

To be reviewed:  
May 2017

# Safety and Security Policies and Procedure

**Effective:** May, 2016

**Revised:**

**Reviewed by:** Safety & Security Committee

**Date:** March, 2016

**Approved by:** St. Dominic Pastor and Finance Councils

**Date:** June 9, 2016

18255 West Capitol Drive, Brookfield, WI 53045

**SAINT  
DOMINIC**  
CATHOLIC PARISH



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## **I. Introduction**

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We should all feel safe in the House of Our Lord, in our buildings on campus and on the parish grounds. We believe that our St. Dominic campus is basically a safe and secure place. Yet, in our rapidly changing society, we need to remain vigilant and aware that respect for people and sacred spaces seems to be diminishing at times. It is important that we be prepared for emergencies and unexpected threats of violence; so a Safety and Security Committee has been formed and they have prepared the following policies and procedures. These procedures were developed with the consultation of local police and fire personnel and will be reviewed regularly. The school has in place a comprehensive crisis response guide that has been written specifically with our faculty and students in mind. This manual addresses safety and security issues that apply to the entire campus and also provides emergency response instructions specific to the church building including the Marcy Center.

Security is not only the concern of those on parish staff, it is everyone's responsibility to help create a safe environment and stay informed of safety and security procedures. A proactive attitude of safety and awareness is our best defense.

It is our hope and prayer that we will never have to implement any of the procedures within this manual. But, if we do, take courage in knowing that God is always in our presence and that we have a plan of action.

God bless you,

Father David H. Reith, Pastor

## **II. All Campus Policies and Procedures**

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The policies and procedures summarized in this manual will help you to understand the range of our expectations in maintaining a safe and secure environment. Please know that the school has in place a guide specific to the day school, its faculty and students. These policies and procedures are meant to cover issues for our whole campus, as well as address emergency concerns specific to the church, whether it be for Mass or other events held in the church.

In an emergency, it is natural that we will rely on our instincts. We also know that all emergencies cannot be planned for. The emergency procedures are meant to be simple enough for everyone to understand, and practical enough to provide direction for each type of emergency. The more staff and parishioners who review these procedures in advance, the better prepared we will be to act in an emergency.

The Parish encourages all employees and parishioners to share ideas with the Director of Administrative Services or the Principal that could improve our safety and security

environment. These ideas will be taken seriously, and when appropriate, will be discussed with the Safety and Security Committee.

Remember: When an emergency occurs, the first priority is always life safety. The second priority is the stabilization of the incident. Being prepared improves success!

**A. Access to School**

Building security is the top priority. All school doors, including the Parish Athletic Facility (PAF), the Parish Arts and Activities Center (PAAC), and the doors between the church and the school are locked at all times. During the school day, visitors are to proceed to the main school entrance to ring the doorbell and register with the receptionist. Visitors attempting to gain entrance through any other exterior doors will be denied access. Staff, children and the cleaning team are reminded that access may only be granted through the main entrance.

After school hours, admission to the school is prohibited without a staff escort. Families picking up students from Extended Care are to ring the doorbell at the lower level entrance for entrance. Staff or volunteers who lead after-school events are expected to supervise students and visitors and know where they are at all times. Those who are provided a key for events or meetings are expected to keep doors locked during their events. Doors may be opened for the first 15-minutes to allow access, but then they should be locked. Doors are never to be propped open with objects.

**B. Access to Church and Parish Office**

**Church:** As we continue to balance ministry and hospitality with security, church doors are open during the week from 7:00am to 5:00pm and for a duration surrounding mass times and reconciliation. In 2016, the Year of Mercy, the doors of the church will be open on Saturday from 8:00am to 6:00pm and will be locked when Mass is finished.

**Parish Center:** The Parish Center offices are locked at all times. Visitors are allowed access by the Front Office volunteer after ringing the doorbell at the front door.

