Diocese of Davenport NCYC Emergency/Crisis Response Plan

NCYC has a solid history of not experiencing emergencies or crises. However, problems can arise. NFCYM requires that each diocese have a crisis response team in place, both in Indianapolis and back home. This Emergency/Crisis Response Plan has been developed to minimize confusion and maximize communication. It is important that all parish leaders know and follow this plan, share this plan with all their adult leaders/chaperones, and insure that their adult leaders/chaperones adhere to it.

**Diocesan Team**

Our Diocesan Indianapolis Team is Don Boucher, Rex Brune, Barb Butterworth, Rob Butterworth, Dan Huber, Rachel Huber, Joe Hummel, Emily Pries, Mike Linnenbrink. Deacon David Montgomery will assist with communications needs. Our Evening Security/Hall Walkers are Derrick & Emily Bertram and Richard & Julie Dickey. Our Back-Home Team is led by Marianne Agnoli.

**Diocesan Team Cell Phone List**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Don Boucher</td>
<td>563-271-3946</td>
<td>Mike Linnenbrink</td>
<td>319-316-2115</td>
</tr>
<tr>
<td>Rex Brune</td>
<td>319-931-8689</td>
<td>Deacon David Montgomery</td>
<td>563-349-1814</td>
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<tr>
<td>Barb Butterworth</td>
<td>563-505-5883</td>
<td>Emily Pries</td>
<td>563-940-2596</td>
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<tr>
<td>Rob Butterworth</td>
<td>563-505-5882</td>
<td>Derrick Bertram</td>
<td>563-212-9170</td>
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<tr>
<td>Deacon Dan Huber</td>
<td>563-340-4510</td>
<td>Julie Dickey</td>
<td>563-249-0531</td>
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<tr>
<td>Rachel Huber</td>
<td>563-340-4509</td>
<td></td>
<td></td>
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<tr>
<td>Joe Hummel</td>
<td>319-371-6905</td>
<td>Richard Dickey</td>
<td>563-249-0828</td>
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<tr>
<td>Derrick Bertram</td>
<td>563-212-9170</td>
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<tr>
<td>Emily Bertram</td>
<td>563-320-8808</td>
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<td>Julie Dickey</td>
<td>563-249-0531</td>
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<td>Richard Dickey</td>
<td>563-249-0828</td>
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**Parish Back-Home Emergency/Crisis Contact**

Each parish should have its own back-home Emergency/Crisis Contact to provide necessary contact with parents/family of any victim(s) and the parish community (if necessary). This person should be available at all times and should be someone with the appropriate pastoral background to handle dealing with families in the event of a crisis. The parish leader should provide this person with the names and phone numbers of all youth and chaperones attending, along with a copy of each person’s Diocesan Permission, Health, and Medical Release Form.

**Parish Diocesan Team Assignments**

For emergency/crisis situations, each parish has been assigned to a Diocesan Team Member.

- **Barb Butterworth**
  - Solon (Bus 1)
  - West Liberty (Bus 1)
  - Blue Grass (Bus 1)
  - Albia (Bus 2)
  - Fairfield (Bus 2)
  - Muscatine (Bus 11)

- **Dan Huber**
  - Ottumwa (Bus 3)
  - Washington (Bus 3)
  - Newton (Bus 5)
  - Grinnell (Bus 5)
  - Oxford (Bus 5)
  - Burlington (Bus 7)
  - Mount Pleasant (Bus 7)

- **Emily Pries**
  - Pella (Bus 4)
  - Oskaloosa (Bus 4)
  - Coralville (Bus 8)
  - Riverside (Bus 9)
  - IC, St. Wenceslaus (Bus 9)
  - Williamsburg (Bus 9)

- **Rob Butterworth**
  - DeWitt (Bus 10)
  - Clinton (Bus 10)
  - Dav, St. Paul (Bus 12)
  - Dav, Holy Family (Bus 13)
  - Bettendorf, OLL (Bus 13)
  - Bettendorf, SJV (Bus 15)

- **Mike Linnenbrink**
  - Centerville (Bus 6)
  - West Point (Bus 6)
  - Fort Madison (Bus 6)
  - Keokuk (Bus 6)
  - Dav, OLV (Bus 14)
  - Dav, St. Anthony (Bus 14)
  - Dav, West Cluster (Bus 14)
COMMUNICATION FLOW

In the event of any emergency or crisis, communication will flow in the following manner:

If this plan is enacted, please respect and abide by this communication flow pattern. This pattern moves both ways, from left to right and right to left.

COMMUNICATION METHOD

We are utilizing the Flocknote program to facilitate communication from the diocesan team to our delegation. This method will focus on text messaging primarily. This communication will flow either to everyone (youth and adults), all adults, or group leaders, depending on the nature of the communication. This method allows those receiving messages to communicate back to the sender, but NOT to each other. For communication with your group members or others in our diocesan delegation, you will need to use standard text messaging or other apps of your choice.

GROUP GATHERING LOCATION

Each group should decide on a gathering spot both inside and outside Lucas Oil Stadium and the Convention Center where all group members can meet in the event of an emergency. This location should be communicated to each member of your group.

NOTE: If the emergency requires immediate evacuation from either facility, by-pass your gathering spot inside the facility and proceed immediately either to your outside gathering spot or directly to the diocesan gathering spot. All hallways leading to exits will need to stay clear to facilitate the flow of people to exits. Congregating in these hallways waiting for your group members to arrive before proceeding will only hinder the time it takes for everyone to exit and could also be dangerous to everyone.

