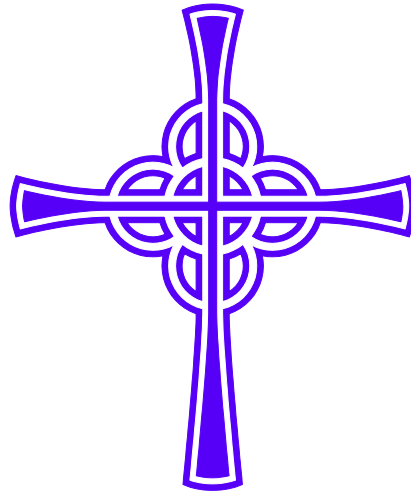


# Christ Church Cathedral



## Emergency Action Plan

Revised: August 2015

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## **SUMMARY OF PRIORITIES:**

- Safety and security of staff, members and neighbors during and in the immediate aftermath of an event.
- Constant, consistent communication through multiple channels
- Identification of immediate congregational needs
- Protection of assets & property
- Damage remediation
- Resumption of ministry and worship

## EMERGENCY RESPONSE TEAM

Based on the specifics of the event, the Dean will call the team together to assign tasks and finalize plans. If the event is one with advance notice, the group will decide where best to set up temporary operations and who will work out of that location. If appropriate, St James, Baton Rouge is willing to host Cathedral staff.

**The Dean:**

Name: \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ )

Cell Phone: ( \_\_\_\_\_ ) Work Phone: ( \_\_\_\_\_ )

**EAP Administrator:**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

**Emergency Response Director:**

Name: \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ )

Cell Phone: ( \_\_\_\_\_ ) Work Phone: ( \_\_\_\_\_ )

**EAP Coordinator:** (During Church Service)

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

**Usher Coordinator** (During Church Service) Note: ASSIST CHALLENGED PEOPLE

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

**Public Relation Spokes Person:**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

**Medical Coordinator:**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

**Children's Coordinator:** (During Church Service)

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ )

## EMERGENCY PHONE NUMBERS

**Fire Dept:** 9-1-1 Non-Emergency: (504) 658-4700

**EMS - Paramedics:** 9-1-1 Non-Emergency: (504) 658-2653

**Garden District Security:** (504) 899-4373 or (504) 525-7111

**NOPD:** 9-1-1 Non-Emergency: NOPD (504) 658-5465,

**FBI:** (504) 816-3000

**Public Works Department:** (504) 658-8000

**NOLA Homeland Security & Emergency Preparedness (NOHSEP):** (504) 658-8700

**Telephone Co:** Windstream 1-800-600-5050 a/c#4311500

**Red Cross SE Louisiana:** (800) 229-8191, (504) 620-3105

**Salvation Army:** (800) 728-7825

**FEMA:** (800) 621-3362

**Louisiana National Guard:** (504) 278-8000, (225) 319-4621, (318) 641-5600

**Building Manager:** \_\_\_\_\_

### STATE EMERGENCY ALERT SYSTEM -

**Greater N.O.**

WWL 870 AM  
WLMG 101.9 FM  
WWL 105.3 FM

**Baton Rouge**

WJBO 1150 AM  
WFMF 102.5 FM

**Lafayette**

KVOL 1330 AM  
KTDY 99.9 FM

**Lake Charles**

KL CL 1470 AM  
KHLA 99.5 FM

**Shreveport**

KWKH 1130 AM  
KWKH 94.5 FM

**Alexandria**

KSYL 970 AM  
KQID 93.1 FM

**Monroe**

KNOE 540 AM  
KNOE 101.9 FM

## UTILITY COMPANIES

**Note:** If tool is required for shut off, tool must be readily available. Only trained personnel.

**Electric:** Entergy of New Orleans (800) 968-8243

**Water:** New Orleans Sewage & Water Board (504) 529-2837

**Gas:** Entergy of New Orleans (800) 968-8243

## **TYPES OF EMERGENCIES & DISASTERS:**

- **MEDICAL** – First-Aid, Stroke, Heart Attack, Disease Pandemic (40%)
- **FIRE** – Minor - Major, Explosion, House, Building & Forrest fires
- **NATURAL DISASTER** (Severe Weather) – Flood, Hurricane, Tornado, Wind, Earthquake, Extreme Temperature, Snow/Ice, Thunderstorms/Lightning,
- **VIOLENT ACTS** – Hostage, Bomb Threat, Hostage, Civil Unrest (Community, Family, Child Abuse, Spouse, Racism, Ethnic) Riots, Gangs
- **TERRORISM** – War, Nuclear, Biological
- **UTILITY FAILURE** – Power Outage, Gas Leak, Downed Lines, Water Line breakage

# EMERGENCY & EVACUATION PROCEDURES

## MEDICAL EMERGENCY

The Emergency Coordinator and Medical Coordinator supervise medical disaster emergencies occurring on Cathedral Grounds. The nature and timing of any given medical emergency may require coordination by the Dean, EAP Administrator and/or Medical Coordinator with Touro Hospital, Tulane University Hospital and/or University Medical Center.

### Actions:

1. Assess the situation and if needed - Call **9-1-1** (EMS). Be prepared to give the following information:
  - Name and extension.
  - Location.
  - Number of people involved.
  - Nature of injury or illness.
2. Assign a person to direct EMS to your location.
3. While waiting for EMS:
  - Call church "Emergency Response Team" who are trained in CPR/First Aid. List below.
  - Assist victim -do not move the ill or injured person unless in dangerous situation (assess).
  - Do not come in contact with External Fluids (blood, urine, vomit, etc.) without wearing rubber gloves (first aid kit).
  - During church service if possible, move the congregation.

