



St Justin Parish Community

Disaster Plan

June 2010

(updated June 2011,

November 2012)



St Justin Church Disaster Plan

Parish Disaster Plan

A GUIDE TO HELP PARISHS PREPARE FOR DISASTERS

PARISH:
ADDRESS: 2655 Homestead Road
CITY / ZIP: Santa Clara/95051
TELEPHONE (S): 408-296-1193

PERSON RESPONSIBLE FOR EMERGENCY PLANNING:
NAME: Dorothy Carlson
TITLE: Minister of Parish Life
TELEPHONE (S): 408-296-1193 ext. 107
PAGER: _____

ADDITIONAL EMERGENCY PLANNING COMMITTEE MEMBERS:
NAME1: _____
TELEPHONE (S): _____
NAME2: _____
TELEPHONE (S): _____
NAME3: _____
TELEPHONE (S): _____
NAME4: _____
TELEPHONE (S): _____

[November 2012]



St Justin Church Disaster Plan

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I. PLANNING ASSUMPTIONS ABOUT DISASTERS

1. Utility services may be unavailable for extended periods (i.e., electricity, water, and gas).
2. Telephone service may be interrupted.
3. Police, fire, paramedics, and 911 responses will be overrun the first 3 to 5 days after a major disaster. Do not expect their help, initially.
4. There will be serious problems with transportation. Road closures will occur.
5. People will largely be "on their own" in the initial days following a major disaster.
6. Your Parish may be limited to working only with the resources within your immediate neighborhood.



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II. DESIGNATE AN EMERGENCY COORDINATOR & TEAM

The Emergency Services Coordinator may put together a planning team or disaster preparedness committee. The following are areas of possible responsibility for the planning team.

1. Prepare the facility to survive a disaster.
2. Ensure the continuity of pastoral services or care.
3. Assist Parish members in their preparation for and recovery from disasters.
4. Decide what roles Parish leadership will play in response to disasters.
5. Consider how the Parish might help meet needs in the community after a disaster.

During and after an emergency, St. Justin Emergency Teams are essential to ensure everything is being done to save lives, prevent injuries, and protect property. The principal selects team members. The Emergency Teams outlined in this plan are:

- Incident Commander
- Safety Officer
- Chief Of Operations and Logistics
- Chief Of Planning, Intelligence, Administration, Finance
- Communications Team
- First Aid Team
- Search And Rescue Team
- Student Release Team
- Safety And Security Team
- Utilities And Fire and Rapid Assessment Team
- Support Team

Personal Preparedness

When a major emergency occurs, every staff member needs to be prepared and committed to serving the parishioners of St. Justin School. To do this each employee must:

- Know and complete assigned tasks
- Have the confidence their families are prepared to deal with emergencies
 - The time and energy an individual commits to being personally prepared will provide the best assurance that students and family are capable of dealing with emergency situations
 - Preparedness brochures are available from the local chapter of the American Red Cross or the Santa Clara County Office Of Emergency Services



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III. DEFINE THE PARISH'S DISASTER MISSION

The St. Justin Parish Disaster Mission is to perform the following:

1. To ensure the continuation or quick resumption of worship services.
2. To provide pastoral care and support to disaster victims (from parishioners to community members).
3. To provide services/resources to help in the community's recovery from disaster (consider what services/resources you plan to provide).

This plan is designed to provide a framework for protecting parishioners, staff and Church facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur.

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance. This plan assumes the Church must be self-sufficient for a time and may be required to provide shelter to the immediate community.



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IV. BUILDING DESCRIPTION

Provide some basic building data (information that may be helpful to emergency services personnel).

1. Occupancy type (i.e., Office Building, School, Church, Temple, etc.): **Church, School, Offices, Priests' House, Thrift Store**
2. Total square footage of your facility:
3. Year building was built: **1955-1965** Date of most recent renovation: **1997/98**
4. Number of stories: **One** Is there a basement? Yes X No ___
5. Type of construction (i.e., wood frame, metal, concrete, masonry, etc.): **Wood frame**
6. Describe any unique features about the building or surrounding grounds that may be pertinent to emergency service personnel:
7. Attach a floor plan(s) of the facility to the appendix of the Disaster Plan.

Blueprints of the church and Parish Ministry Center are stored in the Parish Ministry Center



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V. FACILITY SAFETY MEASURES & EMERGENCY SUPPLIES

A. Basic Safety Mitigation:

DATE DONE

1. Do a hazard hunt and mitigate any obvious problems (e.g., move heavy items from top to lower shelves and secure items that might topple). Done
2. Check cabinet doors to ensure secure closure. Done
3. Properly store chemical and flammable materials. Done
4. Trim any large overhanging trees that could fall and damage property. Done
5. Clearly mark gas and water shut-off valves with instructions for shut off. Done
(Turn off utilities only if there is a leak or if you suspect damage to the lines)
6. Ensure working status of fire extinguisher(s) and smoke detectors. **Fire extinguishers checked monthly. Only smoke detectors are in the Rectory**
7. Take photographs documenting the interior and exterior of your facility to help later in recovering costs due to facility damage or equipment loss. _____
8. Post facility evacuation plan (with exit and assembly information). Done
(Plan to account for staff and onsite participants in evacuation, and conduct evacuation drills)

Joe – Fire Department can inspect. Fire Marshall



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B. The following emergency supplies and equipment are located as follows:

1. Portable radio(s) and extra batteries: **Storage Shed in Parking Lot by dumpster**

2. Emergency first aid supplies: **Storage Shed**

3. Flashlights and extra batteries: **Storage Shed**

(In case of no electricity, consider also a supply of light sticks that light for up to 12 hours)

4. Fire extinguisher(s): **See Appendix 5A**

5. Stored drinking water (more is better) : **Storage Shed: 25 5 gallon jugs (with spigots) and/or 16 oz. bottles, plan 125 gallons in all**

(In addition, use water purification tablets to treat water from other facility sources, such as the water heater)

6. Emergency (1-day for church plan) food supply: **Storage Shed: food/fruit bars such as granola**

(Emergency food and water is necessary for unexpected confines)

7. Basic tool kit: **Storage Shed**

8. Fire Alarm System (include the following): (Walk-through to locate)

. Location of fire alarm (and fire panel or fire control & command room if applicable): **See Appendix 5A; 2 Command Rooms are 1. in the Homestead side of the Church, 2. in Community Ministry Storeroom at School**

. Sound of the fire alarm (i.e., loud bell, whooping horn, etc.): **Loud Bell**

. If the system is monitored by an outside agency, identify name and contact info: **Not Monitored**

