

Emergency Contact

Policy No. 403

Policy Statement: Each parish priest is to develop and implement an emergency contact protocol in the parish.

Intent of Policy: To ensure that the parish staff and the parishioners can reach their pastor or parochial vicar in case of an emergency.

Definition: An emergency includes:

- a life threatening or serious accident or illness of a parishioner(s) that immediately requires the Anointing of the Sick or *Viaticum*
- the death of a parishioner(s) that requires the presence of the pastor or parochial vicar at the place of death
- the necessity to contact the pastor or parochial vicar to plan the funeral arrangements of a parishioner(s)
- a church break-in, fire, flood or other calamity.

Procedure:

- a) An emergency contact number is to be left:
 - on the answering machine at the parish office
 - with the parish secretary and pastoral assistant
 - at the parish office of the neighbouring parishes.
- b) The emergency protocol is to be communicated to the parishioners.
- c) The adjoining parishes in the Deanery are to be informed when they are on-call for the pastor and/or parochial vicar.

Also refer to Policy:
No. 511 Sunday Celebration of the Word (TBA)