



TRINITY  
EPISCOPAL  
CATHEDRAL

Portland Oregon

# EMERGENCY RESPONSE GUIDE

SEPTEMBER, 2013

147 NW 19<sup>th</sup> Ave Portland OR 97209

Edition 9-13A

# EMERGENCY RESPONSE GUIDE – TRINITY EPISCOPAL CATHEDRAL

**INTRODUCTION..... 3**

**EMERGENCY PHONE NUMBERS..... 4**

**DURESS CODE FOR COMMUNICATION ..... 4**

    LOCATION OF TWO-WAY RADIOS ..... 5

**FLOODING ..... 6**

**CIVIL DISTURBANCE..... 7**

**GAS LEAK – FUMES – VAPORS..... 8**

    IF YOU DETECT NATURAL GAS, FUMES, OR VAPORS:..... 8

    IF A BUILDING OR AREA EVACUATION IS ORDERED..... 8

**ACTIVE SHOOTER / ACTIVE THREAT ..... 9**

**PERSONAL SAFETY TIPS – ACTIVE**

**SHOOTER/THREAT..... 9**

**SUSPICIOUS LETTER OR PACKAGE..... 10**

    WHAT CONSTITUTES A SUSPICIOUS LETTER OR PACKAGE..... 10

    WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR PARCEL ..... 10

**POWER OUTAGE ..... 11**

    BE PREPARED..... 11

    IN THE EVENT OF A LARGE-SCALE POWER OUTAGE..... 11

    IF PEOPLE ARE TRAPPED IN AN ELEVATOR ..... 11

**WEATHER EMERGENCIES ..... 12**

**EMERGENCY NOTIFICATION SYSTEM ..... 13**

**CRIME PREVENTION RESOURCES ..... 14**

IF YOU WITNESS A CRIME ..... 14

PERSONAL SAFETY TIPS ..... 14

RESOURCE INFORMATION ..... 14

**MEDICAL EMERGENCIES ..... 15**

CPR /AED ..... 15

TO CONTROL BLEEDING ..... 15

FIRST AID KIT LOCATIONS..... 15

BURNS..... 16

*First Degree* ..... 16

*Second Degree*..... 16

*Minor Burns* ..... 16

*Third Degree*..... 17

WHEN TO SEEK EMERGENCY MEDICAL ASSISTANCE ..... 17

**BOMB THREAT ..... 18**

BOMB THREAT CHECK SHEET ..... 19

**EARTHQUAKES ..... 20**

GENERAL INFORMATION..... 20

SAFETY TIPS..... 20

EMERGENCY PROCEDURES ..... 20

**FIRE / FIRE EXTINGUISHER USE ..... 21**

IF YOU DISCOVER A FIRE ..... 21

ONCE THE ALARM IS ACTIVATED ..... 21

IF CAUGHT IN SMOKE ..... 21

IF TRAPPED IN A BUILDING ..... 21

USING A FIRE EXTINGUISHER ..... 22

**BUILDING-SPECIFIC INFORMATION /**

**RESOURCES ..... 23**

GENERAL INFORMATION..... 23

DESIGNATED SAFE AREAS FOR TORNADO SHELTERING ..... 23

EVACUATION ..... 23

**TRINITY CAMPUS MAPS..... 24**

SPECIFIC HAZARDS AND/OR UTILITY CONNECTIONS ON OUR CAMPUS ..... 27

NATURAL GAS APPLIANCES & LOCATIONS ..... 27

**INDEX..... 28**

## Introduction

This **Emergency Response Guide** has been created as a tool for everyone to be familiar with, and to know how to respond to various circumstances that may occur on our property. This guide is intended as a general reference and does not take the place of formal training in any of the areas addressed. This guide will be updated periodically, as additional information is added or changed.

## Emergency Phone Numbers

**To report any police, fire, or medical emergency call:**

**From any Trinity campus phone: 911**

**Off-campus or from a cell phone: 911**

In the event of a fire, activate the building's fire alarm system BEFORE calling 911. There are fire alarm pull stations adjacent to every exit (to exterior). Evacuate the building immediately!

When calling 911:

- Stay on the line with the dispatcher.
- Provide the address of the specific building involved and your exact location. This is especially important if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

**Note:** Building-specific information may differ from the details offered in this guide. Please see the back section for details.

**To report any facility-related emergencies, including: building breakdowns, power failure, flooding, or similar emergencies call:**

**Head Sexton, Gardner Grice at 971-255-6293**

**Additional phone numbers are listed in the “Resource” section.**

## Duress Code for Internal Communication

There may be a need for emergency police response when you cannot safely request this without escalating the situation. In this case, use our two-way radios and use the words “**Bishop Green**” and include the location where you need the Police to respond. **The Bishop Green Duress Code is only used for internal communication when a tactical Police emergency response is required, and only when you cannot speak freely about the particular emergency.** For situations in which your personal safety is not immediately threatened, just explain the circumstance and ask for appropriate back-up or support by using our two-way radios or calling 911. You can use our two-way radios to contact the Sexton staff at any time.

**Information continues on the following page**

## **Duress Code for Communication, Continued**

Example: If there is a potentially violent individual present, and you don't want to excite the perpetrator any further, say something like "maybe the Bishop can help", then call the Head Sexton (or other appropriate person on site) and say "Bishop Green is needed in the Cathedral Narthex" (or other location). This phrase will alert the other person (out of the immediate area or out of direct hearing range) to call 911 and have the police dispatched to the Cathedral Narthex. When speaking with the 911 dispatcher, who will want to know exactly what the emergency is, just tell them that our internal duress code has been activated for 911 tactical response, and that you will stay on the line and update them as more information becomes available - we just need to get help on the way. Keep the 911 Dispatcher informed as new information becomes clear or available.

The use of our Duress Code should be very carefully considered, as the possible Police response could be to activate their SERT/SWAT unit. We do not want to engage this level of response unless it is called for. **Do not use "Bishop Green" for a medical emergency** – in this situation, simply call for a 911 medical response. **Remember, the Duress Code is used only when you cannot openly request 911 support yourself, due to certain circumstances, and when Police response is immediately required.**

## ***Location of Two-Way Radios***

- Front Office Reception Desk
- Dean's Office Reception Desk
- Cathedral – Head Usher
  - Additional radios in Cathedral Sound Booth
- Carried by all Sextons
- Nursery – Lower Level

## ***How to Use Two-Way Radios***

- Rotate round knob on top to turn on (appropriate channel is automatically selected)
- Hold radio approximately 4 to 6 inches from mouth
- Depress the Push To Talk (PTT) button on left upper side
- Speak in a normal voice level
- Release button (PTT) when transmission is complete – to hear other's responses
- Leave the radio on for the duration of the situation, to be able to receive additional transmissions from other radios

## Flooding

### In case of imminent or actual flooding:

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

1. If you can do so safely:
  - Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
  - Shut off all non-essential electrical equipment.
  - Wait for instructions from Head Sexton/Facilities Manager.
2. Move all personnel to a safe area, away from the building or area in danger. Locate any persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
3. Do not return to the building until instructed to do so by the Head Sexton.
4. Call Head Sexton/Facilities Manager for assistance with the situation and flood clean-up.

## Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

### In the event of a civil disturbance:

- Call 911 from any Trinity campus phone or from a cell phone.
- If the event is in its initial stage and has not reached a critical point call for Sexton support on a cell phone or call the Head Sexton (971-255-9263).
- Provide the address, location, and all possible details to the dispatcher (or person called).
- Do not provoke or become involved in the situation or disturbance.
- Secure the property or your work area, log-off computers and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

## **Gas Leak – Fumes – Vapors**

### ***If you detect natural gas, fumes, or vapors:***

- Leave the area immediately; go outside and clear the area of other people, providing assistance to those with special needs.
- Call 911 from any Trinity campus phone or from a cell phone, to report the situation.
- Call the Head Sexton (971-255-6293) to report the situation.
- Provide your location and the location of the odor to the dispatcher and the Head Sexton.
- Provide as many details as possible to the dispatcher and the Head Sexton.

### ***If a Building or Area Evacuation is Ordered***

- Leave all ventilation systems operating unless instructed otherwise by the emergency dispatcher or the Head Sexton.
- Leave the area immediately, avoiding the use of elevators, unless necessary.
- Identify those persons with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's gathering point to be accounted for.

## Active Shooter / Active Threat

### Personal Safety Tips – Active Shooter/Threat

The following safety tips from the Division of Public Safety are offered as a response guide for use during incidents of active shooter threats.

