



Resurrection Catholic Church

Safety Guidelines and Procedures

The purpose of this book is to protect Resurrection's most valuable asset, its parishioners. It contains guidance as to what you can do in different types of emergencies. It is our sincere hope that you never need it, however preparation and information can make all the difference should unexpected issues arise. May God continue to bless the Resurrection family.

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911- Emergency Types and Responses

FIRE:

- Pull fire alarm and call 911 regardless of severity. Evacuate the building and get to a safe location. Fire alarms and extinguishers are located throughout the building as depicted on the maps on throughout the campus. If trained in extinguisher use and the situation warrants it, remove safety pin from extinguisher and squeeze trigger, aiming stream at the base of the flames

MEDICAL or POLICE – Call 911. DO NOT pull fire alarm.

PRIORITIZE GETTING TO A SAFE LOCATION IF THERE IS IMMEDIATE DANGER

Info to be Provided to 911 Operator

- Address - 30 W 350 Army Trail Rd., Wayne
- Your Phone Number
- Nature of emergency- What happened or is happening? Be concise, clear, and calm. Be aware of your location in the building. Each door has a number on or above it to provide guidance to first responders. The operator will guide you through the information necessary to provide the appropriate response
- ***When 911 has been called, follow all instructions provided by the 911 operator. Proceed to applicable tab as needed. If unsafe to call, DuPage County has enabled Text-to-911 service. Provide as much information as safely possible.***

First Aid-Minor

- This includes minor cuts, scrapes, sprains, vomiting, etc.
- First Aid kits, biohazard and spill kits are at the Safety Desk in the narthex hallway, in the sacristy, Marvin Hall kitchen, Faith Formation office, and Cornelius Hall kitchen.
- If a first aid, spill or biohazard kit is used, please report the incident to the parish office so the kits can be replenished.
- Prepare an incident report (co-located with this book throughout the campus) and return it to the parish office.

Safety Kit Contents




Biohazard and spill kits include nitrile gloves, antiseptic towelettes, a face mask, apron, fluid solidifier, an absorbent sheet, biohazard scoop and scraper, a disposal bag and detailed information on their use and disposal



First Aid kits include bandages, ice packs, tweezers, hand sanitizer, gauze, pain relievers and other first aid items

First Aid-Major

These include emergencies such as, burns, choking, fainting, fractures, head injuries, heart attack, severe bleeding, seizures, etc.

