

SHEPHERDING GOD'S PEOPLE

(1 Peter 5)

A SAFETY MANAGEMENT/EVACUATION PLAN

**For HOLY TRINITY CHURCH
HONOLULU, HAWAII
September, 2019**



Table of Contents

Table of Contents:Page 1

Acknowledgements.....Page 2

Pastor’s Message:Page 3

Purpose:Page 3

Team Members:Page 3

Fire Emergency and Evacuation Procedure:Page 4

Medical Emergency Procedure:Page 5

Active Threat Procedure:Page 6

Active Shooter Procedure:Page 7

Aggressive/Violent Threat Procedure:Page 8

Bomb Threat Procedure:Page 9

Nuclear Threat/Natural Disaster Procedure:Page 10

Other:
 Auto Accident, Church Functions, Lockdown:Page 11

Appendix:
 Campus Site Plan, Tsunami Evacuation Map, Aerial View of Utility
 Shut Off Location, Utility Service Shut Off Map, Photos of Utility
 Shut Offs (1,2) Photo of Evacuation Vest and Two Way Radio,
 Location of Red Evacuation Vests, Location of Fire Extinguishers,
 Emergency Codes, Bomb Threat Questions, Media Contact, Lock/
 Unlock emergency doors, 2 Way Radio User Instructions, Police
 Officer/Usher Sign In and Out Sheet, 2 Way Radio in Charger.....Page 12-28

Acknowledgements

This Safety Management/Evacuation Plan is indebted to our Pastor, Fr Mike Dalton, OFM Capuchin as it would not be possible without his direction and support. Holy Trinity Church is also thankful to the Honolulu Fire Department Office of Community Relations and the Honolulu Police Department Office of Community Affairs for their site visit, campus inspection and recommendations. In addition, we are grateful to our Maintenance Team for location and identification of utility controls, service map photos and plot plans. Holy Trinity is also grateful to the Ushers who reviewed, recommended and edited this document and in addition, have accepted Fr Mike's invitation to facilitate this Safety Management/Evacuation Plan in the interests of keeping our parish community safe in accordance with the directives of the Diocese of Honolulu.

PASTOR'S MESSAGE

We read in the 1st letter of St Peter 1:5 “*God is keeping careful watch over us and the future.*” Just by reading this does not absolve or free us from, the obligations to take proper care of ourselves. In today’s world this is especially true with the constant uncertainties that abound and are all around us. Our “*Safety Management/Evacuation Plan*” is our attempt to provide, as best we can, a safe environment for all who gather to worship with us in our church.

This plan takes into account many of the possible scenarios that we need to be aware of, as best we can. Our goal should be to provide basic assistance until our Police or Fire responders arrive. Each usher should understand the contents of this plan, and assist in any way possible for the safety of our fellow parishioners. By doing so we hope to maintain peace and safety until the proper personnel arrive.

I appreciate your assistance in this venture and want you to know how valuable your working with us means to the entire Holy Trinity Community.

Gods Blessings, Fr. Mike

PURPOSE

To ensure that Holy Trinity Church and its Parishioners are adequately prepared and trained to respond to church and parish emergency related situations, man made or natural, and to ensure parishioner safety, safe evacuation, reducing injury to parishioners and guests, and to minimize property damage.

TEAM MEMBERS

Pastor, Stewardship Chair, Ushers, Parish Advisors, Maintenance Representative

Duties:

1. Review Safety Management/Evacuation Plan.
2. Recruit, educate and train team members.
3. Ushers are “eyes and ears” to observe situation at Holy Trinity Church.
4. Head Usher/designate to call 911.
5. Maintenance Representative to advise re utilities and property preservation.
6. Promote Safety Management/Evacuation Plan to Staff, Religious Education, Choir, Parish Groups.

