems, business equipment, network connections, data storage, computers, telephones, audio-visual equipment, alarms, and other technology-dependent systems—may be disrupted or disabled.

Considerations

Develop a Business Continuity Plan: Take steps to restore alternate business processes if automated processes or business infrastructures are unavailable. Employ a workaround and/or manual procedures and alternate resources. What to do while the computer is down!

- Relocation of personnel
 - Loss of functional support personnel
- Loss of Service providers
- Loss of vendors
- Availability of remote support services and network connections
 - Loss of I.T. services or resources
- Contingency office space
 - Loss of facility

Medical Emergencies

“In the event a medical emergency would arise at a church or any parish building, it is suggested that defibrillators and first-aid kits be installed. It is agreed to that parishes should try to have trained people present at each event should a medical emergency arise at a church or any parish building. ... number of units shall be determined by the pastor and the parish's facility committee...”⁴

Definition

A medical emergency occurs when a person has a severe enough medical condition such that a bystander, who possesses an average knowledge of health and medicine, could reasonably expect that if the person did not get immediate medical attention, it could seriously jeopardize his/her health. (*USC Title 42-The Public Health and Welfare*)

Risk

The members attending the church come with a variety of pre-existing medical conditions. Additionally, a medical emergency may occur because of the stress of emotional situations such as funerals and weddings which occur at the church. Severe weather, unsafe conditions, fire or explosions, terrorism, etc. may also result in medical emergencies.

Considerations

Some first aid knowledge (among parishioners and staff) can help provide basic life support until the arrival of professional responders. In the event of a major incident where professional response is delayed, basic first aid may make a difference in the patient's survivability.

Hazardous Materials Release

Definition

Hazardous materials are substances that, because of their chemical nature, pose a potential risk to life, health, or property if they are released. Hazards can exist during production, storage, transportation, use or disposal.

Risk

Contamination from hazardous materials may occur through airborne particles, absorption through the skin or mucous membranes, or ingestion. Holy Cross Catholic Church is in an

⁴ Diocese of Raleigh Planning and Construction Manual... Reference: Building & Real Estate Minutes, July 25, 2018.

industrial area and may be subjected to hazardous materials release. There is an increased risk of hazard materials release when a fire occurs in the church or in nearby buildings or properties. In addition, the church uses natural gas, a utility that is considered a hazardous material if there is a leak in or around the facility.

Considerations

Hazardous materials releases can range from a chemical spill on a highway or airborne particles released during a fire to possible groundwater contamination by naturally occurring methane gas. An evacuation due to a hazardous materials release could last from a few hours to a few days. In some situations, direction may be given to shelter-in-place. Decontamination may be necessary and should be conducted by trained personnel.

Plane Crash

Risk

Raleigh/Durham International Airport, the largest in Durham County, serves both passengers and cargo. Several major airlines offer domestic and international service. Smaller airports within 30 miles, including Roxboro (Person County) and Chapel Hill (Orange County), handle private and charter aircraft. Other private and public airfields are within a 50-mile radius. The church is ten nautical miles from the airport but not in the direct flight path.

Considerations

Durham County is vulnerable to two types of major air transportation accidents. One is a crash involving a large passenger aircraft. The other is an airplane crash causing casualties on the ground. Despite the large number of planes flying over heavily populated areas, the number of crashes killing or injuring non-passengers is quite small. Parish members, could find themselves involved in a variety of roles such as providing medical care, assisting with traffic control, or be involved in supporting survivors, Parishioners or members of the community who were “victims on the ground”.

