

St Thomas Episcopal Church

located in beautiful downtown Clarkdale

Living His promise in service to others.



Emergency Preparedness Guidelines for Saint Thomas Episcopal Church

889 1st South St. P.O. Box 1175
Clarkdale, AZ 86324
928-634-8593

saintthomas889@gmail.com

stthomas.azdiocese.org



*These Emergency Preparedness Guidelines for Saint Thomas Episcopal Church
have been prepared by:*



***Coordinated Assistance Response Team,
Saint Thomas Episcopal Church:***

*Marilyn Shreve, Co-chairperson
Shirley R. Pogany, Co-chairperson
Alexa Hokanson, Communications Coordinator
Dana Copland, Medical Advisor
Gordon Nichol, Assets and Inventory Manager*

● *For any questions, concerns, or suggestions, please contact the church office at 928-634-8593.*

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General Information

Saint Thomas Episcopal Church

889 1st South Street

P.O. Box 1175

Clarkdale, AZ 86324

928-634-8593

saintthomas889@gmail.com

stthomas.azdiocese.org

C.A.R.T. Coordinator:

Marilyn Shreve

[REDACTED]

mrshreve@msn.com

C.A.R.T. Coordinator:

Shirley R. Pogany

[REDACTED]

928-634-8593

srosepogany@gmail.com

saintthomas889@gmail.com

Canon for Media and Communications,

Diocesan Disaster Coordinator:

Nicole Krug

623-396-6123

623-396-6123 – Cell phone

nicole@azdiocese.org

Emergency Pastoral Care Coordinator:

The Rev. Susan C. Armer

[REDACTED]

susarmer@gmail.com

Emergency Pastoral Care Coordinator:

The Rev. Deirdre Moulinier, Deacon

[REDACTED]

dwmoulinier@gmail.com

Bishop

The Rt. Rev. Jennifer Reddall

602-254-0976

bishop@azdiocese.org

Canon for Administration

Cathy Black

602-254-0976

602-882-7186 – Emergency phone

cathy@azdiocese.org

C.A.R.T. TEAM

●ALWAYS CALL 911 FIRST IN AN IMMEDIATE EMERGENCY SITUATION!

NAME	CONTACT INFO	DESIGNATED ROLE	Role Definitions
Marilyn Shreve, C.A.R.T., Co-Chairperson	mrshreve@msn.com	Disaster Response Coordinator	Provides leadership and guidance to the congregation in advance of, during and following an emergency. Oversee collective activities of C.A.R.T..
Shirley R. Pogany, C.A.R.T., Co-Chairperson	srosepogany@gmail.com saintthomas889@gmail.com	Disaster Response Coordinator	Provides leadership and guidance to the congregation in advance of, during and following an emergency. Oversee collective activities of C.A.R.T..
Dana Copland, C.A.R.T., Medical Advisor	dcopland5@gmail.com	Medical Advisor	Responsible for providing basic medical care and instructing volunteers on providing first aid until EMS or Fire Personnel arrives on the scene.
Lee Worthen Treasurer, St. Thomas	lkw1@cableone.net	Important Documents	Storing copies of important Church documents in advance of, during and after an emergency.
Gordon Nichol, C.A.R.T., Assets and Inventory Manager	marygordnic@cableone.net	Church Valuables and Assets	Protecting church assets in advance of, during and after an emergency. Creates inventory list of all valuables.
Alexa Hokanson, C.A.R.T., Communications Coordinator	alexa.hokanson05@gmail.com	Communications and Presentations	Responsible for contacting appropriate individuals, knowing the what, when, where and who. Liaison with media if necessary. Keeping parishioners informed.
The Rev. Susan Armer St. Thomas	susarmer@gmail.com	Emergency Pastoral Care	Provides emotional and spiritual care and support. Provides communion.
The Rev. Deirdre Moulinier, Deacon St. Thomas	dwmoulinier@gmail.com	Emergency Pastoral Care	Provides emotional and spiritual care and support. Provides communion.
ECW – Barbara Evans, ECW Chair and Senior Warden	bhippo4@yahoo.com	Emergency Food and Housing Coordinator	Assisting C.A.R.T. with setting up housing & meals in Parish Hall for displaced individuals or emergency personnel.
Dr. Celeste Flannery, DVM Airpark Animal Hospital	timothy.m.flannery@gmail.com	Emergency Pet/Animal Care	Responsible for providing referrals or directly providing emergency housing and medical treatment for pets.

