



Sisters of St. Joseph  
**Sisters and Staff**

Emergency  
Action  
Plan

Updated: November 2015

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## **Objectives of this Guide**

The objectives of this guide are to provide a source of “quick reference” procedures to be followed in the event of a crisis. Please review this guide and become thoroughly acquainted with its contents.

Communication is the essence of dealing with a crisis, especially an act of violence. The relationships and communications systems developed in the crisis plan must immediately spring into action.

## **First 10 Minutes of an Emergency**

- The first consideration should be the safety and security of all residents and staff.
- Report the incident — Call 911.
- Inform/alert a member of the Crisis Response Team who will decide whether to lock down, secure or evacuate the building(s).
- Identify a certified individual to provide first aid until rescue units arrive, if available.
- Verify what has happened.
- The Crisis Response Team will designate a control area.
- Start keeping a record of the time and sequence of events and log all phone calls made and received.
- Direct employees and visitors to the designated control area, with the assistance of assigned emergency team members.

## Emergency Phone Numbers

### \*\*\*Emergency - Dial 911\*\*\*

<u>Position</u>	<u>Name</u>	<u>Office Number</u>	<u>Cellular Number</u>
Director of Operations	Joe Thompson	724-869-6583	724-601-6361
Motherhouse Administrator	Sr. Michelle Prah	724-869-6529	724-462-1780
Minister of Community Life	Sr. Norma Zanieski	724-869-6526	724-561-4860
Administrative Assistant	Toni Dunlap	724-869-6525	724-272-2157
Executive Assistant	Karyn Zaffuto	724-869-6597	724-316-0839
Supportive Living Nurse	Nurse on Duty	724-869-6589	412-225-8815
Director of Supportive Living	Hope Fox	724-869-6580	724-650-5967
Director of Health Resources	Sr. Jeanne Rodgers	724-869-6528	412-977-0420
Gallitzin Commons Manager	Sr. Pat Phillips	724-869-2634	724-316-8827
Gallitzin Commons Compliance Mgr.	Maureen Cassley	412-688-7200 ext. 208	724-355-7197
Gallitzin Commons Maintenance	Jeff Tackac		724-777-8926
Security Guard (9:00 pm - 5:30 am)	Guard on Duty	724-869-7480	724-480-7480

Poison Control Center  
412-681-6669

## **Crisis Response Team**

### **Motherhouse**

Director of Operations	Joe Thompson
Motherhouse Administrator	Sr. Michelle Prah
Minister of Community Life	Sr. Norma Zanieski
Executive Assistant	Karyn Zaffuto
Director of Communications	Barb Hecht
Director of Supportive Living	Hope Fox
Director of Health Resources	Sr. Jeanne Rodgers

### **Gallitzin Commons**

Manager	Sr. Pat Phillips
Compliance Manager	Maureen Cassley
Maintenance	Jeff Tackac

### **Villa St. Joseph**

Administrator	Mary Murray
Administrative Assistant	Lynn Jessep
Superintendent	Sal DiGiacomo

