

CATECHETICAL OFFICE



ARCHDIOCESE
OF
NEWARK

PARISH CATECHETICAL PROGRAM CRISIS MANAGEMENT PLAN.

Name of Parish:	Deanery:	Telephone:	Fax:
Director/Coordinator:	Home Phone:	Private Line:	Cell Phone:
Pastor:	Rectory Phone:	Private Line:	Rectory Fax:

CRISIS TEAM MEMBERS

	<u>Home Phone</u>	<u>Cell Phone</u>
Coordinator of Crisis Team:		
Recorder:		
911/EMS Liaison:		
Staff Liaison:		
Student Liaison:		
Parent Liaison:		
Diocesan Liaison:		

CRISIS COMMAND CENTER

	<u>Telephone</u>	<u>Fax</u>
On Site Building:		
Off Site Building:		

STUDENT & FACULTY RECORDS

Backup Locations	Medical Emergency Form (Staff & Student):
	Permanent Record Cards:

CRISIS CODE

Crisis Code	(The Word or Phrase used to alert Faculty and Staff):
	Who is authorized to announce the code:
	Action triggered by code use:
	How Site(s) can be “locked down”:

EVACUATION PLAN

Coordinator of Evacuation Plan:	
Evacuation Site A	Evacuation Site B
Location:	
Telephone Number:	
Site Contact Person:	
How will students be evacuated from site:	
How will students be returned to Program site:	

COMMUNICATION

Who will prepare a statement for the answering machine?

Who will prepare a statement for the faculty?

How will they be informed?

Who will inform them?

Who will prepare a statement for students?

How will they be informed?

Who will inform them?

Who will prepare a parent announcement?

Where is the Master Phone List kept?

Where is the backup copy?

Who will prepare a Press statement?

Who will be the Parish spokesperson?

Will the Archdiocese be involved?

Who will be the contact with the Archdiocesan Catechetical Office?

What limits will be set for press coverage?

Where will press get information (precise location)?

CRISIS RESOURCES

Emergency Contacts:	Police:
	Fire Department:
	EMS:
	Hospital(s):
	Counselors:
Staff Skills:	Who is trained in First Aid?
	Who is trained in CPR?
	Has a safety audit been done of the site? []yes []no
	By Whom? Title:
	How many emergency drills do you plan?
	When will they be held?
	Who will coordinate?
	Was staff in-serviced in the Crisis Management Plan? []yes []no
	When was this done? By whom?
Director's/Coordinator's Signature:	Date:
Pastor's Signature:	Date: