



St. Michael Catholic Community

Safety Awareness and Procedures

February 2022

Our Mission...

St. Michael Catholic Community is a welcoming parish where people come together to worship, learn, and grow in faith. Through our actions we demonstrate our beliefs in fellowship, service and generous tithing of time, talent, and treasure.

We care for one another and receive comfort and support in our own times of need. All are encouraged to participate in the journey to live by Christ's example and build the Kingdom of God.

Our parish family must feel safe, secure, and comfortable to grow in faith and achieve our mission.

We take safety seriously

- The design of our Youth Center incorporated numerous features to protect our children and staff.
- The front office area has been secured for the safety of our staff and visitors in compliance with Archdiocese requirements.
- Comprehensive updates were made to the parish safety procedures in 2021.
- COVID protocols were put in place to ensure a safe return to in-person worship and other activities.
- 27 security cameras were installed with onsite monitoring and recording capability.
- Safety instructions and diagrams are being added to key locations around the facility.

Being prepared keeps everyone safe

- This booklet provides guidance for several different situations as people gather in the church worship area or the social hall. It covers procedures for:
 - Health and medical emergencies
 - Evacuations for fire or other reasons
 - Sheltering in place due to severe weather
 - Sheltering in place for other situations
 - Suspicious / minor situations
 - Immediate threats / active shooter

Health and medical situations

- Assess the situation and request help if needed
 - **It is ok to interrupt the mass** to request the assistance of a health care professional or Minister of Hospitality (MoH).
 - Make the person comfortable and try not to move them.
 - People seated nearby should move away and make room.
- For minor situations
 - Water and juice is available in the sacristy.
 - A First Aid kit is available in the sacristy.
 - Wheelchairs are available near the east entrance.

Health and medical emergencies

- For serious situations flag a Minister of Hospitality for assistance and **call 911 immediately.**
 - A MoH will be stationed outside to direct emergency responders to the location of the situation.
- Immediate assistance might be provided by:
 - Stopping any bleeding by applying pressure to wounds.
 - Applying the Heimlich Maneuver in case of choking.
 - Providing juice to a person with low blood sugar.
 - Utilizing the Narcan kit available in the sacristy in case of a drug overdose.
 - Having a trained person apply CPR for a cardiac event. All Ministers of Hospitality have been trained and there is an AED device over the water fountain by the restrooms.