1. The first step in personal safety is to maintain an awareness of the situation and environment around you; be prepared to take appropriate action if a threat presents itself;
2. Evacuate the area (whether inside or outside a building) **if you know it is safe to do so** – seek shelter in a nearby building if the threat is exterior to our property's buildings;
3. If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material as possible between you and the threat – remain quiet and turn-off lights to make the area appear unoccupied;
4. As soon as it is safe to do so, notify authorities by calling 911 and provide as much information as possible;
5. Do not approach or speak to emergency responders - let them come to you. They may ask you to “show your hands” – don't try to explain that you are not the perpetrator, just follow their requests;
6. Remain under cover until the threat is passed, or you have been advised by law enforcement that it is safe to exit;

**For more information about this subject please contact the Head Sexton at 971-255-6293**

**If shots have been fired (or are being fired) – Then the situation is very different;** you need to take whatever action, within your means, to effectively disable the shooter. You will likely become a target yourself, so try using all available resources to take out the shooter; throw chairs or any other heavy objects close-by, at the perpetrator's head/face. Use as much force and strength as possible to completely disable the shooter – and isolate the weapon(s). If the weapon has been taken away from the shooter, do not continue to hold it yourself. When police responders arrive, they will be prepared to engage anyone with a gun in his/her hand.

## ***Suspicious Letter or Package***

**If you receive or discover a suspicious package or device:**

**DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

**IMMEDIATELY CALL 911 FROM A TRINITY CAMPUS PHONE – DO NOT USE A CELL PHONE WITHIN 300 FEET OF THE SUSPICIOUS PACKAGE**

### ***What Constitutes a Suspicious Letter or Package***

Some typical characteristics which ought to trigger suspicion include letters and parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage – especially stamps – handwritten or poorly typed address, incorrect titles, or titles with no name, or misspellings of common words.
- Are addressed to someone no longer associated with the Church or otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given its size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential".
- Have strange odors or stains.

### ***What to Do If You Receive a Suspicious Package or Parcel***

- Call 911 – **but not from a cell phone within 300 feet of the package.**
- **Do not use two-way radios within 300 feet of a package.**
- Handle with care; do not shake or bump.
- Isolate it immediately (behind a closed door, etc.)
- Don't open, smell, touch, or taste.
- Treat it as suspect. Call local law enforcement authorities.
- Follow the instructions given by the dispatcher.

## Power Outage

In the event of a power outage, most of our buildings are equipped with battery back-up lighting fixtures that will allow approximate 45 minutes for the safe evacuation of our properties.

To report a localized power outage, contact the Head Sexton. After normal business hours call the Head Sexton cell phone: 971-255-6293.

### ***Be Prepared***

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the nearest exit.

### ***In the Event of a Large-Scale Power outage***

- Remain calm.
- Call the Head Sexton.
- Follow the directions provided by the Head Sexton.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact the Sextons on duty.
- Secure all vital and or confidential materials, equipment, and records if safe to do so.
- Do not light candles or other types of open flames until the Head Sexton has authorized their use.
- Unplug computers and any other electrical equipment, and turn off light switches.

### ***If People Are Trapped in an Elevator***

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call 911 from any Trinity campus phone or cell phone. (Some office phones will not work during power outage – other campus phones in the office hallway may work without power)
- Provide specific location of the elevator(s) involved and number of individuals involved to the dispatcher.
- Call Head Sexton (971-255-6293)
- Stay near the passengers, if safe to do so, until emergency responders are on site and the elevator is identified and located.

## Weather Emergencies

**Severe Storm Watch** means severe storms with high winds are possible in your area. Remain alert for approaching storms and further warnings and instructions from the national Weather Service and the State's Emergency Notification Network System (usually by radio and weather radio).

**Severe Storm Warning** means a severe storm is imminent or has been indicated by Doppler Radar or reported by storm watchers.

**Tornado Watch** means tornados are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

**Tornado Warning** means a tornado is imminent or has been indicated by Doppler radar or reported by storm watchers. **Move to your pre-designated place of safety (Lower Level of the Administration Building) immediately!**

The office building has a NOAA Weather radio with extra back-up batteries.