APPENDIX 1A

HOLY CROSS FACILITY FLOOR PLAN

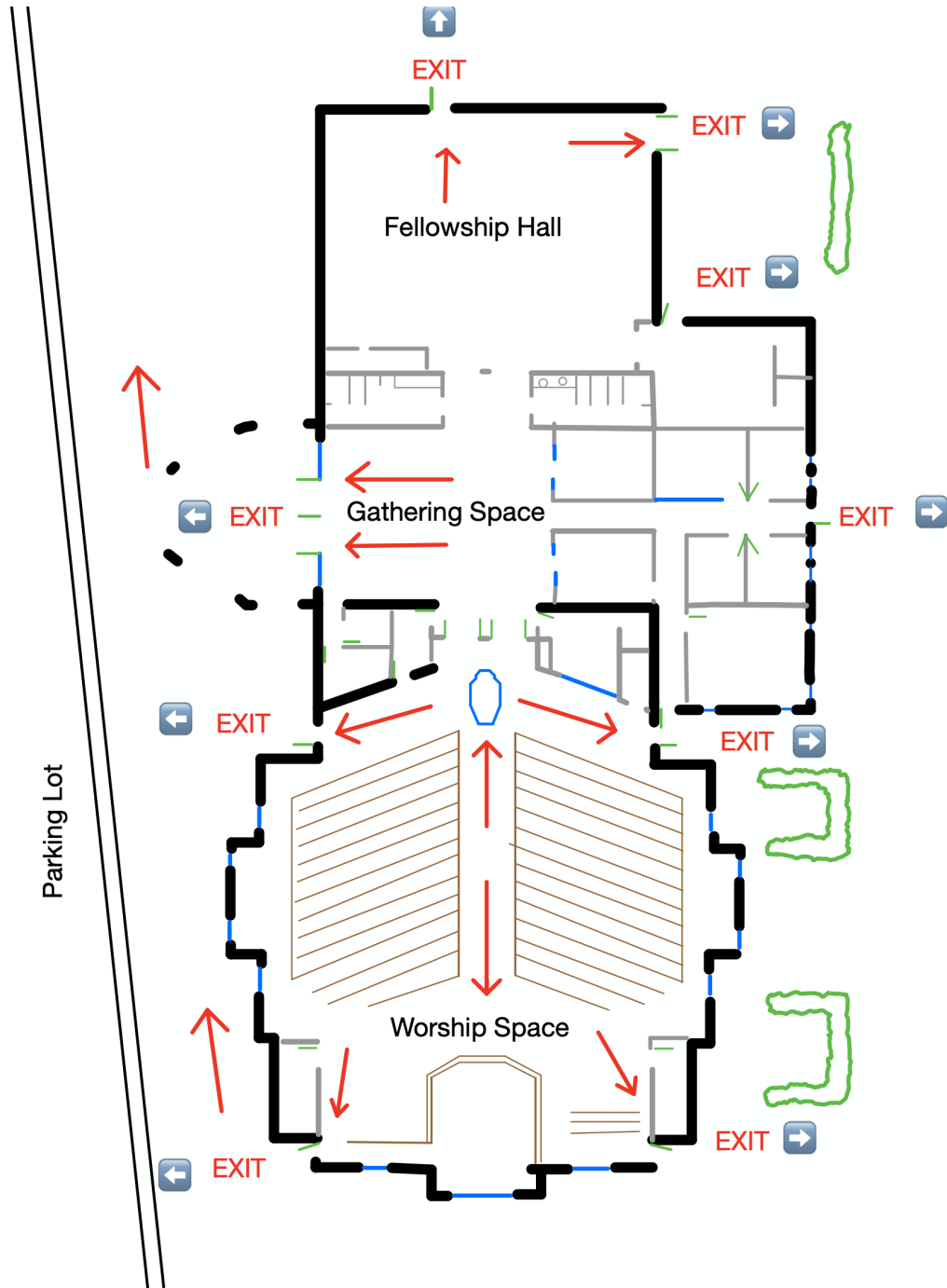


Figure – 2: Facility Exit Evacuation Plan

APPENDIX 1B

HOLY CROSS SITE PLAN

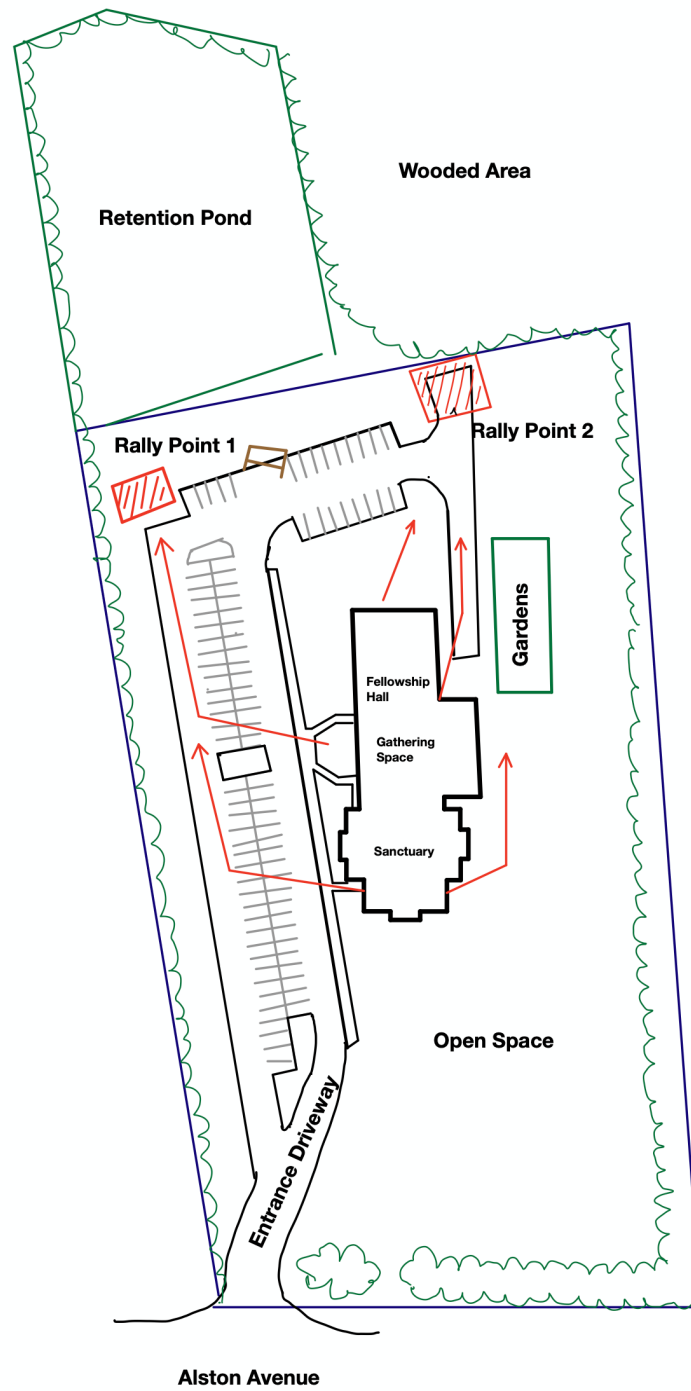


Figure – 3: Site Evacuation Plan

APPENDIX 2

HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS⁵

Type of Emergency	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
	High 5 - 1 Low	High Impact 5 - 1 Low Impact			Weak 5 – 1 Strong Resources		
Health Emergency Pandemic (COVID-19)	5	5	2	4	5	4	30
Severe Weather	3	3	4	4	5	4	23
Structural Fire	3	4	4	4	5	2	22
Terrorism	3	4	3	3	4	4	21
Medical Emergencies	5	4	1	2	4	3	19
Technology Disruption	5	2	1	3	4	4	19
Hazardous Materials Release	2	4	2	2	5	3	18
Plane Crash	2	3	3	3	5	1	17

Table – 1: Hazard Analysis Table

