

**<Insert Name of Organization>**

**Community/Faith-Based**

**Emergency Operations Plan**

<Insert Date Template is Completed/Revised>

Supersedes Previous Version

# 

# Organization Profile

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization Name:** |  | | | | | |
| **Address:** |  | | | | | |
|  |  | | | | | |
| **County:** |  | | | | | |
| **Email:** |  | | | | | |
| **Phone:** |  | | **Fax:** |  | | |
| **Primary Contact:** | |  | | | **Phone:** |  |
| **Secondary Contact:** | |  | | | **Phone:** |  |

|  |
| --- |
|  |

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## INTRODUCTION

### A. Purpose

This document is intended as a template for community and faith-based organizations in developing a site-specific plan for their organization’s facility that includes a process for how the organization will prepare, respond, and recover from emergencies and disasters. Every organization will have different needs and should adapt these recommendations to fit the needs of their particular site. The Mississippi State Department of Health makes no representations and assumes no responsibility for the adequacy, or lack thereof, of this planning template.

### B. Scope

This emergency operations plan (EOP) template is designed to guide planning and response to a variety of hazards that could threaten the stability of the organization or the safety of members, staff, and visitors, or adversely impact the ability of the organization to operate.

### C. Assumptions

The assumptions statement shows the limits of the EOP, thereby limiting liability. The following assumptions delineate what is assumed to be true when the EOP was developed.

The following assumption will be made:

* Top hazards are identified.
* Identified hazards will occur.
* Staff and members are familiar with the EOP.
* Staff will execute their assigned responsibilities.
* Executing the EOP will save lives and reduce damage.

## ADMINISTRATION

### A. Plan Review and Maintenance

This EOP should be reviewed and updated annually, incorporating data collected during actual and exercise plan activations, changes in risk assessment, emergency equipment, external organization participation, etc.

Plan review should also consider changes in contact information, new communications with the local emergency management organization, review of evacuation routes, and staff and departmental assignments.

### B. Authorities and References

**<Insert title and date of local city and/or county emergency operations plan>**

**Mississippi Emergency Management Agency**

<http://www.msema.org/>

**Strategic National Stockpile**

Centers for Disease Control and Prevention

<http://www.bt.cdc.gov/stockpile/index.asp>

**Mississippi Responder Management System**

Mississippi State Department of Health

[www.signupms.org](file:///C:\Users\kristy.garza\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\XZ5SRWPJ\2014%20EOP%20Process\Templates\www.signupms.org)

**Disaster Resiliency and National Fire Protection Association (NFPA) Codes and Standards**

Refer to the NFPA Standards in NFPA 101 Life Safety Code

**DPS Firearms Unit**

<http://www.dps.state.ms.us/firearms/firearms-permit-unit/>

**Federal Emergency Management Agency**

<https://www.whitehouse.gov/sites/default/files/docs/developing_eops_for_housesof_worship_final.pdf>

**Missouri Faith-Based Template from the Kentucky Weather Preparedness Committee**

[http://fullyprepared.com/wp-content/uploads/2012/02/ FaithBasedEmergencyPlanTemplate22410.pdf](http://fullyprepared.com/wp-content/uploads/2012/02/%20FaithBasedEmergencyPlanTemplate22410.pdf)

## SITUATION

### Risk Assessment

A risk assessment provides details on local hazards including type, effects, impacts, risk, capabilities, and other related data.

**Select the five greatest hazards to your facility from the list below. Consider the location of your facility and its surroundings.**

##### Table 1: Hazards

|  |  |
| --- | --- |
| **Hazards** | **✔** |
| Active shooter |  |
| Bomb Threat |  |
| Civil Disturbance |  |
| Earthquake |  |
| Epidemic |  |
| Extreme Temperatures |  |
| Fire |  |
| Flood |  |
| Hazardous Materials |  |
| Hostage Situation |  |
| Hurricane |  |
| Infant Abduction |  |
| Severe Thunderstorm |  |
| Tornado |  |
| Winter Storms |  |

## CONCEPT OF OPERATIONS

### A. Incident Management

Incident management activities are divided into four phases: mitigation, preparedness, response, and recovery. These four phases are described below.