Staff or volunteers who lead events in the Church, Marcy Center or Parish Center are expected to supervise students and visitors and know where they are at all times. Additionally, they are responsible for turning off lights and ensuring all doors are locked.

**C. Keys**

Keys will be issued to staff for the areas of the grounds that fall under their responsibility. Volunteers will be issued keys on an individual basis by the Director of Administrative Services. Keys are issued for exclusive use and should not be lent out to others, nor should copies be made. Using keys to access buildings for times other than

the meeting or event for which they are issued is prohibited. Those who unlock the building for extracurricular events or meetings assume building security responsibility.

Staff or volunteers who are provided a key for an event or meeting are expected to keep doors locked during their events. Doors may be opened for the first 15 minutes to allow access, but then they should be locked. Doors are never to be propped open with objects. Employees leaving after 5:00pm must assure that all doors are locked when they leave. Staff or volunteers who are at an event after 5:00pm are responsible for opening and locking all doors after their event.

**D. Photo ID Badges**

While in the school, it is mandatory that all employees wear their photo ID badge. All visitors shall obtain a visitor's badge from the school office. It is expected that staff escort anyone without a visitor badge to the school office.

While on site, it is strongly suggested that all staff wear their photo ID badge or an official name tag.

**E. Emergency Alarms and Equipment**

All four main areas of campus are equipped with fire alarms. The church is equipped with a three-prong system – voice, light and sound as well as a Public Announcement (PA) system that provides verbal instructions during an evacuation. The church system is connected to the PAAC and PAF alarm systems. The emergency panels, which are located in the church south narthex, the church maintenance room and in the PAF east entrance, will identify which pull station is activated. The system will automatically call emergency responders and will notify them to respond to one of these two locations as well as our security vendor. This system will automatically call designated staff members starting with the Maintenance Director. If a pull station is activated in the church, PAAC, or PAF, the school alarms will sound as well. The school system does not have a voice or light system. The staff and select volunteers have been trained on how to operate the emergency panels. All alarms should be treated as an emergency and security procedures should be followed. Please know that the system automatically notifies staff and emergency responders. Both police and fire personnel have keys to our buildings, so they can enter quickly without damaging our doors.

The Church, PAF, PAAC and Marcy Center are equipped with emergency lighting should we have a power outage.

**F. Fire Extinguishers**

There are fire extinguishers in meeting areas, storage areas, halls, doors and rooms on campus. Their locations are marked on the evacuation maps. Fire extinguishers are

inspected annually and serviced every three years. Each extinguisher is labeled with the "P.A.S.S." instructions on how to use a fire extinguisher.

**G. First Aid Kits and Automated External Defibrillators (AED)**

There are first aid kits in all of the major meeting areas of campus. These are maintained by the Director of Administrative Services. If items are used, missing or expired, please inform the DAS. There are three AEDs on campus: by the hospitality ministers' room in the church, the PAF east entrance and at the entrance of the PAAC. Staff and volunteers are trained on the use of the AEDs.

**H. Critical Response Kits**

Critical Response Kits (CRKs) exist to assist first responders when they arrive at our facility. The CRK includes keys, site map and a list of contacts. CRKs are located at the school, in the hospitality ministers' room as well as with the principal, Director of Administrative Services and in the vehicles of first responders.

**I. Emergency Numbers**

A list of emergency, staff and mechanical vendors are located next to all phones on campus.

**J. Weapons**

St. Dominic is a weapon free campus. According to Wisconsin State Statutes, no one, including a Conceal Carry Weapon (CCW) licensee, may carry a firearm or weapon in or on the grounds of a school, which includes all of our buildings unless another specific statutory exception applies. Individuals in violation of this policy will be reported to the police.

**K. Emergency Utility Shut Off**

Emergency Utility Shut Off locations are listed on evacuation maps. Order of Response: Maintenance Staff and / or Emergency First Responders.

