



Organization Emergency Plan

Presented by: Western Mass IRAA Preparedness Project

For: Organizations Serving Individuals Requiring Additional Assistance

*Based on: CARD Planning adapted from Bay Area Emergency
Preparedness Coalition for Seniors and People with Disabilities*

Disaster Mission Statement

- Make sure you know what role you are planning to play in a disaster
 - What type of services are you going to provide for your clients and community in an emergency?
 - Does your current mission statement cover this?
 - What are your mandates and resources?

Preparing Staff for Emergencies

- Make sure your staff is mentally, physically and emotionally prepared to respond
 - Let's Make A Plan! Training
 - Practice Drills

Personnel

- Make sure you have enough people to do what needs doing for a response
 - Determine staffing requirements for pre-, during, and post-emergency

Volunteers

- Make sure you know the best ways to use/work with volunteers in an emergency
 - Train volunteers
 - Consider what you should assign to volunteers
 - Safety/legal considerations
 - Management of volunteers

Meeting the Needs of the People You Serve

- Make sure you can address the basic needs of staff, clients and volunteers
 - Numbers of Individuals
 - Communication
 - Equipment Needs
 - Training for Clients

On-Site Supplies Cache & Go-Kit

- Make sure you have preparedness supplies available
- Make sure you can operate even if you evacuate

Facility Preparation

- Make sure your physical environment supports your safety
 - Assign tasks to staff
 - Track completion dates
 - Update

Signage

- Make sure your safety and preparedness tools are well-marked



Neighborhood Resources

- Make sure you know the local resources – they may be your only source
 - Key Resource Framework
 - Liaison/Connections
 - Medical
 - Gathering Points
 - Food/Water
 - Supplies

Evacuation & Transportation

- Make sure you can get people safely from your location to a safe alternative site
 - All-hazards approach and preparation
 - Factor-in limited resources with vendors

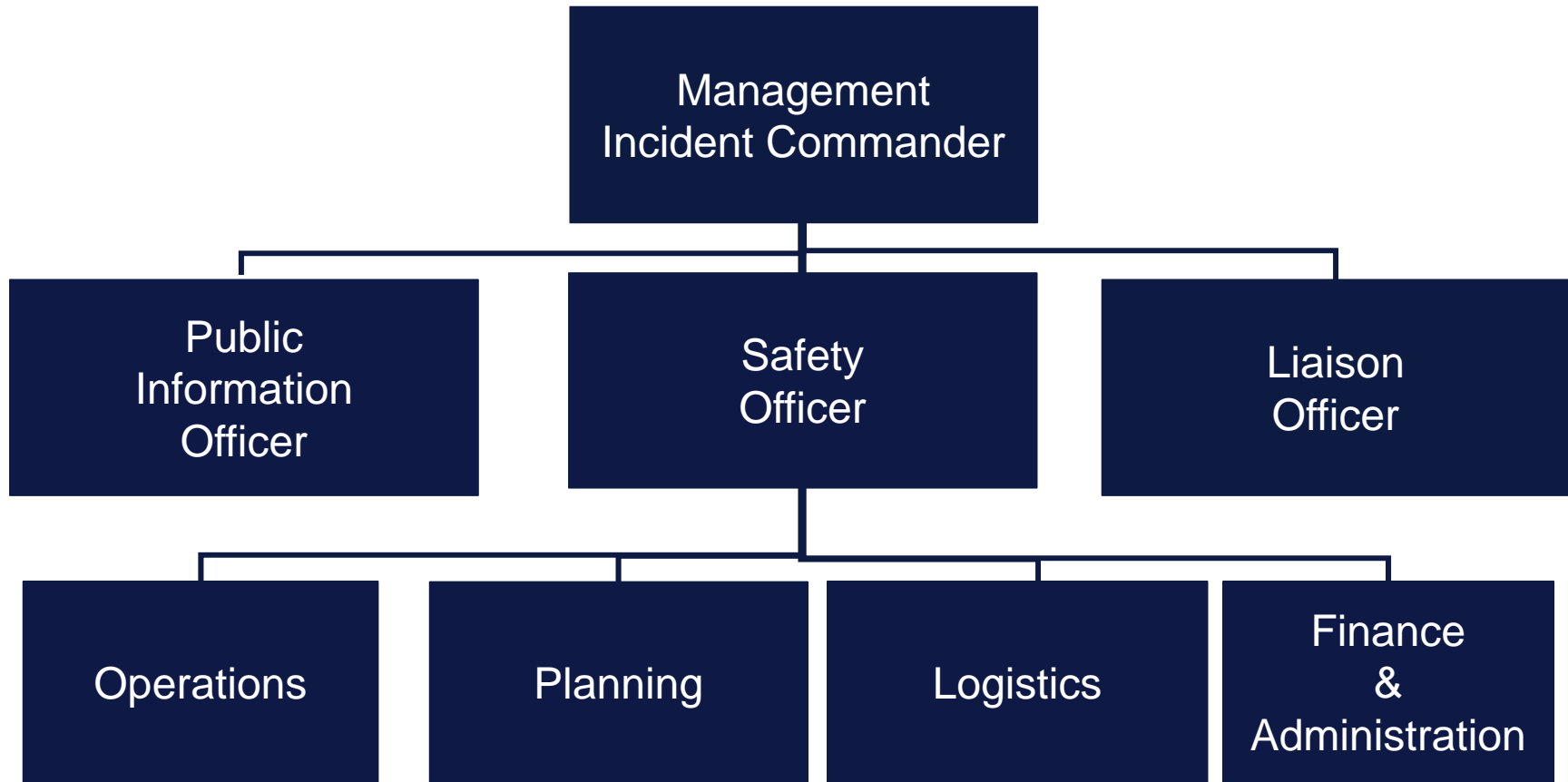
Communication

- Make sure you can communicate with staff, clients, funders and your community
 - What?
 - To Whom?
 - Who?
 - How?
 - Preparation?

Communication

- Make sure you know all the communication tools available to you
 - Disaster Communication Tools
 - Community Outreach Options

ICS Structure



Financial Resources

- Make sure you know your financial assets, limitations and commitments
 - Copies of Financial Support Documentation
 - Liquid Assets
 - Credit Cards/Lines of Credit

Ensuring Service Continuation

- Make sure you are clear on your service priorities
 - Primary Services that will continue
 - Critical Material Resources Needed
 - Connections

Mission Statement & Priorities

- Factor in Emergency Planning
- Be clear about services and resources
- Communicate them to clients to manage expectations

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