Evacuation procedures fire or other emergencies

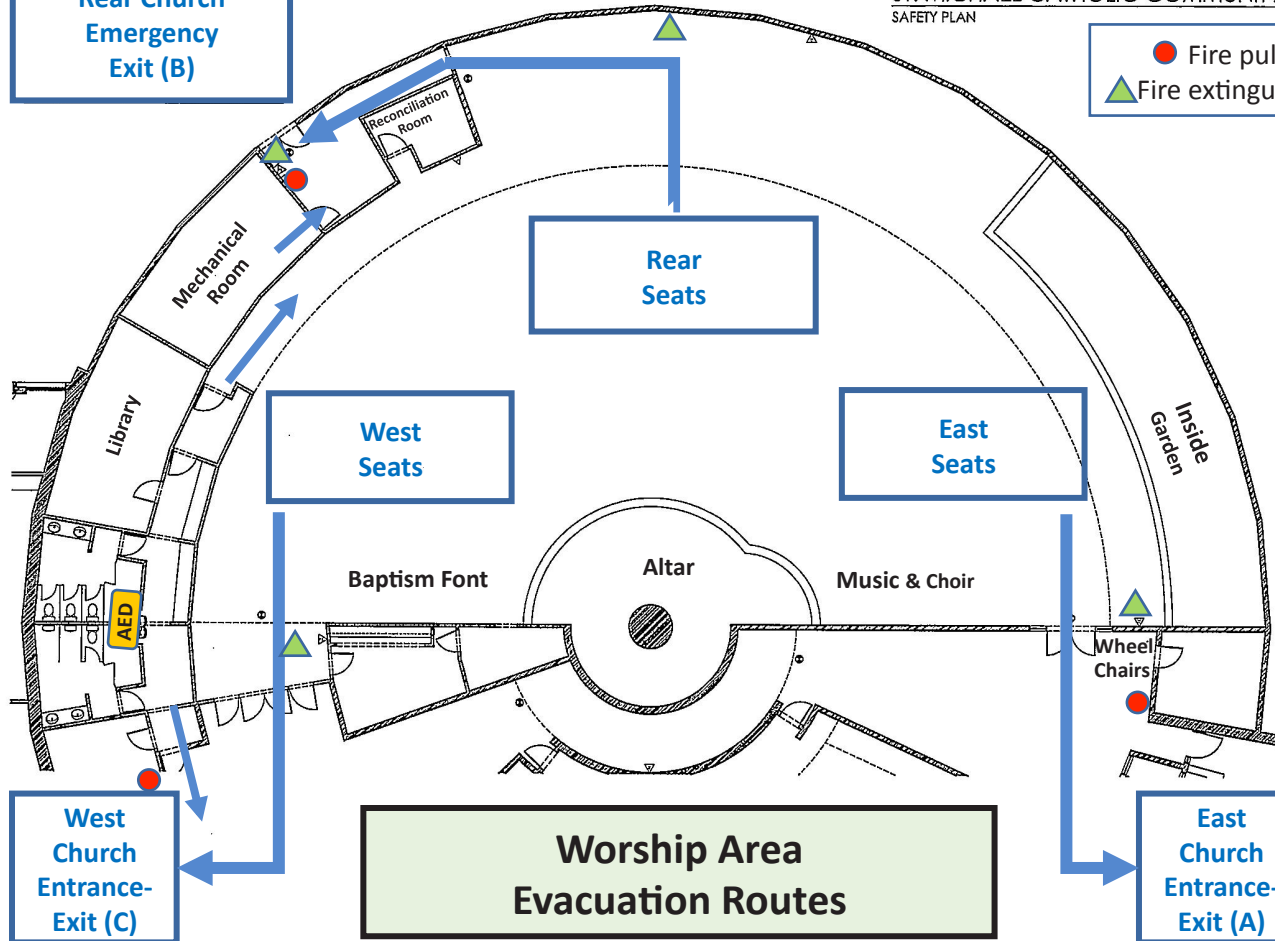
Refer to the diagrams on the next three pages

- Immediately leave the building if a fire is seen, the alarm sounds, or the presider/meeting leader provides direction.
 - Fire pulls and extinguisher locations are shown on the diagrams.
- Quickly, but in an orderly fashion, follow the arrows to the nearest unobstructed exit.
- Provide assistance to those who may need it.
- Gather in the last row of the parking lot, or wait in your cars during inclement weather.
- Do not attempt to leave the parking lot as that could block incoming emergency vehicles.
- Do not reenter the building until an “all clear” is given.