FIRE EMERGENCY PROCEDURE

THE SAFETY OF LIFE IS PRIORITY NUMBER ONE

Head Usher responsible to contact **HPD Officer on Duty who shall contact 911**. Two way radio contact between Head Usher and HPD Officer on Duty will be available, but the more calls to 911 will demonstrate the urgency of first responders to the scene. Location of Two Way Radios and charger is in the sacristy. Head Usher shall secure radio from the sacristy before Mass and confirm second radio with HPD Officer on Duty. Head Usher will return his/her radio to the sacristy and place in charger after each Mass. A sign in/out control sheet will be available.

Radio Codes (approved by HPD): code 10-10 ambulance; code 10-3 meet me at _____.

Give name of Holy Trinity Church at 5919 Kalaniana'ole Hwy east of Paiko Drive. Advise 911 operator of fire and stay on the phone until notification is complete and 911 operator hangs up.

Designated Usher will report to main drive entry at highway to direct Fire Department.

Head Usher or Celebrant to announce evacuation.

FIRE EVACUATION PROCEDURE

It is important that our congregation be directed to our **designated evacuation route; rear of Church property to Paiko Drive**.

Ushers will direct congregation to exit out the side or main entry doors and proceed directly toward rear of our Church property and continue toward Paiko Drive exit for assembly.

Ushers will be clearly recognizable by the red evacuation vests.

Red Evacuation Vests are stored in the drawers in the Reconciliation Room

Ushers shall be required to instruct congregation to proceed and continue proceeding until all are safely evacuated.

Ushers are responsible that elders, handicapped and those unable to walk be assisted, carried or otherwise transported for safe evacuation.

Under no circumstances are vehicles to be utilized for evacuation.

The safety of life is paramount. Take nothing with you. Anything can be replaced except life. Pastor/Celebrant responsible to secure Eucharist.

MEDICAL EMERGENCY PROCEDURE

A Medical Emergency is a situation that a “prudent layperson” could reasonably expect that in the absence of immediate medical attention would result in harm to an individual.

Head Usher responsible to contact **HPD Officer on Duty who shall contact 911**. Two way radio contact between Head Usher and HPD Officer on Duty will be available, but the more calls to 911 will demonstrate the urgency of first responders to the scene. Location of Two Way Radios and charger is in the sacristy. Head Usher shall secure radio from the sacristy before Mass and confirm second radio with HPD Officer on Duty. Head Usher will return his/her radio to the sacristy and place in charger after each Mass. A sign in/out control sheet will be available.

Radio Codes (approved by HPD): code 10-10 ambulance; code 10-3 meet me at _____.

In the event no HPD Officer is on duty, then Head Usher responsible to **call 911**. Give name of Holy Trinity Church at 5919 Kalaniana'ole Hwy east of Paiko Drive. Advise 911 operator of medical emergency and stay on the phone until notification is complete and 911 operator hangs up.

Designated Usher will report to main drive entry at Kalaniana'ole Highway to direct Fire Department/EMS.

One Usher shall be dispatched to secure AED and “grab bag” containing 1st Aid Kit, gloves, and bodily fluid/biohazard containment kit .

Additional Ushers shall assist keeping the area around the patient clear and unobstructed. Give patient space and air; clear area of parishioners. Check pulse and ensure patient is breathing.

Under no circumstances shall the patient be moved unless under the direction of qualified EMS or physician.

Head Usher shall request medical personnel within congregation present to assist.

Only the Pastor/Celebrant shall determine when or if Mass be stopped.

Medical transport shall be at the determination of qualified EMS personnel, however the patient has a right to refuse care or transport.

ACTIVE THREAT PROCEDURE

An Active Threat is an individual or a group of individuals posing a perceived or potential immediate threat or danger to an individual or group of individuals. This threat could be from an external source such as a police chase, vehicle accident, or unauthorized persons engaged in an argument, fight or other disturbance; or from an internal source such as church service, parish function or social event.