. Indicate the location of smoke detectors: **Smoke detectors are in the Rectory**

. Indicate the location of fire alarm pull stations: **See Appendix 5A**

. If a sprinkler system is installed, indicate the location of sprinkler water flow valves & standpipes: **(N/A - No Sprinkler System)**

. Indicate also the location of tamper alarms for standpipes: **N/A**

9. Exits (include the following):

. Provide information on fire escapes (i.e., type & location): Front and Side exits

. Provide information on fire doors and fire door hardware, if applicable (i.e., type & location): **One in the Hall kitchen (drop down divider between stove and Large Hall)**



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C. The following utility shut-offs & tools are located as follows (if applicable for your building):

1. Main gas valve: **Back of St. Justin Church, see Appendix 5**
(Only shut-off the gas if you smell gas or hear a hissing sound; then open exterior doors & windows)
2. Crescent wrench or gas shut-off tools: 1. **Back of Sacristy, 2. Storage Shed**
3. Main water valve: **Northern Corner of the Grassed Area in Front of St. Justin Church/Rectory, see Appendix 5A**
4. Electrical fuse box / circuit breaker: **Back of Parish Ministry Center, see Appendix 5A, note with "E" decal, Northwest Section of the Rectory, controls Rectory air and heating**
(Shut off electricity if electrical wires are shorting or sparking)
5. Emergency or portable generator (if applicable): **Not Available,**

See next page for pictures.



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Electricity

Behind PMC



Inside Shed



Gas

Behind Church



Check Wrench



Water

Front of Church



Front Lawn





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D. Take an inventory of neighborhood resources that can assist with your emergency response:
(Identify where to go for emergency help, especially if telephone service is unavailable immediately after a disaster)

1. Where can you rent or borrow a generator if necessary? **Add generator to supply list.**
2. Where is the nearest medical treatment? **Kaiser Permanente Hospital, 710 Lawrence Expy, Santa Clara, CA (408)851-1000**
3. Where is the nearest fire station? **2821 Homestead Rd., Santa Clara, CA**
4. Where is the nearest police station? **601 El Camino Real, Santa Clara (408)615-4700, (408)615-5580, 911**
5. Where can you go for additional water? **Water Spring, 2644 Homestead Rd (across Homestead from St. Justin), Safeway across Homestead from St. Justin**
6. Where can you go for additional food supplies? **Safeway across Homestead from St. Justin**
7. Where can you get additional medical supplies, medicines and special equipment? **CVS across Homestead from St. Justin**

E. Other Safety Measures:

1. First Aid / CPR Training: **Arrange for a First Aid / CPR class to be held at your facility**
(contact the American Red Cross Bay Area, 415-427-8000, or <http://www.bayarearedcross.org>). **Encourage ushers, lay leadership, youth leaders and teachers to attend.**
2. HEAT Training: **While not HEAT trained, each Mass has a number of individuals first aid trained .**
3. Defibrillators to be provided (included in Supply List). **Not permitted per Diocesan Policy.**



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VI. EVACUATION PLANNING

Some Evacuation Planning Tips:

1. Designate where people should go or stand, once they are outside the facility: **Stage in the lawn outside church first. For extended disaster move to Parking Lot behind St. Justin (NorthEast), see Appendix 5B**
2. Post clear directions on how to evacuate the facility (post in central facility locations).
3. If it is possible and safe to do so upon exiting, staff should shutoff any electrical equipment that may be running in their area and close all doors behind them.
4. After evacuating, walk through church (closets, rest rooms, etc.) to ensure church is cleared.
5. Consider people with disabilities (cognitive, hearing, visual, or mobility) who may need assistance.
6. Ensure that usher's are trained in the evacuation plan.
7. Practice evacuation/fire drills (use Appendix 1 to indicate most recent drill dates).



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VII. COMMUNICATIONS PLANNING

It is suggested that the Parish have a post-disaster plan for disseminating information to staff, lay leadership, constituents, affiliates, members, and parents.

DATE DONE

1. Develop a list of emergency contact numbers **(See Appendix 2 – Phone List)**.
2. Setup a telephone contact list/directory for notifying staff and leadership (especially if the disaster happens after hours). **See Appendix 4 – Parish Contact List)**.
3. Designate one remote phone number where an emergency message can be recorded and be sure that all Parish members know that number and understand its use. **Use 408-296-1193 (main parish line), Dorothy/backup in charge of communications**
4. Identify the names of persons who shall be notified in an emergency in order of priority. **Fr. Edsil, Fr. George, Dorothy Carlson, Joe Bauer**
5. Develop a plan for alternate communications (see tips below). _____
6. Given a disruption to telephone service following a major disaster, consider these tips:
 - a. Have access to a standard telephone, as cordless telephones do not operate without power.
 - b. Use cell phones from different communication providers or in different area codes.
 - c. Use walkie-talkies (or Nextel system) for communications within facility grounds.
 - d. Know the location of the nearest pay phones. (A pay phone may operate sooner than a normal business phone; hence keep a roll of quarters with your emergency supplies).
 - e. Identify local amateur radio operators; each fire station will have ham radio capacity.
 - f. Prepare to use runners (messengers on foot or bicycle).



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VIII. ENCOURAGE PERSONAL DISASTER PREPAREDNESS

DATE DONE/PUBLISHED IN BULLETIN

1. Encourage staff and Parish to develop family/home emergency plans. 9/16/2012

At a minimum, individual/family preparedness requires the following:

a. Enough emergency supplies to last 3-days (need to be prepared to function without the normal utility, supply and transportation infrastructure).

b. Identification of an Out-of-Area Contact Person.

Note: A response following any emergency is concern for the welfare of family and home.

Staff persons who are worried about their families will not be effective until they have reassurance.

Therefore, staff emergency plans should include the identification of an out of state telephone contact (relative) for family check-in. Connecting out-of-area calls is quicker as local circuits are initially overwhelmed after disaster.

c. An Evacuation Plan (i.e., identify a reunification spot and determine what you will need to take if evacuating your home; include a plan for pets).

2. Contact the American Red Cross for an on-site presentation (see below). _____

Note: Given a minimum of 20 participants, the American Red Cross will come on site

to conduct a one-hour free class on personal disaster preparedness for staff or members.

Classes are available in English, Spanish, and Cantonese. Contact the American Red Cross

Bay Area, Preparedness Services at 510-595-4459.

