



FIRE EVACUATION PROCEDURES

If a fire alarm goes off during a liturgy, please follow the steps listed below:

1. Presider announces into microphone:
"A fire alarm has been activated. We will all evacuate the building. Please remain calm, Ministers of Hospitality will assist you."
2. Ministers of Hospitality (and any staff) should collect an **Orange Fire Safety Vest** - found in the credenzas in the Narthex & Gathering Area (in cabinet marked with First Aid sign). These vests will assist the congregation in knowing who to follow, as the alarms are loud and people may not have heard the presider's announcement.
3. People in Orange Vests direct pew sections out nearest door (side door in Nave, Narthex, Chapel hallway, Gathering Area, back door off Chapel). All people need to go to grassy areas around the back of the building - rectory, park, and around labyrinth. *Families with children in Liturgy of the Word may reunite at the labyrinth. Children will be evacuated from the building with their teachers and aides as a class.*
****Gathering in the parking lot is NOT permitted - fire lanes need to remain open****
4. When the church has been emptied, people in Orange Vests should check restrooms and workrooms for any person left behind before exiting themselves.
Once you exit the building, do not re-enter.

Additional points:

- Do not exit through doors from which smoke is entering
- Defer to Fire Department personnel when they arrive
- Locations of fire extinguishers: *(only for those who have been trained in proper usage)*
 - On brick walls between Nave & Narthex
 - Outside of Working Sacristy entrance
 - Chapel entrance to Vesting Sacristy
 - In main hallway on wall next to Cry Room

HEALTH EMERGENCY PROCEDURES

If a person is in need of medical attention during a liturgy, consult the following instructions:

1. **If a person has lost consciousness, or is experiencing chest pain, call 911 immediately from a LANDLINE.** Phone found in Choir Room behind organ, Vesting Sacristy or on wall across from Liturgy offices (in hallway off Narthex).
2. If a person is conscious but has fallen, vomited, or otherwise has experienced harm - offer them a bottle of water and/or a cold sponge (found in Staff Room refrigerator). **No medications, food, beverage, etc. may be offered to them.** ***Exceptions may be made for diabetics - who can be offered a hard candy or a soda (labeled in the Staff Room refrigerator).* Basic first aid materials can be found in Credenzas, or in Sacristies (in labeled cabinets). If more assistance is needed than what is provided in First Aid kits, call 911.

3. Ideally, a Minister of Hospitality or Staff member will be assisting the person in need. However, another member of the congregation may have called 911. Identify who is working with that person and if a family member or friend is in attendance with them.
4. If paramedics arrive, direct them to the person in need - being as discreet as possible. Presider is to continue with the liturgy. No additional attention needs to be drawn to the situation by stopping the flow of the liturgy.
5. An insurance form needs to be filled out with the information of the person in need and a description of the incidence. Forms can be found beneath the First Aid kit in the Narthex Credenza. Ideally, a member of staff will be present to fill this out. If not, please fill out to the best of your ability and slip under the door of the main office.
6. Presider may choose to take a moment in the liturgy - after the paramedics have left - to acknowledge the need for prayers for the member of this community.

FINANCIAL SOLICITATION PROCEDURES

If a person (or persons) ask for financial assistance at a liturgy or in the parking lot, see the guidance suggested below:

- We can be of much more assistance by sitting with them and understanding their situation. In most cases, people do need help. However, generally, it is not an emergency situation that must be dealt with at that moment. This is true even if homeless. They have probably been homeless for a while and we can do much more for them and their long-term success by sitting down with them on a weekday in the office.
- Take the name and phone number of the family or individual, provide them with a bulletin, and ask them to call the Outreach and Social Justice Office. The OSJ Office will follow up. We can often provide more assistance than they might receive at that moment, as well as other referrals for additional help.
- If a person is soliciting funds from parishioners, ask politely and then insist that they do not continue asking for money. If they continue, indicate you will need to call the police. If they do not leave, call 911. *(STA has verified with the Naperville Police Department that this would be treated as a trespass situation).*
- If they need food, that can be provided from the Care Pantry. An STA staff member has access through their external door key.
- We do not advise providing money. However, that is up to the individual. In any case, do not provide any large sums of money. Again, more assistance can be provided if OSJ is involved.
- If it is truly an emergency situation, feel free to call Mike Ryder (630-606-9597) or Anne Schultz (630-621-8980) from the OSJ Office.