

SAN DIEGO INTERFAITH DISASTER COUNCIL

EMERGENCY AND CONTINUITY OF OPERATIONS PLAN

I INTRODUCTION

Purpose

This manual is created by the San Diego Interfaith Disaster Council for use by all Faith-Based Organizations in San Diego County.

Preplanning is essential for minimizing the adverse effects of an emergency or disaster happening to your organization.

The following action and recovery plan has been designed to identify the key elements that should be followed to help reduce the impact of an emergency or disaster. While we tend to focus on large community disasters, fire and earthquake, emergencies and disasters take many forms, such as physical perils, building fire, flood, work accidents, or deliberate acts of terrorism or sabotage.

Assumptions

There are a number of assumptions that have been shown true in disaster after disaster and these assumptions function as a basis for disaster preparedness planning.

- Police, fire, paramedics and 911 response will be overrun the first 3-5 days after a major disaster – do not expect their help immediately.
- Individuals, families and our houses of worship will be on their own for the first few days.
- Utilities may be unavailable for extended periods of time (electricity, water, gas.)
- Transportation systems may be severely damaged making road closures necessary.

- Telephone, cell phone, internet, and other communications systems may not function.
- You may be working with only limited resources in the immediate neighborhood.

Manual Components

The above assumptions served as a spring board for this manual with five components. These components will guide you through steps to:

- Develop a "Family Disaster Readiness Emergency Plan" for your members
- Develop for your house of worship a "Disaster Readiness Emergency Plan". This focuses on identifying criteria for response to major and minor disasters for your buildings and members. The plan includes designating earthquake locations for the safety of your members,, steps for building shut down, and of critical importance, communicating the situations to your leadership and members.

Develop a "Continuity of Operations Plan." This plan immediately starts after the initial response which focuses on life and safety. It identifies the key resources and needs to ensure that your activities and mission can continue, wholly, partially, or in a limited capacity.

- Develop your role in response and recovery. Historically, recovery from a community disaster will take years. The prepared planners – individuals and groups -- can be more effective in the response and recovery phase of a disaster. This effectiveness rebuilds the community and a member in a positive way, thereby, reduces the wounds and pains of loss of the afflicted.
- Develop your "Follow up and Training plan.". For your plan to work it will require maintenance. This involves training staff, communicating to members, updating the plan, and periodically reviewing the plan with the individuals and groups involved.

The sections of the manual and its appendices have sample forms for use for the steps in achieving these five components. These steps must be unique to your particular organization or House of Worship. These steps may be modified by your organization to meet your specific needs.

Dear faith-based leader. Thank you for your in being a part of the effort to prepare the San Diego County faith-based community.

In San Diego County, our world *also* consists of the ever-present possibility of threat of numerous major disasters. Earthquakes, fires, terrorism, pandemic influenza, these are realities of our world. It is with this in mind that IDC has created this to assist you, as a San Diego County Faith-Based Organization, in preparing your organization for a major disaster.

The San Diego Interfaith Disaster Council has worked with all our affiliates to bring to you resources to accomplish the following goals in a San Diego County faith-based organization.

- Prepare People*
- Prepare Organizations*
- Respond Together*
- Work Within the Regional Framework*

This template, while primarily focusing on the second objective, has elements of allu. For more information on any of these objectives, please visit our web-site at www.sdinterfaithdisastercouncil.org.

This ____is for use As you work through developing your specific plan, we pray that more effective practices are brought forth to serve your House of Worship, our community, and to the designers of this operational plan.

All of our documents are purposefully free from any type of comments with regards to faith or spirituality. This is intentional in our respect for all faiths in the County., we encourage you to make modifications that make these plans more relevant to the needs and beliefs of your organization.

Sincerely,

The San Diego Interfaith Disaster Council

II PLANNING PROCESS

This plan was fashioned by faith-based leaders for faith-based leaders.