⁵ See Reference #11, “Faith Based Emergency Response Plan Template” for (page 23 in the PDF document) information on how this analysis table is used. The table presented here is a version of the one used in the template and should be closely reviewed to apply it to Holy Cross.

APPENDIX 3A

INCIDENT COMMAND STRUCTURE (ICS)

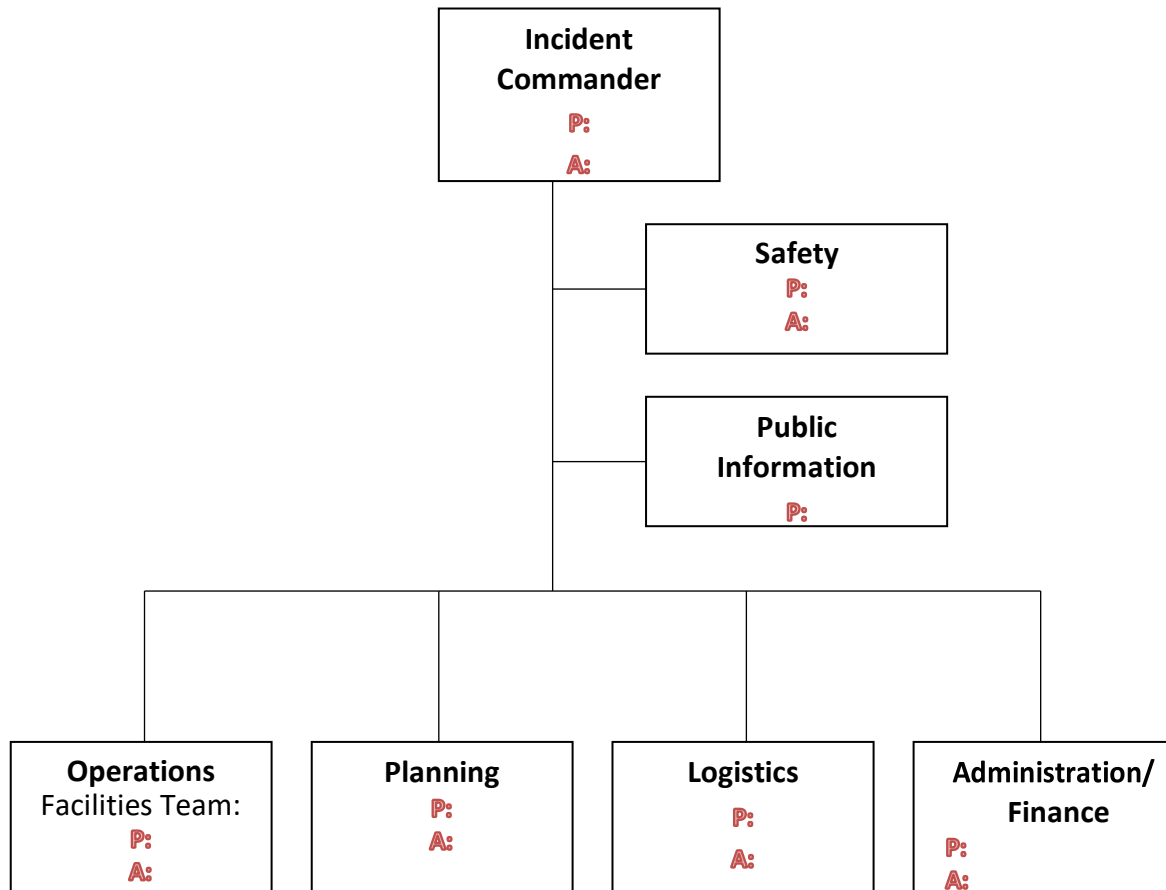


Figure – 4: Incident Command Structure⁶

*Note: The initial staffing of the primary roles will be assumed by the parish staff on duty. Additional support will come from parish members responding to the church from their homes or jobs. It is understood that additional staffing will only come once the individuals' priorities of taking care of their own family first has been accomplished. The goal will be to have at least three levels of personnel trained to support the various functions.

⁶ See reference #10 of appendix 6 for a link to the FEMA ICS fillable and downloadable pdf forms (including the original version of this chart) that support the ICS.

