

**ST. ANDREW KIM TAEGON**  
**ORATORY**

Crisis Management Plan

July 1st, 2021

## **Table of Contents**

### **SUMMARY INFORMATION**

Crisis Team Ministry Members  
Crisis Team Ministry Volunteer Roles and Responsibility  
Training of Safety to Staff, Parishioners and Students  
Media Contact  
Communication Warning  
Campus Map/Building Floor Plan  
Reference Addresses/Locations  
Clearly Marked Exits  
Emergency Phone Numbers

### **FIRE AND MEDICAL EMERGENCIES**

Fire Emergency Procedure  
Medical Emergency Procedure

### **THREAT OF VIOLENCE AND HARM**

Firearms/Weapons  
Aggressive/Violent Visitor during Mass Times  
Aggressive/Violent Visitor during Non-Mass Times  
Bomb-threat Procedures  
Nuclear Disaster

### **IMMINENT NATURAL DISASTER**

Earthquake (and Potential Resulting Tsunami) Procedure

Appendices:

Appendix 1: Bomb Threat Protocol

## SUMMARY INFORMATION

### **Crisis Team Ministry Members**

The St. Andrew Kim Taegon Oratory shall have an active Crisis Team Ministry. The ministry should be comprised of:

Pastor  
Ministry Chair  
Ministry Volunteers

The purpose of the Crisis Team Ministry is to ensure that a parish and its members are adequately prepared and trained in how to respond in the event of an emergency or crisis, either man-made or natural.

The duties of the Crisis Team Ministry are (but not limited to):

- Actively partnering with local fire and police authorities in assessing potential emergency situations and prevention measures
- Training ministry leaders, parishioners and others in crisis prevention and response
- Working with parish Building and Planning Committee to ensure adequate safety measures related to emergencies
- Serve as observers and responders in the case of an emergency
- Holds regular meetings for planning and training

### **Crisis Team Ministry Volunteer Roles and Responsibility:**

#### Ministry Team Chair:

Duties –

- Delegated by the Pastor, responsible for implementing Diocesan Crisis Management Plan
- Recruits volunteer committee members
- Holds meetings at least twice a year (prepares agenda, designates minute-taker, coordinates location, etc.)
- Proposes and recommends short-term and long-term goals to the Pastor related to emergency preparedness
- Works with volunteers

#### Ministry Volunteers

Trainers:

Duties - Coordinates training with local first responders, Catholic Mutual Group insurance programs and other training related to safety and security for all ministries. Also provides training for parishioners attending mass.

Qualifications - Some background in law enforcement or first responder training.

Mass Safety Volunteers:

Duties - Provides “eyes and ears” before, during and after Mass times to identify suspicious behavior, call authorities or first responders when necessary and to direct parishioners during a

crisis. The Volunteers, nevertheless, should fully participate in the liturgy, unless they have attended another Mass the same Sunday/Saturday Vigil.

Qualifications - Must complete parish training regarding mass emergencies. Must be physically able to carry up to 25 lbs. and be able to assist others in case of emergency. Must consistently attend mass as this volunteer will be scheduled. Must carry a charged cell phone at all times.

Facilities and Property Safety Volunteers:

Duties: Works with parish Building and Planning Committee to ensure that all facilities are in working order in regards to safety and security.

Qualifications – Some knowledge about facility and building safety (construction, electrical) preferable. A best practice is to have this responsibility assigned to the Building and Planning Committee.

### **Training of Safety to Staff, Parishioners and Students**

Staff Training – includes Violent Visitor During Non-Mass Times; Violent Visitor During Mass; Fire, Earthquake and Nuclear Threat; Medical Emergency and Bomb Threat at least twice a year.

Parishioners – includes Violent Visitor During Mass; Fire, Earthquake and Nuclear Threat training at least twice a year at mass or more frequent depending on the composition of parish attendees (i.e. a parish that regularly sees more visitors may have an announcement the beginning of each mass)

Religious Education and Youth Ministry Leaders – includes Violent Visitor during Non-Mass Times; Fire, Earthquake, & Nuclear Threat; Medical Emergency at least once a year before the new catechetical year begins.

Students in religious education or youth ministry – Includes Violent Visitor During Non-Mass Times; Fire, Earthquake, & Nuclear Threat; Medical Emergency once a year no later than the 2<sup>nd</sup> meeting of the catechetical year.

Other Ministry Leaders – Includes Violent Visitor During Non-Mass Times; Fire, Earthquake, & Nuclear Threat; Medical Emergency at least twice a year.

### **Media Contact**

**UNDER NO CIRCUMSTANCES SHOULD ANY STAFF MEMBER OR VOLUNTEER PROVIDE INFORMATION TO ANY REPRESENTATIVE OF THE MEDIA.** Media contact will be handled by a Diocesan representative or Pastor.

### **Communication Warning Systems**

County Warning Systems:

(92.3 KSSK)

(Monthly siren and emergency alert system test will be done 1<sup>st</sup> day of every month at 11:45a.m.)

Internal Warning Systems:

### **Campus Map/Building Floor Plan**

It is critical that all members of **ST. ANDREW KIM TAEGON ORATORY** be familiar with the layout of the campus directionally (north, south, east and west) and floor plans of the buildings. All staff members and ministry/volunteer leaders should be familiar with areas that can be locked down and areas that are vulnerable in the event of an intruder. This information, however, should be guarded so that it is not available to the intruder.

### **Reference Addresses and/or Buildings**

All buildings are located at 511 Main St. Honolulu, HI 96818

Church building – East end of property

Rectory – South corner of property

Parish Office – South corner of Ohana Hall (located in North of the property)



### **Clearly Marked Exits**

Exits for evacuating people are a critical piece to an emergency plan for potential fire, intruder or other types of emergencies. All exit doors must remain unlocked from the inside whenever there is an assembly in the building.

Anticipate the fact that many people in attendance in the church, offices, classrooms or church halls may have never visited your location before. Look at and consider improved signage in all buildings at exit doors and/or pathways to quickly evacuate people when necessary.

Preventative measures should be taken such as ensuring your hallways and pathways to exit

doors are not obstructed with tables, storage, etc. Hardware on doors should be inspected regularly to ensure that all door equipment including hinges, knobs, locks and panic bars are working properly and the door opens freely with minimal effort including sliding doors. Repair/replace doors or hardware immediately if they are not in working condition. Ensure all possible routes are clearly labeled, especially exits that are not always clearly visible. Consider large exit signs for improved visibility and signs that may illuminate at night. If breaking through church or other building windows as an exit is an option, ensure proper training on how to do so. People should be reminded to keep moving away from the building once they are out, so that they do not create blockage to people behind them.

## **Emergency Phone Numbers**

*For aid in Fire, Police, Ambulance/Emergency Medical Service (EMS) 9-1-1*

## **FIRE AND MEDICAL EMERGENCIES**

### **Fire Emergency Procedure**

#### **Life safety is priority number one!**

- One of Mass Safety Volunteer should call 911 when necessary. He/She need to give them the full name of the church, the full street address and nearest cross streets. Tell the 911 operator there is a fire. This person should go to the main drive way and stand on the side to direct the fire department in. This person should remain on the phone until 911 hangs up.
- If the church is equipped with an alarm system activate alarm to help clear the building. Assist with the evacuation and clear the building as quickly and safely as possible. Ask people to gather in a place away from the involved building leaving the drive way clear for emergency responders. Assist those who may need help.
- If there is no alarm system announce in a calm loud voice “**please evacuate the building now.**” Ask people to gather in a place away from the involved building leaving the drive way clear for emergency responders. Assist those who may need help.

#### **Incident stabilization**

- **If the fire is small, less then two square feet (about the size of a wastepaper basket,** decide if you feel comfortable using a portable fire extinguisher. A layperson can safely put out a fire this size with a portable fire extinguisher. **Anything larger should be left for paid responders.** Remember **P.A.S.S.**

