

June 1, 2025

## **St. Mark's Episcopal Church**

13312 Cain Road, Tampa, FL 33625

Office: (813) 962-3089 [www.stmarkstampa.org](http://www.stmarkstampa.org)

*Alive in Christ, Serving Together, Growing in Love*

### **DISASTER RESPONSE**

### **& SAFETY PLAN**



June 1, 2025

## **EMERGENCIES**

### **Emergencies during Church Services or Parish Events**

Remain calm, gather information, and call 9-1-1. There are panic buttons at the Sound Board and in the Nursery, and at the Rector's and Administrator's desks.

**Address for 9-1-1 is 13312 Cain Road in Tampa 33625**

**If you call, stay on the phone and follow the directions of the 9-1-1 operator**

**Send one or more people outside to direct first responders**

Render first aid if you can or locate somebody who can do so.

The Priest should not 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 reaction sets the level of calmness and good sense for all present. Ushers and parish leaders should resolve the emergency to the best of their ability while the Priest continues to lead worship or education. The Priest will decide when to end activity and respond personally to the emergency.

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June 1, 2025

**Parish Disaster Response Plan  
St. Mark's Episcopal Church  
Tampa, FL  
June 1, 2025 – June 30, 2025  
Parish Disaster Preparation  
And  
Response Guidelines**

**Date: June 1, 2025**

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 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

June 1, 2025

## **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:

The Rev. Robert Douglas, Rector  
Jan Fisher, Senior Warden  
Ed Spinks, Junior Warden  
Ed Bouchard, Vestry Commission Liaison  
Susie Juarez  
Fran Weissing  
Jillian Ricardo, Parish Administrator  
CherylAnn Haley, Thrift Store Manager  
Stacy Maynard, Event Center Coordinator; 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.

A survey of members will be conducted prior to the beginning of hurricane season. Updated emergency information will be collected using the **Hurricane Preparedness Questionnaire**, either through Google Forms or paper 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 be 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 the Parish Administrator or the Rector. 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.

The appendices include 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 base

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

## **Communications Issues**

All parishioners should know to report their status following a disaster. In the event of destruction and prolonged power outages, texts are preferred and more likely to succeed than phone calls. Parishioners will be encouraged to use the church's SMS system to establish contact or respond to emergency updates already received. Our SMS service is provided by TextMagic, which is not local and should remain operational. They may also text the church office number or the Rector's phone. In the few cases where parishioners only have land lines, we will call as soon as possible if they do not check in on their own.

Since the Parish website and Facebook page will most likely remain active, emergency information will be kept current, and updates will be posted as soon as the disaster response is initiated. As soon as practical during the recovery phase, updates to safety, building status, etc. will be posted by the Parish Administrator.

**Parish Disaster Response Committee/Important Telephone Numbers**

Individual	Telephone Number	Remarks
Robert C Douglas	941-320-0595	Rector
Jan Fisher	813-519-9145	Senior Warden
Ed Spinks	813-335-1458	Junior Warden
Church Insurance Company of Vermont	Claims 1-800-223-5705	
TECO	Commercial Customer Svc 866-832-6249	Report Outages 877-588-1010
Hillsborough County Emergency Management Department	813-272-6900	
Amerigas Propane	813-626-9111	Local office with coverage for emergency service. Shut Off in the ground behind kitchen door entrance.
Hillsborough County Water	Customer Service 813-272-6680 Emergency Service 813-744-5600	Building water is county system. Grounds use well water
Waste Management	813-621-3053	
Frontier/FIOS	800-921-8102	
Hillsborough County Sheriff	813-247-8200	Non-emergency phone
Verizon Wireless	1-800-922-0204	Church & Store Phones
Episcopal Diocese of Southwest Florida	941-556-0315	
The Rt. Rev. Douglas Scharf - Bishop		
The Rev. Richard Norman		Canon to the Ordinary
Michael Booher - CFO		Canon of Finance
John Edgar		Convocation Disaster Prep. Coordinator
Thrift Store	813-599-1899	



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 Diocesan Office will be contacted immediately when a Parish enacts its Disaster Response Plan.

