

**Trinity Cathedral
1100 Sumter Street
Columbia, SC 29201**

Safety and Emergency Procedures

Responsible Persons

- Head Usher
- Team Captain Ushers
- Physicians
- Nurses
- Cathedral Staff
- Choir
- Vestry
- Other ushers as directed
- Other healthcare personnel as directed
- Learning Center Personnel

Supplies

- Defibrillators located in the Sacristy, Gym and Child Care Center.
- First Aid Kits located in the Sacristy, Gym, Administrative building, 3rd floor of the education building - Marion Street side, Kitchen, Choir room, and Trinity Learning Center.
- Paper towels, wash cloths and trash bags are located in the Sacristy
- Fire Extinguishers
- Wheelchairs are available in the Vestibule under the bell stairs and under the South Transept stairs.

General Safety

- Emergency situations that occur during any services that include Ushers shall be directed by the Usher who is serving as Team Captain. If Ushers are not present, the Dean, Clergy, Staff member, Vestry or Parishioner in charge of any event should provide direction, even if to delegate that charge to someone else.
- If children are hanging over the balcony or putting their arms or legs through the rails, politely ask the parents or the children not to do this for their safety.
- Ushers should remain at the doors and stairs to assist people out of the church to prevent falls following services.
- If children are noted to be playing and endangering themselves or potentially causing someone else to fall, politely ask them to stop until they are in a location that is safer to play and run.
- EMS shall be on location for the Bazaar.

Medical Emergencies

- Medical Emergencies may happen in any location around the block and during any service or other event. Those in authority, as described above, should be familiar with locations of emergency supplies and communication procedures.
- Ushers and other identified key personnel to be trained in CPR and Defibrillator use and have refresher course every 2 years

- Ushers to identify physicians and where they are seated at each service or event.
- In case of an emergency requiring professional assistance, locate and notify a physician who is present and able to assist. Keep in mind that if there are no physicians available, there may be other healthcare workers who may be able to assist.
- Team Captain Usher to remain with the parishioner/patient.
- If there is an actual or potential loss consciousness, lie the patient down as safely as possible and elevate the feet.
- Physician to assess patient and determine if emergency equipment may be needed.
- Team Captain Usher to retrieve emergency equipment or direct someone else if indicated.
- Determine any information (what happened, medical history, medications, allergies, etc.) available from family, friends or bystanders.
- If clean-up is needed, direct someone to locate a Sexton for assistance.
- Physician or Nurse will direct Team Captain Usher to call 911 or that EMS is not needed.
- If EMS is needed and 911 is called:
 - Emergencies in the Cathedral, give the address of 1100 Sumter Street
 - Emergencies in the Trinity Center for Mission and Ministry, give the address of 1123 Marion Street
 - Emergencies in the Education building, give the address of Marion at Senate
 - Emergencies in Satterlee Hall, Stirling Room, DHC Room or Choir area, give the address of Sumter at Senate
 - Assign someone to meet EMS outside at the designated location
- For emergencies in the Cathedral, the Physician or Nurse will direct Team Captain Usher to bring back board if patient needs to be moved to the Vestibule/Narthex.
- Support of the patient will continue until EMS arrives.
- In case of death, a backboard should be used to move the body to the closest location suitable for pick up.

Fire

- Portable torches are to be extinguished when not in use.
- In case of fire, the first person aware should call 911 but the Team Captain Usher will ensure that this has been done.
- The decision whether or not to evacuate the building will be made by the Cathedral staff present in collaboration with the Team Captain Usher if present.

Violence

- If known or suspected violence occurs, remain as calm as possible. Some violent situations can be de-escalated.
- Exit the building if possible, silence mobile phones and call 911.
- Locate and notify on-site security of the situation.

- Information given to 911 should include the location, the number of suspects, a brief description of the suspects, any weapons, and an approximate number of injured.

Evacuation procedures

- Team Captain Usher to front, center aisle of church - provides direction and remains until all are evacuated; one usher on each aisle, transept, and balcony are in charge of evacuation of the area
- Keep congregation as quiet and calm as possible
- Remind congregation not to run and to assist those that need help
- Determine any exits that are blocked by fire or violence
- Wheelchairs exit first through closest wheelchair accessible door
- North transept and north balcony parishioners should exit using the north transept door
- North side aisle 1st column back exit through the wheelchair ramp/bell door
- Center aisles 1st column back exit through the main Sumter Street door
- South side aisle 1st column back exit through the Oak tree door
- South transept and south balcony exit through the south transept door
- 1st column forward, Clergy and choir exit through the sacristy door

Severe Weather

- A Weather radio is monitored in the Child Care Center
- If severe weather is predicted that suggests the potential for the need to evacuate, the Child Care Director (if present) is notified and the Director will notify the Clergy.
- If during a service and the Director is not present, a responsible person will go through the Sacristy and notify a member of the Clergy or Choir.
- The Cathedral staff will make a decision about evacuation.

* Refer to Trinity Cathedral Child Care Emergency Procedures for specific instructions regarding the children and staff of that entity.

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