3. Review your disaster plan with all staff. Date scheduled and if completed.

Date scheduled: 10/18/2012 Date Completed: _____

4. Train staff in how & when to shut off utilities (if applicable to your facility). _____

5. Train staff in how to use fire extinguishers (call Fire Extinguisher Company). _____

6. Pre-assign immediate response tasks (see Appendix 3 – Immediate Response). _____

7. Train staff about their emergency responsibilities to parishioners/community. _____

8. Make a realistic plan for staff coverage in emergencies. _____



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IX. RECOVERY & SERVICE CONTINUITY PLANNING

It is suggested that the Parish have a plan to ensure it can continue providing services after a disaster?

1. List the supplies/resources needed to keep your Parish operating (then think about alternative vendors or sources for obtaining those items).

Supply or Resource Need Alternative Source for Obtaining Resource

See Appendix 6, Supply List

2. Identify the Parish's plan of succession (i.e., the list – by position name or title – that determines which staff or lay person is next in line to assume overall authority).

- a. **Dorothy Carlson – Minister of Parish Life**
- b. **Fr. George Mancha – Parochial Vicar**
- c. **Fr. Edsil Ortiz – Parochial Vicar**
- d. **Joe Bauer – Pastoral Associate**
- e. **Tracy Sevigny – Pastoral Associate**

3. List of signatories on bank accounts (in the event that the primary signatory is unavailable).

- a. **Joe Bauer**
- b. **Fr. George Mancha**

c. 4. Identify how you might backup key staff positions (assume some key staff will be unavailable).

Staff Position Possible Backup Source: **Diocese: Chancery Office Staff**

5. Identify an offsite location for the backup of vital records and duplicate copies of important documents: **ParishSoft Database backed up daily to offsite at Diocese and 3 times a week to offsite out of state. Sacramental records are microfilmed and stored by Diocese, current sacramental records are on ParishSoft.**

6. Include as an appendix to this plan, or at the location above, an inventory of facility assets so losses can be documented for insurance (insurance policies should be reviewed annually).

7. What neighboring Parishes or other community agencies can you join with to share resources in emergencies? (Create mutual aid agreements as appropriate)

- a. **St. Lawrence**
- b. **St. Clare**

8. What are some of the areas in which you can work cooperatively to support each other's recovery following a disaster?

- a. **Provide food from Community Ministry stock**
- b. **Share parish facilities for Masses**
- c. **Share staff resources, if available**



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X. NEIGHBORHOOD /COMMUNITY PLANNING

Consider additional roles for community involvement following a disaster – areas in which the Parish might provide services to parishioners or community members affected by the disaster. It is suggested this planning be done with other neighborhood Parishes and organizations for a more coordinated disaster response. Summarize this plan in the space below.

Possible areas for involvement:

1. To provide pastoral care and support to disaster victims (especially outreach and support to more vulnerable Parish members).
2. To use facility space to provide emergency shelter for neighborhood residents.
3. To use facility space (i.e., meeting rooms & offices) for organizations forced to relocate.
4. To use facility resources for the preparation of food for mass feeding.
5. To use the facility as a storage/distribution center (for disaster relief supplies).
6. To use any owned vehicles for transporting people to recovery services sites.
7. In addition, teams of volunteers may be organized to provide the following services.
 - .. Advocacy .. Health Services .. Outreach & support to vulnerable populations
 - .. Animal Care .. Home Visits/Care .. Organizing/Leading Volunteer Groups
 - .. Assisting at Disaster Help Centers .. Housing .. Pastoral Services (Spiritual Care)
 - .. Casework .. Language Translation .. Rebuilding / Repair / Restoration
 - .. Child Care Services .. Legal Assistance .. Relocation or Moving Assistance
 - .. Cleanup (homes/neighborhoods) .. Listening .. Resource Development
 - .. Counseling .. Office Support / Telephoning .. Shelter Services
 - .. Driving/Providing Transport .. Mental Health Services .. Special Worship Services
 - .. Food Services (cooking, feeding & distribution including home delivery)
 - .. Managing Volunteers and Donations
 - .. Warehousing and distribution of relief supplies



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8. If your Parish has a national denominational disaster response program (i.e., Catholic Charities, Episcopal Relief and Development, United Jewish Communities, United Methodist Committee on Relief, etc.), consider partnering or working with that entity to provide disaster relief. Go to the National Voluntary Organizations Active in Disasters website (<http://www.nvoad.org/members.php>) and search on “National Members” for a list of the various denominational and community-based programs.



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APPENDIX 1 – UPDATES TO THE PLAN

1. Date most recent earthquake drill was held: Schedule 1.5 hr. “Table Top” drill, and Walkthrough drill.
2. Date most recent fire drill was held:
3. Date of most recent staff training in basic emergency preparedness:
4. Date your most recent staff home phone list was compiled/updated: November 2012



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APPENDIX 2 – EMERGENCY TELEPHONE NUMBERS LIST

Call 9-1-1 for most emergencies. If 9-1-1 is overloaded, then refer to the following:

Police Department: **408-615-4700, 408-615-5580**

Fire Department: **408-615-4900, 408-615-5580**

Ambulance: **408-615-4900, 408-615-5580**

Water Department: **408-615-2000 (M-F 8-5) otherwise 408-615-5640**

PG&E: **800-743-5000**

Hazardous Material Spill: **408-615-4900**

Poison Control Center: **800-222-1222**

California Highway Patrol: **800-835-5247**

Local Hospital: **Kaiser Permanente Hospital, 710 Lawrence Exp, Santa Clara, CA (408)851-1000**

Insurance Agent: **Arthur J. Gallaher Risk Management Services, Inc. Contact: Nancy Lew PO Box 7443 San Francisco, CA 94120-7443 Ph: 415.536.8442 Fax: 415.536.8499 email: [Nancy Lew](mailto:Nancy.Lew@ajgallaher.com)**

