

# Planting the Seeds for Recovery

Disaster Preparedness Planning for  
Faith-Based Organizations



**Emergency Preparedness  
Planning Template**

# Disaster Preparedness Planning Guide

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**The following guide includes several tools developed to assist faith-based organizations in preparing their communities in the event of a disaster. Some of the resources include sample emergency planning announcements to share with organization members, a risk assessment matrix, as well as a step-by-step guide to developing an emergency preparedness plan for faith-based organizations. These practical suggestions are easy to implement and will help ensure that your organization is ready when a disaster strikes.**

## 10 Essential Items Needed for Emergencies

	1. Water	3 – 7 days, one gallon per person per day. (Include pets)
	2. Food	3 – 7 days of non-perishable foods (don't forget a manual can opener and special foods for babies, kids, and pets)
	3. First aid kit	Include: bandages (various sizes), gauze, adhesive tape, scissors, tweezers, antiseptic, soap, gloves, pain reliever, antacid, laxatives, etc.
	4. Flashlights	Have extra batteries
	5. Radio	Have extra batteries
	6. Medications	Prescriptions and over-the-counter. (For each family member, make a list of all medications, dosages and how often they are taken)
	7. Cash and Documents	Money (large/small bills – include coins for pay phones) birth certificates, social security cards, deeds, insurance papers, medical cards, etc
	8. Clothing & Sturdy shoes	Change of clothes and comfortable sturdy shoes for every family member
	9. Tools	Fire extinguisher, adjustable wrench, sturdy gloves and a whistle
	10. Sanitation & Hygiene Supplies	Bucket with a lid that seals, toilet paper, hand sanitizer, sanitary napkins, paper towels, etc.

Emergencies can happen at any time, whether at home, work or while you are driving...

**Protect yourself and your family!**

## Suggested Announcements on Emergency Preparedness to Complement Your Bulletin Inserts

The following are suggested brief announcements that may be used when addressing your members. They may also be placed in your organization's bulletins. There are 12 emergency preparedness messages, one for each month of the year. If you distribute weekly bulletins, the same message may be rerun for each week of the month. When it comes to emergency preparedness, repetition is good. The numbered months are suggestions; the messages may be used in any order.

If you wish to include these messages in your bulletin, you may cut and paste the text using the accompanying MS Word document. Shorter versions of these messages are available on the "Worship Center Emergency Preparedness Bulletin Inserts" page.

### Month 1

#### **Is Your Family Ready for a Disaster or Emergency?**

##### **Family Meeting and Communication Plan**

In this month's [week's] bulletin, our focus is on making sure our families know what to do in an emergency. Here are some examples of topics to address: Where should the family meet if separated? How will family members communicate with each other? Do all family members know how to turn off the utilities? Do special provisions need to be made for family members with special needs? How about for pets? The government may be overwhelmed in a major disaster so we must all be prepared to take care of our families for the first few days.

### Month 2

#### **Is Your Family Ready for a Disaster or Emergency?**

##### **Family Food and Water Supply Storage**

In this month's [week's] bulletin, our focus is on storing an emergency supply of water and food for a minimum of 7 days; up to 14 days is preferred. Families should store 1 gallon of water **per person per day**, including for pets. Other items that will be needed are flashlights, portable radios, and first-aid kits. Be sure to store your supplies in a cool, dry place that is safe and easily accessible.

### Month 3

#### **Is Your Family Ready for a Disaster or Emergency?**

##### **Family Medical Plan and Emergency Supplies**

In this month's [week's] bulletin, our focus is on preparing or updating a first-aid kit, keeping a list of prescription medications for each family member, and having an emergency supply of those medications on hand. The 911 emergency service may be overwhelmed and, therefore, not immediately available. Classes in first aid and CPR (cardiopulmonary resuscitation) are available for adults and children through organizations such as the American Red Cross, hospitals, and community centers.

### Month 4

#### **Is Your Family Ready for a Disaster or Emergency?**

## **Family Practice Drill**

In this month's [week's] bulletin, our focus is on conducting emergency drills. Your family should practice fire drills in your home, as well as earthquake drills, such as "Drop, Cover, and Hold." By learning what to do, and then actually practicing it, family members will be better equipped to deal with such situations. If an earthquake strikes, be prepared for aftershocks and plan where you might take cover, such as under a table or desk, when they occur. Practicing these drills can lower the risk of injury and loss of life, whether at home, work, or school.

## **Month 5**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Car and Work Kit Supplies**

In this month's [week's] bulletin, our focus is on having adequate supplies in the car or at work in the event of an emergency. In addition, it's important to know different driving routes to and from work or school, keep your car's gas tank at least halfway full, and prepare for possibly having to leave your car and walk. Be sure to have water, nonperishable food, and other essential emergency supplies in the car, at work, and at your children's schools.

## **Month 6**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Emergency Cash and Important Documents**

In this month's [week's] bulletin, our focus is on having some money on hand as well as copies of important documents. In the event of a disaster, ATMs (automated teller machines) may be down and you may not be able to use a check, debit card, or credit card. For this reason, it's good to store some cash, both large and small bills, as well as coins.

It's also crucial to make copies of important documents and store them in waterproof bags away from home. Some of these documents are birth certificates, Social Security cards, identification cards, deeds, insurance papers, passports, medical cards and other important documents.

## **Month 7**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Camping Out Earthquake Style**

In this month's [week's] bulletin, our focus is on preparing for outdoor cooking and camping due to possible structure damage or unsafe gas and electrical lines. In these situations, camping stoves and BBQs are safe for outdoor use. Other things to think about are utensils, paper plates, a hand-crank can opener, blankets or sleeping bags, personal hygiene products, and things that provide psychological comfort, such as coloring books for children. And check that you have basic tools, like a crowbar, shovel, heavy-duty work gloves, and a hammer.

## **Month 8**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Freshen Up Your Water and Food Supplies**

In this month's [week's] bulletin, our focus is on reviewing the expiration dates on the emergency food and water in storage. Replace anything that will expire in the next 6 months. After the Northridge earthquake in 1994, 100,000 homes and businesses were without drinking water. Learn about proper water storage, alternate water sources (such as your water heater), and proper nonperishable food selection and storage.

## **Month 9**

### **Is Your Family Ready for a Disaster or Emergency?**

## **Focus on Children**

In this month's [week's] bulletin, our focus is on adequate emergency preparation that will reduce the stress our children may experience. Help them learn about earthquakes—what they are and what causes them. Discuss aftershocks. Help your children assemble their own emergency kits. In addition to water, food, and emergency supplies, their kit should include a special toy or stuffed animal, family photos, and a note from you, the parents. You know your children better than anyone. Assemble items that meet their needs and that they like. Remember, no supplies are “wrong.”

## **Month 10**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Take Fire Precautions**

In this month's [week's] bulletin, our focus is on fire precautions. Check your smoke detectors to make sure they are in good working order. Install smoke detectors if you don't have them. Similarly, check your fire extinguisher. Ensure that it is still in good condition and review the operating procedure. If you don't have a fire extinguisher, obtain one and learn how to use it. Earthquakes can trigger fires so having a fire extinguisher on hand goes a long way toward peace of mind. Smoke detectors can reduce the risk of fire-related injuries and loss of life, especially during the hours everyone is asleep.

## **Month 11**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Emergency Lighting**

In this month's [week's] bulletin, our focus is on making sure there are flashlights in all bedrooms and that there are spare batteries on hand. Earthquakes can damage power facilities or transmission lines, causing the electricity to fail completely. In such an event, flashlights are crucial. You may consider purchasing battery-free flashlights, or light sticks (an excellent source of emergency light that do not require batteries to operate). Flashlights can provide psychological comfort and immediate emergency lighting when power is disrupted.

## **Month 12**

### **Is Your Family Ready for a Disaster or Emergency?**

#### **Gifts of Life**

In this month's [week's] bulletin, our focus is on helping others prepare for an emergency. If you can't decide on what to get a family member, friend, or coworker as a gift for the holidays, a birthday, or other special occasion, consider giving an emergency survival kit or any its components. (As a reminder, the 10 Essential Items Needed for Emergencies are water, food, first-aid kit, flashlights, radio, medications, cash and documents, clothing and sturdy shoes, tools, and sanitation and hygiene supplies.)

Make a list when it's time for gift-giving, and give everyone, perhaps a flashlight. Or coordinate with relatives, friends, or coworkers so that everyone buys a different emergency item and assemble kits as a group project.

Any emergency supplies will be in demand and have increased value after a damaging earthquake or other disaster, and your thoughtful gift may just save a life.

## **Suggested Announcements on Emergency Preparedness to Complement Your Bulletin Inserts**



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## A GUIDE TO HELP FAITH COMMUNITIES PREPARE FOR DISASTERS

Faith Based Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Person responsible for emergency planning:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

## Define the Faith Community's Disaster Mission

Examples include:

1. To ensure the continuation or quick resumption of regular worship service.
2. To provide pastoral care and support to disaster victims (from congregants to community members)
3. To provide services/resources to help in the community's recovery from disaster (consider what services/resources you plan to provide)

Write a short statement below that summarizes the disaster mission:

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## **Planning Assumptions about Disasters and Disease Outbreak**

1. Utility services may be unavailable for extended periods (i.e., electricity, water, and gas).
2. Telephone service may be interrupted.
3. Police, fire, paramedics, and 911 response will be overrun the first 3-5 days after a major disaster. Do not expect their help, initially.
4. There will be serious problems with transportation. Road closures will occur.
5. People will largely be “on their own” in the initial days following a major disaster.
6. Your faith community may be limited to working only with the resources within your immediate neighborhood.
7. If a pandemic influenza were to occur, 15-35% of the population could be ill over a several month period.
8. Large percentages of the population may be unable to work for days to weeks during a disease outbreak.

# Risk Prioritization for Los Angeles County

*The County of Los Angeles Hazard Mitigation Advisory Committee prioritized risk to the residents and property of the county*

## High Risk Priority Hazards

- Earthquake (natural)
- Wildland Urban Interface Fire (natural)
- Weapons of Mass Destruction (WMD) Terrorism (technological)
- Utility Loss (technological)
- Flood (natural)
- Drought (natural)
- Biological/Health (technological)
- Waste Water and Water (technological)
- Economic Disruption (technological)
- Data Telecommunications (technological)
- Civil Unrest (technological)

## Moderate Risk Priority Hazards

- Large Venue Fires (technological)
- Transportation Incidents, rail/air/pipeline (technological)
- Hazardous Materials (technological)
- Radiological Incident/Accident (technological)
- Special Events (technological)
- Dam Failure (technological)
- Landslides (natural)
- Transportation/loss of ability (technological)
- Explosion (technological)
- Severe Weather (natural)

## Low Risk Priority Hazards

- Biological/Agriculture (technological)
- Tsunami (natural)
- Sinkholes/subsidence (technological)
- Rise in Ground Water (natural)
- Mine Safety (technological)
- Volcano (natural)
- Tornadoes (natural)

# Your Risk Assessment

Using your list of potential hazards and critical assets, you are now ready to begin to prioritize things and assess where your faith based organization is vulnerable to disruption. For each of the six categories, you will decide the level of impact each of the hazards will have on your faith- based organization

Before completing your Risk Assessment Matrix, you need to understand the difference between the levels of impact. Below the levels are discussed and listed in order of escalation.<sup>1</sup>

- **Negligible** – limited to no business disruptions or property damage
- **Marginal** – a hindrance that may affect business operations without shutting down, you have no minor damage, it may be an occurrence in the surrounding neighborhood
- **Critical** – temporary disruptions of business or major damage to the facility, impacts are to the community
- **Catastrophic** – a disaster that affects entire regional community causing business disruptions and forces closure of building(s). This is an event of large proportions. It can include complete destruction, multiple injuries or deaths, and a regional event which means limited or no outside resources available for prolonged periods of time.

The table on the following page will help you to determine and prioritize your faith-based organizations risks. General types of events are listed on the left side. There are additional spaces provided to customize for your faith-based organization's needs.

Begin with the first listed disaster event, earthquake. Circle the number in each asset area to score how the hazard would likely impact your business. Complete the other rows then total your numbers for both columns and rows.

As the last step, prioritize which areas should be addressed first, based on highest vulnerability, and then assign each column with your priority number 1-6.

