



Preparedness Planning Guide / Template

For Faith Communities

Acknowledgments

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The groundwork for the Faith Community Partnering for Emergency Preparedness initiative builds on the effective outreach and publications of two previous WRHSAC projects: The Western Mass Individuals Requiring Additional Assistance (IRAA) Preparedness Project and the IRAA School Emergency Preparedness Project: <http://www.WesternMassREADY.org/IRAA>. The Director of the Massachusetts Department of Public Health Emergency Preparedness Bureau cited the IRAA Preparedness Project as best practice in a 2011 address to the Massachusetts Medical Society.

In addition to building on these western Massachusetts initiatives, this project has drawn on resources developed by leading faith-based and emergency response organizations as well as by the Federal Emergency Management Agency and the U.S. Department of Homeland Security. Particularly the layout and content of this guide is based on the *Silver Level Preparedness Guide* of Episcopal Relief & Development.

Introduction

“We need to move away from the mindset that the Federal and State governments are always in the lead, and build upon the strengths of our local communities and, more importantly, our citizens. We must treat individuals and communities as key assets rather than liabilities.”

W. Craig Fugate, FEMA Administrator
FEMA Strategic Plan: 2011- 2014

What links faith-based organizations and congregations to preparing their members to be key assets in emergencies? Caring for those in need is the common denominator. Whether it is a community in crisis or a major disaster, the shared goal is to put our respective faiths into action—especially on behalf of those who are most vulnerable.

The need for such individual and community preparedness became evident in 2005 as we saw the aftermath of Hurricane Katrina with families stranded on rooftops because they were unable to evacuate on short notice. Closer to home, in 2011, we saw how the elderly and those with disabilities were made homeless in Williamstown by Tropical Storm Irene flooding.

As survivors try to put their lives back together, many turn to the local faith community—sometimes individual congregations take the lead, in others interfaith collaboration mobilizes resources. Indeed, a survey by the American Red Cross showed that 60% of respondents would turn to the clergy and the faith community if they needed help after a disaster—because that’s whom they trust.

But, how can you be there to help others, if a weather-related damage or an epidemic impacts you, your family, your own home, your house of worship, and members of your congregation? This *Faith Community Planning Guide* aims to help you build on your strengths in order to best prepare for future challenges. Celebrate shared history of overcoming obstacles and stories of individual redemption in face of adversity. Recognizing such achievements can help provide the groundwork and motivation to tackle future risks.

As you start the preparedness planning process remember your organization’s circumstances and structures are unique, so a plan will have to be tailored to suit your needs. It is important to recognize that there is no “magic” plan that will provide all the answers and there is no document that will address every situation and circumstance. Try not to become overwhelmed by the tasks ahead, instead work on the plan in sections, doing first the things that seem most important and as time allows.

Putting time and effort into planning and preparing, not only organizes your congregation to deal with a potential disaster, it also helps build capacity on many fronts. Benefits include developing leadership potential, instituting improvement in facilities or equipment, and creating collaborative networks within the congregation and within the community that can be an invaluable asset in managing non-emergency challenges.

Contents

Our Faith Community’s Disaster Plan..... 7

 Disaster Leadership Team: 9

 Preparedness Goals 10

 Risk Assessment 11

 Members with Special Needs..... 16

 Continuity of Operations Planning (COOP) and Property Preparedness 18

 Secure Storage of Archives and Records (Print and Electronic)..... 24

 Resources to offer..... 24

 Goals and Response..... 27

 Contact Information..... 28

Next Steps 32

 Household Emergency Planning 33

 Display Board Ideas 34

 Gathering Information 34

Resources 37

 Organizations/Agencies/Congregations at Holyoke Forum..... 38

 Selected Online Resources..... 39

 Additional Resources 40

Our Faith Community's Disaster Plan

• Facility:	
• Phone:	
• Address:	
• Faith Community Disaster Coordinator	
• Cell-phone:	
• Landline/Phone:	
• Regional Disaster Coordinator*:	
• Cell-phone:	
• Landline/Phone:	
• Date of Completion:	
• Scheduled Review:	

*Example: In an Episcopal parish this might be the diocesan disaster coordinator. Your faith group may or may not have this type of hierarchy.

DISASTER LEADERSHIP TEAM:

Instructions: Fill out the following form with contact information for your Faith Community Disaster Coordinator and the Disaster Leadership Team. Even if your team consists of two people, capture their contact information.

Faith Community Disaster Coordinator:	• Landline/Phone:	
	• Cell Phone:	
	• Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	

PREPAREDNESS GOALS

All preparedness, response, recovery and hazard mitigation work can be categorized into four goals:

- Resume faith community life as quickly and smoothly as possible
- Protect organizational assets
- Support impacted community members to recover
- Reach out to vulnerable neighbors

If your faith community is prepared, it will be able to achieve these goals more quickly and efficiently after an emergency.

Faith Community Goals

This is an exercise to think of who you are as a faith community and what you want to accomplish after a disaster. This is a definition of what you will strive to accomplish after a disaster, the specific steps to accomplish these goals will be defined later in the guide.

Examples of goals may include:

- Ensure the safety of older and disabled members of the congregation
- Provide an effective relief ministry to the local community after a disaster
- Protect valuable religious/faith assets
- Reestablish services as soon as possible post-disaster

1)	(Example) Reestablish Sunday services as soon as possible. <i>You don't need to identify the specifics of how that will be done (i.e. - worship will be held at St. Luke's Lutheran Church)</i>
2)	
3)	
4)	
5)	

RISK ASSESSMENT

How Safe Is Your Community? Disaster Risk Assessment

How would you rate the probability of the following events occurring in your community within the next 10 years? Rate them in terms of the following six-point scale by circling the appropriate number:

1 - not probable 2 - low probability 3 - moderate probability
4 - high probability 5 - nearly certain

Avalanche	1	2	3	4	5
Blizzard or Massive Snowstorm	1	2	3	4	5
Chemical Contamination or Spill	1	2	3	4	5
Dam Break	1	2	3	4	5
Drought	1	2	3	4	5
Earthquake	1	2	3	4	5
Electric Power Blackout	1	2	3	4	5
Epidemic	1	2	3	4	5
Extreme Cold	1	2	3	4	5
Flash Flood	1	2	3	4	5
Forest/Brush/Wild Fire	1	2	3	4	5
Hurricane	1	2	3	4	5
Ice Storm	1	2	3	4	5
Major Frost and Freeze	1	2	3	4	5
Major Gas Main Break	1	2	3	4	5
Meteorite Fall	1	2	3	4	5
Mine Disaster	1	2	3	4	5
Mudslide or Landslide	1	2	3	4	5
Oil Spill	1	2	3	4	5
Pipeline Explosion	1	2	3	4	5
Plane Crash	1	2	3	4	5
Radiation Fallout	1	2	3	4	5
River Flood	1	2	3	4	5
Sand/Dust Storm	1	2	3	4	5
Severe Fog Episode	1	2	3	4	5
Ship Disaster in Harbor/Nearby Coast	1	2	3	4	5
Smog Episode	1	2	3	4	5
Sudden Waste Disposal Problem	1	2	3	4	5
Tornado	1	2	3	4	5
Toxic Landfill	1	2	3	4	5
Train Derailment	1	2	3	4	5
Tsunami or Tidal Wave	1	2	3	4	5
Volcanic Eruption or Fallout	1	2	3	4	5
Water Pollution	1	2	3	4	5
Water Shortage	1	2	3	4	5

Major Disasters Most Likely To Occur

With the risk assessment on the previous page complete, identify the major emergencies *most likely* to affect your community or congregation. List them below, in order of likelihood, and imagine each emergency from start to finish. For each one, identify what preparation may be needed and who will be responsible for preparation activities.

Instructions: Fill out the form with possible major disasters to your area; describe how the emergency will impact your organization and the community, what steps should be taken to prepare to mitigate those impacts and who is responsible for carrying out preparation activities.