**L. Annual Safety Audits**

Audits of the safety and security policies and procedures will be performed by the Safety & Security Committee annually.

#### **M. Communication and Documentation**

In the event of any emergency, it is required that the Pastor, Principal and DAS are notified immediately. These and the trustees and Deacons are the only personnel who are authorized to speak with media personnel without further approval.

All accidents or security incidents must be documented by a witness and approved and filed by a staff member. Both forms are listed in the appendix.

### **III. Church Emergency and Evacuation Procedures**

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#### **A. Roles**

The priests, music minister and hospitality ministers have a primary leadership role in safety and security in our church. Staff, parishioners and medical or emergency personnel in attendance also have roles and are asked to assist where necessary.

- 1. Priest/Presider/Deacon.** While the Mass should not generally be interrupted, circumstances such as an emergency could lead to a temporary interruption with no disrespect shown. However, it is required that once the consecration of either species has taken place, the sacrifice of the Mass must be completed by the priest reciting the Eucharistic Prayer and making his communion. The priest will make the decision to continue with the conclusion of Mass based on the severity of the emergency. During a severe emergency, the priest's attention will be turned to the safety of the parishioners and the need to provide "last rites."
- 2. Music Minister.** The musical minister's primary role during Mass is to lead the congregation in all musical aspects of liturgical celebrations. Similar to the priest, they will continue with the musical aspects of Mass without interruption. The music minister will be the main person who will communicate with the priest during an emergency situation. Normally, it will be through direct observation of an event within the sanctuary or through information that has been delivered by a hospitality minister.
- 3. Hospitality Ministers (Hospitality ministers).** Because of their presence in the sanctuary and church corridors, hospitality ministers have a unique security role and are relied on to provide assistance during an emergency situation. The same diligence that is necessary to ensure that guests and members are made to feel welcome is required to ensure a safe environment. The hospitality ministers should be vigilant throughout Mass checking the corridors and bathrooms, as well as visually scanning the congregation.

In an emergency, we ask those parishioners who are at Mass and are hospitality ministers or members of the Safety and Security Committee but not scheduled for that Mass to help with an emergency, especially any of our evacuation procedures.

We ask that you immediately report to the South Narthex and check in with the Hospitality Captain.

If no officer is in attendance, then the hospitality ministers' primary "security tasks" are to observe, assess, and take appropriate emergency action as described in their training. The best way to fulfill their role is to be aware, alert and ready to get assistance. And always, be calm.

- 4. Staff on sight.** If a staff person is on sight and is made aware of a situation or emergency, they are asked to control the situation and give instructions to hospitality ministers or other staff members. They will be the first in command and should remain near the situation or at the main doors. They direct communications and will be in contact with the police, fire or emergency personnel. Other staff members or hospitality ministers will be directed to escort emergency personnel to those who are injured or to other parts of the building or campus. Communication with the media should follow guidelines outlined in section "L" above.
- 5. Parishioners who are emergency personnel.** If a safety concern arises, hospitality ministers may approach parishioners who are law enforcement personnel to enlist their help. Both parties shall discuss the situation and decide next steps. Parishioners who are medical or emergency personnel and are in the congregation during a medical emergency can be a Godsend. If an emergency occurs, hospitality ministers and emergency personnel shall work together to assist a parishioner in need. The hospitality minister's role is to assist or get help. It is important that both parties stay in communication with each other.
- 6. Parishioners or guests.** Parishioners or guests who are present during a Mass where a medical emergency or evacuation occurs have an important role which is to listen, follow instructions and remain calm. Follow the directions provided by the music minister and the hospitality ministers. Choosing to try to get somewhere else will cause confusion, congestion and might cause more danger. If a child or family member is in another part of the building, please trust that hospitality ministers and staff have been trained to assist in those areas. If the building is evacuated, please do not drive your car so as to not interfere with responding emergency vehicles. As soon as the all clear message is provided, instructions on how to unite/reunite with family members will be provided. If appropriate to the type of situation or evacuation, please assist the elderly, disabled and children. Finally, if Mass continues, please remain an active participant of Mass and limit cell phone usage.

**B. Evacuation Routes**

Evacuation routes/maps for the sanctuary and the Marcy Center are located in the appendix.

**C. Designated Assembly Place After An Evacuation**

If the church is evacuated, parishioners should exit as directed by hospitality ministers and move to a grassy area or sidewalk that is far away from the building. Do not cross or stand in road ways or driveways, if possible, to stay clear of responding emergency vehicles.

**IV. Specific Evacuation Procedures For Church Per Type Of Threat**

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These procedures are meant for our parishioners or guests to review and become familiar with, in case there is an emergency. Those who have specific security responsibilities have been trained and will respond accordingly.

**A. Medical Emergency**

When there is a medical emergency with a parishioner or guest, immediately two roles become apparent: someone who provides medical assistance and someone who directs and controls the situation.

- The hospitality minister and / or parishioner who is an emergency responder will approach the person in distress. (The parishioner who is an emergency responder should immediately identify themselves).
- Whoever is more qualified should assess and give direction on whether to call 911.
- Both shall remain with the distressed person. Direction to call 911 is given to a third person, who should also go out to meet the emergency personnel at the entrance. Also, a fourth person should be asked to meet the ambulance at the other entrance in case they come to the wrong entrance.
- Presider will continue the Mass.
- Others shall remain in the pews and keep the aisles clear for emergency personnel.
- There is an AED near the hospitality ministers' room. There is a first aid kit in the hospitality ministers' room.
- If a person refuses medical treatment, try to remove them to the corridor and stay with them. Ask permission to call a family member, take direction from the family member (to call 911 or not) and stay with them until help arrives.
- Note: there are water bottles in the Hospitality Ministers' room and juice in the Marcy Center refrigerator.

If you are an emergency responder, please alert a hospitality minister when you come into Mass.

**B. Fire**

- Assess the location and security of fire and/or smoke. Use extinguisher if appropriate. Five extinguishers are located in the church corridors and near exits.
- If fire is extinguished and contained, and there is no risk of danger, report hazard to hospitality minister captain. They will inform the music minister or presider after

Mass is complete as well as complete an incident report and turn into presider or Parish Center.

- If evacuation is needed, pull the fire pull.
- Follow the instructions of the hospitality ministers who are trained to help parishioners evacuate in an orderly fashion.
- Evacuation routes are located in the hospitality ministers' room and in the sacristies and on bulletin boards. Please make note of them in reference to where you sit and what route you should take in case of an emergency. Evacuate to common areas as instructed by hospitality ministers.
- The church is equipped with an alarm system that flashes, has horns and provides voiced instructions. This system goes off in the PAAC, PAF and school.
- Proceed to the nearest exit but away from fire hazard.
- Assist the elderly, disabled and children.
- Remain calm.
- Wait for all clear before returning to building.
- Do not drive vehicles.

### C. **Severe weather**

Inclement weather can be a variety of weather related situations. Typically, tornados are the most severe of the weather hazards seen in Wisconsin. However, a thunderstorm may also require us to use these procedures.

**Watch:** When conditions are present to have severe weather appear; hospitality ministers will monitor with their cell phones.

**Warning:** When severe weather has been sighted in the area and action needs to be taken to take cover. Hospitality ministers will initiate evacuation procedures to the Marcy Center.

- Hospitality ministers will monitor weather during Mass using their cell phones.
- If there is a severe weather warning, do not pull the fire alarm as we do not want people to exit the building. The Hospitality Minister Captain will inform the music minister. Note: parishioners may be receiving these messages in the pew as well. The music minister will be proactive in providing instructions on Mass proceeding and when evacuation will take place.
- Follow the instructions of the music minister and the hospitality ministers.
- Remain in the building and move to the Marcy Center, if possible. Otherwise, evacuate to areas away from windows and doors.
- Assist the elderly, disabled and children.
- Remain calm.
- Hospitality ministers will continue to monitor the weather using their cell phones and will alert the congregation to any changes. Once the threat has passed, the presider or music minister will provide the ALL CLEAR message.
- There are safety lights in MC and the church should the power go out.
- Note: the priest will finish the Mass per section III, A, 1.

**D. Threat of Violence / Intruder / Robbery / Active Assailant**

When any questionable situation occurs during a weekend Mass, please proceed to the corridor and notify a hospitality minister. They have been trained to take the appropriate actions to maintain safety and security during Mass.

**When in the vicinity of an active assailant:**

If someone recognizes the look or sounds of danger – act and forcefully communicate the danger and necessary action (i.e., “Gun! Get out!”). Take action as listed below: Run, Hide, Fight. As soon as it is safe to do so, staff or others should alert responders by contacting 911 with clear and accurate information. **DO NOT PULL A FIRE ALARM AS THAT COULD BE PUTTING IN DANGER.**

**1. Run**

- Have an escape route and plan in your mind
- Be aware of nearest exits and places to conceal yourself
- Leave your belongings behind
- Avoid elevators
- Take others with you, but do not stay because others will not go
- Keep your hands visible
- Call 911 when far away from danger and safe to do so

**2. Hide**

- Hide in an area out of the shooter’s view
- Hide near a door, but out of view, so that you can quickly escape
- Block or barricade entry, lock the doors, close blinds or cover windows
- Turn off lights
- Silence your cell phone and do not make a call to anyone
- Keep quiet and use strategies to silently communicate with first responders
- Hide along a wall closest to an exit but out of view from the hallway (allowing for an ambush of the shooter and for possible escape if shooter enters the area)
- Remain in place until given an “all clear” by identifiable law enforcement

**3. Fight / Take Action**

- As a last resort and only when in imminent danger, take action against the shooter
- Attempt to distract or incapacitate the shooter
- Act with physical aggression and throw items at the active shooter (fire extinguishers, chairs) at his eyes, face, throat or groin area

While confronting a shooter may be daunting and upsetting for some, you should know that you might be able to successfully take action and save lives. How each individual chooses to respond is up to him or her. Do not freeze, do something. Anything you do will matter. Note: a priest may be attending to wounded victims to anoint.

**When law enforcement arrives:**

Their first priority of law enforcement is to incapacitate the shooter. It is not to assist victims. Knowing this:

- Identify the location of the shooter, if known
- Remain calm and follow instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as reaching out to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction

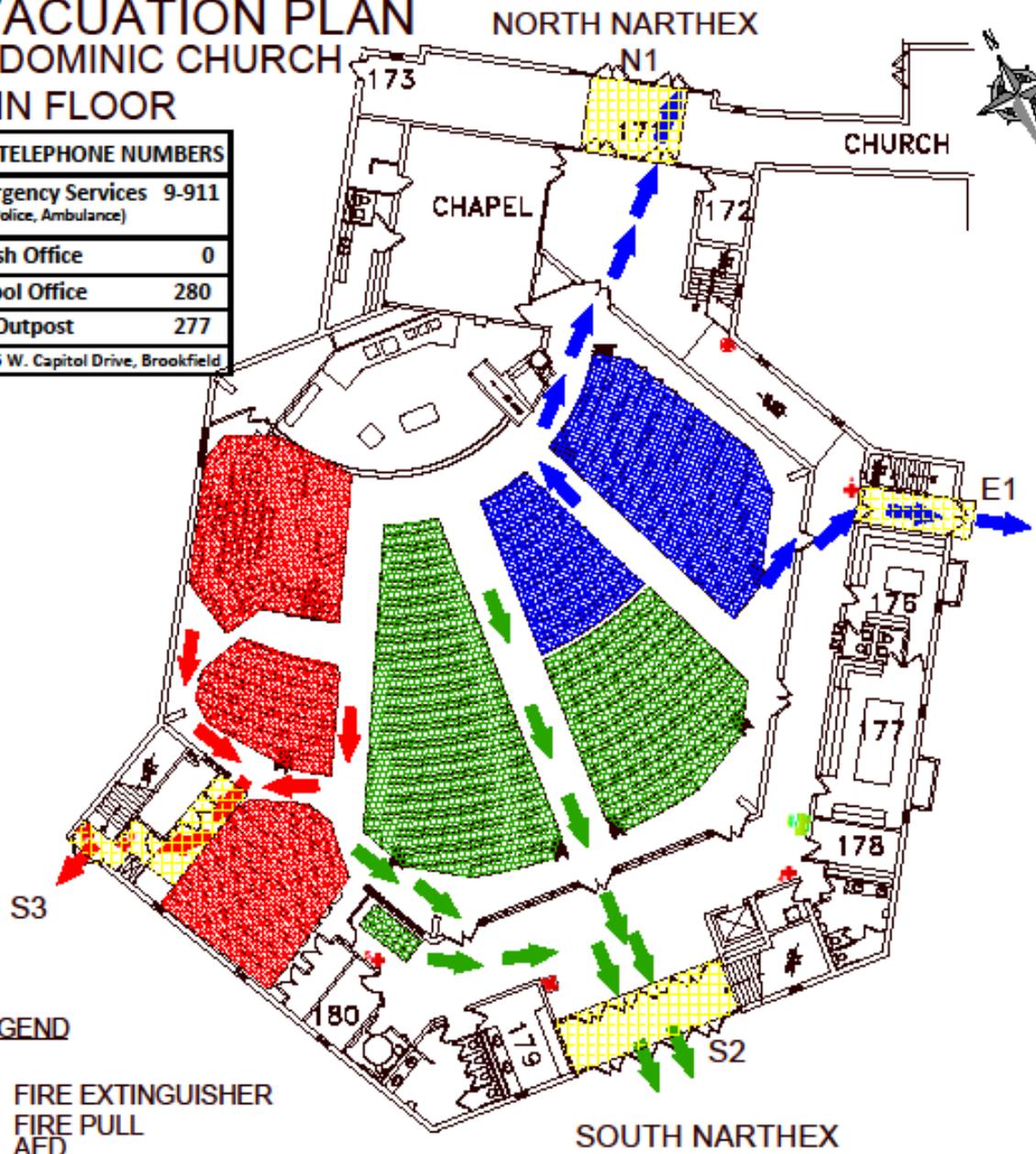
**When law enforcement incapacitates the shooter:**

- Law enforcement will control the area and provide all instructions
- Remain calm
- Do not drive vehicles

**V. Appendix:  
Evacuation Maps  
Accident / Injury Form  
Security Incident Form**

# EVACUATION PLAN ST DOMINIC CHURCH MAIN FLOOR

TELEPHONE NUMBERS	
Emergency Services (Fire, Police, Ambulance)	9-911
Parish Office	0
School Office	280
LFF Outpost	277
18255 W. Capital Drive, Brookfield	





### MEDICAL EMERGENCY

- Hospitality Ministers and emergency responders will assist parishioners in need.
- Priest will continue the Mass.
- Remain in your pew and keep the aisles clear for emergency medical personnel.



### FIRE

- Follow the instructions of the Hospitality Ministers.
- Proceed to nearest exit; follow evacuation routes marked on map.
- Assist the elderly, disabled and children.
- Remain calm.
- Wait for ALL CLEAR before returning to the building.



### SEVERE WEATHER

- Follow the instructions of the music minister.
- Remain in the building and move to Marcy Center or away from any windows or doors.
- Assist the elderly, disabled and children.
- Remain calm.
- Hospitality Ministers will continue to monitor the weather.
- Once the threat has passed, the Priest or music minister will provide the ALL CLEAR message.



### ACTIVE SHOOTER Run Hide Fight

- Hide out of view, barricade entry, lock the doors
- Turn off lights; silence cell phones
- Take action against the shooter; minimize loss of life
- Priest may attend to wounded victims
- With police, keep hands visible at all times

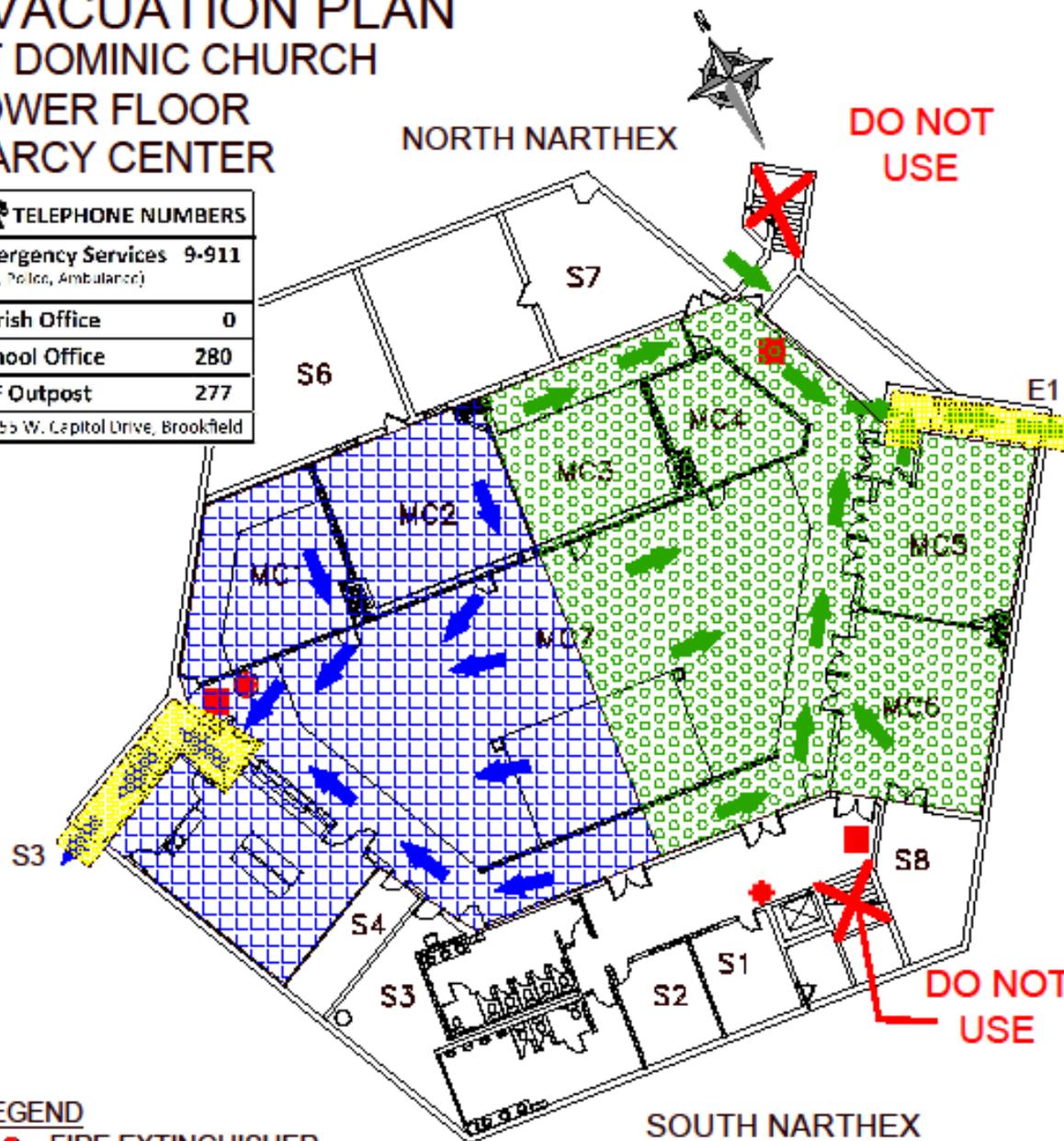
## LEGEND

- FIRE EXTINGUISHER
- FIRE PULL
- AED



# EVACUATION PLAN ST DOMINIC CHURCH LOWER FLOOR MARCY CENTER

TELEPHONE NUMBERS	
Emergency Services	9-911 (Fire, Police, Ambulance)
Parish Office	0
School Office	280
LFF Outpost	277
18255 W. Capitol Drive, Brookfield	



**DO NOT USE**

**DO NOT USE**

- 
**MEDICAL EMERGENCY**
  - Hospitality Ministers and emergency responders will assist parishioners in need.
  - Priest will continue the Mass.
  - Remain in your pew and keep the aisles clear for emergency medical personnel.
- 
**FIRE**
  - Follow the instructions of the Hospitality Ministers.
  - Proceed to nearest exit; follow evacuation routes marked on map.
  - Assist the elderly, disabled and children.
  - Remain calm.
  - Wait for ALL CLEAR before returning to the building.
- 
**SEVERE WEATHER**
  - Follow the instructions of the music minister.
  - Remain in the building and move to Marcy Center or away from any windows or doors.
  - Assist the elderly, disabled and children.
  - Remain calm.
  - Hospitality Ministers will continue to monitor the weather.
  - Once the threat has passed, the Priest or music minister will provide the ALL CLEAR message.
- 
**ACTIVE SHOOTER  
Run Hide Fight**
  - Hide out of view, barricade entry, lock the doors
