

Saint Andrew Catholic Church

Church Evacuation Procedure

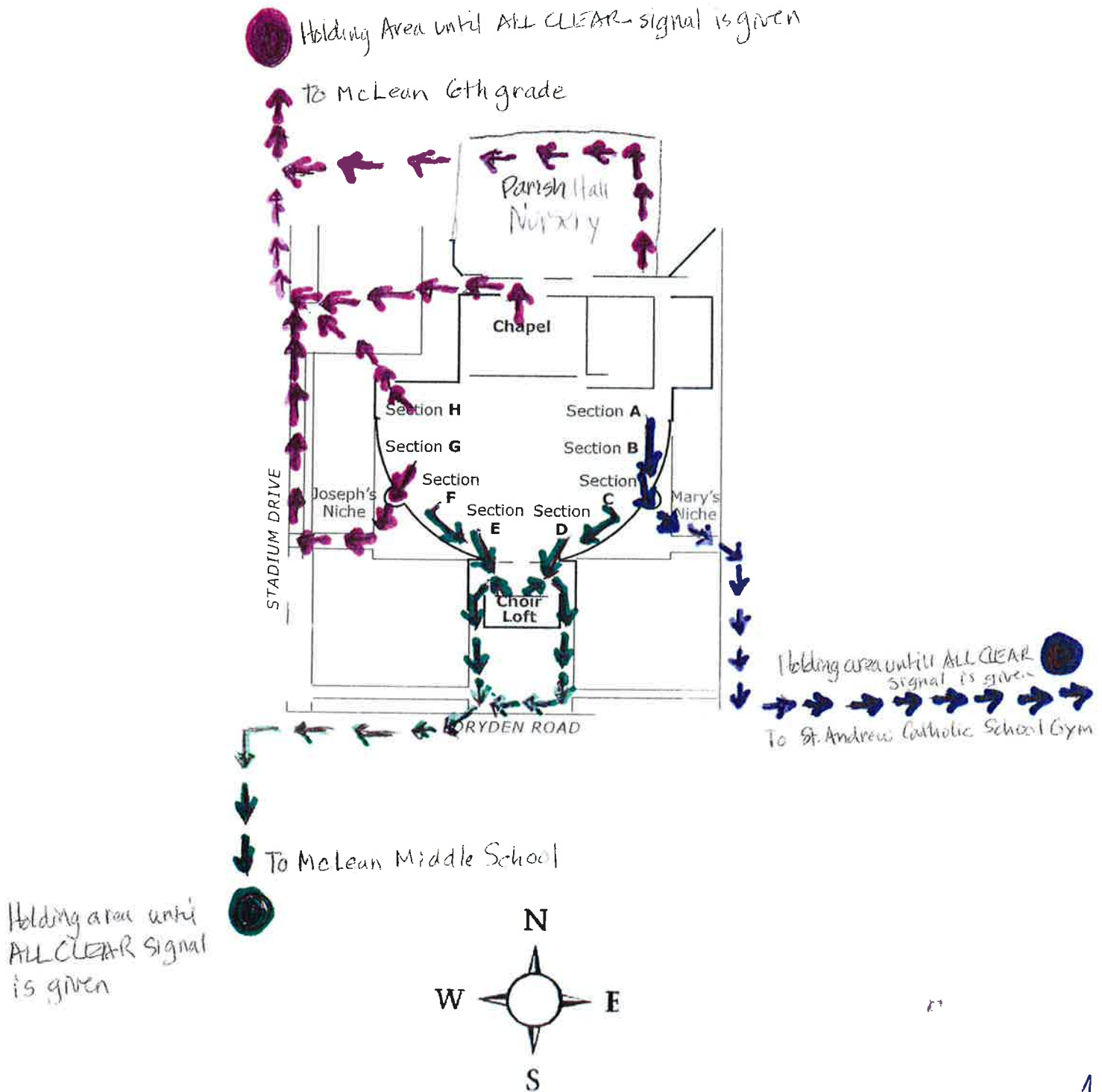
During Mass

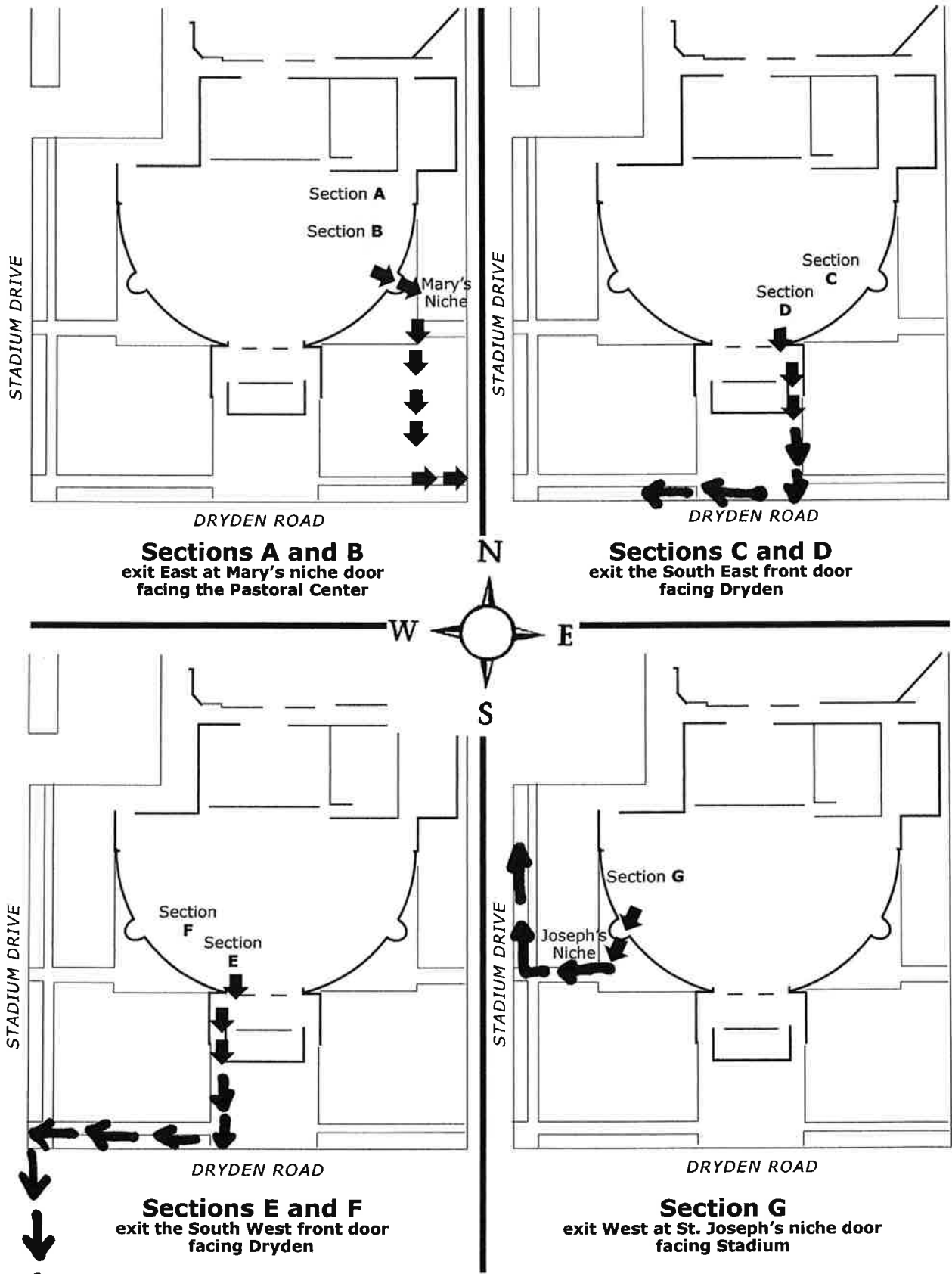
The following instructions should be completely understood by all members of the following ministries: Hospitality Ministers, Lectors, Extraordinary Ministers of Communion, Cantors, Accompanists, Adult Choir Members as well as the Parish Staff. The leader of each of these ministries is responsible for ensuring all their members are completely trained and ready in the event of an emergency to fulfill these responsibilities. Refresher trainings should be conducted each year in February. New members should be briefed about these instructions as they enter their ministry. These instructions should be posted in a place frequented by the members of your ministry (e.g. work sacristy, vesting sacristy, Bride's room, choir loft, etc.)