### What to do if “Shelter-In-Place” is required:

- During a tornado warning move to a pre-designated shelter area (lower level of the Office/Administration Building). Assist those with special needs in getting to the shelter area.
- For other situations, put as many walls between you and the outside. Move away from windows and open spaces. Get under a sturdy table or desk and use arms to protect head and neck. Stay there until the danger has passed.
- Do not open windows.
- Watch out for flying debris.

**Do not call 911 unless you need to report an emergency** such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls; they will already be aware of the storm.

## **Emergency Notification System**

This area will be developed in the future. Currently, our website is the source for notification information.

## Crime Prevention Resources

### *If You Witness a Crime*

- If you witness a crime or become the victim of a crime, call 911 from any Trinity campus phone or cell phone to report the incident to police.
- If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, noting their clothing and other identifying elements, note their direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

### *Personal Safety Tips*

- Do not let people into a locked building unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around, looking into parked cars, or suspicious calls are received, contact the police department immediately.
- Always keep the exterior doors to our facility locked and secure unless someone is on security detail at the particular door.
- Don't investigate a suspicious person or noise outside by yourself; call for Sexton assistance, or the Sexton - call for additional Sexton back-up.
- Keep a list of emergency numbers with you.
- Never walk alone at night outside of our buildings. Walk in a confident, alert, and assertive manner, and actively pay attention to your surroundings.

### *Resource Information*

- |                              |              |                                   |
|------------------------------|--------------|-----------------------------------|
| ▪ Emergency                  | 911          | Police, Fire, Medical Emergencies |
| ▪ Police non-emergency       | 503-823-3333 | Non-emergency                     |
| ▪ Head Sexton                | 971-255-6293 | All facility emergencies          |
| ▪ Cheers Van / Hoopers Prog. | 503-238-2067 | Intoxicated persons               |
| ▪ Mult. Co. Crisis Line      | 503-988-4888 | Suicide or other crisis           |
| ▪ Mult. Co. Various Services | 211          | Housing, food, clothing, etc      |

## Medical Emergencies

Call 911 from any Trinity campus phone or cell phone.

**DO NOT MOVE THE VICTIM** unless there is an immediate threat to life or you need to move the victim to provide care.

In an emergency, use universal precautions (i.e. gloves and rescue masks).

### ***CPR /AED – Cardiopulmonary Resuscitation / Automated External Defibrillator***

1. Assess the situation:
  - a. Is the person conscious?
  - b. If the person appears unconscious, tap or gently shake the shoulder while asking loudly: “Are you OK?”
  - c. If the person does not respond, call 911 from any campus phone or cell phone.
2. Locate an Automated External Defibrillator (AED)
  - a. Use the AED as you have been trained or simply turn on the unit for step by step instructions.
3. Perform CPR if trained to do so, follow the CPR instructions provided by the AED unit.

### ***To Control Bleeding***

1. **Have the injured person lie down.** If possible, position the person’s head slightly lower than the trunk or elevate the legs, if you do not suspect a head, neck, or spinal injury. If possible, elevate the site of the bleeding above the heart.
2. **Apply pressure directly to the wound.** Use a sterile dressing or bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
3. **Continue with pressure until paramedics arrive.**
4. **Don’t remove the gauze or bandage.** If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it, instead, add absorbent material and additional direct pressure to stop it.

### ***First Aid Kit Locations***

Kitchen  
Rublev Room (in cabinet)  
Cathedral Sound Booth  
Head Sexton Desk

**Medical emergency information continues on the next page**

## **Burns**

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

### **First Degree**

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn't burned through. Treat a first degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks – or a major joint.

### **Second Degree**

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed a second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or the burn is on the hands, feet, face, groin, buttocks, or over a major joint, get medical help immediately.

### **Minor Burns**

**For Minor Burns**, including second-degree burns limited to an area no larger than 2-3 inches in diameter, take the following action:

1. **Cool the burn:** Hold the burned area under cool running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don't put ice on the burn.
2. **Consider a lotion.** Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment, or a moisturizer to prevent drying and increase comfort. Removing the contact with air will lessen the pain.