Emergency	Possible Impact	Preparation	Person Responsible	Action Steps
<i>(Example) Hurricane</i>	<ul style="list-style-type: none"> • Synagogue basement floods & windows break • Most homes in the community uninhabitable • Staff evacuate 	<ul style="list-style-type: none"> • Make a list of items to be evacuated • Make list of contact information for all staff and members 	<i>Rabbi and Board of Directors</i>	<ul style="list-style-type: none"> • If possible, contact list should include contact information for evacuation destinations of each member • Inform members how they will be contacted after a disaster
	•	•		•
	•	•		•
	•	•		•
	•	•		•
	•	•		•

Common Risks – Local Emergencies

There are also small emergencies that are common to all faith communities. It is a good idea to plan and prepare for these emergencies as well. These include local weather emergencies, the illness of a staff member or parishioner at the church, fires, etc. Make a list of possible local emergencies and how you can prepare for them.

Instructions: Fill out the form with possible local emergencies to your area; describe how the emergency will impact the faith community and the community at large, what steps should be taken to prepare to mitigate those impacts and who is responsible for carrying out preparation activities.

Emergency	Possible impact	Preparation	Person Responsible	Action Steps
(Example) Ice storm	<ul style="list-style-type: none"> Church without electricity Rural homes without electricity for a week Parish school closed 	<ul style="list-style-type: none"> Buy generator Make contact list of parishioners Make contact list of parish school students 	Diocesan Disaster Coordinator	<ul style="list-style-type: none"> Have gas for generator Make sure contact lists are up to date
(Example) Heart attack of member during service	<ul style="list-style-type: none"> Children are upset 	<ul style="list-style-type: none"> Bi-annual medical emergency drill during service The previous week, a bulletin insert will inform of upcoming drill 	Aaliyah Harron – nurse	<ul style="list-style-type: none"> Usher will call 911 Nurse will perform needed medical services (CPR)
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">

Building Supplies and Safety

Many times the action steps needed to prevent or respond to an emergency—like those outlined in the previous two exercises—require knowing some basic information about the facility and what is in the neighborhood. The worksheet on the next page helps to gather that information.

Building Supplies and Safety

The following emergency supplies and equipment are located as follows:

1. Portable radios and extra batteries: _____
2. Emergency first-aid supplies: _____
3. Flashlights and extra batteries: _____
4. Stored drinking water: _____
5. Emergency (3-day) food supply: _____
6. Basic tool kit: _____
7. Fire alarm system:
Location of fire alarm: _____
Location of fire extinguishers: _____
If system monitored by outside agency, name and phone: _____

Sprinkler system (water flow valves and standpipes, including tamper alarms):

8. Exits: Information on fire escapes (type & location): _____

Information on fire doors (if applicable): _____

The following utility shut-offs and tools are located as follows:

1. Main gas valve: _____
2. Crescent wrench or gas shut-off tools: _____
3. Main water valve: _____
4. Electrical fuse box / circuit breaker: _____
5. Emergency or portable generator (if applicable): _____

Inventory of neighborhood resources:

1. Where can you rent or borrow a generator from? _____
2. Where is the nearest medical treatment facility? (Attach driving and walking directions): _____

3. Where is the nearest fire station? _____

4. Where is the nearest police station? _____

5. Where can you go for additional water? _____
6. Where can you go for additional food supplies? _____
7. Where can you go for additional medical supplies, medicines, and special equipment? _____
- _____

MEMBERS WITH SPECIAL NEEDS

How People Are Vulnerable to Disasters

General Types of Vulnerability

Gender Race/Ethnicity Age
Education Economics Language Spiritual/religious
Physical, psychological, and emotional capabilities

Pre-Disaster

Living in dangerous areas Limited resources to prepare
Unemployment and underemployment Lack of information

Disaster Impact

No way to evacuate No way to increase safety
Loss of community social services Loss of livelihood
Loss of personal and real property Fear, hopelessness, frustration, anger

Relief

Limited access to aid
Limited protection for life and property
Loss of neighborhood and community support systems
Few personal and community resources of all kinds

Recovery

Fewer resources such as adequate insurance Renter or low income homeowner
Dishonest contractors Discrimination in services
Increased rent and housing costs Limited community resources
Inadequate housing stock in the community
Embarrassment, pride, and reluctance to request help

Development

No input to planning and decision-making Loss of livelihood
Loss of place to live Loss of community support system

Mitigation

No input to planning and decision-making
Lack of political power
Abuse of legal rights
No funding for family or livelihood mitigation
Lack of sophistication within community leadership in order to access available programs

Preparedness and Education

Preparedness programs may not reach vulnerable people
Language and cultural differences that prohibit participation in planning
No input into the implementation of planning and educational efforts

People with special needs will be at higher risk during a disaster. Using the table on the previous page, take the time to identify those people within your congregation and brainstorm what problems they may face and how you can help with those problems as a congregation.

Note: If this is too complicated to complete, replace this form with the latest **faith community directory** and/or email list.

Instructions: Make a list of parishioners that may need extra help during an emergency. This can include people who are wheelchair-bound, deaf, etc. Try to think of people or things that can help these individuals when needed.

Person and Special Need	Asset/Person to Help
• Mrs. Betsy Jones will need access to electricity to power her respirator	Our church has a generator for power outages, she can be brought to the church by David Hamilton – owner of vans
• Mr. Donald Green is wheelchair-bound and has no means to evacuate for a hurricane/tsunami	The Palmer family has a handicap-accessible van and is willing to help him evacuate if needed
•	
•	
•	
•	
•	
•	
•	
•	

CONTINUITY OF OPERATIONS PLANNING (COOP) AND PROPERTY PREPAREDNESS

Continuity of Operations Planning permits you to carry on the vital services you provide, even during times of emergency/disaster. There are three basic components to assess for a COOP:

- Functions: Which are critical and which can be temporarily suspended?
- Workforce: Who will be available to carry out your critical functions?
- Resources: Which will be obtainable to carry out your critical functions even when primary resources are unavailable?

Clarify Essential Functions

What are the key functions your organization provides? How would you prioritize them?

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Of these, which are critical/vital functions that must go on no matter what?

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Which functions can be temporarily suspended until the emergency is over?

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Workforce Resources—Staff and Volunteers

Who are your emergency planning team members?

Who will determine when the COOP is implemented? Who will be the members of the COOP implementation team?

What will be your “order of succession” in case the COOP team leader and team members are unavailable at the time of the crisis?

If your usual staff is affected by the disaster, who will provide the critical/essential services you listed above?

Does this list include volunteers from outside your congregation? Where will they come from? Have you met with the appropriate agencies to plan for securing these volunteers? Describe.

How will these staff persons and volunteers be trained to perform the critical/essential functions you have selected? Please check:

- ☐ Cross-training of staff
- ☐ Exercises, tabletop discussions, workshops
- ☐ Just-in-time training the day of the event

Resource Availability

What are the material resources you need to carry out your critical/essential functions? Consider location, internal and external communication, power, phone service, and other material resources.

What are some potential alternates for necessary material resources if your normal supply channels/resources are unavailable because of the emergency? (Alternate location, backup communication plans, back up power plan, other providers of remaining material resources – please list potential sources)

Do you need a Memorandum of Understanding/Memorandum of Agreement for any of the items in the last question? If so, the MOU/MOA should be updated every year and should be stored in the written COOP. Agencies from which MOAs are needed:

Inventories of Property-Related Assets

The three first steps to protecting your property are:

- 1) Identify what you have
 - Make a list of your major assets.
- 2) Record the details of this property
 - Make a written inventory of any property, buildings and building contents (you can use the form on the next page). It should list what you have and provide appraisals when possible.
 - Make a visual record with a camera and/or a handheld video camera: lay out your valuables – vestments, silver, artwork, historical items, etc. Take photos of each or, with a camcorder, pan slowly across each. Continue the visual record by walking through buildings/properties, stopping at specific points for more detail as needed.
 - Keep one copy of the written and visual inventories in a protected place at your facility, and keep a second copy of each in a remote location or, if your faith has a regional office, provide them to that office. You may have this already if you've completed one for insurance purposes; if so, make sure it's up to date and that the regional office has a copy.
- 3) Determine what needs to be removed or protected

- Identify what should be protected or removed. This may include protecting musical instruments, windows, or archives; quake-proofing furniture, etc.
- Decide and record what will be protected, by whom, when, where, and how. Buy any supplies needed to protect those objects, and have them readily accessible.
- Draw a simple floor plan of your building/s, showing the location of these important items and file it with your local fire department.
- Make sure copies of your insurance information are kept in a safe on site and in a safe place off-site.

