



Diocese of Altoona-Johnstown

Office of Child and Youth Protection

Mary, Mother of the Church, Pastoral Center
2713 West Chestnut Avenue
Altoona, PA 16601-1720
Telephone: (814) 695-5579

Diocese of Altoona-Johnstown website: www.dioceseaj.org
Safe Environment website: <https://youthprotection.dioceseaj.org/>

Parish Safety Preparedness Resource Toolkit

Houses of worship and religious facilities are classic soft targets, which makes them susceptible to intimidation and potential acts of violence. These locations are often where people gather at regular specified times in spaces with minimal security, providing access to anyone who wishes to enter. This resource guide contains information to help parishes prepare and bring awareness to their faith community. Provided are resources to assist parish safety committees/teams with developing an emergency operations plan, security practices, and safety guidelines.



St. Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.



General Building Information

Parish Property Layout

Number of buildings on parish property _____

Name of Building	Purpose of building	Occupancy	Hours of Use

Do you have a map with a location of each building on property? _____

Location of first aid kits:

Location of AEDs:

Fire Protection Systems – fire detection, alarm and communications

Type of fire protection system used	
Frequency of inspections	
Location of control panels	

Security Systems

Point of access doors	
Motion detection devices	
Surveillance cameras location, field of view, monitoring positions and remote access capabilities	

Specific Building Information
(To be filled out for each building – one sheet per building)

Building Name : _____

Building Location: _____

Building Structure – indicate quantity; i.e. three entrances, two exits

Entrances and exits	
Stairways, elevators	
Windows (operable or inoperable?)	
Walls (solid masonry or framed drywall?)	
Fire doors	
Roof access, including skylights (indicate if operable or inoperable)	
Basement, attic or crawlspace access	

Utilities

Natural gas <ul style="list-style-type: none"> • Location • Types of appliances used • Location of appliances used • Location of main gas shutoff 	
Electrical service <ul style="list-style-type: none"> • Location of main building disconnect • Location of major subpanels 	
Cable television access/shutoff	
HVAC System <ul style="list-style-type: none"> • Location and accessibility of air intakes • Location of controls for shutdown, including remote shutdown capability • Shutdown procedures 	

Telephone System

Does phone system have caller ID?

Does phone system have intercom capability?

Location of calling tree

Security

Location of key log	
Point of Egress Doors	
Point of Ingress Doors	

SAFETY ASSESSMENT CHECKLIST

Building Site

- The parish layout maintains open sight lines throughout through careful placement and maintenance of buildings, landscaping features and lighting.
- Property lines are clearly marked. Boundaries between joint-use areas and private areas are similarly marked.
- Vacant buildings or other places or spaces adjacent to the parish that might provide offenders with “cover” or provide a location for illicit activities have been made safer by boarding up, or other means.
- Unsupervised site entrances are secured during low-use.

Landscaping

- Landscaping reinforces access control, natural surveillance, and territoriality.
- Trees are located far enough away from buildings or are trimmed appropriately to avoid providing window or second story access.

Exterior Lighting

- Exterior lighting is uniform and eliminates pockets of shadow and glare.
- Exterior lighting fixtures are vandal resistant, beyond easy reach (12-14 feet minimum off the ground), maintainable, and built with break-resistant lenses or protected by cages or other means.
- Exterior lighting is well-maintained.

Site Utilities

- Access to site utilities, such as electrical transformers, generators, and electric and gas meters is limited and secure, and the exposed portions are protected against vandalism and vehicular damage.
- Site utilities do not create hiding places.
- Exterior mechanical equipment enclosures are lockable. Doors have protected hasps, hinges and deadbolt locks or high security padlocks. Hasps and hinges have secure fasteners and hinge pins are non-removable.
- Exterior mechanical equipment is difficult to climb.
- Utility lifelines (water, power, voice, data and Internet communications, etc.) are adequately protected from vandalism and natural disasters, preferably by concealing, burying or encasing. They are protected at points of entry into the building.