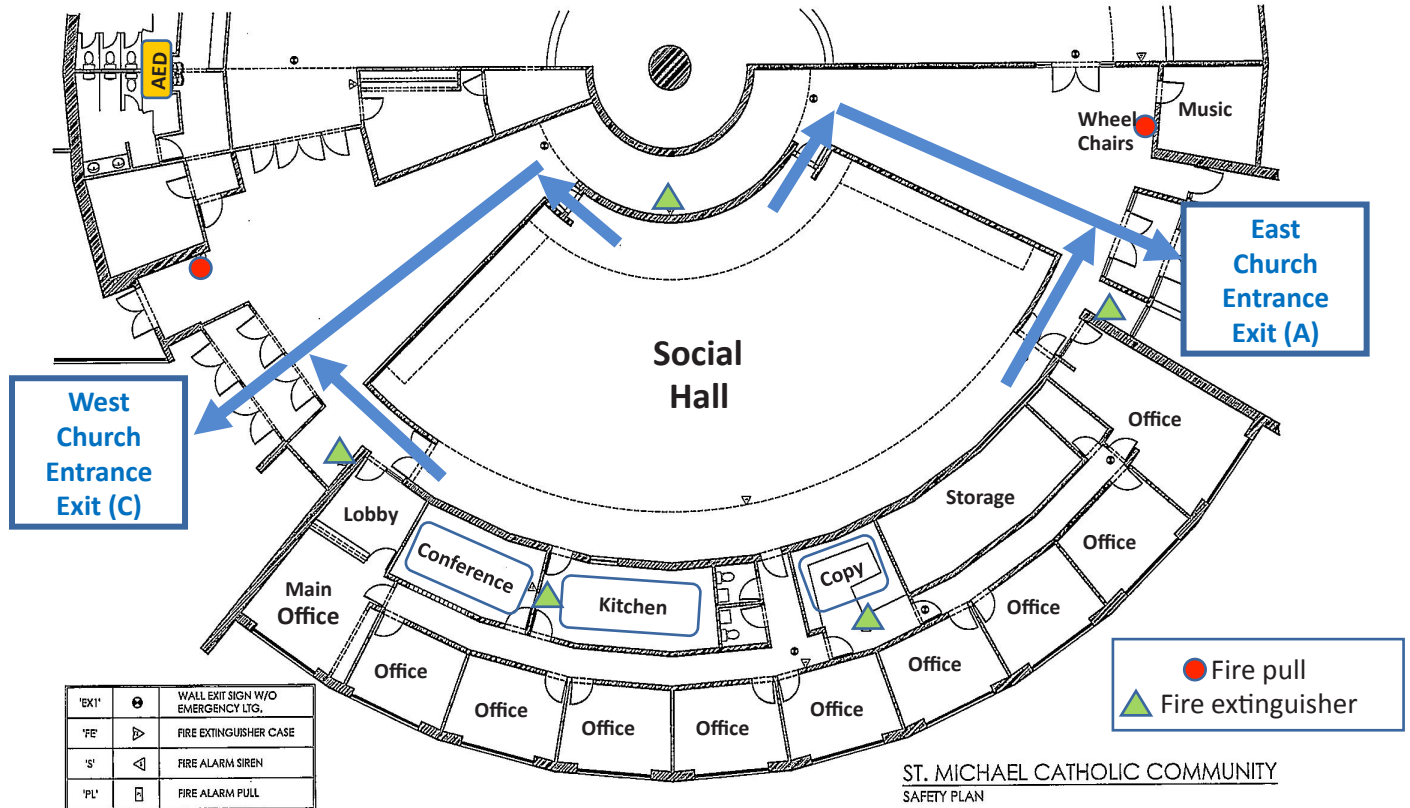
ST. MICHAEL CATHOLIC COMMUNITY
SAFETY PLAN

Rear Church
Emergency
Exit (B)