* **Mitigation:** Mitigation activities are those that eliminate or reduce the possibility of a disaster occurring. This may include installing generators for backup power, installing hurricane shutters, and raising electrical panels to protect them from possible flood damage.
* **Preparedness:** Preparedness activities develop the response capabilities that are needed in the event an emergency occurs. These activities may include developing emergency operations plans and procedures, conducting training for personnel in those procedures, and conducting exercises with staff to ensure they are capable of implementing response procedures when necessary
* **Response:** Response activities include those actions that are taken when a disruption or emergency occurs. It encompasses the activities that address the short-term, direct effects of an incident. Response activities can include activating emergency plans.
* **Recovery:** Recovery focuses on restoring operations to a normal or improved state of affairs. It occurs after the stabilization and recovery of essential functions. Examples of recovery activities include the restoration of non-vital functions, replacement of damaged equipment, and organization repairs. Another key consideration in the recovery and response phases of an incident is the tracking of staff hours, expenses, and damages incurred as a result of the emergency. Detailed records will need to be maintained throughout an emergency to document expenses and damages for possible reimbursement or to properly file insurance claims.

### B. Plan Activation

This emergency operations plan (EOP) will be activated in response to internal or external threats to the organization. Internal threats could include fire, bomb threat, loss of power or other utility, or other incidents that threaten the well-being of members, staff, and/or the organization itself. External threats include events that may not affect the organization directly but have the potential to put the organization on alert.

##### ****Table 2: Individuals Responsible for EOP Activation****

|  |  |
| --- | --- |
| Name | Contact Number |
| Primary: |  |
| Backup 1: |  |
| Backup 2: |  |

### C. Alert/Notification

**<Insert designee>** will be the individual responsible for notifying the following that the EOP has been activated.

##### ****Table 3: Emergency Contacts****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization | Purpose for Contact | Contact Name/Title | Phone | Alternate Contact Info |
| Fire |  |  |  |  |
| Emergency Medical Services |  |  |  |  |
| Emergency Management Agency |  |  |  |  |
| Police Department |  |  |  |  |
| Sheriff |  |  |  |  |
| Pastor/Leader |  |  |  |  |
| Building Maintenance/Trustees |  |  |  |  |
| Water |  |  |  |  |
| Electrical |  |  |  |  |
| Heating, Ventilation, and Air Conditioning |  |  |  |  |
| Gas |  |  |  |  |
| Telephone |  |  |  |  |
| Internet |  |  |  |  |
| Public Health |  |  |  |  |
| Other |  |  |  |  |

## EVACUATION

The designated assembly areas are located: **<Insert** **primary and alternate locations here>**.

**During an evacuation, remember the following:**

* Remain calm.
* Follow the instructions of the designated lead person.
* If you occupy an enclosed office, close the door as you leave.
* Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency organization personnel who might also be using the stairwells.
* Do not return for coats, purses, briefcases, or other items after you have left the area.
* Do not return to your area until the “all clear” signal is given.

Note:  Ensure that **<Insert responsible person(s)>** has planned for assisting members with limited mobility and functional needs during an evacuation. An emergency evacuation plan should be posted and procedures provided to all members (i.e., during member orientations).

**The organization should consider the following when developing their goals, objectives, and courses of action:**

* + How to:
    - * + Safely move persons to designated assembly areas from buildings and outside areas.
        + Evacuate when the primary evacuation route is unusable.
        + Evacuate children who are not with a parent or guardian.
        + Reunite families.
        + Evacuate senior citizens, at risk and vulnerable populations, and others with access and functional needs, including language, transportation, and medical needs (along with service animals and assistive devices).

## RECOVERY

The organization should consider the following when developing their goals, objectives, and courses of action:

* When and who has the authority to close and reopen the facility;
* How the organization will work with utility and insurance companies before an emergency to support a quicker recovery;
* Where will counseling and psychological first aid be provided.

Link: NCTSN Learning Center, Psychological First Aid Online

<http://learn.nctsn.org/enrol/index.php?id=38>

## INCIDENT SPECIFIC EVENTS

During an emergency, prior planning can make a difference in injury and loss of life. Listed below are different events and planning suggestions for your organization to consider when developing an emergency operations plan.

