



# **Disaster Response And Safety Plan**



# St. Mark's Episcopal Church

## Disaster Response and Safety Plan

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**Parish Disaster Response Plan  
St. Mark's Episcopal Church  
Tampa, FL  
June 1, 2020 – June 30, 2021  
Parish Disaster Preparation  
And  
Response Guidelines**

**Date: June 1, 2020**

Natural disasters may occur at any time, thus the need to have a well-developed plan of action in place that allows the response to a disaster so that its members, church property and assets can be protected, and parish services resumed as soon as practical.

Some disasters can be anticipated, and preparations made, especially for disasters related to destructive weather, and these guidelines are primarily written to accommodate the threat of hurricanes and the vulnerability of to hurricane damage. However, these same preparations will also assist in response to situations which give no warning: terrorism, toxic substances, regional disease outbreaks, fire, and flood damage. ***The driving logic is that it is too late to plan and train when the disaster warning has been issued.***

Additional safety guidelines are included with this document as attachments. These attachments are referenced in the Parish Disaster Response Plan and are identified in bold font and underlined (example: **Medical Emergency**). These attachments are organized in alphabetical order for ease of location in an emergency and the ability to add procedures as necessary. Pages are dated to facilitate update.

The guidelines contained in this operating manual have been approved by the Vestry and shall be used to prepare for such events.

Robert C. Douglas  
Rector

Copy to:  
Diocese Disaster Preparedness Representative

## **Organizational Preparations and Planning**

The Diocese of Southwest Florida has stated every Parish needs to establish a Disaster Planning and Response Committee. Membership will be:

Rector  
Ken Duncan, Senior Warden  
Dennis Hall, Junior Warden  
Jim Brush, Vestry Commission Liaison  
Matt Sammon  
Susie Juarez  
Fran Weissing  
Robert Brophy  
Jillian Ricardi, Parish Administrator; and  
Any other individual designated by the Rector

Every member can and should expect designated tasks to accomplish when the Disaster Response Plan is activated. Contact information will be posted in the Church Office. This team shall also be referred to as the **Safety Committee** in this comprehensive safety plan

Contact information must be maintained for all members of the Disaster Planning and Response Committee and all members will be copied electronically as any changes arise.

The Rector holds the main authority to activate the Plan. In his/her absence the Senior Warden has the authority to activate this plan.

## **Congregational Safety and Monitoring**

Parish membership and participant rosters shall be kept current and accurate and include alternate points of contact for members. This information is necessary to allow us to “check on our own” in the event of a disaster and kept in the Church Office, with hard copies or digital records provided to the Rector, Senior Warden, and Parish Administrator prior to final closure of the Church facility.

A simple reporting system has been created for members to report their condition, location, and safety after the disaster occurs. See Page 3 in Hurricane Preparedness tab.

A list of parish members who have special skills that will be of assistance to protecting the church and responding in the event of a disaster will be developed and kept on file in the Church Office. However, the Church Property comes second to ensuring personal and family safety during a disaster, we can always rebuild.

A list of members with special needs that necessitate someone check on them in the after math of a disaster will be developed and maintained by the Rector and Senior Warden, and assistance provided in helping relocate them if necessary.

A survey of members will be conducted each April to update emergency information using the **Hurricane Preparedness Questionnaire**. A database will be prepared with

information from the questionnaire. This database will be regularly updated as changes in parishioners' address or phone number changes. This database will receive a final update and distributed to the Rector, Senior Warden, and Parish Administrator via email or thumb drive prior to closing the building. An annual discussion of disaster preparedness will be held with the congregation.

## **Financial and Administrative Items**

The Parish Administrator will prepare and box up a traveling kit containing minimal supplies necessary to reestablish the Parish Office at another temporary location:

Computer storage media containing master copies of documents such as worship bulletins, newsletters, parish rosters; parish letterhead and envelopes; pens and pencils; stamps for church address and bank deposits; discretionary account, etc.

Computers should be backed up often with copies of the backup kept both on-site on the cloud and off-site.

Financial records, to include pledge and payment records.

Copies of the following items will be kept via PDF file outside of the immediate area on the cloud and offsite at the remote location homes of Ken Duncan, Senior Warden and Fran Weissing. The originals should be kept together in a safe location so that they can be gathered and moved quickly:

- Articles of Incorporation
- Parish By-Laws
- Insurance policies
- Minutes of Vestry and the Annual Meeting for the past two years
- Key files
- Parish Record Books and Service Attendance Books
- Parish Directory
- Computer passwords, communication system passwords
- Emergency contact numbers
- Inventory

Also see **DATA** appendix.

## **Plant and Property**

Even though the parish is located outside of a mandatory evacuation zone, flooding and wind damage may still occur to the Church Property. Therefore, annually a review will be conducted by the Parish Administrator to ensure that buildings are properly insured. As part of this review, a complete inventory of the parish and its belongings needs to be accomplished so that they may be replaced. The inventory, along with a file of still photographs and video recordings of property, buildings, and valuable contents with several copies and kept on the cloud with access available to the Rector, Parish Administrator, Senior Warden, and Junior Warden.

Draw and post a chart of the facilities to show hook-up and shut-off points for all utilities:

- Water connection and shut-off valves
- Electricity service entrance and master fuse breaker box
- Telephone and computer connection service entrance
- Natural gas service connection and master valve
- Security system control connection

An instruction sheet of directions to isolate buildings from external utilities will be kept with this disaster plan.

## **Communications Issues**

All parishioners should have a telephone number where to report their status following a disaster and should know to originate such a report. Wise planning includes an arranged alternate number out of the area to receive and tally the information if the Parish Office remains closed due to destruction, evacuation, or extended power outages.

The recording on the voice mail service to direct parishioners where to call to report their situation following the storm and other news such as relocation of parish operations will be made. Voice Mail will be less vulnerable to failure than desktop answering machines.

Since the Parish website and Facebook page will most likely remain active, the information will be kept current and updates will be posted. Immediately prior to the incident occurring reminders and local information will be posted by the Parish Administrator. As soon as practical during the recovery phase, updates to safety, etc. will be posted by the Parish Administrator. Careful coordination with the Diocese Office will be accomplished to ensure all appropriate information is provided.

### Parish Disaster Response Committee/Important Telephone Numbers

Individual	Telephone Number	Remarks
Robert C Douglas		Rector
Ken Duncan		Senior Warden
Dennis Hall		Junior Warden
Church Insurance Company of Vermont Certificate #	Claims	Insurance Company and Policy Number
TECO Church Account Youth House Account	Commercial Customer Svc Report Outages	Utility Company and Account(s) Number(s)
		County Emergency Operations Center
Heritage/Amerigas Propane Account		Local office with coverage for emergency service. Shut Off Valve is in the ground behind kitchen door entrance.
Hillsborough County Water Account	Customer Service Emergency Service	Building water is County system. Grounds use well water
Waste Management Customer ID		
Frontier/FIOS Account PIN		Phones are VOIP
		FEMA REP (If applicable)
Episcopal Diocese of Southwest Florida Office		<a href="http://www.episcopalswfl.org">www.episcopalswfl.org</a>
The Rt. Rev. Dabney Smith Bishop		

The Rev. Richard Norman Canon for the Ordinary		
Anne Vickers Chief Financial Officer		
The Rev. Micheal J. Sircy		Diocese Disaster Preparedness Coordinator

County Sheriff Department	813-247-8200	Non-Emergency Telephone Number
Hospital St. Joseph's North	813-443-7000	General Information – 8.2 miles
Hospital Tampa Community Hospital	813-888-7060	General Information- 6.4 miles
Hospital Florida Hospital Carrollwood	813-932-2222	General Information-5.9 miles
Hospital St. Joseph's Main	813-870-4000	General Information- 9.2 miles
Hospital Tampa General Hospital	813-844-7000	General Information- 16 miles
Hospital Florida Hospital Wesley Chapel	813-929-5000	General Information- 21 miles
Hospital Medical Center of Trinity	727-834-4000	General Information- 19 miles
Hospital Florida Hospital Tampa	813-971-6000	General Information – 10 miles
Hospital James A. Haley Veteran's Hospital	813-972-2000	General Information – 11 miles

Notes:

The Rector/Priest in Charge will initiate the Parish Disaster Response Plan. In the event this individual is not available, the Senior Warden will be authorized to initiate the Parish Disaster Response Plan.

The Diocese Headquarters Office will be contacted immediately when a Parish enacts its Disaster Response Plan.

## ITEMS FOR EMERGENCY EVACUATION BOX

Note: This list is not all inclusive, and each individual parish Rector/Priest in Charge may choose to add or subtract items

Packed	Item	Number to Pack
	Lectionary (current year)	1
	Bible	Dependent
	Vestments (current season)	1 set
	Church service record book	
	Archived set of Church Records to include baptism, marriage, etc.	
	Insurance Records and copy of last inventory – both actual and backup	
	Home Communion Set (to include host and wine)	
	Laptop computer and printer	1
	Financial Records to include copies of bills, account number, check book	
	Pledge cards for current year	
	Church Roster (to include listing of parish members who are special needs and will need additional assistance before, during and after the event)	
	Hard Copy of Disaster Plan	
	Hard Copy of Emergency Contacts	
	Other items as deemed appropriate	

The purpose of this attachment is to help ensure that the parish is able to start minimal services if the Parish is destroyed by the event.

## RECOMMENDED PREPARATION CHECK LIST

Purpose: To provide a basic checklist that may be used to help prepare the parish in the event of a hurricane. The principles that are associated with this list also pertain to other events, if there is time.

Reminder: At all times, the safety of “life and limb” is foremost. Though everyone wants to save material, it must be remembered that material things can be replaced. Under no circumstances should parish clergy or members remain at the parish if the order has been given to evacuate. The directions from Emergency Management personnel and law enforcement shall be followed.