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<sup>1</sup> 7 Steps to an Earthquake Resilient Business, Earthquake Country Alliance, [www.earthquakecountry.info/roots/](http://www.earthquakecountry.info/roots/)

Risk Assessment Matrix							
	Impact to Critical Business Assets						
Type of Event / Hazard	People 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Building 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Equipment 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Data 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Inventory/Product 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Operations 1=Negligible 2=Marginal 3=Critical 4=Catastrophic	Total Score
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
Totals							
Priority							



## Step 1: About Your Faith-Based Organization

<b>PRIMARY FAITH BASED ORGANIZATION LOCATION</b>	<b>SECOND FAITH BASED ORGANIZATION LOCATION</b>
FAITH-BASED ORGANIZATION NAME	FAITH-BASED ORGANIZATION NAME
STREET ADDRESS	STREET ADDRESS
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
TELEPHONE NUMBER	TELEPHONE NUMBER
<b>PRIMARY POINT OF CONTACT</b>	<b>ALTERNATE POINT OF CONTACT</b>
PRIMARY EMERGENCY CONTACT	ALTERNATE EMERGENCY CONTACT
TELEPHONE NUMBER	TELEPHONE NUMBER
ALTERNATE TELEPHONE NUMBER	ALTERNATE TELEPHONE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS
<b>EMERGENCY CONTACT INFORMATION - DIAL 911 IN AN EMERGENCY</b>	
NON-EMERGENCY POLICE	ELECTRICITY PROVIDER
NON-EMERGENCY FIRE	GAS PROVIDER
INSURANCE PROVIDER	WATER PROVIDER
OTHER (E.G., PROPERTY MANAGEMENT)	OTHER (E.G., PROPERTY SECURITY)
OTHER (E.G., BANK AGENT)	OTHER
OTHER	OTHER
OTHER	OTHER

## Step 2: Emergency Coordination Team

The following people will participate in Emergency Preparedness Planning.

NAME	POSITION	EMAIL	TELEPHONE

### Coordination with Others

The following people from neighborhood organizations and local businesses will participate on our emergency coordination team.

NAME	ORGANIZATIONS/BUSINESS	EMAIL	TELEPHONE

### Meeting Schedule

The emergency coordination team will meet on a regular basis.

DATE	LOCATION	TOPIC

## Step 3: Potential Hazards

This information should be included in your Emergency Preparedness and Response Plan. Make sure to look inside and outside your faith-based organization as well as the surrounding community. Ask yourself questions like: How do I get in and out of the area? How do my staff, suppliers, and clients/constituents get in and out of the area? What should I be concerned with that could interrupt your organization?

The following disasters could impact our operations.

[illegible]

## Step 4: Critical Assets Inventory

If these items are taken away, it would drastically affect or harm your faith-based organization or cause a major disruption to operations. What does your organization need to operate?

<b>PEOPLE</b> (staff, key volunteers, etc.)	
<b>BUILDING</b> (physical structure, storage unit, satellite office, main office, store front, capital lease, etc.)	
<b>COMPUTER EQUIPMENT</b> (computers, software, servers/network, specialty tools, copiers, etc.)	
<b>DATA</b> (vital records, documents, payroll, files, records, server back-up tapes, etc.)	
<b>SUPPORT EQUIPMENT</b> (kitchen equipment, audio visual equipment, specialty tools, vehicles, etc.)etc.)	
<b>VALUABLE CONTENTS</b> (religious artifacts, valuable collectables, etc.)	


# Step 4: Critical Assets Inventory (continued)

FURNITURE AND FIXTURES (office furniture, custom built furniture, auxiliary furniture, etc.)	
GROUNDS (custom decorations, outdoor equipment, signage, etc.)	
OTHER (artwork, antiques, etc.)	



## Step 5: Critical Operations

Identify operations that are critical for your faith-based organization's survival. Does your faith-based organization provide services crucial to the incident response? How will you continue to perform these functions in a disaster situation? What operations does your faith-based organization provide to others (i.e. shelter, child care, spiritual guidance, food, etc.)? In the event of a disaster will people be congregating at your location needing assistance?

**PROCEDURES TO RESTART OPERATION AFTER MINIMAL DISASTER IMPACT:** If a disaster causes negligible or marginal impact on operations, these procedures will help to restart the operation in the same location.

**PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT:** If a disaster causes critical or catastrophic impact on operations, these procedures will help to restore the operation in the same location, an alternate location, or a new location.

<b>CRITICAL OPERATION:</b>	
STAFF IN CHARGE (POSITION)	STAFF IN CHARGE (NAME)
KEY SUPPLIES/EQUIPMENT	KEY SUPPLIERS/CONTRACTORS
PROCEDURES TO RESTART OPERATION AFTER MINIMAL DISASTER IMPACT	
PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT	

<b>CRITICAL OPERATION:</b>	
STAFF IN CHARGE (POSITION)	STAFF IN CHARGE (NAME)
KEY SUPPLIES/EQUIPMENT	KEY LAY VOLUNTEERS
PROCEDURES TO RESTART OPERATION AFTER MINIMAL DISASTER IMPACT	

PROCEDURES TO COMPLETELY RESTORE OPERATION AFTER SIGNIFICANT DISASTER IMPACT

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STAFF IN CHARGE (POSITION)	STAFF IN CHARGE (NAME)
KEY SUPPLIES/EQUIPMENT	KEY LAY VOLUNTEERS
PROCEDURES TO RESTART OPERATION AFTER MINIMAL DISASTER IMPACT	

## Step 6: Key Support Organizations and Government Agencies

The following is a list of key support organizations and agencies that are critical to maintaining service and operations.

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	DOES THIS ORGANIZATION HAVE A CONTINUITY PLAN?
MATERIAL/SERVICE/SUPPORT PROVIDED		
What is the alternative to this organization?		

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	DOES THIS ORGANIZATION HAVE A CONTINUITY PLAN?
MATERIAL/SERVICE/SUPPORT PROVIDED		
What is the alternative to this organization?		

--

## Step 6: Key Organizations and Businesses (continued)

<b>ORGANIZATION NAME:</b>					
STREET ADDRESS			CONTACT NAME		
CITY, STATE, ZIP CODE			CONTACT TELEPHONE NUMBER		
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL			
EMERGENCY TELEPHONE	WEBSITE	DOES THIS ORGANIZATION HAVE A CONTINUITY PLAN?			
MATERIAL/SERVICE/SUPPORT PROVIDED					
What is the alternative to this organization?					

<b>ORGANIZATION NAME:</b>					
STREET ADDRESS			CONTACT NAME		
CITY, STATE, ZIP CODE			CONTACT TELEPHONE NUMBER		
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL			
EMERGENCY TELEPHONE	WEBSITE	DOES THIS ORGANIZATION HAVE A CONTINUITY PLAN?			
MATERIAL/SERVICE/SUPPORT PROVIDED					
What is the alternative to this organization?					

--



## Step 7: Security

During an Emergency, Law enforcement may not be available to provide the faith-based organization with Physical Security of the staff, volunteers, guests, or physical assets including the facility, or equipment.

PHYSICAL SECURITY	
LEAD STAFF	EMERGENCY CONTACT TELEPHONE
EMAIL	ALTERNATE CONTACT TELEPHONE
LOCATION OF MASTER KEYS	PHYSICAL SECURITY PLAN
LOCKDOWN AND ACCESS PLANNING	KEY LAY VOLUNTEERS
Is the Physical Security Plan reviewed by local authorities?	

Data security and backup should be an ongoing process, however, it is crucial before a disaster. Identify the records that are essential to perform your critical functions. Vital records may include employee data, payroll, financial and insurance records, customer data, legal and lease documents. Are any impossible to re-create? Are copies stored offsite?

DATA SECURITY AND BACK-UP	
LEAD STAFF OR CONTRACTOR	EMERGENCY CONTACT TELEPHONE
EMAIL	ALTERNATE CONTACT TELEPHONE
BACK-UP RECORDS ARE STORED ONSITE HERE	BACK-UP RECORDS ARE STORED OFFSITE HERE

## Step 8: Computer Inventory Form

Use this form to:

- Log your computer hardware serial and model numbers. Attach a copy of your vendor documentation to this document.
- Record the name of the company from which you purchased or leased this equipment and the contact name to notify for your computer repairs.

