

Instructions for Emergency Plan

The attached template for an Emergency Plan establishes procedures for prevention, protection, mitigation, response, and recovery for emergencies affecting parish operations, school operations, worship services, office operations, ministries, students, staff, volunteers, visitors, and contractors. It is designed to satisfy workplace emergency planning requirements (Emergency Action Plan or EAP) and meet building and fire code requirements for schools and houses of worship (Emergency Operations Plan or EOP).

Compliance Checklist

- ☐ Procedures exist for reporting fire and other emergencies.
- ☐ Distinctive alarm/notification methods are defined and staff are trained on them.
- ☐ Primary and alternate evacuation routes and assembly areas are documented.
- ☐ Employees designated for critical operations before evacuation are identified and trained.
- ☐ Accountability procedures exist for employees, students, clergy, volunteers, and visitors.
- ☐ Medical/first aid/AED duties and rescue limitations are assigned and training-based.
- ☐ Emergency contacts and lines of succession are documented.
- ☐ Protective actions are defined: evacuation, lockdown, secure campus, shelter-in-place, reverse evacuation, and hold-in-place.
- ☐ Reunification procedures are documented and practiced.
- ☐ Incident annexes address major threats and hazards relevant to the site.
- ☐ Training, drills, plan review, and after-action improvement processes are in place.
- ☐ Maps, utility shutoff information, and emergency supplies are maintained and accessible to authorized personnel.

1. Purpose, Scope, and Authorities

Purpose. The purpose of this Emergency Plan is to protect life, reduce harm, support orderly decision-making, coordinate response actions, maintain continuity of essential ministry and educational functions, and promote timely recovery following an emergency.

Scope. This plan applies during school hours, before- and after-school programs, liturgies, religious education, office operations, events, ministries, athletic activities, and other school or parish functions occurring on campus or under school/parish supervision.

Authorities and Guidance. This plan should be implemented consistent with applicable federal, state, and local law; fire code and building code requirements; law enforcement, fire department, and public health guidance; and recognized emergency planning guidance for workplaces, schools,

and houses of worship. OSHA requires that emergency action plans address procedures for reporting emergencies, evacuation, critical operations, accountability after evacuation, rescue/medical duties, emergency alarms, training, and review. School and house-of-worship emergency operations planning guidance recommends an all-hazards approach built around prevention, protection, mitigation, response, and recovery.

Planning Assumptions. Emergencies may occur without warning, may affect portions or all of the school or parish campus, and may require coordination with public safety agencies. Response priorities are: life safety, incident stabilization, accountability, protection of vulnerable persons, continuity of critical operations, family reunification, and recovery.

2. Concept of Operations

This plan uses an all-hazards framework. Depending on the incident, the parish and school may activate one or more protective actions, including evacuation, lockdown, secure campus, shelter-in-place, reverse evacuation, hold-in-place, medical response, family reunification, and continuity procedures.

Operational Priorities. (1) Protect life and safety; (2) notify emergency services and activate internal alerts; (3) direct protective actions; (4) account for students, employees, clergy, volunteers, and visitors; (5) provide medical support within training and resource limits; (6) communicate with families, parishioners, and staff; (7) preserve essential records and critical operations where safe to do so; and (8) support recovery.

Activation Levels. Incidents may be handled as routine incidents, site emergencies, or major emergencies requiring unified command with public agencies.

3. Emergency Organization and Roles

Emergency Coordinator. The Pastor, Principal, or other designated administrator serves as Person in Charge and/or Plan Administrator unless otherwise assigned. This person activates the plan, directs internal response until public safety assumes command, and authorizes notifications and reunification decisions.

Incident Command Structure. The site should designate, at minimum, the following functions with alternates: Safety/Security Lead; Communications Lead; Medical/First Aid Lead; Facilities/Utilities Lead; Accountability/Recordkeeping Lead; Family Reunification Lead.

Lines of Succession. The plan should identify at least three levels of succession for the Person in Charge and/or Plan Administrator and main office leadership to ensure continuity if primary leaders are unavailable.

Further Information. OSHA requires the plan to identify the name or job title of persons employees can contact for more information or clarification of duties. The Emergency Plan lists specific names, titles, work numbers, mobile numbers, and alternates in Appendix A.

4. Hazard, Response, and Site-Specific Notes

The site should develop incident-specific emergency procedures, taking into account the following general guidelines:

Medical Response. Staff should call 911 for serious injury or illness, provide first aid within the scope of their training, use automated external defibrillators (AED) if available and trained to do so, and document care provided. Medication administration must follow applicable health and school policies.