**Medical emergency information continues on the next page.**

## Third Degree

**Cover the burn with a sterile gauze bandage.** Don't use fluffy cotton, which may irritate the skin and stick to the wound. Wrap the gauze loosely to avoid putting pressure on the burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

### Caution:

- **Don't use ice.** Putting ice directly on a burn can cause frostbite, further damaging the tissue. Cool water can help stop the burning sensation and process.
- **Don't break blisters.** Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don't make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it's a major burn, don't apply any ointment at all (see below).

## Third-Degree Burns

The most serious burns may be painless and involve all layers of the skin. Fat, muscle, and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

For Major Burns, dial 911 from any campus phone or cell phone. Until emergency responders arrive, follow these steps:

1. Don't remove burned clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so – or use an AED unit for CPR instructions.
3. Cover the area of the burn. Use a cool, moist sterile bandage or clean cloth.

## ***When to Seek Emergency Medical Assistance***

### **Seek emergency medical assistance if:**

- The victim has signs of shock, such as fainting, pale complexion, breathing in a notably shallow manner, is disoriented and/or confused.
- The burn has gone through the first layer of skin and the resulting second-degree burn covers an area more than 2-3 inches in diameter.
- The burn occurred on the eye, hands, feet, face, groin, buttocks, or over a major joint.
- The burn is a third-degree burn

## Bomb Threat

### If a bomb threat is received:

- Stay Calm.
- If you phone has Caller ID, record the number (and name) displayed.
- Gain the attention of someone else close-by, **point to this information (indicating you have an incoming bomb threat)**, and have that person call 911 from any Trinity campus phone or cell phone. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet, located on the next page. You can inform them that we have no way to trace the call, no matter how long the call is connected (to keep them talking).
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation **ONLY** when ordered by emergency personnel.

**Bomb Threat Check Sheet is provided on the next page.**

### **Bomb Threat Check Sheet**

Exact time of call \_\_\_\_\_

Exact words of the caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

Caller's voice: (circle)

- |        |           |          |          |
|--------|-----------|----------|----------|
| Calm   | Disguised | Nasal    | Angry    |
| Broken | Stutter   | Slow     | Sincere  |
| Lisp   | Rapid     | Giggling | Deep     |
| Crying | Squeaky   | Excited  | Stressed |
| Accent | Loud      | Slurred  | Normal   |

If an accent, which: \_\_\_\_\_

Is the voice familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call was received at: \_\_\_\_\_

Date: \_\_\_\_\_

**Report call immediately to 911 from any Trinity campus phone or from your cell phone**

# Earthquakes

## *General Information*

The following are some helpful tips that should be practiced daily to help prepare for an earthquake:

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are, under sturdy tables, desks or against inside walls. Do not stand in doorways.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, and appliances), and chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous materials in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

## *Safety Tips*

- Stay indoors if already there. If you're in a multi-story building, **do not use elevators**.
- If you are outdoors, stay in the open, away from buildings, trees, and power lines. Don't go near anything where there is a danger of falling debris.

## *Emergency Procedures*

After an earthquake, follow these guidelines:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Don't re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. **Do not turn back on**; once turned off, it is the responsibility of the utility provider to re-activate supply of service.
- If you do enter a building, make sure that the proper clearance has been authorized for building occupancy or access; use atmospheric testing equipment to check for gas leaks.
- If problems are detected, leave the building immediately and notify your supervisor, the Facilities Manager, an emergency responder, or incident command. If phones are working you may also call 911 from any Trinity campus phone or cell phone.
- Know your shut-down procedures.

## **Fire / Fire Extinguisher Use**

**Immediately activate the building's fire alarm system.**

**Evacuate the building unless otherwise notified.**

**Call 911 from any Trinity campus phone or cell phone.**

### ***If You Discover a Fire***

1. Manually activate the building's fire alarm system. Pull stations are located adjacent to every exit door (as well as other interior locations).
2. Immediately evacuate the building, closing doors and windows behind you.
- 3. DO NOT USE THE ELEVATORS**
4. Locate those persons with special needs, and provide assistance if possible. Otherwise provide their location to emergency responders.
5. Report to your department's designated gathering point to be accounted for.
6. Call 911 from any Trinity campus phone or cell phone.

### ***Once the Alarm is Activated***

1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be inside the building.
4. Gather away from the building and away from emergency responders at a pre-designated location. Do not re-enter the building until the fire department has cleared the scene.