### **Baden Academy**

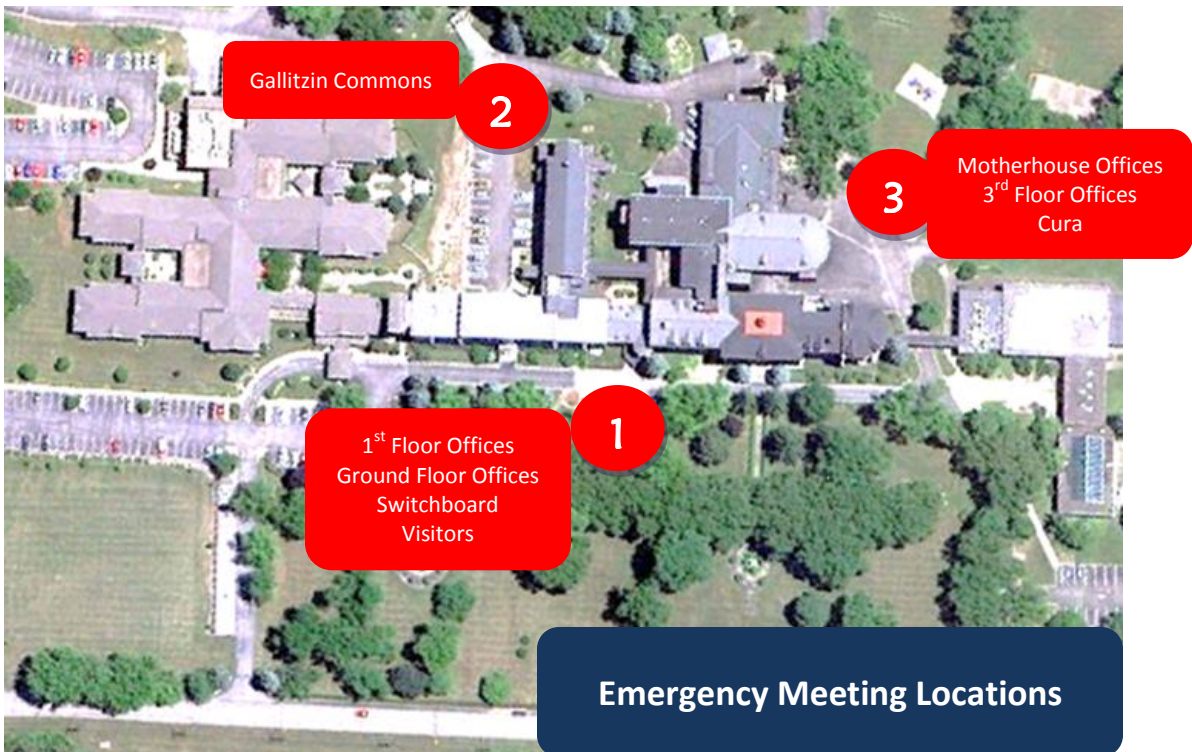
Chief Executive Officer	Lauren Bensink
Executive Assistant	Mona Sangermano
Principal	Angela Abadilla
Assistant Principal	Jacquelyn Ray

## **Safety Captains**

<b>Area</b>	<b>Captain</b>	<b>Telephone</b>
Administration Offices (incl. Health Svcs, Justice, etc.)	Karyn Zaffuto	6597
Gallitzin Commons Floor 2	Sr. Ann Zita McLaughlin	6062
Gallitzin Commons Floor 3	Sr. Jeanne Scott	6073
Gallitzin Commons Floor 4	Sr. Rosemary Snyder	6084
Gallitzin Commons Floor 5	Sr. Mary Ann Thimons	6091
Ground Floor Offices (Development, Finance, etc.)	Alison Lucci	6542
Maintenance/ Housekeeping	Barb Hetrick / Jill Snyder	n/a
Cura	Fred Blosat	6588
3 <sup>rd</sup> Floor Offices (Pet Therapy, Formation, etc.)	Sr. Cindy Comiskey/ Sr. Sherryl White	6570 /6572
Motherhouse Offices	Allie Mooney	6544
Supportive Living Communities	Charge Nurse	6589
Fourth Academy	Sr. Frances Hurley	6668
Library	Sr. Melania Polensky	6263

## Evacuation Procedure

1. Gather in the designated meeting location for your area. Do not block emergency vehicle access.
2. Move to safe area farthest away from emergency.
3. Remain in safe area until “all clear” is sounded.
4. In the event of a **NUCLEAR ACCIDENT**, follow instructions from Beaver County Emergency Personnel.



## *Power Outage or Utility Disruption*

Power Outage or utility disruptions occur when services such as electricity, water or gas are interrupted or impaired due to accidental breaks or releases.

1. Notify a member of the Crisis Response Team member of the type of utility disruption (gas leak, power lines down, etc.)
2. Stand by for further instructions from a member of the Crisis Response Team or utility company.
3. If necessary, be prepared to implement EVACUATION PROCEDURE.



### *Tornado*

TORNADO WATCH: Conditions are favorable for a tornado or severe weather. Monitor and take action as needed.

TORNADO WARNING: Tornado may be imminent. Take shelter and continue to monitor weather reports.

In the event of a Tornado, Beaver County Emergency personnel will sound the warning sirens.

1. When you hear the alarm, make your way to an interior hallway.
  - a. DO NOT STOP for personal items.
  - b. If possible, take the stairs to the lowest possible floor.
  - c. Stay off the elevators; you could be trapped if the power is lost.
  - d. Stay away from glass.
  - e. Crouch down on your knees and protect your head with your arms the best you can.
2. Safety Captains will account for each person in their areas, along with any visitors.
3. The last person to leave the area (usually the Safety Captain) closes the door.



# Fire

If a fire is detected on the Motherhouse Building / Grounds, follow the procedures below:

1. If you detect a fire and the alarms are not sounding, you must activate the alarms by pulling the lever of accessible fire pull station in the area.