Recommended items to be accomplished:

Done	Item	Responsibility
	<b>AT 72 HOUR POINT</b>	
	Declare and activate plan	Rector
	Notify Parish Disaster Committee	Rector
	Notify parish members that an evacuation is underway	As assigned
	Check on special needs parishioners to determine assistance that they may need	Rector/Senior Warden
	Verify actions to be completed	Rector/Senior Warden
	<b>AT 48 HOUR POINT</b>	
	Back up all computers – make more than one copy of items	Office staff
	Send a copy of express mail to a safe off-site location that is out of area	Office staff
	Bring all possible outside equipment into buildings	Volunteers
	Wrap alter, pews, etc. in plastic	Senior Warden/Volunteers
	Put up necessary shutters and/or window barriers.	Designated individuals
	Ensure all items are up off the floor	Designated individuals

	Check on special needs parishioners to determine what additional assistance that they may need. Ensure that progress is being made to help ensure that these individuals are moved to a safe location.	Rector/Senior Warden
	Coordinate with local emergency management personnel to determine if evacuation is going to be ordered.	Rector/Senior Warden
	Ensure Church Website is updated with information concerning the upcoming event.	Webmaster
	<b>AT 24 HOURS</b>	
	Rector or Senior Warden makes the final decision concerning evacuation from the area. This information is based on direction from the local emergency management personnel.	Rector/Senior Warden
	Communicate the decision to the Diocesan Office.	Rector
	Do a final walk through to ensure all preparations in the buildings have been completed.	Rector/Senior Warden
	Notify leaders of event cancellations	As directed
	Notify Parishioners of closure and reminder that church is NOT a shelter	Rector
	Place special notices on telephone voicemail and website concerning procedures to be followed.	Webmaster
	Set thermostats on refrigerators and freezers as cold as possible.	Office staff
	<b>AT 18 HOURS</b>	
	If evacuating pack essential and valuable items in the designated containers and place in car.	Rector
	Do a final check on any remaining special needs parishioners.	As designated
	Disconnect all utilities and thoroughly shut down the buildings.	As designated.
	Depart area as directed by the local emergency management personnel.	ALL
	Contact Diocese Office of evacuation	Rector

## RECOVERY PLAN

This will be done as soon as it is safe to return. This will be directed by the Local Emergency Management Office and personnel. Safety is a must during this time period. It is also understood that the establishment of services may be delayed due to personal recovery efforts. The Diocese Office may make the determination to have clergy from areas non-affected by the event come to assist with the re-establishment of basic services and all affected clergy to concentrate on their personal recovery efforts.

During the recovery period, the Bishop or his designated representative will make all public statements concerning the Diocese response to the disaster.

Done	Item	Responsible Individual
	Re-establish communications as soon as possible.	Rector/All
	Contact the Diocese Office	Rector/Office Staff
	Contact local emergency management point of contact to determine next steps with regards to governmental direction with disaster.	Senior Warden
	Conduct an inspection of the property to determine the extent of damage.	Senior Warden/JuniorWarden Revised 6/2020
	Begin contacting parishioners, with special emphasis on special needs individuals and those not responding to Disaster Communication Check In System	As instructed by Rector
	Contact insurance carrier, utility companies and governmental agencies as needed.	Rector/Senior Warden
	Re-establish minimum operations, as capable	Rector

St. Mark's may be designated as a post-Disaster shelter by the Red Cross. The Red Cross will determine this designation. If opened, it will be managed and manned by the Red Cross.

It has been determined that our facility is NOT appropriate for a Disaster Shelter due to the character of our building.

# EMERGENCIES

## Emergencies during Church Services or Parish Events

Remain calm, gather information, and call the Police, Fire Department, and Ambulance Squad as appropriate. Render first aid if you can or locate somebody who can do so. The Priest should not normally be expected to stop worship services unless there is a clear and present danger to those attending. As Leader of the Parish, the Priest's own reaction sets the level of calmness and good sense for all present, so other ushers and leaders do well to know they can and should resolve the emergency to the best of their ability while the Priest continues to lead worship or education. The Priest will make the decision about when to end activity and respond personally to the emergency.

## Continuing Parish Operations during a Community Health Crisis

While continuing to operate the congregational program activities and scheduled worship services, the Diocese publishes this guidance for parishes and parishioners concerning the presence at the church campus and other public gatherings, steps they can take to prevent spread of infectious disease, and other public health and safety guidance that may come from public officials and our Bishop.

Planning for continued worship and program activities involves a concern that visits to the church campus not become a venue for spreading of disease. This planning document anticipates action in four areas of parish life: worship, personnel absence, pastoral care, and parish buildings. If the Bishop issues directives that relate to public health and safety in the churches beyond this document, he would publish that information for parishes by electronic means and observe it throughout the Diocese.

## Shelter In Place

Our campus is a beautiful open facility with many window walls. As a result there are minimal safe spots to shelter in place. If a weather emergency occurs during a full service, there will likely be insufficient safe space away from windows and exterior walls. If a Tornado Warning is issued by the National Weather Service for the Citrus Park area, it will likely come across multiple cell phones. A decision to shelter in place and activate protocols will be determined by Ushers, Wardens, or the Safety Committee with the concurrence of 2 designees if available. See appendix **Shelter In Place** for specific instructions.

## Additional Safety Guidelines

Additional safety guidelines are included with this document as attachments. These attachments are organized in alphabetical order for ease of location in an emergency and the ability to add procedures as necessary. Pages are dated to facilitate update.

## Continuity Of Operations Planning

TIP SHEET

08

What would you do if your house of worship and its facilities, or perhaps your entire community, were rendered inaccessible by a disaster? If your staff were unavailable to do their work? Or, if you had no way of reaching your staff or congregation? A continuity of operations plan (COOP) can significantly strengthen your ability to serve your community during and after disasters.

### CREATE A CONTINUITY OF OPERATIONS PLANNING (COOP) TEAM

Your team should represent all aspects of your facilities and programs: religious leaders, administration, facilities managers, and program coordinators. Be sure to include those with expertise vital to daily functions. Find out if there are members of your faith community with risk management or business continuity experience. Note: The team you assemble to create this plan can be different from the team designated to lead during a disaster. See *“Decision Making and Leadership”* in the Checklist below.

### DO A RISK ASSESSMENT & ALL-HAZARDS ANALYSIS

**Consider the events that are most likely to impact your house of worship’s facilities and programs.**

- **All-hazards:** Your community needs to be prepared for any or all of the following: hurricanes, flooding, fire, terrorism, utility disruptions, and hazardous materials.
- **Consider your vulnerabilities:** Are you next to a sensitive location? Are there chemicals stored nearby? Is your organization subject to bias crimes? Are you in a flood zone? Don’t forget influenza and bio-hazards.
- **Plan for utility disruptions:** Loss of power, heat, and water, as well as the loss of the use of your facility. (These could result from a number of different hazards.)

### PERFORM AN OPERATIONAL ASSESSMENT

**How does your house of worship function?**

- **Assess how your house of worship functions,** both internally and externally, to determine which staff, materials, procedures, and equipment are absolutely necessary to maintain operations.
- **Identify all of your programs and outreach ministries:** Ritual/Prayer services, religious instruction, study groups, congregation-sponsored community programs (such as soup kitchens, social services), and guest programs (such as AA, Boy Scouts, and other local organizations using facilities for programs and meetings).

**What are your critical operations?**

- **Identify which operations are critical to survival and recovery:** Include emergency payroll, expedited financial decision-making, and accounting systems to track and document costs in the event of a disaster. Establish procedures for succession of management, including at least one person who is not at the house of worship, if possible.

**What are your critical programs?**

- **Identify your critical programs:** Prioritize the programs you have identified and decide which are most critical and need to function quickly during the post-disaster period.
- **Identify actions and processes associated with these critical programs:** Inventory the separate processes that allow each critical program to function. For example, in order to run your soup kitchen, you must (among other things):
  - Pay employees or coordinate volunteers
  - Continue your access to food and other social service supplies
  - Ensure you have a facility
  - Conduct outreach

### PERFORM AN IMPACT ANALYSIS

**Identify impacts of hazards on your critical programs and their associated processes. Determine what is already in place to help protect your resources:**

- **Records:** Secure files, computer back-ups, contracts, agreements, etc.
- **Insurance:** Explore disaster-related insurance options
- **Physical resources:** Assess your facility’s hard security
- **Plans:** Review plans for fire safety, building evacuation, etc.
- **Support and resources:** Survey what is available from your regional/national religious offices

## DEVELOP A CONTINUITY OF OPERATIONS PLAN

**Make a plan for what you will do if your facility, staff and communications systems are is not accessible.**

- Define crisis management procedures and individual responsibilities in advance.
- Talk with your staff or leadership and frequently review and practice what you intend to do during and after an emergency.
- Plan for how to communicate with your congregation in an emergency—including if your community is evacuated.

**Your document should address three types of activities:**

- **Emergency Action Plan:** Include actions that should be taken just before (if there is warning) or immediately after a disaster to prevent loss of life and property and to promote fast recovery. Make a checklist.
- **Communications Plan:** Detail who will be contacted, under what circumstances, how, and for what purpose.
- **Continuity of Social Services:** Provide for continuation, growth, or suspension of existing daily programs.
- **Continuity of Ritual Life and Spiritual Care:** Provide for continuation, growth, or suspension of religious activities.

## DEVELOP INTEGRATION OF DISASTER RESPONSE AND CONTINUITY OF MINISTRY PLANS

Include any services you offer during disasters that are not part of your regular programs. Ensure that this plan does not conflict with your continuity of operations plan.

## CHECKLIST: AREAS OF CONSIDERATION FOR DEVELOPING PLANS AND TAKING PLANNING ACTIONS

Facilities	Alternate sites
Security	How will you protect your staff, congregants and volunteers as well as items of religious significance to your house of worship?
Insurance	Documentation needed for claims, scope of coverage, discounts for preparedness
Regulations & Codes	Governmental & religious laws that apply to your emergency actions
Equipment & Supplies	Such as computers, “Go-Bag” supplies, life safety, sprinklers, etc.
Records	How to store, update, and back-up important records. Include: payroll, lease, deeds
Communication	How, when, what, and with whom are you communicating?
Timing	Consider how your actions need to change at different times of the day/week/year
People	Think about who is in your community, not just your congregants, but people with disabilities, elderly, non-English speaking individuals, etc. How will you execute your plans if many of your staff/congregants are affected?
Decision Making & Leadership	What kind of organizational structure will you use? Consider who is making decisions, communicating with your congregants and partners, and completing emergency actions

## SHARING AND PRACTICING

Plans must be shared and practiced with all congregants and, when possible, with other faith communities and the government or VOAD. Perform various drills or table-top exercises to ensure your plans address all situations.

### OTHER RESOURCES

- **Church World Service — Community Arise Curriculum:** [www.communityarise.com](http://www.communityarise.com)
- **Pandemic Church Continuity & Spiritual Care:** [http://www.crcna.org/pages/crwrp\\_pandemic\\_churchcare.cfm](http://www.crcna.org/pages/crwrp_pandemic_churchcare.cfm)
- **Federal Emergency Management Agency (FEMA) business recovery:** [www.fema.gov](http://www.fema.gov) (See “Business”)
- **FEMA — Disaster preparedness best practices:** [www.ready.gov](http://www.ready.gov)
- **Institute for Business and Home Safety (IBHS):** [www.ibhs.org/publications](http://www.ibhs.org/publications). (See “Open for Business”)
- **National Disaster Interfaiths Network — Training & Tip Sheets for U.S. Religious Leaders :** [www.n-din.org](http://www.n-din.org)
- **NPCCNY — Disaster Planning & Business Continuity:** [http://www.npccny.org/info/disaster\\_plan.htm](http://www.npccny.org/info/disaster_plan.htm)
- **Guide — Alliance for Human Services: COOP for Non-Profit Human Service Providers**
- **Guide — Church World Service (CWS): Emergency Planning Guide:** [www.churchworldservice.org](http://www.churchworldservice.org)

## **Active Shooter**

This is a difficult and complex issue. Diocesan verbal advice related actions taken in other areas to identify 3-4 trusted people who know members and can let the priest know of a potential situation and may be able to remove the active shooter. Preparation is a key to trying to mitigate the potential situation. Point person for these situations will vary based on activity at Church. During Sunday services, Ushers are our first line of response. Law enforcement must be contacted via 911 immediately.