APPENDIX 3B

CONTACT LIST

POSITION	NAME	CONTACT INFORMATION
Incident Commander		
Safety		
Public Information		
Operations		
Planning		
Logistics		
Administration/Finance		
Emergency Plan Administrator	Quincy Purvis	703-344-1630; eagleplace2004@icloud.com
Holy Cross Church Office	Toni K. Hall	919-957-2900; Office@hcdnc.org
Diocese of Raleigh	K. Michael Wengenroth, Director of Property, Construction and Risk Management	919-821-9726 (O), 919 538-1951 (C) Michael.Wengenroth@raldioc.org
Durham Joint Information Center		560-HELP
Durham County Fire Marshal		919-560-0660; firemarshal@dconc.gov
Durham City Police Dept Admin	Chief of Police	919-560-4971, Crime Stoppers – 919-683-1200
Durham County Emergency Management	Director	2422 Broad Street, Durham, NC, 277704, 919-560-0660
NCCU Campus CERT		919-530-5325; 1801 Fayetteville Street Durham, NC 27707

Table – 3: Contact List

APPENDIX 4A

EMERGENCY PROCEDURE – Health Pandemic COVID-19 (CORONA VIRUS)

https://www.dhs.gov/sites/default/files/publications/17_0531_NSI_SAR-Faith-Based-Events-Houses-Worship.pdf

<https://www.fema.gov/faith-resources>

Lower your risk

Older adults and those with chronic medical conditions are at higher risk of severe COVID-19. However, younger people should still take precautions to protect themselves. The CDC recommends actions for everyone to reduce the risk of infection or transmission.

1. Watch for symptoms and emergency warning signs
 - Pay attention for potential COVID-19 symptoms (this step applies to other viruses when symptoms are known), including, fever, cough, and shortness of breath. If you feel like you are developing symptoms, call your doctor.
 - If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New Confusion or inability to arouse
 - Bluish lips or face
 - Loss of smell
2. Have Supplies on hand
 - Contact your healthcare provider to ask about obtaining extra necessary medications to have on hand in case there is an outbreak in your community, and you need to stay home for a prolonged period.
 - If you cannot get extra medications, consider using mail-order for medications.
 - Be sure you have over-the-counter medicines and medical supplies (tissues, etc.) to treat fever and other symptoms. Most people will be able to recover from COVID-19 (consult the CDC for actions for other types of viruses that may outbreak in the future) at home.
 - Have enough household items and groceries on hand so that you will be prepared to stay at home for a period.
3. Take everyday precautions
 - Avoid close contact with people who are sick (practice social distancing of at least six feet from other people)
 - Take everyday preventive actions
 - Wash your hands often with soap and water for at least 20 seconds,

- especially after blowing your nose, coughing or sneezing, or having been in a public place.
 - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - To the extent possible, avoid touching frequently touched surfaces in public places – such as elevator buttons, door handles, handrails, handshaking with people (when in Mass use the “Sign of Peace” as an alternative or use fist or arm bump, no Hugging or kissing, etc.
 - Use a tissue or your sleeve to cover your hand or finger if you must touch something.
 - Wash your hands after touching surfaces in public places.
 - Avoid touching your face, nose, eyes, etc.
 - Clean and disinfect your home to remove germs: practice routine cleaning of frequently touched surfaces.
 - Avoid all non-essential travel including airplane, and especially cruise ships.
- 4. If COVID-19 is spreading in the Parish community, take extra measures to put distance between yourself and other people to further reduce your risk of being exposed to this new virus.
 - The current guidance is to use social distancing of at least six feet separation and gather in groups of no more than ten.
 - Refrain from drinking the blood of Christ from the chalice and take the host in your hand when ***the celebration of Mass is allowed***.
 - Stay home as much as possible. Follow Diocese of Raleigh Instructions and instructions from the Pastor.
 - Consider ways of getting food brought to your house through family, social or commercial (delivery services).
 - Attend Mass through virtual audio-visual media. The Holy Cross Pastor provides links to services <https://www.holycrossdurham.org/blog/Parish-News-Blog/Streamed-Masses-32220>. For more information see the [Communications Section](#) in this plan.
- 5. [Have a plan for if you get sick:](#)
 - Consult with your healthcare provider for more information on [monitoring your health for symptoms](#).
 - Stay in touch with others by phone or email. You may need to ask for help from friends, family, neighbors, community health workers, etc. if you become sick.
 - Determine who can provide you with care if your caregiver gets sick.

APPENDIX 4B

EMERGENCY PROCEDURE – Severe Weather

Severe weather can seriously impact Parish activities. The Stewardship Ministry in coordination with the Pastor will monitor impending severe weather conditions. The National Weather Service has developed a method of identifying conditions that can bring severe weather events such as tornadoes or hurricanes.

<https://www.duke-energy.com/safety-and-preparedness/storm-safety>

Before the Storm:

1. At Holy Cross we will have methods to monitor important information by receiving Emergency alerts through the IPAWS infrastructure by cell phones, radio (battery operated), television as identified in this plan section titled [Emergency alerts](#).
2. Parishioners away from church should listen to local radio and television stations and monitor cell phones for alerts and specific information and instructions.
3. Acquire an emergency generator for the Church fellowship hall. Ensure staff know how to use it properly.
 - Have the generator properly wired to the building with an emergency circuit breaker separate from the main power panel as it could back feed on power when power line workers are working to restore electricity.
4. Prepare an Emergency Kit that includes provisions for sheltering-in-place:
 - Nonperishable food
 - Disposable plates, cups, and utensils
 - First-aid kit
 - Flashlights/lanterns with spare batteries
 - Potable drinking water
 - Cellphone and chargers
5. Parish members should get cash or travelers checks in case banks or ATMs are not operational.
6. Ensure all electronic/mobile devices are fully charged.
7. If parishioners are away from home (or live in a mobile home) and church, find out where the nearest shelter is located and the routes to get there.
8. The church office should sign up for a Medical Alert program (such as ones provided by the Energy company) if someone in your care is seriously ill, handicapped, or on a life support system.⁷