Make additional copies as needed. *Keep one copy of this list in a secure place on your premises and another in an off-site location.*

HARDWARE INVENTORY					
HARDWARE (CPU, MONITOR, PRINTER, KEYBOARD, MOUSE, PLUS DESCRIPTION)	MODEL PURCHASED	SERIAL NUMBER	DATE PURCHASED	COMPANY PURCHASED OR LEASED FROM	COST

SOFTWARE INVENTORY					
NAME OF SOFTWARE	VERSION	SERIAL / KEY NUMBER	DISC OR DOWNLOAD	DATE PURCHASED	COST

## Step 9: Alternate/Temporary Location

Determine if it is possible to set up an alternate or temporary location if your primary site is unavailable. Would this site become your new primary site? Do you have multiple locations in which you can condense worship services? How much work can be done virtually? Would a work-from-home strategy work for your organization? What pre-agreements would you need for these options?

ALTERNATE LOCATION		SECOND ALTERNATE LOCATION	
STREET ADDRESS		STREET ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
TELEPHONE NUMBER		TELEPHONE NUMBER	
IS THERE A PRE-AGREEMENT IN PLACE?		IS THERE A PRE-AGREEMENT IN PLACE?	
POINT OF CONTACT		POINT OF CONTACT	
CONTACT NAME		CONTACT NAME	
TELEPHONE NUMBER	ALTERNATE NUMBER	TELEPHONE NUMBER	ALTERNATE NUMBER
E-MAIL ADDRESS		E-MAIL ADDRESS	
SITE ASSESSMENT		SITE ASSESSMENT	
NUMBER AND TYPE OF STAFF TO WORK HERE		NUMBER AND TYPE OF STAFF TO WORK HERE	
SUPPLIES ALREADY IN PLACE		SUPPLIES ALREADY IN PLACE	
SUPPLIES THAT WOULD BE NEEDED		SUPPLIES THAT WOULD BE NEEDED	
TIME TO SET UP OPERATIONS		TIME TO SET UP OPERATIONS	
LENGTH OF TIME TO STAY IN THIS SITE		LENGTH OF TIME TO STAY IN THIS SITE	
POSSIBLE HAZARDS IN THE AREA		POSSIBLE HAZARDS IN THE AREA	
NOTES:		NOTES:	

## Step 10: Staff Notification

Staff should be regularly updated on business operational status including whether they should report to work, what work conditions are like, alternate work sites and plans, plan triggers, etc.

NOTIFICATION			
<b>STAFF WILL BE NOTIFIED BY:</b> <input type="checkbox"/> PHONE TREE <input type="checkbox"/> AUTOMATIC NOTIFICATION SYSTEM <input type="checkbox"/> EMAIL BLAST <input type="checkbox"/> OTHER: <b>STAFF WILL RESPOND BY:</b> <input type="checkbox"/> CALLING IN TO LIVE PERSON <input type="checkbox"/> CALLING AUTOMATIC RESPONSE SYSTEM <input type="checkbox"/> EMAIL IN <input type="checkbox"/> OTHER:		<b>STAFF MEMBER RESPONSIBLE FOR NOTIFICATION</b>	
		TELEPHONE NUMBER	EMAIL
		RESPOND IN NUMER	AUTO RESPONSE NUMBER
		PLAN TRIGGER	

NOTIFYING STAFF NAME:			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT TELEPHONE	ALTERNATE TELEPHONE
EMAIL		CONTACT EMAIL	

NOTIFYING STAFF NAME:			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT TELEPHONE	ALTERNATE TELEPHONE
EMAIL		CONTACT EMAIL	



## Step 10: Staff Notification (continued)

<b>STAFF NAME:</b>			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT TELEPHONE	ALTERNATE TELEPHONE
EMAIL		CONTACT EMAIL	

<b>STAFF NAME:</b>			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT TELEPHONE	ALTERNATE TELEPHONE
EMAIL		CONTACT EMAIL	

<b>STAFF NAME:</b>			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT TELEPHONE	ALTERNATE TELEPHONE
EMAIL		CONTACT EMAIL	

<b>STAFF NAME:</b>			
STREET ADDRESS		EMERGENCY CONTACT NAME	
CITY, STATE, ZIP CODE		RELATIONSHIP TO EMPLOYEE	
TELEPHONE NUMBER	ALTERNATE NUMBER	CONTACT	ALTERNATE



		TELEPHONE	TELEPHONE
EMAIL		CONTACT EMAIL	

# Step 11: Key Volunteer Notification

Key staff, lay volunteers and other key contacts should be regularly updated on operational status. This may be done via your website, posting signs at your faith-based organization, or contacting them individually.