See also: <https://episcopalswfl.org/resources/disaster-preparedness-and-recovery/>

### 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
	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)	
	Financial Records to include copies of bills, checks, deposit slips, and endorsement stamps	
	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 of current state of disaster plan	Rector
	Notify parish of plan, using email/text group as directed	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>	
	Bring all possible outside equipment into buildings	Volunteers
	Wrap altar, pews, etc. in plastic	Senior Warden/Volunteers

	Monitor 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.	Parish Administrator
	<b>AT 24 HOURS</b>	
	Rector or Senior Warden makes the final decision concerning closing the building. 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
	Back up all computers – make more than one copy of items	Office staff
	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
	Shut off propane tank	As designated.
	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 Diocesan response to the disaster.

Done	Item	Responsible Individual
	Re-establish communications as soon as possible.	Rector/All
	Contact the Diocesan 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/Junior Warden
	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.

## **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 immediately. **Call 9-1-1** or use one of the **panic buttons at the Sound Board, Nursery, Rector's Office, Administrator's Office, or Thrift Store.**

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

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.

## 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

The Vestry and Safety Committee will continue to monitor the Building Safety Action Plan and update as needed, or at least on an annual basis. As new policies are implemented, they will be announced to the congregation and other groups who utilize the church.

### Exterior:

- Lighting will be maintained and trees trimmed to maximize safe entrance and egress to the building.

### Interior

- Entry
  - o A security system is in place which includes remotely monitored cameras, motion sensors, and panic buttons in key areas. Access by authorized persons is available using keypad and/or key fobs.
  - o The Rector and Parish Administrator maintain specific instructions for use of the system, as well as control of access to the system.
  - o Lists of key holders with access to the building will be maintained and reviewed periodically.
  - o Everyone who uses the facility must be aware and care for their personal safety, especially when working alone, or in limited numbers in the building.
- Classrooms
  - o Window coverings for exterior windows of the Nursery and Meeting Room will be maintained to enhance privacy and security.
  - o Classroom bathrooms are designated and equipped as hard rooms in the event of a lockdown situation.

### Sanctuary Monitoring

- Ushers, as key players during services, will remain on post for the duration of the service and not seated when possible

### Medical needs

- First Aid equipment is located in key areas of the campus and regularly maintained by Parish Nurse volunteers. One AED is located on the wall next to the handicapped restrooms, outside of the sanctuary. Equipment/Supply needs will be reported to the Parish Administrator.

### Building Security Training

- 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, i.e.:
  - o nursery volunteers on use of the bathrooms as a hard room
  - o Sunday school teachers on use of storage closets as hard rooms, as well as the emergency egress door and evacuation to open field north of the building.
  - o Choir on emergency egress door.



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- Ushers and greeters are 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.
- Congregation is aware of all egress options should an unsafe situation occur.

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

### **Security System – Main Campus**

Instructions for office security system purchased and monitored through SimpliSafe:

For Login Access, contact the Parish Administrator or Rector:

Login:

Password:

PIN:

Safe Word:

- Call List for monitoring service
  - - Jillian Ricardo (Primary – called prior to emergency responder dispatch)
    - Fr. Bob Douglas (Primary – called prior to emergency responder dispatch)
    - Scott Silverman (Secondary – called after emergency responder dispatch)
- System Configuration
  - Motion detectors are installed in the Main Office and the Rector Office. When tripped these will immediately send a signal to monitoring service.
  - Motion sensitive cameras are installed in Atrium, Narthex, hallway between atrium and parish hall, and St. Christopher's Hall. When tripped these will not send a signal to monitoring service but video will be recorded.
  - Keypad is installed in the Atrium by the light switches.
  - Panic Buttons (silent alarm) are installed at the Parish Administrators desk, Rector's desk, and in the Sanctuary by Sound Board.
- The Process
  - The system has been designed to be simple to use via keypad or app.
  - Press AWAY on Keypad or App when you are leaving the office for the day. Exit delay of 1 minute 30 seconds. System will countdown and arm.
  - HOME functions like AWAY except that it deactivates motion sensors – please do not use this as it will render our system ineffective as we are currently only using motion detectors.