**Pull the pin.**

**Aim at the base.**

**Squeeze the handle to discharge.**

**Sweep side to side.**

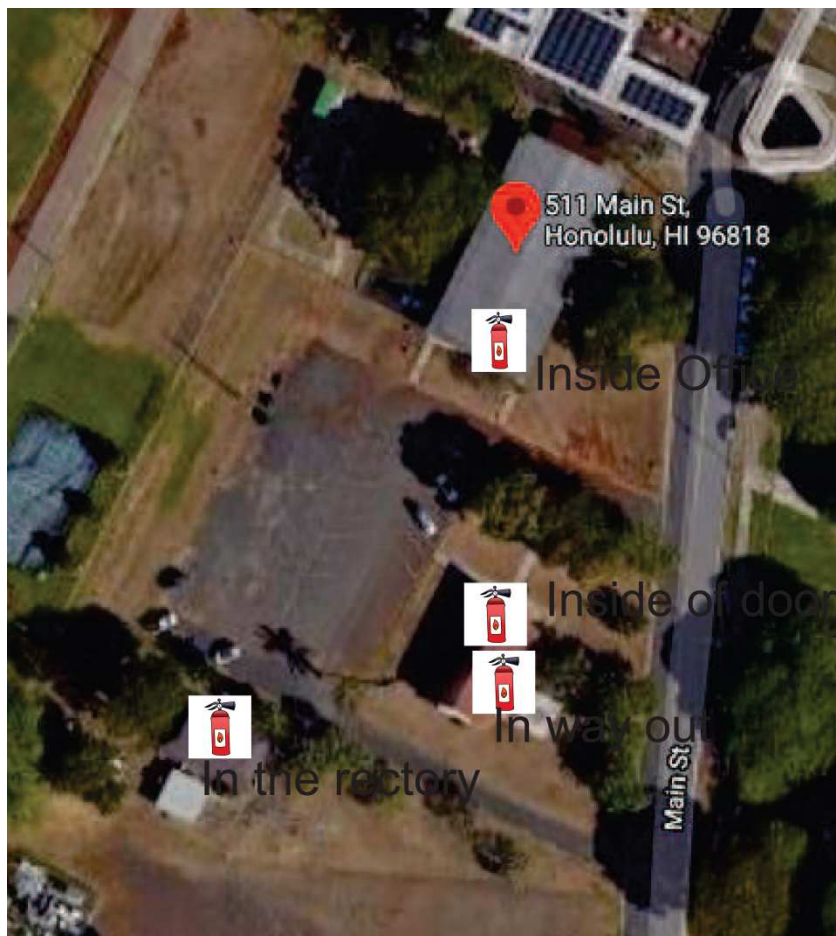
Even if you put out the fire paid responders should inspect and assure fire is out.

## Property Conservation

- If the fire is in a dumpster or rubbish can, if you can without injuring yourself, safely move it away from buildings or other flammable sources.
- If a piece of electrical equipment or appliance is smoking unplug it or disconnect the power at the circuit breaker with great care for your safety. Have it checked by the fire department.

Fire extinguishers are located in the following areas of the campus:

1. Right of inside the office
2. Left of inside of the entrance of oratory.
3. On the wall right after the exit to liturgical room.
4. Inside of rectory



Fire Extinguisher Location Map

## Medical Emergency Procedure

Your first concern should be whether or not the scene is safe including body substance isolation for the rescuer.

**If the scene is safe-** It is best to call for an ambulance to evaluate anyone in a medical situation. In Hawaii, there is no charge to have ambulance personnel evaluate the patient. The patient will only get a bill if they are transported.

1. One of Mass Safety Volunteer should call 911 and request an ambulance when necessary. Give the approximate age of patient and if they are conscious or unconscious (responsive or unresponsive). This person should remain on the phone until 911 hangs up. (If the emergency is during mass, a Mass Safety Volunteer should take charge of these steps, including ensuring minimal disruption to the mass celebration and only allowing individuals with medical expertise in the assistance)
2. One of Mass Safety Volunteer should go to the main driveway to direct the ambulance personnel to the patient.
3. One of Mass Safety Volunteer should get the first aid kit and the AED (Automatic External Defibrillator) if it is available. Our parish's first aid kits are located in the following areas:

Right side of inside of Office on the table.

4. Ask for volunteers with medical background to attend to the patient until paid responders arrive. Volunteers should only render service to the level they are trained in order to be covered by the Good Samaritan Law.
  - If the patient is conscious, responsive and able assist them to an area where they will have more privacy and easily accessible to ambulance personnel.
  - If the patient is unconscious or unresponsive clear the people away from the area to give the patient privacy.
  - Remember to check the three killers: airway, bleeding and shock.