We are the stewards of our faith. Often we are presented with competing interest, constant pressure, and over-worked schedules. Yet, we do well in serving our faith-based community. The following recommendations will help you serve your community:

- Follow the initial steps in order.

Use the manual sample forms . The forms may be modified to meet your organization planning. . Some forms are provided both in Microsoft Word tables and in Microsoft Excel for your convenience.

- As you design your team, review your organization's structure to see how you can employ existing individuals, committees, or departments for components of the planning process.

Step 1: Form a an organizational Team

This organizational team should consist of your Emergency Coordinator, who will be responsible for the completion of the disaster readiness plan. Also, drawn on people who have 1) time, 2) knowledge and, 3) authority to make the plan a reality.

Ideally your committee / team will have representatives in the following areas: (see the tables on page 5)

Staff representative with decision authority (administrative head)
Financial systems
Facilities management
Operations processes
Communications processes

Team members can be added throughout the process. Sections of the plan can be delegated to existing individuals/groups within your organization with a representative reporting to the team. If you do not know some individuals, the process will identify unknown individuals. Form the team in a positive and prayerful manner, move to the next step and get the ball rolling. You will know as you complete the components whether or not you need to bring in other people.

Identify the Emergency Coordinator Responsible for your plan:

NAME	POSITION	EMAIL	Home Phone	Cell Phone

Identify the Emergency Co-Coordinator:

NAME	POSITION	EMAIL	Home Phone	Cell Phone

Identify Planning Team Members:

NAME	POSITION	EMAIL	Home Phone	Cell Phone

Identify Additional Participating Department Heads / Committee Chairs / Resources:

NAME	POSITION	EMAIL	Home Phone	Cell Phone

Identify clerical support for the team:

NAME	POSITION	EMAIL	Home Phone	Cell Phone

STEP 2:

**Set a 3- to 9-month Organizational Planning Team Meeting Schedule –
Review the manual and individualize the components of
your project.**

Only you and the other team members can decide how rapidly this plan may be completed and implemented. The key is to set the meeting out as far as you need to in order to successfully complete the plan.

Will you meet weekly, bi-weekly, monthly? How many components will you attempt to complete during and between meetings? Give yourself time to get the work done, but do not lose the momentum you develop.

Develop Organizational Mission Statement (see page 30)

TOPIC	DATE	TIME	ROOM
I. Review Project Mission			
Review Team Members			
2. Step 3 schedule			
3.			
4.			
5.			
6.			

Step 3: Create a a schedule for the promotion of Personal -- Family Preparedness (See Appendix II – Resources)

The first and most important step you as a faith-based leadership team can take is to prepare “Family Disaster Readiness Emergency Plan” for your members or your community.

Tools: There are numerous tools available for you to choose from. San Diego County Office of Emergency Services has developed a *Family Disaster Plan and Personal Survival Guide* which we recommend as the core to your materials for your members. The steps are defined in the chart below.

Survey: Following distribution of the materials, we recommend you do a survey of your membership.

GO Kits: You might want to consider if you have a group / committee that would be willing to assist the members in obtaining their items for their “GO Kits.” These kits should also be established for the house of worship and the organization’s vehicles. If you never get past this step, you may rest assured you have saved lives.

Schedule: The nature of this process makes it more of a weekend event than an on-going organizational effort. This is intentional. The tools in the Appendix are simple, available and the process takes the responsibility from the leadership and puts it where it belongs, on the heads of household.

Make a plan for this, implement it, make it as part of your annual schedule, and move to the organizational effort. (See Training and Follow Up Section, Page 31)

ACTIVITY	Plan	Completed
Review materials for distribution	Family Preparedness booklet *	
Determine dates for distribution	Date 1.	
	Date 2.	
Obtain materials - person responsible:		
Print follow up cards +		
Determine date for follow up cards	Date:	
Review data from follow up	Meeting date:	

* Available: <http://www.sdcounty.ca.gov/oes/docs/FamilyDisasterPlan.pdf>
858-715-2207

Identify HAM radio operators in your facility:

NAME	PHONE	Ham Radio Code

Step 4: Consider the process and resources for each component of your plan.