These instructions were approved by the Emergency Response Management Committee on June 4, 2009

Overview

1. The first objective is to move everyone out of the church in an orderly way to 3 different locations that are away from immediate proximity to the church for safety.
2. The second objective is to be sure that people do not panic and rush to their cars, thereby causing a traffic jam that would block necessary access to the building for emergency personnel.
3. The third objective is to provide leaders that can help coordinate the evacuation, maintaining calmness, while contacting 911 and giving directions to the assembly over the microphone and ensuring that the Blessed Sacrament is also protected.





Sections A and B
exit East at Mary's niche door
facing the Pastoral Center

Sections C and D
exit the South East front door
facing Dryden

Sections E and F
exit the South West front door
facing Dryden

Section G
exit West at St. Joseph's niche door
facing Stadium

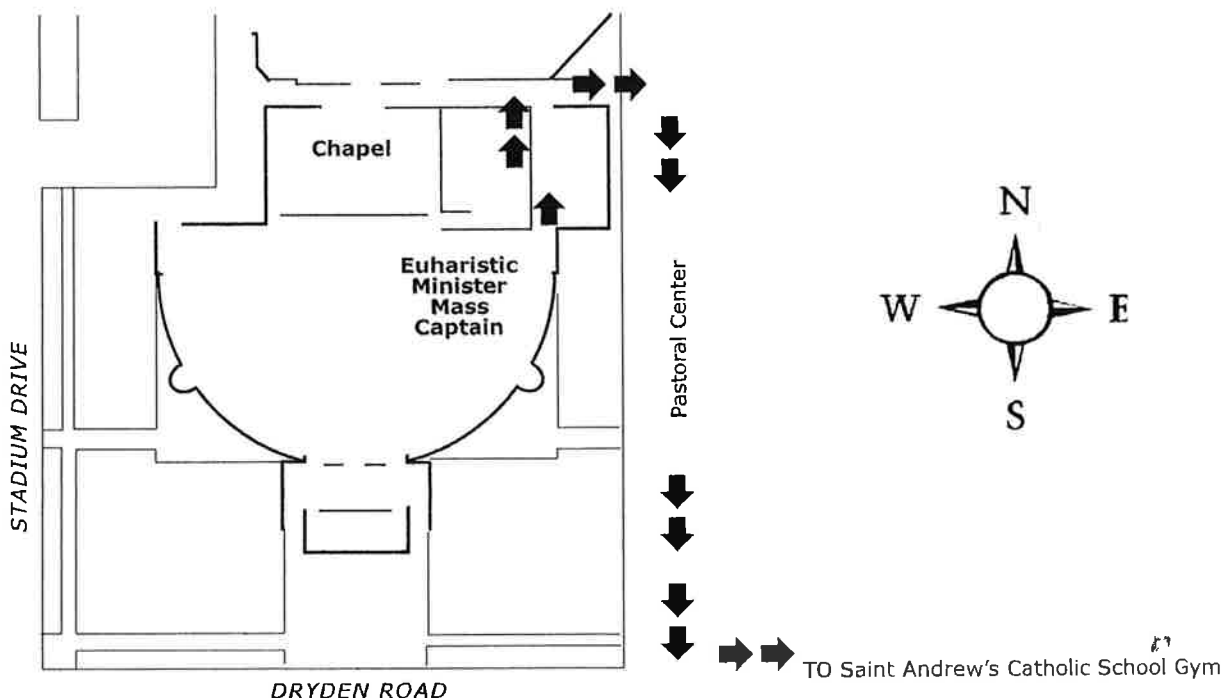
In the event that an exit is blocked proceed to the nearest open exit.