⁷ Duke Energy has a system that informs when the power goes out by sending out information online for phone or email alerts. <https://www.duke-energy.com/outages/alerts>

During the Storm

1. If a storm develops while at church, stay indoors away from glass windows. Do not use telephones, watch television or use electrical appliances connected to the electric grid during electrical storms.
 - If there is no electric storm, parishioners should attempt to call to advise family friends or weapons of whereabouts and intentions.
 - When it is safe to leave the building, travel to your home or nearest family or friends. Consider alternate routes home in case severe flooding or other disasters have blocked regularly traveled routes.
2. If not in the church parishioners should seek shelter or stay inside a well-constructed building.
3. Disconnect or turn off any nonessential electrical equipment that may start automatically when power is restored to avoid overloading circuits.
4. If there is a power outage do not open freezers or refrigerators more than necessary. Opening will allow food to thaw more quickly.
5. Follow instructions and guidance of Durham County emergency management officials.
6. In case of strong winds, stay away from windows and doors, even if they are covered. Seek shelter in a small interior room, closet or hallway on the lowest floor.
7. Do not walk, swim or drive through flood waters. Just six inches of fast-moving water can knock you down, and one foot of moving water can sweep your vehicle away.

After the Storm

1. When it is all clear, the Facility team will begin damage assessment and note any storm damage in or around the church building.
 - Advise the Incident commander
 - For Parishioners at home, assess the damage locally.
2. If parishioners notice any storm damage in or around the church, notify the Facility team.
 - Stay away from electrical fixtures or outlets if water is leaking around these areas
3. Stay away from downed power lines and areas that may be hiding lines, such as floodwater and debris.
4. Look for damage that may prevent power from being restored
 - List all damage and locations
 - Take photos or videotape of the facility and record losses
 - have licensed professional repair utilities such as electrical, gas, water, or HVAC.
5. Disconnect/turn off any nonessential electrical equipment that may start automatically when power is restored to avoid overloading circuits.
6. If necessary, start the emergency generator to provide power to essential items.
7. Replenish supplies in preparation for future storms

APPENDIX 4C

EMERGENCY PROCEDURE -- FIRE

Fire:

Ambulance:

On-Site Security Guard:

Fires can start in many ways. A fire can start by accident, acts of nature, or even by arson. We can help keep parishioners safe during a fire by making sure smoke alarms work and by practicing a fire escape plan.

Fire alarms equipped with strobe lights and audible horn alarms are installed near each exit in the church. Additionally, a manual pull station and fire extinguisher is located near each exit. Maps or evacuation routes will be posted in various area of the church so Parishioners and visitors can familiarize themselves with evacuation routes. The visual and audible alarms can alert all parishioners to include blind and those who are hearing impaired. These devices enhance the chance that people can evacuate quickly in case of an emergency. There are emergency safety lights and illuminated exit signs (with battery back-up) to help guide people toward exits should there be smoke or power loss. Below are actions to be taken:

1. Post maps with evacuation routes at various locations throughout the building to help familiarize parishioners with where the closest exits are located.
2. Be aware of where the emergency exits are in the building, to be better able to evacuate when necessary. [See Appendix 1A](#), Figure 2.
3. If a fire occurs, keep calm. Training exercises will help parishioners remember what to do when there is a real fire that requires evacuation.
4. Assess the situation and call the Fire Department (911) immediately; Durham Fire Station #4 is less than one mile away. If the fire is small, use the fire extinguisher to try to put it out.
5. Alert others in the building and calmly move them to the Rally point outside the building (see the evacuation floorplan). Check bathrooms, furnace rooms, or any other area where people may be and not hear the warning.
6. If in immediate danger, evacuate the area. Be especially aware of small children and disabled persons. At the "Rallying Point," check and make sure all persons are accounted for.
7. The best way to evacuate a room filled with smoke, is to stay close to the floor for easier breathing. Stay next to walls for direction. Before opening a closed door, feel its surface

or doorknob. If the door is warm, there is probably fire on the other side. Do not open the door but seek another escape exit.

8. As you move from one room to another, close doors behind you to help contain the fire. Do not lock doors in case there is a need to reenter or exit through it.
9. Do not reenter the building or room unless authorized to do so by fire fighters.

What to do after the Fire: Coordinate with the Fire Department to assess the damage caused to the structure. To fight the fire, firefighters may have broken windows and cut holes in the roof or doors. This slows the fire's growth and gets rid of dark smoke that makes it hard for firefighters to see and they may have cut holes in walls to make sure the fire is completely out and not hidden in walls.

Contact the insurance company right away and ask them what to do first. There are companies that specialize in cleaning and restoring the items in the church.