Review the component sections of this manual and the resources included in their related appendices (See Component Chart, Page 9) . Determine the resources in your organization and the process that you will use for each section. *For example, if you have a Finance Committee/Department, will that committee complete the Finance Plan and return it to your team, or will they participate in your meetings.*

Remember, it is important to complete this plan in stages. There is a lot to do, do not focus on the full scope of the task!! Just take a component or two at a time, work through them, then move on to the next. The Leadership Identification / Notification section needs to be completed first as it is used by other Plans. From that point the sections can be completed sequentially or by different groups. Some sections relate to others and the groups will need to coordinate and report back.

Use the following chart to define your sequence, the individuals or groups who will complete it and the target reporting dates.

Component/section	Sequence	Group / Individual	Follow up Date	Reference: Manual Page	Reference: Appendix
Leadership identification / notification	1				III A
Initial Emergency Plan					II
Financial Plan					III D
Communication Plan					III B
Facility Plan					III C
Continuity of Operations Plan					III E
Preparation for Response / Recovery					

Note: Initial Emergency Plan team needs to coordinate with individuals designing the following plans:

- Facility Plan
- Communication Plan
- Continuity of Operations Plan

III COMPONENTS OF THE EMERGENCY PLAN **for your house of worship**

A. LEADERSHIP IDENTIFICATION and NOTIFICATION

- Identification and notification of leadership, staff, and members of your house of worship is a core component of multiple parts of your *Emergency and Continuity of Operations Plan*. (See Appendix III A, page 32)
- A means to notify all leadership and staff is critical to communication and response.
- Evaluate the methods of communication that are currently within your organization – are the methods effective? It is critical the method is effective for a successful plan. . Some means of communication include but are not limited to home and cell phones, texting, Email, ham radio operators and runners. . Develop a contact-tree in order of priority listing all various methods to contact each member of your leadership and staff.
- Each person should carry the list. The list should be updated every 6 months or as needed. Decide: does each person call the next or does first person call all?

(This is one format for consideration. See Appendix ___ for other potential formats.)

	POSITION	NAME	Primary EMAIL	Cell PHONE	Home PHONE	Work Phone
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Denominational Contacts: If your house of worship is part of a larger denomination, who should be contacted for what types of emergencies?

NAME	POSITION	Primary	Home Phone	Cell Phone
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		EMAIL		

B. INITIAL EMERGENCY PLAN For Your House of Worship

This section focuses on your internal response systems.

- Review your physical structure and operational systems to define plans for response to fire, flood, earthquake or other disasters for your buildings and personnel.
- Place a copy of this section in your facilities where staff are working.
- Review it every 6 months for updates.

Assess your facility:

- The primary disaster risks in San Diego county are fire and earthquake. However, the location of your facility may add or change that risk.
- Review the Risk Assessment in Appendix I and define modifications for your facility. (This may be assigned to your Facility Team, but needs to be completed prior to the next sections.)

Define the responses of individuals on site during an emergency situation:

For Fire:

Location of alarms	
Location of annunciator panel (fire location panel)	
Location of exits	Attach diagram with exits marked
Location of fire extinguishers (type)	Mark on diagram
Designated off site meeting place	

Responses:

911
Utilize fire extinguisher if immediately available.

Gas shut off valves are closed.
 Close doors and windows between you and exit.
 Exit and close door.

See page 19: Fire Prevention

FOR EARTHQUAKE: (use front pages in Yellow Pages book for references)

Safe places in facilities (windowless interior hallways, areas of reinforced structure)	
Location of internal supplies	
Water	
Food	
Blankets	

Responses:

Move immediately to safe area for "duck and cover."
 Remain there until movement has stopped.
 Anticipate aftershocks.