Building Access Control

- Access into the building is 100% controllable through designated, supervised or locked entry points. Windows and service entries are not exceptions. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices.
- Signs, in all relevant languages and with simple maps or diagrams where needed, direct visitors to designated building entries.
- High value targets for theft, such as computers, instrument, safes and sacred artifacts are secured and kept in locked rooms when applicable.

Windows

- All windows lock securely. Sliding windows have lift and slide protection. In existing buildings, window hardware and frames are in good condition.
- Second-floor windows are inaccessible or protected against burglary.
- Basement windows are protected from unauthorized entry by security grills or window well covers.

Doors

- All exterior doors are designed to prevent unauthorized access into the building.
- Exterior doors should have as little exposed hardware as possible.
- Exterior doors should be equipped with hinges with non-removable pins.
- Exterior doors should be constructed of steel, aluminum alloy, or solid-core hardwood.
- Exterior door frames should be installed without excess flexibility to deter vandals from prying them open.
- Exterior glass doors should be fully framed and equipped with breakage-resistant tempered glass.
- Panic bar latches on exterior doors should be protected by pick plates to prevent tools and plastic cards from releasing the bolt.
- Exterior doors with panic push-bars should be equipped a metal plate covering the gap between the doors.
- Windows and sidelights are sized and located so that if they are broken, vandals cannot reach through and open the door from the inside.

Means of Egress in Existing Buildings

- All means of egress from each part of the building, including stairways, egress doors, and any panic hardware installed thereon, aisles, corridors,

passageways and similar elements are maintained in a safe condition and are available for immediate use and free of all obstructions.

- Every passageway from corridors and stairs to the street is clear of obstructions or impediments.
- Exit doors are equipped with emergency exit hardware and have no locks, chains, or fastenings to prevent escape from inside the building.
- Exit doors open in the direction of egress travel from areas designed to be occupied by more than 50 people.
- All exits and the routes to them are clearly visible, conspicuously indicated and reliably illuminated, with signs in appropriate languages, so everyone readily knows the direction of escape from any point. Exit signs are distinctive in color and easily distinguished from decorations, finishes, and other signs. "EXIT" lettering is at least 6 inches high with principal strokes not less than 3/4-inch wide.
- Exits do not rely on passage through rooms or spaces subject to locking.
- Exit signs are illuminated, well maintained, easily seen, and pointing in the right direction.
- Clear and precise emergency evacuation maps are posted at critical locations. They are customized or posted to match their positions in the building and are protected from vandalism or removal.

Emergency Contact Information is Updated and Accessible

- Police, Fire, EMS
- Parish Authorities
- Office of Risk Management

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female**
- Laughter
- Lisp
- Loud
- Male**
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

For Emergency 911

County	Local Police Station	Phone	County	State Police Phone by County	County	Emergency Mgt by County	Emergency Mgmt Phone by County
Blair	Allegheny Township Police Dept.	814.695.3333	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Blair	Altoona Police Dept.	814.949.2491	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Blair	Blair Township Police Dept.	814.696.3846	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Blair	Hollidaysburg Police Dept.	814.695.3711	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Blair	Logan Township Police Dept.	814.949.3364	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Blair	Tyrone Borough Police Dept.	814.684.1365	Blair	814.696.6100	Blair	Blair County Emergency Mgmt	814.940.5900
Cambria	Carrolltown Police Dept.	814.344.6400	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Cresson Borough Police	814.886.2139	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Ebensburg Borough Police Dept.	814.472.8930	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Ebensburg Borough Police Dept.	814.472.8930	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Ferndale Borough Police Dept.	814.288.4131	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Geistown Borough Police Dept	814.262.7326	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Johnstown Police Department	814.533.2074	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Loretto Police Dept.	814.472.8995	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Northern Cambria Borough Police Dept.	814.948.4884	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Cambria	Upper Yoder Township Police Dept.	814.255.6227	Cambria	814.471.6500	Cambria	Cambria County Emergency Mgmt	814.472.2050
Centre	Bellefonte Borough Police Dept.	814.353.2320	Centre	814.355.7545	Centre	Centre County Emergency Mgmt	814.355.6745
Centre	State College Police Dept.	814.234.7150	Centre	814.355.7545	Centre	Centre County Emergency Mgmt	814.355.6745
Clinton	Lock Haven Police Dept.	570.893.5911	Clinton	570.726.6000	Clinton	Clinton County Emergency Mgmt	570.893.4090, Ext 209
Fulton				717.485.3131	Fulton	Fulton County Emergency Mgmt	717.485.3201
Huntingdon				814.643.6613/6617	Huntingdon		717.485.3201
Somerset	Somerset Borough Police Dept.	814.445.4596	Somerset	814.445.4104	Somerset	Somerset County Emergency Mgmt	814.445.1515/1516

