

## **St. Patrick Catholic Church Emergency Procedures and Closings Policy**

**Emergency Procedures:** Emergency Procedures have been written and are available at four convenient locations: on the upper church level in the hallway leading to the meeting room on the wall next to the defibrillator, in the undercroft on the wall to the left leading into the kitchen, in the parish office at the front desk, and at the rectory. These procedures contain emergency numbers and instructions for handling different situations including church lockdown. Please take a moment to familiarize yourself with these procedures, especially if you are a regular volunteer at the various church functions. Training is available for those in leadership and support positions. A Safety and Security Committee has been formed to oversee safety and emergency preparedness. **If any of our parishioners are certified in CPR and/or First Aid, please make the staff in the parish office aware of these skills.**

**Anticipated Weather Emergencies:** As a general rule, Mass will held as long as the parking lot and sidewalks are clear, the power is on, and road travel is possible for some or all of the parishioners. However, if some or all of the scheduled Masses must be canceled, St. Patrick's Pastor will instruct staff to send out an email and to make an announcement on the local radio station WREL (96.7). Each parishioner will of course need to make a decision as to whether or not travel is appropriate based on their local weather conditions.

**Unanticipated Emergencies:** Unanticipated emergencies such as temporary disruption of services due to a power outage, a snow or weather emergency, or a longer-term situation causing relocation due to substantial building damage or even a larger scale, city-wide or regional emergency such as an earthquake will be handled by St. Patrick's pastor and staff on a case-by-case basis. If possible, email status notifications to include periodic updates will be sent out. St. Patrick's pastor will instruct staff to make appropriate status announcements on the local radio station WREL (96.7).

**Preschool Closing:** As a general rule, St. Patrick's Preschool will be closed for inclement weather when Rockbridge County Schools are closed. It will be announced on radio station WREL (96.7). There will always be a posting on this station.