

St. Joseph's Parish Modesto

1813 Oakdale Road

Modesto, Ca 95355

Rev. January 21, 2025

Emergency Procedures for Stewards

It is very important to let the parish office know when your meeting or event is cancelled, or when future events will not be held. This will help us to keep an accurate count of people in the buildings.

St. Joseph's church has been divided into five quadrants. Each quadrant is marked with A, B, C or D at each entry point. A monitor and an alternate will be designated in each quadrant. The duty of the monitor and alternate will be to make sure all employees/visitors in their quadrant are cleared from the building in case of emergency.

Quadrant A: (Rectory)

Monitor: Ileana Walsh Alternate: Fr. Sam West

Quadrant B: (Faith Formation/Hall Building)

Monitor: Melanie Ottman Alternate: Doug Beaumont

Quadrant C: (JP2 Center)

Monitor: Doug Beaumont Alternate: Ramon Aguilar

Quadrant D: (Parish Office)

Monitor: Miriam Velazquez Alternate: Irene Ruiz

Quadrant E: (Church/Adoration Chapel) Monitor: Mark Diasen Alternate: Silvia Rodriguez

FIRE

1. There are fire/smoke alarms in all buildings.

Fire Extinguishers are located in each building. In case of a fire, seek a safe environment first. Once in a place of safety notify office staff so they can make an “all call” to announce there is a fire in that location and others can be aware they need to exit the building.

2. Call 911

Advise the operator of your location – 1813 Oakdale Road, Modesto

3. Exit the Building

Use the safest route available and walk carefully, exiting the building as quickly as possible. If you are caught in heavy smoke, take short breaths through your nose and crawl, if necessary, as close to the floor as possible to avoid inhalation.

4. Meeting Place

With the exception of student evacuation from Quadrant B (Hall/PSR) when in session, meet other employees/volunteers to the East side of the parish office, adjacent to the fountain. If this area is not safe, please travel to the grass on the Oakdale Road side of the church. When you arrive, check in with Human Resources.

5. Follow the instructions of all emergency personnel.

BOMB THREAT

If you receive a telephone bomb threat:

1. **REMAIN CALM** – Try to keep the caller on the line as long as possible.
2. **CALL 911** from a cell phone (if possible.)
3. Be courteous. **Pretend difficulty in hearing** to keep the caller on the line.
4. **Take notes** about the call using the checklist below.
5. Complete the check list below to provide to the Police Department.
 - Message as it was received_____
 - Time of Call_____Male/Female_____Approx. Age_____
 - Voice: Loud___raspy___fast___stutter___soft___pleasant___
 Slow___normal___intoxicated___distinct___foul___
 High pitched___deep___accent___other_____
 - Speech: ___Excellent___Good___Fair___Poor
 - Manner: ___Calm___Irritated___Rational___Deliberate___
 ___Emotional
 - Background noise: ___office machines___train___TV
 ___airplane___animals___music___traffic___quiet
 Other_____
6. If you were unable to call 911 from a cell phone, **call 911** after the caller hangs up.
7. **Follow the instructions of all emergency personnel.**

SUSPICIOUS PERSON

In the event you witness or suspect someone of theft or vandalism, complete this information immediately so we can pass as much information as possible to the police department. You may also fill out an incident report form. Call HR or your supervisor with the following information:

Day_____Date_____Time_____Male/Female/Ethnicity_____

Height_____Hair Color_____Eye Color_____Estimated age_____

Glasses_____Scars_____Tattoos_____Clothing_____

Location of incident_____Description of Incident_____

Missing or vandalized items_____

COMPLETE BUILDING POWER OUTAGE

1. Remain Calm

Limited emergency lighting should automatically be provided within a few seconds; emergency lighting is located in main hallways at exits.

2. Evacuate the building; if necessary.

3. Meeting Place

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4. Follow the instructions of all emergency personnel.

MEDICAL EMERGENCY

- 1. Do not move the injured or ill person. Try to make them as comfortable as possible in a still position.**
- 2. Call 911**
 - Tell the operator your location, 1813 Oakdale Road, Modesto and your Quadrant location
 - Provide any information regarding the current illness or injury and any information you may have regarding the history and medical condition of the person.
 - Provide any additional information they may ask such as sex, age, weight and any known medication or chronic conditions.
 - Notify office secretary and other nearby staff to expect emergency personnel.
- 3. Follow the instructions of all emergency personnel.**

EARTHQUAKE OR EXPLOSION

1. Crawl under a table or desk.
2. Stay away from windows.
3. Cover your head as much as possible.
4. **Follow the instructions of all emergency personnel.**

All Quadrant Emergency Evacuation Procedures

1. Make sure the office secretary or co-worker knows you are in the building.
2. The St. Joseph's employee or volunteer in charge of the meeting is the designated Monitor and should check the bathrooms before exiting the building.

Follow procedures previously listed.

ACTIVE SHOOTER

1. Escape – Escaping from the situation is your best plan of action.

- *If there is an escape path – GET OUT
- *Leave regardless of whether others follow
- *Leave your belongings
- *Help others escape, if possible
- *Prevent others from entering the area
- *Keep your hands visible when exiting the building
- *Do not attempt to move wounded people
- *Call 911 when you are safe

2. Hide – If you can't escape, find a place to hide where the active shooter is less likely to find you.

- *Be out of view of the shooter
- *Find some protection if shots are fired in your direction such as a room with a closed and/or locked door
- *Pile heavy furniture in front of the door to further restrict shooter access
- *Be sure not to trap yourself
- *Remain as quiet as possible
- *Silence your cell phone
- *If you can call 911 but can't speak, just allow the dispatcher to listen to what is going

3. Fight – As a last resort, when your life is in imminent danger, attempt to disrupt, distract or incapacitate the shooter.

- *Act as aggressively as possible against the shooter.
- *Throw items such as lamp, chair, etc.
- *Yell
- *If you are in a group of people, move together
- *Commit to your actions

4. Follow the instructions of all emergency personnel

- *Drop anything in your hands and raise them, keeping them visible at all times
- *Do not make any quick movements
- *Move to where police direct you and be prepared for further screening

Emergency Phone Numbers – Any Emergency – 911

- Gas Leak: PG & E (Emergency): (800) 743-5000
- Outside Electrical/outage MID: (209) 526-8222
Toll Free (888) 897-8222
- Water Problems Inside Buildings: Roto Rooter (209) 341-0110
- Inside Electrical: Bonfiglio Electric (209) 613-1954 or Donald Fowzer (209)595-1009
- Outside Electrical: Donald Fowzer (209) 595-1009
- Roofing: Loforti Roofing (209) 538-2274
- Air Conditioning/Heating/Hall Freezer or Walk-In Refrigerator/Ice maker: Champion Industrial (209) 526-4900
- Emergency Flooring Issue: Ray's Carpets (209) 577-5642
- Security Alarm: Carmen Cisneros (209)498-1207
- Fire Alarm/Sprinklers: Jorgensen (209) 529-0835
- Tree pruning or emergency response: Rumble Tree (209) 544-2212

Non- Emergency Phone Numbers

Modesto Police (non-emergency) (209) 552-2470

Stanislaus County Sheriff (209) 552-2468

Fire Department (209) 552-2474

Modesto City Utilities (209) 342-2246

Animal Control (209) 342-9186

In Case Emergency Facility Repairs Are Needed (Broken Windows, Broken Doors, etc.)

During the day contact: Carmen Cisneros (209) 498-1207

After Hours/Weekends: Carmen Cisneros (209) 498-1207

Note: The last person leaving an area or room should check to ensure that lights are turned off and the heating/air conditioning is turned off.