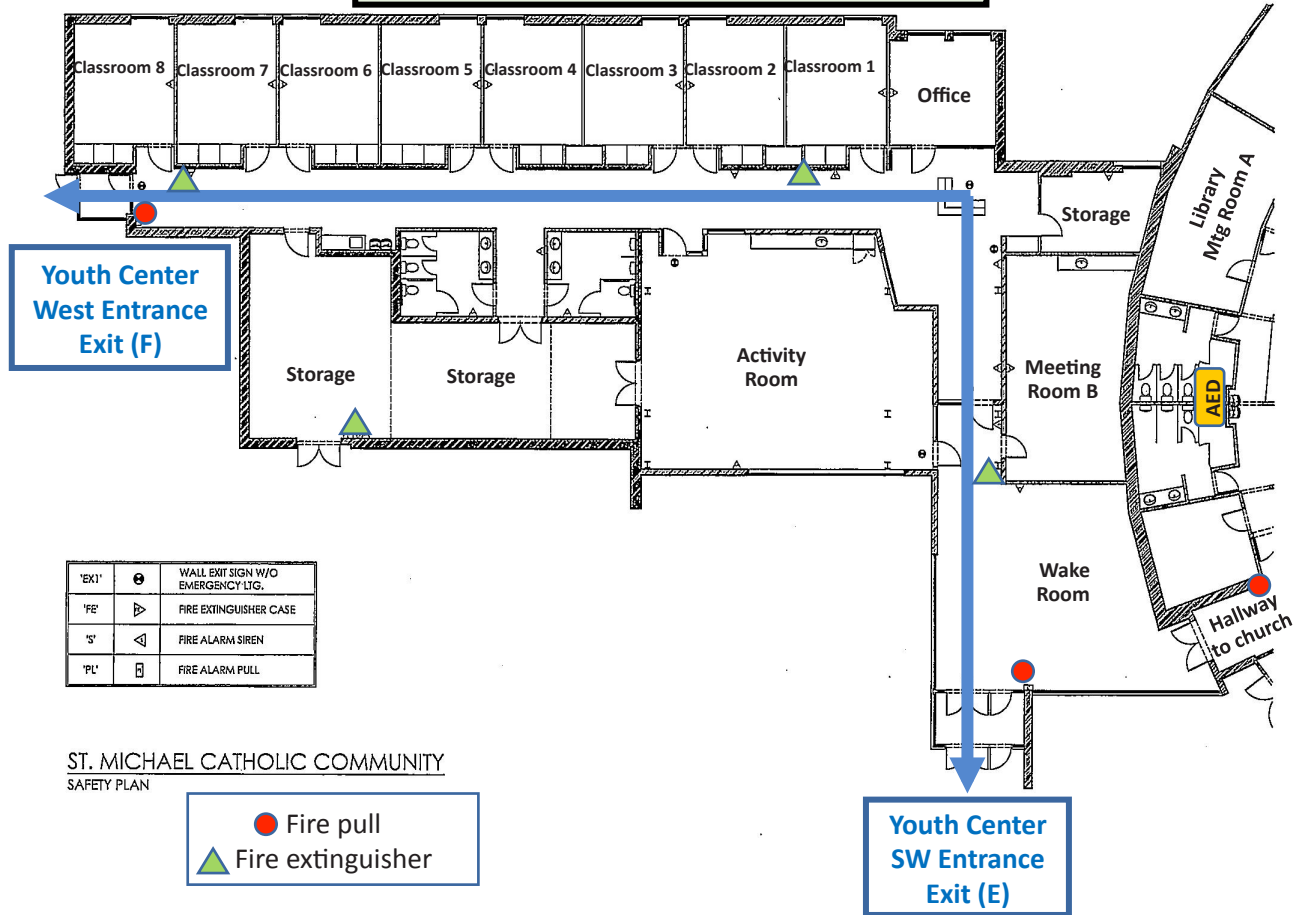
● Fire pull
▲ Fire extinguisher



Social Hall Evacuation Routes



Youth Center Evacuation Routes



ST. MICHAEL CATHOLIC COMMUNITY
SAFETY PLAN

Shelter in place procedures

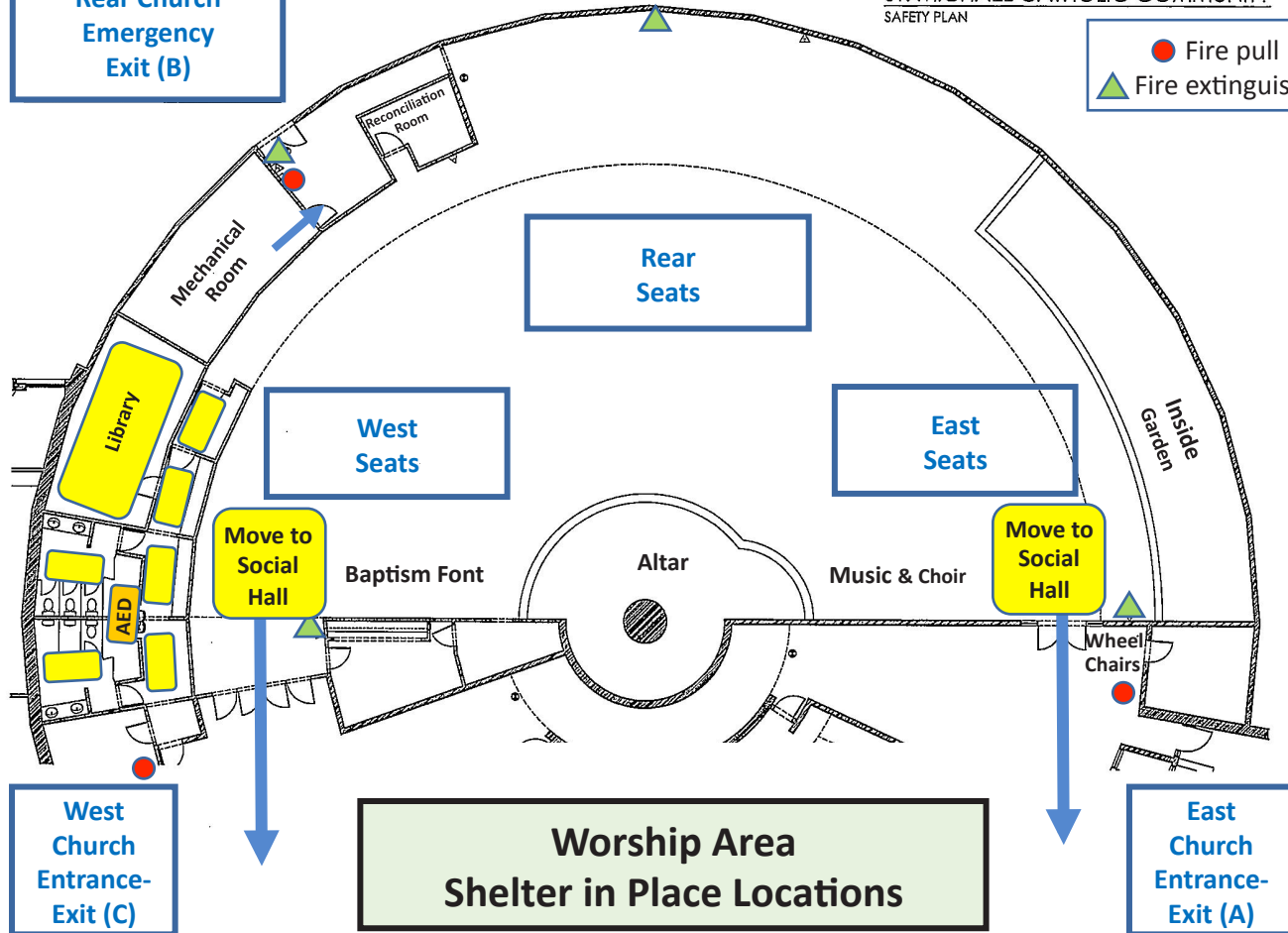
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- In case of severe weather:
 - Stay away from windows and doors.
 - Move to the Social Hall, office areas, and other shaded areas that are designated as the primary take shelter areas.
 - Move out of the Youth Center classrooms to areas that are shaded or to the Social Hall.
 - Stay sheltered until an “all clear” is given.
- For other external situations that require sheltering in the building:
 - Remain seated.
 - Follow the direction of the presider, meeting leader, or FLT teachers.
 - Stay sheltered until an “all clear” is given.

