

Catholic Mutual...CARES

EMERGENCY PREPAREDNESS

OVERVIEW

No organization is immune from disaster, therefore, it is essential for each member of the Catholic Mutual family to develop an emergency preparedness plan. Emergencies can arise at any time and from many causes, but the potential loss is the same – people and property.

As was stated earlier, advance planning for emergencies is the only way to minimize the potential loss from these occurrences. Please keep in mind the following considerations as you develop adequate and appropriate emergency preparedness plans to meet your particular needs.

- a. The safety of staff, students, volunteers, visitors, etc. must be the first concern in planning for any emergency.
- b. A secondary concern is the protection of the property and the various operational activities, as well as, post-event planning in order to resume normal operations, with limited interruption of service.
- c. Evaluation of all potential disasters that may occur and development of an emergency plan to meet those crisis situations.
- d. Organization and training of small groups of individuals to perform specialized services in the event of an emergency.
- e. Designation of one individual as emergency preparedness coordinator to provide leadership and direction in the event of an emergency.
- f. Distribution of an emergency preparedness plan to local emergency organizations.
- g. Dissemination of plan to all staff, students, volunteers, visitors, etc. by:
 1. Posting alarm signals on bulletin boards.
 2. Posting emergency egress routes in all areas.
 3. Posting the names of any emergency response team members on bulletin boards.
 4. Distributing emergency instructions to all individuals.

5. Explaining the required action of individuals during an emergency situation.
 - h. The emergency preparedness plan should address the issue of power supplies and utilities involved in the control of fire protection, lighting, ventilation, and communications.
 - i. The emergency preparedness plan should describe the chain of command and individuals in charge; identify the alarm system that is utilized; describe the first aid and medical treatment plan; describe the communication system that will be utilized; and describe the evacuation procedures that will be in effect.
 - j. The emergency preparedness plan should be reviewed on an annual basis and periodic drills conducted to determine the effectiveness of the plan.

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