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- Press OFF on Keypad or App when you are arriving at the office for the day. Enter PIN (to disarm system). Entrance delay of 2 minutes 0 seconds prior to sounding the Siren and sending a signal to our monitoring service.
- Please note that motion detectors are set on a delay also not immediate trigger so coming in either door you will have enough time to disarm system.
- PANIC BUTTONS work when system has been disarmed.
- Once the panic button is pressed a notification will be placed to the monitoring center.
- The SimpliSafe Base Station will not sound an audible alarm.
- Emergency responders will be sent without first calling primary contacts.

### **Security System – Thrift Store**

Instructions for Thrift Store security system purchased and monitored through SimpliSafe:

For Login Access, contact the Parish Administrator or Rector:

Login:

Password:

PIN:

Safe Word:

Call List for monitoring service

- Jillian Ricardo (Primary – called prior to emergency responder dispatch)
  - Fr. Bob Douglas (Primary – called prior to emergency responder dispatch)
  - Scott Silverman (Secondary – called after emergency responder dispatch)
- System Configuration
- motion detectors which are installed in the Main Entry Room and the Women Clothing Room. When tripped these will send a signal to monitoring service after a four-minute delay.
  - motion sensitive camera (1) installed in Kitchen. When tripped this will not send a signal to monitoring service but video will be recorded.
  - Keypad has been installed in the Main Entrance by the desk.



- Panic Buttons are installed at the main entrance desk (Siren Alarm) and in the intake room (Siren Alarm)



- The Process

The system has been designed to be simple to use via keypad or app.

- Press AWAY on Keypad or App when you are leaving the store for the day. Exit delay of 4 minutes 15 seconds. System will countdown and arm.
- HOME functions like AWAY except that it deactivates motion sensors. Please do not use this as it will render our system ineffective as we are currently only using motion detectors.
- Press OFF on Keypad or App when you are arriving at the store for the day. Enter PIN to disarm system. Entrance delay of 4 minutes 15 seconds prior to sounding the siren and sending a signal to our monitoring service.
- Please note that motion detectors are set on a delay also not immediate trigger so coming in either door you will have enough time to disarm system.
- PANIC BUTTONS work when system has been disarmed
- Once the panic button is pressed a notification will be placed to the monitoring center. The SimpliSafe Base Station will emit a very loud siren for 5 minutes. Primary contact will be notified prior to dispatching emergency responders to the Thrift Store.

## 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

### Hurricane/Evacuation Shelters for 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.

### Local Community Food Pantry

Village Presbyterian Link: [thecommunityfoodpantry.com](http://thecommunityfoodpantry.com)

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

For zip codes: 33612, 33613, 33618, 33624, 33625, 33626, 33647, 33548, 33549, 33556, 33558, 33559. For help finding food in your area, visit [www.feedingtampabay.org](http://www.feedingtampabay.org) or text FTBFYI to 813-530-3663.

Pick up times are limited to: Wednesdays: 9 am - 11 pm and Saturdays: 9 am - 11 pm

Drive through distribution. Do not arrive before 9 a.m. Appointments after first visit. Families are served once every 6 weeks. What to bring: a driver's license, passport, or government issued ID and proof of your current address.

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## **Data**

Our data systems are safeguarded with redundant back-up and can be accessed remotely.

The Congregation Hurricane Preparedness Questionnaire data is collected annually and available in a sortable database. 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 database is updated. Prior to closing of facility pre-disaster, this data shall have a final update completed. The Rector and/or designated persons will use this database to complete a safety check on all members post disaster.

## Evacuation

Building evacuations may be necessary as a response to fire, bomb threat, active shooter, gas leak, or other safety reasons. Emergency exits have been identified and egress routes are posted.

