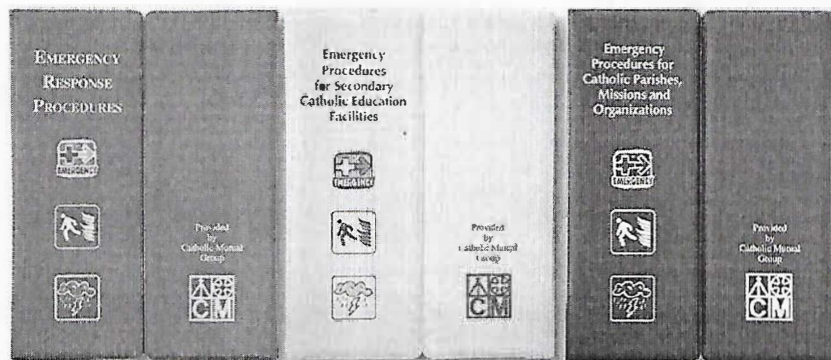


The Guide to Emergency Preparedness™ For Catholic Mutual Group

Quick Reference Guide

This unique information system provides instant access to complex information. You and your organization are expected to be prepared for emergencies at any time. What can you give your staff to provide information and help prevent confusion during these emergencies? Your *Guide to Emergency Preparedness* will be the answer book for responding appropriately and efficiently during a crisis.



Communicate Effectively

The Guide's distinctive, three-panel design contains tiered information cards, which allow readers to quickly find the information they are looking for. Bold titles at the bottom of each card draw attention to important topics at a glance. There's no time wasted looking for the desired information or a specific phone number.

What Should I Do if . . .

All of your codes and procedures are included to answer such questions as:

- ✓ What should I do if there is a bomb threat at the school?
- ✓ How do I handle student disruptions and disturbances?
- ✓ How can I help prevent student abductions?
- ✓ What is our plan for severe weather?
- ✓ How do we handle system failures?

Coordinated Response

The Guide will present emergency and safety procedures to your staff in a concise yet informative manner. Its use will help you meet standards for compliance.

The Guide should be supplied to other response organizations, such as law enforcement, so that preparedness plans are coordinated. The Guide is always there to provide the right information to all team members.

Wall Mounted Reliability

When used with our Wall Mount accessory, the Guide will be there when needed. With consistent, conspicuous placement and its unique design, the Guide will be quickly recognized throughout your facility.



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Guest Communications Corporation
(800) 637-8525 • www.gcckc.com

For more information give us a call at 1-800-637-8525.

We want to serve you next!

Visit us on the web at www.gcckc.com.

Email us at info@gcckc.com.

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EMERGENCY PREPAREDNESS

EMERGENCY EVACUATION SAFETY SURVEY

All of the question in this survey should be answered by checking **Yes**, **No**, **N/A** (not applicable), or **U** (undetermined). If any answer has a negative response or the column **U** is checked, then the specific area that needs correction, the person responsible for the correction, etc., should be noted, as well as the time frame for the corrective action to be accomplished.

	Yes	No	N/A	U	Date of Planned Correction
Floor Diagram					
1. Are floor plans prominently posted on every floor?					
2. Is each plan legible?					
3. Does the plan indicate every emergency exit available on the floor?					
4. Is a person looking at the plan, properly oriented by an X (that is, "You are here now")?					
5. Are room number identifications for the floor as well as compass directions given?					
6. As an example, are particular areas identified, such as the cafeteria, specific offices, washrooms, classrooms, etc.?					
Exit Paths to Stairwells					
1. If color coding of pillars and doors is utilized or stripes and marking on floors are utilized, are they properly explained?					
2. Is additional clarification needed?					
3. Are paths to exits relatively straight and clear of all obstructions?					
4. Are proper instructions posted at changes of direction en route to an emergency exit?					
5. Are all ventilation systems operational?					
Elevators					
1. Are signs prominently posted at and on elevators warning of the possible dangers in use of elevators during fire and emergency evacuation situations?					
2. Do these signs indicate the direction of travel to emergency exit stairwells which are available for use?					



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	Yes	No	N/A	U	Date of Planned Correction
Elderly and Physically Handicapped					
1. Are there elderly or physically handicapped persons who will need assistance during a fire and emergency evacuation of the premises?					
2. What provision has been made for their removal during an emergency situation?					
3. Who will assist in this emergency evacuation?					
4. How will the handicapped individuals be moved during the evacuation?					
Emergency Exit Doors					
1. Are all emergency exits properly identified?					
2. Are exit door location signs adequately and reliably illuminated?					
3. Do exit doors open easily and swing in the proper direction (open out)?					
4. Are any exit doors blocked, chained, locked, partially blocked, obstructed by cabinets, coat racks, umbrella stands, packages, etc.? (NOTE: This practice must be prohibited)					
5. Are all exit doors self-closing?					
6. Are there complete closures of each door?					
7. Are all exit doors kept closed, or are they occasionally propped open for convenience or to allow for ventilation? (NOTE: This practice must be prohibited)					
Emergency Stairwells					
1. Are stair treads and risers in good condition?					
2. Are stairwells free of mops, pails, brooms, rags, packages, barrels, or any other obstructing material?					
3. Are all stairwells equipped with proper handrails?					
4. Does each emergency stairwell go directly to ground floor exit without interruption?					
5. Does the stairwell terminate at some interim point in the building?					
6. If so, are there clear directions at that point which show the way to the exit?					
7. Is there a provision for directing occupants to refuge areas out of and away from the building when they reach the ground floor?					
8. Are directions provided where evacuees can congregate for a "head count" during and after the evacuation has been completed?					
9. Is there adequate lighting in the stairwell?					
10. Are any bulbs and/or fixtures broken or missing?					



