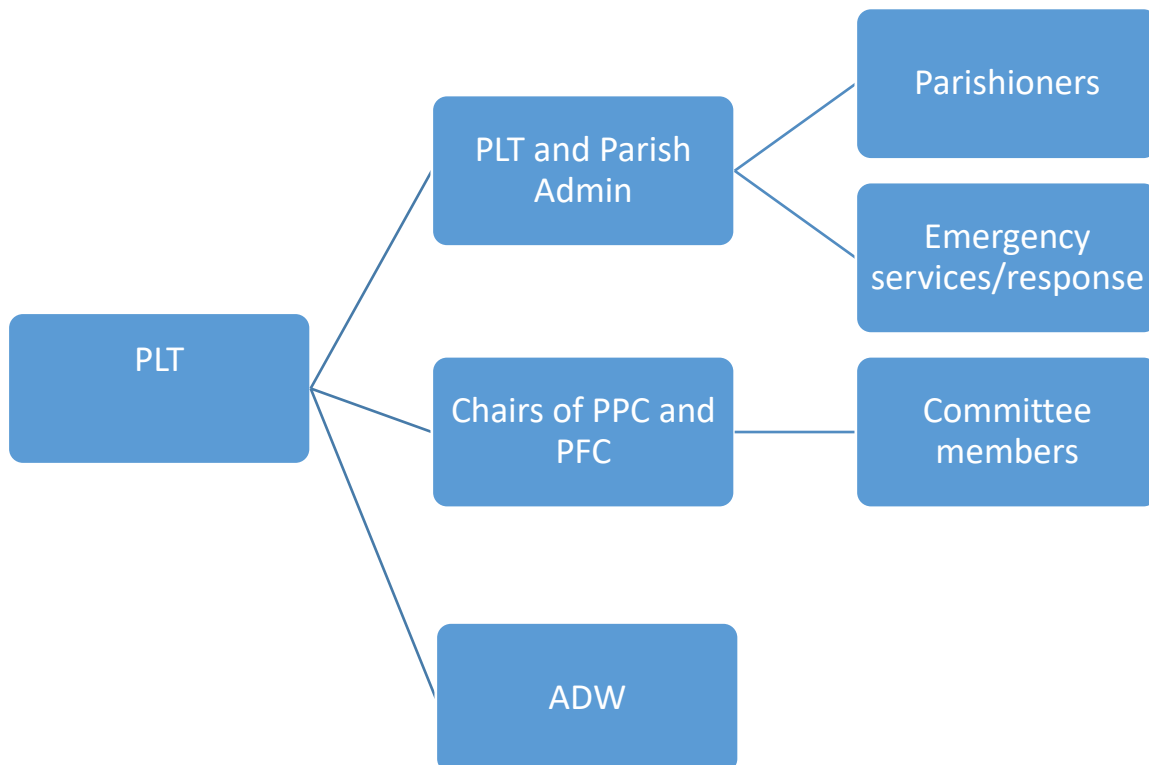


Communication in an emergency

In the event of any emergency affecting the parish a member of the Parish Leadership Team (PLT) is to be advised by phoning them direct or by contacting the after-hours (emergency) phone.

The communication tree will then be put into effect:



Messaging:

Messaging will be formulated by those assisting the parish response and will be approved by the person coordinating the parish response. Messaging might include;

- Date and time of incident,
- A brief description of the incident and the aim/goal of the parish response, and what has happened so far,
- Safety information,
- The status of parish personnel and parish facilities,
- Contact name, contact numbers/point, and how future messages will be disseminated,
- Assembly point (this is the place to which people can go),
- Note: messaging needs to be consistent with that communicated by emergency management authorities.