***Note:** 911 is automatically alerted when the alarm is activated, when the smoke detectors are activated, or by using one of the emergency pull stations in Motherhouse, Gallitzin Commons, Villa St. Joseph, the School or Activities Building.*

2. Close all windows and doors. Shut off all lights and equipment (if time permits). Evacuate the building through the nearest exit. Do not stop to gather personal items.

3. Always feel doors before opening them. If the door is hot, do not open it. Find another way out.



4. If there is smoke along the exit route, get as low to the ground as possible. Crawl on your hands and knees if you are able.



5. Proceed to the designated meeting space. Be sure to remain at least 100 feet from the building and do not block emergency vehicles. **Safety Captains will account for each person in their area, along with any visitors.**

6. Last person out should close the door.
7. Safety Captains remain with occupants until a safe condition is communicated.





## *Fire Alarm Pull Stations*

### **GROUND FLOOR-ACADEMY**

South End of Hall  
North End of Hall at Switchboard  
Cafeteria Hall at Elevator "C"  
Craft Center at Garage Steps  
Security Guard Station  
Boiler Room  
Cafeteria

### **1ST FLOOR ACADEMY BLDG**

South End of Hall at Academy Entrance  
North End of Hall by V-3  
Hall leading to Dining Room at Elevator "C"  
Medaille Hall  
Sisters' Dining Room  
Employees' Entrance  
Hall outside Kitchen  
Entrance to Kitchen from Loading Dock  
Motherhouse Offices Entrance

### **2ND FLOOR ACADEMY AND ANNEX**

Outside the Kindergarten  
Hall between 2nd Academy and 2nd Annex at Elevator "C"  
Hall outside School Library  
2nd Annex Residence Hall  
Angel Guardian near the Fire Exit Steps

### **3RD FLOOR ACADEMY AND ANNEX**

South End of Seminar Room Hall  
Hall between 3rd Academy and 3rd Annex  
Hall at Top of Steps near School  
Computer Room  
3rd Annex Residence Hall

### **4TH FLOOR ACADEMY**

Hall at South Stairs  
Hall at Elevator "C"

### **GALLITZIN COMMONS**

Ground Floor - South End  
Ground Floor - North End  
Auditorium (2)

First Floor - South End  
First Floor - North End

Second Floor - South End  
Second Floor - North End

Third Floor - South End  
Third Floor - North End

Fourth Floor - South End  
Fourth Floor - North End

Fifth Floor - South End  
Fifth Floor - North End

### **ACTIVITIES BLDG AND GYM**

Hallway outside of Art Room  
Girls' Locker Room  
Boys' Locker Room  
Pool Area  
Pool Boiler Room  
South End of Gym (right side)  
South End of Gym (left side)  
North End of Gym (left side)  
Hallway outside of Band Room  
Basement of New Gym Building  
North End of Gym (right side)



# *Fire Extinguisher Locations*

## **GROUND FLOOR**

Maintenance Shop – 2 (ABC)  
Main Boiler Rm. – 3 (ABC)  
Employee Lounge – 1 (ABC)  
Paint Shop – 1 (ABC)  
Fire Pump Room – 1 (ABC)  
Cafeteria – 1 (ABC) – 1 (K)  
Cafeteria to Angel Guardian stairs – 1 (ABC)  
Hall outside Elevator “C” – 1 (ABC)  
Hall next to School Entrance – 1 (ABC)  
Hall outside Switchboard – 1 (ABC)  
Ramp to Auditorium – 2 (ABC)  
Projection Rm. – 1 (ABC)  
Auditorium Stage – 2 (ABC)  
Wood Shop Garage – 1 (ABC)  
Hall outside Craft Center – 1 (ABC)  
Air Handler Room – 1 (ABC)  
Elevator “C” Pump Rm. – 1 (Halon)  
Gallitzin Commons Duplicating Rm – 1 (ABC)  
Gallitzin Commons Hall – 2 (ABC)  
Gallitzin Commons Boiler Rm – 1 (ABC)  
Gallitzin Commons Elect. Rm – 1 (ABC)