Remember that the situation will dictate our actions and when possible we will:

The Head Usher is responsible to contact **HPD Officer on Duty who shall contact 911**. Two way radio contact between Head Usher and HPD Officer on Duty will be available, but the more calls to 911 will demonstrate the urgency of first responders to the scene. Location of Two Way Radios and charger is in the sacristy. Head Usher shall secure radio from the sacristy before Mass and confirm second radio with HPD Officer on Duty. Head Usher will return his/her radio to the sacristy and place in charger after each Mass. A sign in/out control sheet will be available.

Radio Codes (approved by HPD): code 10-10 ambulance; code 10-3 meet me at _____.

In the event no HPD Officer is on duty, then Head Usher responsible to **call 911**. Give name of Holy Trinity Church at 5919 Kalaniana'ole Hwy east of Paiko Drive. Advise 911 operator of potential threat and stay on the phone until notification is complete and 911 operator hangs up.

If safe, designated Usher will report to main drive entry at Kalaniana'ole Highway to direct HPD.

In the event this situation is not possible (due to actions of threat), press 911 and leave phone on; GPS will direct HPD .

Ushers are the "eyes" and "ears" of Holy Trinity Church. They will participate fully at Mass, but also observe our environment. They may reserve seats for this purpose and may remain after to ensure that our parishioners have safely exited.

While our Ushers **will not directly engage an active threat**, they are our "go to guys" following these three steps: ADD.

AVOID: Be aware of surroundings and have an exit plan. Move away, keeping a safe distance.

DENY: When avoidance is no longer realistic, create barriers, tables, chairs or any object to slow down or delay threat. Turn off lights if possible.

DEFEND: When all else fails, remember you have a right to defend yourself; be aggressive, fight "dirty" if necessary. Remember: HPD has been called and when they arrive Ushers will follow their lead and will exit with congregation upon request. Ushers shall instruct congregation to exit with hands visible for everyone's safety.

ACTIVE SHOOTER

An active shooter is an individual engaged in killing or attempting to kill people in a confined space, office, school, or church. Often they use firearms with no pattern or method of selection. This threat could be with any weapon: firearm, knife, club, stick, tool or any object which could inflict harm.

The situation will dictate the actions required. This may require each parishioner to determine the situation and decide on appropriate actions.

There may be no warning, no time or chance for directives and the best directives may be to:

AVOID: Be aware of surroundings and have an exit plan. Move away, keeping a safe distance.

DENY: When avoidance is no longer realistic, create barriers, tables, chairs or any object to slow down or delay threat. Turn off lights if possible.

DEFEND: When all else fails, remember you have a right to defend yourself; be aggressive, fight "dirty" if necessary.

AGGRESSIVE/VIOLENT THREAT PROCEDURE

Aggressive/Violent Threat is an individual or group of individuals observed providing an opportunity to interfere or prevent worship, church services or parish functions.

Remember that the situation will dictate our actions.

Head Usher responsible to contact **HPD Officer who shall contact 911**. Two way radio contact between Head Usher and HPD Officer on Duty will be available, but the more calls to 911 will demonstrate the urgency of first responders to the scene. Location of Two Way Radios and charger is in the sacristy. Head Usher shall secure radio from the sacristy before Mass and confirm second radio with HPD Officer on Duty. Head Usher will return his/her radio to the sacristy and place in charger after each Mass. A sign in/out control sheet will be available.

Radio Codes (approved by HPD): code 10-10 ambulance; code 10-3 meet me at _____.

In the event no HPD Officer is on duty, then Head Usher responsible to **call 911**. Give the name of Holy Trinity Church 5919 Kalaniana'ole Hwy east of Paiko Drive. Advise 911 operator of aggressive or violent threat and stay on the phone until notification is complete and 911 operator hangs up.

If safe, designated Usher will report to main drive entry at highway to direct Fire Department/EMS.

In the event this situation is not possible (due to actions of threat), press 911 and leave phone on; GPS will direct HPD .

Ushers/Celebrant may advise congregation to SHELTER IN PLACE.

Under no circumstances shall Ushers engage this individual or group, remember 911 has been notified. Follow the directions of law enforcement.

