



ANGLICAN  
DIOCESE OF  
NIAGARA

## 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 Archdeacon Bill Mous, Executive Officer  
905-541-9750 or 905-527-1316 ext 330

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

The executive officer 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 Executive Officer using the incident procedure which follows.

### Incidents

Non-emergency incidents, including workplace and other injuries, floods, vandalism, harassment, assaults, that happen on church properties 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](mailto:bill.mous@niagaraanglican.ca)) to Archdeacon Bill Mous, executive officer.

Once informed, the executive officer 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 ([kim.waltmann@niagaraanglican.ca](mailto:kim.waltmann@niagaraanglican.ca) or 905-527-1316 ext 540, or Kernaghan Adjusters after hours or on the weekend or holidays (289-786-1074 or 1-800 387-5677). Please indicate that our broker is Gallagher and our insurer is Ecclesiastical when calling.

*Revised: September 2024*