

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.

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

1. Plan must include response to active shooter scenarios and natural disasters. The updated plan meeting legislative requirements must be completed by June 30, 2019.
2. Publication of procedures for school personnel, parents and guardians to report possible threats.
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 Revised: May 21, 2018

Policy Approved by Bishop Pates: May 30, 2018