General Inventory Information:

Annual Inventory Date:	
• List Only (m/d/y)	
• Photos (m/d/y)	
• Video (m/d/y)	
Person(s) Responsible for Conducting Annual Inventory:	
• Name:	
• Name:	
• Name:	
Locations of Inventory Records:	
• On-Site:	
• Off-Site:	

Insurance Information

Make a list of all your insurance information and contacts. Be sure to have a copy of this information in a **secure place off-site** and have another copy that someone can take with them if your community is evacuated.

• Policy Number:	
• Policy is with:	
Phone:	
Address:	
• Agent:	
Phone:	
Address:	
• Original Policy is kept:	
Address:	
• Copy of policy is kept offsite:	
Address:	

• Policy Type:	<i>(Example – Replacement value type)</i>
Total Value:	
• Policy covers:	<i>Earthquake, hurricane, robbery, fire, breakage, etc.</i>
• Other policies:	
• Policy review:	
When:	
By who:	

Be sure to note where off-site copies are kept and who can access them.

Off-site Copies	
• Where:	<i>(Ex: Diocese has a copy)</i>
• Who:	<i>Susan Wu</i>
Phone:	<i>xxx-xxx-xxxx</i>
Cell:	

Financial Information

• Bank Name:	
Address:	
• Account Number:	
• Branch Representative Name:	
Phone:	
Fax:	
Email:	
❖ Credit Card	
Who Has Access:	
Phone:	
Cell:	
Email:	
Emergency Credit Extension Amount:	

Investment

• Financial Planner / Broker Company:	
• Representative Name:	
Phone:	
Fax:	
Email:	

People with Financial Authorization Approval

Instructions: Keep a copy of this information in a safe place off-site.

• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	

SECURE STORAGE OF ARCHIVES AND RECORDS (PRINT AND ELECTRONIC)

Appropriate protection of records is essential. If your paper files are charred or water-damaged, or your computer files are lost, you may need to hire professional recovery companies in addition to rebuilding the data. Archival items by nature are irreplaceable.

- a) Every faith community needs a fireproof, waterproof, quake-proof lockable box or safe¹ (or safety deposit box). Seldom-used/historical items, valuables and the following should be kept in the safe:
 - Registers and service books – at all times when not in use
 - Confidential records: personnel files, documents displaying social security numbers, and confidential counseling records.
 - Contracts, mortgage or loan papers, titles and deeds, other legal documents, etc.
 - Routine back-ups for computer files on a CD, DVD or USB
- b) Paper records and files
 - These could include your administrative, financial, and ministry files, and copies of print newsletters or bulletins. Store them in metal file cabinets, preferably not on opposite walls from windows. Photocopy irreplaceable files to store offsite.
- c) Archives
 - These are best stored in temperatures between 65-68 degrees, with 45% humidity, in metal cabinetry or shelved in acid-free boxes, in a closed room with no windows. If the room is fireproofed, even better. After fire, water and mildew are the worst enemies.
 - Inventory your archives carefully and keep a copy offsite.
- d) Software and electronic files
 - Keep anti-virus and spyware protection up to date, establish protocols for office computer use including password protection, and use a surge protector
 - Back-up your office files regularly and keep back-ups in your safe or another secure location off-site. Place a copy in the “Go Kit.”
 - Keep your original software CDs in the safe.
 - Make backups of your website. Make sure your web-hosting provider regularly backs up their servers and protects the data. Consider a web-hosting service with multiple servers in various locations nationally.
 - Keep lists of passwords and usernames for all computers in the church safe/safety deposit box/off-site. Make sure passwords are kept in at least 2 places, and there is a copy in your “Go Kit.” This will help to ensure access to them after a disaster
- e) Regional office (if applicable) archive storage
 - Provide copies of your architectural drawings and assets

RESOURCES TO OFFER

¹ The safe should have a rating of 4 to 5. If the safe is on a basement floor, it's recommended that you keep it 6-8 inches above the floor on a concrete or durable slab.

Identify what facilities or resources your group can offer fellow members or to the broader community in the event of an emergency – do you have vehicles? Do you have a space that could be used as a shelter? Do you have a commercial kitchen?

Property Resources for Use Post-Disaster

Instructions: Make a list of property assets that can be used for response activities in case of an emergency.