Building **Evacuation** or **Shelter In Place** protocols must immediately be put in place. Building hardening and training on evacuation and shelter in place are priority preparations.

The document following this page contains advice from the National Disaster Interfaiths Network and links to other governmental resources.

**A decision to run, hide, or fight must be determined as an individual.**

## Active Shooter in a House of Worship

TIP SHEET

07

While houses of worship traditionally are places of safety and peace, they are not immune to gun violence. While shootings in houses of worship are rare, they can result in many fatalities and traumatize a community. As a religious leader, you should help your congregation be prepared for this type of crisis—and, if necessary, lead your community through a healthy recovery process.

Recent shootings at houses of worship and religious schools have led religious leaders to question what they can do to protect their congregations. This emerging need poses a challenge to religious leaders who want to provide safety without sacrificing the welcoming atmosphere of their houses of worship. These incidents may occur at any time, during virtually any size gathering or age range of people on the premises; they may be hate crimes, terrorist acts, acts of retribution, or simply random violence. Nevertheless, religious leaders can take steps to reduce the likelihood and the impact of an active shooter in a house of worship, religious school or other religious events, sites or facilities

### MITIGATION/PREVENTION

Mitigating active shooter events is a very complex and difficult procedure—its isn't always possible. This type of crisis can occur at any time, for example, during worship, congregational events or regular business hours. The best course of action to protect and prepare your congregation is to develop and practice an Emergency Action Plan (EAP); see the 'Preparedness' section below for more information. Additionally, houses of worship can and should take certain steps to decrease the likelihood of experiencing an active shooter situation. As a religious leader, you may be at the hub of community outreach and have a clear understanding of your surrounding area, as well as your religious community. Work to foster a welcoming environment and respectful attitude both within your house of worship and in the surrounding community. One way to minimize the risk of violent incidents is to keep yourself up to date with happenings in your community and with developments among its various populations in order to understand your house of worship's vulnerabilities. In addition, open and mutually supportive relationships with local police and other emergency services should be established and maintained. Work with local police to identify and monitor hate crime trends or groups who may pose a threat to you, your congregation or community.

### PREPAREDNESS

To best prepare yourself and your staff for an active shooter situation, create an **Emergency Action Plan (EAP)**, and conduct **Training Exercises**. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

#### Components of an Emergency Action Plan (EAP):

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners/operators, your property manager, and local law enforcement and/or emergency responders. Your plan must be specific to your house of worship, reflecting its particular facilities and staff. An effective EAP includes:

- A preferred method for reporting emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of, individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including: individuals at remote locations within premises; local law enforcement; local hospitals.

#### Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises. Staff should be trained in:

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
- Evacuating the area
- Hiding out
- Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

#### Additional Ways to Prepare For Active Shooter Situation

- Ensure that your facility has at least two evacuation routes
- Post evacuation routes in conspicuous locations throughout your facility
- Include local law enforcement and first responders during training exercises
- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your facilities or events.

## PROPER CONDUCT DURING ACTIVE SHOOTER CRISIS

When an active shooter is inside of your house of worship, you and your staff should lead your congregation in taking the following steps to minimize the loss of life.

### When in the vicinity of an active shooter:

#### Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### Hide Out

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### Take Action

- As a last resort and only when your life is in imminent danger, take action against the shooter
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

### When law enforcement arrives:

- Identify the location of the shooter, if known
- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

*Note: While this checklist is meant to give the basics of proper procedure during an active shooter crisis, it by no means should be used as a substitute for developing an EAP and putting it into practice through training sessions.*

## CONGREGATIONAL RECOVERY

### Was This a Hate Crime?

An immediate reaction to this type of situation might be to claim that it was a hate crime against your specific religious group. However, law enforcement officials will want to see evidence of such a bias motivation. Arguing heatedly with law enforcement over the motivation behind the shooting will neither help the congregation heal nor contribute to law enforcement's ability to properly investigate the crime. While the alternative may be challenging, it is best to look objectively at the information and work with law enforcement to investigate the motivation behind the incident. If you do believe that you or your congregation were a victim of a hate crime, please see the hate crime checklist in the 'Other Resources' section.

### Disaster Backlash

It is possible that, after an active shooter situation, members of your congregation will attempt some type of backlash against other people associated with the shooter. This is especially true if the shooter was of a different race, religion, or socio-economic class from that of members of your congregation. This backlash may manifest itself in discrimination or crimes and can be directed at a certain race, religion, or even the gunman's family. As a religious leader, you must promote tolerance, peace, unity, and understanding if the community is to recover in a healthy manner. For more information on disaster backlash and proper mitigation techniques see **NDIN Tip Sheet "Disaster Backlash: Bias Crimes & Motivation."**

### Lessons Learned

While it may be challenging to address the impact of an active shooter incident objectively and strategically, given the emotional toll of such a crisis, this step is necessary to facilitate effective planning for future emergencies. It is important to analyze the recent active shooter situation and create an after-action report, which will be useful for:

- Serving as documentation for response or recovery activities
- Identifying successes and failures that occurred during the event
- Work with law enforcement to provide an analysis of the effectiveness of your existing EAP
- Describing and defining a plan for making improvements to the EAP
- Edit your plan and security infrastructure and training based on this information and practice that plan!

## OTHER RESOURCES

- **NDIN: Tip Sheet: Disaster Backlash: Bias Crimes & Motivation**
- **NYPD: Active Shooter Recommendations—[www.nyc.gov/html/nypd/downloads/pdf/.../ActiveShooter.pdf](http://www.nyc.gov/html/nypd/downloads/pdf/.../ActiveShooter.pdf)**
- **The Sikh Coalition— Hate Crime Checklist:**  
<http://www.sikhcoalition.org/documents/ChecklistforHateCrimesVictims.pdf>
- **US Department of Homeland Security— [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)**
- **US Department of Homeland Security— [http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_pocket\\_card.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_pocket_card.pdf)**
- **US Department of Homeland Security: Non-Profit Security Grant Program**

## **Bomb Threat Protocol**

This protocol differs from the Diocesan safety plan and has been developed using the most up-to-date information from law enforcement. This process does NOT evacuate until directed by law enforcement because in today's environment, most bomb threats aim to have people exit the building to do harm.

1. DO NOT HANG UP – notify Law Enforcement from a DIFFERENT LINE
2. Remain calm and keep the caller on the line
3. Be polite, listen carefully, and refer to this as the Bomb Threat Checklist, noting the following:
  - ❖ Exact time of the call
  - ❖ Number on caller ID
  - ❖ Length of the call
    - ◆ Keep the caller talking and try to find out the following:
      - When is the bomb to explode?
      - Where is the bomb located?
      - What kind of bomb is it?
      - Did you place the bomb? Why?
      - Where are you calling from?
      - What is your name
4. Even after the conclusion of the call, DO NOT HANG UP. Law enforcement may be able to use the phone to track the call. Place receiver down on the desk or table
5. Notify Law Enforcement from a DIFFERENT PHONE
6. DO NOT
  - Use 2-way radios
  - Evacuate the building until law enforcement arrives
  - Activate the fire alarm
  - Touch or move a suspicious package

## **Building Security**

During Spring 2018, an evaluation of Building Security was initiated. Multiple issues were identified to provide better security for all Clergy, staff, and parishioners. As of July 2020, many of the action items have been completed, while work on others must be delayed due to restrictions and considerations during the Covid 19 epidemic. The Vestry and Safety Committee continue to monitor a detailed Building Safety Action Plan.

### Exterior Needs:

- Additional parking lot and exterior door lighting has been installed and are now regular maintenance items. Recommend additional Lighting (parking lot and doors).

### Interior Needs

- Entry
  - o Recommend replace entry system for kitchen door.
  - o Add maintenance of surveillance site lines to regular maintenance duties.
  - o Recommend adjusting current Camera/Surveillance System
  - o Conduct long term evaluation of surveillance system.
  - o Control building access:
    - A review of all persons with keys and or key fobs to the campus was conducted. A review of this list will be conducted semi-annually.
    - Each individual who uses the facility must be aware and care for their personal safety, especially when working alone, or in limited numbers in the building.
    - We need to create a standard protocol for what is unlocked during specified events and develop instructions for securing the building following an event.
  - o Narthex entrance doors were repaired.
  - o Automatic lock / Buzzer needed for office main door
- Classrooms
  - o Three-quarter window coverings have been installed in the front classrooms used for Nursery and Sunday School.
  - o Full length window covering are being ordered for installation in the Library.
  - o As funds become available, window coverings need to be obtained for s in meeting rooms 2, 3, and the choir room
  - o Provide mechanisms to lock classroom bathrooms from the inside so that these can become hard rooms in the event of a lockdown situation.

### Personnel/Volunteer Needs:

- Ensure Ushers remain on post for the duration of the service and not seated when possible

#### Medical needs

- First Aid equipment was surveyed, purchased, and installed to meet anticipated need. Parish Nurses continue to maintain.

Building Security Training will be conducted on an on-going basis. As room assignments change within the campus, persons using the new spaces must plan for hard rooms, shelter in place, and emergency egress.

- Train nursery volunteers on use of the bathrooms as a hard room
- Train Sunday school teachers on use of the bathroom as a hard room, as well as the emergency egress door and evacuation to Gunn Highway.
- Educate choir on bathroom hard room and emergency egress door.
- Train ushers and greeters to recognize and say something if someone looks out of place. Ensure they realize they are a visible deterrent, but that we don't want to go to the extreme and be unwelcoming to those that might need God.
- Ensure the congregation is aware of all egress options should an unsafe situation occur
- Announce the new policies when implemented to the congregation and other groups who utilize the church.
- Continue training on use of AED. All ushers and altar team need to review AED training materials.

On an annual basis, trainers will secure a list of persons trained and provide the list to the Parish Administrator for record keeping purposes.

## **Community Resources**

### **Comprehensive Community Hotline**

There are many resources in the Tampa Bay Area. Providers can change rapidly, so it is always a good idea to confirm that a service is still being provided prior to referring out to a community group. Our area is covered by 211, where crisis calls are handled and resource information provided for the Tampa Bay area 24 hours a day, 7 days a week. Veterans and their families may be eligible for specialized services, so make sure to refer to Veteran's services. A wealth of information is available on-line or over the phone. Intervention Specialists provide immediate and confidential short-term crisis intervention, and information and referral to over 3,000 human services available in Hillsborough County, including resources for basic needs of food, rent, clothing, shelter and utilities, relationship counseling, senior services, health and substance abuse issues, depression and suicide, teenage issues, parenting help, disaster assistance, legal affairs and financial support, and many other issues such as:

- Suicide and Crisis Hotline
- Rape Hotline
- Substance Abuse Hotline
- Telephone Reassurance calls
- Mental Health service access
- Florida Veterans Support Line
- Drug and alcohol treatment and prevention referrals
- Heart Disease and Diabetes resource links
- Homeless services
- ....and many more

### **Local Community Food Pantry**

Village Presbyterian

13115 S. Village Drive  
Tampa, FL 33618  
(813) 963-2772

Wednesdays: 9 a.m. - 12 p.m.  
Sundays: 12 p.m. - 2 p.m.

Please do not arrive for services of the pantry more than 30 minutes prior to opening.

Who Can Receive Food: Those seeking food assistance within our community are welcome to come during operating hours. Our community is bounded by County Line Rd to the north, Waters Ave to the south, Racetrack Rd to the west and Florida Ave to the east. This includes parts of the following neighborhoods that fall within those boundaries: Greater Carrollwood, Northdale, Citrus Park, Keystone, Cheval, Lake Magdalene, Westchase, Egypt Lake, Forest Hills, and Town'N'Country. Those living in Lutz and Odessa (either in Hillsborough or Pasco counties) are included in our service area. Live Outside Our Service Area? If you live outside our service area, please visit Feeding Tampa Bay (<http://feedingtampabay.org/find-a-pantry/>) to find a food pantry near you.

What to Bring: A driver's license or a photo ID and a water/utility bill or property tax statement to confirm residence. A driver's license or photo ID for each adult family member and/or child over 18. A birth certificate and/or report card for each school-age child under the age of 18. When to Come: Sundays: 12:00pm - 2:00pm Wednesdays: 9:00am - 12:00pm

**Hurricane/Evacuation Shelters for Persons with Special Needs for Hillsborough and Pasco counties – information and referral can be obtained from 211. Persons with special needs must pre-register for special needs medical shelters on an annual basis.**

## **Data**

Our data systems were updated in 2020. Explore remote access data.

Data records shall be backed up frequently. Measures to back up data should be detailed and processes inserted in this section of the plan, including those for pre-disaster planning.

The Congregation Hurricane Preparedness Questionnaire shall have its data transferred to a sortable data spreadsheet. For members not returning the questionnaire, basic information from the Church Directory shall be inserted. As changes of address or phone number occur, the pertinent information in the Congregation Hurricane Preparedness spreadsheet shall be updated. Prior to closing of facility pre-disaster, this spreadsheet shall have a final update completed and the data transferred to the Rector and members of the Safety Committee via email or thumb drive prior to facility closing. The Rector and/or designated persons will use this database to complete a safety check on all members post disaster.

**Subject: DATA**

**Date:** Tue, Sep 3, 2019 3:21 pm

Just and update about measures in the office:

I put together a small notebook of contacts - vestry, staff, building renters, nursery service; login and password information that would allow us to remotely update the website, send a parish email, or update the phone voice mail; basic building insurance certificate; bank account & Tax ID information. This would be if we had low level impacts and just need to keep information flowing.

I also have some critical legal documents (articles of incorporation & bylaws; deeds; our annual corporate filing; tax exemption certificate); the full property and liability certificate; and the parish contact database in Dropbox. I'll add to this as I think of things - a photo inventory is really something we need to get done.

I have a second external hard drive; copies the ACS program and backup files; and copies of all my working files. All of this is plus the files I can grab would be enough if it came to working remotely for a little while.

We still need to get bins that would protect parish registers, service books and other irreplaceable records.

Jillian

Parish Administrator  
St. Mark's Episcopal Church  
13312 Cain Road  
Tampa, FL 33625  
813-962-3089

July 21, 2020

## Evacuation

Building evacuations may necessary as a response to fire, bomb threat, active shooter, gas leak, or other safety reasons. Emergency exits have been identified and egress routes will be posted. Training in building evacuation will be held to ensure that all understand their role in the safe and orderly evacuation of the building.

A building evacuation must be completed in a rapid, thorough, and organized manner to ensure public safety. When responding to an emergency requiring an evacuation, adhere to the following directions:

1. Evacuate immediately using the nearest exit. Exits are identified on page 2 of this attachment.
2. Ushers and safety committee members will assist the Rector in notifications and evacuations of parishioners and Sunday school/nursery personnel if necessary.
3. Continue to monitor the situation and guide fire personnel upon their arrival.
4. Ushers and Senior Leadership will assist disabled persons.
5. When outside, move upwind of building at least 75 feet away from building. Note that NO paved parking lot area of the main campus is within the recommended safe zone. Evacuation zones are identified by Zone:
  - Zone A: West parking lot, along the fence across from the front of the church
  - Zone B: East end of the property in the Youth House parking lot
  - Zone C: Parking lots of 6567 and 6577 Gunn Highway

If evacuation is due to active shooter, move as far away from the building as possible.

DO NOT re-enter building until the all clear has been announced by law enforcement.

6. Do not go to your automobile or attempt to leave the parking lot as this could hinder emergency vehicles.
7. After evacuation, teachers will confirm all children are present and make immediate notifications of missing children to the Rector, ushers, or safety committee members.
8. Ushers, Greeters, or Safety Committee members and Vestry will conduct a sweep of the building to ensure all persons have evacuated. This includes all restrooms, restroom stalls, and unlocked storage areas. It is recommended that the campus be checked, and evacuation ensured by Area:
  - Area 1: Main Sanctuary
  - Area 2: Narthex-Nursery-Good Shepherd classes-Office- Atrium- Main Bathroom-Vesting Sacristy
  - Area 3: Main Men's Bathroom-Classroom Wing- Main Women's Bathroom-St. Christopher's Hall-Kitchen
9. Parish Nursing staff or ushers will take Main First Aid Kit and AED from the Sanctuary bathroom area to an evacuation zone.

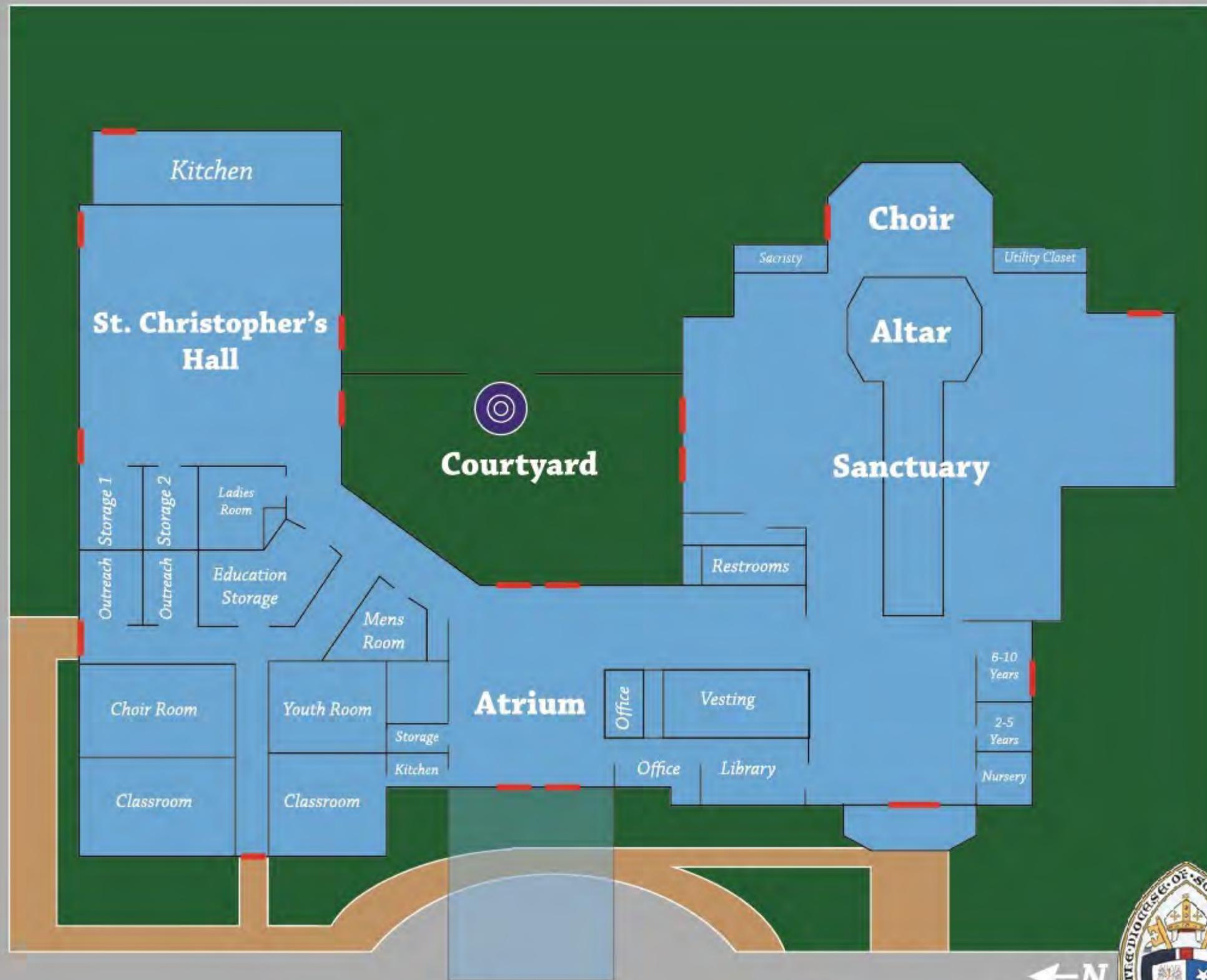


# St. Mark's Episcopal Church

Cain Rd.

Driveway

Driveway



Main Entrance



 = Emergency Exits



## Fire Protocols

Fire protocols are posted for two different situations, one with and one without the fire alarm system being activated.

### Fire Protocol With Fire Alarm – No Known Reason

1. If fire location is not obvious, the ushers or the Safety Committee will immediately try and ascertain the cause of the alarm.
2. As soon as an alarm sounds, the Nursery and Sunday school children will form a single file line and prepare for evacuation. Teachers should explain to the children what is about to occur and advise them to stay in a single file line.
3. An usher or safety committee member will notify the Rector and Sunday school/nursery rooms of findings.
4. **If smoke or fire is detected**
  - Call 911, giving name, address, call back telephone number, and location of situation:
    - i. Name and phone number: St. Mark's Episcopal Church  
(813) 962-3089
    - ii. Location: 13312 Cain Road - We are 1/2 mile east of the Veterans Expressway overpass at Gunn Hwy. From Gunn turn north on Cain Rd. and we are on the west side of the road. There is a Youth House at the first entrance, continue west from that entrance until you reach the front of the church. We will have someone outside to direct you.
  - Ushers, Vestry, and Safety Committee members will assist the Rector in notifications and **evacuation** of parishioners and Sunday school/nursery personnel if necessary. Assign someone to guide fire truck in the parking lot.
  - Continue to monitor the situation and guide fire personnel upon their arrival.

### **Fire Protocol Without Fire Alarm – Smoke or Fire Detected**

1. Activate the fire alarm
2. Call 911, giving name, address, call back telephone number, and location of situation:
  - Name and phone number: St. Mark's Episcopal Church  
(813) 962-3089
  - Location: 13312 Cain Road - We are 1/2 mile east of the Veterans Expressway overpass at Gunn Hwy. From Gunn turn north on Cain Rd. and we are on the west side of the road. There is a Youth House at the first entrance, continue west from that entrance until you reach the front of the church. We will have someone outside to direct you
3. Follow **evacuation** guidelines as directed by Ushers, Vesry, and Safety Committee.
4. Assign someone to guide fire truck in the parking lot.
5. Continue to monitor the situation and guide fire personnel upon their arrival.

**\*\* Only attempt to extinguish a fire if you can do so safely without risking injury**

**\*\* Fire extinguishers are located throughout the campus as indicated on the following map. Ushers, greeters, and Safety Committee members will be trained in fire extinguisher use annually.**

## Fire Protocols

Fire protocols are posted for two different situations, one with and one without the fire alarm system being activated.

### Fire Protocol With Fire Alarm – No Known Reason

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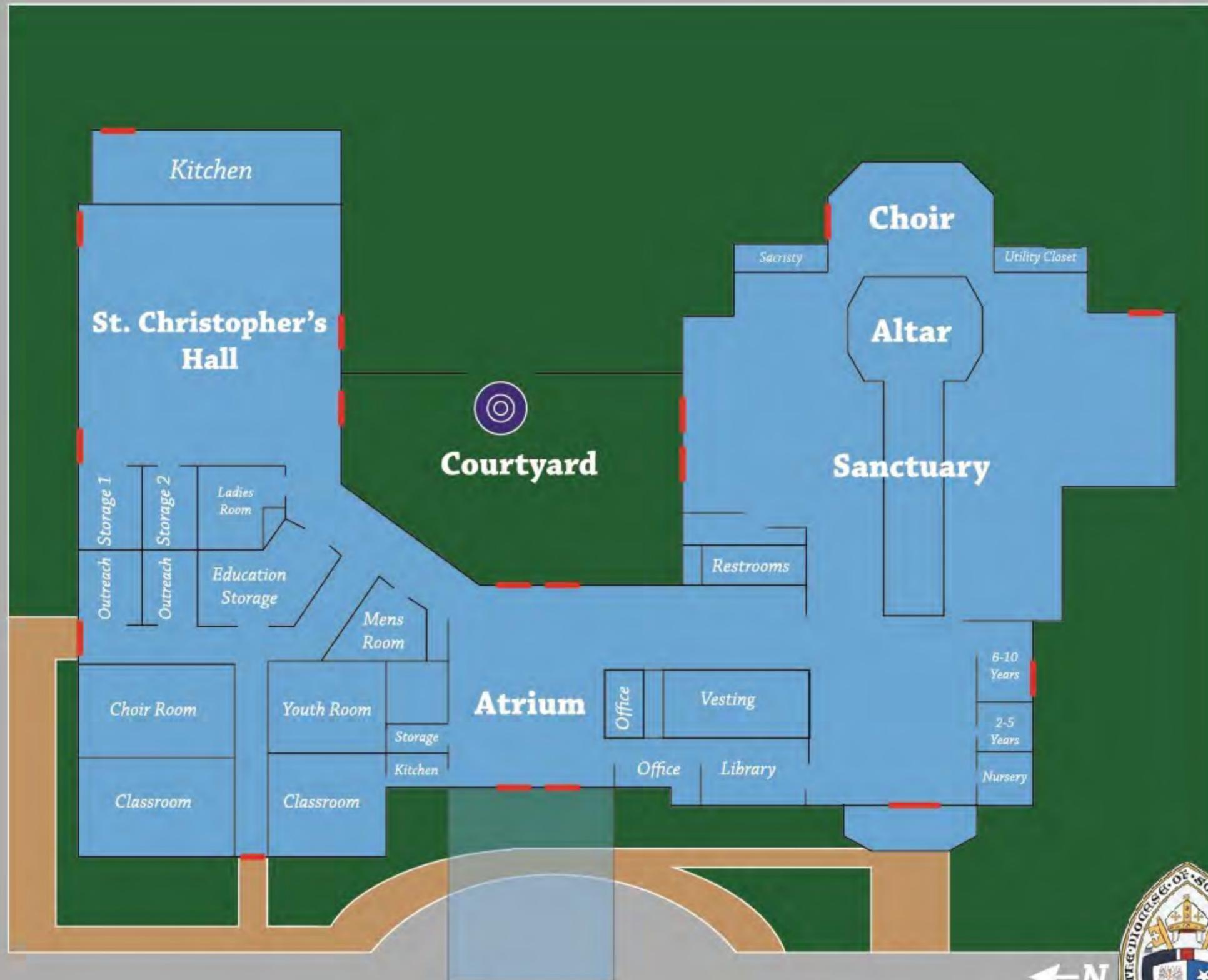


# St. Mark's Episcopal Church

Cain Rd.

Driveway

Driveway



Main Entrance

— = Emergency Exits



## **Hurricane Preparedness**

Hurricane Preparedness is covered extensively in the opening section of this plan and are not restated in this section. However, the following documents supplement the overall plan and are included here:

1. Parish Hurricane Preparedness Questionnaire.
2. Congregation Report-In Instructions.
3. List of Items to be protectively wrapped on our campus.

## HURRICANE PREPAREDNESS QUESTIONNAIRE

Name \_\_\_\_\_ Date \_\_\_\_\_

Address

Home Phone:

Cell Phone:

Alternate Emergency Contact Name and Phone Number:

1. Do you have special medical needs? Yes\_\_\_ No\_\_\_
2. Are you registered with the County Shelter System? Yes \_\_\_ No \_\_\_
3. Do you need assistance in determining your eligibility or in applying for a shelter where appropriate medical care would be provided? Yes\_\_\_ No\_\_\_
4. Have you arranged for transportation to a shelter? Yes\_\_\_ No\_\_\_
5. Are you in a mandatory evacuation area? Yes\_\_\_ No\_\_\_
6. Would you evacuate if not mandatory? Yes\_\_\_ No\_\_\_
7. Do you have a place to evacuate to, if not going to a shelter? Yes\_\_\_ No\_\_\_
8. If you evacuate, do you have a plan for your pets that need to be provided for? Yes\_\_\_ No\_\_\_
9. If going to a shelter, are you prepared to be self-sufficient, i.e.sleeping bag, linens, food, water, etc. for 3-5 days? Yes\_\_\_ No\_\_\_
10. If evacuating, would you be able to get necessary documentation to take with you, i.e., passport, checking account number, insurance policies or numbers, names and dosages of prescription medicines, etc. Yes\_\_\_ No\_\_\_  
Or would you need help obtaining these documents? Yes\_\_\_ No\_\_\_
11. During the storm would you be able to house another parishioner who needed to evacuate their home? Yes\_\_\_ No\_\_\_

12. Do you have family nearby to assist you before/during/after the storm?  
Yes\_\_\_ No\_\_\_

13. Do you have a car? Yes\_\_\_ No\_\_\_

14. Do you have a generator? Yes\_\_\_ No\_\_\_

\*Reminder: Learn how to safely operate prior to a storm and do not operate indoors.

15. Reminder: If staying home, do you have adequate supplies, i.e., batteries, food, water, gas, flashlights, can opener, etc. (County recommends 5-7 days worth)  
Yes\_\_\_ No\_\_\_

16. Do you take medicines that need to be refrigerated? Yes\_\_\_ No\_\_\_

17. Do you have an adequate supply of medicines on hand? Yes\_\_\_ No\_\_\_

18. If you **do not** need assistance before or after a storm, are you willing to be called upon to help others? Yes\_\_\_ No\_\_\_

Other Comments or Suggestions

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## **Preparing for the STORM!**

If we experience a hurricane event, you will be advised via email, our website, and Facebook of any St. Mark's event or building closing.

## **Checking In After the Storm!**

If a storm actually hits our area, we want to make sure everyone is safe and not in need that we can help with. After the storm, please indicate your safety on our Facebook page, OR email the church at [office@stmarkstampa.org](mailto:office@stmarkstampa.org), OR call the office at 813-962-3089 OR Text 2 people from the following list, when we respond, you are successfully checked in:

Father Bob	941-320-0595
Ken Duncan	813-967-5199
Dennis Hall	352-445-3127
Fran Weissing	813-956-6490
Matt Sammon	813-716-7090
Susie Juarez	813-949-5844
Robert Brophy	813-956-3563

## Items to be Wrapped

### Office

- Cabinets
- Copy Machine
- Fax
- Computers
- Phone System

### Narthex

- Cabinet with Cremains

### Sanctuary

- Two Altars (main and side)
- Lector stand
- Organ
- Sound Board

### Catechesis of Good Shepherd Rooms

- Atrium 1 and 2

### Atrium

- Wall mounted TV

### St. Christopher's Hall

- Altar
- Grand Piano
- Sound Equipment
- Projector

### Choir Room

- Piano
- Music Library Book Cases

## **Medical/Mental Health Emergency Procedures**

**NOTE:** This parish has an active Parish Nursing ministry who may be available to assist in an emergency. They can be identified by their red lanyards during service. The facility is equipped with emergency first aid supplies and an AED (automated external defibrillator).

In the event of medical emergency, **call 911** and be prepared to give the following information:

- Name and phone number: St. Mark's Episcopal Church (813) 962-3089
- Location: 13312 Cain Road - We are 1/2 mile east of the Veterans Expressway overpass at Gunn Hwy. From Gunn turn north on Cain Rd. and we are on the west side of the road. There is a Youth House at the first entrance, continue west from that entrance until you reach the front of the church. We will have someone outside to direct you.
- Number of people involved
- Nature of injury or illness. **NOTE:** If you are calling regarding a Mental Health crisis, ask 911 for a CIT (Crisis Intervention Trained) Officer
- Remember to stay on the line until help arrives

**Note:** If someone tries to tell you that it is not necessary to call 911, do not listen. Make the call anyway! If possible, ask the person; "Who can we call for you?" and arrange for that contact to be called as well. Ask, or if unconscious, look for a medical alert bracelet or necklace and follow instructions on the alert.