Training in building evacuation will periodically 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 at least 75 feet away from building, upwind if smoke is present. 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

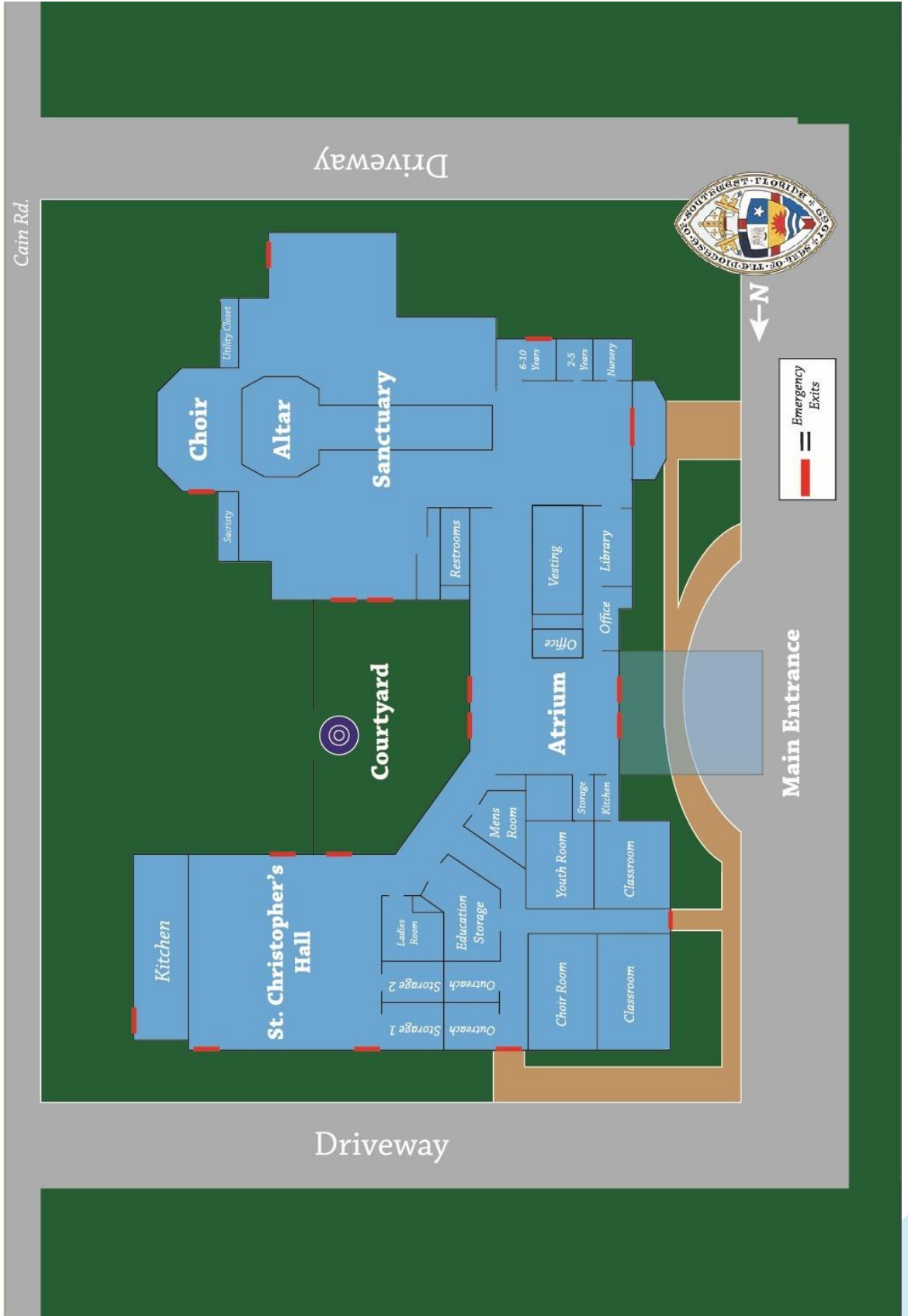
Zone B: East end of the property in the Thrift Store parking lot

