

**PARISH
DISASTER PREPAREDNESS
AND RESPONSE**

AGENDA

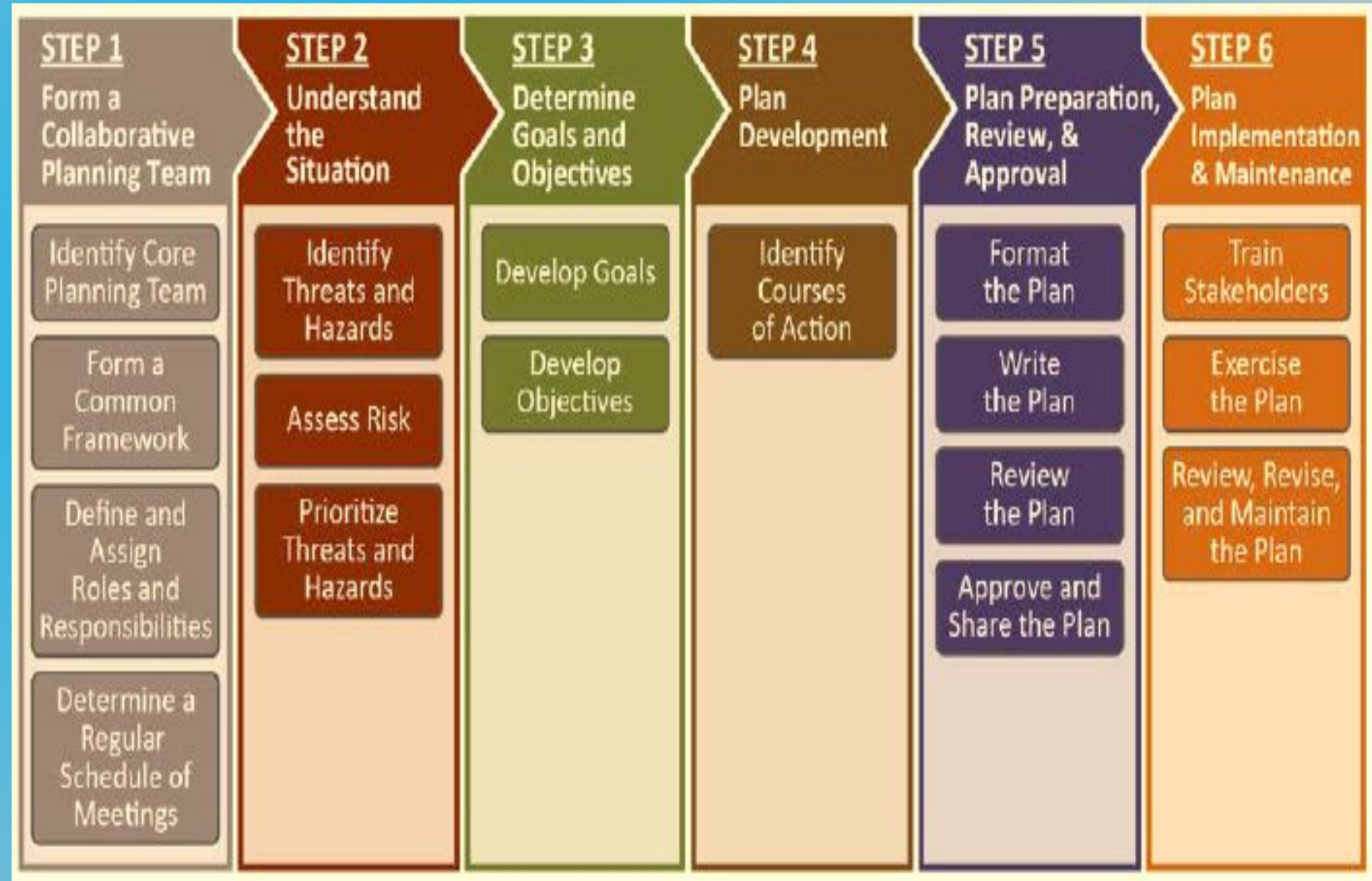
- History
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HISTORY



Many people think of a house of worship as a safe area where violence and emergencies cannot affect them. However, violence in houses of worship is not a new phenomenon. In addition to violent acts, fires, tornados, floods, hurricanes, earthquakes, and arson also affect houses of worship. With many incidents occurring with little to no warning, many houses of worship are developing and updating plans and procedures to ensure the safety and security of their congregations, staff, and facilities.