American Red Cross: **Local Disaster Relief – 1-877-727-6771**

Salvation Army: **408-556-9054**

San Jose Diocese: Contact: **(408) 983-0100**

Catholic Charities: **408-468-0100**

Dorothy Carlson: **408-296-1193**

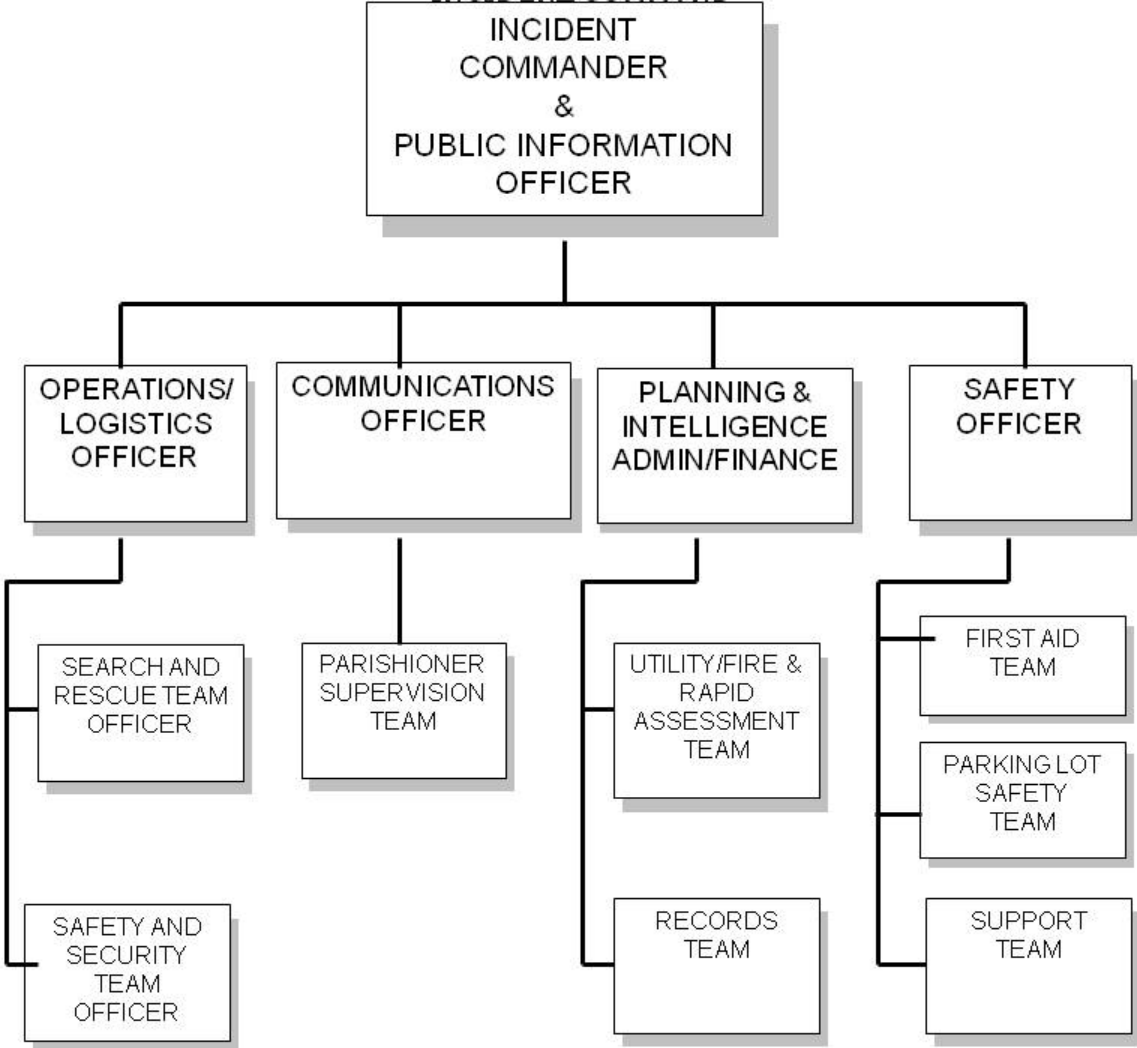
Joe Bauer: **408-296-1193**



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APPENDIX 3 – IMMEDIATE RESPONSE IN EMERGENCIES

INCIDENT COMMAND ORGANIZATION CHART





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Incident Commander

Team Leader

- St. Justin Minister of Parish Life, or designee

Location

- Command Post – banner identifying location near _____

Responsibilities

- Implements emergency plan, coordinates operations, activates emergency teams
- Controls all internal and external communications
- Accounts for all students and staff (Not Applicable to Church Disaster Plan)
- Assesses situation and requests resources

Protocol

- Follow Emergency Protocol.
- Turn on walkie-talkie to Channel 1-1. There should be no communications as all personnel are waiting to hear your instructions.
- Wear assigned colored vest and fanny pack.
- Evacuate to the evacuation area.
- Assess type and scope of emergency.
- Communicate vital information to the staff.
- If needed call for First Aid, Search and Rescue, Utility, Fire and Rapid Response, and Safety and Security Teams to report to the Command Post.
- Brief and deploy the first four Emergency Teams.
- Open and maintain the Assessment Board.
- Report to City of Santa Clara and Diocese as needed.



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- If necessary brief and deploy remaining Emergency Teams.
- Develop and communicate revised incident action plan as needed.
- Plan regular breaks for staff and volunteers (Optional for Church Disaster Plan)
- Proclaim termination of emergency operations.

Safety Officer

Team Leader

- As assigned at the time of the emergency

Location

- Command Post – evacuation area near First Aid Easy-Up.

Responsibilities

- Ensure all emergency activities are conducted safely
- Makes changes to the emergency plan as needed

Protocol

- Follow Emergency Protocol.
- Evacuate the Church
- Turn on walkie-talkie to Channel 1-1, use 11-11 for safety communications.
- Wear assigned colored vest and fanny pack.
- Report to Incident Commander for situation briefing.
- Coordinate set-up of the Command Post; supplies are located in Logistics.



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- Open and maintain an activity log of all required records and documentation (messages received, action taken, decision justification, and requests filled) to support the history of the emergency.
- Anticipate situation changes such as aftershocks.
- Ensure Emergency Teams use appropriate safety equipment.
- Monitor Emergency Team activity for safety.
- Identify and report all safety hazards to the Communications Team.
- Keep Incident Commander advised of your status, activity, and of any problems.
- Stop or modify all unsafe operations.

Chief of Operations and Logistics

Team Leader

- As assigned at the time of the emergency

Location

- Command Post – evacuation area

Responsibilities

- Manage First Aid, Search and Rescue, Safety and Security, Rapid Assessment, Support, Communications, and Student Supervision Teams (Student Supervision Teams are not Applicable to Church Disaster Plan)
- Evaluate and act on operational information

Protocol

- Follow Emergency Protocol.



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- Turn on walkie-talkie to Channel 1-1.
- Evacuate and leave Parishioners in care of the Parishioner Support Team.
- Wear assigned colored vest and fanny pack.
- Report to Incident Commander for situation briefing.
- Report to Logistics and coordinate equipment and supply release.
- Coordinate Operations and Logistics Teams deployment with the Incident Commander and Safety Officer.
- Monitor Operations and Logistics Teams – following standard procedures, utilizing appropriate safety gear, and documenting all activity.
- Keep Communications Team advised of your status, activity, and of any problems.
- Stop or modify all unsafe operations.

Chief of Planning Intelligence and Administration Finance

Team Leader

- As assigned at the time of the emergency

Location

- Command Post – evacuation area near Incident Command center.