Mental health emergencies can mimic medical emergencies, especially panic attacks. For any situations which appear to be medical, a call to 911 must be made. Do **NOT** try to diagnose the issue but seek professional help.

### ***While waiting for professional help:***

- Simultaneously determine if a Parish Nurse or a medically trained parishioner is available and tell them immediately. **This is critical especially for a possible heart attack.** If a heart attack is suspected, IMMEDIATELY bring over the AED device which is located on the wall next to the handicapped restrooms, outside of the sanctuary.
- Ask for permission to touch the victim, if that is necessary.

- **Do not** move the victim more than is absolutely necessary, unless safety considerations necessitate movement or transportation to a safer location.
- **Do not** give any medication.
- Someone must stay with the victim and try to keep them calm until help arrives. Make sure you introduce yourself to the victim if they are unknown to you. Stay calm and in control of the situation. You may tell the victim that you are getting him/her medical attention.
- Have someone go outside to meet the ambulance and escort them into the church, Parish Hall or classroom (location of the victim).
- If an individual appears to be having a mental health crisis proceed as if it were a medical crisis.
  - If the person is having a panic attack or experiencing delusions or hallucinations, do not dismiss, minimize, enforce, or argue about the perception. You can respond by saying something like “I can see you are upset” or “That must be horrible for you.”.
  - If the person is not making eye contact, do not force the issue.
  - Listen non-judgmentally and respond in a calm and clear manner.

***When professional help arrives:***

- Allow responding units to take control of the situation.
- When the ambulance arrives, the victim has the option of refusing medical treatment and /or transport to the Emergency Room.
- A copy of these Medical/Mental Health Emergency instructions will be kept in the Usher and Greeter Notebook that is kept in the Narthex.

***Note: Treat minor injuries from supplies in the first aid kits.*** Ushers and Greeters are aware of the locations of the first aid kits.

- First Aid kits are located on top of the AED device box which is located on the wall next to the handicapped restrooms, outside of the sanctuary. Additional kits are located in the office, kitchen, warming kitchen, nursery, and hallway outside of classrooms. The kits are clearly marked “First Aid”. Quickly bring these out to the location of the victim.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or bodily fluids. All first aid kits contain disposable gloves)

- Clear the air passages using the Choking Relief procedure in case of choking.
- Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday school teachers.
- AED and First Aid kits are to be maintained by the Parish Nurse team

***Interim Procedure for CPR/AED Training effective August 1, 2020***

- Many of us have attended CPR/AED training at St. Mark's or through another organization. Unfortunately, all in person classes have been temporarily discontinued due to Covid 19. If your certification is expiring or has expired, the American Heart Association has extended all expiration dates. However, it is important that we keep our skills current and feel comfortable reacting in an emergency even in these difficult times.
- An Automated External Defibrillator (AED) is used to help those experiencing sudden cardiac arrest. St. Mark's AED is located on the wall between the handicapped restrooms, outside of the sanctuary. The AED is a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.
- You may have heard that many bystanders save the lives of cardiac arrest victims using an external defibrillator despite the fact that they have never had any formal training. We encourage you to take a few minutes and review this short YouTube video that demonstrates the use of the PowerHeart G3 AED. This is the model available at St. Mark's and everyone should be familiar with its location and how to use it in an emergency:

<https://www.bing.com/videos/search?view=detail&mid=875F7E0AC4EFB983079B875F7E0AC4EFB983079B&shtp=GetUrl&shid=de99c07d-1197-49a0-8891-033b4e21b9cb&shtk=UG93ZXJIZWFydCBHMyB8IENQUi9BRUQgVHJhaW5pbmc%3D&shdk=UG93ZXJIZWFydCBHMyB8IENQUi9BRUQgVHJhaW5pbmc%3D&shk=GSFphC%2FMDJ78otkvi%2BcSiOvSGuYJ%2BrOSY1XGzVUIhfY%3D&form=VDSHOT&shth=OSH.zWloxwosBaTiixG14gOLcw>

- Complete virtual courses are available for purchase on the American Heart Association or the American Red Cross web sites.

Faith Community Nurses and Health Ministry Volunteers

Susie Juarez, RN/ARNP \* Safety Committee

Sue Adderly, RN

Beth Andresen, ARNP

Elaine Douglas, LPN

Sharon Moore, RN

Sherre Henley, RN retired

Lisa Hornborg, RN

Latrice Markison, RN

Helen Taylor, RN

Joyce Williams, RN

\*\*\*\*\*

Fran Weissing, MSW \* Safety Committee

**St. Mark's Episcopal Church – Tampa**

**St. Francis' Episcopal Church - Tampa**

**Safe Opening Committee Summary**

**May 22, 2020**

Present via Zoom meeting: Father Bob Douglas, Fran Weissing, and Susie Juarez. Absent: Senior Warden Ken Duncan, Jim Brush, and St. Francis representative.

From April 27, 2020 to present, a committee composed of Father Bob Douglas, Senior Warden Ken Duncan, Susie Juarez, and Fran Weissing from St. Mark's met 5 times via Zoom to develop recommendations for safe re-opening under Diocesan guidelines for presentation and approval by the Vestries of St. Mark's and St. Francis. Domenick Maldonado of St. Francis was able to join us in the first meeting, and Luz Amalia of St. Francis joined us in the most recent meeting.

The discussion is led forward through the talking points from the Diocese as cited in Ken Braddy's article of April 18, 2020, [Encouraging & Equipping Sunday School and Small Groups: 24 Questions Your Church Should Answer Before People Return](#). Consensus was reached in all matters pertaining to St. Mark's. All minutes have been shared with St. Francis. In many cases, St. Mark's has proceeded with either Executive Committee or Vestry approval to make our campus ready for re-opening. This document addresses the state of readiness as of our May 21<sup>st</sup> meeting and plans for re-opening **beginning May 31<sup>st</sup>** as guided by the above referenced article and Bishop Smith's May 21<sup>st</sup> letter on Plans for Gatherings.

At the end of the responses to the 24 items are additional responses to guidance from Bishop Smith, as well as uncategorized items.

**1. What if your worship gathering is initially limited to no more than 100 people?**

Upon re-opening on May 31<sup>st</sup>, we will limit our attendance to no more than 100 people. This number allows for approximately 84 parishioners to safely distance, with additional space for priest(s), altar team, a limited music team, and ushers. Our sanctuary can hold and has regular seating for approximately 350 people, with 589 being the maximum Fire Marshall load. Only the 10:15 service has normal attendance over 100. It is anticipated that many people will not initially want to come in person to services. Overflow seating is planned for the library and/or the atrium. The atrium may also be used for a few people who may want to distance even more. Pews will be rearranged to limit seating to the 84-person load. Our Sextant will reconfigure the seating prior to 5/31.

Upon reopening, we will keep the number of services to our current 3 services.

## **2. What adjustments will you make to the Lord's Supper, baptism, and your choir ministry?**

- We will revert to protocols implemented at the beginning of this crisis: contactless Peace, Healing Prayer stations, and Collection Plate. We will attempt to be contactless and maintain safe distancing.
- Under Bishop Smith's guidance we will offer bread only. Only the priest will therefore touch the Sacrament. Father Bob will visibly sanitize prior to going up to the Altar to celebrate Communion and again visibly prior to distributing the Host. The Verger will be at hand and available with hand sanitizer in case it is needed.

## **3. Are you canceling camps and VBS, or delaying them until later this summer?**

VBS has been cancelled for this summer.

## **4. Is a physical "pass the Plate" offering a thing of the past?**

The plates will be left at the back of the church, with no procession of the gifts. The Elements will be set up on the Credence table. Counters can wear gloves when doing their duties. Online giving is a reality for St. Marks with migration from managing software converting from ACS to REALM.

## **5. What are you doing now to sanitize and sterilize your church building? AND...**

### **11. What's your strategy to clean and sanitize your church in real time?**

- A part-time position has been approved to clean and sanitize after services on Sundays from 9-2 at a salary of up to \$12 per hour. St. Francis is inquiring among their members for an experienced, available, bi-lingual employee. Susie has developed rough draft of a job description and it is in the final phases of development. Generally, this person will be expected to clean and sanitize bathrooms between services and sanitize the church after each service. Fran will develop a check list from our spreadsheet of what to clean.
- A chemical mist sanitizer and adequate supply of disinfecting liquid have been purchased and are on-site. It is easy and quick to apply and dries quickly so that what is sanitized is dry before the next service. Father Bob and Jorge have tested it. Ken and volunteers will learn how to use it on Monday as back-up.
- 5 gallons of hand sanitizer has been ordered and received through Ken's company and will be available for use.
- In accordance with Diocesan recommendations, we will remove all prayer books and hymnals and store them in the library. Our Sextant will do this prior to 5/31.
- Sanitizing wipes will be available in all restrooms and signs posted to sanitize what you touch.
- Fran will get with Phyllis about what she sees as the role for the Altar Guild.
- The Nursery is closed for the time being.

- Check lists, to include person responsible and method, are being developed to ensure that all critical areas are sanitized.

#### **6. Are you going to continue offering children's church?**

- At present, children's programs for St. Mark's are closed until at least September. St. Francis' are closed for now, and the future is to be determined. It was noted that room use for these programs is one time per Sunday, except for the in/out nature of the nursery and additional evening use by the Youth Group. The Catechesis program with manipulation of many objects by the children must be evaluated. Science will lead the way in these decisions.
- A side committee for youth has been developed with Jim Young, Sherre Henley, Jennifer Sammon, and Matt Jones to work on future plans. All children's gatherings are on hiatus at present. Note that Catechesis equipment does not belong to St. Mark's but to individuals.
- The Nursery is closed for the time being. We will follow CDC guidance and recommend that children under age 2 NOT attend church.

#### **7. Are you going to continue hosting special events?**

- We will continue to do funerals as needed. Weddings are rarely being done but can be done with safety protocols.
- Protocols will be developed for these special events later to include seating, special instructions, etc.
- Opening for other "tenants" or groups: The piano teacher has already approached Father Bob about resuming lessons June 1<sup>st</sup> with restrictions. She was advised of additional restrictions to limit use of the building to the one room and that there may be an additional new charge for up to \$50 per month to sanitize the room they are using. They did not have a problem with this. At present, our organist and the cantor are not using this room for practice but are practicing in the Sanctuary. No other group has approached us yet about resuming activities. Once finalized and operational, we can use this process as a prototype for opening up other space to other groups using the campus.

#### **8. Are you continuing to provide coffee stations on campus?**

There will be no coffee hours or breakfasts until science directs us that we can safely do so. Equipment has been put up to discourage gathering.

#### **9. Will you continue offering virtual online worship?**

- Both congregations want to continue doing virtual online worship. St. Mark's new video equipment arrived, and Matt Sammon will operate it for the recorded 10:15 services. He is developing a protocol so that others will be able to record.
- There is a team looking at how to engage people just accessing services on-line. The 8 am service will be an in-person service, the 10:15 service will be in-person and on-line. St. Francis will do their own version of service.