Call the Church "***The Dean, Emergency Coordinator and Medical Coordinator***"

Dean: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** First-Aid kits are located: **Front Office, Copy Room, and Kitchen**

4. When EMS arrives:
  - Allow responding units to take control of situation.
  - Emergency response team members will stand by to assist as needed
  - Report any incident to the church office and the church will notify the family.

## **FIRE EMERGENCY**

### **If you detect smoke:**

- Call **9-1-1**.
- Give your name, telephone number, and location within the building.
- Describe the situation.
- Advise the Dean, EAP Administrator, or emergency response team members.

### **If you detect fire:**

- Activate the manual fire alarm and call 911
- Give your name, telephone number, location and describe the situation.
- Assess the situation: If you 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 (PASS method). *Must be trained to use a fire extinguisher.*
- 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.
- Advise the Dean, EAP Director, & EAP Administrator of the situation.

### **If the Fire Warning Alarm Sounds**

- Evacuate immediately, using the nearest exit. Walk quickly and do not run.

**Note:** Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed to another stairwell and continue evacuation to ground level.

- 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 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 ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- 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 incident coordinator. (Note: The "all clear" should be initially issued by the Fire Department.)

### **When safe to do so gather at:**

Primary Gathering Site: **Corner of St. Charles and Seventh Streets**

Secondary Gathering Site: **Corner of Carondelet and Sixth Streets**

## BUILDING EVACUATION (Fire)

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

1. The designated assembly area is located at the corner of **St. Charles Ave. and Seventh Streets.**
2. Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at the corner of **Carondelet and Sixth Streets.**
3. Head count will be taken by church staff. If anyone is missing, notify the fire department.

**Notes:** Ensure that Usher Coordinator has planned with disabled leaders or church members a procedure to assist each disabled person in evacuating during church services.

## FIRE EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location
- Assembly points



## SEVERE WEATHER & NATURAL DISASTERS

### Hurricane 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:

- **Hurricane Watch**  
Indicates the possibility that you could experience hurricane conditions within 48 hours. This watch triggers your family's disaster plan, and protective measures should be initiated, especially those actions that require extra time.
- **Hurricane Warning**  
Indicates that sustained winds of at least 74 mph are expected within 36 hours or less. Once this warning has been issued, your family should be in the process of completing protective actions and deciding the safest location to be during the storm.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's wind intensity.

- Category 1 Hurricane (Sustained winds 74-95 mph)
- Category 2 Hurricane (Sustained winds 96-110 mph)
- Category 3 Hurricane (Sustained winds 111-129 mph)
- Category 4 Hurricane (Sustained winds 130-156 mph)
- Category 5 Hurricane (Sustained winds greater than 156mph)

### Hurricane Dangers Include:

- **High Winds:** At 74mph or higher. Debris such as signs, roofing material, patio equipment and even garbage cans become flying missiles in hurricanes. Winds cause extensive damage to trees, towers, water and underground utility lines (from uprooted trees), and fallen poles cause considerable disruption after the storm. Winds can stay above hurricane strength well inland.
- **Storm Surge:** The greatest potential for loss of life related to a hurricane is from the storm surge. Storm surge is water that is pushed toward the shore by the force of the hurricane winds swirling around the storm. This advancing surge, combined with normal tides creates a hurricane storm tide, which can increase the mean water level 15 feet to 35 feet or more
- **Tornadoes:** The effect of tornadoes, added to the larger area of hurricane-force winds, can create substantial damage. Tornadoes are most likely to occur in the right front quadrant of the hurricane, and are also found embedded in the rain bands, away from the center of the hurricane.
- **Inland Flooding:** Many people in flood prone, inland areas remain in their homes. Intense rainfall is not directly related to the wind speed of tropical cyclones. Some of the greatest rainfall amounts occur from weaker storms with up to 20-30 inches of rain.

### State of Louisiana's Evacuation Guidelines:

- A slow moving Category 3 and all Category 4 & 5 hurricanes posing a threat to this area will trigger the state's evacuation plan. The state will distribute handouts concerning contraflow and alternate routes and recommends you have your personal evacuation plan ready.
- Keep in mind that travel times are longer during an evacuation. Most importantly, know where you are going. The interstate you choose and the lane you travel in will determine your ultimate destination.
- On I-10 heading west, vehicles in the center and far right lanes will be forced onto I-55 north to Hammond. Only the left two lanes will continue west.
- There will be stiff restrictions along I-12 and all east-west traffic will be routed north onto I-55 or I-59; you will not be able to travel west to Baton Rouge from I-12.

### **General Evacuation Guidelines:**

- Coordinate your departure with people traveling with you.
- Notify an out-of-area person of your plans.
- Secure your home.
- Put your disaster supply kit in your vehicle.
- Double check evacuation routes.
- Plan to leave early if you live in a low-lying area, a manufactured home, or have special needs.

### **Secure Buildings:**

- Turn off gas, water & electricity.
- Board up windows.
- Brace garage doors.
- Bring in outdoor furniture and other loose objects; secure items you cannot bring inside.
- Place boats on trailers, tie them down close to home and fill them with water.
- Lock all windows and doors.
- Make arrangements for pets. Most shelters do not allow pets.

### **Evacuation Tips:**

- Keep your vehicle in good repair, with a full tank of gas and a spare tire.
- Check tire pressure and tread, all fluid levels, belts and hoses.
- Check on friends and neighbors who may have special needs.
- Secure your home quickly; evacuate when asked to do so.
- If possible, take a CB Radio or cell phone with you. Use it only in emergencies.
- Monitor Emergency Alert Stations (EAS) 870AM, 105.3FM, and 101.9FM for the latest news and information.