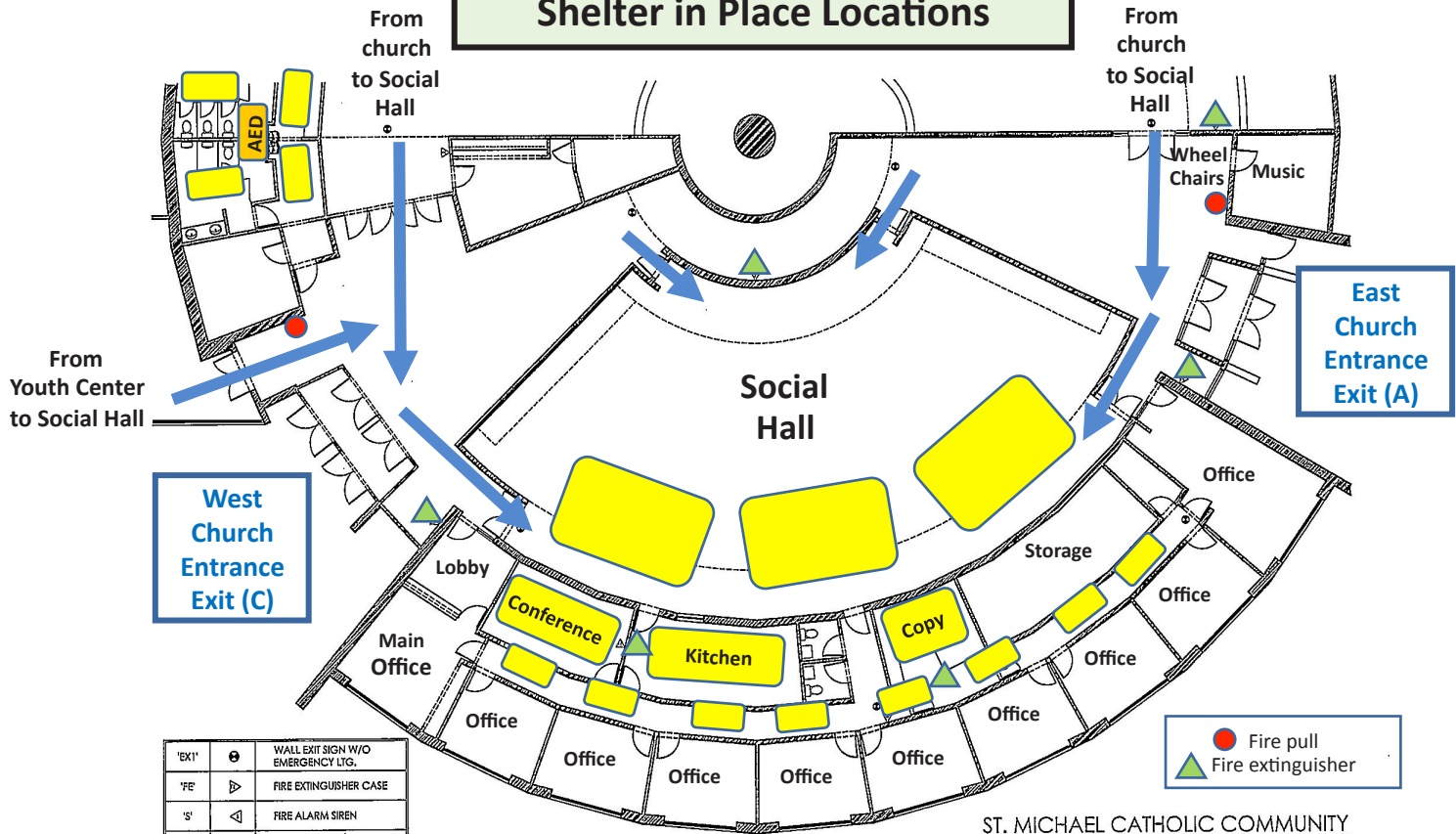
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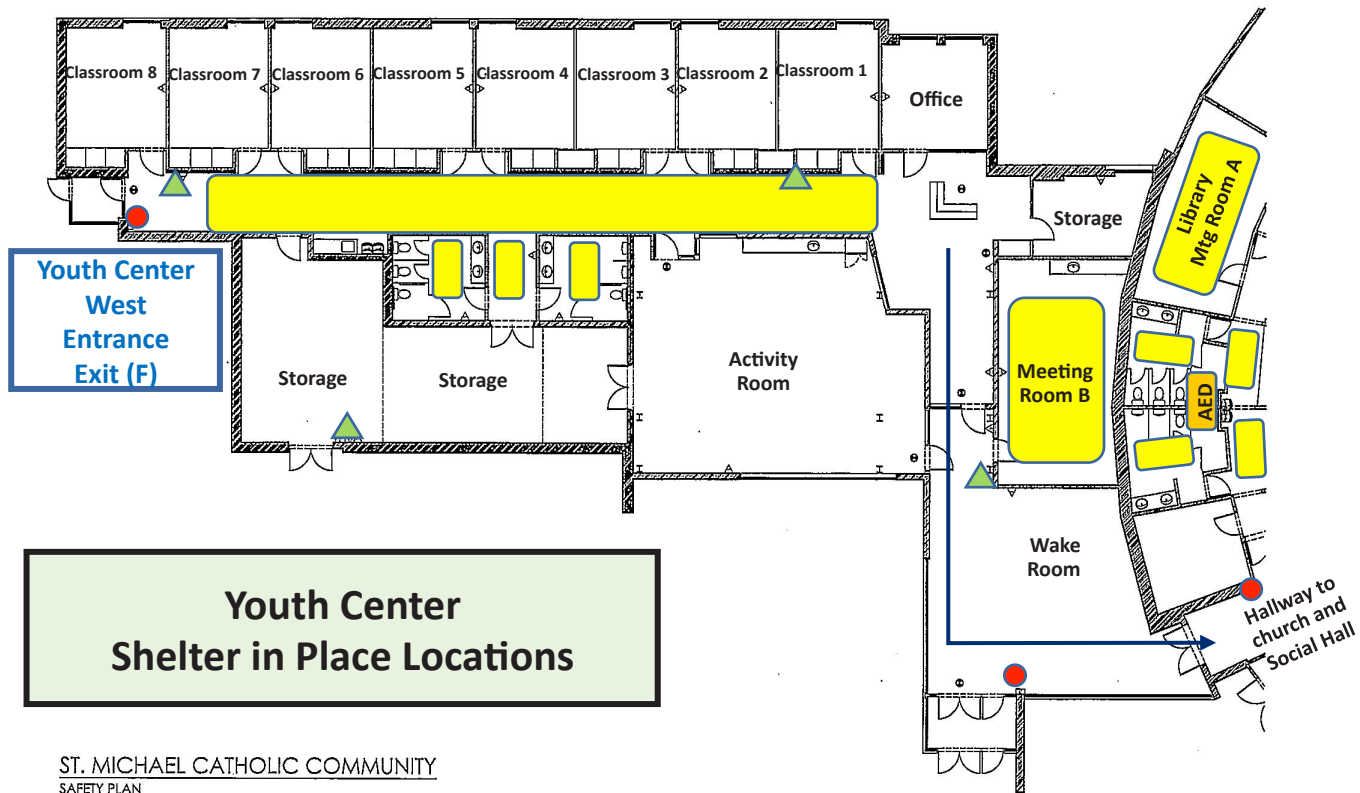
● Fire pull
▲ Fire extinguisher