PLANNING PROCESS



PREVENTION

PROTECTION

MITIGATION

RESPONSE

RECOVERY

Preparedness around five mission areas:

Prevention, for the purposes of this guide, means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action parishes take to prevent a threatened or actual incident from occurring.

Protection means the capabilities to secure parishes against acts of terrorism and manmade or natural disasters. Protection focuses on ongoing actions that protect people, networks, and property from a threat or hazard.

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an incident. In this guide, mitigation also means reducing the likelihood that threats and hazards will happen.

Response means the capabilities necessary to stabilize an incident once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery means the capabilities necessary to assist parishes affected by an incident in restoring their environment.

PLANNING PRINCIPALS



- 1. Planning should be supported by leadership.**
- 2. Planning considers all threats and hazards.**
- 3. Planning considers all settings and all times.**
- 4. Planning provides for the functional needs of the whole parish.**

STEP 1:

FORM A COLLABORATIVE TEAM



Step 1: IDENTIFY CORE TEAM MEMBERS



The core planning team should include representatives from the parish, as well as first responders and others who may have roles and responsibilities in emergency management before, during, and after an incident. Many parishes may have first responders or military personnel with special emergency planning expertise in their congregation. Their expertise will inform the development, implementation, and refinement of the parish's plan. Where possible, consider including diverse representation on the planning team, including individuals with disabilities, youth and the elderly. The planning team should be small enough to permit close collaboration, yet large enough to be representative of the parish and its community partners. It should also be large enough as to not place an undue burden on any single person.

Step 1: DEFINE AND ASSIGN ROLES AND RESPONSIBILITIES



Each person involved in the development and refinement of the plan should know his or her role and responsibility in the planning process, as well as generally understand others' roles so that they know with whom to speak regarding issues and questions that might arise during the planning process.

Step 1: OUTCOME



After completing Step 1, the parish will have formed a planning team with representation from all necessary stakeholders. The planning team will have taken initial steps to form a common framework; define and assign roles and responsibilities in the planning process; and set a schedule of planning meetings.

STEP 2:

UNDERSTAND THE SITUATION



Step 2: *UNDERSTAND THE SITUATION*



In Step 2, the planning team identifies possible threats and hazards and assesses the risk and vulnerabilities posed by those threats and hazards. Effective emergency planning depends on an analysis and comparison of the threats and hazards a particular parish faces. This is typically performed through a threat and hazard identification and risk assessment process that collects information about threats and hazards and assigns values to risk for the purposes of deciding which threats and hazards the plan should prioritize and subsequently address.

A valuable resource for threats and hazards in your region is [Ready.gov](https://www.ready.gov).

Step 2: ASSESS THE RISK POSED BY IDENTIFIED THREATS AND HAZARDS



Evaluating risk involves understanding the probability that the specific threat or hazard will occur; the effects the threat or hazard will likely have, including their severity; the time the parish will have to warn occupants about the threat or hazard; and how long the threat or hazard may last. Assessing risk and vulnerability enables the planning team to focus its efforts on prioritized threats and hazards.

A site assessment examines the safety, accessibility, and emergency preparedness of the parish's buildings and grounds. This assessment includes, but is not limited to, a review of building access; visibility around the exterior of buildings; structural integrity of buildings; compliance with applicable architectural standards for individuals with disabilities and others with access and functional needs; and emergency vehicle access. The planning team may also identify additional threats and hazards through the site assessment process.

Step 2: OUTCOME



After completing Step 2, the planning team will have a prioritized (e.g., high, medium, or low risk) list of threats and hazards based on the results of the threat and hazard identification and risk assessment.

STEP 3:

DETERMINE GOALS & OBJECTIVES



Step 3: DETERMINE GOALS & OBJECTIVES



In Step 3, the planning team decides which of the threats and hazards identified in Step 2 will be addressed in the parish's plan. The planning team may decide to address only those threats and hazards that were classified as high risk, or they may decide to address all threats and hazards classified as high risk, as well as some of the threats and hazards that were classified as medium risk. This is a critical decision point in the planning process. It is recommended that the planning team address more than only the high-risk threats and hazards.