### **Recommended Hurricane Supplies:**

- Food, at least a three-day supply of non-perishable food and can opener.
- Water, one gallon of water per person per day for at least three days, for drinking and sanitation.
- Dust mask or cotton t-shirt, to help filter the air. First aid kit & Local maps
- Garbage bags and plastic ties for personal sanitation.
- Moist towelettes for sanitation
- Plastic sheeting and duct tape to shelter-in-place
- Whistle to signal for help
- Wrench or pliers to turn off utilities
- Radio-Battery-powered or hand crank radio and a NOAA Weather Radio plus batteries
- Flashlight and extra batteries
- Plastic sheeting and duct tape
- **Additional:** Utility knife, toilet paper, feminine hygiene products, soap, as well as extra cash and identification.
- **Special Items:** Pack diapers, formula, bottles, prescription medications, pet food, comfort items, books, paper, pens, a deck of cards or other forms of entertainment.
- **Note:** Periodically rotate your extra batteries to be sure they work when you need them.

### **Tornado 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:** 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.
- **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.
- During a tornado warning, a battery-powered radio should be tuned to the National Weather Service and local weather watchers radio frequency.
- Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff and church members in the facility.

### **Tornado Warning is announced:**

When you hear the announcement for a tornado warning: ***At Church***

- Move to a designated tornado shelter immediately.
- Move quickly, but do not run.
- Assist disabled personnel in your area.
- Wait in the shelter until you hear an announcement from a member of the emergency response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Primary Gathering Site: **The Women’s Choir Robbing Room** Secondary Gathering Site: **Chapel Hallway**

### **Tornado Safety Basics**

If you are indoors:

- 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, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you’ve 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:

- 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.

**Shelter-in-Place:**

There may be situations when it's simply best to stay where you are and avoid any uncertainty outside. In fact, there are some circumstances where staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering in place and sealing the room, is a matter of survival. Plan in advance where you will take shelter in this kind of an emergency.

- Choose an interior room or one with as few windows and doors as possible.
- Consider precutting plastic sheeting to seal windows, doors and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.

Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room. Quickly bring your family and pets inside, lock doors, and close windows, air vents and fireplace dampers. Turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents with plastic sheeting and duct tape or anything else you have on hand. Listen to the TV, the radio, or check the Internet for instructions.

**Flood:**If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official. Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there. Avoid walking or driving through flood water. If car stalls, abandon it immediately and climb to a higher ground.

# VIOLENCE

## **Suspicious individual:**

1. Report a suspicious looking individual or activity.
2. Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features.
3. If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number, if possible.
4. If you suspect the person is armed or see a weapon, contact the **9-1-1** and report the situation.
5. Do not approach a suspect individual yourself.
6. Contact **Garden District Security (504) 899-4373** as quickly as possible while monitoring the location of the person if feasible.

## **Disruptive individual:**

1. Take appropriate action if:
  - An individual makes threats of physical harm to you, others, or themselves.
  - The individual has a weapon. Refer to weapons protocol.
  - An individual behaves in a bizarre manner or exhibits unstable behavior patterns.
  - The individual appears to be intoxicated or under the influence of a controlled substance.
2. Contact **NOPD 9-1-1** and **Garden District Security (504) 899-4373 or (504) 525-7111**.
  - Give your name and location with a brief explanation of the situation.
  - Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.
3. Express your authority with non-verbal cues:
  - Sit or stand erect
  - Square your shoulders
  - Smile and make eye contact
  - Speak clearly and distinctly
  - Maintain a constant voice volume -- not too loud
4. Cues to avoid:
  - Do not touch your face
  - Observe the individuals personal space -- do not stand too close
  - Do not touch the person
  - Do not slouch, glare or sigh at the individual
5. Anger management tactics:
  - Get their attention: Use their name, ask them to sit down
  - Acknowledge their feelings: Paraphrase what they say so they will know you are listening
  - Get them moving: Offer a chair, move them to a private area if possible
  - Offer assistance: Use the word "we" to include them in the solution process

- Tell them exactly what you can do for them and when
- Offer an alternative if appropriate
- Advise co-workers of the potential problem if possible
- Call for aid immediately if you sense the situation is getting out of hand

### **ACTIVE SHOOTER or PERSON WITH A GUN:**

Active Shooter Response Protocol Nationally, active shooter situations do not occur often on church campuses, but we know all too well that the possibility exists and it is important to have protocols in place on how to respond. These kinds of situations are unpredictable and usually evolve rapidly and the response decisions are influenced by numerous variables. New Orleans Police Department (NOPD) are trained and equipped to respond to an emergency incident of this nature. The police will evaluate the situation to determine the best course of action for the safety of the Cathedral community. NOPD will be responsible for all tactical operations and Garden District officers will provide assistance. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who is wounded, these officers will bypass you to search for the shooter. Rescue teams will follow shortly to aid you and others. The following protocol is sound and generally applicable but must be adapted to the specific situation. Bottom line, if you hear shots fired on the Cathedral, or if you see or know that an armed person is shooting people, protect yourself first – move to a safe location.

- If you witness any armed individual in church at any time,
  - Immediately press the panic button (located in the front office to the and by the organ console)
  - Then contact **9-1-1**.
- If the individual is acting in a hostile or belligerent manner,
  - Contact **9-1-1**,
  - Call **Garden District Security (504) 899-4373 or (504) 525-7111**,
  - And then call the ***EAP Administrator*** \_\_\_\_\_.

### **IF THE SHOOTER IS OUTSIDE THE BUILDING:**

- If you can do so safely, get all parishioners, visitors and staff on the floor and out of the line of fire.
- Move to a core area of the building if safe to do so.
- Close and lock your door and all windows. If you cannot lock the door, try to block the door with furniture.
- Turn off all lights.
- Close the blinds and stay away from the windows and doors.
- Seek protective cover.
- Keep quiet and act as if no one is in the room.
- Do not answer the door or respond to commands until you are certain they are issued by a police officer. Unknown or unfamiliar voices may be false and designed to give false assurances.
- Silence cell phones.
- Have ONE person call 9-1-1.

