

CATECHETICAL OFFICE



ARCHDIOCESE  
OF  
NEW YORK

Due Date:			
<i>A copy of this plan should be sent to the Regional Catechetical Director; kept in the home of the Crisis Management Team Coordinator; on file in the Parish Religious Education Office; on file in the parish rectory</i>			
<b>PARISH RELIGIOUS EDUCATION CRISIS MANAGEMENT PLAN.</b>			
Name of 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:
<b>CRISIS TEAM MEMBERS</b>			
	<u>Home Phone</u>	<u>Cell Phone</u>	
Coordinator of Crisis Team:			
Recorder:			
911/EMS Liaison:			
Staff Liaison:			
Student Liaison:			
Parent Liaison:			
Diocesan Liaison:			
<b>CRISI COMMAND CENTER</b>			
	<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 School spokesperson?

Will the Archdiocese be involved?

Who will be the contact with the Regional Office/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:
	ADAPP: Frances Maturo/Christine Cavallucci 1-718-904-1335
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? <span style="float:right">Title:</span>
	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? <span style="float:right">By whom?</span>
Director's/Coordinator's Signature:	
Date:	
Pastor's Signature:	
Date:	
Due Date:	