### ***If Caught in Smoke***

1. Do not breathe the smoke!
2. Drop to your knees and crawl to the nearest safe exit.
3. Breathe through your nose, and use a shirt, towel, or cloth to breathe through, if possible.

### ***If Trapped in a Building***

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

***Using a Fire extinguisher***

1. Report the fire first (Call 911 from any Trinity campus phone or cell phone).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.

**P**ull the pin. This will break the tamper-proof seal.

**A**im low, pointing the extinguisher nozzle at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side to side at the base of the fire until the fire is out. Watch the area, if the fire re-ignites, repeat the steps above.

## **Building-Specific Information / Resources**

**Reporting Emergencies: Dial 911 from any Trinity campus phone or cell phone**

### ***General Information***

#### ***Designated Safe Areas for Tornado Sheltering***

The designated safe area on our campus/property for tornado sheltering is the lower level of the Administration Building.

### ***Evacuation***

In the event it becomes necessary to evacuate this facility, the designated gathering points are:

- **Office Staff: SW corner of NW 19<sup>th</sup> & NW Davis (in Main/East Parking Lot)**
- **Sexton Staff: Corner of NW 19<sup>th</sup> & NW Davis**
- **Learning Community: East (main) Parking lot on NW 19<sup>th</sup> (south end)**
  - Youth Loft
  - Children's Chapel
  - St Lucy
  - Nursery
  - Bishop Scott
  - Evelyn Scott
  - Studio C
  - Choir Room
  - Kempton Hall
- **Learning Community: Trinity Place Parking Lot (west)**
  - St George
  - St Francis
  - St Catherine
  - St Nicholas
  - St Aiden
- **Congregants and Ushers (on Sundays): North end of Main Parking Lot at NW 19<sup>th</sup> and Everett (across from the Cathedral)**

Once in the designated gathering point, do not leave the area until you have been accounted for by your supervisor or teacher.

# Trinity Campus Maps

## Trinity Episcopal Cathedral Parish Hall - Main Floor

### OFFICE KEY

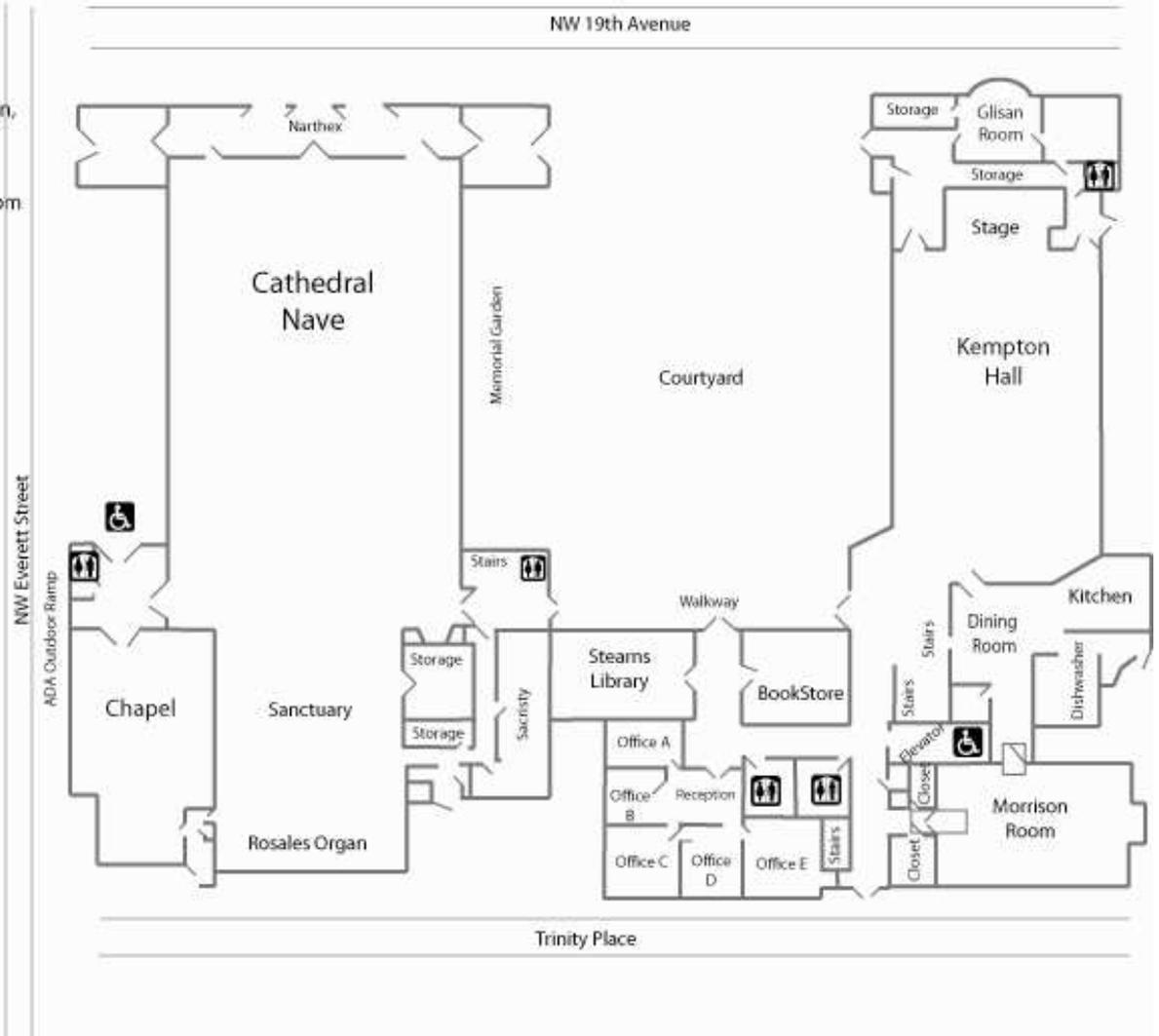
**Office A** - Sally Paton,  
Finance Manager