Responsibilities

- Manages Utility and Fire, Release of Minors, Records Teams, and Runners
- Evaluate and act on operational information

Protocol

- Follow Emergency Protocol.



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- Turn on walkie-talkie to Channel 1-1.
- Wear assigned colored vest and fanny pack.
- Locate all office personnel and records and evacuate.
- Report to Incident Commander for situation briefing.
- Coordinate Planning Intelligence and Administration Finance Teams deployment with the Incident Commander and the Safety Officer.
- Monitor Planning Intelligence and Administration Finance Team – following standard procedures, utilizing appropriate safety gear, and documenting all activity.
- Keep Communications Team advised of your status, activity, and of any problems.
- Stop or modify all unsafe operations.
- Send a Runner with completed Class and Campus Status Form to the Command Post (Not Applicable to Church Disaster Plan).
- Parents and/or parent designees will present a Student Release form in order to pick up a student. Send a runner with the Student Release form to find and bring you the student. Parents and/or designees may then take the student. (For Church Disaster, Modify Procedure for parents to pick up minors separated from them.)

Communications Team

Team Leader

- As assigned at the time of the emergency

Location

- Command Post - near Incident Command Post.

Responsibilities



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- Report emergency information concerning the status of parishioners, students, staff and school facilities to parents and caretakers.
- Maintain communication with appropriate authorities.
- Maintain a log of all incoming and outgoing communications.

Protocol

- Evacuate to the blacktop.
- Turn on walkie-talkie to Channel 1-1 listen for instructions from the Incident Commander.
- Wear assigned colored vest and fanny pack.
- Set up tables, chairs, Assessment Board and the laminated school map – all supplies are located in Logistics.
- When directed by the Incident Commander, call 911 and/or City/Diocese.
Santa Clara Police 408/296-2236

Diocese of San Jose 408/983-0100, Dept. of Education 983-0185
- Keep track of all walkie-talkie communications. Make note of the Emergency Teams' channel changes. Emergency Teams are to inform the Command Post when they switch off of Channel 1-1.
- Monitor communications from authorities on the communication line. Report pertinent information to the Incident Commander and update the Assessment Board.
- Maintain and update the Assessment Board.

First Aid Team

Team Leader

- As assigned at the time of the emergency



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Team Members

- As assigned at the time of the emergency

Location

- Easy-Up located Disaster Shed by Dumpster

Responsibilities

- Triage all victims
- Administer first aid
- Record injury information and administer first aid
- Assure availability of first aid supplies and equipment

Protocol

- Follow Emergency Protocol.
- Evacuate and turn at risk parishioners over to the Parishioner Supervision Team.
- Wear assigned colored vests and fanny pack.
- Assemble the team and report to Chief of Operations for situation briefing.
- Have half the team keep their walkie-talkies set to Channel 1-1 (Command Post) and have the other half switch to Channel 3-3 (First Aid). Notify Command Post of the channel change.
- Gather first aid supplies from Logistics - three boxes of supplies are labeled First Aid. The First Aid station is located Disaster Shed by Dumpster
- Start triage – assess injuries and decide on treatments.
- Begin administering first aid. Decide which team member will handle general first aid, blood, splints, shocks, and CPR.



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- Obtain extra help from other first aid and CPR trained staff members as needed. See staff list as to who are trained in CPR and First Aid.
- When serious injuries are discovered, deploy members to Search and Rescue.

Current CPR Certification through

List Parish Staff who have been trained here

Current First Aid Certification

List Parish Staff who have been trained here

Parking Lot Safety Team

Team Leader

- As assigned at the time of the emergency

Team Members

- As assigned at the time of the emergency

Location

- Easy-Up located Disaster Shed



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Responsibilities

- Direct automobile traffic in parking lot
- Ensure access for emergency vehicles
- Direct pedestrian traffic in parking lot
- Direct emergency vehicles to where they are needed

Protocol

- Follow Emergency Protocol.
- Evacuate and turn at risk parishioners over to the Parishioner Supervision Team.
- Wear assigned colored vests and fanny pack.
- Assemble the team and report to Chief of Operations for situation briefing.
- Have half the team keep their walkie-talkies set to Channel 1-1 (Command Post) and have the other half switch to Channel 3-3 (First Aid). Notify Command Post of the channel change.
- When serious injuries are discovered, deploy members to Search and Rescue.

Search and Rescue Team

Team Leader

- As assigned at the time of the emergency

Team Members and Locations

- As assigned at the time of the emergency

Responsibilities

- Check exterior and interior of school and church for missing and/or injured people



St Justin Church Disaster Plan

Protocol

- Follow Emergency Protocol.
- When instructed by the Incident Commander, turn over students and emergency backpack to a teacher in close proximity, keep the walkie-talkie and wear assigned colored vests. (Not Applicable to Church Disaster Plan.)
- Assemble the team and report to Chief of Operations for a situation briefing.
- Have one member of each team keep their walkie-talkie set to Channel 1-1 (Command Post) and have the others switch to Channel 5-5. (Search and Rescue). Notify Command Post of the channel change.
- Go to Logistics and gather the Search and Rescue packs and hardhats.
- As two members are searching a room, the other should be outside maintaining constant contact with the searchers. Never put your team in danger.
- Use the school evacuation map to insure all areas have been searched.
- Apply masking tape to all doors - / stroke means someone is inside. Completing the X means the room has been cleared and no one is inside.
- For serious injuries contact Chief of Operations Channel 1-1 for First Aid assistance.
- Relay all information to Chief of Operations so an accurate record can be kept.
- When your job is done, report to Command Post and wait for further instructions.

Records Team

Team Leader

- As assigned at the time of the emergency.

Team Members

- As assigned at the time of emergency



St Justin Church Disaster Plan

Location

- Command Post – near Rectory

Responsibilities

- Release minors to their parents or other authorized guardians.
- Obtain signature of person taking the minor. Confirm each minor recognizes the adult.
- Setup and maintain files and logs of all documentation and communications

Protocol

- Follow Emergency Protocol.
- Turn on walkie-talkies to Channel 1-1 and listen for instructions.
- Wear assigned colored vests and fanny pack.
- Gather the following binders: Sign-Out, Student Release, Schedule, and Volunteer Sign-In.
- Evacuate to evacuation area.
- With supplies from Logistics setup Minor Release, Command Post, and Communications. Place the tables in a V formation to ease congestion. Place the alphabet designations on the tables. Runners can aid in setup.
- When the Section Chief turns in the Parishioner Status Report, report missing children and adults to the Command Post Channel 1-1.
- Follow the Emergency Minor Release Procedure.
 - Ask the adult for the child's name and their relationship to the child.
 - Give the adult a Release Form to take to the Chief Of Planning and Intelligence.
 - **DO NOT RELEASE A CHILD TO ANYONE WHO IS NOT THEIR PARENT OR GUARDIAN.** However, if the person is adamant about taking the student, we would rather know who took the child, and where, than for them to just do it. Please ask them to print their name, sign the form.