## **THREAT OF VIOLENCE AND HARM**

### **Firearms/Weapons**

If firearms or other weapons of any type are reported anywhere on the ST. ANDREW KIM TAEGON ORATORY campus, notify a parish representative immediately. 911 should be called and the police should determine the appropriate course of action. Do not approach the individual until law enforcement arrives, unless necessary for the safety of all involved.

### **Aggressive/Violent Visitor During Mass Times**



## **Easily Identifiable Mass Safety Volunteers**

Mass Safety Volunteers and other designated individuals providing security assistance should be clearly identifiable and wear some type of visible insignia representing who they are. An example of this could be a name tag with the word "Welcome!" so that guests and parishioners may know that they may be called upon as a representative of the parish during Mass. It is a must that all Mass Safety Volunteers are equipped with cell phones to make an emergency call when necessary or to communicate to other Mass Safety Volunteers of any concerns. It may benefit to have Mass Safety Volunteers carry a loud horn that could be sounded if a threat turns real. Not only will this alert everyone in the congregation, it may also distract the intruder. Volunteers should always participate fully in the Mass, unless they have attended Mass at another time the same Sunday or Vigil.

**Example:** *If a Mass Safety Volunteer is outside the church and an individual is approaching (after Mass has started and looks/acts nervous/suspicious), a parishioner can immediately notify the Mass Safety Volunteers/staff of what is occurring. Thus, giving you an upper hand to contact emergency responders and activating your plan in a timely manner if needed.*

## **Security Before, During and After Mass**

It is important to provide a reasonable level of security to the church before, during, and after Mass.

Before Mass begins: Perimeter security before Mass may provide early detection of a threat and reduce the potential for harm to the congregation. This consists of having Mass Safety Volunteers frequently walk the exterior of the church including the parking lot. This is especially true if you have wood/solid doors with no means of visual observations to the exterior.

During Mass: Mass Safety Volunteers should fully participate in Mass and also serve as observers of the church environment. Mass Safety Volunteers may have a reserved seating area near exits or areas where there are "blind spots" to detect a potential intruder's entryway. Mass Safety Volunteers should be trained in detecting and proper procedure for unauthorized individuals in Mass.

After Mass: Mass Safety Volunteers should remain after Mass to ensure the majority of parishioners and guests safely reach their vehicles.

## **Cell Phones**

**Cell phones *must* be a part of your emergency response procedure.** Every Mass Safety Volunteer and church staff should have on themselves a cell phone to immediately contact law enforcement in the event of a threat. No one person should be assigned to call 911, it should be done so by anyone that is available to do so. These phones should be programmed such that one single button dials 911 in an effort to expedite the call.

## **Threat and Course of Action**

*It is important to understand there is no simple formula for survival in a threatening situation. Although, a survival mindset will give you a much stronger foundation upon which you can base your decisions and actions.*

When a threat is identified, any and all Mass Safety Volunteers/staff that are available should call 911 immediately and give specific details to the event occurring. Examples include identification of the perpetrator(s); ethnicity, clothing, type of weapon(s), location of threat, etc.

When a person poses a minimal threat, it may be necessary to confront them if the situation allows. This should be done as a team approach whereas someone is already calling 911 to report their suspicion while someone else is assessing the situation. If you are uncertain whether to call 911 or not, it's better to call to let law enforcement be readily available and able to assess the threat level.

When necessary, activate your plan for quick emergency egress from the church. Mass Safety Volunteers and staff should direct the mass of people out of the building as quickly and safely as possible.

### **Aggressive/Violent Visitor On Property During Non-Mass Times**

If during office hours or when other parish activities are taking place, the behavior of a visitor becomes threatening and/or aggressive or shows a concerning change in behavior the staff member should:

- Inform the visitor that they must leave.
- Ensure the safety of all in the immediate vicinity by notifying/removing if necessary. Secure the area if possible.
- Contact 911 if the situation warrants.

### **Lockdown**

In the case that a violence is imminent, a member of the leadership team will announce two times, "Implement lockdown procedures! Implement lockdown procedures. This is not a drill".

