

## **Crisis Planning Procedures for Parish Leaders**

**Attached is an outline to assist parishes in Creating a Crisis Plan. It is important to note that you may use some or all of the key elements, depending on the magnitude of the crisis. Emergencies can range from a crisis involving many to a crisis involving only one individual (i.e. medical or child abuse and neglect). The level of communication and referrals would always depend on the type of crisis.**

Before you get started, gather sample crisis plans from your local schools, both public and private. These are great starting points and may provide you with a lot of needed information that will make the task of creating a plan easier.

### **Know your site**

- ◆ How is your site secured?
- ◆ Who is present at each gathering?
- ◆ Who is aware of gatherings?
- ◆ Where will you go in case of emergency?
- ◆ How will you get there?
- ◆ Who will assist?

### **Know your children/youth and families**

- ◆ Names and phone contacts
- ◆ Sign in sheets
- ◆ Phone trees

### **Know your community resources**

- ◆ Police
- ◆ Fire
- ◆ Ambulance
- ◆ Hospitals
- ◆ Child Protection Service Hotline #

### **Know your established lines of communication**

- ◆ Who will be notified at the parish level? Work/home/cell numbers
- ◆ Who will be notified at the diocesan level? Work/home/cell numbers
- ◆ Who will notify parents of situation?
- ◆ Who will be assigned to deal with media?

### **Involve the Pastoral Team**

- ◆ Collaborate with parish leadership in the creation of the plan
- ◆ Share the completed plan with pastoral team members
- ◆ Involve emergency response teams from the community  
Let the experts help with what they know best
- ◆ Involve key volunteers who will assist in implementation  
You will not be alone on site....who will be there to assist?
- ◆ Communicate the plan to volunteers
- ◆ Communicate the plan to students and families
- ◆ Practice the plan

**Implementing a Plan in Response to a Crisis**

- ◆ Safety: how will you respond to immediate injuries?
- ◆ Safety: how will you respond to immediate child abuse/neglect concerns?
- ◆ Security: how will you secure the safety (facility) for others?
- ◆ Communication: With whom will you communicate?
  - At the Parish level
  - At the Diocesan level
  - Who will be assigned to communicate with the media?
- ◆ Counseling: How will you offer resources/support “post-crisis”?

**Evaluating a Plan Post-Crisis**

- ◆ What were the most effective components?
- ◆ Which components fell short of effectiveness?
- ◆ What changes need to be implemented for the next time of implementation?