**10. What is your plan when volunteers step down?**

Each ministry head can canvas their group to determine how many they will lose. We can determine who is willing to do their ministry with precautions or modifications. The Vestry should be addressed first, then the leadership of the ministries. We can go to a skeleton version of our volunteers.

**11. See Question 5.**

**12. Do door greeters (and ushers) do their jobs differently, or at all?**

- It was decided that our ushers will control opening and closing the inner doors to the Sanctuary. The inner doors will stay open during service so that they are not touched as people come and go to the restroom, etc.
- We will open and leave open the outer doors until the service starts or after the procession.
- Ushers will open both inner and outer doors during the closing. Father Bob will not be greeting at the back door. He will move a hands-free greeting outside so that a bottleneck is not created as people are leaving. Ushers will encourage safe distancing and keeping the flow of traffic going. If this does not work, we have the option to have the ushers control the flow of people exiting.
- It was decided that we will lock the entrance to the Atrium and an additional “greeter” will direct people from the outside of the Atrium to the Narthex entrance. We will ask the Vestry to rotate this responsibility for the first 2 weeks of this practice and then the ushers can assume this responsibility. The Atrium’s casual seating furniture has been removed to discourage social gatherings. Easy to clean seating will replace Atrium chairs.

**13. Is this the time to end your church’s “meet and greet” time?**

Coffee Hour, pre-service 8 am Coffee hour, and Breakfast are suspended through at least the summer. Prior to the pandemic, changing the Coffee Hour location to the Atrium was being discussed. Table and chairs have been removed from the Parish Hall to discourage gatherings.

**14. Because people may return very slowly to church, how will you count attendance and effectiveness?**

The Diocese must decide because we are ASA (Average Sunday Attendance) driven. St. Mark’s is using Facebook live and can collect data on “unique users.

**15. Should you add and/or shorten workshop services to allow for social distancing? If we get too many people to safely distance in the Sanctuary, how will we limit seating?**

- We do not anticipate adding any services at present. Reduced physical attendance due to health concerns combined with the space we have available should make the current number of services available sufficient, especially as we plan to continue to broadcast live services. Modifications of our live broadcast will be considered to vary the viewing during the time of communion.

- We will plan overflow seating in the Library and Atrium, for more than expected numbers of persons as well as for those who prefer seating away from the more crowded Sanctuary. People in overflow seating can come in to take communion or remain where they are.

**16. What are you going to do about larger Sunday School groups? AND...**

**17. What's your plan for Sunday School curriculum?**

- Christian Education is postponed until September. Without the ability to safely do the breakfast ministry, we won't start the traditional adult Christian Education. We currently have 2 Bible Study groups operating online.
- A side committee for youth has been developed with Jim Young, Sherre Henley, Jennifer Sammon, and Matt Jones to work on future plans. All children's gatherings are on hiatus at present.

**18. Will you reopen the doors of your church with a "worship only" strategy?**

Yes, pretty much. Anticipate that the 2 Bible Study and Cursillo groups will continue to meet online via Zoom.

**19. Do you have a plan for reducing expenses if your church's offerings don't rebound?**

This issue is referred to the Executive Team and the Finance Committee. Father Bob reports that members have done a good job keeping up pledges and we are keeping expenses as low as possible.

**20. How will you deal with the rise of COVID-19 related addictions?**

- A discussion was held about the various problems arising with the pressures of this time. Our Safety Plan has a community resource section as a starting point. Our area is served by a robust community resource through 211 and the Crisis Center of Tampa Bay. Fran will develop materials explaining how/when to use the 211 system and some of the resources in the area. We will put some resources on our webpage and promote them with our materials.
- All new Vestry members need copies of the Disaster Response and Safety Plan.
- A promotion of Mental Health information was developed and included in the Messenger. This can and should be repeated as the need continues.

**21. Are you going to decrease the fellowship time between on-campus worship services?**

There will be no fellowship time through the summer.

**22. Are you going to cancel mid-week Wednesday night services, meals, and Bible studies?**

There will not be Eucharist or meals for the foreseeable future. Monday and Wednesday Bible Study sessions are being done online. We are currently broadcasting such meetings.

**23. Should you be investing in new digital equipment right now?**

Our new equipment has arrived. It allows us to have mobility so that we can video record and broadcast in any part of the building. To remotely video, we will need more bandwidth. Father Bob will address with our internet provider.

**24. Will a new staff or volunteer position emerge from COVID-19?**

At present, the only position identified is for a part-time position to clean and sanitize after services on Sundays. This is discussed in combined items 5 and 11.

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**The following are additional responses led by Bishop Smith’s May 21<sup>st</sup> Letter on Plans for Gatherings:**

- We will highly recommend that people wear masks and have ordered a small supply for those who do not bring masks but want to use one. A small supply is on hand. Masks will be placed on a table in the Narthex and people can pick them up for themselves.
- We will attempt to get a sign that asks, “Anyone over 2 years of age, please wear a mask.”
- We will make attempt prior and through opening to discourage anyone who is elderly, sick, or under 2 years of age from coming to service. The nursery and children’s programs will NOT be available.
- Services will be “no contact” for greetings, sharing of the peace, all activities. Safe distancing will continue to be practiced.
- The Bishop recommends limited singing. Susie’s research shows that singing with masks on is dangerous to the singer. The act of singing without masks can broadcast the virus over a large area. We will continue with Cantors at the 10:15 service for the time being. Hymnals will be removed from church and we will not put the lyrics in the bulletin. St. Francis agrees and will continue with just one person.
- We will actively discourage in-person attendance of those who are elderly, sick, immune compromised, or children under age 2.



**The following are recommendations that do not neatly fit into the above categories:**

- Re-opening schedule was discussed:
  - St. Mark’s 8 am and 10:15 am services will resume 5/31. Only the 10:15 service will be broadcast on Facebook. Ken plans to get some volunteers together Monday (Memorial Day) to set up the church and learn how to operate the sanitizing machine. On May 31<sup>st</sup>, for the initial services, Fran and Lou Weissing will serve on Altar Team for both services and perform Altar Guild functions
  - St. Francis has not yet established a re-opening date. If they open on 5/31 they need a plan that also includes post-service sanitizing. If we don’t have anyone hired and on board by then, as a worst-case scenario we can have our Sextant clean on Monday.

- Advising the Congregation: Father Bob will send out a stand-alone email blast on 5/26 re: re-opening. We will include a strong request that anyone who tests positive must contact Father Bob or Father Livan. This reporting will be vital in our being able to remain safely open, as well as help us minister to our people. If there is an outbreak, we will need to notify the CDC. We will also put this information and our protocols on our website and Facebook page. A draft will go out to this committee on Monday, 5/25. St. Francis may use the same terminology.
- Taking temperatures: For St. Mark's it was decided to take and record the temperatures of those serving at the altar and the ushers. These people will be the ones most coming in contact with the people of the Church. It is also a symbol that we are doing as much as we can to protect those who come to worship. We will include this in our protocols. We will need to develop a record of those tested. [Suggest a blow up of the schedule Jillian uses for each Sunday] It was decided to use the CDC recommended level of 100.4 degrees as a maximum for service. We will not test congregants unless they request it.

## **Missing Child Protocol**

A missing child incident must be taken very seriously, and **immediate** action taken.

1. Immediately notify an Usher, Vestry Member, or Safety Committee Member.
2. Obtain the following:
  - a. Name
  - b. Age
  - c. Description of the child to include gender, race, hair color, height, weight, clothing worn (including shoes), and other distinguishing characteristics
  - d. The estimated time the child has been missing
  - e. The last known location
3. The usher or safety committee member will get additional ushers/safety team members to assist in search.
4. All nursery/Sunday school rooms will be locked down with no movement between rooms for any reason. All non-search individuals will be asked to stay where they are until the child is located.
5. The Ushers, Vestry Members, or Safety Committee Members will begin sweeps of the church as follows with the senior usher or Safety Committee member serving as coordinator for the search.
  - a. 1 person will immediately respond to the front parking lot to monitor the doors and conduct an initial search of the front parking lot and rear exterior areas.
  - b. 1 person will respond to St Christopher's Hall Kitchen and conduct a thorough search toward Sanctuary to include all closets and bathrooms.
  - c. 1 person will notify and remain with family.
6. If the child has not been found within 10 minutes, the Rector and Law Enforcement will be notified.

**\*\* If the child is found with an unauthorized individual, attempts should be made to notify law enforcement, delay that person from leaving, and get a description of the person and vehicle to include tag number.**

## **Power Loss Protocol**

Power loss during an evening event can result in very dark and unsafe areas within the church campus. While there is emergency lighting signage that is battery powered, there may be instances where special assistance is needed.

1. Ushers will post the sanctuary doors with emergency lighting as needed.
2. The Rector will make an announcement to congregation to include letting parents leave to be with their children if they wish.
3. Remind group that many cell phones have a flashlight function. Assist parishioners as needed.

## **Safety Education**

To promote a “safety first” mindset, an education campaign will be conducted through the sharing of safety tips pertinent to our location, as well as general safety tips. The following is a supply of tips for inclusion in the Messenger. As resources permit, safety education campaigns can be promoted.

### Senior Care Tips

1. Place no-slip mats on the shower floor and bathtub. Falling is the third leading cause of unintentional-injury-related death over all age groups, but it's the #1 cause of death for those 65 and older
2. For senior citizens: Ask the doctor to review your medication regularly, and have your vision checked often and regularly.
3. Make sure smoke detectors are installed in all rooms, and check batteries regularly.
4. Avoid wearing loose clothing when cooking—fabric can catch fire very quickly.
5. Point pot handles away from the front edge of the stove. This ensures that you won't bump into them or catch your sleeve on them.
6. Avoid using appliances with frayed cords; get them repaired or replaced.
7. Keep a fire extinguisher handy. Many fire extinguishers for the home can be purchased for less than \$50 at Wal-Mart, Target, or your local hardware store.
8. Older Adults are among the most vulnerable when disaster strikes. That's why it's critical that older people, and those who care for them, prepare for emergencies!
9. HAVE AN EMERGENCY COMMUNICATIONS PLAN. Create a “phone call chain,” a plan in which you make an initial call to one person and they in turn call the next person, and so on. This will make sure that all relatives and friends know what is happening in the event of an emergency.
10. KEEP CONTACT INFORMATION COMPLETE AND UP-TO-DATE Have the current home, work, and cell phone numbers of people you'll need to contact in an emergency. Make sure those people have your phone number, and the

numbers of nearby friends or neighbors. Put an extra copy of these numbers in a travel wallet, purse, or suitcase.