IMPORTANT EMERGENCY CONTACTS

For Immediate Emergency Call: 911

●Clarkdale Police Department:

928-634-2921

<http://www.clarkdale.az.gov/>

●Clarkdale Fire District Station 21:

928-639-4591

<http://www.verdevalleyfire.org/>

●AZ Emergency Information Network:

602-689-6512

<https://ein.az.gov/>

●Cottonwood Police Department:

928-634-4246

<http://cottonwoodaz.gov/328/>

[Police-Department](http://cottonwoodaz.gov/328/)

●American Red Cross:

1-800-RED-CROSS

(1-800-733-2767)

<http://www.redcross.org/>

●Yavapai County Emergency Mgmt:

928-771-3321

<http://www.regionalinfo-alert.org/>

●Fire Departments:

Southern Yavapai County:

928-442-9720

<http://www.verdevalleyfire.org/>

●Yavapai County Sheriff's Department

928-771-3260

<http://www.ycsoaz.gov/>

●Verde Valley Medical Center:

928-634-2251

<https://nahealth.com/contact-us>

●FEMA Safety Planning:

800-621-3362

<https://www.fema.gov/>

●AZ Dept of Public Safety:

602-223-2000

<https://www.azdps.gov/>

●Clarkdale Administrative Services

928-639-2450

<http://www.clarkdale.az.gov/>

●Fire Departments

Central Yavapai County

928-772-7711

●For more information

Call 800-BE-READY

(800-237-3239)

www.ready.gov

Other C.A.R.T. Contacts:

●Medical Care and/or Housing for Pets:

Dr. Celeste Flannery, DVM

timothy.m.flannery@gmail.com

●General Medical Care and/or Evaluations:

Dana Copland, C.A.R.T.

dcopland5@gmail.com

●Toys for displaced children and/or pets:

Marilyn Shreve, C.A.R.T.

mrshreve@msn.com

Shirley R. Pogany, C.A.R.T.

srosepogany@gmail.com

Barbara Evans, ECW

bhippo4@yahoo.com

●Blankets, clothing, toiletries, etc:

Marilyn Shreve, C.A.R.T.

mrshreve@msn.com

Shirley R. Pogany, C.A.R.T.

srosepogany@gmail.com

Barbara Evans, ECW

bhippo4@yahoo.com

●Church Documents:

Lee Worthen, Treasurer

lkw1@cableone.net

Gordon Nichol, C.A.R.T.

marygordnic@cableone.net

●Church Service/Communion Items:

Dinah Gemmill, Altar Guild

jdgemmill63@gmail.com

The Rev. Deirdre Moulinier, Deacon

dwmoulinier@gmail.com

PURPOSE AND SITUATION OVERVIEW

Our *purpose* in the event of any given emergency *situation* is:

To assist and lead others by being prepared in order to lessen any negative impacts on those in our church and our community.

Our goals are:

1. To resume congregational life as quickly and smoothly as possible so we can continue to support, love and minister to people in our community.
2. To protect all of our church's assets, which includes our parishioners.
3. Providing support to those in our community who are negatively affected by a natural disaster or other emergency situation.
4. To reach out to vulnerable members of our community and to offer assistance to them.
5. To be a support to local emergency responders if needed.

