

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**Crisis Management Plan**

All Crisis Management Plans should include the following provisions:

1. Emergency Phone Numbers for police, fire, poison control, medical/hospital, and utility companies.
2. Directions to be followed in case of a fire, natural disaster, weapons on property, hazardous material spill, medical emergency, intruder, bodily fluids, suicide, transportation accident, bomb threat, etc.
3. Arrangements made for the use of some alternate facility in case of the need to evacuate your facility in an emergency (fire, gas leak, etc.)
4. A listing by name, position and phone number of specific persons who will assume various tasks in emergencies, e.g. contact authorities and pastor; secure access to alternate facility if need be; deal with participants, parents, press, staff members, and students etc.
5. Some emergency situations will not allow the use of the intercom to explain, e.g. armed intruder in building. Therefore, a secret code should be devised and made known to staff only. This code should be both audio and visual so there is a system no matter what the emergency.

Regulation Adopted: May 17, 1999

Regulation Revised: March 25, 2013