- Wait for police to assist you in getting out of the building.

**IF THE SHOOTER IS INSIDE THE BUILDING OR CATHEDRAL/CHAPEL:**

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window.
- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive. Leave purses, personal belonging, etc. in the room.
- Notify anyone you may encounter to exit the building immediately.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, call 9-1-1 and provide the dispatcher with the following information:
  - a. Your name
  - b. Location of the incident
  - c. Number of shooters, if known
  - d. Identification or description of shooter(s)
  - e. Number of persons who may be involved
  - f. Your exact location
  - g. Injuries to anyone, if known
- If you are unable to escape the building, move out of the hallway and into an office and try to lock the door.
- If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
- Silence cell phones.
- If possible, place signs in exterior windows to identify the location of injured persons.
- Wait for the police to come and find you.

**IF THE SHOOTER ENTERS YOUR OFFICE:**

There is no set procedure in this situation.

- If possible press the panic button (, then call 9-1-1 and talk with a police dispatcher.
- If you cannot speak, leave the phone line open so the police can hear what is going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful.
- Playing dead may also be a consideration.
- Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. Only you can decide if this is something you should do.
- If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

## VIOLENCE EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes





## BOMB THREAT PROCEDURES

### Overview

In most cases, bomb threats are designed to disrupt the normal business operations of the church. Additionally, true terrorists are interested in killing or maiming as many people as possible and therefore will not typically make phone calls prior to the bomb going off. For these reasons and others, the recommended course of action is to:

- Call church “Emergency Response Team” List below.
- Have selected staff inconspicuously conduct a visual search for suspicious packages or devices.
- Call 9-1-1 if a suspicious device or package is located in the building after receiving a bomb threat.
- If package is confirmed as suspicious, conduct a safe and orderly evacuation of the building, using the fire evacuation procedures.

Call the Church “***Emergency Response Team***”

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**It must be emphasized that the Cathedral has no credible information is a proposed target of any attack.** This plan is being devised simply as a precautionary measure and predefined plan to deal with bomb threats and suspect devices or packages. This plan is designed to have select staff members and public safety work as a team to ensure a safe environment.

### Notification

To avoid causing panic, codes will be used to alert staff members of a bomb threat condition:

- Code 9 – Bomb threat received – no suspicious package – begin visual search.
- Code 10 – Suspicious package or devise located – stand by for further instructions.
- Code 11 – Suspicious package confirmed – begin evacuation procedures
- Code 12 – No suspicious package found or packaged has been deemed safe – all clear.

It is extremely important that staff members avoid using terms like “we have a bomb threat” or providing members of the congregation with details about what is going on. Any inquiries, especially from members of the press, should be directed to the **Public Relation Spokes Person**. Except for making visual searches for suspect devices, staff members should look and act like nothing is wrong.

### Searches

- Staff members should simply visually look in their immediate surrounding for packages or items that look out of place or unusual.
- **DO NOT TOUCH ANY SUSPECT DEVICE**
- If you see something that truly looks suspicious, then notify the **EAP Administrator** that you believe you have a “code 10” in your area.
- Try to be as accurate as possible about the device and why you deem it to be suspicious.
- Avoid using radios or walkie-talkie devices as radio signals can detonate explosive devices.
- Do not start any evacuation without authority from the **EAP Administrator** or the **Emergency Response Director**.
- **Emergency Response Team** will conduct visual searches of primary areas and report back to the **Emergency Response Director** on status.

## Evacuation

If a suspect device is located and verified then the building will need to be evacuated. The decision to evacuate will only be made by the **Emergency Response Director** and others should use soft words like "We have a possible problem in the building and would like to ask you to leave the building in an orderly fashion while the situation is further evaluated."

**Emergency Response Team** members will assist staff in the evacuation of the building. All evacuation efforts should be directed away from the area where the suspect device is located. The recommended safe distance from an explosive device is 300 feet. **Staff members** and the **Emergency Response Team** should evacuate Jericho Road staff, parishioners and visitors so that they are all outside the 300 foot radius.

NOPD and Garden District Security will be notified to respond to check out the suspicious device. No one will be allowed back in the building unless NOPD provides the **ALL CLEAR**.

## All Clear

If no suspicious device is located, then the incident commander will issue a Code 12 and all staff members can resume normal operations.

Examples of packages or devices that can be suspicious:

- Unattended book bags, brief cases, knapsacks, etc.
- Boxes with strange markings on them and look out of place.
- Packages or boxes with unexplained "ticking or humming."
- Items or boxes with wires protruding from it in an unexplained manner.

Remember, bombs can be concealed in just about anything these days. When looking for these items, also look for anything that looks out of the ordinary. Do not touch the item.

Contact an **Emergency Response Team** member immediately.

It must be emphasized that 99.9% of the time, no evacuation will be necessary. This plan is a simple precautionary measure to ensure that we are ready to handle a bomb threat situation in an organized and professional manner with minimum disruption Cathedral activities and no loss of life or property.

## Monitoring Suspicious Activities & Items

Maintain a high level of awareness at all times. Monitor and observe people, events, activities, and items around you and note irregular or suspicious behavior or happenings.

### **Look for people who:**

- Are not where they are supposed to be (restricted area, etc.);
- Look lost and/or wandering around;
- Appear to be conducting unusual surveillance;
- Cause disruptions or intentionally distracting behavior;
- Show an unusual interest in employees;
- Abandon an item and leave the area quickly;
- Openly possess a dangerous item; and/or
- Use a vehicle in a suspicious way (parking, erratic driving, following, etc.).