STEP 3: DEVELOP GOALS AND OBJECTIVES



Goals are broad, general statements that indicate the desired outcome in response to a threat or hazard. Goals are what personnel and other resources are supposed to achieve. Goals also help identify when major activities are complete and what defines a successful outcome.

Example: Goals for a Fire Hazard

Three possible goals for a fire hazard include:

Goal #1 (Before): Prevent a fire from occurring in the house of worship.

Goal #2 (During): Protect all persons and property from injury by the fire.

Goal #3 (After): Provide necessary medical attention to those in need.

Example: Objectives for a Fire Hazard

For Goal #1 in the fire hazard example, possible objectives include:

- *Objective 1.1:* Provide fire prevention training to all persons that use combustible materials or equipment in or around the house of worship.
- *Objective 1.2:* Store combustible materials in fireproof containers or rooms.

For Goal #2 in the preceding example, possible objectives include:

- *Objective 2.1:* Evacuate all persons from the building and surrounding grounds immediately.
- *Objective 2.2:* Account for all persons known to be on site.

For Goal #3 in the preceding example, possible objectives include:

- *Objective 3.1:* Immediately notify 911, fire, and EMS of any fire in the house of worship.
- *Objective 3.2:* Immediately begin to provide first aid.

STEP 4:

PLAN DEVELOPMENT: IDENTIFYING COURSES OF ACTION



Step 4: PLAN DEVELOPMENT (IDENTIFYING COURSES OF ACTION)



In Step 4, the planning team develops courses of action for accomplishing each of the objectives identified in Step 3 (for threats, hazards). Courses of action address the what/who/when/where/why/how for each threat or hazard. The planning team should examine each course of action to determine whether it is feasible and whether the stakeholders necessary to implement it find it acceptable.

**Step 4:
PLAN
DEVELOPMENT
(IDENTIFYING
COURSES OF
ACTION)**

Courses of action include criteria for determining how and when each response will be implemented under a variety of circumstances. Subsequently, the planning team develops response protocols and procedures to support these efforts.

Possible courses of action are typically developed using the following steps:

Step 4: DEPICT THE SCENARIO



Create a potential scenario based on the threats and hazards identified earlier in the planning process. For example, an earthquake occurs during the congregation's gathering which might include childcare or school activities. The facility may also be offered or rented for other activities, bringing many individuals to the site.

Step 4:
**DETERMINE
THE AMOUNT
OF TIME
AVAILABLE TO
RESPOND**



This will vary based on the type of threat or hazard and the scenario. For example, in the case of a hurricane, the church might have days or hours to respond before the storm makes landfall, while the parish may have to respond in minutes to an active shooter.

Step 4: IDENTIFY DECISION POINTS



Decision points indicate the place in time, as threats or hazards unfold, when leaders anticipate making decisions about a course of action. Walking through each scenario in detail will help identify the relevant decision points for each scenario, such as whether to evacuate, shelter-in-place, or lockdown.

Step 4: DEVELOP COURSES OF ACTION



Planners develop courses of action to achieve their goals and objectives by answering the following questions:

- What is the action?
- Who is responsible for the action?
- When does the action take place?
- Where does the action take place?
- How long should the action take and how much time is actually available?
- What has to happen before the action?
- What happens after the action?
- What resources and skills are needed to perform the action?
- How will this action affect specific populations, such as children, the elderly, and individuals with disabilities and others with access and functional needs?

Step 4: SELECT COURSES OF ACTION



After developing courses of action, planners compare the costs and benefits of each proposed course of action against the goals and objectives. Based on this comparison, planners select the preferred course or courses of action to move forward in the planning process. Plans often include multiple courses of action for a given scenario to reflect the different ways it could unfold.

After selecting courses of action, the planning team should identify the resources necessary to accomplish each course of action without regard to resource availability. Once the planning team identifies all the resource requirements, they begin matching available resources to the requirements. This step provides planners an opportunity to identify resource gaps or shortfalls that should be considered.