Zone C: Parking lots of 6567 and 6577 Gunn Highway (medical office buildings)

6. If evacuation is due to active shooter, move as far away from the building as possible.
7. DO NOT re-enter building until the all clear has been announced by law enforcement.
8. Do not go to your automobile or attempt to leave the parking lot as this could hinder emergency vehicles.
9. After evacuation, teachers will confirm all children are present and make immediate notifications of missing children to the Rector, ushers, or safety committee members.
10. 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-Choir Room-Office- Atrium- Main Bathroom-Vesting Sacristy
  - Area 3: Main Men's Bathroom-Classroom Wing-  
Main Women's Bathroom-St. Christopher's Hall-Kitchen
11. 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



## Fire Protocols

1. If fire alarm sounds and location is not obvious, the ushers or the Safety Committee will immediately try and ascertain the cause of the alarm. If the fire alarm is not activated, pull fire alarm or call 911. When calling 911, give 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 Thrift Store 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.
2. As soon as an alarm sounds or decision to evacuate is reached, 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. 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.
5. Continue to monitor the situation and guide fire personnel upon arrival.

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

**\*\* Fire extinguishers are located throughout the campus in well-marked wall cabinets or brackets**



## Hurricane Preparedness

Hurricane Preparedness is covered extensively in the opening section of this plan and is 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.

### Personal Preparation and the Role of the Parish:

St. Mark's does not have the ability to help with individual emergency preparation. The Rector and Vestry encourage you to consider the following questions and make an emergency plan for yourself:

Do you have special medical needs? If so, are you registered with the County Shelter System? If you're not sure, find the resources in your county before hurricane season.

If you have transportation restrictions, have you arranged for transportation to a shelter?

Are you in a mandatory evacuation area? Would you evacuate if not mandatory?

Do you have a place to evacuate to, if not going to a shelter?

If you evacuate, do you have a plan for your pets that need to be provided for?

If going to a shelter, are you prepared to be self-sufficient, i.e. sleeping bag, linens, food, water, etc. for 3-5 days?

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.

If staying home, do you have adequate supplies, i.e., batteries, food, water, gas, flashlights, can opener, etc. (County recommends 5-7 days worth). If you have a generator, make sure you know how to operate it safely.

Do you have an adequate supply of medicines on hand? Do you take medicines that need to be refrigerated? Do you have any medical devices that require a power source?

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## HURRICANE PREPAREDNESS QUESTIONNAIRE

Name:

Date:

Address:

Land Line:

Cell Phone:

I agree to receive emergency plan communication text messages from St. Mark's (SMS service provided by TextMagic).

Email:

I agree to receive weekly parish newsletters and emergency plan information via email (emails managed using Constant Contact).

If we cannot communicate with you after a hurricane, you can provide an alternate emergency contact:

Name

Phone Number

During the storm would you be able to house other parishioners who need to evacuate their home?

Do you have family nearby to assist you before/during/after the storm?

Do you have a car?

If you **do not** need assistance after a storm, are you willing to be called upon to help others? Many parishioners may need help with clearing brush and tree limbs, and other property damage. List any ways you can assist others after a hurricane:

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### **Preparing for the Storm!**

If we experience a hurricane, 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 hits our area, we want to make sure everyone is accounted for and not in need that we can help with. After the storm, please indicate your safety by sending a text to one of the numbers below. When we respond, you are successfully checked in:

SMS System                844-584-9160

Office Phone              813-962-3089

Father Bob                941-320-0595

Texts are preferred as they require little bandwidth on the cellular system and very little of your phone's battery power.

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## Items to be Wrapped

### Office

- Cabinets
- Copy Machine
- Cabinets
- Computers
- Phone System
- Bookcases in Fr Bob's office
- Desks

### Narthex

- Cabinet with Cremins

### Sanctuary

- Two Altars (main and side)
- Lector stand
- Organ
- Grand piano
- Sound Board
- Audio stack in quiet room

### Atrium

- Wall mounted TV
- LED sign

### St. Christopher's Hall

- Sound Equipment
- Projector

### Choir Room

- Piano
- Music Library Bookcases
- Amplifier

### Thrift Store

- Register
- Desk

## Kitchen Safety

Kitchen Safety is about protecting those who work in the kitchen and those who consume food prepared in our kitchen. Everyone needs to take responsibility for kitchen and food safety to reduce the risk of food contamination, whether by unsafe food handling, or unsanitary equipment.

### General Guidelines –

- All persons handling food must wash their hands prior to handling food or equipment. Food service grade disposable gloves are to be worn when handling food, even if just opening packages and placing contents on a serving platter. Gloves must be changed frequently.
- Don't put cooked food on same plate, tray, or cutting boards as raw or ready to eat food to prevent cross contamination and the spread of bacteria.
- Ensure that foods are stored at safe temperature either in the preparation process, or as served.
- If something is spilled, take the time to clean it up promptly and properly.
- Prevent kitchen fires by keeping paper towels, dish towels, and potholders away from stove tops and oven doors. Never put water on a cooking fire or try to move a burning object to another location. Use fire extinguisher which is found on wall at kitchen entrance from the outside. There is also a fire suppression system (Ansul) over the grill and stove, which is activated by pulling the ring.
- Turn off appliances as soon as you are finished with them to prevent burns. Before leaving the kitchen, make sure all appliances have been turned off as described in the following instructions.
- Report any safety issues promptly to the Parish Administrator.



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## Appliance Use Specific Instructions –

### Dishwasher



Verify that there is detergent in the five-gallon container.

Select the wash cycle (I, II or III) and press the corresponding button.

Wait 20-30 minutes for the dishwasher to heat the water to the correct temperature.

Scrape/rinse food of dishes and load them into the appropriate green or gray trays.

Open the dishwasher and slide the tray into it.

Depress the big start button and let the dishwasher run the cycle.

Wait for the dishwasher to stop running and all the noise ceases.

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Open the lid and slide the HOT tray out to the right. Let the dishes to cool and more of the water to drain off the dishes.

When sufficiently cool, remove the dishes and put them in the appropriate areas of the kitchen.

**IMPORTANT!** When completely done washing dishes always clean and secure the dishwasher per instructions that follow. Dishwasher will not turn off automatically.



Open the dishwasher and remove any food particles on the grates. Remove the two grates nearest the sink and clean out any food particles that may have collected below them. Replace grates, close the cover.

Select the “0” cycle and run the dishwasher. This drains the water out of the dishwasher and turns it off.

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## Stove

Ensure the pilot lights are lit by the burners. If not you will have to light them.

Select the burner that you want to use, place a pan on it and then turn on the corresponding knob to light the burner. Adjust the flame to an appropriate level required for cooking.

When done, turn off the burner, remove and clean the pan.

## Regular Oven



Adjust rack heights before starting. Verify that the pilot light is lit and burning.

Turn the dial to the desired the desire temperature. Open the oven to be sure that the burners have lit. If they have not you will have to manually light them with a long match or butane lighter. Be prepared to jump back if you have to light the oven this way as the gas in the oven will ignite.

Place food on metal trays and insert them into the over. The oven trays are to catch drips and boil overs. If you don't use them, be prepared to clean the oven after it cools down.

Set the desired cooking time on the timer.

When done, turn the knobs to off and let the oven cool down. Clean the oven if there have been spills.



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## Griddle

- Griddle Use

There are two burners for the griddle, one for each side of the cooking surface. They are most often used at the same time.

Turn on the two burners and set for desired temperature. Be advised that for the same setting one side heats up the surface a bit more than the other, so you need to monitor the food you are cooking and adjust accordingly.

If you are cooking several items in succession on the grill, you should consider scraping off any food remains from one item into the trough in front of the grill before cooking the next item. Otherwise, you will have a lot of cooked-on items making final clean up harder.

- Cleaning the Griddle:

Turn off the grill and spray the surface with grill cleaner if available. Let it sit for a while to allow the chemicals to work.

Fill a pitcher with ice and water.

Use steel wool/aluminum scouring pads lightly scrub the grilling surface to clean off food particles. Be careful as the surface will still be hot and transfer the heat through the scouring pads.

Pour the pitcher of ice water on the surface as evenly as possible across the surface.

Use a 5-6" scraping blade from back to front to remove residue and liquid to the trough in front.

Use wet paper towels to wipe down the grill top to remove more, hopefully all, remaining particles.

Scrape the contents in the trough to the hole on the left side of the trough into a receiving pan.

Remove the long receiving pan carefully and drain into the left-hand sink that has the garbage disposal. Be sure to have the water running in the sink and turn on the garbage disposal. Clean the pan and return.

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## Convection Oven

Verify that the oven is plugged in to the wall outlet. There are two units, one stacked on top of the other. Normally we use the top unit.



Turn on the gas with the gas black switch at the bottom right side of the unit you want to use.

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Select the fan speed (Low or High) with the black button at the top of the unit. Select “Cook” with the red button also at the top of the unit. Set the temperature and let the oven warm up ten minutes.

Place items to be cooked on metal trays, open the doors (both doors open at the same time) and insert the trays on the shelves in the oven. Set the timer.

To turn off the Convection Oven, press the red button to “Cool” and let the unit fan run until it cools down.

Once cool, select “Off” with the black button on the top to power down the unit and use the black button at the bottom to turn off the gas. Gas does not turn off automatically.

### Warming Oven

Be sure the warming oven is plugged into the wall.

If you want to steam items, add water to the tray container at the bottom of the unit before starting.

Turn on the warming oven by using the controls at the bottom of the unit. Select appropriate temperature and humidity.



Put containers of food on trays that fit in in the oven and let them warm up/stay warm.

When done, turn off the oven using the switches at the bottom. Warming oven does not turn off automatically.

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## Chafing Dishes



Ensure there is sufficient fuel to prevent having to change canisters during the event.

Never transfer the water pan while the water is hot.

Always place fuels in a holder before lighting with a long lighter.

Allow fuel canisters to completely cool before removing from holders.

## 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 white nametags 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 Thrift Store 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. Follow any instructions of 911 staff.
- 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

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- 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/ck/a?!&&p=f3f152187e3219d32bbf83f1c2795de504961cb7240bbee064abfa053d77ba5JmltdHM9MTc0Mjg2MDgwMA&ptn=3&ver=2&hsh=4&fclid=101c8b32-dcbb-6df7-09e5-9850ddca6c29&u=a1L3ZpZGVvcy9yaXZlcnZpZXcvcvmsYXRIZHZpZGVvP3E9cG93ZXJoZWYdEczYWVkK2ludHJ1Y3Rpb24rdmlkZW8mbWlkPURFRUQ5RDcwMTY1MTc2QUIzNTBDREVFREIENzAxNjUxNzZBQjM1MEMmbWNpZD1DMjRFMTQwMTUyRDY0RDg2OThGQ0VBQjE2QzQ0QTl3MSZGT1JNPVZJUKU&ntb=1>
- 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 Adderley, RN

Cheryl Brush, RN

Elaine Douglas, LPN

Lisa Hornborg, RN

Latrice Markison, RN

Joyce Williams, RN

\*\*\*\*\*

Fran Weissing, MSW \* Safety Committee

## 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.

## 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.

### **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
- 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/Health Ministry Team, as resources.

Ushers and Greeters will receive special training on the following assignments as outlined in the Safety Plan:

- Active Shooter
- Bomb Threat
- Building Security
- Evacuation
- Fire
- AED and First Aid Kits
- Medical/Mental Health Issues
- Missing Child Protocols
- Power Loss
- Shelter In Place