BOMB THREAT PROCEDURE

When a Bomb Threat is received, the person shall obtain as much information as possible:

1. Take the call seriously, asking questions (refer to appendix).
2. Note phone display information.
3. Recall caller's **exact** words.
4. When caller disconnects call (hangs up), do not use the phone again.
5. Instruct another person to call 911.
6. Notify Pastor, staff and any personnel in the building.
7. If Mass or services are in progress, notify Head Usher.
8. Announce **evacuation**. Following the Fire Evacuation procedures (page 3). A safe distance will be behind Holy Trinity Center.
9. **UNDER NO CIRCUMSTANCES SHOULD CELLULAR SERVICE BE USED.**

**UNDER NO CIRCUMSTANCES SHOULD ANY USHER OR PARISHIONER TOUCH,
ATTEMPT TO RELOCATE OR OTHERWISE SECURE ANY SUSPICIOUS PACKAGE.**

APPROPRIATE CIVIL AUTHORITIES OR LAW ENFORCEMENT WILL COORDINATE.

NUCLEAR THREAT PROCEDURE

In the event of a possible nuclear attack, notification should be by City and County Warning Alarm Systems, cell phone alerts, radio and tv broadcasts.

1. The Head Usher, Priest/Celebrant will **announce evacuation** to designated area.
2. Our gymnasium might be the most suitable location, otherwise **shelter in place**.

NATURAL DISASTER PROCEDURES

Tsunami: In the event of a possible tsunami, notification should be by City and County Warning Alarm Systems, cell phone alerts, radio and tv broadcasts.

Holy Trinity Church is located within the Oahu flood zone and **will require evacuation** off campus. (Refer to Tsunami Evacuation Map).

1. These warnings normally allow ample time for an evacuation. While the use of private vehicles may be best for parishioners to return home, **this may not be practical**.
2. Evacuation may have to be on foot, above Niu Valley Shopping Center.

Earthquake: Earthquakes are not predictable, nor are they announced. **They just happen.**

1. The safest place may be outside, away from structure.
2. If this is not possible, then shelter in place, taking cover underneath chair, pew, etc or alongside structured wall.
3. When shaking stops, evacuate buildings, assisting those who need help.
4. In the event that an **evacuation** of Holy Trinity Church property is necessary, listen to instructions from Priest, Celebrant or Head Usher.
5. This evacuation may be best by vehicle or by foot. **Heed instructions.**

OTHER

Emergency “Panic” Exit Doors: The Emergency “Panic” Exit Doors shall be unlocked during Saturday evening Mass and on Sunday morning Masses. This is to be accomplished by the use of an Allen wrench after pushing on the bar then turning Allen wrench.

The Allen wrench is located on the horseshoe hanger for the sliding doors to the lanai.

The Head Usher for 5 pm and 7 am Mass is responsible to unlock Emergency “Panic” Exit Doors on both Lanais. The Head Usher for 5 pm Mass shall lock Ewa and Koko Head Lanais. Likewise, the Head Usher after 11 am Mass. (Refer to photos in Appendix page 25).

Auto Accident: With Holy Trinity Church fronting Kalanianaʻole Highway, vehicle accidents may occur during Mass.

1. Head Usher shall contact HPD officer on duty who will secure scene, call 911 and control the situation.
2. Follow Medical Procedures, above.

Church Functions: Holy Trinity Church holds special functions: Mardi Gras, Food Fest, Luau, Funerals and other large church gatherings. The **respective planning committees should include the coordination of Usher duties in accordance with the plans contained above** in addition to any professional security or law enforcement service.