Rescue Limitations. Employees, clergy, and volunteers are not expected to perform rescue beyond their training or to enter unsafe conditions. OSHA requires that the plan address procedures for employees performing rescue or medical duties; those duties must be specifically assigned and training-based.

Human Care and Behavioral Health. Following traumatic events, the site should arrange supervision, psychological first aid, pastoral care, crisis counseling referrals, and age-appropriate supports for students, staff, and families.

5. Standard Protective Actions

Evacuation. Used when it is safer to move occupants out of a building or area. Staff direct occupants to primary or alternate exits and assembly areas. Occupants do not use elevators unless specifically authorized for accessibility procedures.

Lockdown. Used for an immediate violent threat or dangerous intruder. Staff secure rooms, lock doors if available, cover view panels as appropriate, move occupants out of sight, maintain silence, and await law enforcement direction.

Secure Campus. Used when there is a potential threat outside a building. Exterior doors are secured, operations continue inside with restricted entry and exit, and movement may be limited.

Shelter-in-Place. Used for hazardous materials, severe weather, poor air quality, or external environmental threats. Occupants move to designated interior spaces and follow incident-specific instructions, which may include closing doors/windows and shutting down HVAC if directed.

Reverse Evacuation. Used to quickly move people from outdoor areas into buildings due to weather, wildlife, violence, or other hazards.

Hold-in-Place. Used to temporarily restrict hallway or inter-room movement while normal operations continue within occupied spaces.

6. Evacuation, Accountability, and Critical Operations

Evacuation Routes and Assembly Areas. The site must maintain current evacuation maps for each building, identifying primary and alternate exit routes, accessible egress routes, fire pull stations, extinguishers, and outdoor assembly areas. Staff should know both primary and alternate routes.

Evacuation Procedures. Upon the evacuation signal, staff direct occupants to exit promptly and calmly, assist individuals who need help, take emergency rosters/go-bags when safe to do so, close doors if appropriate, and proceed to designated assembly areas.

Accountability. After evacuation, teachers and supervisors conduct roll call using rosters, visitor logs, and ministry/event attendance information as available. Missing persons must be reported immediately to the Person in Charge/Plan Administrator or to the Accountability/Recordkeeping Lead. OSHA requires procedures to account for all employees after evacuation; in a parish and school setting, the accountability process should also cover students, volunteers, clergy, and visitors.

Critical Operations Before Evacuation. If the site has essential functions that may need brief action before evacuation, such as shutting off gas, electrical equipment, kitchen appliances, boilers, or alarm interfaces, only specifically designated and trained personnel may perform those tasks, and only when it is safe to do so. OSHA requires procedures for employees who remain briefly to operate critical operations before evacuation.

Persons Requiring Assistance. The site should maintain individualized assistance procedures for students, employees, clergy, volunteers, or visitors who may need mobility, communication, medical, or supervision support during emergencies.

7. Child Safety, Student Release and Family Reunification

Family Reunification. The site should maintain a controlled reunification process with designated locations, sign-out procedures, identity verification, communication scripts, and student supervision procedures. No student should be released except in accordance with authorized release procedures or public safety direction.

8. Emergency Reporting, Alarm, and Communications

Emergency Reporting. Any person discovering a fire, medical emergency, violent threat, hazardous condition, or other emergency must immediately call 911 or local emergency services when life safety is at risk, notify the parish/school main office or designated emergency line, and report the location, nature of the incident, hazards present, and persons needing assistance.

Alarm and Notification Systems. The site should maintain a distinctive alarm or notification method for each protective action to the extent feasible, such as fire alarm, public address announcement, phone/app alert, bell code, radio message, or runner system. Employees must be trained on the meaning of each signal and the required response.

Communications Protocol. The Communications Lead manages internal and external messaging, including staff updates, parent/guardian notifications, parishioner messaging, media coordination, and recordkeeping. Public statements should be released by the authorized spokesperson only. See: <https://handbook.la-archdiocese.org/chapter-5/section-5-2/topic-5-2-10>

Accessibility and Language Access. Emergency communications should be understandable, accessible, and, where reasonably practicable, available for individuals with disabilities and families with limited English proficiency.

9. Continuity of Operations and Recovery

Continuity of Operations. The parish and school should identify essential functions, essential personnel, alternate workspaces, backup communications, vital records, financial/HR continuity needs, sacramental and liturgical continuity considerations, and remote-learning or modified instruction options when appropriate.

Recovery. Recovery activities include damage assessment, cleanup coordination, insurance reporting, records restoration, communications with families and parishioners, memorial considerations when applicable, schedule adjustments, and after-action review.