APPENDIX 4D

EMERGENCY PROCEDURE – Terrorism - Increased Awareness

<https://www.ready.gov/public-spaces>

Police:

Ambulance:

On-Site Security Guard:

Purpose: Ours hazard analysis indicates terrorism is a possibility at or church. Increased awareness procedures will prepare us to respond, and we will be able to alert parishioners in case of an attack by a radical organization or individual(s) during Mass or another parish gathering.

1. An Usher should be assigned to the entrance of the Church before, during and after the Mass or gathering.
2. The front door is to be locked after the gospel reading, and an Usher should be assigned to monitor the front door to allow late comers into the Church
3. Inform the parishioners of all exits in the Church. Include an exit floor plan diagram in every Mass bulletin as a standard operating procedure.
4. In case of an emergency during the Mass, and evacuation is not possible, parishioners should take cover by aligning themselves under the pews. If possible, move to the exits at the directions of the Pastor, Ushers or Lay Ministers.
5. If an attack should occur in the Fellowship Hall, parishioners should be informed of all exits or align themselves under a table.
6. An on-site security person should be hired for special events.

Mass Attacks in Crowded & Public Spaces

While the threat of mass attacks is real, we can all take steps to prepare, protect ourselves, and help others. It is likely an attack can begin with an active shooter incident.

1. What are Mass Attacks?
2. Assailant(s):
 - Use weapons to attack crowds
 - Target less protected indoor or outdoor spaces
 - Intend to harm multiple victims

- Can use makeshift or modern weapons
3. Types of Mass Attacks
 - Active shooter: Individuals using firearms to cause mass casualties
 - Intentional vehicular assault; Individuals using a vehicle to cause mass casualties
 - Other methods of mass attacks may include knives, fires, drones, or other weapons
 4. Protect Yourself Against a Mass Attack
 5. Three Options to respond to an **Active Shooter** Event:⁸
 - Run
 - Have an escape route and plan in mind
 - Leave belongings behind
 - Evacuate regardless of whether others agree to follow
 - Help others escape, if possible
 - Do not attempt to move the wounded
 - Prevent others from entering an area where the active shooter may be
 - Keep your hands visible
 - Call 911 when you are safe
 - Hide
 - Hide in an area out of the shooter's view
 - Lock door or block entry to your hiding place
 - Keep silent, silence your cell phone (including vibrate mode)
 - Fight
 - Fight as a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the shooter
 - Act with as much physical aggression as possible
 - Improvise weapons or throw items at the active shooter
 - Commit to your actions...your life depends on it
 6. If you See Something, Say Something ®⁹
 - Observe Warning Signs:
 - Unusual or threatening communications
 - Expressed grievances related to a workplace, personal, or other issues

⁸ These recommendations are from the Department of Homeland Security, <https://www.cisa.gov/topics/physical-security/active-shooter-preparedness>

⁹ Its more than just a slogan. The indicators are presented here. For more details, see <https://www.dhs.gov/see-something-say-something>

- Ideologies promoting violence
 - Unusual items or packages
 - Report suspicious behavior, items, or activities to authorities
 - Signs might include unusual or violent communications, expressed anger or intent to cause harm, and substance abuse. These warning signs may increase over time.
2. Be alert to your surroundings
 - Observe what is going on around you and avoid distractions such as texting, listening to headphones or being on your cell phone
 - Have an exit plan
 - Identify exits ([see Figure -2](#) and [Figure -3](#)) and areas of protective cover for the places you go such as church, work, school, and special events.
 - Map out places to seek cover. Place a barrier between yourself and the threat using solid objects, walls, and locked doors as protection.
 3. Learn lifesaving skills
 4. Form a specific committee in the Parish (including health professionals, emergency response professional such as nurses, physicians, pharmacists, law enforcement officials who are members of Holy Cross) to be emergency responders and trainers for other volunteers.
 - Take care of yourself first and then, if you are able, help the wounded to get to safety and provide immediate first care.
 - Maintain an emergency care kit (bandages, antiseptics, etc.)
 - Post [Defibrillators and emergency kits](#) where they can be easily located.
 5. When you are safe, call 9-1-1 and be prepared to provide information to the operator including location of the incident, number of injured, and details about the attacker(s).
 6. If you are able, continue to provide care until first responders arrive.
 7. When law enforcement arrives
 - Remain calm and follow instructions
 - Keep hands visible and empty
 - Report to designated area to provide information and get help
 - Monitor Communications
 - Listen to law enforcement's messages for information about the situation. Share updates with Parishioners and friends.
 8. Consider seeking professional help
 9. Be mindful of people's health. If needed, seek help for Parishioners to cope with the trauma.
 10. Identify any physicians or medical personnel on site who wish to assist. That person must be protected under the Good Samaritan Law.

Bomb Threat¹⁰

1. Treat all bomb threats as if they are real and pose a danger.
2. Remain calm. Panic will cause others to panic.
3. If a bomb threat is received in written form, handle it carefully for police examination and report it to the parish office immediately. Evacuate the premises if necessary.
4. If a bomb threat is received via a phone call, listen carefully for descriptive traits of the caller (i.e., age, sex, accent, etc.) and any background noises. Keep the caller talking while at the same time, try to get a co-worker know the nature of the call. Try to get as much information as possible from the caller and take notes for police investigation (Call 911).
5. Ask the following questions of the person making the threat:
 - WHERE IS THE BOMB LOCATED?
 - WHY HAS IT BEEN PLACED HERE?
 - WHAT TIME IS IT SET TO GO OFF--A.M. OR P.M.?
 - WHAT TYPE AND SIZE BOMB IS IT?
 - DID YOU MAKE THE BOMB?
6. If you see a suspicious package, do NOT touch it. Report it to the parish office. Alert co-workers/parish visitors to stay away from the area of the package.
7. If evacuation is ordered by anyone, leave the area immediately, but orderly. Do not touch any electrical switches.
8. Stay alert for suspicious-looking objects or people behaving suspiciously.

