

**ST. SWITHIN'S EPISCOPAL CHURCH  
SAN DIEGO, CALIFORNIA  
CRISIS MANAGEMENT PLAN**

**I. GENERAL**

- A. Purpose. This plan describes our process to notify parishioners in case of a crisis.
- B. Scope. We will execute this plan in the event of a crisis that affects our church or our community.
- C. Definitions
1. **Calling tree**. The chain of notification, i.e., from decision maker to vestry member to parishioner.
  2. **Crisis**. An emergency, natural disaster, or other event that affects *St. Swithin's* Episcopal Church to the extent that parishioners must be notified or evacuated from the property.
  3. **Critical Items**. Those essential, high-value, or historical items that the Vestry deems necessary to the life of the church, and for which special attention will be given in an emergency.
  4. **Decision Maker**. The *Rector/Vicar*, Senior/Bishop's Warden, or Junior Warden (in that order) of *St. Swithin's* Episcopal Church.
  5. **Diocesan Office**. The Episcopal Diocese of San Diego, 2728 Sixth Avenue, San Diego, California 92103, phone (619) 291-5947.
  6. **First Responder**. The individual who first identifies the crisis.
  7. **Roster**. The current *St. Swithin's* Congregational Roster.
  8. **Vestry/Bishop's Committee leaders**. The *Rector/Vicar* and wardens of *St. Swithin's* Episcopal Church.
  9. **Vestry/Bishop's Committee members**. For purposes of this plan, the vestry members shall include the Clerk of the Vestry and the Treasurer.
- D. Tailoring. Each congregation will tailor this document to reflect their specific situation, i.e., size of property, number of buildings, own/lease, school, hours of operation, etc.
- E. Resources. Each congregation will identify the local emergency and medical response resources and include them as an attachment to this document.

**II. PROCESS**

- A. Initiation. The First Responder will call the Rector/Vicar to report the crisis. If the Rector/Vicar is not available in a timely manner, the First Responder will

contact the next Decision Maker. If none of those individuals are available, the First Responder will contact the Diocesan Office for further instructions.

- B. Identification of Crisis or Emergency. The Decision Maker will determine whether the situation constitutes a crisis. For an on-site crisis or emergency, see the attached emergency evacuation plan.
- C. Notification of Congregation. If the Decision Maker deems the situation a crisis, he or she will execute the following notification process:
1. The Decision Maker will call the Diocesan Office to notify the Bishop or his Staff of the crisis, and receive guidance if needed to proceed.
  2. All inquiries from the media will be directed to the Office of the Bishop, Communications Coordinator.
  3. The Decision Maker, in consultation with the other Vestry leaders (and Diocesan staff, if needed), will frame the notification to parishioners to be delivered via the Calling tree. The notification may include information on the crisis, date, and place of services if the church is unavailable, or other instructions. Depending on the crisis, checking on the safety of each parishioner may be a major aspect of the notification process.
  4. The Decision Maker will call each Vestry member to notify the Vestry member of the crisis and relate the notification to parishioners.
  5. The Decision Maker will assign a percentage of the parishioners on the roster for each Vestry member to contact. Depending on the crisis, the Decision Maker may identify a time frame in which the Vestry members should report back to the Decision Maker.
  6. Each Vestry member will attempt to contact the parishioners assigned and report the results back to the Decision Maker.
  7. After hearing back from the Vestry members, or determining that further action is required, the Decision Maker, in consultation with the other Vestry leaders (and Diocesan staff, if needed), will reassess the situation to determine what action is required.
  8. The Decision Maker will update the Diocesan staff on the status of the crisis and the notification of parishioners as required.
- D. Conclusion. The Decision Maker, in consultation with the other Vestry leaders (and Diocesan staff, if needed), will determine when the crisis is over. Depending on the crisis, the Calling tree may be reinitiated to disseminate concluding information to parishioners.
- E. Post-crisis. The Vestry will review the actions taken and modify the plan if required.

### III. OTHER ITEMS

- A. Data. The Vestry shall identify the critical physical and electronic data and make arrangements for suitable on site (e.g., fire proof safe) or off-site storage.
- B. Critical items. The Vestry shall identify all essential, high value, or historical items and assign responsibility for evacuating those items in cases where evacuation is possible.

#### **IV. REVIEW**

*St. Swithin's* Episcopal Church shall review this plan on an annual basis, or more frequently if deemed necessary by the *Rector/Vicar* or Senior Warden.

#### **V. DATE OF THE PLAN**

This plan was published on 1 January 2012.

Attachments: (1) Current *St. Swithin's* Congregational Roster  
(2) *St. Swithin's* Critical Items List  
(3) *St. Swithin's* Emergency Evacuation Plan  
(4) List of local emergency phone numbers and resources