- Run, hide or fight (see below)
- Move away from sight
- Maintain silence
- Do not open the door if indoors.
- If outdoors, run.

### **Run, Hide Fight**

If a situation arises where it would be appropriate for the safety and security of those involved to remain in a locked classroom, office or other area, a member of the staff or ministry leadership will announce a Lockdown.

The first directive is the Run, Hide, Fight process. Run, Hide, Fight is not a linear directive and does not necessarily follow order. Quickly assess the situation and determine which action is the safest to implement.

**RUN**-Choose to evacuate the area only if there is reason to believe movement can be done quickly and with presumed safety.

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

**HIDE**-Choose to hide if a presumably safe exit is not available and the danger is not actively present in the area.

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

**FIGHT**-Choose to fight if the danger is in the immediate area **with no other course of action.**  
As a last resort and only when your life is in imminent danger  
Attempt to incapacitate the threatening person/shooter  
Act with physical aggression and throw items at the threatening person/shooter

### **Lockdown-Procedure**

**Whoever calls the Lockdown should immediately call 911.**

Remain calm and quiet.

Check surrounding area and if clear, move to an area that can be locked down.

Close hallway corridor doors as soon as the area is cleared!

Close and lock all classroom/area doors.

Move completely away from sight of door. Remain silent and stay on feet.

Close blinds and turn off lights, lamps, **Smartboards, computer screens, etc. (anything that illuminates).**

**If possible, move heavy furniture to block the door.**

Listen carefully to any announcements on the intercom or through alternative methods of communication.

If the intruder gains entry to your area, do not remain in lockdown position. Attempt to distract / defend against the intruder and move to a safe area

Remain in lockdown until otherwise notified announcement or until given direct instructions by an authorized person OR until released by a clearly identified public safety official.

*\*Ignore all bells and fire alarms during a lockdown unless notified by authorized personnel.*

### **LOCKDOWN SAFE AREAS**

All staff members are expected to know which areas of campus are securable. If you are in an area that cannot be secured, move to the nearest securable area ensuring the safety of all involved.

**Parish Hall**-Evacuate immediately if time permits. If not, (list where to remain)

**Church**-Evacuate immediately if time permits. If not, , move to floor, under pews until further directions.

**Parish Office Area**-Move to office area that can be locked.

**Outdoor-** If a group is outdoors during the initiation of a Lockdown Emergency the group should move to a designated area(south area of parking lot) away from the chapel. Conditions such as weather, time of year or cause of the emergency can play a part in deciding what to do in an emergency while outside.

### **Bomb Threat Procedure**

In the case of a bomb threat during office hours, Mass or when other parish activities are taking place, the person that received the threat will take the following steps:

1. Gather as much information as possible, if available use Appendix 1- Bomb Threat Protocol.
2. Notify authorities-call 911 and provide any necessary information that was gathered
3. Evacuate any others following the plan for a fire emergency. Move at least 50 yards from the building.
4. Contact the Pastor if not already notified.

Search-Search will be made by county authorities. Volunteer parish representatives may assist in the search as requested by emergency authorities or law enforcement.

All staff members should be familiar with the Bomb Threat Protocol in the event they receive a threat by phone. (Appendix 1 – Bomb Threat Protocol)

### **Nuclear Disaster-Procedure**

Notice will be given over the public address system to move to the “designated safe areas”

All windows and doors should be closed.

All occupants must stay in the “designated safe area” until notified to leave.

## **IMMINENT NATURAL DISASTERS**

### **Earthquake (& Potential Resulting Tsunami) Procedure**

Earthquakes are unpredictable. They just happen. When they do happen you never know if it is a single event or a small quake before a bigger one to come. The safest place to be in any earthquake is outside. If indoors and an earthquake occurs, when the shaking stops calmly evacuate the building. Assist those out who need help and move to a place that is away from overhead power lines masonry buildings or things that could fall on you.