List your buildings – include approximate capacity and accessibility

Building	Description
•	
•	
•	

Do you have:

Yes/No	Facility	Description/Quantity
	• Storage Capacity	
	• Kitchen Capacity	
	• Refrigerator/freezer	
	• Space to Shelter	
	• Exterior Grounds	
	• Other:	

Are you certified:

Yes/No	Certification
	• American Red Cross Disaster Feeding
	• American Red Cross Mass Care
	• American Red Cross Shelter Care
	• Other:

What equipment/resources do you have to offer the wider community?

Yes/No	Equipment/Resources	Description/Quantity
	• Vehicles	
	• Aircraft	
	• Boat	
	• Bus	
	• Generator	
	• Bed/Cot	
	• Tent	
	• Other:	

Activities Resources

Make a list of important activities and services already provided by the faith community. What do you know how to do? What outreach programs does your group already run? What vulnerable communities might be associated with those programs? Because you already have the experience and infrastructure in place, these programs may be a good starting point for providing services to the greater community after a disaster.

Activities:

• (Example) Food pantry - frequented by homeless	•
• (Example) Summer camp for member children and their friends	•
• (Example) Alcoholics Anonymous meetings	•
•	•
•	•

Human Resource Assets

Primary Languages:		
Groups that could be of service:		
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	

GOALS AND RESPONSE

This is a good moment to revisit the “Faith Community Goals” defined earlier and identify the necessary steps and resources to ensure that those goals are met. This is the moment to decide what activities are needed to accomplish those goals, what preparation is needed before a disaster, who shall lead each activity and what is needed to do so.

Goal	Preparation	Person Responsible	Activities Post-Disaster
<i>(Example) Reestablish Friday services as soon as possible after a disaster</i>	<ul style="list-style-type: none"> • <i>Put together “Go Kit”</i> • <i>Establish relationship with St. Luke’s Lutheran Church – ask if they will offer space for alternate worship site</i> • <i>Inform members: in case the synagogue is affected by emergency, services will be held at alternate site</i> 	<i>Steven Goldman (Cantor) and Rabbi Miller</i>	<ul style="list-style-type: none"> • <i>Communicate with St. Luke’s</i> • <i>Inform members via email, phone and note at our synagogue that services will be held at alternate site</i> • <i>Provide rabbi with the implements for service from the “Go Kit”</i>

CONTACT INFORMATION

Regional Office Contacts

Instructions: If your faith community has a regional office/governing body, like a diocese, record the information of the people in those offices.

<ul style="list-style-type: none"> • Title (ex: Bishop) Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Title Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	

Faith Community Staff/Leadership Contact Information

Instructions: Make this contact information available to your members.

<ul style="list-style-type: none">• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none">• Relationship:• Phone:	
<ul style="list-style-type: none">• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none">• Relationship:• Phone:	
<ul style="list-style-type: none">• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none">• Relationship:• Phone:	
<ul style="list-style-type: none">• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none">• Relationship:• Phone:	

Faith Community's Emergency Contacts

Partner organizations can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things. Partnering with another organization within the region provides an opportunity to both serve others and receive services in an emergency. A relationship with an organization located in a separate region not susceptible to the same emergencies at the same time as your group should also be established as a possible evacuation site.

It may also be a good idea to keep a complete set of keys to your facility at one of these locations, or at your regional offices – in case yours are lost.

Partner Organization – Local

Partner Organization:	
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Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Partner Organization – Outside the Region

Partner Organization:	
Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Additional Contacts

Outside Users of the Building

Group	Contact	Phone	Email	Building Use

Organizations Active in Disasters

Group	Contact	Phone	Email
Ex: Massachusetts Emergency Management Agency (MEMA)			
Ex: Salvation Army			

Next Steps

HOUSEHOLD EMERGENCY PLANNING

Disaster plans of individual families that are part of the faith community, like the mitigation measures they take in their homes, are important to the faith community as a whole and the wider community as well. As members are personally prepared for disasters and can readily recover from impact, it naturally affects the resiliency of the faith community and the wider community. Indeed, families have a responsibility to know what to do in an emergency. Faith communities can encourage members to assume this responsibility.

Forming new groups or teams can bring together those with individuals and families with complementary skills and/or those with close geographic proximity. Grouping by neighborhood can include plans to reach those within walking distance, in case normal channels of communication and travel are not available.