Lockdown: In the event of any outside disturbance, law enforcement activity, potential emergency or when it may be more dangerous to evacuate the church than remain inside, the Pastor/Celebrant shall announce “**Lockdown.**” The congregation **shall shelter in place.**

REMAIN IN PLACE, STAY SILENT, STAY CALM, STAY SAFE

APPENDIX

Holy Trinity Church Campus Site Plan.....Page 13

Tsunami Evacuation Map.....Page 14

Aerial View of Utility Service Shut Offs.....Page 15

Utility Service Shut Off Map.....Page 16

Photos of Utility Shut Offs (page 1 and 2).....Page 17-18

Photo of Red Evacuation Vest and Two Way Radio.....Page 19

Location of Red Evacuation Vests and Usher Badges.....Page 20

Location of Fire Extinguishers.....Page 21

Emergency Codes.....Page 22

Bomb Threat Questions.....Page 23

Media Contact.....Page 24

Locking/Unlocking Emergency “panic” Doors.....Page 25

2 Way Radio User Instructions.....Page 26

Police Officer/Usher Sign In and Sign Out Sheet.....Page 27

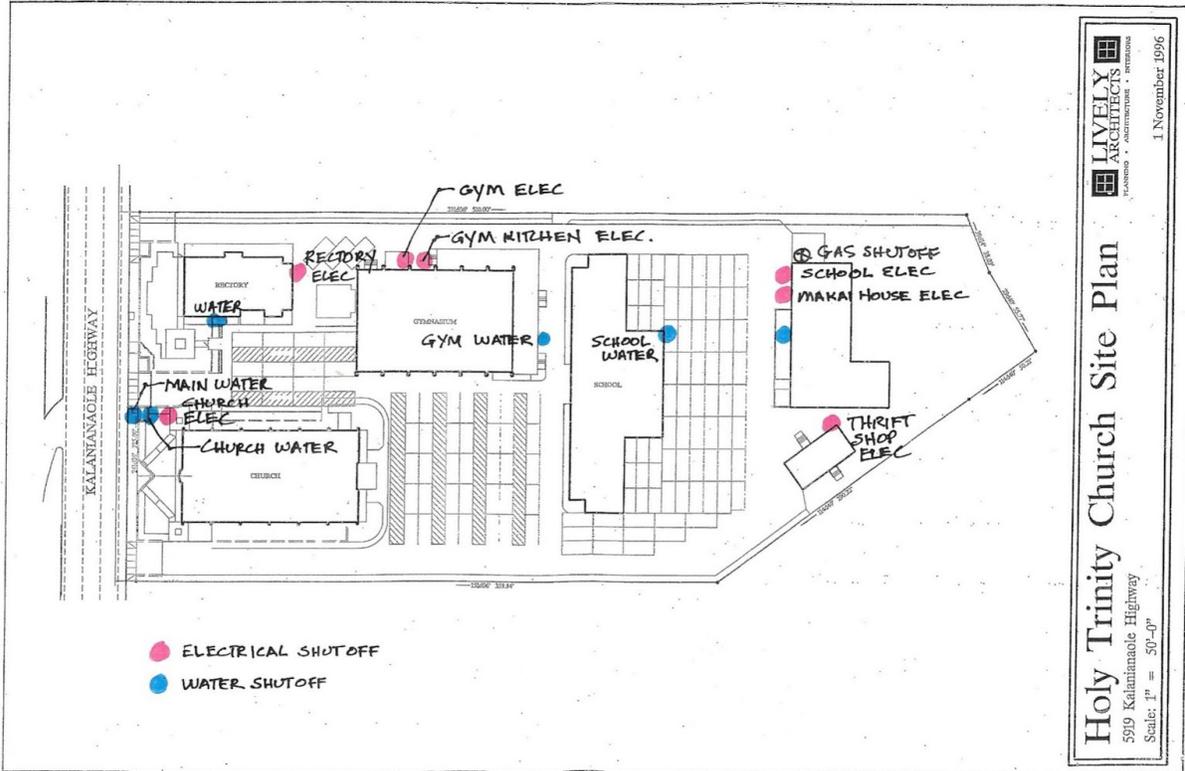
2 Way Radio in Charger.....Page 28

Aerial View of Utility Shut Offs



Safety Management/Evacuation Plan
September, 2019

Utility Service Shut Off Map



Photos of Utility Shut Offs (page 1)