See page 20: Earthquake safety measures

OTHER RISKS as determined based on your facility:

RISK	RESPONSE

IDENTIFY OTHER RESOURCES:

First Aid Kits	
AEDs (Automated External	

Defibrillators)	
Individuals who are AED trained	

RESOURCE NUMBERS:

Date last updated: _____ (every 6 months)

	PHONE NUMBER
Police / Fire: emergent	911
Police/ Sheriff: non-emergent	
Fire: non-emergent	
Arson Hotline	1-800-633-2836
Water Department	
Gas / Power: SDG/E (Emergency/ Outages)	1-800-611-7343
Local social service agency	Ex: No. Coastal: Community Resource Center No Inland: Interfaith Community Services
Hazardous materials	1-619-338-2231
Poison Information Center	1-800-222-1222
Sexual Assault Crisis Hotline	1-800-479-3339
National Crisis Hotline	1-800 SUICIDE 784-2433
Suicide Crisis Line / Crisis Counseling	1-800-479-3339
National Suicide Prevention Lifeline	1-800-273- TALK (273-8255)
Domestic Violence Hotline	1-888-385-4657
Child Abuse Hotline	1-858-560-2191 1-800-344-6000
Elder Abuse/Dependent Adult	1-800-510-2020
Women’s Resource Center: Dom. Violence & Rape Crisis Hotline	1-760-757-3500
Weather line	weather.com
Disaster information	http://www.sdcounty.ca.gov/oes/ ; 211 ** http://www.cpc.ncep.noaa.gov/products/predictions/threats/threats.qif
Closest Pay phones: (If they exist in your area)	1 2

**** 211:** call for information about community, health or disaster services, examples: \ Counseling, support groups, disaster info, health care, legal aid, volunteer opportunities and more.

OTHER NEIGHBORHOOD RESOURCES:

Identify local agencies, churches, stores, that might be available in an emergency.

NAME	PHONE / ADDRESS
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Clinics	
Pharmacy	
Other faith based groups	

**DETERMINE THE PROCESS FOR BUILDING SHUT DOWN:
(Consult with your Facility Team for this section.)**

On a diagram of your building mark:

- Your safe spots (windowless interior hallways or areas of reinforced structure)
- Exits
- First aid and survival kits
- Fire extinguishers
- Alarm controls
- Utility shut offs

Label the utility shut off locations with directions.

Electricity shut off	
Gas shut off	
Water shut off	

Do you have other organizations utilizing your facilities or property?
Include them in your planning and distribution of your evacuation plan.

Notifications to be made:

Utility	Phone #	
Gas shut off		
Water shut off		
Electricity shut off		
Alarm shut off		
Use of fire extinguisher		

**DETERMINE THE PROCESS FOR EVACUATION:
Define your routes and destinations for evacuation of your facilities.
(Consult with your Facility Team on this section.)**

During services	
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During evening activities	
During "office hours"	
Notification of parents not on site	

COMMUNITY EVACUATION:

If there is a community mandated evacuation information will be provided through:

- the media: KOGO 600 AM; KLSD 1360 AM
- 211 (information phone #)

IDENTIFY A TEMPORARY SHELTER:

- Identify alternative locations in your neighborhood that could function as a temporary shelter for a short term evacuation.
- Consider an MOU between you and that organization for this function.

Name	Address	Phone	Directions

USE OF THIS SECTION: (See also "Training" Section -----)

- Post copies of this (completed) section in sleeve protectors in the key areas of your facilities.
- Review annually with:

Leadership, staff, ushers, and group leaders (individuals who are in the building as a lead to a service, meeting, project, etc.

- Include in leadership, staff and usher orientation programs.
- Keep a "TO Go Kit," including copies of the Emergency Plan and phone rosters.
- Practice the evacuation plan.

C. COMMUNICATION PLAN

(See also Appendix II B)

The Communication Plan is an integral part of your member's preparedness, your organization's Initial Emergency Plan, and your ability as an organization to assist your members and be responsive to the needs of your community.

The following points can guide you to define this plan.

- Review the Leadership Identification and Notification completed on page 10 .
- Review your existing processes within your organization and consider updating those or incorporating them into this plan (see page 9).
- Develop a contact-tree system to be able to check on members of your organization, especially seniors and people with disabilities.
- Identify a phone number where members can call in and leave messages regarding their status.
- Identify a remote phone number where an emergency message can be recorded and incorporate that number and process into your routine information to existing and new members.
- Define the process for communicating this information to leadership prior to the establishment of your organizational Command Center
- Identify individual(s) who are willing to list the organization's phone number on the SD County's reverse 911 system for notification of an evacuation involving your immediate. (www.readysandiego.org)

Determine the information to be communicated to Leadership: (SF)

- Congregation status
- Damage Assessment
- Services offered or changed
- Funds needed
- Volunteers needed
- Other needs

Determine the information that you are likely to be communicating to your members:

- Status of the organization
- Resources available from your organization
- Reminder of local resources , e.g.: 211, -----

Determine the individuals with whom you are likely to be communicating:

- Organization members
- Organization leadership
- Media
- Community residents

Determine who should communicate your message: (See Incident Command Appendix)

- People with proper training
- Those with proper authority
- People who share a consistent message (SF)

Determine methods you can use to communicate:

- Electronic / computer
- Paper
- Verbal
- Sign Boards
- Combination of methods

What can you prepare in advance? (sf)

- Talking points / key message
- Disaster / emergency response press release
- Emergency related funding solicitations
- Contact lists

Media Plan: (info from Epis plan)

D. FACILITY PLAN

(See also Appendix III C)

The team that is building this plan is referred to the "Facility Team." If this is a separate team from the one that completed the Emergency Plan section, you will want to coordinate with that team.

To prepare for this section:

- Review the Leadership Identification and Notification Sections, page 10.

- Review or complete a risk assessment for your facility. The primary risks for San Diego /Imperial Counties are fire and earthquake, but your facility may have others to consider. This may have already been accomplished in the Leadership Component (See page 10 and Appendix III C) or it may be requested of the Facilities Team.

Are there any unique issues/ hazards for your facility?
e.g.: Do you back up to a canyon?
Are you located near a river?
Do you have an older building?
Are there other unique hazards to your facility and grounds?

Define areas of the building and/or processes that can be modified for increased safety.

Fire prevention:

- Properly store or dispose of hazardous chemicals and flammables.
- Ensure that flammable items are not stored near the heaters.
- Secure water heaters and boilers.
- Ensure operation/inspection of fire extinguishers and smoke detectors.
- Clearly mark gas & water shutoffs with instructions.
- Ensure that areas that are fire corridors are free
- Kitchen safety:

- Consider inviting the local fire dept to walk through your building with you to make recommendations.

Earthquake safety measures:

- Secure bookshelves, file cabinets, etc. to walls, and ensure stored items there are secured.
- Remove heavy objects from high to low areas.
- Place mechanisms on cabinet doors to secure closure.
- Clear hallways & stairs of stored items and clear out storage areas of items no longer needed.

Vegetation Management (Landscaping):

- Maintain a 100 ft defensible area around your facility.
- Consult references for details on Vegetation Management:
 - "Living with Wildfire"
<http://www.burninstitute.org/pdfs/BI-Wildfire-Guide09.pdf>
 - "Will you be Prepared for the Next Wildfire"
<http://www.readysandiego.org>

Monitor facility safety:

- Establish a process to monitor for continued compliance with the processes established above.
- Ideas for consideration.
 - Assign each area to a specific department or staff for monitoring.
 - Prepare a check list for periodic inspections.
 - Report the results back to the departments who maintain that section and
 - to Leadership.

Develop an Evacuation Plan:

- Review or complete the components in the Emergency Plan, pages 11-16.
- Post facility evacuation plans in public areas (include exit & assembly instructions, utilities shutoff locations, emergency supplies locations, evacuation sites).

Define a plan to assess the facility after an incident:

Identify individuals who are willing to place their cell phone on the reverse 911 system for the church phone number. (www.readysandiego.gov)

1

2

Identify a process and checklist for individuals to check the facility after an incident:

- Who lives in the neighborhood who can check on the facility?
- Who lives outside the immediate neighborhood who can return to check on the facility? (If the neighborhood has been evacuated, those living close by may not be available.)
- Who should they contact with their report?
- Provide these individuals with the names/cell phone numbers of the others and the check list to be assessed. (See Appendix III C)

Review plans for any child care facilities on site:

If you have a preschool on your site, request the leaders to provide a copy of their emergency plans for review and inclusion in your plan. Their regulations are part of their licensure.

E. Capital and FINANCIAL PLAN (See also Appendix III D)

- Your Capital and Financial Plan is critical for:
 - Maintaining your operations during response and recovery.
 - Continuing to operate if you are in an alternative sites as well as
 - Replacing your assets if they are lost in the disaster.
- Understand your financial assets, limitations and commitments. Estimate cost increases over normal operations and be prepared to raise funds from alternate sources. (SF13)
- The following is a list of general considerations relating to Financial Processes, Inventories, Security Systems and Records. The details of this process are in the forms in the Appendix.

Having certain items and copies of the following will help. (SF)

Insurance policies.

Deed or lease of your facilities.

Bank information, including all your account numbers.

List of signatories on accounts (in case the primary signatory is unavailable).

Legal identification, evidence of tax exempt status.

All Memoranda of Understanding (MOUs).

Information on credit accounts, including who are on the accounts, card locations, their limits, and who can access the accounts.

Do you have provisions made emergency credit extensions?

How much do you keep in petty cash? It may be the only source of immediate cash in an emergency.

Do you have \$15 - \$20 in coins for pay phones? (if there are pay phones in the neighborhood.)

Is there a procedure to obtain emergency funding from the denomination hierarchy?

Who has authority to sign work authorizations on site so recovery work can begin without delay in case of a disaster.

Where are critical documents located? On site? Off site?

Which documents need to be off site or duplicated off site?

Who has access to those documents?

The time and effort to recover from a disaster directly relates to your preparation. Documentation of the facility and its assets is part of this preparation.

IV: CONTINUITY OF OPERATIONS PLAN **(See also Appendix III E)**

The Continuity of Operations is “the capability to continue essential functions and to preserve essential facilities, equipment and records across a broad range of potential emergencies.” (fritz, pg 10)

The Continuity of Operations plan is put in place at the time of the incident and initially focuses on response for life and safety issues, then on maintenance of Essential Functions and finally on recovery. The plan identifies the key resources and needs to ensure that your activities and mission can continue, perhaps in a limited capacity, as well as steps for recovery should the disaster be catastrophic to your organization.

Review your team:

If your Emergency Preparedness Team is completing this section, review the team makeup and identify if additional or different members are needed. Some of the sections you have already completed related to your Continuity of Operations Plan. Review those and coordinate any potential changes with that group. Provide this team with this manual and Appendix III for this part of the project.

There is a second team to be considered, and that is the Leadership team who would manage the incident after it occurs. That is covered in the Appendix II under “Incident Command System.”

For your design team:

- Consider individuals representing property management, payroll, office management, finance, human resources as well as your pastoral staff.

- Are there individuals from neighboring organizations who are stakeholders in this process? Do you have a preschool? Are there organizations who utilize your facility? Do you need any of those individuals participating on the team? Do you need to share the completed plan with those individuals?

- Review and define your meeting schedule.

Review the “Leadership Identification and Notification:”

Review the section completed on page 10.
Are there any additions / corrections needed?

Define the Plan of Succession:

During a disaster, decisions may need to be made by individuals who are not the prime decision makers in the organization. Identify the plan of succession (by position name or title) that determines which clergy, staff or lay person is next in line to assume authority for particular functions. (sf)

“Generally, pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when those channels have resumed.”
(f. 4)

Define Essential Functions and Critical Operations :

The activities of your organization have grown and developed over time. Many of them continue on a routine basis without many changes. But in the event of a community disaster, “business as usual” is not likely to be maintained.

Your mission and routine functions are likely to be impacted by:

- damage to your facilities
- presence of your facility in the immediate area of the disaster
- decisions and commitments you have made regarding your role in disaster response and recovery.

The first step of a Continuity of Operations plan is to define the **Essential Functions** (those which you want to continue regardless of the impact of the disaster) and the **Critical Operations** (those which you need to have in place in order to maintain your functions).

1. Consider your activities and mission. List all functions, activities, and operations of your organization.

2. What are the essential functions and critical operations of your organization that you must maintain during a disaster?

a. Which of your faith based activities are critical during this time?

- e.g.:
- providing services
 - communicating with your members
 - defining needs of your members
 - assisting your members

- b. Which of your organizational activities are critical during this time?
e.g.: location to operate
communication systems
records/documents

3. Prioritize these functions.

Establish staffing and resource requirements:

- Who do you need for these functions?
- Who are alternate individuals if primary ones are not available?
- Define individuals who could manage each essential function. What information do they need in advance?
- What supplies do you need?

Define resources needed for your disaster mission:

If your organization has defined a disaster mission, (see page 30), what are the resources that you need to carry out that need? (This can be added at a later time if you define a disaster related mission.)

Consider alternative locations:

If you are not able to operate from your regular site, what alternatives are available for you? For example, your facility may be in the area of evacuation and unavailable for use or it may be damaged or destroyed.

1. Define alternate sites.
2. Identify contact individuals and numbers.
3. Consider Memo of Understanding documents for these functions.

Considerations:

Would your alternate or temporary location be your new primary site?
Do you have multiple locations you can consolidate?

Which functions can be done remotely?
What pre-agreements would you need for these operations?

Sharing resources with Neighbors:

Are there other organizations in the neighborhood with whom you could share resources? During the disaster you may be able to contact local organizations for mutual assistance for shelter, food, water, etc.

Identify your mission critical systems: files, records:

For each of your essential functions, what records, documents, data bases are needed to function off site? These are your mission critical records.

Identify an offsite location for your back up records:

- Define off site locations for:
backup of vital records,
duplicate copies of important documents,
photographs of your facility and your capital assets,
duplicate data bases.

- Identify sources of additional personnel:
What additional personnel do you need for:
 Your Essential Functions
 Your Critical Operations
 Your Disaster Mission

- What estimates can you make of staff availability in different disaster environments?
 - The incident involves your facility only
 - The incident is in the county, but your facility is secure
 - Your neighborhood is evacuated
 - Your community is evacuated

- What staff and volunteers could automatically report to the facility in these situations?

V. PREPARATION FOR RESPONSE AND RECOVERY **To a Community Disaster**

Your response and recovery efforts have two areas of focus.

- First for your organization: during a disaster and in its immediate aftermath, your members need to be able to respond to the facility and manage the needs of your members and the facility itself.
- Secondly for the community: if the members are prepared individually and the house of worship is prepared, then you will be able to respond to the needs of your community.

For this section you will want to review the following:

- Components of the Incident Command System from the appendix II Resources
- Your anticipated participation in the community disaster response (your disaster mission statement if you already have established one)

FOR YOUR ORGANIZATION:

- Identify a location for a Command Center for your organization.
- Individuals who could respond to your facility. (See Facility, page 21).
- Identify methods of record keeping during the response and recovery
 - information about your facility
 - information about your members
 - information about the community.
- Define method to recruit volunteers to assist your members.
- Define method to communicate with IDC to assist.

FOR YOUR COMMUNITY:

The initial components of this plan have focused on the faith based organizations ability to prepare for and survive a disaster. This focus has been on the organization itself and its members. The organization's disaster preparation will assist it to move from the preparation phase to the response and recovery phases of the disaster.

