

## PARISH CRISIS PLAN (SAMPLE)

Coordinate with Pastor, Parish Staff and School to develop a Crisis Plan for each individual parish. These are only examples; however a more detailed parish plan may be necessary for all buildings, school and church. Make sure all staff and volunteers are aware of these procedures.

### *Emergency Numbers/Contact Persons*

Entity	Contact Information
911	
Fire	
Police	
Hospital	
Ambulance	
Child Protective Service	

### **Basic Crisis Response Plan**

- Assess situation at hand
- Call emergency assistance (911; Fire, Ambulance, Police) if necessary
- Activate appropriate Emergency Code to staff, if necessary
- Contact parents of involved party, if appropriate
- Remain calm
- Ensure safety of all present
- Call additional staff if needed
- Initiate appropriate procedures
- Contact professional assistance (counselors, etc) if situation requires
- Assure all involved and parents of situation and state ONLY facts
- Follow up is key
- Pastor is notified and given the facts

### **Assault of Staff/Volunteers**

- Call Police
- Notify Pastor or parish staff
- Remain calm; comfort and support the victim
- Provide medical attention if necessary
- Notify parents or designated family member

### **Assault of Youth**

- Call Police
- Notify Pastor or parish staff
- Notify parents or designated family member
- Remain calm; comfort and support the victim
- Provide minimal medical attention if needed
- Document bruises/injuries
- Ensure staff member remains with the victim until police arrive
- Accompany the victim and police/parents or family member to hospital if needed.