* **Active Shooter Event**

Planning considerations:

* Contact response partners
* Intercom codes
* Facility Lockdown Policy
* Facility “Go Box” (e.g., facility map, keys)

Links: <http://www.dhs.gov/publication/active-shooter-how-to-respond>

<http://training.fema.gov/is/courseoverview.aspx?code=IS-907>

* **Bomb Threat Event**

Planning Considerations:

* Bomb Threat Call Checklist
* Facility Lockdown Policy
* Evacuation decision maker(s) with contact information
* Evacuation with meeting locations identified
* Search procedures
* Train staff on awareness of suspicious packages

Link: [https://emilms.fema.gov/is906/assets/ocso-bomb\_threat\_samepage- brochure.pdf](https://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-%20%20brochure.pdf)

* **Earthquake Event**

Planning considerations:

* Evacuation with meeting locations identified
* Procedures for utility shut down
* Mass fatality and casualty

Links: <http://www.fema.gov/pdf/plan/prevent/rms/396/fema396_a.pdf>

<http://www.ready.gov/earthquakes>

* **Explosive Event**

Planning considerations:

* Mass fatality and casualty
* Secondary devices

Links: <http://www.dhs.gov/topic/explosives>, <http://www.ready.gov/explosions>,

<http://m.fema.gov/explosions>

* **Fire Event**

Planning considerations:

* Shut down heating, ventilation, air conditioning, power, oxygen, and gas to affected area(s)
* Close doors and windows
* Evacuation with meeting locations identified
* Fire extinguishers (types, location, and training)
* Smoke detector locations
* Sprinkler systems
* Disaster Resiliency and National Fire Protection Association Codes and Standards (If applicable)

Links: [http://www.nfpa.org/safety-information/for-consumers/escape- planning/basic-fire-escape-planning](http://www.nfpa.org/safety-information/for-consumers/escape-planning/basic-fire-escape-planning)

<http://www.ready.gov/wildfires>

<https://www.osha.gov/dts/wildfires/index.html>

<http://www.readyforwildfire.org/wildfire_action_plan>

* **Flood Event**

Planning considerations:

* Internal and external flooding
* Shut down power to affected area(s)
* Evacuation with meeting locations identified
* Monitor weather, radio, and media outlets

Links: <http://www.ready.gov/floods>

<https://www.osha.gov/dts/weather/flood/index.html>

* **Hazardous Materials Event**

Planning considerations:

* Identify necessary emergency actions to save lives and protect the staff and environment
* Shelter in place or evacuate to identified meeting locations as directed

Links: <http://www.ready.gov/hazardous-materials-incidents>

* **Hurricane Event**

Planning considerations:

* Storm surge zones
* Hurricane evacuation routes
* Evacuation Plan
* Monitor weather, radio, and media outlets
* Reference Severe Weather Plan

Links: <http://www.ready.gov/hurricanes>

<http://emergency.cdc.gov/disasters/hurricanes/index.asp>

<http://www.nws.noaa.gov/om/hurricane/index.shtml>

* **Nuclear/Radioactive Event**

Planning considerations:

* Proximity to nuclear facility (plume projections)
* Shelter in place or evacuate as directed
* Identify necessary emergency actions to protect and save lives

Links: <http://www.ready.gov/nuclear-power-plants>

<http://www.ready.gov/nuclear-blast>

<http://www.ready.gov/radiological-dispersion-device-rdd>

<http://www.remm.nlm.gov/>

* **Pandemic Influenza Event**

Planning considerations:

* Preventative measures (e.g., masks, hand sanitizer, and social distancing)

Links: <http://www.flu.gov/>

<http://www.ready.gov/pandemic>

<http://www.cdc.gov/flu/pandemic-resources/index.htm>

<http://msdh.ms.gov/msdhsite/_static/44,0,122,278.html>

[MSDH SNS Plan](http://msdh.ms.gov/msdhsite/_static/resources/1136.pdf)

* **Severe Weather/Extreme Temperatures/Winter Storm Event**

Planning considerations:

* Loss of heating, ventilation, and air conditioning (if serving as a shelter)
* Monitor weather, radio, and media outlets
* Severe weather such as the following:
* Hail
* Intense cloud to ground lightning
* Torrential rain
* Strong winds (micro-bursts, straight line winds)
* Tornadoes
* Extreme cold and heat
* Ice and snow

Links: <http://www.ready.gov/severe-weather>

<http://www.ready.gov/tornadoes>

<http://www.ready.gov/heat>

<http://www.ready.gov/winter-weather>

## ATTACHMENT

### Routes to Evacuation Sites and Facility Floor Plans

**<Insert evacuation routes, floor plans, maps, and written directions to evacuation sites>**

## ANNEXES

### Annex A: Safety and Security

**Coordination with Local Law Enforcement Agencies**

In the event of an internal or external incident, the **<Insert name of local law enforcement organization>** can be called to assist. They will assist with security of the perimeter and manage traffic flow in the event of an incident if available.