ASSUMPTIONS

In relation to an emergency situation, people often make the following assumptions:

1. Local Police, Fire and Medical personnel will, and are able, to always respond immediately to an emergency situation.
 - This assumption is false. Trained local responders may not always be able to reach a location immediately. Transportation to the location might be blocked due to a fire, mudslide, flooding or an armed individual in a hostage situation. These are only a few circumstances and the truth is, there are a number of factors that can prevent an immediate response.
 2. There will be some people in our church who are specifically trained and are always willing and available to help when necessary.
 - This is also a false assumption. Perhaps the few trained people in your congregation happen to all be out of town during an emergency, or perhaps they too have been negatively impacted by a natural disaster or an emergency situation and are in need of help themselves.
- **Never assume a rescue is coming right away.**
 - **Always be prepared in case you have to wait it out.**

CONCEPT OF OPERATIONS

Notification and Preparation

1. Call 911 first in the event of any immediate emergency situation
2. Call the designated C.A.R.T. member(s).
 - A) C.A.R.T. will then make appropriate calls and take necessary actions to inform all volunteer responders.
 - B) C.A.R.T. will help to see that operations run smoothly.
3. Call the church clergy and, if necessary, the Arizona Diocese office
4. Determine what actions need to be taken first and by whom
 - A) Evacuations
 - B) Preparing meals
 - C) Other as needed
5. Conduct evacuation and fire drills
6. Create lists of volunteers

Church Valuables, Assets, Important Documents and Necessary Items:

Valuables and Assets:

1. Create an inventory list of all church valuables and assets
 - A. Inventory information of each item should include:
 - 1) Description of the item
 - 2) Assign a number to the item
 - 3) Location of item inside the church
 - 4) Serial number of item
 - 5) Purchase cost of item
 - 6) Current value of item
 - 7) etc.
2. Determine which items need to be removed from church property and which items must remain.
3. Volunteers should use their best judgment in protecting valuables.

Documents:

1. Important Documents, or copies of, should be stored off-site in a safe location and may include:
 - A) Insurance information
 - B) List of church contacts
 - C) Computer passwords and/or discs with saved information
 - D) Bank information
 - E) Church Archives
 - F) Personal and Confidential records
 - 1) Anything displaying Social Security numbers
 - 2) Employment contracts and records
 - 3) Mortgage and Loan papers
 - 4) Titles, Deeds and other legal documents
 - 5) Parishioner files
 - 6) Parish registers and service books

Items:

1. The following important items should be stored off-site in a predetermined safe location:

- A) Complete set of keys to the church
- B) Back up of software and files, saved on discs
- C) Hymnal
- D) Book of Common Prayer
- E) Other items essential to holding a worship service and communion

Providing help

1. Church assets that can be used to help during a disaster or emergency:
 - A. Kitchen/meals/St. Thomas Food Pantry
 - B. Bathrooms
 - C. Temporary emergency housing in Parish Hall
 - D. Transportation
 - E. Basic First Aid/CPR
 - F. Parking
2. Parishioner assets that can be used to help during a disaster or emergency:
 - A) Cooks
 - B) People willing to provide transportation
 - C) Temporary emergency housing in parishioners homes
 - D) Childcare/Pet care
 - E) People trained in basic First Aid/CPR
 - F) Bilingual/Sign Language
 - H) Other

Post Disaster/Emergency

1. Cleaning up
 - A) Predetermined volunteers work together to clean up any debris in and around the church
 - B) Predetermined volunteers work together to clean up any debris in and around private homes that were affected
 - C) Predetermined volunteers assist in rebuilding church or private homes when necessary
2. Resume Sunday services as quickly as possible
3. Provide emotional, physical and spiritual support for those affected
 - A) Communion and prayer
 - B) Meals
 - C) Wheelchairs, crutches, bandages
 - D) Toys for children and pets
 - E) Companionship
 - F) Transportation
 - G) Clothing, blankets, dishes, toiletries, furniture
 - H) Other

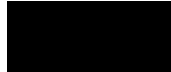
IMPORTANT CHURCH DOCUMENTS and ASSETS

DOCUMENTS

Copies of all important church documents are being safely stored off-site.

●If it is necessary to gain access to any of these documents, please contact:

Lee Worthen, Treasurer



lkw1@cableone.net

Gordon Nichol, C.A.R.T. Assets and Inventory



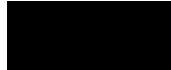
marygordnic@cableone.net

ASSETS

*Detailed inventory lists of church assets are being stored in the church office and copies are being stored safely off-site.

●If it is necessary to gain access to any of these documents, please contact:

Lee Worthen, Treasurer



lkw1@cableone.net

Gordon Nichol, C.A.R.T. Assets and Inventory



marygordnic@cableone.net

ITEMS

All items needed to have a church service with communion are being safely stored off-site. In the event that there is damage to the church buildings, services may be conducted elsewhere with these stored items.

●If it is necessary to gain access to these items, please contact:

Dinah Gemmill, Altar Guild

Jim Gemmill, Jr. Warden



jdgemmill63@gmail.com

Deirdre Moulinier, Deacon, St. Thomas



dwmoulinier@gmail.com

TRAINING AND EXERCISES

EVACUATIONS, EMERGENCY EXITS, FLOOR PLANS

1. Presenting Information
 - A. Safety Sunday to present plan of action to congregation
 - B. Distributing Disaster Plan information
 - C. Discussion of individual roles and responsibilities of parishioners in the event of an emergency
 1. Details of Individual Roles and Responsibilities – page 15-16

2. Basic First Aid and Cardiopulmonary Resuscitation (CPR) Class
 - A. Dana Copland, Instructor, C.A.R.T. Medical Advisor
 - B. Class date – TBA
 - C. Learn basic First Aid and how to perform lifesaving Cardiopulmonary Resuscitation.

3. Evacuation Drills
 - A. Fire Drills
 - B. Active Shooter escape routes

4. Evacuation: the removal of persons or things from an endangered area.
 - A. Assure all persons are safely out of harm's way by conducting a well-planned and practiced evacuation and setting a post-evacuation secured gathering location.
 - B. Distribute emergency exit route and safe gathering area information to the congregation
 - C. Conduct emergency evacuation drills

MEDICAL EMERGENCIES

Medical emergencies can occur at any time. They can include events such as falls, abrasions, bruises, fainting, dizziness, abdominal pain, orthopedic injuries, as well as life threatening events such as an asthma attack, acute allergic reaction, aneurisms, and sudden cardiac arrest. In the event of a medical emergency, staff should dial 9-1-1 to activate the Emergency Response System.

Acts of terrorism, such as the active shooter scenario, may result in medical emergencies. These should be handled by appropriate first responder agencies: police, fire, and emergency medical services. (EMS). There may be associated secondary events for which the lay person is not trained to recognize. In order to prevent further injuries, the scene must first be secured by trained personnel. The location of a terrorist event becomes a crime scene and evidence must be maintained and collected by appropriate personnel.

Treatment for medical emergencies in the church setting is limited to basic first aid and support, unless trained members of the congregation are present. Basic treatment should be offered until such time as fire and/or EMS personnel are able to respond. Should an individual sustain a cardiac arrest, basic cardiopulmonary resuscitation (CPR) should be performed by individuals trained to do CPR and must continue until Fire and/or EMS personnel arrive and assume care. Once fire/EMS personnel arrive, care of the victim will be relinquished to those responders.

First Aid kits will be regularly maintained by Dana Copland, C.A.R.T. Medical Coordinator. One First Aid Kit is located in a cabinet in the Narthex and the other in the Parish Hall kitchen. Supplies include, but are not limited to:

1. Manual Blood Pressure Cuff
2. Stethoscope
3. Pulse oximeter
4. Emesis basins or bags
5. Band aids
6. Alcohol wipes
7. Gloves
8. Hand sanitizer

●After all incidents, an Incident Report Form should be filled out as soon as possible while your memory of the incident is still fresh. Forms are available in the church office and in a designated mail slot in the hallway outside of the Vicar's Office.

FOOD SAFETY

Avoid Food Poisoning – Avoid Sharing Illnesses

Food-borne Illnesses

Many churches host events that feature a buffet or a pot-luck meal. If food is not handled properly, or if basic hygiene practices are not followed, certain types of bacteria could grow and germs could be spread and transmitted.

Tips for food safety

1. Keep it clean – Wash your hands! Use only clean plates and serving utensils.
2. Keep temperatures consistent –
 - A. Hot food should be kept at 140°F or higher.**
 - B. Cold food should be kept at 40°F or cooler.**
3. Keep it fresh – Never leave food sitting out more than two hours. Check “sell by” and “use by” dates on packaged food.

Remember – If someone who attended your event that featured food becomes sick with food poisoning, get the word out so others who might have eaten the same thing are aware. If you become sick with food poisoning after eating at a restaurant, call the establishment, speak to the manager if possible, and let him/her know.

Individual Responsibilities & Action Plan at Church

Detailed descriptions of Individual Roles and Responsibilities are posted at the Usher Narthex table, the Altar area, the Choir area and in Parish Hall and the kitchen.

Introduction: Now that you are familiar with what we have determined to be Emergency situations that can take place at a church or at a nearby location, we want to make you aware that each of us has a responsibility during such occasions. It is always our responsibility to be helpful and to show our concern and love toward one another. Emergency situations are no exception and, in fact, it is of greater importance that we act with love and concern during an emergency.

The main responsibility that we all share during an emergency is to remain calm and think clearly. While we know that in certain situations, remaining calm might be the hardest thing you have ever done, it is, nonetheless, one of the most important things you should do.

Code Red Emergency: any occurrence such as a medical emergency, fire, severe wind damage, violent acts, explosions, or anything believed to jeopardize the welfare of the people within St. Thomas Church or its environs.

Responsibilities during a Code Red Emergency: when a Code Red Emergency is announced inside the sanctuary:

- 1. Assigned Usher(s)** – immediately push the Silent Alarm Panic Button or report to the nearest phone to call 911
- 2. Second Assigned Usher(s)** - immediately go on foot to the fire station next door to report the emergency. He/she will emphasize to fire station personnel that the silent alarm panic button has been activated and/or that 911 has already been called.
- 3. Assigned Clergy in Charge of the Service** - will decide if evacuating the building is advisable and/or necessary and will announce that decision to the congregation.

Examples:

1. Emergency Affecting One Individual: if a medical emergency is experienced by only one individual and does not bear any threat to others - people will be asked to remain in their pews so that arriving ambulance personnel find the exterior walkways, narthex and aisles clear. The **Assigned Clergy in charge of the service** will ask if there are any medically trained people in the congregation attending who might render aid immediately.

2. Emergency Affecting the Entire Congregation: If the entire congregation stands to be affected (as by smoke or fire) the **Assigned Clergy in charge of the service** will announce that everyone should calmly exit the building instructing those in front to proceed to the altar and those in back to proceed through the narthex to the exterior doors.

Assigned acolytes will immediately report - one to each exit at the altar end of the church to assist people in finding the exterior doors through the sacristy and the deacon's office. The **Assigned choir director** and the **Assigned pianist** at the back of the church will immediately open the narthex doors and exterior doors for the congregation in the back of the church to exit accordingly.

A) Everyone will proceed across the street to the post office parking lot until further instructions are given. Cars should not be started or driven away thus creating traffic for first responders. **All Bishop's Committee Members present**

will assemble and determine how each will assist in patrolling the parking lot, calming those who are affected, securing property and assisting first responders.

Code Red Emergency in Offices, Thrift Store or the Parish Hall:

1. Offices and Thrift Store: the occupant of the Office/Thrift Store will immediately press the Silent Alarm Panic Button or initiate a call to 911 if able. The individual should exit the building if able and safe to do so (example: in the case of fire).

2. Parish Hall: Most often, the Parish Hall is in use for meetings or events where one church representative is deemed the primary host. For example, the Coffee Hour host, Bible Study Leader, MOST LOST Outreach Event Coordinator, etc. This person will be expected to press the Silent Alarm Panic button or initiate 911 calls and/or organize those present in the building to evacuate if appropriate.

ACTIVE SHOOTER or ARMED INTRUDER

•The following information was provided by Deputy Hernandez, Pima County Sheriff's Department, Tucson, AZ

Characteristics of an Active Shooter or Armed Intruder:

- 96% are Male
- Typically 20 to 30 years of age
- Usually Caucasian
- Usually described as “different” or a “loner” or someone uncomfortable in social situations.
- Most have little to no criminal history
- They typically have a plan to die
- No regard for their life or the life of others
- Rarely intend on taking hostages
- Usually familiar with the location and may have an association with someone at the location
- They often do not respond to logic or reason

What to do if you encounter an Active Shooter or Armed Intruder:

If the Suspect is outside the building:

- Lock the doors
- Barricade doors
- Turn off all the lights
- Close window blinds then stay away from windows
- Stay low and remain hidden behind solid objects
- One person should call 911 and stay on the line
- All others remain hidden and quiet
- Suspect may try to talk to you as a ruse – do NOT respond

If the Suspect is inside the building:

- Run and escape if possible
- Leave your belongings behind and just get away
- Help others escape if possible and evacuate regardless of whether others agree to follow
- If possible, warn and prevent others from entering areas where the shooter may be
- Call 911 when you are safe and tell them the following information:
 - Number of suspects
 - Location of suspects
 - Do you know the suspect(s)
 - Race, gender, physical features of suspect(s)
 - Type of weapons
 - Have you heard explosions

If escape is not possible:

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.

- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- Stay in place until law enforcement gives you the all clear.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

Remember:

- Blind reaction will often make your situation worse
- Only you can make sound decisions that impact your personal safety and the safety of those you are protecting
- If you stay controlled, others will likely follow
- You may have to bypass injured victims in order to get to safety. Stopping to assist may put you at extreme risk
- Help those that participate in their own survival
- Do whatever you need to do to reach safety

As soon as you are in a safe place:

- Do not wait for Emergency Medical personnel to begin treatment
- Gunshots cause massive bleeding both internal and external
- Treat massive bleeding as soon as possible
- Use whatever you can for bandages or tourniquets
- Even hand pressure over a wound can buy enough time to reach advanced medical care
- Shock develops in minutes
- Being shot does not mean you will die!

When Law Enforcement arrives:

- They will have a massive response
- They might initially bypass injured or dead victims
- They will be giving commands
- They will be looking and listening for stimulus

If you are an Armed Citizen:

- Tell police you are armed
- Tell police where your weapon is
- DO NOT REACH FOR OR HOLD YOUR WEAPON
- FOLLOW POLICE COMMANDS
- Police will assume you are a suspect until proven otherwise

If you are not an Armed Citizen:

- Have your hands empty and visible
- Police will assume you are a suspect until proven otherwise
- You could possibly be handcuffed and searched
- Give police as much information as you can
- It may take hours or days to be interviewed by police about the incident

THREATS AND SUSPICIOUS PACKAGES

Threats:

Security Incidents

Threatening behavior should always be taken seriously. Trust your instincts and report anything that just doesn't seem or feel right.

What to do:

- If alone in the building, keep doors locked at all times
- Run if possible
- Know the exits
- Leave personal belongings behind except phones if possible
- Stay low to the floor
- Call 911 as soon as possible
- Help others to safety
- Hide if possible
- Fight only as a last resort.

Threatening Phone calls:

- Threatening calls are those with a bomb threat, armed assault threat, domestic threats, etc.
- Remain calm. Put call on speaker so others can hear it.
- Do Not hang up. Try to gain as much information as possible. Ask questions.
- Report the call to law enforcement authorities

Suspicious Packages and Mail:

Detection

- Misspelled words, names or labels
- Excessive wrapping
- Strange odor
- Leaks: oils, stains, protruding wires, discolorations, powder substance
- Hand deliveries, "dropped off for a friend"
- No return address or postage
- Any packages arriving after a threatening phone call

What to do:

- Don't open or shake the package. Put the package on the floor
- Wash hands
- Report to law enforcement authorities and follow their directions

Saint Thomas Building Diagrams showing:

- **Emergency Evacuation Exits**
- **Locations of Fire Extinguishers**
- **Locations of First Aid Kits**

are

Posted in the following locations:

**Narthex
Sacristy
Church Office
Vicar's Office
Deacon's Office
Thrift Store
Parish Hall
Kitchen**

Serving Special Needs

Notify C.A.R.T. First:

Marilyn Shreve:

mrshreve@msn.com

Shirley R. Pogany:

srosepogany@gmail.com

- C.A.R.T. will be available to assist in ALL categories listed below.

NAME OF GROUP	NEEDS	C.A.R.T. Assistance Contact
Physically and Mentally Disabled	Meals Temporary housing Contacting family members Medical questions/care/evaluations	ECW, Barbara Evans, ECW Chair and Sr. Warden [Redacted] bhippo4@yahoo.com Dana Copland, C.A.R.T. Medical Advisor [Redacted] dcopland5@gmail.com
Children	Meals Temporary housing Contacting family members Comfort toys Medical questions/care/evaluations	ECW, Barbara Evans, ECW Chair and Sr. Warden [Redacted] bhippo4@yahoo.com Dana Copland, C.A.R.T. Medical Advisor [Redacted] dcopland5@gmail.com
Elderly	Meals Temporary housing Contacting family members Medical questions/care/evaluations	ECW, Barbara Evans, ECW Chair and Sr. Warden [Redacted] bhippo4@yahoo.com Dana Copland, C.A.R.T. Medical Advisor [Redacted] dcopland5@gmail.com
First Responders: Firefighters	Meals Temporary housing	ECW, Barbara Evans, ECW Chair and Sr. Warden [Redacted] bhippo4@yahoo.com
Pets/Animals	Medical care/evaluations Referrals Temporary housing Contacting family members	Dr. Celeste Flannery, DVM Airpark Animal Hospital [Redacted] timothy.m.flannery@gmail.com

Lists of Volunteers and their Contact Information

●On-Site Copies kept at the following locations:

Vicar's Office
Deacon's Office
Church Office

●Off-site Copies are with the following individuals:

Marilyn Shreve, C.A.R.T. Co-chairperson
Shirley R. Pogany, C.A.R.T. Co-chairperson
The Rev. Susan Armer, Vicar
The Rev. Deirdre Moulinier, Deacon
Barbara Evans, Senior Warden
Jim Gemmill, Junior Warden

Temporary Emergency Housing Volunteers

Name & Contact info	# of people?	Pets/Children?	Special needs?	Handicapped accessible?	Max # of days?	Comments
Jennifer Schaufler-Virscik [REDACTED]	2-8	Ok if healthy and friendly	ok	partially	negotiable	Home is located on dirt road, not in town

Providing Meals

Name & Contact info	Donate or Cook food?	Set up/Clean up Parish Hall?	Breakfast, Lunch or Dinner?	Comments

Providing Transportation

Name & Contact info	# of people in vehicle?	Disabled/Children/Pets?	Maximum distance?	Morning, Afternoon, Evening?	Drive in snow or rain?	Comments

Protecting Valuables and Rebuilding

Name & Contact info	Wrapping valuables, Boarding up windows?	Climb a ladder?	Dollie/Furniture mover/ Truck/Tools?	Storage space at home?	Comments

General Help

Name & Contact info	Bi-lingual? Language(s)?	Donations? Clothes, Wheelchairs, toys, toiletries, etc.	Comments

●Incident Report Forms:

**Located in a designated/labeled mail slot in the hallway outside of
the Vicar's Office**