## **FIRST FLOOR**

Loading Dock Entrance – 1 (ABC)  
Motherhouse Offices – 1 (ABC)  
Kitchen – 1 (K)  
Kitchen Serving Area – 1 (ABC)  
Main Dining Rm – 1 (ABC)  
Medaille Hall – 1 (ABC)  
Hall at Dining Rm Door – 1 (ABC)  
Academy Elevator Landing – 1 (ABC)  
Large Conf. Room Hall – 1 (ABC)  
Priest’s Pantry – 1 (ABC)  
Priest’s Porch Hall – 1 (ABC)  
Chapel Stairway & Loft – 2 (ABC)  
Sacristy of Chapel – 1 (ABC)  
Gallitzin Commons Hall – 2 (ABC)  
Visitor Suites Stairs III & IV – 2 (ABC)

## **SECOND FLOOR**

2<sup>nd</sup> Floor Hall – 1 (ABC)  
Angel Guardian Hall – 1 (ABC)  
Angel Guardian Kitchen – 1 (BC)  
Peacemakers – 1 (ABC)  
Peacemakers Kitchen – 1 (ABC)  
Daughters of St. Joseph Kitchen – 1 (ABC)  
Hall at School Entrance – 1 (ABC)  
Library & Storage (Mattress) Room – 2 (ABC)

## **THIRD FLOOR**

3<sup>rd</sup> Floor Hall – 1 (ABC)  
Trinity Hall – 1 (ABC)  
Trinity Kitchenette – 1 (ABC)  
3<sup>rd</sup> Acad. Elevator Landing – 1 (ABC)  
Hall at School Entrance – 1 (ABC)  
Big Laundry Rm – 1 (ABC)  
Storage Room – 1 (ABC)

## **FOURTH FLOOR**

4<sup>th</sup> Convent Kitchenette – 1 (BC)  
Second Kitchenette – 1 (ABC)  
4<sup>th</sup> Academy Hall – 2 (ABC)  
Old Elevator Motor Rm. – 1 (ABC)  
New Hallway – 1 (ABC)

## **FIFTH FLOOR**

Gallitzin Comm. Elevator. Motor Rm – 1 (ABC)

## **OTHER**

Barn – 4 (ABC)  
Acad. Porch – Under – 1 (ABC)

## **SCHOOL**

### **Ground Floor**

Class Room Hall – 2 (ABC)

### **FIRST FLOOR**

1<sup>st</sup> Academy Hall – 2 (ABC)  
Science Lab – 2 (ABC)  
Teachers’ Lounge – 1 (ABC)

### **SECOND FLOOR**

2<sup>nd</sup> Academy Hall – 3 (ABC)

### **THIRD FLOOR**

3<sup>rd</sup> Academy Hall – 2 (ABC)

### **ACTIVITIES BUILDING**

Art Room – 1 (ABC)  
Basement Hall – 1 (ABC)  
Girls’ Dressing Room – 1 (ABC)  
Boys’ Dressing Room – 1 (ABC)  
Concession Stand – 1 (ABC)  
Pool Boiler Room – 1 (ABC)  
Emergency Generator Room – 1 (ABC)

**Total number of Fire Extinguishers – 94**

## *Hazardous Material Incident*

A hazardous material incident is the accidental release of a hazardous material that has the potential of interrupting the services being provided on campus. Hazardous material incidents will be divided into ON SITE and OFF SITE categories.



### **Steps of Action (ON SITE):**

Report any spill or release of hazardous material to a member of the Crisis Response Team, including location and type of material released.

Evacuate personnel to a safe distance, if necessary, and wait for further instructions from the Crisis Response Team.

### **Steps of Action (OFF SITE):**

If a release of hazardous material has occurred which may affect the campus, instructions will be given from Beaver County Emergency Personnel.



## *Lock Down Mode*

When a situation occurs that requires all entrance doors to be locked for protection, follow the instructions below.

1. Keep occupants away from windows and doors. Turn off lights.
2. Remain calm and quiet in the room in which you are in at the time of lock down.
3. Crisis Response Team will respond when advised by the Director of Operations or designee.

## **On Campus Emergency**

An on-campus emergency is classified as one in which anyone on campus becomes seriously ill, injured or feels threatened by an aggressor.

### **Injury or Illness:**

1. Call 911 if the injury or illness warrants transportation to the hospital.
2. Contact the Crisis Response Team, Department Manager and Human Resources Director.
3. While waiting for the ambulance, contact the nurse for assistance. Ambulance personnel may determine that transport of the individual is not medically necessary or the individual may refuse to be transported.
4. Stay with the sick or injured until help arrives.
5. Incident report should be completed and filed in Human Resources (lay employees only).

