

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?