

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

**ADMINISTRATION**

**Crisis Management Plan**

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that, for the safety and care of all school personnel, each school shall develop a Crisis Management Plan. This plan must be updated annually and made known to all staff members. When appropriate, the plan is to be practiced in order to be successful.

Policy Adopted: May 17, 1999  
Policy Revised: May 19, 2008  
Policy Reviewed: May 21, 2018  
Policy Revised: July 30, 2021

**Crisis Management Plan**  
**Regulation 345.1**

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.

The requirements outlined in SF 2364 for high-quality emergency plans:

1. Plan must include response to active shooter scenarios and natural disasters.
2. Parents and guardians should be made aware of how they will be informed about emergency situations.
3. Emergency Management or local law enforcement assisting in development of plan.
4. Plans must be reviewed and updated annually.
5. One annual emergency operations drill in each school building.

Regulation Adopted: May 17, 1999  
Regulation Approved by Bishop Pates: May 30, 2018  
Regulation Reviewed: July 30, 2021