10. Training, Drills, and Plan Maintenance

Training. All employees should receive initial and periodic training on emergency reporting, alarm signals, evacuation routes, accountability procedures, incident-specific protective actions, and assigned responsibilities. OSHA requires review of the Emergency Plan with each employee when the plan is developed, when responsibilities change, and when the plan is changed.

Drills and Exercises. The parish and school should conduct regular drills and exercises consistent with applicable law and local requirements, such as fire drills, lockdown/active threat drills as permitted, evacuation drills, shelter-in-place drills, tabletop exercises, and reunification practice. Federal school and house-of-worship guidance recommends a cycle of planning, training, exercising, and improvement.

Plan Review and Maintenance. This plan should be reviewed at least annually and after drills, exercises, campus changes, staffing changes, or significant incidents. Updated versions should be distributed to responsible personnel, and outdated copies should be removed from circulation.

Recordkeeping. The site should maintain drill logs, training rosters, inspection records, emergency contact lists, maps, utility shutoff instructions, and after-action reports.

11. Appendices and Site-Specific Information

Appendix A: Emergency Contact Directory. List the Pastor, Principal, Business Manager, Facilities Lead, School Nurse/Health Lead, front office, security personnel, diocesan contacts, insurance contacts, and alternates.

Appendix B: Campus and Building Maps. Include building maps, room numbers, lockdown-capable spaces, and utility shutoff locations.

Appendix C: Evacuation Routes and Assembly Areas. Illustrate primary and alternate evacuation routes, assembly areas, reunification areas.

Appendix D: Utility and Critical Systems Guide. Include gas, electric, water, HVAC, fire alarm panel, sprinkler riser, kitchen suppression, AED and first aid kit locations, with shutdown instructions as appropriate for trained personnel.

Appendix E: Persons Requiring Assistance. Maintain confidential procedures for those who may need mobility, medical, communication, or supervision support during emergencies.

Appendix F: Student/ Child Release and Reunification Forms. Sample Form is provided

Appendix G: Reunification Protocol. Include site maps, release forms, verification procedures, staffing assignments, transportation contingencies, and bilingual messaging resources.

Appendix H: Incident Report Form. Sample Form is provided.

Appendix I: Drill and Training Log. Record dates, participants, observations, corrective actions, and completion status.

Appendix J: Emergency Supply Inventory.

Appendix K: Communications Templates. Prepare draft messages for parents/guardians, parishioners, staff, media holding statements, and all-clear notices.

Appendix L: Workplace Violence Prevention Plan.

Emergency Operations and Action Plan

“Emergency Plan” for

Enter location name

Location Name	Enter response
Location Type	☐ Parish ☐ School ☐ Preschool ☐ Other: Enter response
Address	Enter response
Person in Charge	Enter response
Plan Administrator	Enter response
Date Adopted Select date	Enter response
Next Review Date Select date	Enter response

1. Purpose and Scope

Purpose. The purpose of this Emergency Plan is to protect life, reduce harm, support orderly decision-making, coordinate response actions, maintain continuity of essential ministry and educational functions, and promote timely recovery following an emergency. Response priorities are life safety, incident stabilization, accountability, protection of vulnerable persons, continuity of critical operations, family reunification, and recovery.

Scope. This plan applies during school hours, before- and after-school programs, liturgies, religious education, office operations, events, ministries, athletic activities, and other school or parish functions occurring on campus or under school/parish supervision.

2. Concept of Operations

This Emergency Operations and Action Plan establishes procedures for prevention, protection, mitigation, response, and recovery for emergencies affecting parish operations, school operations, worship services, ministries, students, staff, volunteers, visitors, and contractors. It is designed to satisfy the requirements for an emergency operations plan for schools and houses of worship and a workplace emergency action plan. It uses an all-hazards framework and should be read together with the attached Emergency Plan Instructions.

3. Emergency Organization and Roles

Function	Primary	Alternate	Phone / Email
Person in Charge	Enter response	Enter response	Enter response
Plan Administrator	Enter response	Enter response	Enter response
Safety / Security Lead	Enter response	Enter response	Enter response

Communications Lead	Enter response	Enter response	Enter response
Medical / First Aid / AED Lead	Enter response	Enter response	Enter response
Facilities / Utilities Lead	Enter response	Enter response	Enter response
Recordkeeping / Accountability Lead	Enter response	Enter response	Enter response
Family Reunification Lead	Enter response	Enter response	Enter response

Lines of succession: Enter responseEnter response____

[For example: If one or more of the persons identified above is not available, the next person in line should assume the absent person's (or persons') responsibilities.]