Children & Youth contact information within the eight counties of the Diocese of Altoona-Johnstown: Bedford, Blair, Cambria, Centre, Clinton, Fulton, Huntingdon and Somerset

BEDFORD COUNTY

Bedford County Children & Youth Services

200 South Juliana Street

Bedford, PA 15522

Phone: (814) 623-4804 Fax: (814) 623-3013

Hours: Monday – Friday, 8:30 AM to 4:30 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

BLAIR COUNTY

Blair County Children, Youth and Families

Blair County Courthouse

423 Allegheny St., Suite 132

Hollidaysburg, PA 16648-2022

Phone: (814) 693-3130 Fax: (814) 695-5640 After hours: (814) 949-4917

Hours: Monday – Friday, 8:00 AM to 4:00 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

CAMBRIA COUNTY

Cambria County Children & Youth Services

Main Office

110 Franklin Street, Suite 400

Johnstown, PA 15901

Phone: (814) 539-7454 Fax: (814) 535-8210

Satellite Office:

HSB Building

401 Candlelight Drive, Suite 110

Ebensburg, PA 15931

Phone: (814) 472-5860 Fax: (814) 472-5861

Hours: Monday – Friday, 8:00 AM to 4:00 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

CENTRE COUNTY

Centre County Office of Children & Youth Services

Willowbank County Office Building

420 Holmes Avenue

Bellefonte, PA 16823-1488

Phone: (814) 355-6755 Fax: (814) 355-6939

Hours: Monday – Friday, 8:30 AM to 5:00 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

CLINTON COUNTY

Clinton County Children & Youth Services

232 E. Main St. Lock Haven, PA 17745

Phone: (570) 893-4100 Fax: (570) 748-4783

Hours: Mon / Tues / Thurs / Fr - 8:00 AM to 5:00 PM; Wednesday 8:00 AM - 12:30 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

FULTON COUNTY

Fulton County Services for Children

219 North Second Street

McConnellsburg, PA 17233

Phone: (717) 485-3553

Hours: Monday – Friday, 8:00 AM to 4:30 PM; Emergency Hours available after 4:30pm and on weekends.

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

HUNTINGDON COUNTY

Huntingdon County Children’s Service

Courthouse Annex II

430 Penn Street

Huntingdon, PA 16652

Phone: (814) 643-3270 Fax: (814) 643-7323

Hours: Monday – Friday, 8:30 AM to 4:30 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

SOMERSET COUNTY

Somerset County Children & Youth

300 North Center Avenue, Suite 220

Somerset, PA 15501

Phone: (814) 445-1612 or (814) 445-1661 Fax: 814-445-1725

Emergency after hours (Accessline): 1-800-452-0218

Hours: Monday – Friday, 8:30 AM to 4:00 PM

Child Abuse Hotline 1-800-932-0313 available 24 hours/7 days a week

The Diocese of Altoona-Johnstown is committed to the safety and protection of children and youth, and to supporting the victims and survivors of sexual abuse. The Pennsylvania Coalition Against Rape (PCAR) and trained professionals serving local agencies greatly assist with the needs of victims of sexual assault and their loved ones in the healing process.