  - Turn off lights; silence cell phones
  - Take action against the shooter; minimize loss of life
  - Priest may attend to wounded victims
  - With police, keep hands visible at all times

- LEGEND**
-  FIRE EXTINGUISHER
  -  FIRE PULL



**ACCIDENT / INJURY REPORT FORM**

*(For students, parishioners, volunteers, etc at an event on our grounds or sponsored by us)*

NAME St Dominic Catholic Parish  
ADDRESS 18255 West Capitol Drive  
CITY/ST/ZIP Brookfield, WI 53045  
PHONE 262.781.3480

**PERSON REPORTING INJURIES / CONNECTION / CONTACT INFORMATION:**

DATE FORM COMPLETED \_\_\_\_\_  
DATE OF ACCIDENT: \_\_\_\_\_ TIME OF ACCIDENT: \_\_\_\_\_

WHERE ACCIDENT OCCURRED: \_\_\_\_\_  
WERE PHOTOGRAPHS TAKEN? \_\_\_\_\_  
DESCRIBE ACCIDENT: \_\_\_\_\_

PARTY INVOLVED: \_\_\_\_\_ STUDENT? \_\_\_\_\_

IF STUDENT, PARENT NAME(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST/ZIP: \_\_\_\_\_  
PHONE NUMBERS: \_\_\_\_\_  
INJURY/DAMAGE: \_\_\_\_\_

TRANSPORTED BY AMBULANCE? \_\_\_\_\_

WITNESSES (Include address and phone): \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_  
(required to make medical payment, otherwise leave blank)

Athletics: Forward to Sport Committee ASAP. Sport Committee to Amy Whittenberger  
[amy.whittenberger@stdominic.net](mailto:amy.whittenberger@stdominic.net) (CC: AD and Athletic Board Pres.) by next business day.

**Catholic Mutual Group, N89 W16215 Cleveland Ave, PO Box 178, Meno. Falls, WI 53052-2105**  
*(Send one copy to Catholic Mutual Group, one copy remains in Parish Center Offices.)*

