

# The Chinese Martyrs Catholic Church Emergency Plan

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# The Chinese Martyrs Catholic Church Emergency Plan

## A. Introduction

The Chinese Martyrs Catholic Church (CMCC) has developed an emergency plan:

- to better prepare the parish community on how to respond in case of emergency;
- to increase awareness to the importance of proactive measures in preparation for the occurrence of emergency.
- outline the channel of report and response when an emergency happens;
- provide guideline of response to selected types of emergencies.

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## **B. Channel of Report and Response**

- All emergencies should **immediately** be reported to the Church Office and the pastor on site.
- Emergencies should be handled in a timely manner.
- At the discretion of the pastor and church office staff, and depending on the nature of the emergency, the emergency response team may be called to action. Before the Team is assembled, the pastor and church office may also resort to available public and church resources to handle the emergency.

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## **C. Emergency – Fire & Fire Alarm**

- immediately stop the services or activity.
- pull the nearest fire alarm.
- call 911.
- do not use elevator.
- evacuate the premises and have head count in the pre-designated assembly areas.

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## **D. Emergency – Severe Weather, such as Snow Storm, Flooding, Hurricane**

- non-critical church activities should be postponed or cancelled.
- church office should be updated on status of church activities and provide advice on inquiries.
- Parishioners should not put themselves in danger for coming to the church.

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## **E. Emergency – Personal Injury and Medical Emergency**

- For minor injury or medical condition, if there is a qualified person on site, provide first aid. Call ambulance service, if necessary.
  
- For major injury or medical conditions:
  - Call 911.
  - If there is a qualified person on site, provide first aid.
  - If information is available, notify family of the injured.

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## **F. Emergency – Suspicious Odour and Gas Leakage**

When there is suspicious odour:

- remove people from area with suspicious odour.
- if possible, identify source of odour.
- if there is cause for concern for health hazard or the odour persists, call 911 and evacuate parishioners on site.

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## **G. Emergency – Major Power Outage**

When there is major power outage:

- remain calm, terminate activities in progress and leave premises in an orderly manner.
- report to power company.
- check if anyone may be trapped in the elevator.



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## **H. Emergency – Elevator Malfunction**

- Notify the elevator service company of the elevator malfunction and determine their estimated response time.
- Station a person at the floor where the elevator is stopped.
- Caution elevator occupants not to panic. Reassure the elevator occupants that help is on the way and when it will arrive.

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## **H. Emergency – Elevator Malfunction (Cont'd)**

- Do not attempt to force the doors open to evacuate elevator occupants.
- If any occupant is in distress, call the Fire Department for assistance.
- Follow the directions of the elevator service technician or Fire Department when they arrive.

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## **I. Emergency – Activities organized by church group outside of church premises**

- Only activities registered at the Church office (at least three business days in advance) with no objection from the pastor, are considered as functions of the Church.
- Organizer of the activity should take the lead in responding to the emergency situation.
- The emergency should be reported to the Church office immediately.

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## **J. Final Notes**

- Emergency is not a daily event. It may not even happen. More than likely, if it happens, it cannot be anticipated. Hence, it is important to have a plan in place so that in the event that an emergency strikes, the Church will be in a better position to respond.
- The plan is by no means to undermine the importance of personal judgment and situational decision making at the time of emergency.