In an effort to educate the public and raise awareness of the support available in our community, the diocese continues to refer victims and survivors to the resources provided by PCAR and the local centers to help spread the word. The diocese's collaboration with these agencies is limited to our mutual desire to help those who are suffering and is not an endorsement of other policies or positions the agencies may hold.

No one should suffer alone. If you need of help, please take advantage of the contact information on this page. Please join the Diocese of Altoona-Johnstown in praying for all those who have been affected by sexual abuse in our society. May God grant them healing and peace.

PCAR partners with a network of rape crisis center programs to bring help, hope and healing around issues of sexual violence to all 67 counties in the Commonwealth of Pennsylvania. **To find services within Pennsylvania call PCAR at 1-888-772-7227.**

For information on Sexual Abuse Victim Assistance and Service Agencies within the eight counties of the Diocese of Altoona-Johnstown (Bedford, Blair, Cambria, Centre, Clinton, Fulton, Huntingdon and Somerset) please refer to:

Bedford County: Your Safe Haven Inc. (800) 555-5671 or (814) 623-7664

Blair County: Family Services, Inc. (800) 500-2849 or (814) 944-3585

Cambria/Somerset Counties: Victim Services, Inc. (800) 755-1983 or (814) 288-4691

Centre County: Centre County Women's Resource Center (877) 234-5050 or (814) 234-5050

Clinton County: Clinton County Women's Center (570) 748-9509

Franklin/Fulton Counties: Women in Need/ Victim Services (800) 621.6660 or (717) 264-4444

Huntingdon/Mifflin/Juniata Counties: The Abuse Network 24-Hour Hotline (717) 242-2444. Toll-Free PA Hotline (888) 810-2444; Mifflin County Office (717) 242-0715; Juniata County Office (717) 447-1885 and Huntingdon County Office (814) 506-8237 or (717) 242-2444

Parish Safety Resources

Archdiocese of Boston:



The website of the Archdiocese of Boston Office of Risk Management

RCAB Office of Risk Management

Home About **Parishes** Institutions Risk Management Loss Control Topics FAQs Forms Contact

Select a link

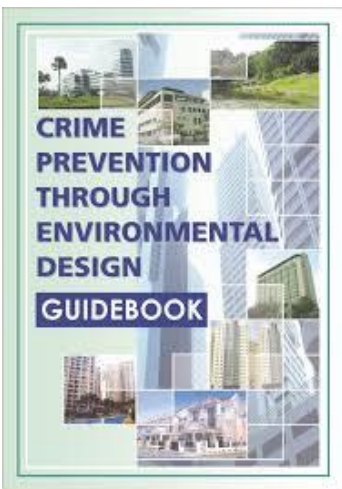
Parish Safety and Security Program

With the ever-increasing incidents of violence in our society, safety and security has become a higher priority for our parishes and schools. Acts of violence in our parish church communities are rare; nevertheless, it is important that we be prepared. The Office of Risk Management, in collaboration with the Office of Religious Education and the General Counsel's Office, has issued Safety and Security Guidelines for Parishes and Religious Education programs.

This document was recently mailed to each parish and sent via email to pastors and religious education coordinators. For a copy of the document, please email doreen_rearden@rcab.org.

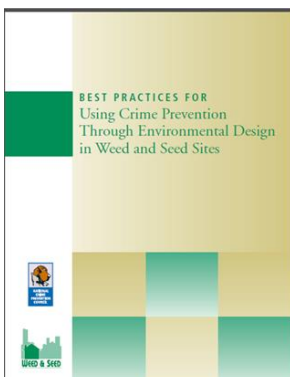
<https://rcabrisk.org/parishes/parish-protection-program/parish-safety>

Crime Prevention Through Environmental Design Guidebook:



https://rems.ed.gov/docs/Mobile_docs/CPTED-Guidebook.pdf

Crime Prevention Through Environmental Design (CPTED) Best Practices:



https://www.ncpc.org/wp-content/uploads/2017/11/NCPC_BestPracticesCPTED.pdf

Run, Hide, Fight video:



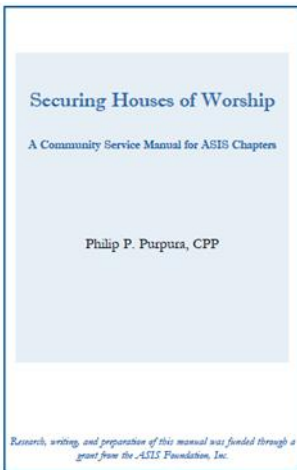
<https://www.youtube.com/watch?v=5VcSwejU2D0>

Threat Assessment for Houses of Worship:



<https://www.hsdl.org/?abstract&did=447823>

Securing Houses of Worship:



https://cdn.fedweb.org/fed-91/2/ASIS_Securing_Houses_of_Worship.pdf

Resources from FEMA:

The screenshot shows the FEMA website's 'Resources to Protect Your House of Worship' page. It includes a navigation menu on the left and a list of resources on the right, such as 'Expand All Sections', 'At-A-Glance Guide For Protecting Faith-Based Venues', 'Resources From Federal Partners', 'Trauma, Resilience And Stress Management Resources', 'Webinars', 'Trainings', 'Testing Your Plan', and 'Religious And Cultural Literacy And Competency In Disasters'.

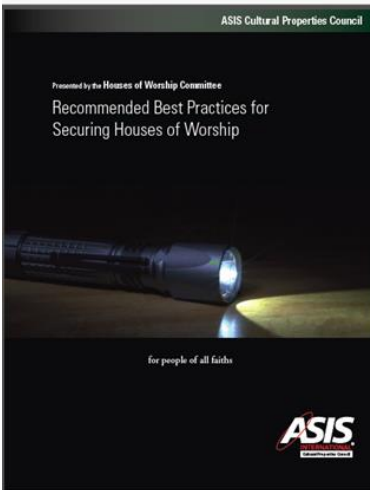
<https://www.fema.gov/faith-resources>

ASIS Securing Houses of Worship Around the World:



<https://www.asisonline.org/globalassets/get-involved/councils/documents/best-practices-securing-houses-of-worship.pdf>

ASIS Best practices of securing Houses of Worship:



<http://sacramentointerfaith.org/wp-content/uploads/2015/06/ASIS-best-practices.pdf>

ALICE info:

The image is a screenshot of a website banner for Church Mutual's ALICE training. The banner includes the Church Mutual logo, navigation links for "INSURANCE", "FOR CUSTOMERS", "CLAIMS CENTER", "RISK CONTROL", "ABOUT US", and "CONTACT US". The main text reads "PREPARE TO PROTECT." and "The ALICE Training Institute is a leading active shooter training organization and is Church Mutual's recommended source for the information you need to protect your people. Church Mutual is proud to partner with ALICE Training Institute to help your organization act in the face of violence and save lives." Below this, it lists the ALICE acronym: "ALERT | LOCKDOWN | INFORM | COUNTER | EVACUATE". A list of bullet points follows: "Through preparation and planning, individuals and organizations are empowered to more proactively handle the threat of an aggressive intruder or active shooter event. ALICE Training Institute based tactics have become the accepted response over traditional 'hideout only' approaches. ALICE will help you to: • Maximize Survival of congregants, students, residents, visitors, staff, volunteers and leadership • Provide Accountability by documenting completed training and preparation • Reduce Liability by aligning with state and federal standards of care for violent intruder events and helping to fulfil your duty to protect your people from danger".

<https://www.churchmutual.com/index.cfm?ldp=alice>

Emergency Action Plan: Active Shooter (template):

Emergency Action Plan: Active Shooter

Organization: _____
 Address: _____
 City, State, Zipcode: _____
 Phone number: _____
 Website: _____

Applicability and Scope
 The objective of this emergency action plan template is to help organizations prepare their personnel for active shooter scenarios. This template documents best information recommended for an effective emergency action plan. Organizations are encouraged to consider their unique circumstances, needs, and resources when developing their emergency action plan. It applies to personnel employees, temporary employees, contractors, and visitors associated with the organization.
 This plan should be updated when information listed below requires modification. The crisis manager will advise the plan for emergency via a messaging tool. Your Name: _____

Key Individuals / Team
 The responsibility for implementation of this plan is assigned to the crisis manager responsible for this plan.