NOTIFICATION	
KEY FAITH-BASED ORGANIZATION CONTACTS WILL BE NOTIFIED BY: <input type="checkbox"/> TELEPHONE: <input type="checkbox"/> AUTOMATIC NOTIFICATION SYSTEM <input type="checkbox"/> EMAIL BLAST <input type="checkbox"/> WEBSITE <input type="checkbox"/> SIGNAGE <input type="checkbox"/> OTHER	STAFF MEMBER RESPONSIBLE FOR NOTIFICATION
	TELEPHONE NUMBER
	EMAIL

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

<b>ORGANIZATION NAME:</b>	
STREET ADDRESS	CONTACT NAME

CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

## Step 11: Key Volunteer Notification (continued)

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

<b>ORGANIZATION NAME:</b>		
STREET ADDRESS		CONTACT NAME
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER

TELEPHONE NUMBER	FAX NUMBER	CONTACT EMAIL
EMERGENCY TELEPHONE	WEBSITE	RESPONSIBILITIES

## Step 12: Continuity of Management Plan

You can assume that not every key person will be readily available or physically at the facility after an emergency. Ensure that critical decisions can be made without undue delay.

Establish procedures for:

- Assuring the chain of command
- Maintaining lines of succession for key personnel

### POLICY STATEMENT REGARDING CONTINUITY OF MANAGEMENT

**LEADER  
NAME:**

STREET ADDRESS

SUCCESSOR NAME

CITY, STATE, ZIP CODE

SUCCESSOR TELEPHONE NUMBER

TELEPHONE NUMBER

EMERGENCY  
TELEPHONE

SUCCESSOR EMAIL

EMAIL

RELATIONSHIP TO LEADER

**LEADER  
NAME:**

STREET ADDRESS

SUCCESSOR NAME

CITY, STATE, ZIP CODE

SUCCESSOR TELEPHONE NUMBER

TELEPHONE NUMBER

EMERGENCY  
TELEPHONE

SUCCESSOR EMAIL

EMAIL

RELATIONSHIP TO LEADER

**LEADER  
NAME:**

STREET ADDRESS

SUCCESSOR NAME

CITY, STATE, ZIP CODE

SUCCESSOR TELEPHONE NUMBER

TELEPHONE NUMBER

EMERGENCY

SUCCESSOR EMAIL

	TELEPHONE	
EMAIL		RELATIONSHIP TO LEADER

# Step 13: Insurance Coverage Discussion Form

Use this form to discuss your insurance coverage with your agent. Having adequate coverage now will help you recover more rapidly from a catastrophe.

<b>INSURANCE AGENT:</b>				
STREET ADDRESS		CONTACT NAME		
CITY, STATE, ZIP CODE		CONTACT TELEPHONE NUMBER		
TELEPHONE NUMBER	FAX NUMBER	CONTACT EMERGENCY TELEPHONE		
EMERGENCY TELEPHONE	WEBSITE	CONTACT EMAIL		
<b>INSURANCE POLICY INFORMATION</b>				
TYPE OF INSURANCE	POLICY NUMBER	DEDUCTIBLES	POLICY LIMITS	COVERAGE (GENERAL DESCRIPTION)
<b>DISASTER RELATED INSURANCE QUESTIONS</b>				
Do you need Flood Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		What perils or causes of loss does my policy cover?		
Do you need Earthquake Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		How will my property be valued?		
What types of records and documentation will my insurance company want to see?		Does my policy cover the cost of required upgrades to code? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How much insurance am I required to carry to avoid becoming a co-insurer?		What does my policy require me to do in the event of a loss?		
NOTES				



## Appendix 1

### Facility Safety Measures and Emergency Supplies<sup>2</sup>

#### A. Basic Safety Improvement

- a. Do a hazard hunt and improve any obvious problems (i.e., move heavy items from top to lower shelves and secure items that might topple.)
- b. Check cabinet doors to ensure secure closure.
- c. Properly store chemical and flammable materials.
- d. Trim any large overhanging trees that could fall and damage property.
- e. Clearly mark gas and water shut-off valves with instructions for shut off. (Turn off utilities only if there is a leak or if you suspect damage to the lines...
- f. Ensure working status of fire extinguishers and smoke detectors.
- g. Take photographs documenting the interior and exterior of your facility to help later in recovering costs due to facility damage or equipment loss.
- h. Post a facility evacuation plan (with exit and assembly information). Plan to account for staff and onsite participants in evacuation and conduct evacuation drills.

#### B. The following emergency supplies and equipment are located as follows:

- a. Portable radios and extra batteries

- b. \_\_\_\_\_  
Emergency first aid supplies

- c. \_\_\_\_\_  
Flashlights and extra batteries

- d. \_\_\_\_\_  
Stored drinking water (more is better)

- e. \_\_\_\_\_  
Emergency (3-day) food supply

- f. \_\_\_\_\_  
Basic tool kit

- g. \_\_\_\_\_  
Fire Alarm System (include the following):

- i. Location of fire alarm (and fire panel/room if applicable)

- ii. \_\_\_\_\_  
Location of fire extinguishers

- iii. If the system is monitored by an outside agency, name and phone \_\_\_\_\_

- iv. \_\_\_\_\_  
Location of smoke detectors

- v. \_\_\_\_\_  
Location of fire alarm pull stations

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<sup>2</sup> Shasta County Public Health Disaster Planning Faith-based Organizations, 2007

- vi. Sprinkler system – location of sprinkler water flow valves and standpipes, including tamper alarms

\_\_\_\_\_  
\_\_\_\_\_

- h. Exits (include the following):

- i. Provide information on fire escapes (i.e., type and location)

- ii. Provide information on fire doors if applicable

- C. The following utility shut-offs and tools are located as follows (if applicable):

- a. Main gas valve

\_\_\_\_\_  
(only shut off the gas if you smell gas or hear a hissing sound; then open doors and windows)

- b. Crescent wrench or gas shut-off tools

- c. Main water valve

- d. Electrical fuse box / circuit breaker

\_\_\_\_\_  
(Shut off electricity if electrical wires are shorting or sparking)

- e. Emergency or portable generator (if applicable)

- D. Take an inventory of neighborhood resources that can assist with your emergency response (identify where to go for emergency help, especially if telephone service is unavailable immediately after a disaster):

- a. Where can you rent or borrow a generator if necessary?

- b. Where is the nearest medical treatment?

- c. Where is the nearest fire station?

- d. Where is the nearest police station?

- e. Where can you go for additional water?

- f. Where can you go for additional food supplies?

- g. Where can you get additional medical supplies, medicines, and special equipment?

\_\_\_\_\_

E. Other Safety Measures:

- a. First Aid/CPR Training – Arrange for a First Aid/ CPR class to be held at your facility. (Contact the American Red Cross Los Angeles Area Chapter, 1-800-627-7000, or <http://redcrossla.org/> . Encourage ushers, lay leadership, youth leaders, and teachers to attend.)
- b. Register and train staff for CAHAN (California Health Alert Network)
- c. The web-based CAHAN system is designed to broadcast warnings of impending or current disasters affecting the ability of health officials to provide disaster response services to the public, and to provide a collaborative work environment where sensitive disaster planning and response information may be securely shared. CAHAN serves as a secure venue for exchanging information and best practices.
- d. When a health alert is issued, CAHAN is capable of sending alerts to email addresses, telephones, faxes, alphanumeric pagers, and cell phones with short message service capability.
- e. Interested parties may contact your local CAHAN Administrator through the Los Angeles County Department of Public Health at (213) 637 - 3600

## Appendix 2

### **Evacuation Planning:** Some Evacuation Planning Tips:

- A. Designate where people should go or stand, once they are outside the facility

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- B. Post clear directions on how to evacuate the facility (post in central facility locations).
- C. If it is possible and safe to do so upon exiting, staff should shut off any electrical equipment that may be running in their area and close all doors behind them.
- D. After evacuating, take a head count to ensure all staff and clients have exited.
- E. Consider people with disabilities (cognitive, hearing, visual, or mobility) who may need assistance.
- F. Ensure that ushers are trained in the evacuation plan.
- G. Practice evacuation/fire drills<sup>3</sup>.