\*Monitoring a suspect should not be based on national origin, ethnicity, color, race, gender or age.

### **Look for items or devices that:**

- Were abandoned and left in the open;
- Were abandoned and hidden;
- Appear to be suspicious or dangerous, such as a canister, tank, metal box, bottle, etc.;
- Have an attached message;
- Appear to be emitting a mist, gas, vapor, or odor;

- Seem to have seepage or leakage of a suspicious substance;
- Are connected to wires, timers, tanks or bottles; and/or
- Appear to be the source of a foreign substance that is causing people to cough, have trouble breathing, feel nauseated, lose consciousness, or have any other medical reaction.

### **Identifying and Responding to Suspicious People**

**ONLY** approach or question a suspicious person if you feel comfortable. If you feel uncomfortable or threatened, seek assistance from a public safety officer.

Avoid using a “rough” approach – being aggressive, confrontational, abusive or offensive. Avoid detaining or getting physical with the suspect. Make sure to note individual’s original location. Focus on his/her behavior and physical characteristics and keep him/her in your sight, if possible.

If suspicious person is no longer visible, note the last known direction headed. If he/she is seen in a vehicle, be ready to give description of vehicle, license plates, any stickers or logos.

When reporting on individual(s), note the following characteristics:

- Head – eyes, ears, hair, mouth, nose, forehead, cheeks, chin, complexion, and if wearing any jewelry, clothing, hats.
- Body – neck, arms, chest, stomach, shirt/blouse/dress, coat, accessories, tattoos, scars, and/or birthmarks.
- Legs – pants, skirt, belt, feet, socks, shoes.
- Overall appearance – height, weight, gender, age.

### **Mail Bombs**

Public awareness of mail bombs has increased at all levels, including university mailrooms and offices. To apply proper safety procedures, it is important to know the type of mail normally received and be aware of the following:

- Mail bombs come in letters, books, and packages of various sizes, shapes, and colors.
- Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal.
- Excessive amounts of postage may be present—often far more than needed.
- Sender is unknown or there is no return address.
- Handwritten notes appear such as “rush” “personal” or “private.”
- Addressee normally does not receive mail at the office.
- Cut or pasted homemade labels are used for lettering.
- The letter or package may emit an odor or appear to have been disassembled and re-glued.
- Distorted or foreign writing is present.
- Resistance or even pressure is felt when trying to remove contents from package.
- Several combinations or tape are used to secure the package.
- Contents of the parcel may slosh or sound like liquid; some packages may emit noises.

If suspicious piece of mail is received and its contents cannot be verified, the following protocol applies:

- Stop. Do not open the item. Do not panic.
- Isolate the letter, parcel, or package. *Note: All people should be asked to leave the area quickly. The package should be observed from a safe distance until the bomb squad arrives.*
- Call the EAP Administrator (x2877).
- Never move or place the item in water, a drawer, or a cabinet.

## CIVIL DISORDER AND DEMONSTRATIONS

Most Demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. However, the **Emergency Response Director** or **EAP Administrator** reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstrations:

- Interference with the normal operations of the Cathedral.
- Prevention of access to buildings or other facilities.
- Threat of physical harm to persons or damage to Cathedral property.

If any of these conditions exists, **Emergency Response Director** or **EAP Administrator** and will be responsible for contacting and informing the Dean and appropriate congregational members. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed. The Dean, Emergency Response Director and the EAP Administrator will consult and determine the need for an injunction and intervention by NOPD or Garden District Security. If civil authorities are asked to intervene, the Emergency Response Director will inform the demonstrators, if possible. If demonstrators are still remaining when civil authorities arrive, they will be warned of the intent to arrest and, if necessary, demonstrators may be arrested for violations of law.

- **Peaceful, Non-Obstructive Demonstration Peaceful**, non-obstructive demonstrations should not be interrupted, blocked or provoked, and efforts should be made to conduct business as usual. If demonstrators are asked to leave, but refuse to do so by regular facility closing time, the director of public safety will make arrangements to monitor the situation during non-business hours or decide to treat the violation of regular closing hours as a disruptive demonstration. If the demonstrators persist in the disruptive activity, the dean of students will inform them that failure to discontinue the activity within a specified period of time may result in disciplinary action including, but not limited to, suspension, expulsion or possible intervention by civil authorities. Efforts should be made to secure positive identification of demonstrators, including photographs or videotaping, to facilitate later testimony, if necessary.
- **Nonviolent, Disruptive Demonstrations** that block access to facilities or interfere with the operation of the university are considered disruptive and will be responded to by: The Dean, Emergency Response Director and the EAP Administrator or alternate designee asking demonstrators to terminate the disruptive activity.

### Violent, Disruptive Demonstrations

#### **During Business Hours**

- EAP should be immediately notified of the disturbance.
- If injury to persons or property appears to be imminent in a violent demonstration, the Dean, Emergency Response Director and the EAP Administrator will be notified.
- The Dean, Emergency Response Director and the EAP Administrator or alternative designee will assemble a crisis management team and will respond accordingly.
- If physically possible, photographing and videotaping the incident should be considered.
- The Dean, in consultation with Emergency Response Director and the EAP Administrator, will determine the possible need for an injunction.

#### **After Business Hours**

- EAP Administrator should be immediately notified of the disturbance.
  - EAP Administrator will investigate the disruption immediately and report and notify the Dean, Emergency Response Director and key Emergency Response team members.

## **PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to himself / herself, to others, or is out of touch with reality because of a drug reaction or psychosis.