Social Hall Shelter in Place Locations



'BX1'	⊕	WALL EXIT SIGN W/O EMERGENCY LT'G.
'FE'	▷	FIRE EXTINGUISHER CASE
'S'	◁	FIRE ALARM SIREN
'PL'	⊞	FIRE ALARM PULL



Youth Center Shelter in Place Locations

**Youth Center
SW Entrance
Exit (E)**

Suspicious / minor situations

- Be aware of your surroundings.
- Keep an eye on your possessions.
- Report any suspicious activity to a Minister of Hospitality or the presider
 - Unfamiliar person acting strangely
 - Person with a large backpack / bag
 - Person that might be hiding something under a coat
- Some incidents can be prevented by observation.
- Other minor situations, such as an argument, can be diffused through conversation.
 - Do not attempt to physically intervene.
 - Call 911 if it escalates.

Immediate threats / active shooter

- While these situations are unlikely and infrequent, everyone should be aware of the recommended law enforcement procedures
 - **Run:** Get away from the situation/out of the building. Spread out and do not congregate in one area. Do not block access to first responders in the parking lot.
 - **Hide:** In a secure areas or behind / under any object.
 - **Fight:** Throw chairs / heavy objects, block access, attack the shooter.
- A MoH will immediately leave, call 911, provide the police with information and point them towards the trouble.
- Follow the direction of the emergency personnel when they arrive. Do not reenter the building.

Note: Per Michigan Law, concealed firearms are not allowed in a church or school.

Closing thoughts

- The safety of our parishioners, youth and staff is of the utmost importance to us.
- While most of these situations are unlikely, it is imperative that everyone be prepared and know how to react.
- We welcome any comments or questions about this subject. Feel free to discuss this with any clergy, staff member, or Minister of Hospitality.