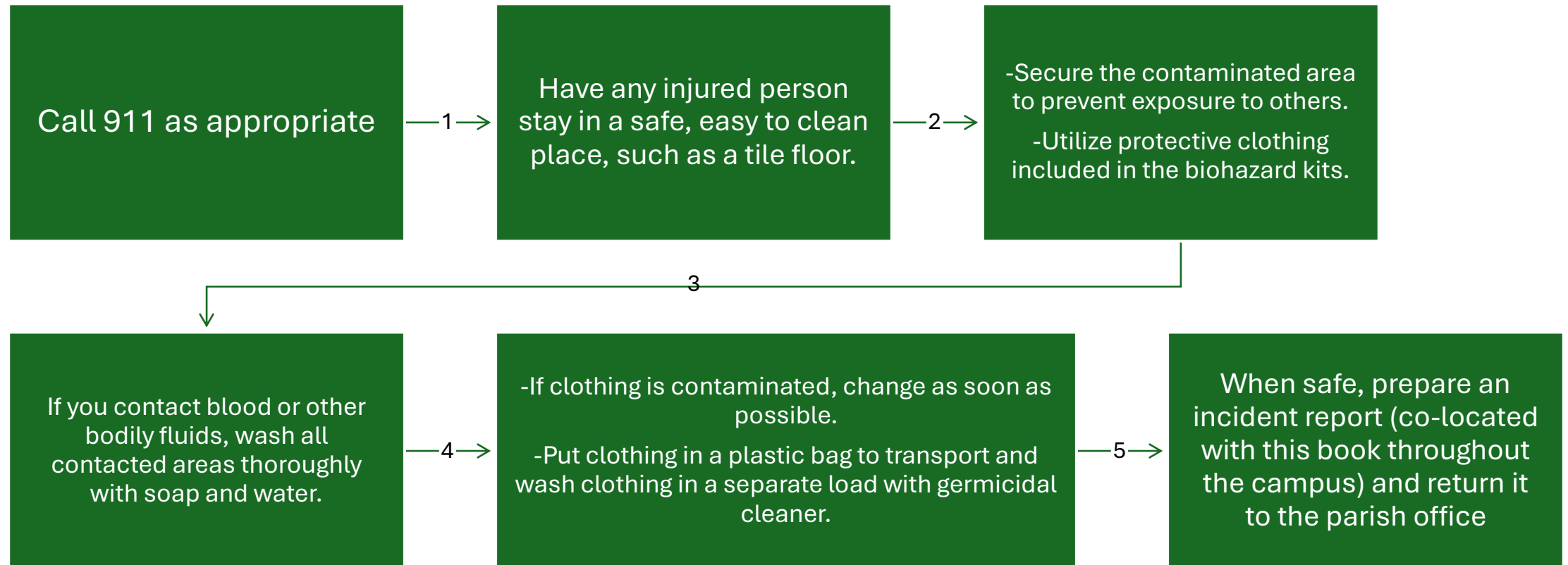
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If unsure of medical problem severity, always call 911.

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Follow instructions of 911 operator. Ask if any trained medical professionals are present. If needed, get AED from the box in the sacristy hallway. Assign someone to meet first responders at closest door to direct them to patient. When safe to do so, prepare an incident report (co-located with this book throughout the campus) and return it to the parish office.

Chemical or Biological Contamination Hazard



Contamination

Tornado or Severe Thunderstorm

- Listen for weather sirens. We recommend you set your cell phone to receive emergency weather notifications. You will receive them even if your phone is set to silent.
- Move to an interior windowless room or hallway, or (preferably) a designated shelter area such as the church basement. Shelters are shown on the floor plan maps throughout the campus and are marked with signs.
- Stay away from the perimeter, exterior glass, and large unsecured objects.
- Remain indoors and sheltered until all clear.

Violent Intruder

If confronted by an armed intruder, you have three basic choices. Be mentally prepared to do one of the following:

- **Run**

- If safe and possible, leave the premises via the closest/safest exit.
- Leave your belongings, keep hands up, visible, and **completely empty**.
- Get to any safe place away from the intruder or as directed by first responders.

- **Hide**

- If it is not safe to evacuate, find shelter out of perpetrator's field of vision. If in the worship space, your best option may be to duck and hide behind the pew as low as possible.
- Block entry to your hiding place, draw shades and lock doors.
- Silence your cellphone (including vibrate mode).

- **Fight**

- As a last resort, fight back. Fight with aggression and intent to harm perpetrator. Attack head, eyes, throat, and groin. Use an improvised weapon.

Communications and Media

- **Emergency Communications**

- The church's phones can be used as a Public Address system. Phones are located at the Information Desk, the sacristy, faith formation office, Marvin and Cornelius Hall kitchens, and the Parish Center. To provide an alert to the entire campus, follow the instructions next to the phone. Your message will broadcast through speakers located throughout the building.

- **Media**

- Only authorized diocesan representatives, the pastor, or his designee may provide any information to the media. Refer all media questions to the pastor or diocese until a parish representative has been assigned.

Safety Committee



The Resurrection Catholic Church Safety Committee is comprised of staff members and parishioners. All emergencies or critical incidents should be reported to the Parish Office or via email to safety@resurrectioncc.com. If interested in serving as a member of the Safety Committee, please reach out to the Parish Office.



A list of current Safety Committee members can be obtained by contacting the Parish Office.