Main Water Shutoff



Church Water Shutoff



Gym Water Shutoff



Makai House Water Shutoff



School Water Shutoff



Rectory Water Shutoff

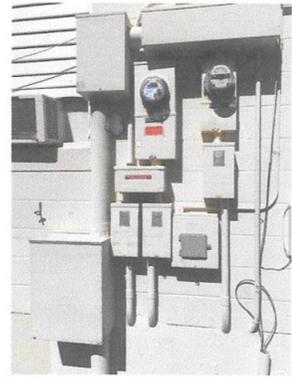
Photos of Utility Shut Offs (page 2)



Natural Gas Shutoff



Church Electrical Shutoff



Gym/Kitchen Electrical Shutoff



Rectory Electrical Shutoff



School and Makai House Electrical Shutoff



Thrift Shop Electrical Panel Shutoff

Photo of Red Evacuation Vest and Two Way Radio



Location of Red Evacuation Vests and Usher Badges
Reconciliation Room



Location of Fire Extinguishers

Church Entry (Koko Head side)
Outside Pump Room
Inside Pump Room
Sacristy
Behind Presider Chair
Ewa Column (at the 50 yard line)

Emergency Codes

(recommended by HPD)

10-10.....ambulance

10-3.....meet me at (location)

BOMB THREAT QUESTIONS

When receiving the call:

1. Take caller seriously
2. Ask questions
3. Take notes on background noise, voices, characteristics, accent,
4. Keep call on the line as long as possible
5. Note display info
6. Listen to **EXACT** words
7. When the caller hangs up, **do not use the same phone** to call 911. **Use a different phone.**
8. Call 911 on alternate phone (or have another person make the call)
9. Heed instructions of law enforcement

Questions to caller:

1. When is bomb to explode?
2. Where is the bomb located?
3. What does it look like?
4. What type of bomb is it?
5. What will detonate bomb?
6. Where are you?
7. What is your name?
8. Background noise(s): street, animal, voice, static, music, motor vehicles, machinery.
9. Description of caller: male/female, calm, angry, accent, stutterer, lisp, high pitch, fast, slow, whisper, loud, familiar (like who), well spoken, educated, foul, irrational.
10. Listen to **EXACT** words.

Suspicious package:

1. **Do not touch, tamper, move or attempt to open.**
2. Ask if anyone aware of package or expecting package
3. Note writing, name or address
4. Postmark info
5. Size, smell, box or envelope
6. Handwriting, spelling
7. Clear area, call 911

MEDIA CONTACT

**UNDER NO CIRCUMSTANCES SHOULD ANY STAFF MEMBER OR
VOLUNTEER PROVIDE INFORMATION TO ANY REPRESENTATIVE OF
THE MEDIA.**

**MEDIA CONTACT WILL ONLY BE HANDED BY THE
PASTOR**

Locking/Unlocking Emergency “panic” Doors



Emergency “Panic” Exit Doors: Location of Allen wrench lock, Allen wrench, Allen wrench location.

2 Way Radio User Instructions

1. "Sign out" radio on Log Sheet
2. Turn radio on - we use channel 1
3. Press "call" button to call other radio
4. Press "talk" button to speak; release to listen
5. After Mass, turn the radio off and return to charger
6. "Sign in" radio on Log Sheet

Safety Management/Evacuation Plan
September, 2019

Police Officer/Usher Sign In and Sign Out Sheet

HOLY TRINITY CHURCH
POLICE OFFICIER/USHER: SIGN IN & SIGN OUT SHEET

	DATE OF MASS	TIME OF MASS	POLICE OFFICIER AND USHER'S NAME (Please Print)	TIME 2-Way Radio OUT	TIME 2-Way Radio IN
1			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
2			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
3			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
4			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
5			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
6			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
7			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
8			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
9			<input type="checkbox"/> HPD _____ <input type="checkbox"/> Usher _____		
10			<input type="checkbox"/> HPD _____		

2 Way Radio in Chargers
Located in Sacristy



Executive Committee-Ushers September, 2019