### **Threatened by an Aggressor**

If you are attacked, or witness someone being attacked, either physically or verbally, follow the procedures below:

Steps of Action:

1. If the aggressor is still present, leave the scene immediately and call 911.
2. If the aggressor is not present, remain with the victim until assistance arrives. Wait with others in a secure and quiet place. If necessary, lock the door.
3. Notify a member of the Crisis Response Team as soon as possible.
4. Exercise caution to preserve the crime scene and keep it clear of observers.
5. Ask the victim if there is anyone to be called.
6. Incident report should be completed and filed in Human Resources (lay employees only).

## *Unauthorized / Unwelcomed Visitor*

An unauthorized / unwelcomed visitor is someone who enters the Motherhouse grounds without following the visitor policy of checking in with the receptionist and/or who has no relevant business on the grounds.

1. All visitors to the Motherhouse should enter the building through the main entrance and check in with the receptionist. Visitors will always wear a badge while in the building.
2. If you see someone not wearing a name badge, ask if they need assistance and/or the nature of their business on the Motherhouse campus. Help if you are able.
3. If you see someone who causes you concern, contact the Motherhouse Administrator, Director of Operations, Minister of Community Life or a member of the Crisis Response Team immediately for assistance. **Do not make contact with anyone you feel could be a threat.** Give the Motherhouse Administrator or the Director of Operations as much information as possible, where you saw the individual, and a brief description.
4. **Do not allow a visitor to enter the building from anywhere other than the main entrance where they must check in with the receptionist.**

## *Terroristic Threat*

A phone call, note or other communication that threatens the presence of or detonation of an explosive or incendiary device on the property is considered a terroristic threat.

1. If a phone threat is made, obtain as many details as possible (see “Bomb Threat Data Sheet” on Page 12) and provide those details to the Director of Operations or the Minister of Community Life.
2. Never use walkie-talkies, pagers or cell phones in the building during a bomb threat. Use land-line telephones.
3. Do not pull fire alarm.
4. Call 911 first, then notify the Director of Operations, Minister of Community Life or a member of the Crisis Response Team.
5. Proceed with evacuation plan to a safe area.
6. If a suspicious object is located, evacuate. DO NOT touch, move, disturb or inspect the object. Allow the police to inspect and remove the object in question.

# Bomb Threat Data Sheet

1. When is the bomb going to explode? \_\_\_\_\_
  2. Where was it placed? (address, floor, room) \_\_\_\_\_
  3. Did you place it there? \_\_\_\_\_
  4. What does it look like? \_\_\_\_\_
  5. What kind of bomb is it? \_\_\_\_\_
  6. What will cause it to explode? \_\_\_\_\_
  7. Where are you now? \_\_\_\_\_
  8. Why was it placed there? \_\_\_\_\_
  9. What is your name? \_\_\_\_\_ Address? \_\_\_\_\_
  10. Exact wording of threat \_\_\_\_\_
- 

## Caller's Voice

- |  |                                   |                                  |                                  |
|--|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Male                | <input type="checkbox"/> Crying   | <input type="checkbox"/> Soft    | <input type="checkbox"/> Accent  |
| <input type="checkbox"/> Female              | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Slurred | Type: _____                      |
| <input type="checkbox"/> Laughter / Giggling | <input type="checkbox"/> Angry    | <input type="checkbox"/> Deep    | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Stutter             | <input type="checkbox"/> Distinct | <input type="checkbox"/> Loud    | <input type="checkbox"/> Rapid   |
| <input type="checkbox"/> Calm                | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Nasal   |                                  |

Does the voice sound familiar? Like whom? \_\_\_\_\_

## Background Sounds

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Restaurant Noises | <input type="checkbox"/> Other Voices   | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Music             | <input type="checkbox"/> Airport Noises |                                      |
| <input type="checkbox"/> Bus Station   | <input type="checkbox"/> Office Machinery  | <input type="checkbox"/> Factory        |                                      |

## Threat Language

- |                                      |                                     |   |
|--------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Distorted                |
| <input type="checkbox"/> Irrational  | <input type="checkbox"/> Foul       | <input type="checkbox"/> Message read Text: _____ |
|                                      | <input type="checkbox"/> Taped      |   |

Remarks: \_\_\_\_\_

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**Call 911.**

**Then contact the Director of Operations or a member of the Crisis Response Team**

Sisters of St. Joseph  
1020 W. State Street  
Baden, PA 15005  
724.869.2151  
[www.stjoseph-baden.org](http://www.stjoseph-baden.org)

Revised: November 2015