



The Synod of the Diocese of Niagara

Anglican Church of Canada

The Right Reverend Susan J.A. Bell, Bishop

Reporting Protocols

Emergencies

Any significant emergency situations involving first responders (police, fire or paramedics) that happen on church property or involve people engaged in ministry must be reported by the rector or priest-in-charge as soon as is practically possible, as follows:

First Call: To the Reverend Canon Bill Mous at 905-541-9750 or 905-527-1316 ext 330
Secretary of Synod and Director of Administration

Second Call: To your regional archdeacon, or in their absence, your regional dean.

The secretary of synod and director of administration will triage the situation, contact the Bishop and other diocesan staff as appropriate, and marshal other resources to support the situation. The regional archdeacon will attend the scene of the emergency to provide onsite diocesan support.

A significant emergency may involve:

- A serious injury or death on parish property;
- A fire causing substantial damage to the church building;
- A violent assault or hostage situation on or near parish property.

Other situations involving first responders may simply be reported to the Secretary of Synod and Director of Administration using the incident procedure which follows.

Incidents

Non-emergency incidents that happen on church properties (floods, vandalism, injuries, harassment, assaults, etc.) or involve people engaged in ministry must be reported by the rector or priest-in-charge within 48 hours via email (bill.mous@niagaraanglican.ca) to the Reverend Canon Bill Mous, Secretary of Synod and Director of Administration.

Once informed, the secretary of synod and director of administration will assess the incident and marshal any resources required to respond to the incident as well as notify the bishop, regional archdeacon, and diocesan staff as appropriate.

If the incident involves an insurance claim, contact Kim Waltmann at the diocesan office during regular office hours, or our adjuster: Bannatyne and Company at 905-528-0661 after hours or on the weekend or holidays, if the claim cannot wait until Monday.

If the incident involves a workplace injury, contact Canon Terry DeForest at the diocesan office.

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