¹⁰ The Bomb Threat Procedures chart, Figure 5. presented below, can be downloaded and printed from <https://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>

BOMB THREAT PROCEDURES													
<i>This quick reference checklist is modeled after the Homeland Security Checklist.</i> Bomb threats are serious until proven otherwise. Act quickly, remain calm, obtain information with the checklist.													
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 the information and await instructions.													
If a bomb threat is received by a handwritten note: • Call _____ • Handle note as minimally as possible. If a bomb threat is received by e-mail: • Call _____ • Do not Delete the message. • Do not Delete the message													
Signs of a suspicious package: <table border="0"> <tr> <td>• No Return address</td> <td>• Poorly handwritten</td> </tr> <tr> <td>• Excessive postage</td> <td>• Misspelled words</td> </tr> <tr> <td>• Stains</td> <td>• Incorrect titles</td> </tr> <tr> <td>• Strange odor</td> <td>• Restrictive note</td> </tr> <tr> <td>• Strange sounds</td> <td>• Foreign postage</td> </tr> <tr> <td>• Unexpected Delivery</td> <td></td> </tr> </table>		• No Return address	• Poorly handwritten	• Excessive postage	• Misspelled words	• Stains	• Incorrect titles	• Strange odor	• Restrictive note	• Strange sounds	• Foreign postage	• Unexpected Delivery	
• No Return address	• Poorly handwritten												
• Excessive postage	• Misspelled words												
• Stains	• Incorrect titles												
• Strange odor	• Restrictive note												
• Strange sounds	• Foreign postage												
• Unexpected Delivery													
Refer to this Holy Cross Emergency Plan for EVACUATION PROCEDURES and floor plan. DO NOT: • Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb. • Touch or move a suspicious package.													
Contact 911 Follow the guidelines in this Emergency Plan													

BOMB THREAT CHECKLIST		
DATE:	TIME:	
TIME CALLER HUNG UP:	PHONE NUMBER WHERE CALL RECEIVED:	
Ask Caller • Where is the bomb located? (building, 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 noise) • Estimated age: • Is voice familiar? If so, who does it sound like? • Other points: • _____ • _____		
Caller's Voice	Background Sounds	Threat Language
☐ Female ☐ Male ☐ Accent ☐ Calm ☐ Clearing throat ☐ Coughing ☐ Cracking voice ☐ Crying ☐ Deep ☐ Deep breathing ☐ Disguised ☐ Distinct ☐ Excited ☐ Laughter ☐ Lisp ☐ Loud ☐ Nasal ☐ Normal ☐ Ragged ☐ Rapid ☐ Raspy ☐ Slow ☐ Slurred ☐ Soft ☐ Stutter	☐ Animal Noises ☐ House noises ☐ Kitchen noises ☐ Street noises ☐ Booth ☐ PA system ☐ Conversation ☐ Music ☐ Motor ☐ Clear ☐ Static ☐ Office machinery ☐ Factory Machinery	☐ Local ☐ Long Distance ☐ Incoherent ☐ Message read ☐ Taped Message ☐ Irrational ☐ Profane ☐ Well-spoken
Other Information _____ _____ _____		

Figure – 5: Bomb Threat Procedures Chart

Biological Threat¹¹

Unlike an explosion, a biological attack may or may not be immediately obvious. It is more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger.

During a declared biological emergency:

1. If a parishioner becomes sick, it is important to be suspicious.
2. Do not assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap.
3. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.
4. Consider if you are in the group or area authorities believe to be in danger.
5. If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.

If you are potentially exposed:

1. Follow instructions of doctors and other public health officials.
2. If the disease is contagious expect to receive medical evaluation and treatment. You may be advised to stay away from others or even deliberately quarantined.
3. For non-contagious diseases, expect to receive medical evaluation and treatment.

If you become aware of an unusual and suspicious substance nearby:

1. Quickly get away.
2. Protect yourself. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
3. Wash with soap and water.
4. Call 911
5. Watch TV listen to the radio or check the Internet for official news and information including what the signs and symptoms of the disease are, if medications or vaccinations are being distributed and where you should seek medical attention if you become sick.

¹¹ For more detail information and to prepare your health see "Center for Preparedness and Response"
<https://www.cdc.gov/cpr/prepareyourhealth/>

6. If you become sick seek emergency medical attention.

Explosion

1. Take shelter against a sturdy object (desk, under a table, back of pew).
2. Exit the building as soon as possible.
3. Check for fire and other hazards as you leave the building.
4. If There is a Fire; Exit the building ASAP.
5. Crawl low if there is smoke
6. Use a wet cloth, if possible, to cover your nose and mouth.
7. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
8. If the door is not hot, brace yourself against it and open slowly.
9. If the door is hot, do not open it. Look for another way out.
10. If you catch fire, do not run. Stop-drop-and-roll to put out the fire.
11. Go to a previously designated meeting place.
12. Account for parishioner and carefully supervise small children.
13. Never go back into a burning building
14. If You are Trapped in Debris
 - If possible, use a flashlight or whistle to signal your location to rescuers.
 - Avoid unnecessary movement so that you don't kick up dust.
 - Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
 - Tap on a pipe or wall so that rescuers can hear where you are.
 - Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

APPENDIX 4F

EMERGENCY PROCEDURE – Medical Emergencies

Call 9-1-1 first!

Other Emergency response resources:

Ambulance:

1. Keep emergency telephone numbers for Emergency Medical Services (EMS) near each phone.
2. If a child or co-worker has a serious medical condition, ensure you keep their personal doctor's phone number readily available.
3. Remain calm when someone near you suffers a medical emergency. Do not move victim unless there is danger of further injury.
4. Know who in your work area is qualified to administer cardiopulmonary resuscitation (CPR) and first aid and where the first aid kits are located.
5. Speak slowly and calmly when calling for outside emergency help.
 - Explain your location exactly, e.g. 1350 Amador Street, east wing, room 8.
 - Have another person, when available; wait outside the building to escort emergency people to the correct location.
 - Explain the victim's problem--possible heart attack, severed finger, fell down steps and unsure whether to move victim, etc.
6. If EMS is called, someone should ride to the hospital with the ambulance or meet the ambulance at the hospital.
7. Next of kin or another designated person should be called as soon as possible. Be calm and explain the situation slowly.

APPENDIX 4G

EMERGENCY PROCEDURE – Hazardous Materials Release

Call 9-1-1 first!

1. Possible Signs of a Hazardous Materials Release:
 - Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
 - Many sick or dead birds, fish or small animals are also cause for suspicion.
2. Quickly try to define the impacted area or where the chemical is coming from, if possible.
3. Take immediate action to get away.
4. If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
5. If you can't get out of the building or find clean air without passing through the area where you see signs of a chemical attack, it may be better to move as far away as possible and "shelter-in-place."
6. If you are outside, quickly decide what is the fastest way to find clean air. Consider if you can get out of the area or if you should go inside the closest building and "shelter-in-place."

If you think you have been exposed to a chemical:

1. If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.
2. If you think you may have been exposed to a chemical, remove your clothes immediately and wash.
3. Look for a hose, fountain, or any source of water, and wash with soap if possible, being sure not to scrub the chemical into your skin.
4. Seek emergency medical attention

APPENDIX 4H

EMERGENCY PROCEDURE – Plane Crash

Call 9-1-1 first!

1. The main consideration in the event of a plane crash is the mass casualty that would occur due to the heavily populated areas on the primary flight paths.
2. Move away from the debris field and fire.
3. Care for any survivors that make their way toward you until local response arrives.
4. Be watchful of possible secondary fires or explosions.
5. Do not touch or move any debris – the area may become a crime scene and the location of debris may help in the incident investigation.
6. Seek counseling should you continue to think about the incident after a few days.

APPENDIX 5

TRAINING REQUIREMENTS

TRAINING NEEDED	HOW OFTEN	WHO SHOULD BE TRAINED
Emergency Procedures	Annually	All three congregations Recurring Meeting Sponsors
Emergency Plan	Annually	Parish Staff Parish Leadership Ministry Team Leads
Incident Command Structure	Annually	Parish Staff Parish Leadership Ministry Team Leads
Fire Extinguisher Use	Annually	Parish Staff Ushers Worship Team
First Aid	Bi-annually	Parish Staff Ushers Nursery Workers
Adult CPR	Bi-annually	Parish Staff Ushers
Pediatric CPR	Bi-annually	Parish Staff Ushers Nursery Workers
Damage Assessment	Every 3 years	Facilities Team Parish Staff
Internal Safety Audits	Every 3 years	Facilities Team Parish Staff
Counseling	Every 3 years	Parish Staff
Community Emergency Response Team (CERT)	Every 3 years	Facilities Team Parish Staff Interested Church Members

Table – 4: Training Requirements

APPENDIX 6

RESOURCES

Description	Where to Find
1. U.S. Department of Homeland Security – “Safety for Faith-Based Events and Houses of Worship”	https://www.dhs.gov/sites/default/files/publications/17_0531_NSI_SAR-Faith-Based-Events-Houses-Worship.pdf
2. FEMA “Resources to Protect Your House of Worship”	https://www.fema.gov/faith-resources
3. CDC Situation Awareness - 2019 Natural Hazards and Severe Weather	https://emergency.cdc.gov/situationawareness/naturalhazards/
4. “Are You Ready: A Guide to Citizen Preparedness”	http://www.fema.gov/areyouready/
5. Community Emergency Response Team (CERT)	https://www.ready.gov/cert
6. Durham County Emergency Management	https://www.dconc.gov/government/departments-a-e/emergency-management
7. Shelter-in-Place Information	http://www.ready.gov
8. Comprehensive Glossary of terms used by FEMA	https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm
9. Training Publications from FEMA Individual and Community Preparedness Division	https://www.ready.gov/sites/default/files/Publication%20Order%20Form%202020%20V3%202020.01.07.pdf
10. FEMA/Emergency Management Institute, ICS Fillable Forms	https://training.fema.gov/icsresource/icsforms.aspx

Table – 5: References and Resources