In addition to providing mutual reinforcement, making planning into a team project can assist those with functional or access needs, who may be most vulnerable in an emergency (e.g., the very young, the very old and those who care for them; those with physical, developmental or medical disabilities; those with low literacy, limited English language skills or few financial resources). One option is to develop a “Homebound Congregants List” and/or “Alternate Communication List” to assure help in a disaster for those most in need.

In some faith communities, emergency planning can become a project for the Youth Group—harnessing youthful energy to engage families and reach out to those who live alone. Others have taken a special events approach, similar to planning a holiday celebration or a big gala.

When your faith community is ready to address household preparedness these is a list of helpful resources below, some offer templates similar to this one while others are lists to help put together emergency kits. Remember: don’t take on too much at once. If your group is ready to focus on a community plan, but not household preparedness, that is okay. Come back to it later—just don’t forget this important preparedness linchpin!

- ♦ Are You Ready? An In-Depth Guide to Citizen Preparedness www.ready.gov and www.fema.gov
- ♦ Get Prepared: www.redcross.org/services/getprepared
- ♦ Western Region Homeland Security Advisory Council www.westernmassready.org and the project for individuals who require additional assistance in an emergency <http://www.westernmassready.org/iraa/index.html>, especially “Let’s Make a Plan!” personal preparedness workbook

DISPLAY BOARD IDEAS

Below are some ideas to jumpstart display board messaging about emergency preparedness and public health practices for preventing disease outbreaks. Making posters with these messages could be a great project for young people and an age appropriate way to get them involved in the emergency preparedness project.

Sample Messages for Display Boards

- Cover your cough – not with your hands but in your sleeve.
- Sneeze and cough droplets remain suspended around you for up to 30 seconds.
- Let your children know about your plans to take care of them during an emergency.
- Being prepared means peace of mind in confusing situations.
- September is National Preparedness Month. Take simple steps to prepare for emergencies in your homes, businesses and schools.
- Do you know what your children's school emergency plans are?
- Hands are the most exposed part of the body – to germs. Wash them regularly.
- Give us all a helping hand – keep your hands clean and fresh.
- Do you have a family plan to stay in touch during an emergency?
- Are your important documents and up-to-date medical information easily and quickly accessible?
- Create a family emergency plan and discuss it with all family members.
- Build a family emergency kit of food and medicines to be self-sufficient for at least 72 hours.
- Get prepared. Be informed, organized and connected during emergencies.

GATHERING INFORMATION

On the following page is a helpful survey for gathering information about your community members and what type of assistance they may need in an emergency. While perhaps most helpful for individuals with special needs, this survey is also helpful for developing self-awareness in all community members about their own needs and how they can prepare so disaster impacts are minimized. It is important when gathering this data to have a policy about privacy, which will reassure community members their information will not be shared haphazardly and will also build trust between people and the organization.

Survey for Faith Community Members

Name (First & Last)			
Address		City	State Zip
Phone	Cell Phone	E-Mail	

Do you live alone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If you live alone and are chronically home-bound, is there someone who checks in on you regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a chronic medical condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you need help getting around?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Can you cook for yourself?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have an emergency plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a place to go in the event of an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have enough food, water, and prescription medication supplies at home to last you five days in the event of an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Would you like help from another congregation member in the event of an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have any other special needs? Please explain.			

Emergency Contact Information

Name (First & Last)			
Address		City	State Zip
Phone	Cell Phone	E-Mail	

Resources

ORGANIZATIONS/AGENCIES/CONGREGATIONS AT HOLYOKE FORUM

The organizations listed below were present at the Holyoke, MA conference for faith community members and emergency responders on January 24th, 2012.