If the earthquake is violent (big enough to make it difficult to walk) there is a danger of a locally generated tsunami in Tsunami prone areas. Our church is located in SAFE ZONE but needed to follow authority’s instruction. People need to calmly and orderly get in their cars and drive out to the main highway when necessary. A locally generated tsunami can cause flooding in fifteen to twenty minutes so it is important to evacuate now! **Know your area!**

When the earthquake is over:

Turn off utilities. Do not re-enter a building until it has been inspected and declared safe by competent personnel. Inspection for the following safety components should be complete before re-entry:

- Structural soundness
- Electrical system intact and properly operating
- Oil, gas and other fuel systems intact and properly operating
- Water distribution intact and properly operating with no risk of contamination

## **Appendix 1: Bomb Threat Protocol**

### **If you receive a bomb threat by telephone:**

- Take the caller seriously
- Ask lots of questions (see list on back of sheet)
- Take notes on everything said and heard (background noises, voices, voice characteristics, etc.)
- Keep the caller on the line as long as possible by asking lots of questions
- Try to record the call if possible
- Note the display information
- Note which line the call is coming in on
- Pay close attention to the EXACT words the caller is using
- If the caller hangs up, do not use the phone on which the threat was received
- Have someone call 911 immediately
- The crisis team in coordination with law enforcement will determine if an evacuation is needed

### **Questions to ask the caller**

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- Where are you?
- What is your name?

### **Number where call is received**

### **Display information**

#### Background Sounds:

- \_\_\_\_ Street noises
- \_\_\_\_ Factory machines
- \_\_\_\_ Animal sounds
- \_\_\_\_ Voices
- \_\_\_\_ Static
- \_\_\_\_ Music
- \_\_\_\_ Long distance
- \_\_\_\_ Motor
- \_\_\_\_ Office machinery
- \_\_\_\_ House noises

#### Explain any of the above:

#### Describe the caller / caller's voice

Male Female Approximate age: \_\_\_\_\_ Race: \_\_\_\_\_

Calm Angry Laughing Crying Serious

Accent Stutter Lisp Slurred Nasal High Pitch Low

Squeaky Rushed Slow Deliberate Loud Soft Whisper

Is the voice familiar? \_\_\_\_\_ If so, who does it sound like?

Any other notable characteristics:

#### Threat language:

Distinct Well-spoken (educated) Foul Irrational

Write the exact wording of the threat:

## **Appendix 1 – Bomb Threat Protocol (continued)**

**If you find a suspicious package:** (even if a threat hasn't been received) follow these steps:

Do not touch, tamper or move the item

Ask to see if someone is aware of the item or its content

Ask if anyone is expecting anything that would be in the package

Note any writing, names or addresses on the outside of the package

Characteristics of a suspicious package

- Origin – Postmark does not match the city of the return address, name of the sender is unusual or unknown, or no return address is given.
- Balance – The letter is lopsided or unusually thick; the letter or package seem heavy for size
- Contents – Stiffness or springiness or contents; protruding wires or components; oily outer wrapping or envelope; feels like it contains a powdery substance.
- Smell – Particularly almond or other suspicious odors
- Writing – Handwriting indicates a foreign style, not normally received, cut and paste letters or rub on block letters are used; common words, titles or names are misspelled

Contact anyone listed on the package to see if they are aware of what it is

Contact 911 if the package cannot be identified

## List of Mass Safety Volunteers

Mass Time	Name	Telephone	Email Address
Sat. 4:00pm	Okhee Lee 모니카	808-392-2621	monicahelga@gmail.com
	Peter Kim 베드로	808-741-9111	cocosseafood@gmail.com
	Haven Apana	808-237-9891	haven.apana@gmail.com
Sat 7:00pm	Kim Neely 글라라	808-349-2654	kimneely59@yahoo.com
	Hojin Son 유스티노	808-724-3752	hs2155k@gmail.com
Sun 6:30am	Simon In Kim 시몬	808-675-6164	ippunzip@yahoo.com
	Kisson Kwon 콜렛다	808-636-1637	anna6361637@gmail.com
Sun 10:30am	TaeYoung Kim 안토니오	808-220-0768	kimt039@gmail.com
	Yoonji Koo 스테파니아	808-286-9998	kooyoonji@ymail.com
Sun 5:00pm	Young Jin Kim 요한	808-234-8537	yngjinkim@hotmail.com
	Min Jung Woo 베로니카	808-232-7199	michellealohahawaii@gmail.com
Ministry Team Chair	Vacant		