A major psychological crisis always requires the intervention of trained personnel. The Dean, Emergency Response Director or the EAP Administrator should immediately be contacted in situations requiring medical or peacekeeping intervention. The Medical Coordinator can be contacted for consultation or assistance in resolving the situation.

Less severe psychological crises may involve uncontrolled crying, feelings of panic, or anger/yelling (without indications/threats of physical harm). If the psychological crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or officers may be necessary. Plans for follow-up support should be put in place (i.e., a follow-up conversation, a referral to counseling, an action-plan should the situation become acute again, etc.). If the crisis does not resolve, or escalates, follow the guidelines above for a major psychological crisis.

### **If a psychological crisis occurs:**

- Never try to handle a situation on your own that you feel is dangerous. Notify the Dean, Emergency Response Coordinator, or EAP Administrator. Clearly state that you need immediate assistance.
- Notify Garden District Security. Clearly state that you need immediate assistance, give your name, your location and the area involved.
- The Medical Coordinator will advise regarding post-trauma counseling and referrals. In extreme situations, call 9-1-1.

## UTILITY FAILURES

If a major utility failure occurs, immediately notify the EAP Administrator at x2877. If there is the potential danger to people, contact Garden District Security (504) 899-4373 or (504) 525-7111

- If an emergency exists, activate the building voice alarm (located in the mail room).
- Assist the disabled in safely being evacuated.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

### **Electrical/Light Failure**

Building lighting is designed to provide only minimal lighting in corridors and stairs for exiting. Flashlights and portable radios should be kept available for emergencies.

### **Plumbing Failure/Flooding**

Cease all operations. Do not turn on any lights or any electrical equipment.

- Wet areas can present the danger of electrocution if someone comes in contact with the wet area and electricity at the same time.
- Leaking natural gas can be ignited/explored by lighting or electrical equipment. Notify the Emergency Response Coordinator or EAP Administrator and if possible, evacuate the area.

### **Ventilation Problem**

If smoke odors come from the ventilation system, notify the Emergency Response Coordinator or EAP Administrator.

If necessary, cease all operations and vacate the area.



## CHURCH “GO KIT”

The church “Go Kit,” containing items essential to holding worship: communion silver, a Book of Common Prayer, and a hymnal. Even if the church building is damaged or inaccessible, services may continue with these items.

<b>Person Responsible:</b>	
• <b>Phone:</b>	
• <b>Email:</b>	

<b>Church “Go Kit” Contents</b>	
1.	Communion silver
2.	Book of Common Prayer
3.	Hymnal
4.	Cathedral Inventory on portable drive
5.	Master Keys to all Cathedral Buildings
6.	Current Insurance information
7.	Software and Electronic Filed (backup)
8.	Website access info & instructions
9.	Instructions to access to ACS remotely
10.	Instructions to access phone system remotely
11.	Vertical Response Instructions
12.	Staff Contact information (including Jericho Road)
13.	EDOLA Contact Information
14.	Vestry & Committee Chair Contact Information
15.	Persons with Financial Approval Contact Information
16.	Hard copy of parish membership list (including emergency contact info.)
17.	Partner Congregation Contact Information (within Diocese)
18.	Partner Congregation Contact Information (outside Diocese)
19.	Outside Users of Facility Contact Information
20.	Goods & Services Vendor Contact Information
21.	Utility Company Contact Information
22.	Local Media Contact Information
23.	Post Recovery Plan

## ADMINISTRATIVE “GO KIT”

The church “Go Kit,” containing items essential to holding worship: communion silver, a Book of Common Prayer, and a hymnal. Even if the church building is damaged or inaccessible, services may continue with these items.

<b>Person Responsible:</b>	
• <b>Phone:</b>	
• <b>Email:</b>	

<b>Administrative “Go Kit” Contents</b>	
<b>1.</b>	Cathedral Inventory on portable drive with photographs/video
<b>2.</b>	Master Keys to all Cathedral Buildings
<b>3.</b>	Current Insurance information
<b>4.</b>	Software and Electronic Files (backup)
<b>5.</b>	Website access info & instructions
<b>6.</b>	Instructions to access to ACS remotely
<b>7.</b>	Instructions to access phone system remotely
<b>8.</b>	Vertical Response Instructions
<b>9.</b>	Staff Contact information (including Jericho Road)
<b>10.</b>	EDOLA Contact Information
<b>11.</b>	Vestry & Committee Chair Contact Information
<b>12.</b>	Persons with Financial Approval Contact Information
<b>13.</b>	Hard copy of parish membership list (including emergency contact info.)
<b>14.</b>	Partner Congregation Contact Information (within Diocese)
<b>15.</b>	Partner Congregation Contact Information (outside Diocese)
<b>16.</b>	Outside Users of Facility Contact Information
<b>17.</b>	Goods & Services Vendor Contact Information
<b>18.</b>	Utility Company Contact Information
<b>19.</b>	Local Media Contact Information
<b>20.</b>	Post Recovery Plan
<b>21.</b>	Payroll Information and Instructions

## Insurance Information

Note: if your church is insured through Church Insurance Company, you can call 800-223-5707 to report claims immediately.

<b>• Policy Number:</b>	
<b>• Policy is with:</b>	
Phone:	
Address:	
<b>• Agent:</b>	
Phone:	
Address:	
<b>• Original Policy is kept:</b>	
Address:	
<b>• Copy of policy is kept offsite:</b>	
Address:	
<b>• Policy Type:</b>	
Total Value:	
<b>• Policy covers:</b>	
<b>• Other policies:</b>	
<b>• Policy review:</b>	
When:	
By who:	

Note where off-site copies are kept and who can access them.