**Office B** - Shannon Tilton,  
Member Services  
Coordinator

**Office C** - St. Rublev Room

**Office D** - Catherine  
Overgaard, Bookstore  
Coordinator

**Office E**  
Pam Knepper,  
Communications  
Coordinator  
Gardner Grice, Head  
Sexton



### Trinity Episcopal Cathedral Parish Hall - Basement

#### ROOM KEY

**Room A** - St. Lucy Room, Classroom/ Meeting Room

**Room B** - St. Nicholas Room, Classroom

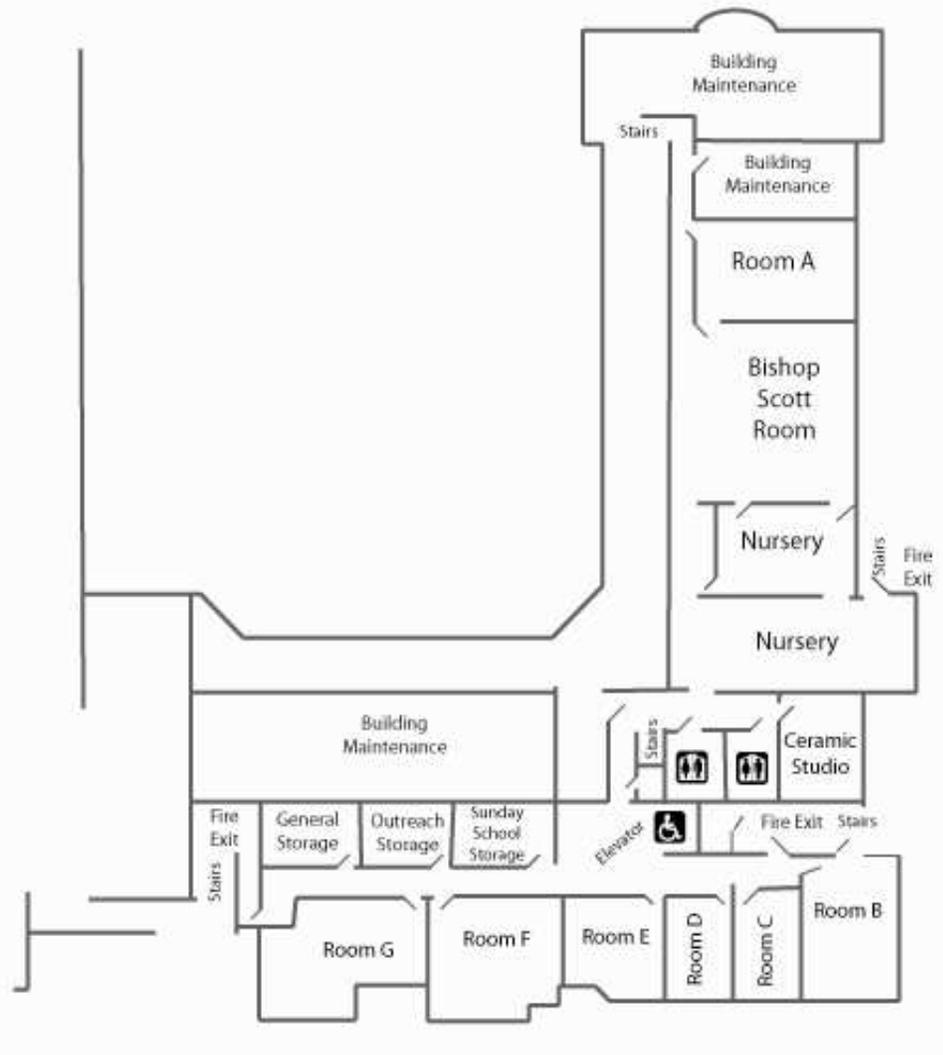
**Room C** - Classroom

**Room D** - St. Aidan Room, Classroom/ Meeting Room

**Office E** - St. Catherine of Siena, Classroom/ Meeting Room

**Office F** - St. Francis Room, Classroom/ Meeting Room

**Office G** - St. George Room, Classroom/ Meeting Room





### ***Specific Hazards and/or Utility connections on Our Campus***

- **Natural Gas meter** on Everett Street (at the end of the ramp to the Chapel)
  - Supply pipes run through the basement Mechanical/Workroom, into the Boiler Room, and further through building and into the kitchen.
- **Water Main Meter/Valve** for the office building
  - Located inside vault along NW 19<sup>th</sup> Ave (near South parking lot)
- **Water Main/Meter** for irrigation systems
  - Located in parking strip along NW 19<sup>th</sup> Ave, near main front steps
- **Water Main/Meter** for fire sprinkler system
  - Located inside sidewalk vault along NW 19<sup>th</sup> (near South parking lot)
- **Electrical Service/Meter** for Trinity campus
  - Located on exterior of Cathedral building along NW Trinity Place (behind Sacristy)