Employees may contact the following person(s) for more information about this plan or for an explanation of assigned duties: Enter response_____.

Emergency Contact Directory

Contact	Name / Agency	Phone	Notes
Emergency Services	911	911	Use for immediate threat, fire, medical emergency, or crime in progress.
Local Police / Sheriff	Enter response	Enter response	Enter response
☐ Fire Department	Enter response	Enter response	Enter response
AED Trained Cardiac Emergency Responder (athletic events)	Enter response	Enter response	Enter response
Archdiocesan Contact	Enter response	Enter response	Enter response
Communications / Media Contact	Enter response	Enter response	Enter response
Insurance Contact	Enter response	Enter response	Enter response
Utility: Gas	Enter response	Enter response	Shutoff location: Enter response
Utility: Electric	Enter response	Enter response	Shutoff location: Enter response
Utility: Water	Enter response	Enter response	Shutoff location: Enter response

4. Hazard, Response, and Site-Specific Notes

Hazard	Response	Site-Specific Notes
Fire/Wildfire/Smoke	Activate alarm if not already sounding; call 911; evacuate close doors if safe; account for occupants; do not re-enter until authorized by fire department.	Fire Panel Locations: Click or tap here to enter text.
Earthquake	Drop, cover, and hold during shaking; assess injuries and building conditions after shaking; evacuate if unsafe; account for occupants.	Exterior safe areas: Click or tap here to enter text.
Medical Emergency/Cardiac Event	Call 911 as needed; send trained first aid / AED responders; secure student supervision; protect privacy; document incident.	First aid kit / AED location: Click or tap here to enter text.
Hazardous Materials	Shelter-in-place or evacuate as directed; close windows and doors; shut down HVAC if directed and safe.	HVAC controls: Click or tap here to enter text.
Severe Weather	Monitor alerts; move occupants to shelter areas away from windows and large-span roofs as appropriate.	Shelter areas: Click or tap here to enter text.
Violence or Armed Intruder	Use safest option (run, hide, fight) based on the circumstances; call 911 if safe; evacuate or lockdown as directed by law enforcement; refer to attached Appendix K Workplace Violence Prevention Plan.	Lockdown announcement: Click or tap here to enter text. Evacuation announcement:
Bomb Threat or Suspicious Item	Keep caller or threat message information; notify law enforcement; avoid radio / cell phone use near suspicious items; evacuate or shelter based on law enforcement direction.	Threat checklist location: Click or tap here to enter text.
Utility Failure	Determine if operations can continue safely; consider evacuation, relocation, early dismissal depending on lighting, HVAC, sanitation, food service, and security impacts	Contact information for utility services: Click or tap here to enter text.
Missing Child / Vulnerable Person	Notify person in charge; initiate search and accountability procedures, secure exits as appropriate, notify law enforcement promptly when warranted.	Search coordinator: Click or tap here to enter text.

Law Enforcement Activity Nearby / Civil Disturbance	Comply immediately with any official orders, curfews, or traffic directions issued by public safety authorities. Do not engage: never approach, confront, or attempt to talk to protestors, crowds, or law enforcement personnel involved in an action. Secure all exterior doors and windows, but do not block primary emergency escape routes if an evacuation becomes necessary	Exterior doors / Gates assigned to: Click or tap here to enter text.
Transportation / Field Trip Incident	Follow response measures appropriate to the incident. Refer to: 12.3.1 - Field Trip Policies for Parishes and Schools.	Follow field trip emergency plan
Other Site-Specific Hazards (e.g., proximity to flood zone, wildlife habitat)	Click or tap here to enter text.	Click or tap here to enter text.

5. Standard Protective Actions

Protective Action	When Used	Site-Specific Instructions
Evacuation	When it is safer to leave a building or area than to remain inside.	Primary assembly area: Enter response Alternate: Enter response
Lockdown	When there is an immediate threat of violence or dangerous intruder.	Announcement / alert method: Enter response
Secure Campus	When there is a potential threat outside the campus or building.	Exterior access control procedure: Enter response
Shelter-in-Place	When it is safer to remain indoors due to environmental, weather, hazmat, or public safety conditions.	Shelter areas: Enter response HVAC shutdown person: Enter response
Reverse Evacuation	When persons outdoors must move quickly indoors.	Outdoor areas covered: Enter response
Hold-in-Place	When hallway or inter-room movement should temporarily stop while activity continues where occupants are located.	Announcement / release procedure: Enter response

Alarm and notification systems: ☐ Fire alarm ☐ PA system ☐ Text alert ☐ Radios ☐ Phone tree
☐ Email ☐ Bells / tones ☐ Other: Enter response.