11. CONSIDER ORDERING A MEDICAL ID BRACELET or pendant for people with chronic health problems. Information on medical conditions, allergies, medications, and emergency contacts can be engraved on the surface. For very elderly or disabled adults, put the identification information, list of diagnoses, and medications in a traveler's wallet that can be worn in an emergency.
12. MAKE TRAVEL ARRANGEMENTS IN CASE OF EVACUATION Talk to family members, friends, or neighbors about what you would do in the event of an evacuation. Will you be able to drive or will you need someone to pick you up? If so, who, and at what meeting place? Who can provide a back-up ride, and how will that person be contacted?
13. An emergency medical kit should include a 3-6 day supply of your medications along with an up-to-date medication list that includes the names (brand and generic) of any drugs you're taking and the doses. An insulated bag big enough to hold a two-week supply of any medications that require refrigeration, such as insulin. Keep ice packs in the freezer for the emergency medical kit.
14. Carry a small amount of cash in your emergency kit, in case power or internet is out in your area. Without one or the other, ATMs and other banking institutions may not be operable if you need to purchase something.

#### Travel safety

15. Never leave anything valuable in plain view. Always lock the doors when you leave the vehicle, even for only a short time.
16. When returning to your car, look around as you approach the vehicle. Have your key ready in your hand before approaching the car; don't fumble looking for the key.
17. Put large numbers on your house that you can read easily from the street.
18. Leave a key with a neighbor you trust, in case you are locked out.
19. Tear up or shred all personal and financial information; never just throw it into the trash.

20. Worn properly, seat belts are your best protection against injury in a crash. Nearly half (48%) of vehicle occupants killed in 2015 were not restrained). For 16- to 24-year-olds, seat belt use is significantly lower than other age groups.
21. When traveling, look confident and be aware of your surroundings. When you project confidence, people are less likely to mess with you. But if you look afraid and hesitant, you will be seen as more of a target. So even if you don't feel that sure, stand tall, look straight ahead and project confidence.
22. Always keep someone informed of your travel itinerary and plans. The hotels you are supposed to stay in, or if camping, the areas you are supposed to hit for specific days.
23. When travelling internationally, don't forget to notify your bank before you travel - if they see activities from a new country, they might assume your account has been compromised and freeze everything.
24. On a plane or in the car, we have a tendency not to drink enough because it is not as readily available. However, hydration is essential to your health and state of awareness.
25. In hotels, airport and public areas, do not use the free wifi without using a VPN to protect your computer from attacks. Especially if you are looking at sensitive information such as your bank account. This is applicable on both phone and computer.
26. Before you unpack in a hotel, inspect the room to make sure all windows and doors have locks that are functioning. Identify the fire escape route. Check the location of the nearest stairwell and emergency exit. If your room does not meet your safety standards, don't hesitate to ask for another room.
27. If you are away for quite some time and don't have anyone coming to your place, stop newspaper and mail so that it does not fill in your mailbox and alert people that you are not here. Set lights on timers to turn on and off.
28. If you spend any time with social media, (Facebook, Twitter, etc.) you have probably found that you can "check-in" somewhere to let all your friends know what you're up to. But you could just as easily be telling robbers that your house

is vacant right now, which they will find most helpful when they clean you out.  
Share your leisure news on social media wisely

## Household Safety

29. Never mix household or chemical products together. Doing so can create a dangerous gas. Keep all chemicals, household cleaners, medicines, and potentially poisonous substances in locked cabinets or out of the reach of children.
30. Never use a generator inside your home or garage or less than 20 feet from any window, door or vent; fatal levels of carbon monoxide can be produced in just minutes. Do not ignore a carbon monoxide alarm, and do not try to find the source of the gas. Instead, immediately move outside to fresh air.
31. Drowning is the leading cause of death in children ages 1 to 2, and it's the second leading cause of death for children ages 3 to 6. Always watch your child while he or she is bathing, swimming or around water. Empty all buckets, bathtubs and kiddie pools of water immediately after use and store them upside down and out of your child's reach
32. Cooking equipment is the leading cause of home structure fires and fire injuries, followed by heating equipment. Make sure your equipment is in good shape, and you know how to properly use it. Always keep children away from cooking and heating equipment when in use.
33. For a fire escape, plan – and practice – an escape route and agree on a meeting place outside of your home; be prepared to assist young children, family members with special needs and pets.
34. Make sure to have a family communication plan in place; all members of the family should review and practice the plan.
35. If you have extra space in your freezer, take containers or zip-loc bags full of water and fill in the extra space. The ice created with these containers will come in handy if you lose power, and need to keep refrigerated foods fresh.

36. Purchase an emergency phone charger. Many can be purchased for under \$50 apiece, and if you purchase multiple chargers you can charge your phone several times if you are without power for days, not hours.
37. Have a battery-powered radio, and fresh batteries, in your emergency kit. While cell phones are handy for many emergencies, if a cell tower is out or you are without power for a long period of time, a radio comes in handy for local news and updates.
38. Don't forget your pets! Make sure you have plenty of dry food, a manual can opener for wet food, and plenty of litter for you pets. Consider how to care for them in inclement weather that last for days, such as a hurricane. Also consider how you will evacuate with them in the event of an emergency.
39. Make a plan for important documents BEFORE and emergency happens. Store important documents in a fire-proof safe that you can take with you in an evacuation. Make sure up-to-date documents such as wills, insurance information, property records, and medical reports are included.
40. In an event like a hurricane, make sure you have plenty of non-electric items handy for entertainment, especially for kids. Board games, books, puzzles, and toys should be stored in a safe place and easily packed in case of an evacuation.
41. Teach your children to learn and repeat their home address, your phone number, your first and last name, and their first and last name. In the event they are involved in an emergency away from you, or get separated from you in a public place like a mall or grocery store, this information will be vital to authorities as they try to reconnect you.

## Health Tips

42. Adults need an average of seven to nine hours of sleep each night, but 30% report averaging less than six hours, according to the National Health Interview Survey. Sleep is a vital factor in overall health. Chronic sleep-deprivation causes depression, obesity, cardiovascular disease and other illnesses.
43. There's much discussion about how much screen time is good for kids and teens today. Setting clear limits on smartphone usage will help you keep screen time

within reasonable limits. Half an hour of screen time is recommended for children 4-5 years old; an hour for ages 5-10; and two hours for high school aged kids.

## SAFETY IN PUBLIC BUILDINGS

44. Remember these three words in an active shooter situation: RUN, HIDE, FIGHT.
  - 1) Run from a situation to a safe zone far from the location of the activity.
  - 2) If you cannot safely evacuate the area, HIDE in a location preferably with doors that can be locked from the inside or braced shut.
  - 3) As an absolute last resort, fight the attacker with physical force.
45. Whenever you are inside a public building, always canvas the area and locate TWO exits in the event of an emergency. Remember, the nearest exit may be behind you, and may not be the way you entered the building.
46. When considering exiting a building in case of emergency, always consider how your escape can be executed in the event of a power loss, smoke in the building, or inclement weather outside.
47. If you are with small children, consider how you will exit a public building with them. Children should never be left behind or left to act on their own. In the event of an emergency, instruct them to remain calm and follow your lead, or the lead of a trusted responsible adult to safety.
48. In the event of an emergency, consider how to assist senior citizens or those with special needs to a safe exit. Can the person be safely evacuated under their own power? Does the person require a wheelchair or walking cane to move? If the person is not related or known to you, do they have emergency contact information on hand once they are safe?
49. The old saying is true—IF YOU SEE SOMETHING, SAY SOMETHING! If you see someone acting strangely, or see a strange package or vehicle in a location it shouldn't be, contact an authority figure at once. Tell the authority figure(s) why this situation is unusual, and let them handle the situation.
50. In the event you and your child are separated in a public space, report them as missing to a local authority immediately. Calmly report as to where you last saw

your child and what he/she is wearing. Stay with the authorities while they search for the child.

51. Teach your child that if they ever get separated from you in a public place, to not leave that building. Do not leave with another adult. Stay calm, and stay in one area until the authorities can find them.
52. If you ever find *yourself* lost, and do not have a way of communicating your location to someone, stay where you are if it is a safe location! It is easier for law enforcement to find you if you are in one location, and not moving about!
53. When planning a trip to a large public place like a theme park with children, dress them in clothes that are easily identifiable, such as clothes with a sports logo or unique design. When travelling with multiple children, coordinate their outfits to be similar so if you get separated you can show authorities what they are wearing.
54. Have recent photographs of loved ones, children and the elderly, handy in the case of a missing persons scenario. Current or recent pictures will be vital in the authorities' and media's assistance in helping you reconnect with your loved ones.

#### SAFETY AROUND ST. MARK'S

55. Know your evacuation zones! If you need to evacuate the building during an emergency, you will go to either evacuation zone A (west parking lot, along the fence), B (east end of the property, by the memorial garden), or C (parking lots of 6567 & 6577 Gunn Highway).
56. In the event of severe weather, or a tornado warning where the tornado is on a path towards Citrus Park, people in the church are to seek shelter in the following locations: Classroom #3 (youth room), the large men's and women's bathrooms near the classroom wing, or in the hallway between the atrium and sanctuary. Stay away from glass and external walls when taking shelter!
57. In the event of a missing child situation during a church event, immediately notify an usher, safety team member, or the rector. All nursery/Sunday school rooms

and events at that time will be locked down to keep an accurate head count of all other children. Follow the instruction of the ushers and safety team.

58. If a missing child is not located on church property after a full sweep within 10 minutes, local law enforcement will be contacted.

59. If a fire alarm is activated during a church event, the ushers will immediately try to identify the cause of the alarm. If smoke is present, evacuate the building immediately, then call 911 with a callback number and location of the fire.

60. During a fire evacuation, nursery and Sunday school children will be led out in a single-file line with teachers to the evacuation zone. All evacuees should evacuate to zone A, and remain along the fence line.

## **Shelter In Place**

A decision to Shelter In Place may be made for a Tornado Warning or a severe Weather Warning.

A tornado warning is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken. Should a tornado develop which threatens our area, Ushers, Wardens, or Safety Committee (preferably with the consensus of 2 members) should initiate actions to notify and protect all staff, members, and visitors in the facility.

The general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible

The following rooms are identified as interior rooms without windows and listed in order of proximity to the Sanctuary:

- Single Bathrooms (2) near Sanctuary
- Storage closet across hall from single bathrooms
- Vesting Sacristy
- Youth Classroom 3
- Storage Room between Atrium and Classroom 3
- Large Men's and Women's Bathrooms
- Storage rooms (2) next to large Women's Bathroom
- As last resort use the hall between the Sanctuary and Atrium

Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

## **Usher/Greeter Responsibilities**

Ushers and Greeters will be trained to recognize and say something if someone looks out of place. These persons can be visible deterrents, but we don't want to go to the extreme and be unwelcoming to those that might need God. Ushers and Greeters are encouraged to know parishioners and note if someone is acting out of character and seek out Safety Committee or if a medical/mental health issue, Parish Nurses as resources.