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	Yes	No	N/A	U	Date of Planned Correction
11. Where are these fixtures missing? (NOTE: Describe all locations).					
12. Are exits properly identified?					
13. Are they illuminated for day, night and power loss situations?					
14. Are any confusing non-exits clearly marked "Not An Exit"?					
15. Are floor numbers displayed prominently on both sides of the exit doors?					
Emergency Lighting					
1. In the event of an electrical power failure or interruption of service in the building, is automatic or manually operated emergency lighting available?					
2. If not, what type of lighting system will be used?					
3. Where are stand-by lights kept?					
4. Who controls the stand-by lights?					
5. How would the stand-by lights be made available during an emergency?					
6. Is there an emergency generator in the building?					
7. Is the emergency generator operable?					
8. Is the emergency generator tested on a regularly scheduled basis?					
9. Is the emergency generator tested on a regularly scheduled basis?					
10. Is there an emergency lighting system available for the exit stairwells that will function automatically in the event of total power failure?					
11. Will this emergency lighting system provide enough light for the entire evacuation process?					
12. Is the emergency lighting tested on a regular monthly basis with results recorded?					
13. Are these records maintained and are they available for review?					
Communications					
1. Is there a method to notify building occupants that an emergency evacuation is necessary?					
2. Is one or more forms of communications systems available to each floor? (P.A. system, intercom, phones, battery-operated "pagers", etc.)					
3. If messengers must be used, have they been properly instructed?					
4. Is the communication system(s) in good working condition?					
5. Is it clearly understood under what emergency conditions this system will be utilized?					



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	Yes	No	N/A	U	Date of Planned Correction
6. Is it clearly understood who will operate this system in an emergency situation?					
7. Can the announcements be prerecorded by someone with a calm but authoritative voice?					
8. Is the communication system protected from sabotage?					
9. Do all occupants know how to contact building control to report a dangerous situation?					
10. Is the building's emergency communication system tested monthly?					
11. Is one individual designated to complete these tests?					
12. Is this a complete and comprehensive test of the entire system?					



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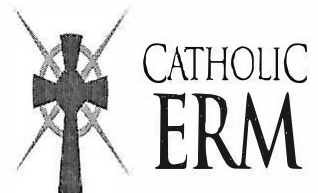
EMERGENCY PREPAREDNESS

OVERVIEW

No organization is immune from disaster, therefore, it is essential for each member of the Catholic Mutual family to develop an emergency preparedness plan. Emergencies can arise at any time and from many causes, but the potential loss is the same – people and property.

As was stated earlier, advance planning for emergencies is the only way to minimize the potential loss from these occurrences. Please keep in mind the following considerations as you develop adequate and appropriate emergency preparedness plans to meet your particular needs.

- a. The safety of staff, students, volunteers, visitors, etc. must be the first concern in planning for any emergency.
- b. A secondary concern is the protection of the property and the various operational activities, as well as, post-event planning in order to resume normal operations, with limited interruption of service.
- c. Evaluation of all potential disasters that may occur and development of an emergency plan to meet those crisis situations.
- d. Organization and training of small groups of individuals to perform specialized services in the event of an emergency.
- e. Designation of one individual as emergency preparedness coordinator to provide leadership and direction in the event of an emergency.
- f. Distribution of an emergency preparedness plan to local emergency organizations.
- g. Dissemination of plan to all staff, students, volunteers, visitors, etc. by:
 - 1. Posting alarm signals on bulletin boards.
 - 2. Posting emergency egress routes in all areas.
 - 3. Posting the names of any emergency response team members on bulletin boards.



1. Distributing emergency instructions to all individuals.
2. Explaining the required action of individuals during an emergency situation.
 - a. The emergency preparedness plan should address the issue of power supplies and utilities involved in the control of fire protection, lighting, ventilation, and communications.
 - b. The emergency preparedness plan should describe the chain of command and individuals in charge; identify the alarm system that is utilized; describe the first aid and medical treatment plan; describe the communication system that will be utilized; and describe the evacuation procedures that will be in effect.
 - c. The emergency preparedness plan should be reviewed on an annual basis and periodic drills conducted to determine the effectiveness of the plan.