Position/Title	Name	Phone Number	E-mail

The following people will participate in developing the active shooter emergency action plan. Together, they will form the **Active Shooter Planning Team**.

Position/Title	Name	Phone Number	E-mail

<https://www.dhs.gov/sites/default/files/publications/active-shooter-emergency-action-plan-template-112017-508.pdf>

National Disaster Interfaith Network Tip Sheet:

National Disaster Interfaith Network **BE A READY CONGREGATION**
 Tip Sheets for U.S. Religious Leaders

Active Shooter in a House of Worship

While houses of worship traditionally are places of safety and peace, they are not immune to gun violence. While shootings in houses of worship are rare, they can result in many fatalities and traumatize a community. As a religious leader, you should help your congregation be prepared for this type of crisis—and, if necessary, lead your community through a healthy recovery process.

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Recent shootings at houses of worship and religious leaders have not religious leaders to question what they can do to protect their congregations. This emerging need places a challenge to religious leaders who want to provide safety within a sanctuary for the sanctuary environments of their houses of worship. These incidents may occur at any time, during worship services, or during parking or after hours of prayer on the premises. They may be hate crimes, terrorist acts, acts of retaliation, or simple random violence. Nevertheless, religious leaders can take steps to reduce the risk and the impact of an active shooter in a house of worship, religious school, or other religious entity, site, or facility.

RECOMMENDATIONS
 Mitigating active shooter events is a very complex and difficult procedure—yet always possible. The best course of action can occur at any time, for example, during worship, congregational events or regular business hours. The best course of action to protect and engage your congregation is to develop and practice an Emergency Action Plan (EAP). The Emergency Action Plan is the most important. Additionally, houses of worship can and should take certain steps to decrease the likelihood of experiencing an active shooter situation. As a religious leader, you may be at the hub of community outreach and have a better understanding of your surrounding area, as well as your religious community, than to have a welcoming environment and respectful active role within your house of worship and in the surrounding community. One way to minimize the risk of violence incidents is to keep yourself up-to-date with happenings in your community and with developments around the active shooter in order to understand your house of worship vulnerabilities. In addition, safe and mutually supportive relationships with local police and other emergency services should be established and maintained. Work with local police to identify and monitor high crime areas or geographic areas that may pose a threat to you, your congregation or community.

RECOMMENDATIONS
 To best prepare yourself and your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

Components of an Emergency Action Plan (EAP)
 Create the EAP with input from several stakeholders including your human resources department, your training department or one exists, facility managers/coordinators, your property manager, and local law enforcement and/or emergency responders. Your plan must be specific to your house of worship, reflecting its particular facilities and staff, and effective EAP includes:

- A preferred method for reporting emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., your staff, staff areas)
- Contact information for, and responsibilities of, individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including individuals at remote locations within premises, local law enforcement, local hospitals

Components of Training Exercises
 The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is a valuable resource in designing training exercises. Staff should be trained in:

- Recognizing the sound of gunfire
- Remaining quiet when gunfire is heard and/or when a shooting is witnessed
- Evacuating the area
- Hiding out
- Acting against the shooter as a last resort
- Calling 911
- Refusing any law enforcement offers
- Adopting the survival mind set during times of crisis

Additional Ways to Prepare for Active Shooter Situation


- Ensure that your facility has a clear fire evacuation route
- Post evacuation routes in conspicuous locations throughout your facility
- Include local law enforcement and first responders during training exercises
- Encourage law enforcement, emergency responders, CERT teams, fire teams, and sports teams to train for an active shooter scenario at your facilities or events

National Disaster Interfaith Network | 4 West 42nd Street, Suite 407, New York, NY 10018 | www.ndin.org | info@ndin.org | 212.693.8100
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http://www.n-din.org/ndin_resources/tipsheets_v1208/07_NDIN_TS_ActiveShooter.pdf