There are many areas for possible involvement on your organization. Review your facility and assess your abilities. San Diego Volunteer Organizations Active in Disaster (VOAD) has a thorough list of the potential areas for involvement.

ROLES AND SERVICES OF VOLUNTARY AGENCIES

(SAN DIEGO VOAD)

(See Appendix ----- for definitions)

Advocacy
Bull Distribution
Case Management
Childcare
Clean up and Rebuilding
Community Disaster Education
Community Outreach
Counseling
Damage Assessment
Debris Removal
Disaster Planning
Donations and Management
Elder Care
Emergency Repairs
Emergency Assistance
Financial Assistance
Financial Planning
Funeral Services
Health Care
Identification
International Services
Massage
Mass Care
Mental Health
Mitigation Planning

Mobile Feeding
Organizational Mentoring
Pastoral Care
Pet Care
Radio Communication Services
Relocation Services
Resource Coordination
Sanitation Services
Special Needs
Technical Assistance
Training
Transportation Services
Voluntary Assistance
Voluntary Services
Warehousing

If your denomination/ organization has a national disaster response program consider partnering or working with that entity to provide disaster relief.

Your Disaster Mission Statement:

As you move from preparing your families and organization to the community, you are ready to define the role that your organization can play in the community's response to the disaster. The following questions may assist you to match your strengths to the needs.

Do you have a kitchen with the ability for mass feeding?
This includes individuals with food handler licenses.

Do you have space for storage of supplies for mass distribution?

Do you have special services /ministries in any of the areas above?
e.g.: health care ministry
carpentry / hand man services
Steven's ministry

Do you have a particular group of individuals among your organization who might be willing to form a disaster core?
Healthcare workers
Social Workers / Case Managers
Building industry workers

VI. FOLLOW UP and TRAINING

<u>ITEM</u>	<u>DATE DUE</u>
Review and update full plan annually by team / committee	_____
Review Emergency Responses with staff 2x	_____
Review plan with new leadership members annually.	_____
Review plans with members 2 x/ year.	_____
Schedule personal preparedness day annually. (Sept)	_____
Review emergency response component and Evacuation components with ushers/ group leaders.	_____
Review plans with childcare providers as required with drills.	_____
Update phone rosters monthly.	_____
Update phone lists: Emergency Plan, pg -----	_____
Review status of vital files, records, data bases ----- q	

APPENDICES

I. RISK ASSESSMENT FOR SAN DIEGO COUNTY HOUSES OF WORSHIP

San Diego Imperial County Assessment
Template for your Risk Assessments

II: RESOURCES

PERSONAL PREPAREDNESS

Materials
Follow Up Card
To Go Kits

INCIDENT COMMAND SYSTEM

III: FORMS / WORKSHEET TEMPLATES

(in Word and Excel to be modified to meet your organization's needs)

A. LEADERHSIP PLAN

B. COMMUNICATION PLAN

C. FACILITY PLAN

D. FINANCIAL PLAN

Place for CD of PICTURES OF FACILITY

Place for facility diagrams

(consider sections for these in a notebook)

E. CONTINUITY OF OPERATIONS PLAN

IV: REFERENCES

A. SPECIFIC DISASTER INFORMATION

B. GLOSSARY

C. WEB SITE ADDRESSES

REFERENCES

County of Los Angeles Public Health. *Planting the Seeds for Recovery, Disaster and Pandemic Planning for Nonprofits, Continuity and Recovery Plan Template*. Constant and Associates, Inc. info@constantassociates.com.

A Disaster Resilience Standard for Community – and Faith-Based Service Providers
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FEMA. *Continuity of Operations (COOP) Plan Template Instructions*. Washington, DC. <http://www.fema.gov/government/coop/index.shtm>

Rasmussen, Sharon, ed. In *God's Hands and Ours: Disaster Preparedness and Response - In the Episcopal Diocese of East Tennessee*. Episcopal Dioceses of E. Tennessee, 814 Episcopal School Way, Knoxville, TN 37932 . May, 2007.

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