RESPONSE TO INJURY OR ILLNESS

Adults should respond quickly to get victim(s) needed help. Any incident, from more minor medical treatments to full-blown crises, should be reported by the parish leader (NOT the individual chaperones) to their Diocesan Team Member. Depending on the scope and depth of the crisis, the Back-Home Emergency/Crisis Contact may need to be notified to contact families and parish leaders and/or provide pastoral care.

I. At Lucas Oil Stadium or the Convention Center:

1. If the injured/ill need simple first aid, proceed with the individual(s) to the first aid station in Lucas Oil Stadium or the Convention Center. Exact location of these facilities should be available in your program booklet or in the NCYC app. RECOMMENDATION: Familiarize yourself with these locations before you need them; this will save time and allow you to immediately proceed to get help.

2. If the situation is more serious and/or you need assistance, go to a house phone and dial security, or locate event/facility staff who has a radio. If neither is possible, dial 911. Once you’ve reached someone:
   a. Identify yourself and your location (give the stadium section or room number near your location).
   b. State nature of injury/situation.
   c. Tell dispatcher where and how to reach victim/situation.
   d. Remain on phone or with individual with radio until told to disconnect.
   e. Designate someone to meet emergency officials.
   f. Return to victim to tell those on scene that help has been summoned.
3. If victim is a member of our diocesan group, contact the injured/ill individual’s group leader who will then notify their Diocesan Team Member.

II. At the hotel.
1. If it is a life-threatening emergency, immediately call 911.
2. If it’s a lesser injury or illness, contact the person’s parish leader, who will decide whether to contact our Medical On-Call Personnel.
3. The injured/ill individual’s group leader will notify their Diocesan Team Member as soon as possible.
4. If hospitalization is necessary, the Diocesan Team Leader, a Diocesan Team Member, the Diocesan Medical Contact and/or parish leader will accompany the injured to the hospital.

RESPONSE TO CONFERENCE-WIDE EMERGENCY/CRISIS

I. At the Convention Center and/or Lucas Oil Stadium:
1. If the Convention Center and/or Lucas Oil Stadium DO NOT need to be evacuated...
   a. Everyone will gather at their designated meeting spot.
   b. Chaperones will notify their parish leader of who is/is not accounted for.
   c. Parish leaders will notify their Diocesan Team member of their group’s count and status.
   d. Diocesan Team will update Don Boucher of who is/is not accounted for.
2. If the Convention Center and/or Lucas Oil Stadium DO need to be evacuated...
   a. Proceed immediately to the vacant lot at the corner of W. McCarty St. and S. Capital Ave. (south of Lucas Oil Stadium - see map right). In the event of inclement weather and getting to this spot is difficult, or if people get lost, parish leaders should contact their designated Diocesan Team Member and inform him/her of your situation.
   b. Once gathered, chaperones will notify their parish leader of who is accounted for and who is not.
   c. Parish leaders will notify their designated Diocesan Team Member of who is/is not accounted for.
   d. Diocesan Team Members will notify Don Boucher of who is/is not accounted for.
   e. Further instructions on how to proceed will then be given following the communication flow outlined on page 1 of this plan.
   f. If necessary, buses will be contacted for pickup at this location.

II. At the hotel
1. If there is a problem at the hotel requiring evacuation (fire, etc.), find the nearest exit and gather as far away from the hotel as you can within the hotel grounds. Be sure to NOT block the entrance to any parking lot.
2. Once gathered, chaperones will notify their parish leader of who is/is not accounted for.
3. Parish leaders will notify their designated Diocesan Team Member – either via text or in person if possible – of who is/is not accounted for.
4. Diocesan Team members will notify Don Boucher of who is/is not accounted for.
5. Further instructions on how to proceed will then be given following the communication flow outlined on page 2 of this plan.
BACK HOME

I. Crisis response contact.
   • In the event of an emergency (involving an individual or a small group), the parish back-home contact should be called and given the details so they can meet with the involved families and help them with the situation.
   • In the event of a crisis, this contact will be called, given the details and will be the main contact with the parish back home to avoid an overload of calls to the parish leader.
   • It would be helpful if the name and contact information of the parish Emergency/Crisis Contact be given to the Diocesan Team.

II. Information sheet for parents.
   • Each parent or guardian should be given an information sheet with the following important information on it:
     o Parish leader and chaperones and their cell phone numbers.
     o Hotel name and phone number in Indianapolis (Indianapolis Marriott East: 317-352-1231; Delta Hotel Indianapolis East: 317-359-1021).
     o Emergency-only contacts for Indiana Convention Center (317-262-3400) and Lucas Oil Stadium (317-262-8600)
     o Bus company: Tri-State, 563-359-1682
     o Your local parish Emergency/Crisis Back-Home Contact and phone number.
     o Your group’s Diocesan Team Member and phone number
     o Diocesan Team Leader and cell phone (Don Boucher, 563-271-3946, urgent/last resort calls only).

FORMS

   • Each parish leader needs to have a copy of each participant's Diocese of Davenport Permission, Health, and Medical Release Form.
   • Each participant – youth and adult – must have their Form in their nametag pouch.
   • It is advisable that each small group leader have a copy of the Form for each of the youth they are responsible for. This can be provided with scanned copies on a USB drive.
   • The parish leader should have a couple of lists of all of their participants that would be used for check-in in case of a crisis.