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Safety and Security Team

Team Leader

- As assigned at the time of the emergency

Team Members

- As assigned at the time of the emergency

Location

- Obvious Campus Access Points

Responsibilities

- Secure all site buildings and lock doors and gates
- Cordon off any areas with apparent structural damage or other danger
- Station Teams at obvious access points to direct parents, fire, rescue, and police

Protocol

- Follow Emergency Protocol.
- Wear assigned colored vests.
- Assemble the team and report to the Safety Officer for a situation briefing.
- Have one member of each team keep walkie-talkies set to Channel 1-1 (Command Post) and have the other switch to Channel 11-11 (Safety and Security).
- Pick up Safety and Security backpacks and supplies from Logistics.
- With traffic cones and barricades block off access to all parking lots, except for emergency vehicles.



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- Direct parents to the Minor Release table. Parents must walk in and walk out.
- Short of physical restraint, keep all minors on campus until legally released. If a parent insists on taking a minor, try to get the name of the student and where they are going.
- Keep foot traffic moving. Direct cars to park on the street.

Utilities and Fire And Rapid Assessment Team

Team Leaders

- As assigned at the time of the emergency.

Location

- Entire facility

Responsibilities

- If necessary turn off utilities and secure water system
- Extinguish small fires if possible
- Assure emergency vehicles have access to school grounds
- Seal off and post areas where hazardous conditions exist
- Inspect all school building for damage

Protocol

- Report to the Planning and Intelligence Chief for a situation briefing.
- Pick up the Utilities and Fire supplies from Logistics.
- Wear assigned colored vests and fanny pack.
- Maintain contact with Command Post via walkie-talkie Channel 1-1.
- Check all utilities and notify status to Planning and Intelligence Chief.



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- If necessary, turn off the following:
 - Electricity Panel - near Back Door of Parish Ministry Center
 - Gas – Behind the Church on the Parish Ministry Center side
 - Water – in the kitchen and on the grass area _____
- Inspect all school buildings for damage. Report structural problems such as cracks in walls or damage to classroom to Planning and Intelligence Chief.
- After completing a check of each station return to Command Post for a report and further instructions.

Parishioner Support Team

Team Leader

- As assigned at the time of the emergency

Team Members

- As assigned at the time of the emergency

Responsibilities

- Set up and monitor sanitation facilities
- Gather all food and water supplies and distribute as needed
- Set up areas for shelter, sleeping, and eating

Protocol

- Follow Emergency Protocol.
- Report to the Logistics Chief for a situation briefing.



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- Assemble the Support Team; have half the team members keep walkie-talkies set to Channel 1-1 (Command Post) and have the other half switch to Channel 9-9 (Support).
- Wear assigned colored vests.
- Setup shelters as needed. Coordinate placement of shelters with Logistics Chief.
- Begin Sanitation tasks.
- Sanitation – Indoor Toilets
 - Ask the Logistics Chief if the water has been turned off. If no, determine the suitability of using the indoor bathrooms as latrines.
 - If using the indoor toilets without water, remove water and line the bowl with doubled trash bags. Do not flush the toilet.
 - Set-up hand washing stations using prepackaged wipes.
 - Disposed of filled waste bags in a garbage container.
- Sanitation – Outdoor Toilets
 - Set-up alternative sanitary facilities with an Easy-Up and sheets for privacy screens and gender separation. Move trash barrels to outdoor facilities for plastic bag removal.
 - Coordinate with Logistics Chief for placement of latrines.
 - Notify Logistics Chief when latrines are available.
- Water containers are in the Emergency Shed. Additional water can be tapped from the hot water heaters and from toilet tanks - use this as a last resort.
- Each classroom has a tub of food supplies and 3 gallons of water with cups.
- Provide necessary water to First Aid.
- With the principal, discuss the approximate number of students needing long-term care so appropriate rationing of food and water can begin.
- Once campus needs are established, determine the feasibility of obtaining other water and food.
- Ration food and water. Ask Logistics Chief for volunteers as needed.
- Distribute lighting equipment as needed.
- Distribute foul weather tarps and bags (raincoats) as needed.



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Parishioner Supervision Team

Team Leader

- As assigned at the time of the emergency

Team Members

- St. Justin Staff and other adults on campus

Location

- Evacuation area (move to Central Park grassy area if needed)

Responsibilities

- Stay with classes to supervise, inform, and reassure parishioners throughout the duration of the emergency

Protocol

- Follow Emergency Protocol.
- Wear assigned colored vests and fanny pack.
- Staff members will keep parishioners seated, calm, and in class rooms or family groups while evacuated.
- The Incident Commander will instruct the Team Leader when if parishioners should move to Central Park or remain on grassed areas of the Church.
- The Parishioner Supervision Team Leader will direct teachers where and when to relocate their students to _____. (Not Applicable to Church Disaster Plan.)



St Justin Church Disaster Plan

- Staff members will keep students and/or parishioners seated, calm, and in class/family groups in the evacuation area.



St Justin Church Disaster Plan

APPENDIX 4 – ST. JUSTIN PARISH NUMBERS

Name	Role	Cell Phone	Work Phone	Home Phone	Email
Mrs. Dorothy Carlson	Minister of Parish Life	408-550-5142	408-296-1193		dcarlson@st-justin.org
Fr. Edsil Ortiz	Parochial Vicar, Ministry to the Sick, the Dying and the Grieving		408-296-1193		fredsil@st-justin.org
Fr. George Mancha	Parochial Vicar		408-296-1193		fr.george@st-justin.org
Ms. Karen Suty	Principal, St. Justin School		408-248-1094		ksuty@dsj.org
Mr. Joe Bauer	Pastoral Associate, Community Ministry and Facilities		408-296-1193		joeb@st-justin.org
Ms. Tracy Sevigny	Pastoral Associate, DRE, RCIA, RCIC		408-296-1193		Tracy_sevigny@st-justin.org
Mrs. Lillian Kwiatkowski	Music Director		408-296-1193		lillian@st-justin.org
Mrs. Jeannie Freitas	Administrative Assistant		408-296-1193		jfreitas@st-justin.org
Ms. Laura Ortiz	Administrative Assistant		408-296-1193		lortiz@st-justin.org

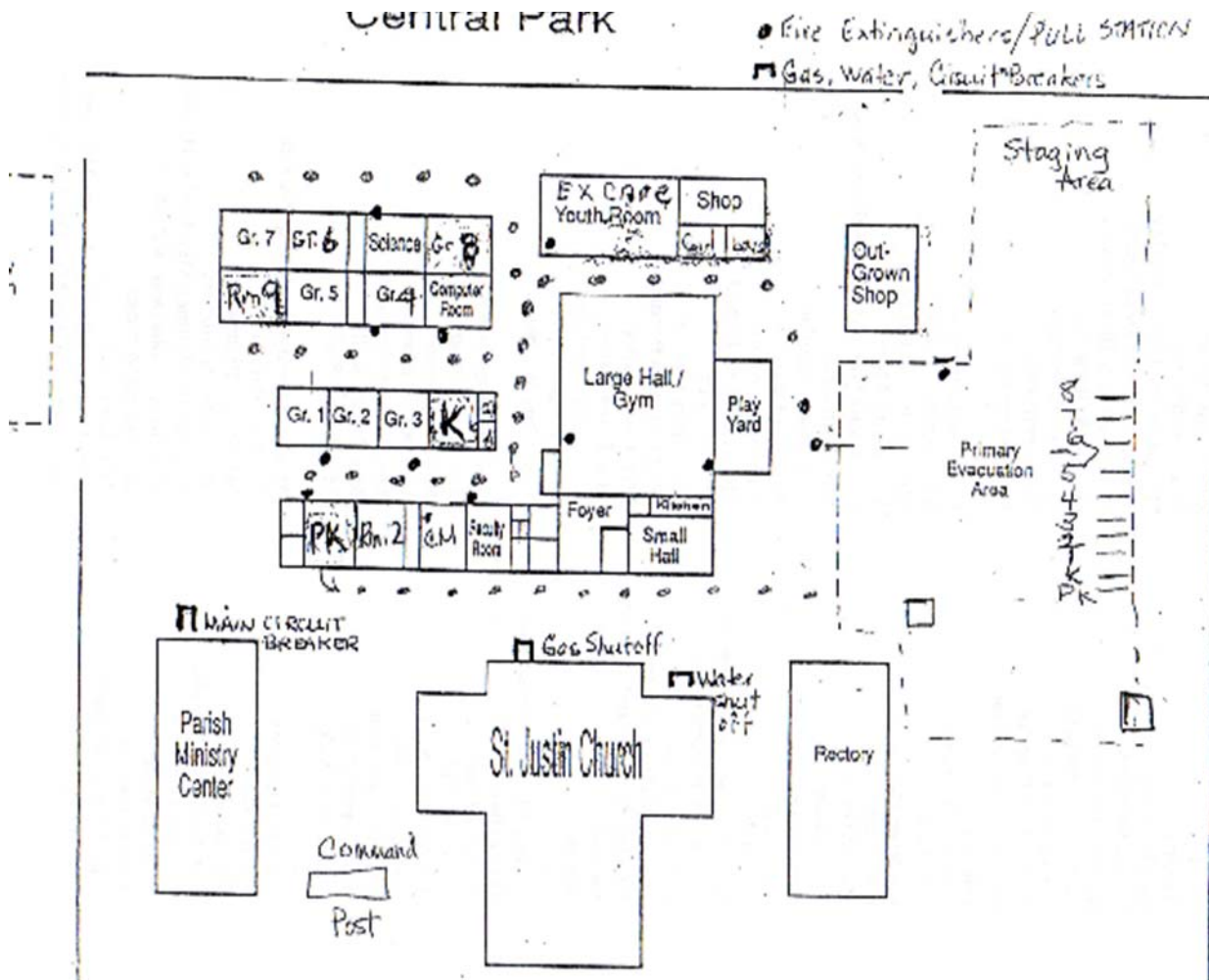


St Justin Church Disaster Plan



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APPENDIX 5 – ST. JUSTIN EVACUATION MAP



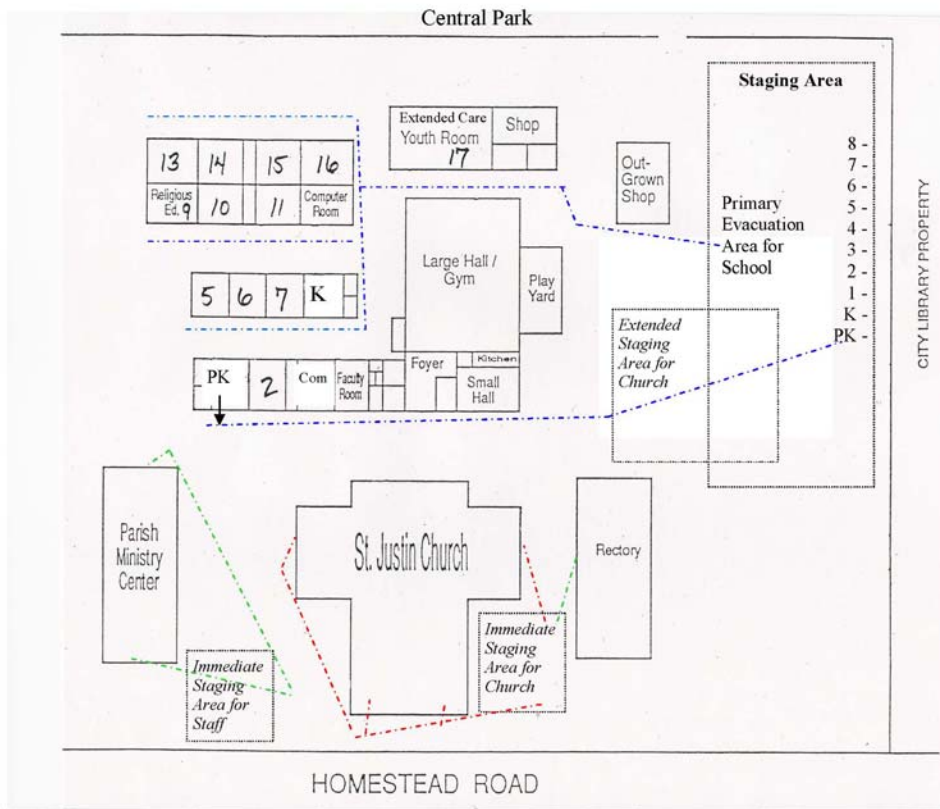


St Justin Church Disaster Plan



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APPENDIX 5B - ST. JUSTIN EVACUATION MAP



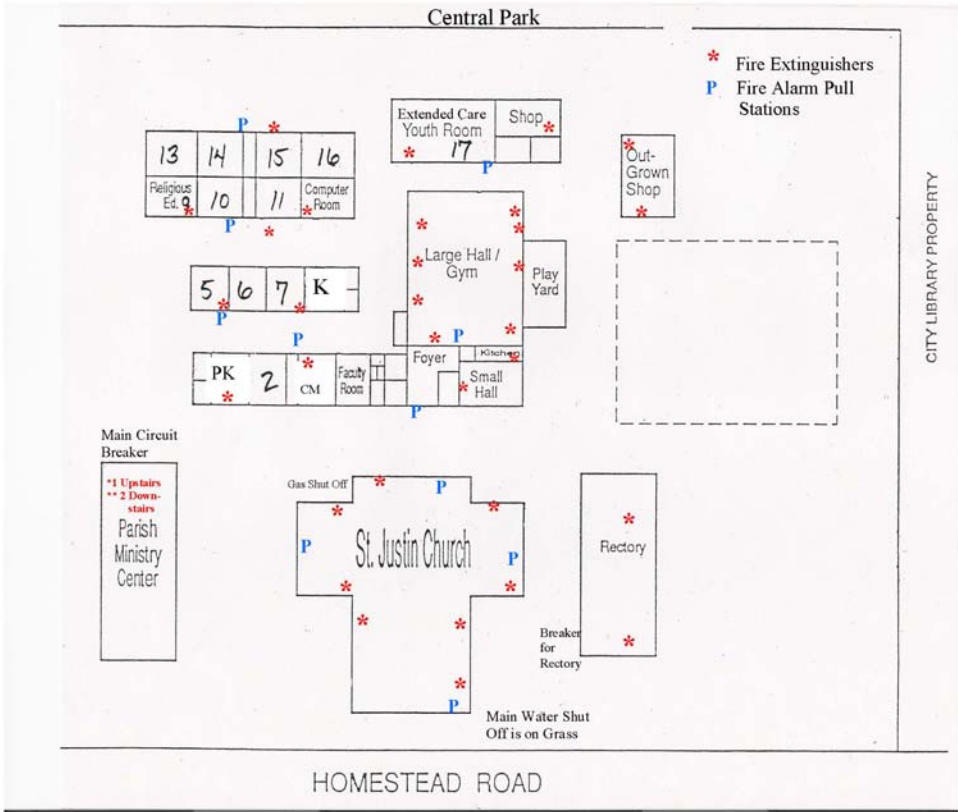


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APPENDIX 5A - ST. JUSTIN WATER, GAS, ELECTRIC, FIRE EXTINGUISHER AND PULL STATION MAP





St Justin Church Disaster Plan

APPENDIX 6 – SUPPLY LIST for Parish and School

<u>Item #</u>	<u>Description</u>	<u>Number of Units Required</u>	<u>Price Per Unit</u>	<u>Total Cost</u>	<u>Note</u>
1	Storage place for supplies that aren't kept in classrooms: Shed				Joe Bauer: Donated by Home Depot.
2	Full water containers kept in a central storage area. 5 gal containers with spigot. 1/2 gal per person per day. Assumed supply for 1/2 day				Done
2a	A supply of cups - recommend something reusable that can be labeled with person's name with a Sharpie. 50/pack				Done
3	Catechetical Ministry students with special coeds (diabetics, asthma, bee sting allergies) - emergency doses kept in the classroom backpack	N/A			



St Justin Church Disaster Plan

	or CM office.				
4	Colored vests for classroom backpacks and other assigned personnel	15	20	\$ 300	ViewBrite Expandable Multi Color Safety Vest
5	Latrines and supplies (maybe 4). This includes a privacy tent.	4	80	\$ 320	Community Ministry Medical Supplies
6	First Aid supplies. Space blankets for shock victims and sanitary pads and tape for bleeding. Add to supplies as able (cot, AED ...) . Easy-Up covering.	200	5	\$ 1,000	Done by Mrs. Sullivan-Worley
7	Kits with checklists and supplies for team leaders. Bill Kelly and I will assemble. Keep in central storage area.	N/A			Done by Mrs. Sullivan-Worley
8	Incident Command Flow Charts for Parish, PMC, Catechetical Ministry. Kept in all backpacks and central storage area.	N/A			Done by Mrs. Sullivan-Worley
8a	List of cell phone numbers for all staff. (Already done for school)	N/A			



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8b	Identification tags for all staff. (Already done for school)	N/A			
8c	List of staff certified in CPR and First Aid. (Already done for school)	N/A			
9	Class lists for Sunday Children's Catechetical Ministry.	N/A			
9a	Master copy in storage place.	N/A			
9b	Class lists in class backpacks.	N/A			
10	Tarps for children and adults to sit on.				Done
10a	Will indicate the area where students should sit and wait to be dismissed to designated adults. Staff assigned to parole and calm students.	N/A			
10b	A tub of card games and other games.				Extended Care
11	Boxes of large garbage bags totaling about 400.				Done by Mrs. Sullivan-Worley
11a	Bags to be used for rain ponchos and waste needs.				
12	Colored plastic tape - used in triage, windows of building				



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	(all clear, someone down inside, off limits area ...)				
13	Signage - Incident Command Flowchart and Station, Blown-up Parish				Done by Mrs. Sullivan-Worley
13a	Campus Map, First Aid Station, and Student Release Station. Entrance and Exit directions. Press Area. Parent/Guardian Area while waiting for student release.	N/A			
14	Bullhorn.				Community Ministry
15	Yellow tape to cordon off entrances/ areas/ hazards.				
16	Crowbar and toolkit.				2 crowbars and 1 toolkit
17	Refill/update supplies in backpacks or kits for team leaders				Done by Mrs. Sullivan-Worley
17a	Include a blanket per room to cover glass at exit.				Done
17b	Talkies, fanny packs, first aid supplies, Sharpies ...				Done
18	Walkie-Talkie training and drills of staff that includes student release, code				



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	blue, and alternate routes and staging.				
19	Train staff on how to take care of shut-off valves, in the event the Utilities Team isn't on campus.				Pending
20	School has enough food for one day and night in classroom tubs. Children have labeled baggies. Especially important for children with special food needs (diabetics, allergies etc.). Do we need some food in the central storage area?				Done by Mrs. Sullivan-Worley
21	Key to central storage unit should match general school key so any staff member can access in case of an emergency.				Done
21a	Consider antitheft measures when parish campus isn't supervised.				Done
22	Window coverings for classrooms in event of an intruder on campus.				Done
23	Defibrillator				Not allowed by Diocese



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[Redacted]					