**Internal Security Measures**

This annex focuses on the courses of action that the organization will implement on a routine, ongoing basis to secure the facility from criminal threats, including efforts done in conjunction with law enforcement. Listed below are key security checkpoints.

* Entrances and exits (North, East, etc.)
* Reception area

##### ****Table 4: Internal Security Assignments****

|  |  |  |  |
| --- | --- | --- | --- |
| **Area to Secure** | **Assigned Staff** | **Department** | **Contact Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Annex B: Strategic National Stockpile (SNS)

**Purpose**

The SNS is a federal resource used to provide medicine and medical supplies to protect the public in the event of a public health emergency as a result of an act of terrorism or a large-scale natural or human-caused disaster that is so severe that local and state resources are inadequate or become overwhelmed. If such an event should affect this community, the **<Insert name of organization>** may need to utilize SNS resources to treat and/or to provide prophylaxis to both members and staff. The purpose of this annex is to outline procedures for coordinating with public health to obtain medications and needed medical supplies from the SNS during a public health emergency.

**Coordination of Planning with Public Health**

Planning for the SNS must be coordinated with the Mississippi State Department of Health (MSDH).

**Planning for mass prophylaxis of members/staff:**

The first step in the coordination of this plan is to register with the state by completing the MSDH SNS and Pandemic Influenza Programs Provider Enrollment Form No. 255 E. This form will be submitted to the MSDH District Emergency Preparedness Nurse. If not, this form can be obtained from any district health office or by selecting SNS on the MSDH website at [www.healthyMS.com](http://www.healthyMS.com).

The MSDH will also provide training, including how the treatment algorithms and standing orders contained in the MSDH SNS Plan (plan is located on the MSDH website at [www.healthyMS.com](file:///C:\Users\benjamin.barham\Desktop\Revised%20EOP%20Template\www.healthyMS.com)) are to be used in the distribution of medications from the SNS. The **<Insert designee>** will work with MSDH to coordinate planning and training of staff for possible SNS activation. The MSDH point of contact for **<Insert name of organization>** SNS planning is the MSDH District Emergency Preparedness Nurse, **<Insert name and contact phone number>**.

The MSDH also requires a coordinating physician or pharmacist be identified from the organization to oversee the dispensing of medications and/or administration of vaccine(s). They are not required to be on-site, but staff will be required to work under his or her direction. The Coordinating Physician/Pharmacist for the **<Insert name of organization>** is **<Insert name of Coordinating Physician/Pharmacist>**.

**Requesting the SNS**

The SNS is a federal resource. As with all federal resources, it cannot be requested unless response to the incident is anticipated to exceed local and state resources.

A copy of the standing orders, algorithms, and health information forms can be found in the [**MSDH SNS Plan**](http://msdh.ms.gov/msdhsite/_static/resources/1136.pdf)**.**

*Since the Strategic National Stockpile is a voluntary program, a facility may elect to participate at any time.*

**References**

The Mississippi State Department of Health, Plan for Receiving, Distributing, and Dispensing the Strategic National Stockpile Assets:

[www.msdh.state.ms.us/msdhsite/indes.cfm/44,1136,122,154,pdf/SNSPlan2008%2Epdf](http://www.msdh.state.ms.us/msdhsite/indes.cfm/44,1136,122,154,pdf/SNSPlan2008%2Epdf)

This link may change when a new plan is uploaded.

Centers for Disease Control and Prevention, Strategic National Stockpile website: [www.bt.cdc.gov/stockpile/](http://www.bt.cdc.gov/stockpile/)

**Strategic National Stockpile (SNS)**

**Planning Checklist for Faith-based/Community Organizations**

| **SNS Planning Checklist for Faith-based/Community Organizations** |
| --- |
| **Primary Point of Contact (POC) (24/7) Name and contact information:** |
| **Secondary POC (24/7) Name and contact information:** |
| **Describe the organization’s plan if materials must be picked up and transported from a staged location in the county/city:** |
| **Describe the organization’s plan to store SNS materials at appropriate temperature/storage requirements:** |
| **Describe the organization’s security plan:** |
| **Describe/insert organization’s dispensing plan:** |