

Emergency Response Plan

Policy No. 232

Policy Statement: All archdiocesan properties must have an emergency response plan.

Intent of Policy: To be able to respond promptly and efficiently to an emergency affecting the safety and well-being of employees, parishioners, users and facilities.

Definition: **Archdiocesan properties** include land and buildings owned by the Archdiocese, such as, but not limited to:

- Camps
- Cemeteries
- Newman Theological College
- Parish churches, halls, rectories and residential properties
- Pastoral and Administration Offices
- St. Joseph Seminary

An **emergency** is an incident where there is an immediate risk to the personal safety of a person or persons or an imminent risk to the facility. This may include but is not limited to:

- Fire
- Medical emergencies
- Violent incidents
- Threats
- Severe weather conditions
- Major mechanical, electrical, or structural building failures.
- Hazardous material exposure

Procedure: The following measures are to be established for archdiocesan properties in the event of an emergency:

Before an emergency occurs:

- Develop an emergency response plan using the archdiocesan Emergency Response Plan Template in consultation with the archdiocesan Parish Facility Coordinator.
- Review the emergency response plan regularly, minimum once a year.
- Designate two persons in the parish other than the pastor as the immediate contacts responsible for communicating the emergency and coordinating an immediate response.

Temporal Goods of the Church

- Have local and archdiocesan emergency contact information posted in convenient and accessible locations.

When an emergency occurs:

- Seek safety and call 911.
- When safe, immediately communicate the situation to the Archdiocese of Edmonton Emergency contact number.
- Direct all media enquiries to the archdiocesan Chief Communications Officer.

Refer to Policy:

Refer to Appendix:

232A Emergency Response Plan Template
(available from the archdiocesan Parish Facility Coordinator)