Protecting Houses of Worship Event Resource Guide:

**PROTECTING HOUSES OF WORSHIP
 EVENT RESOURCE GUIDE**

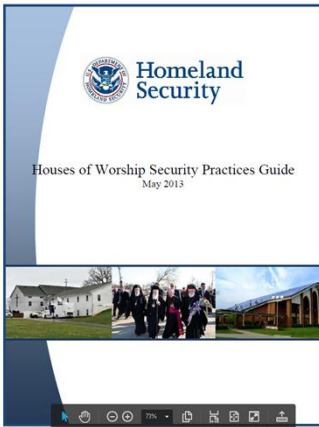


Prepared by the United States Attorney's Office for the District of Colorado

January 2016

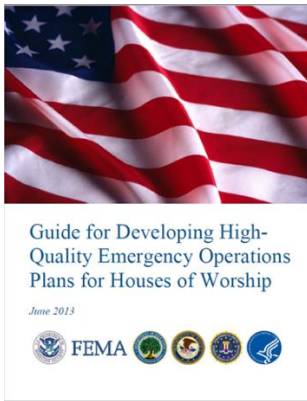
<https://www.hsd.org/?view&did=790107>

Homeland Security: Houses of Worship Security Practices Guide (May 2013):



<https://fedweb-assets.s3.amazonaws.com/fed-91/2/Houses%20of%20Worship%20Security%20Practices%20Guide%2007%2023%202013.pdf>

Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship:



[https://www.dhs.gov/sites/default/files/publications/Developing EOPs for Houses of Worship FINAL.PDF](https://www.dhs.gov/sites/default/files/publications/Developing_EOPs_for_Houses_of_Worship_FINAL.PDF)

Checklist for a Church Emergency Management Plan:

CHECKLIST FOR A CHURCH EMERGENCY MANAGEMENT PLAN

INTRODUCTION

A house of worship, at one time, was considered one of the safest places to be. The times in which we live today, however, seem to have brought the world, with its crime and uncertainty, right into the place we deem most sacred. The newspapers and television often report robbery, theft, homicide and etc. occurring in places of worship. Houses of worship are also subjected to the force of nature, such as hurricane, tornado and earthquake.

This checklist was developed as a guide for the leadership of a church or temple to evaluate its readiness to respond to an emergency. The questions will call attention to situations that may confront a congregation. Some of these questions will apply to all congregations, regardless of their size. A large congregation may find that all questions apply, a small one only several. No attempt is made to give answers to questions or to give an emergency response plan. Each congregation must ascertain which questions apply and then develop a response plan that meets the needs of the group.

Insurance companies, local emergency response officials, the American Red Cross, the local office of FEMA (Federal Emergency Management Agency), and denominational disaster response offices will have resources to use in developing the plan.


Once the plan has been developed and in place, the challenge is to train all interested parties initially and those that will join the group in the future (new pastors, ushers, etc.). Remember, the plan is no better than the actions of those trained to respond. And all plans, now matter how carefully thought-out they may be, must be evaluated periodically to determine if the needs of the congregation are being met and new situations have been included.

http://www.brethren.org/bdm/files/checklist_for_a_church_emergency_management_plan.pdf

Homeland Security: Active Shooter Pocket Card:

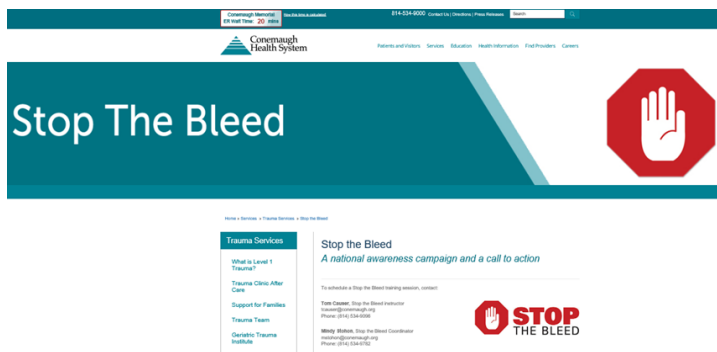
COPING	PROFILE
WITH AN ACTIVE SHOOTER SITUATION <ul style="list-style-type: none">• Be aware of your environment and any possible dangers• Take note of the two nearest exits in any facility you visit• If you are in an office, stay there and secure the door• Attempt to take the active shooter down as a last resort <p><i>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</i></p>	OF AN ACTIVE SHOOTER <p>An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p>
	CHARACTERISTICS OF AN ACTIVE SHOOTER SITUATION <ul style="list-style-type: none">• Victims are selected at random• The event is unpredictable and evolves quickly• Law enforcement is usually required to end an active shooter situation

CALL 911 WHEN IT IS SAFE TO DO SO



<https://www.dhs.gov/sites/default/files/publications/active-shooter-pocket-card-508.pdf>

Stop the Bleed Information (Conemaugh Hospital):



Conemaugh Health System

Stop The Bleed

Home > Services > Trauma Services > Stop the Bleed

Trauma Services


- What is Level 1 Trauma?
- Trauma Clinic After Care
- Support for Families
- Trauma Team
- Genetic Trauma Institute

Stop the Bleed
A national awareness campaign and a call to action

To schedule a Stop the Bleed training session, contact:

Tom Cooper, Stop the Bleed Instructor
tcooper@conemaugh.org
Phone: (814) 324-3388

Wendy Babbitt, Stop the Bleed Coordinator
wbabbitt@conemaugh.org
Phone: (814) 324-3382



<https://www.conemaugh.org/services/trauma-services/stop-the-bleed>

Gitting's Threat Preparedness Training:



Gitting's
THREAT PREPAREDNESS

THREAT PREPAREDNESS TRAINING

Anywhere. AnyTime. Anyone –
Be Proactive With A Site-Specific Plan

FREE CONSULTATION

**THREAT
PREPAREDNESS
TRAINING**
ANYWHERE.
ANY TIME.
ANYONE.

Before, During And After What Is Your Plan?

Unfortunately, acts of violence upon innocent bystanders are all too common. These deadly scenarios can include active shooters, bomb threats, armed robbers, suspicious packages, and other serious and dangerous situations. These acts, most especially active shootings, occur in stadiums, schools, churches, malls, offices, concert halls, and on campuses and are happening anywhere, any time and to anyone. We owe it to those in our trust to be prepared with a site-specific plan of action, whether it's through Gitting's basic Active Shooter Preparedness Training or the more comprehensive Active Shooter Preparedness Certification.

<http://gittingspi.com/threat-preparedness/>
info@GittingsSecurity.com or call us at (800) GITTINGS

Damsel in Defense:



Dorthea "DeeDee" McGowan
Independent Damsel Pro
<https://www.mydamselpro.net/PRO22308>
fireup4safety@gmail.com / (814) 279-4511

Cambria County Children and Youth Services:

The image is a screenshot of the Cambria County Children and Youth Services website. The header includes the Cambria County logo and navigation links for 'Home', 'Contact Us', and 'FEEDBACK'. Below the header is a menu with categories: 'Departments', 'Service Offices', 'Programs/Activities', 'County', and 'Local Municipalities'. The main content area is titled 'Children and Youth' and features the Cambria County seal. It lists staff members: 'Staff: Debi White - Administrator, LSW; Michelle Rager - Assistant Administrator' and 'Subsidiary Office: Human Services Building, 401 Cardelight Drive, Suite 110, Ebensburg, PA 15901'. Contact information includes phone numbers (814) 472-5880 and (814) 539-7454, and fax numbers (814) 472-5881 and (814) 539-8210. Business hours are listed as Monday - Friday, 8:00 AM - 4:00 PM. A mission statement and a list of services provided are also visible.

Cambria County Children and Youth Services
Michelle Rager
Assistant Administrator
110 Franklin St # 400, Johnstown, PA 15901
(814) 539-7454

<https://www.cambriacountypa.gov/children-and-youth.aspx>