CONVENING IN A CRISIS: *What Do You Do?*

Critical Incident/Crisis

CRITICAL INCIDENT

- **Violence** (Physical Harm, Injury, Death)
- **Natural Disaster**
- **Environmental**
- **Disruptions in Operations**

DISRUPTIVE EVENT HAPPENS/NOTIFICATION RECEIVED

IS URGENT ACTION REQUIRED?

YES

NOTIFY EXECUTIVE COUNCIL MEMBER

EXECUTIVE COUNCIL MEMBER CONVENES TEAM

Group Text with Meeting Time
(First on Scene is in Charge)

Meeting Agenda
(Senior Person Leads, Assign Note Taker)

- **Evaluate What happened**
- **Who's Impacted**
- **What's Needed**
- **Next Steps/Responsibility**

EXECUTIVE COUNCIL

COO / Brad - (414) 745-3728
CFO / Chris - (262) 227-4308
Chief of Staff / Jerry - (414) 651-3805
Chancellor / Barbara Anne - (414) 427-0931
Legal / Sharon - (414) 630-7821
Communications / Sandra - (262) 271-1416
Moderator / Fr. Bogacki - (414) 426-5400
Vicar for Clergy / Fr. Reesman - (414) 217-2914
Superintendent / Ed Foy - (414) 708-1632
Nancy Kerns/for the Auxiliary Bishops - (414) 807-5874

NO

NOTIFY SUPERVISOR WITHIN 24 HOURS
(IF UNAVAILABLE, NOTIFY SOMEONE BELOW)

SUPERVISOR NOTIFIES

BARBARA ANNE CUSACK — YES
IF NOT AVAILABLE
JERRY TOPCZEWSKI — YES
IF NOT AVAILABLE
SHARON HANSON — YES
IF NOT AVAILABLE
CHRIS BROWN — YES
IF NOT AVAILABLE
BRAD BERGHOUSE — YES
IF NOT AVAILABLE
FR. PHILIP BOGACKI — YES

ASSEMBLE THE CORE GROUP

SANDRA PETERSON
SHARON HANSON
BARBARA ANNE CUSACK
BRAD BERGHOUSE
FR. NATHAN REESMAN
JERRY TOPCZEWSKI

CRISIS

- **Potential Criminal/Non Violent Acts** (Harassment, Threat, Etc.)
- **Potential Negative News Events** (Lawsuits, Accidents, Etc.)
- **Helping Families Who Have Suffered Loss** (High Profile Funeral, Crime Victim, Etc.)
- **Financial Crisis** (Embezzlement, Security Breach, Victim of Scams, Etc.)

ADDITIONAL DEPARTMENTS INCLUDED DEPENDING ON SITUATION

FINANCE — Chris Brown (CFO) or Katie Esterle (Parish/School)

HUMAN RESOURCES — Tom Frederickson (Parish/School) Brenda Cline (Clergy)

SOCIAL RESPONSIBILITY — Susan McNeil

SAFE ENVIRONMENT — Suzanne Nickolai

SCHOOLS — Superintendent and Associate Superintendent

COUNSELING/MENTAL HEALTH — Sofia Thorn

Draft 1:3/16/2023