Distinct signals and announcements should be understood by employees and practiced during training.

Intruder alert code: enter response

Shelter in place code: enter response

Evacuate using run and evade technique code: enter response



6. Evacuation, Accountability, and Critical Operations

Attach current evacuation maps for each building showing primary and secondary routes, accessible routes, emergency exits, fire extinguishers, fire alarm pull stations, AEDs, first aid kits, assembly areas, utility shutoffs, and command post locations.

Evacuation Item	Site-Specific Entry
Primary assembly area	Enter response
Alternate assembly area	Enter response
Off-site evacuation location	Enter response
Command post location	Enter response
Primary accountability method	Attendance sheet ☐ Student roster ☐ Employee roster ☐ Visitor log ☐ Ministry/event list ☐ Electronic system ☐ Other: Enter response
Person responsible for final accountability report	Enter response
Procedure for missing persons	Report immediately to: Click or tap here to enter text. Notify first responders as directed.

Critical operations before evacuation: Only trained and designated personnel may remain briefly to shut down or secure utilities, kitchen equipment, boilers, alarm interfaces, records, cash, or other essential systems, and only when safe to do so.

Critical Operation	Designated Person	Alternate	Instructions / Location
Gas shutoff	Enter response	Enter response	Enter response
Electrical shutoff	Enter response	Enter response	Enter response
Water shutoff	Enter response	Enter response	Enter response
Kitchen / cafeteria equipment	Enter response	Enter response	Enter response
Fire alarm / sprinkler panel	Enter response	Enter response	Enter response
Records / emergency files	Enter response	Enter response	Enter response

7. Child Safety, Student Release, and Family Reunification

Schools, preschools, religious education programs, youth ministry programs, and other child-serving activities should maintain current rosters, emergency contact information, authorized pickup lists, medical information, and supervision procedures. Student or child release should occur only through the approved reunification process unless directed otherwise by public safety authorities.

Reunification Item	Site-Specific Entry
Primary reunification site	Enter response
Alternate reunification site	Enter response
Request gate / check-in area	Enter response
Reunion gate / release area	Enter response
Identification required	☐ Photo ID ☐ Authorized pickup list ☐ Emergency contact verification ☐ Other: Enter response
Student supervision area	Enter response
Records used for release	☐ Emergency cards ☐ Student information system ☐ Class rosters ☐ Sign-out forms ☐ Other: Enter response
Bilingual / accessibility support	Enter response

8. Emergency Reporting, Alarm, and Communications

Emergency Reporting. Any person discovering a fire, medical emergency, violent threat, hazardous condition, or other emergency must immediately call 911 or local emergency services when life safety is at risk, notify the parish/school main office or designated emergency line, and report the location, nature of the incident, hazards present, and persons needing assistance.

Emergency communications should be timely, accurate, coordinated, and limited to confirmed information. The Communications Lead should coordinate internal alerts, parent/guardian or parishioner notices, staff updates, public safety communications, and media inquiries consistent with location and archdiocesan procedures. See <https://handbook.la-archdiocese.org/chapter-5/section-5-2/topic-5-2-10>.

Audience	Method	Responsible Person	Template / Notes
Employees / Staff	PA ☐ Text ☐ Email ☐ Radio ☐ Phone tree ☐	Enter response	Enter response
Students / Program Participants	PA ☐ Classroom instruction ☐ Runners ☐ Other ☐	Enter response	Enter response
Parents / Guardians	Text ☐ Email ☐ App ☐ Website ☐ Phone ☐	Enter response	Enter response
☐ Parishioners / Congregation	Email ☐ Website ☐ Bulletin ☐ Social media ☐ Phone ☐	Enter response	Enter response
Public Safety Agencies	☐ 911 ☐ Direct line ☐ Liaison	Enter response	Enter response
Media	☐ ADLA Designated spokesperson only	Enter response	Refer inquiries to: Enter response

9. Continuity of Operations and Recovery

Continuity / Recovery Item	Site-Specific Entry
Essential functions to restore first	1. Enter response 2. Enter response 3. Enter response
Alternate operating location	Enter response
Records backup location	Enter response
Payroll / finance continuity contact	Enter response
Facility assessment lead	Enter response
Pastoral, counseling, or employee support resources	Enter response
After-action review date	Enter response
Corrective action tracking method	Enter response

10. Training, Drills, and Plan Maintenance

Employees should be trained on emergency reporting, alarms, evacuation routes, accountability, assigned duties, protective actions, communications, and any medical, rescue, utility, security, supervision, or reunification duties assigned to them. The plan should be reviewed when developed, when responsibilities change, when the plan changes, after major drills or incidents, and at least annually.