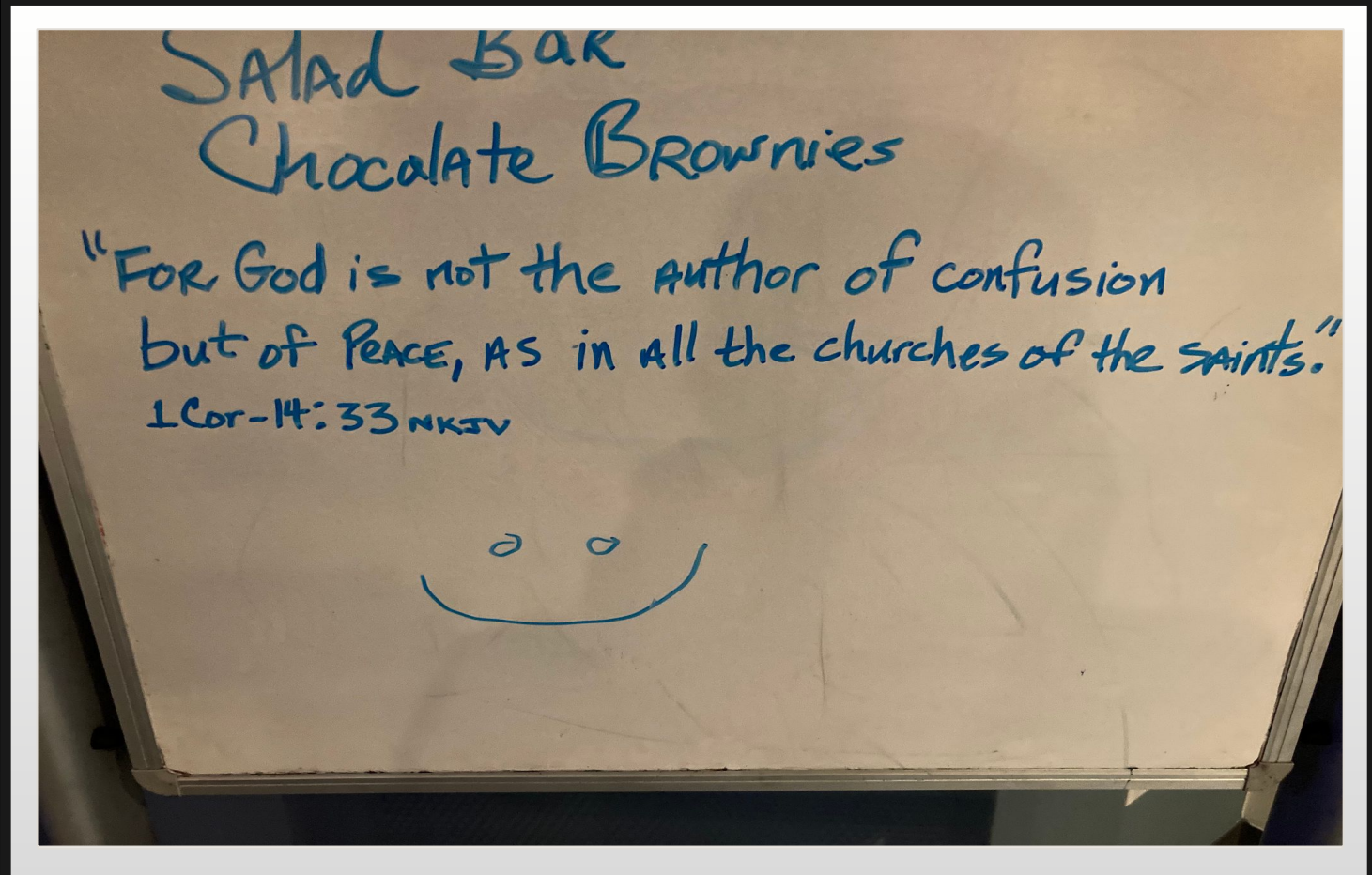
Step 4: OUTCOME



After completing Step 4, the planning team will have identified goals, objectives, and courses of action for before, during, and after threats and hazards. Goals, objectives, and courses of action for threats and hazards will be contained in the threat- and hazard-specifics in the plan.

STEP 5:

PLAN
PREPARATION,
REVIEW, AND
APPROVAL



Step 5: PLAN PREPARATION, REVIEW, AND APPROVAL



In Step 5, the planning team develops a draft of the emergency plan using the courses of action developed in Step 4. In addition, the team reviews the plan, obtains official approval, and shares the plan with the congregation and other stakeholders.

THANK YOU!

