

St. Matthew Catholic Church

SEVERE WEATHER EMERGENCY POLICY

(Revised August 2017)

In the event of severe weather, the following policy is in effect:

- The open/close status of St. Matthew will be communicated to staff and parishioners by the following methods of communications – website, Facebook, Twitter, Instagram, parish app, Constant Contact e-blast, local television stations inclement weather ticker, and inclement weather notification on parish telephone number (ext. 1096). The communication will be specific as to whether the closure will impact daily mass schedule, staff attendance, Faith Formation classes, meetings, rehearsals, athletic activities, classes and workshops, and support groups.
- In the event St. Matthew is closed, staff is **not** authorized to open the facility for any event, class, meeting, rehearsal or activity unless specifically approved by the pastor.
- The **pastor or designated administration individual** will determine if early release is necessary during severe weather.
- If you find yourself unable to leave the campus due to severe weather, specifically hurricane and/or tornado, safe places on the campus are:

Sanctuary Building/Offices

Vesting room
Altar servers/Ushers room
Choir rehearsal room
Work sacristy
Reconciliation rooms
All restrooms
Employee lunchroom and lounge (Bride's Room)

New Life Center

All restrooms and kitchens
Room 132/125
Room 239/240/241
Room 234/235

Parish Center

Restrooms
Faith Formation storage closet

South Campus

Restrooms

Side storage closets in worship space

Remember to seek shelter in interior rooms without windows.

- In the event of an emergency and the Parish Center and New Life Center Banquet Room are unaffected, these areas will be offered as shelter and all activities will be cancelled until the emergency has been lifted. The aforementioned facilities will be utilized as a Natural or Man-Made Disaster Shelter by the American Red Cross.
- The campus is equipped with multiple first aid kits and blood-borne pathogen kits; locations are as follows:

Parish Center lobby

Altar servers/Ushers room in narthex

Employee lunchroom in Sanctuary building

First floor of New Life Center near elevator

Second floor of New Life Center near elevator

- The main campus is equipped with five AED's (Automated External Defibrillators); locations are as follows:

Narthex

Lobby between Adoration Chapel and Daily Mass Chapel

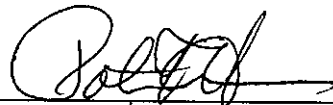
First floor of New Life Center near elevator

Parish Center lobby

First floor of Education Center opposite cafeteria

- South Campus is equipped with one AED which is located just off the main lobby in the classroom hallway. First aid kits and blood-borne pathogen kits are located in the kitchen, nursery, main hallway and side hallway.

Pastor's Approval: _____



Date: _____

8/22/17