Exercise / Training	Frequency	Last Completed Select date	Next Due Select date	Responsible Person
Fire drill	Enter response	Enter response	Enter response	Enter response
Earthquake drill	Enter response	Enter response	Enter response	Enter response
Lockdown / secure campus drill	Enter response	Enter response	Enter response	Enter response
Shelter-in-place drill	Enter response	Enter response	Enter response	Enter response
Reunification exercise	Enter response	Enter response	Enter response	Enter response
Tabletop exercise (TTX)	Enter response	Enter response	Enter response	Enter response
Emergency team training	Enter response	Enter response	Enter response	Enter response
AED certification	Every 2 years			

Plan records to maintain: training rosters, drill logs, evacuation maps, emergency contact lists, rosters, visitor logs, incident reports, after-action reports, corrective actions, utility shutoff instructions, emergency supply inventories, and current copies of this plan.

11. Appendices and Site-Specific Information

- Appendix A – Emergency Contact Directory
- Appendix B – Campus and Building Maps
- Appendix C – Evacuation Routes and Assembly Areas
- Appendix D – Utility and Critical Systems Guide
- Appendix E – Persons Requiring Assistance Procedures
- Appendix F – Student / Child Release and Reunification Form
- Appendix G – Reunification Protocol
- Appendix H – Incident Report Form
- Appendix I – Drill and Training Log
- Appendix J – Emergency Supply Inventory
- Appendix K – Communication Templates
- Appendix L – Workplace Violence Prevention Plan

Appendix F

Student / Child Release and Reunification Form

Date	Enter response	Time	Enter response
Student / Child Name	Enter response		
Released To	Enter response		
Relationship	Enter response	ID Verified By	Enter response
Authorized Pickup Confirmed	☐ Yes ☐ No	Staff Initials	Enter response
Notes	Enter response		

Appendix H

Incident Report Form

Date / Time	Enter response
Incident Type	☐ Fire ☐ Medical ☐ Earthquake ☐ Lockdown ☐ Missing Child ☐ Utility ☐ Other: Enter response__
Location	Enter response
Description of Incident	Enter response
Actions Taken	Enter response
Public Safety Notified	☐ Yes ☐ No Agency / Officer: Enter response__
Injuries / Medical Response	Enter response
Follow-Up / Corrective Action	Enter response
Completed By	Enter response

Appendix I

Drill and Training Log

Date	Drill / Training Type	Participants	Observations	Corrective Action	Completed By
Enter response	Enter response	Enter response	Enter response	Enter response	Enter response
Enter response	Enter response	Enter response	Enter response	Enter response	Enter response
Enter response	Enter response	Enter response	Enter response	Enter response	Enter response

Appendix J

Emergency Supply Inventory

Purpose and Use

This inventory is intended to help parish and school leaders identify, store, maintain, and replenish emergency supplies needed for evacuation, shelter-in-place, lockdown, reunification, extended power outage, earthquake, wildfire smoke, extreme heat, medical emergency, and other all-hazards incidents. Locations may not need all suggested items in the list or may need some items not listed. Tailor to the site and the possible emergencies. The inventory should be attached to the Emergency Plan and reviewed at least twice each year.

Inventory Control Information

Site Name	Parish / School:
Address	
Primary Inventory Manager	Name / Title / Phone / Email:
Backup Inventory Manager	Name / Title / Phone / Email:
Primary Storage Locations	Main office, classrooms, parish hall, church, maintenance area, outdoor emergency container, vehicles, or other:
Last Full Inventory Date	
Next Review Date	

Master Emergency Supply Inventory

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Water	Drinking water	At least 1 gallon per person per day for several days, adjusted for students, staff, clergy, visitors, and special events					Include water for sanitation where feasible.
Food	Non-perishable emergency food	Several-day supply; include shelf-stable, nut-aware, and age-appropriate options					Consider student allergies and dietary needs.
Communications	Battery-powered or hand-crank radio / NOAA weather radio	1 per command post and key shelter area					Test during drills.
Lighting	Flashlights, lanterns, and extra batteries	1 per room or team kit, plus extras					Avoid open flames.
First Aid	First aid kits	1 per office, classroom wing, parish hall, kitchen, athletic area, and emergency command post					Check contents after every use.