### ***Natural Gas Appliances & Locations***

- Boilers (#2) – Basement under Cathedral
- Make-up air pre-heater – Kempton roof
- Range/Cook top (#2) – Kitchen
- Convection Ovens (#2) - Kitchen

## Index

- Active Shooter/Threat, 10
- AED, 16
- Automated External Defibrillator, 16
- Bishop Green Duress Code**, 5
- Bleeding, 16
- Bomb Threat, 19
- Bomb Threat Check Sheet, 20
- Burns, 17
- Cardiopulmonary Resuscitation, 16
- Civil Disturbance, 8
- CPR, 16
- Crime Prevention, 15
- Designated gathering points**, 24
- Designated Safe Areas, 24
- Duress Code**, 6
- Earthquakes, 21
- Electrical Service/Meter**, 28
- Emergency Notification System, 14
- Emergency Phone Numbers, 5
- Evacuation, 24
- Facilities Manager**, 5
- Fire, 22
- Fire alarm system**, 22
- First Aid Kit Locations, 16
- First degree burn, 17
- Flooding, 7
- Fumes, 9
- Gas Leak, 9
- How to Use Two-Way Radios, 6
- Location of Two-Way Radios, 6
- Maps, 25
- Medical Emergencies. *See*
- Minor Burns**, 17
- Natural Gas Appliances & Locations, 28
- Natural Gas meter**, 28
- PASS** method, 23
- Personal Safety Tips, 15
- Power Outage, 12
- Resource Information, 15
- Second-degree burn, 17
- Severe Storm Warning**, 13
- Severe Storm Watch**, 13
- Shelter-In-Place**, 13
- Shock, 18
- Signs of shock, 18
- Suspicious Letter*, 11
- Third-Degree Burns**, 18
- Tornado Warning**, 13
- Tornado Watch**, 13
- Trinity Campus Maps, 25
- Using a Fire extinguisher, 23
- Utility connections, 28
- Vapors, 9
- Water Main Meter/Valve**, 28
- Weather Emergencies, 13