- ♦ American Red Cross Central and Western MA – www.redcrosscwm.org
- ♦ Autism and Law Enforcement Coalition (ALEC) – www.sncarc.org/alec.htm
- ♦ Berkshire County Boards of Health Association (BCBOHA) – www.bcboha.org
- ♦ Berkshire County Sheriffs – www.bcsoma.org
- ♦ Berkshire Health Systems – www.berkshirehealthsystems.org
- ♦ Community Emergency Response Team (CERT) – www.citizencorps.gov/cert/
- ♦ Disaster Animal Response Team (DART) – www.wmdart.org
- ♦ Episcopal Relief & Development – www.er-d.org
- ♦ Federal Emergency Management Agency (FEMA) – www.fema.gov
- ♦ Franklin Regional Council of Governments (FRCOG) – www.frcog.org/
- ♦ Hampden County Health Coalition – www.pvpc.org/hchc/index.html
- ♦ Hampshire Public Health Preparedness Coalition – <http://sites.google.com/site/publichealthpreparedness>
- ♦ Massachusetts Department of Public Health – www.mass.gov/dph
- ♦ Massachusetts Emergency Management Agency (MEMA) – www.Mass.gov/eopss/agencies/mema
- ♦ Massachusetts Voluntary Organizations Active in Disaster (VOAD) – www.massvoad.org
- ♦ Medical Reserve Corps (MRC) – www.wmmrc.org; www.medicalreservecorps.gov
- ♦ Salvation Army Emergency Disaster Response – www.disaster.salvationarmyusa.org
- ♦ Second Baptist Church of South Hadley – www.sbcsouthhadley.com
- ♦ Western Region Homeland Security Advisory Council (WRHSAC) – www.wrhsac.org
- ♦ Word of Grace Church – www.wordgrace.us/

SELECTED ONLINE RESOURCES

Personal and Family Preparedness

- ♦ Are You Ready? An In-Depth Guide to Citizen Preparedness www.ready.gov and www.fema.gov
- ♦ Get Prepared: www.redcross.org/services/getprepared
- ♦ Western Region Homeland Security Advisory Council www.westernmassready.org

Disaster Preparedness and Response Education

- ♦ Extension Disaster Education Network <http://eden.lsu.edu/Pages/default.aspx>
- ♦ Inclusive Preparedness Center: “Disaster Readiness Planner & Planning Guides”
For individuals requiring additional assistance
<http://inclusivepreparedness.org/DisasterReadiness.html>
- ♦ Western Mass IRAA Preparedness Project - Training resources for community organizations and schools to prepare for those with functional and access needs
www.westernmassready.org/IRAA

Disaster Preparedness and Faith Communities

- ♦ Church World Service - Disaster preparedness and response resources
<http://www.cwserp.org/index.html>
- ♦ Citizens Corps – Resources to help faith communities build their preparedness plans
<http://www.citizencorps.gov/library/faithbased.shtm>
- ♦ Minneapolis-St. Paul Metropolitan Medical Response System and Bloomington Public Health Faith Community Emergency Preparedness Toolkit, “Ready, Set, Go!”
http://www.ci.bloomington.mn.us/cityhall/dept/commserv/publheal/emereprep/toolkit/readyssetgo_manual/manualcover.pdf and
<http://www.ci.bloomington.mn.us/cityhall/dept/commserv/publheal/emereprep/toolkit.htm>
- ♦ National Disaster Interfaith Network – “Be a Ready Congregation”
Extensive worksheets and training covering all aspects of faith community preparedness
<http://n-din.org/>
- ♦ Preparing for a Disaster: A Guide for Faith Communities
http://www.co.sherburne.mn.us/publichealth/documents/Emergency_Planning_Guide.pdf
- ♦ Episcopal Relief & Development Planning Guides <http://www.er-d.org/resourcelibrary>
- ♦ Nonprofit Coordinating Committee of New York
http://www.npccny.org/info/disaster_plan.htm

ADDITIONAL RESOURCES

When you are ready to get connected to the wider community and its preparedness efforts consider the following:

- ❖ Contact your town's emergency management director (EMD) (<http://www.mass.gov/eopss/agencies/mema/emergency-management-directors-listing.html>) who may have information and connections to local or regional emergency planning committees, organizations that accept volunteers to help with disasters, and training opportunities to improve preparedness and/or your faith community's ability to assist in disaster response and recovery
- ❖ Get in touch with your Medical Reserve Corps (MRC) (<http://wmmrc.org/>) and/or Community Emergency Response Team (CERT) (<http://www.citizencorps.gov/cert/index.shtm>) representative who can direct interested people to volunteer opportunities and trainings
- ❖ Contact your board of health, which has responsibilities related to emergency preparedness, particularly pandemics and other public health disasters, and may need volunteers to carry out those responsibilities

