

St. Ignatius Parish

Safety & Security Plan 2018

Visitors to the Parish Offices

Visitors to the Parish Center during regular business hours enter through the side entrance nearest the church. Press the door buzzer to gain access. The receptionist will use camera monitors and remote access to open the door for visitors.

All Groups using the Parish Center

- Doors to the Parish Center must remain secure at all times during all uses in any space in the Parish Center. Any door may be chosen as the single point of entry by the group using the Parish Center.
- Doors may not be left unlocked and unattended. Doors may be unlocked for a short period of time while people are arriving but **a responsible adult must monitor the door at all times when it is unlocked. Doors must be locked before the event begins.**
- All groups using the Parish Center should familiarize themselves with the emergency exits, the shelter-in-place, evacuation and lockdown plans (below) for the space they are using.
- Be sure the doors are secure before leaving the building.
- All groups using the Parish Center should know the number of persons in attendance at the group event. Law enforcement will need this information in the case of an emergency.

Faith Formation Groups using the Parish Hall and Madonna Room.

- When classes are in the Parish Hall, all access will be through the front doors of the Parish Center. The doors will be unlocked for 15 minutes before classes. Doors shall be locked when class begins. Doors may be unlocked again for 15 minutes at the end of class if needed for parents to pick up their children.
- **A responsible adult must monitor the door at all times when it is unlocked.**
- Parents picking up children for early dismissal during class time will be required to provide identification and sign out their child. Parents should knock on the door or call to obtain access.

Sunday and Monday Faith Formation Classes

- When classes are in session in the Faith Formation Wing, all access to the Faith Formation wing will be through the door marked “Faith Formation and Youth Ministry” facing the front parking lot on the lower level. These doors will be unlocked 15 minutes before the beginning and end of classes for dropping off and picking up children. The doors will be locked during classes. Do not wait in the hallways during class.
- **A responsible adult must monitor the door at all times when it is unlocked.**
- Late arrivals and others needing access to the building can press the door buzzer to obtain entry. The name of the child and the child’s teacher is required for access. In addition, parents picking up children for early dismissal are required to show ID and sign out the child in the Faith Formation Office.
- **There will be no access to the Faith Formation Wing through the Parish Center when Faith Formation Classes are in session.**

Shelter in Place

Severe weather such as tornado warning, strong winds, earthquake & hurricane.

- During Faith Formation classes, a Staff Coordinator will announce “Shelter in place. This is not a drill.” In the absence of a Staff Coordinator, follow Shelter in Place procedures when you become aware of a severe weather warning.
- Students and adults in the restrooms or hallway should return to their classrooms.
- Faith Formation: Try to maintain as much normalcy as possible. Give children the information necessary to comply with emergency procedures, but do not give unnecessary details that may frighten the children.
- Groups/classes in rooms 106, 108 and 208 remain in their classrooms. Groups in other areas, move to the nearest safe area without windows: stairwells, hallways or the kitchen. Stay together as a group/class. Stay away from windows.
- **Take the attendance folder or group list with you to any evacuation area.** The Faith Formation attendance folder contains emergency contact information for your students. Call parents only when directed by the Staff Coordinator.
- Follow situation specific directions given over the intercom.

Evacuation

Fire, smoke, bomb threat, hazardous material, gas emergency.

- Fire alarm or announcement “Evacuate the building at this time”
- Follow posted evacuation route **quickly, silently** and **single file**, with an adult at the front and back of the line.
- Always take **phone and attendance folder or group list**.
- Take attendance when you reach the evacuation area. Advise the Staff Coordinator if someone is not with the group or if other persons have joined your group.
- Faith Formation: The attendance folder contains emergency contact information for your students. Call parents only when directed by the Staff Coordinator.

EVACUATION ROUTE & EVACUATION AREAS

- **Classrooms in the Faith Formation Wing:** Evacuation route posted on the wall next to the classroom door. Go to the recreation area at the bottom of the parking lot, as close to the forest line as possible. If this area is impacted by the emergency, go to the Grotto area across from the front of the Parish Church.
- **Parish Hall & Madonna Room:** Proceed quickly and quietly to the nearest emergency exit and exit the building single file. Go to the Grotto area across from the front of the Parish Church. If this area is impacted by the emergency, go to the recreation area at the bottom of the parking lot, as close to the forest line as possible.
- **From the Parish Church:** Exit through the Narthex, using both front and side doors to evacuate more quickly. If danger is in the narthex area, exit through the doors left of the altar and right side of the church. Go to the Grotto area across from the front doors. If this area is impacted by the emergency, go to the recreation area at the bottom of the parking lot, as close to the forest line as possible.

EVACUATION TO AN OFFSITE LOCATION: After evacuation to the onsite location, it may be necessary to relocate to an offsite location because of dangers on the property.

- The offsite evacuation site is across Jarrettsville Road, in the grassy area behind the priests’ residences. Wait for instructions from the Staff Coordinator or Law Enforcement that traffic has been stopped and it is safe to cross Jarrettsville Road. Follow instructions and proceed with caution.

- Once you are at the offsite gathering point, take attendance. Immediately advise the Staff Coordinator if someone is not with the group or has joined your group.
- Faith Formation: The attendance folder contains emergency contact information for your students. Do **not** call parents until requested by the Staff Coordinator.

Lockdown/Evacuation

Active shooter, threatening intruder

- A lockdown is a response to a violent threat in the building.
- Staff Coordinator will announce “We are on lockdown. This is not a drill.” In the absence of a Staff Coordinator and if shots are fired or other signs of danger, immediately begin Lockdown/Evacuation procedures. Call 911.
- **Remain silent. Silence phones and electronic devices.**
- **Turn out lights**
- **Lock door, including slide bolt.**
- **Drop blackout shade on door; close window shades.**

Classrooms in Faith Formation Wing:

- Classroom doors should be closed and locked while rooms are in use. During lockdown, close & lock door, engage slide bolt lock.
- Any person in the hall or restroom, go to the nearest classroom.

Youth Ministry Room: Lock down in the youth minister’s office, if possible. If not possible evacuate through exits across from Youth Ministry Room . Quickly and quietly move away from the building and find cover.

Parish Hall: Evacuate the building through the closest exits as quickly and quietly as possible. Quickly move away from the building and find cover.

Madonna Room: The preferred option is to evacuate through the exit opposite the Madonna room. Move away from the building and find cover. If danger in the hallway prevents evacuation, close the Madonna Room doors (these should be kept locked), turn off the lights, move out of the range of vision from the windows in the doors; remain silent.

Parish Offices: Lockdown in place. Secure doors. Cover windows. Be silent.

**When law enforcement arrives, follow directions.
Keep hands open and visible above the head.**