Extraordinary Ministers of Communion

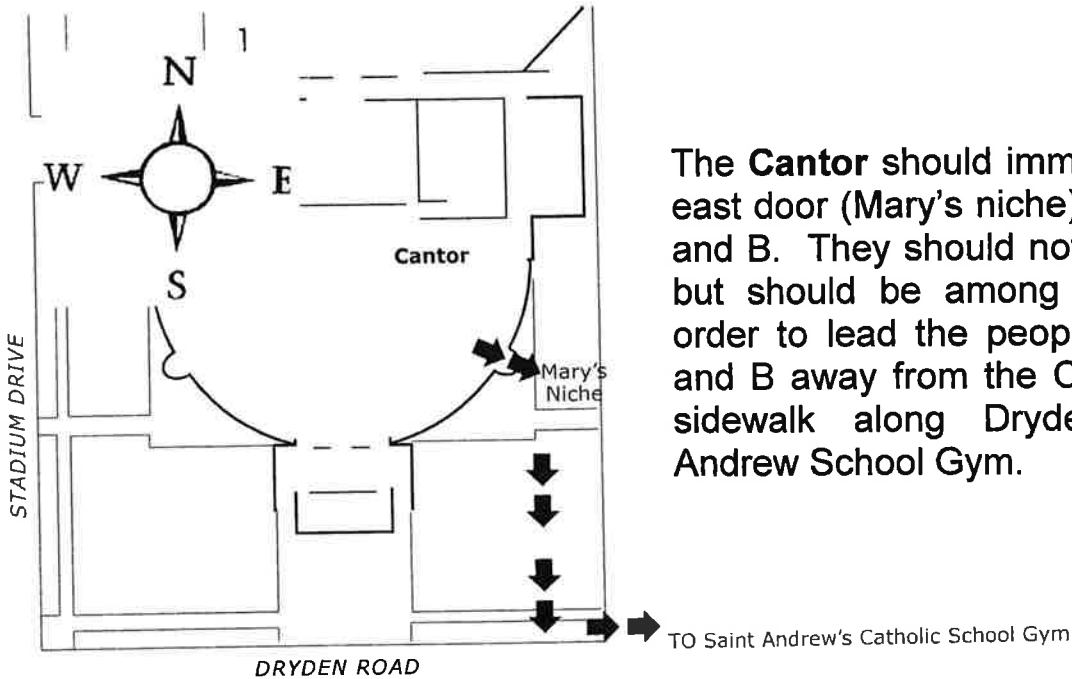
All **Extraordinary Ministers of Communion** (whether serving that day or not) are to take a leadership role from the inside in directing people in the section they are sitting in out the appropriate doors. They are to exit the building with their section and direct the people in their section to keep moving (i.e. don't stop right outside the doors – people must continue walking away from the Church or else it prevents those at the end of the line from being able to exit). This internal leadership will be important because it will be difficult for the leaders at the beginning and the end of the section to communicate with those in the middle.

Extraordinary Ministers of Communion should assist the **Hospitality Ministers** with helping parishioners with special needs exit the building. They will also play a key role in keeping people calm but deliberate in their egress.

Mass Captain and 1Host will meet the Presider in the vesting sacristy to consolidate the Precious Body and the Precious Blood, then move them to the Pastoral Center. They should then proceed away from the Pastoral Center down the sidewalk along Dryden to the St. Andrew School Gym.



Cantors



The **Cantor** should immediately exit the east door (Mary's niche) with sections A and B. They should not wait for others, but should be among the first out in order to lead the people in sections A and B away from the Church down the sidewalk along Dryden to the St. Andrew School Gym.

It is imperative that the Cantor help keep people moving far away from the church... failure to do so will make it impossible for people at the end of the line to safely exit the building.

People should also be strongly discouraged from going to their cars and trying to leave the parking lot. That would result in a traffic jam that would prohibit emergency vehicles from reaching the Church as well as presenting a safety issue with so many people.

Church Staff

All Church Staff will be available to be in charge and give overall directions with the microphone. They will redundantly call 911 and also ensure that all have safely left the building. If possible, staff members should rendezvous at the agreed-upon Command Center (Pastoral Center) once all people have safely left the Church. When deemed appropriate, they will give the "all clear" to the different section leaders and people will be allowed to leave the grounds.



Emergency Response Leaders

ANYONE HELPING LEAD OTHERS OUT OF THE CHURCH TO ONE OF THE 3 DESIGNATED SAFETY ZONES IS CONSIDERED AN EMERGENCY RESPONSE LEADER!!

All Emergency Response Leaders should remain with their sections far from the Church until they are given the "all clear" by church staff members.

ALL CLEAR!