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Trauma Care	Bleeding control supplies	Accessible kits in office, hallways, church, parish hall, and athletic areas					Include gloves, pressure dressings, and instructions.
Sanitation	Moist towelettes, garbage bags, plastic ties, gloves, toilet paper, hand sanitizer	Enough for shelter-in-place and delayed reunification					Store separately from food and water.
Shelter-in-Place	Plastic sheeting, duct tape, scissors	Enough for designated shelter areas					Label by room or building area.
Tools	Wrench, pliers, utility shutoff tools, manual can opener	1 set for facilities team and command post					Only trained personnel should shut off utilities.
Accountability	Clipboards, pens, attendance rosters, class lists, parish event rosters, visitor logs	1 set per classroom, office, ministry area, and reunification station					Protect confidential information.
Reunification	Student release forms, signage, vests, cones, barriers	Enough for parent/guardian reunification and parish event release operations					Store with reunification plan maps.

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Personal Protective Equipment	Masks, gloves, eye protection, high-visibility vests	For response teams, office staff, facilities, and first aid stations					Include sizes suitable for adults and students where appropriate.
Special Needs	Medical, mobility, communication, sensory, and dietary support supplies	Based on confidential student, staff, clergy, volunteer, and visitor needs					Coordinate with families and health staff.
Documentation	Campus maps, utility maps, emergency contacts, vendor contacts, insurance contacts	1 set in command post, office, and crisis response box					Keep hard copy and secure digital copy.

Classroom and Ministry Area Go-Kits

Kit Location	Assigned Staff / Volunteer	Required Contents	Current Status	Last Checked	Notes
Each classroom		Roster, emergency procedures, whistle, flashlight, batteries, first aid basics, gloves, student needs list, reunification cards, pen, notepad			
School office		Master rosters, visitor log, radios, chargers, emergency contacts, release forms, incident forms, maps			

Church / sanctuary		Flashlight, first aid kit, evacuation route, ushers' instructions, incident report forms, basic PPE			
Parish hall / event space		First aid kit, radio, flashlight, crowd management supplies, signage, sanitation supplies			
Kitchen / food service		First aid kit, utility shutoff instructions, gloves, sanitation supplies, emergency food handling guidance			
Maintenance / facilities		Utility tools, keys, building maps, PPE, fire extinguisher locations, shutoff procedures			

Supply Maintenance Schedule

Frequency	Task	Responsible Person	Completion Date	Notes / Follow-Up
Monthly	Check radios, flashlights, chargers, batteries, and emergency lighting.			
Quarterly	Inspect first aid kits, trauma supplies, sanitation supplies, PPE, and go-kits.			
Twice per year	Conduct a full inventory of all emergency supply locations and update this document.			
Before major parish or school events	Confirm first aid, communications, crowd management, sanitation, and reunification supplies are available.			
After any incident or drill	Restock used items, document gaps, and update the Emergency Action Plan or Emergency Operations Plan if needed.			

Planning Notes for the Emergency Action Plan and Emergency Operations Plan

- Store supplies in clearly labeled, secure, and accessible locations throughout the campus rather than relying on one central storage area.

- Assign responsibility for each kit or storage area to a specific staff member, clergy member, ministry leader, or trained volunteer.
- Use supplies planning to support all-hazards procedures, including evacuation, shelter-in-place, lockdown, earthquake response, wildfire smoke response, power outage, heat emergency, and reunification.
- Coordinate confidential medical, dietary, mobility, communication, and sensory needs with appropriate school and parish leaders.
- Keep copies of maps, emergency contacts, utility shutoff information, insurance contacts, and vendor contacts in both the emergency command post and a secure backup location.
- Review this inventory after drills, incidents, staff changes, facility changes, and major parish or school events.

Appendix K

Emergency Communications Template Packet

For parish, school, ministry, parent, parishioner, and staff
communications

Purpose and Use

This packet provides adaptable communication templates for emergencies affecting parish and school communities. Use the templates to communicate quickly, calmly, and consistently while protecting privacy, avoiding speculation, and directing media inquiries through the proper Archdiocesan channel.

Required media direction: All media communications and media inquiries must go to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org. Staff, volunteers, ministry leaders, and school personnel should not speak on behalf of the parish, school, or Archdiocese unless explicitly authorized.