<b>Off-site Copies</b>	
<b>• Where:</b>	
<b>• Who:</b>	
Phone:	
Cell:	

## Diocesan Contact Information

<ul style="list-style-type: none"> <li>● <b>Bishop</b></li> </ul> Name: The Rt. Rev. Morris K. Thompson, Jr.	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Canon to the Ordinary</b></li> </ul> Name: The Rev. Canon Shannon Manning	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Canon Missioner</b></li> </ul> Name: The Rev. Canon John Kellogg	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Archdeacon</b></li> </ul> Name: The Venerable Cindy Obier	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Diocesan Disaster Coordinator</b></li> </ul> Name: The Rev. Deacon Elaine Clements	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Communications Coordinator</b></li> </ul> Name: Karen Mackey	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Diocesan Administrator</b></li> </ul> Name: Chris Speed	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Bishop's Executive Assistant</b></li> </ul> Name: Agatha Townsend	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> <li>● <b>Canon to the Ordinary's Assistant</b></li> </ul> Name: Joy Shackelford	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	

## Church Staff & Jericho Road Contact Information

<ul style="list-style-type: none"> <li>● <b>Cathedral Dean and Rector:</b></li> </ul> <b>Name:</b>  <b>The Very Rev. David A. duPlantier</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Cathedral Canon:</b></li> </ul> <b>Name:</b>  <b>The Rev. Canon Steven M. Roberts</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Advent House Director:</b></li> </ul> <b>Name:</b>  <b>The Rev. Bridget K. Tierney</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Jericho Road Executive Director:</b></li> </ul> <b>Name:</b>  <b>Nicole Barnes</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Canon Precenter:</b></li> </ul> <b>Name:</b>  <b>Jarrett Follette</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Canon Theologian:</b></li> </ul> <b>Name:</b>  <b>The Rev. Canon David Lowry</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Clergy:</b></li> </ul> <b>Name:</b>  <b>The Rev. Travers Koerner</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Clergy:</b></li> </ul> <b>Name:</b>  <b>The Rev. Gedge Gayle</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Parish Administrator:</b></li> </ul> <b>Name:</b>  <b>Lisa Wilkie</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Secretary &amp; Wedding Coord.:</b></li> </ul> <b>Name:</b>  <b>Suzette Follette</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Facilities Coordinator:</b></li> </ul> <b>Name:</b>  <b>Linda Bogacki</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Part-Time Sexton:</b></li> </ul> <b>Name:</b>  <b>James Jennings</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Part-Time Sexton:</b></li> </ul> <b>Name:</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Laundress:</b></li> </ul> <b>Name:</b>  <b>Joyce Dunbar</b>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	

## Vestry & Committee Chair Contact Information

<ul style="list-style-type: none"> <li>● <b>Senior Warden:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Sandy Jackson</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Junior Warden:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Jesse George</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Treasurer:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Chris Beary</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Secretary:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Karen Whitfield</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Property Committee Chair:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>David O'Leary</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Altar Guild Chair:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Susan Kartzky</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Advent House Chair:</b></li> </ul> <p><b>Name:</b></p> <p style="text-align: center;"><b>Kathy Boyd</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> <li>● Relationship:</li> <li>● Phone:</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Care Team Chair:</b></li> </ul> <b>Name:</b>  <p style="text-align: center;"><b>Annette Figueroa</b></p>	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact:	
	<ul style="list-style-type: none"> <li>• Relationship:</li> <li>• Phone:</li> </ul>	

## People with Financial Authorization Approval

**Instructions:** Keep a copy of this information in your "Go Kit" (pg. 30).

• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	

## Congregation's Emergency Contacts

Partner congregations can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things. Partnering with another congregation within the diocese provides an opportunity to both serve others and receive services in an emergency. A relationship with a congregation located in a separate region not susceptible to the same emergencies at the same time as your congregation should also be established as a possible evacuation site.

### Partner Congregation – Local

<b>Partner Congregation:</b>	
<b>Contact Person</b>	
• <b>Landline:</b>	
• <b>Cell Phone:</b>	
<b>Address:</b>	

### Partner Congregation – Outside the Diocese

<b>Partner Congregation:</b>	
<b>Contact Person</b>	
• <b>Landline:</b>	
• <b>Cell Phone:</b>	
<b>Address:</b>	

**Resource, Personnel & Equipment List:** (See Appendix \_\_\_\_)  
 Medical list (Nurse, CPR), Construction Trades (Electrician, Plumb, Etc.), Communication (HAM Radio Operator), Food Preparation, Relief Society Enrichment Leader, Housing Relief, Sanitation, Child Supervision, Computer

**Resource, Personnel & Equipment List:** (See Appendix \_\_\_\_)

**UTILITY COMPANIES**

**Note:** If tool is required for shut off, tool must be readily available. Only trained personnel.

**Electric:** Entergy of New Orleans (800) 968-8243

Shut off Location: ???? In the basement by the electrical meters

**Water:** New Orleans Sewage & Water Board (504) 529-2837

Shut off Location: ???? On the apron in front of the Chapel

**Gas:** Entergy of New Orleans (800) 968-8243

Shut off Location: Sixth Street between transept & columbarium doors

**Vendor Contact List for Goods and Services**

Business	Service	Contact	Phone	Email	Address	City
	General Contractor					
	Phones					
	Computer Maintenance					
	Business Machines					
	Generator Rental					
	Electrical Contractor					
	Plumber					
	Glass/Window Repair					
	Organ Tuning					
	Emergency Board-Up					
	Window Cleaning					
	Environmental Hauling					
	HVAC Contractor					
	General Contractor					
	Phones					
	Computer Maintenance					
	Business Machines					





**Description:** This plan would work for anticipated disasters such as a major hurricane, where there is time to arrange for an evacuation and protect property before the disaster occurs.

**First 10 steps:**

	<b>Step</b>	<b>Time Frame</b>	<b>Person Responsible</b>
1	Call priest (xxx-xxx-xxxx) and sexton (xxx-xxx-xxxx) to protect property	Within 2 hours of evacuation notice	Congregational Disaster Coordinator
2	Call Disaster Leadership Team to activate phone tree	Within 2 hours of evacuation notice	Congregational Disaster Coordinator
3	Call Diocesan Disaster Coordinator to inform diocese of evacuation	Within 3 hours of evacuation notice	Congregational Disaster Coordinator
4	Call St. Mark's inland at xxx-xxx-xxxx to inform them of evacuation and when they can expect evacuees	Within 5 hours of evacuation notice	Congregational Disaster Coordinator
5	Protect windows and doors, cover organ & unplug electronics	Within 5 hours of evacuation notice	Sexton and protection team
6	Walk through church to make sure all valuables are stowed, protected or removed	Within 5 hours of evacuation notice	Sexton and protection team
7	Take "Go Kit"	Within 8 hours of evacuation notice	Priest
8	Activate evacuation plan for handicapped parishioners	Within 12 hours of evacuation notice	David Hamilton – owner of multiple vans
9	Evacuate to partner parish	Within 12 hours of evacuation notice	Priest, staff & parishioners that need an evacuation destination
10	Activate phone tree/communications plans to check on safety of parishioners	Within 24 hours after the storm has passed	Disaster Leadership Team

**Prior Preparation:**

<b>Activity</b>	<b>Person Responsible</b>
Hold "Preparedness Sunday" each May and collect evacuation plans/contact info for all staff and parishioners	Disaster Leadership Team
Prepare "Go Kit" for the church (pg. 30 – Preparedness Planning Guide)	Disaster Leadership Team & priest
Organize a team to help sexton protect property assets	Danielle Irons – sexton
Have at least 5 gallons of gasoline onsite at the church, locked in the shed	Danielle Irons – sexton
Bi-annual check of the generator	Danielle Irons – sexton
Discuss volunteer responsibilities with Youth Group and others in case parish hall is put to use as heating shelter	Barbara Garcia – Team member
Cultivate relationship with important local community contacts	Diocesan Disaster Coordinator

## ADVENT HOUSE

### **DISASTER PLAN**

When a storm is in the Gulf and a “voluntary evacuation” of New Orleans is announced, Advent House is officially closed to all guests. Anyone staying in Advent House is either canceled or sent home while it is still voluntary.

The black file box that contains the archives of Advent House is taken to the Cathedral Office and put into the safe.

The stain glass window in the Oratory is taken down and put under the double bed in the Howles Apartment for safe keeping.

All windows are checked, blinds closed and yard gates locked. All interior room doors are closed also. Refrigerators emptied; apartments and downstairs.

Computer, charger, printer /paper and important files are gathered and made ready to pack.

The Cathedral Dean and Parish Administrator are notified as to the Directors plans to leave and tasks to make sure the building is secure are coordinated. Cell phone numbers are verified.

When the Director of Advent leaves the city Dean is officially notified.

Contact with the Dean and Parish Administrator is maintained until the Director returns to the city.

## **JERICO ROAD EPISCOPAL HOUSING INITIATIVE**

### **DISASTER PLAN**

Jericho Road follows the directive of Christ Church Cathedral regarding building closure and re-opening.

Disaster Plan enactment will be determined by the Executive Director.

In case of hurricanes and other situations with advance warning, staff members are encouraged to evacuate prior to the designated times if possible; however, all assigned duties must be completed before departure.

Staff members are encouraged to make their evacuation plans as best suit their family needs.

The Executive Director of Jericho Road will be the point of contact to communicate with CCC regarding Jericho Road staff whereabouts, safety and functioning of Jericho Road work.

Should an evacuation take place during a payroll processing period or lasts for an extended period of time, Jericho Road’s payroll processing and Worker’s Compensation payments (both of which are processed electronically) would continue to be processed by the CCC Parish Administrator. All other outstanding bills and invoices should be transferred to the Jericho Road Director of Operations and Communications, along with the blank checks for Jericho Road accounts, for manual processing.

## **ROLES AND RESPONSIBILITIES**

### **ADMINISTRATIVE REVIEW AND UPDATE (Annually, by June)**

#### *Executive Director*

Review with staff any paper records that should be moved in case of evacuation.

#### *Director of Operations and Communications*

Ensure Emergency Contact Information is up to date on each Jericho Road staff member.

Educate new staff on evacuation procedures.

Ensure Jericho Road is a part of the CCC phone tree and that all information is correct.

Responsible for taking the following documents:

Organizational papers

Insurance policies

Unpaid invoices and bills

Blank checks and un-deposited checks

*Director of Asset Management*

Property Keys

*Entire Staff*

Organize vital records on the Network Storage Device (if you are unclear about how to do this, it is your responsibility to ask for help.)

Mark clearly those papers to be moved in case of evacuation.

Ensure that essential files are stored in fire-resistant cabinets, as available.

## **PHYSICAL LOCATION PRE EVACUATION**

*Director of Asset Management*

Communicate with construction contractors regarding security of active construction sites.

*Greenspace Coordinator*

Secure Jericho Road owned properties, including homes, vacant lots (clear any debris) and green spaces.

*Entire Staff*

Work with your office mates to move any important or valuable papers/equipment away from windows.

Use precautions to protect equipment in case of water coming into your office from the ground, window, or ceiling.

## **EVACUATE WITH**

*Director of Operations and Communications*

Network Storage Device

*Entire Staff*

Your computer, if it is a laptop

Contact information for staff and directives for communicating during evacuation.

Paper files deemed important to evacuate with.