

EMERGENCY RESPONSE PROCEDURES

Parish Name & City _____

Date Procedures Prepared _____

Date Procedures sent to Diocesan office _____ via electronic, fax or USPS.

Create procedures with your fire and police departments that are specific to your parish.

Shelter in Place Procedures: Threatening Intruder in Building

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Shelter in Place Procedures: Questionable Person in area

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Evacuation Procedures: Fire, gas leak, etc.

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Reverse Evacuation Procedures: Threatening situation occurs while children are outside.

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____

Relocate Procedures: Tornado or other threatening weather event

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Drop, Cover, and Hold Procedures: Earthquake

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Bomb Threat Procedures: Actual or Suspicious

Signal _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

All Clear Procedure

Signal _____

When the emergency subsides, an All-Clear signal will be given by the DRE/CRE/YM or Designated Person. If applicable, normal classroom activity may resume, or the catechists / volunteers will assist the Catechetical Leader in contacting parents.

EMERGENCY RESPONSE PROCEDURES

ACKNOWLEDGEMENT OF COMPLETION & COMPLIANCE

Working in conjunction with the pastor, school principal, fire and police personnel, and other designated persons, I acknowledge the Emergency Response Procedures for this parish are in compliance with the local police and fire department recommendations. These procedures will be reviewed every three (3) years to ensure continued compliance.

Catechetical Leader's Signature _____

Check one: Pastor DRE CRE YM Principal Other

Date _____

(To submit pages 123-126 electronically, complete each page and sign electronically. Attach the pages to an email and send to formationoffice@rockforddiocese.org

If you choose not to submit electronically, print the pages, fill out and scan/email, fax or mail all four pages to the Catholic Education Office at:

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