General Communication Principles

- Confirm facts before sending; if information is preliminary, say so clearly.
- Lead with safety instructions and what recipients should do now.
- Use short, calm, factual sentences; avoid speculation, names, injury details, or unverified causes.
- Tell recipients when the next update is expected, even if there is no new information.
- Protect student, staff, victim, and family privacy.
- Coordinate with law enforcement, fire, public health, emergency management, and Archdiocesan leadership as appropriate.
- Route all media inquiries to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 1: Initial Emergency Alert to Staff

Subject: Emergency Alert: [Brief Incident Type] at [Location]

Dear Staff, we are responding to [brief description of emergency] at [location]. Please follow your emergency role instructions immediately. [Specific action: remain in place / report to assigned area / secure classrooms / prepare for dismissal / await further instructions]. Do not share details externally or post about the incident. Direct any media requests to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org. Our next update will be provided by [time or condition].

Template 2: Initial Emergency Alert to Parents and Guardians

Subject: Safety Update from [School Name]

Dear Parents and Guardians, [School Name] is currently responding to [brief incident type]. Students are being supervised, and we are following our emergency procedures in coordination with appropriate authorities. Please do not come to campus unless instructed to do so, as this may interfere with the emergency response. We will provide another update by [time] or as soon as more verified information is available. Media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 3: Initial Notice to Parishioners

Subject: Parish Safety Notice: [Brief Incident Type]

Dear Parish Community, we are aware of [brief description of emergency] affecting [parish/school/location]. Safety procedures are in place, and parish leadership is coordinating with appropriate authorities. Please avoid the affected area and follow official instructions. Updates will be shared through [parish website / email / text alert / Mass announcement] when verified information is available. All media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 4: Notice to Ministry Leaders and Volunteers

Subject: Ministry Operations Update: [Emergency/Closure/Service Change]

Dear Ministry Leaders and Volunteers, due to [brief incident type], the following changes are in effect: [cancelled program / relocated gathering / delayed start / modified service / no change]. Please notify your ministry participants using the approved message below and do not add unverified details. If approached by media or asked for comment, please refer the request to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 5: Lockdown or Secure Campus

Short alert: [School/Parish Name] is currently in a [lockdown / secure campus] status. Please remain away from campus and do not call individual staff members. We are working with appropriate authorities and will send an update by [time]. Media inquiries must go to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Follow-up: The [lockdown / secure campus] status at [School/Parish Name] has been [lifted / modified / continued]. [Brief verified update]. Please continue to follow instructions from school/parish leadership. We will share additional information when it is confirmed.

Template 6: Evacuation or Relocation

Subject: Evacuation Update for [School/Parish Name]

Due to [incident type], [School/Parish Name] has evacuated to [location or “a safe location” if not yet public]. Everyone should avoid the affected area. Parents/guardians should not come to campus until reunification instructions are sent. Staff and volunteers should report to their assigned emergency roles. Media inquiries must go to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 7: Shelter-in-Place

Subject: Shelter-in-Place Notice for [School/Parish Name]

[School/Parish Name] is currently sheltering in place due to [incident type, if verified]. Everyone on site is being directed to remain indoors and away from windows or affected areas. Please do not come to campus at this time. Updates will be shared by [time] or when the situation changes. Media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 8: Weather, Fire, Air Quality, or Natural Disaster Closure

Subject: Closure/Modified Schedule for [School/Parish Name]

Out of an abundance of caution and in response to [weather/fire/air quality/natural disaster condition], [School/Parish Name] will [close / dismiss early / move activities online / cancel events] on [date/time]. Please monitor [official channel] for updates. Essential staff should follow supervisor instructions. All media inquiries must go to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 9: Medical Emergency

Subject: Community Update from [School/Parish Name]

We want to inform you that a medical emergency occurred at [School/Parish Name] today. Emergency services responded, and the situation has been addressed. Out of respect for privacy, we are unable to share personal details. If students, parents, staff, or parishioners need pastoral care or support, please contact [support contact]. Media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 10: All-Clear or Resolution Message

Subject: All-Clear Update for [School/Parish Name]

The emergency status at [School/Parish Name] has been lifted. [Brief factual description of what happened, if appropriate and verified]. Normal operations will [resume / remain modified as follows]. Thank you for your patience and cooperation. Any media inquiries must continue to be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.

Template 11: Internal Talking Points for Front Office or Parish Office

- “Thank you for calling. We are following our emergency procedures and will share verified updates through official channels.”
- “For safety reasons, please do not come to campus unless you receive reunification or pickup instructions.”
- “I cannot share personal or unverified details, but we will communicate confirmed information as soon as possible.”
- “All media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.”

Template 12: Social Media Holding Statement

We are aware of an emergency situation affecting [School/Parish Name]. Safety procedures are in place, and we are coordinating with appropriate authorities. Please follow official updates from [official channel]. Media inquiries must be directed to the Media Relations Department at 213-637-7215 or communications@la-archdiocese.org.