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Crisis Management Report

CATECHETICAL OFFICE

ARCHDIOCESE OF NEW YORK

A copy of this plan should be sent to the Regional Catechetical Director (due October 1). Copies should be kept in the home of the Crisis Management Team Coordinator, on file in the parish Religious Education Office and on file in the Parish Office.

PARISH RELIGIOUS EDUCATION CRISIS MANAGEMENT PLAN (Year: _____)			
Parish Name & Parish #:	Vicariate:	Telephone:	Fax:
Director/Coordinator:	Home Phone:	Private Line:	Cell Phone:
Pastor:	Rectory Phone:	Private Line:	Rectory Fax:
Regional Catechetical Director:	Office Phone:	Home Phone:	Cell Phone:
CRISIS RESOURCES			
Police / Fire / EMS	Poison Control	Hospitals	ADAPP
911	1-800-222-1222		Frances Maturo/Christine Cavallucci
			1-718-904-1335
Safety Audit (date)	Emergency Drill (date)	Staff in-service (date)	CPR training (date)
STUDENT & VOLUNTEER RECORDS (BACKUP LOCATIONS)			
Medical Emergency Forms	Permanent Record Cards	Master Phone List	
CRISIS CODE			
Where to find the Crisis Code (e.g., catechist folder, catechist handbook) & Actions triggered by use of the Code:			
Who is authorized to announce the Code?			
ON SITE LOCATION ~ DETAILS			
In the event children must leave their classroom, the location to where they may be safely moved:			

CRISIS TEAM MEMBERS			
SESSION DAY & TIME:			
Member Name	Location	Cell phone	Special skills / Assignment
			Team Coordinator
			First Aid / CPR
COMMUNICATION			
Who will post message on web site/answering machine?			
Who will prepare a statement for parents?			
When & how will staff be informed?			
Who will prepare a press statement?			
Who will be the contact with the Regional/Archdiocesan Catechetical Office?			
EVACUATION PLAN			
	Primary Evacuation Site	Secondary Evacuation Site	
Location:			
Telephone (# at evacuation site):			
Site contact person:			
How will students reach evacuation site?			
How will students be returned to program site?			
SIGNATURES			
Director's / Coordinator's Signature:			Date:
Pastor's Signature:			Date: