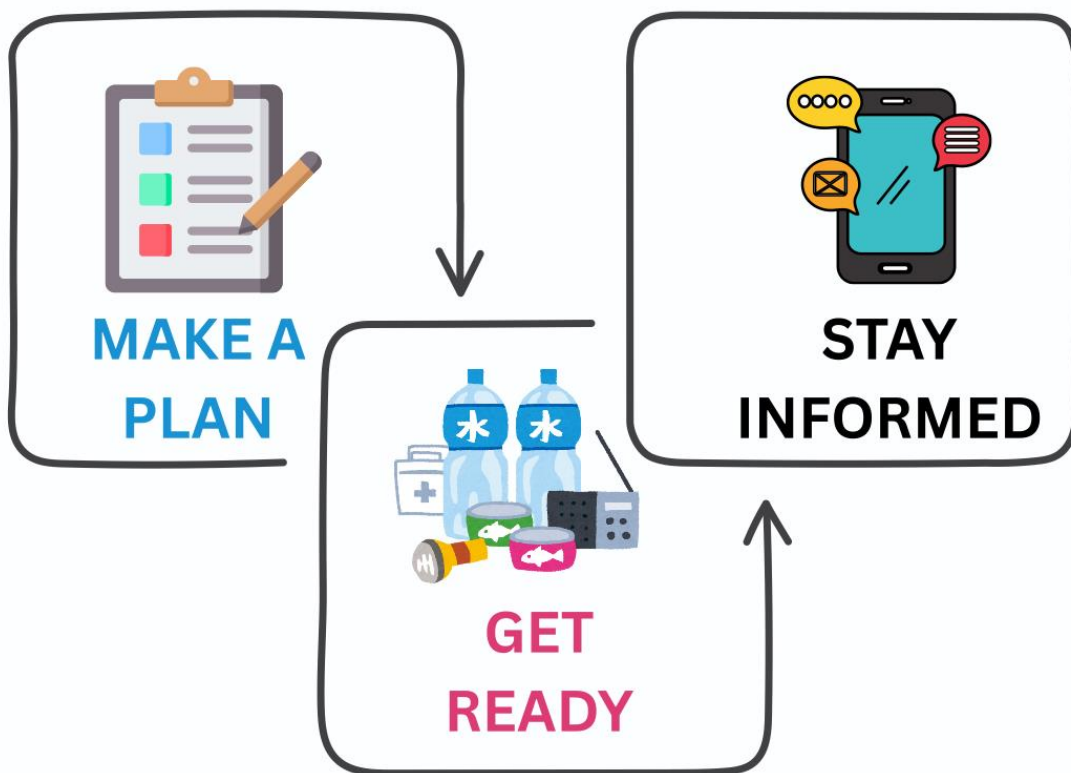


# EMERGENCY PREPAREDNESS WORKBOOK

For Congregations



*The*  
**Episcopal  
Church**  
*in* WESTERN LOUISIANA

**Access this workbook and other resources online:**

<https://epiwl.org/disaster-preparation-and-response/>

...



**Contact Diocesan Disaster Response Coordinator:**

Joy Owensby, [joy@epiwl.org](mailto:joy@epiwl.org)



Dear Congregations,

This workbook is an offering for your use in developing or updating a disaster preparedness plan for your congregation. It is intended to be a resource for assembling a framework that suits your unique context. You may decide to utilize:

- all or some of this workbook;
- the workbook with your own modifications;
- a planning tool from another organization;
- your own, in-house preparedness tool.

Whichever you choose, at minimum please review the contents. You may discover something useful, something that might be added, or something that needs correction. Note that you can always refer to page 2 of this workbook for easy access to online resources, including this Workbook which is available in PDF to print or to fill in online.

Your congregation's emergency preparedness plan is a vital component of the diocesan disaster preparedness framework. Included in this is our emergency messaging system. We utilize the AlertMedia system for a rapid, two-way check-in procedure with congregational leaders in times of disaster. Replies to these text messages are shared with diocesan leadership.

Advanced planning equips us to become more resilient and respond more confidently under stressful and even traumatic conditions. We cannot prevent disasters, but small amounts of preparedness yield significant benefits when disaster threatens or arrives. As you begin to do this work, let it be a time of prayerful preparation rather than an opportunity for fear and anxiety. Whatever may come our way, we are all in this together.

Faithfully in Christ,

The Rt. Rev. Jacob W. Owensby, PhD, DD  
IV Bishop of Western Louisiana

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# COVER SHEET

## Congregation

Name \_\_\_\_\_

Address \_\_\_\_\_

Office phone, email \_\_\_\_\_

Head of Congregation + contact info \_\_\_\_\_

Sr / Bishop's Warden + contact info \_\_\_\_\_

Jr Warden + contact info \_\_\_\_\_

Treasurer + contact info \_\_\_\_\_

Insurance Administrator + contact info \_\_\_\_\_

Website \_\_\_\_\_

Other \_\_\_\_\_

## Property Insurance Company

Name, Phone, Website \_\_\_\_\_

Date policy last renewed \_\_\_\_\_ Policy No. \_\_\_\_\_

Comments \_\_\_\_\_

## Diocesan Office

Physical Address: 335 Main St., Pineville 71360  
Mailing Address: PO Box 4330, Pineville 71361  
Phone: 318-442-1304 Website: <http://epiwl.org/>

**Date this workbook was last updated:** \_\_\_\_\_

**Contributors** \_\_\_\_\_

**Where stored?** \_\_\_\_\_

**Update notes** \_\_\_\_\_

\_\_\_\_\_

**Notes:** \_\_\_\_\_



# USING THIS WORKBOOK

## Contents of this Workbook

---

### All Disasters:

Nearly all disasters involve certain basic preparedness and response actions. These items comprise the majority of this Workbook.

### Certain Disasters:

Certain disasters involve specific types of preparedness. Specialized resources are provided in this Workbook in the **DISASTER-SPECIFIC RESOURCES** section.

## Prioritize

---

**“Start where you are. Use what you have. Do what you can.” -Arthur Ashe**

**Don't feel pressured to complete this entire workbook.**

- ✓ Look over the topics and identify those you want to complete.
- ✓ Prioritize the topics you've chosen.
- ✓ A small amount of preparedness yields large results when faced with a disaster.

**Of particular importance are sections related to:**

- ✓ your **Membership Directory** (page 10)
- ✓ having an **emergency communications plan** (page 10)
- ✓ listing **Who does what?** (page 15)

## Three Ways to Use this Workbook

---

### 1. Paper & Pen

- ✓ If you print and write on paper, be sure to scan or photograph your paper copy so it is available electronically, ideally in an online location.

### 2. Electronically

- ✓ Enter your data directly into this PDF file, save it, and store it in an easily accessible, cloud-based location. **(Please let us know if you have difficulty working with this file.)**

### 3. Request Assistance

- ✓ Assistance is available by phone, Zoom, or in person. Contact Joy Owensby at 318-442-1304 ext. 4 or [joy@epiwnla.org](mailto:joy@epiwnla.org).

# QUICK RECOVERY CHECKLIST

Listed below are tasks which are important to complete during different phases of an emergency.

<b>Before, during and after:</b>	
	Contact Head of Congregation
	Contact vestry / bishop's committee
	Contact Congregation Emergency Coordinator
	Check in on members. Provide accurate information as available and instructions as necessary.
<b>When it is safe:</b>	
	Assess facilities for potential damage. If damage is visible and/or if damage may be present but not readily visible:
	Contact your property insurance company.
	Notify Roy Rosenthal at the diocesan office <a href="mailto:finance@epiwl.org">finance@epiwl.org</a> or 318-442-1304 ext. 3.
	Notify the diocesan disaster response coordinator, Joy Owensby, at <a href="mailto:joy@epiwl.org">joy@epiwl.org</a> or 318-442-1304, ext. 4.
	Take photos of damage and suspected damage. Store photos safely (in the cloud if possible) for use with insurance claim and for other potential needs.
	Apprise ministry partners, suppliers, and others who use your facilities of the emergency situation.
	Coordinate clean-up and repairs. <b>IMPORTANT:</b>
	Follow the recommendations of your insurance provider before contracting any repairs.
	Take photos before beginning clean-up. Use caution. Remain aware that there may be hidden and potentially dangerous issues that may have resulted from the event.

# PREPARE THE CONGREGATION

## 1. Your Emergency Communications Plan

---

***A method for rapidly connecting*** with your leaders and members is vital, and this begins with regularly updating your directory and distributing it to leadership.

***If you do not already have*** a process for this, see below for some considerations to help you think through a process that can work well for your context.

### Membership Directory

#### ***Considerations***

1. Who maintains our Membership Directory? \_\_\_\_\_
2. Where is it stored **electronically**? \_\_\_\_\_
3. Who has access to the electronic version? \_\_\_\_\_
4. Who regularly gets updated directories? \_\_\_\_\_
5. In what format are updated directories distributed? (paper or e-copies)  
\_\_\_\_\_
6. What technology system is used for the directory? \_\_\_\_\_
7. Are there procedures we might need to modify? \_\_\_\_\_

#### ***Tip 1***

- ▶ Regularly provide updated directories to the Head of Congregation and vestry or bishop's committees, both in printed format (to keep in the car) and electronically.
- ▶ Attach your most recent directory to this document.

Notes: \_\_\_\_\_

## Tip 2

- ▶ During interruptions to electricity, **text messages are often more reliable** than voice calls because of diminished bandwidth during outages.
- ▶ If you do not have a rapid text messaging system or procedure, consider the info below.

## Technology Options

Technology ranging from simple to sophisticated can provide **rapid, efficient, 2-way communications** with groups of individuals.

- ✓ Technology offerings provide **texting** and **phone calling** features.
- ✓ Most systems also provide “dashboards” which show the status of your message and message recipients.
- ✓ **Often texting works when phone calling does not** because of diminished cell phone bandwidth resulting from power outages.
- ✓ Routinely test the system you select with a small group of members at least twice a year. (Add this to your congregation calendar.)
- ✓ To grow skills with the system, consider employing it for routine, non-emergency usage, such as communicating monthly with vestry or bishop's committee members, so that you are better able to quickly and confidently activate your system when the need arises.
- ✓ Below are some reasonably priced products:

[One Call Now](#)

[Slack](#)

[Dial My Calls](#)

[text-em-all](#)

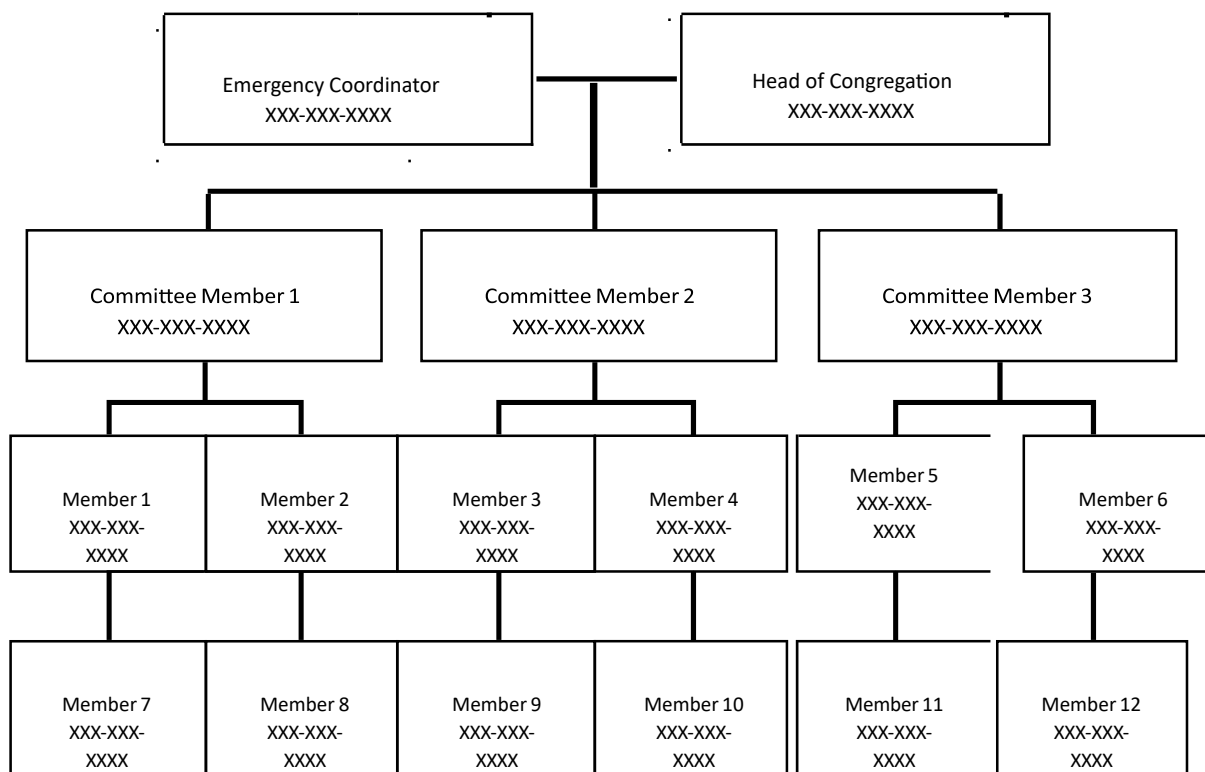
[Call Fire](#)

[SnapComms](#)

Notes: \_\_\_\_\_

## Manual Phone Tree

A communication tree can be created to fit congregations of all sizes, and it can be used for phone calling (voice to voice) or texting. For texting purposes, your directory should clearly indicate which phone numbers are cell phones.



This example shows a simple approach in which your Emergency Coordinator ("EC") contacts your head of congregation. After conferring, and with permission, the EC contacts those Emergency Committee Members who will participate in activating the communications tree.

If any person within the communication tree cannot be reached within a reasonable amount of time and number of attempts, the caller/texter should contact the next person on the list.

- ▶ Your Emergency Committee may wish to consider how to address that situation in an emergency, as an inability to make contact with an individual could indicate heightened concern for the person's safety.

Notes: \_\_\_\_\_

## Addressing the Media; Social Media

See **APPENDIX: *Media\_Communications*, p.30**

Notes: \_\_\_\_\_

## 2. Your Team

---

### Emergency Coordinator

This individual should be a faithful member of the congregation and familiar with its facilities and membership.

They must be available to enact the emergency plan and to assist in overseeing the collective activities of your Emergency Committee members.

Whenever possible, clergy should *not* try to fill the role of Emergency Coordinator, as they will be engaged in numerous other vital activities with the congregation and wider community.

Consideration should be given to annually verifying the Emergency Coordinator's readiness to serve during the coming year.

▶ Consider a team of 2 ECs (Emergency Coordinators)

**Emergency Coordinator #1** \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Other contact info \_\_\_\_\_

**Emergency Coordinator #2** \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Other contact info \_\_\_\_\_

Notes: \_\_\_\_\_

## Emergency Committee

The *Head of Congregation, Emergency Coordinator, Senior / Bishop's Warden* and *Junior Warden* are suggested core members of the Emergency Committee.

Thinking through who does what **during ordinary times** will help you determine which of those **functions** require membership on your Emergency Committee.

You may want all or just some of these individuals on your Emergency Committee.

### Who does what?

	During <u>ordinary times</u> .	As <u>emergency backup</u> .
Membership directory	_____	_____
Vulnerable members	_____	_____
Facilities security	_____	_____
Facilities physical assessments	_____	_____
Community connections (i.e. local gov't, other faith orgs, social service agencies)	_____	_____
Property insurance	_____	_____
Technology (Include online donations)	_____	_____
Finance	_____	_____
Social media	_____	_____
Media relations	_____	_____
Emergency communications	_____	_____

▶ Reference this Workbook's **1. Your Emergency Communications Plan** section, p. 10.

Event monitoring \_\_\_\_\_

▶ Reference this Workbook's **4. Weather & Hazards Watch** section, p. 17.

Evacuation or relocation \_\_\_\_\_

▶ Reference this Workbook's **APPENDIX: Items to Evacuate or Move**, p. 38.

OTHER \_\_\_\_\_

Notes: \_\_\_\_\_



### 3. Establishing Priorities

---

This Workbook may contain more information than is needed for your context. Consider prioritizing the categories of disaster preparedness you wish to undertake.

Additionally, your priorities may change over time or even during an incident.

Examples of items to prioritize include:

- A. Protecting congregation assets
- B. Ensuring safety of older and vulnerable members
- C. Educating members about family disaster preparedness
- D. Providing accurate, current event information to members
- E. Providing first-response assistance to the local community
- F. Coordinating with local government and/or agencies
- G. Assisting unhoused community members with sheltering or other immediate needs
- H. Other \_\_\_\_\_
- I. Other \_\_\_\_\_
- J. Other \_\_\_\_\_

#### Priorities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Notes: \_\_\_\_\_

# 4. Weather & Hazards Watch

## Emergency Alerts

Sign up for alerts from reliable sources. Some agencies have special apps for their alerts.

Many government offices post emergency alerts and updates on social media.

At a minimum, the Emergency Committee should sign up for alerts from your city or town, parish, state, FEMA, American Red Cross, the National Weather Service.

- We provide links to many Louisiana agencies at <https://www.epiwl.org/disaster-preparation-and-response/>



## Members Needing Assistance with Alerts

There are likely members who, for various reasons, are unable to sign up for or make use of emergency alert systems.

List those individuals, discern how to be of assistance, and be prepared to do so.

### Name & Comments


Notes: \_\_\_\_\_

## 5. Safeguarding Records and Property

### Administration & Operations

#### ► Reference page 15, “Who does what?”

Each person with oversight should plan in advance for assuring that those functions deemed vital during a disaster are performed in a manner suitable to the emergency conditions.

Who does what?	During <u>ordinary</u> times.	As <u>emergency backup</u> .
Membership directory	_____	_____
Vulnerable members	_____	_____
Facilities security	_____	_____
Facilities physical assessments	_____	_____
Community connections (i.e. local gov't, other faith orgs, social service agencies)	_____	_____
Property insurance	_____	_____
Technology (Include online donations)	_____	_____
Finance	_____	_____
Social media	_____	_____
Media <u>relations</u>	_____	_____
Emergency communications	_____	_____
► Reference this Workbook's <a href="#">1. Your Emergency Communications Plan</a> section.		
Event monitoring	_____	_____
► Reference this Workbook's <a href="#">4. Weather &amp; Hazards Watch</a> section.		
Evacuation or relocation	_____	_____
► Reference this Workbook's <a href="#">APPENDIX: Evacuation or Relocation</a> .		
OTHER	_____	_____

Notes: \_\_\_\_\_

## Records and Files

### **Computer Files & Other *Electronic Church Records***

---

Certain files and records are essential to continued functioning of operations and ministries following an emergency. These functions may need to take place offsite. To be prepared:

- **Store** these files securely both on-site and remotely.  
With technology, preserving documents has become as simple as setting up an automatic cloud storage system. Active files can also be stored online, in the cloud, on a remote server, or on a portable drive.
- **Passwords:** Maintain secure lists of passwords and names for all computers, software, and websites to help ensure access to these resources in an emergency. Appropriate security for passwords should be exercised.

**Some questions to consider for your emergency preparedness include:**

**Email:** Where are electronic email communications stored?

\_\_\_\_\_

If email is **not** accessible online or “in the cloud,” how often - and where - is this data backed up in case of a computer failure?

\_\_\_\_\_

Who has oversight of this data? \_\_\_\_\_

**Financial and confidential data:** Where are these data files stored and in what system/s?

\_\_\_\_\_

If computer files are not stored online or “in the cloud,” how often – and where - is it backed up in case of a computer failure?

\_\_\_\_\_

Who has oversight of this data? \_\_\_\_\_

*Notes:* \_\_\_\_\_

**Other important computer documents, spreadsheets, etc:** Where are these stored?

\_\_\_\_\_

If computer files are not stored online or “in the cloud,” how often - and where - is it backed up in case of a computer failure?

\_\_\_\_\_

Who has oversight? \_\_\_\_\_

**Church records stored electronically.**

### ***Vital Physical Records***

- *Be sure to safeguard your **vital physical** records if a disaster threatens to affect the church property.*

**Indicate where these items are stored:**

Church registers \_\_\_\_\_

Facility blueprints,  
electrical diagrams, etc. \_\_\_\_\_

Other vital physical records:

## Property Inventory

Photos and videos are helpful in recording items for reference after a disaster or break-in. Be sure to store this information in the cloud, easily accessible by leadership.

**Church Insurance (CPG)** provides an extensive Parish Inventory workbook:

- ✓ Choose the sections that are most useful to your congregation.
- ✓ The inventory workbook spans from **office equipment** to **liturgical items**.
- ✓ [Click](#) to access the inventory document in pdf format.

<https://www.cpg.org/globalassets/documents/forms/cic-parish-inventory-workbook.pdf>

**Location** of inventory data / records / files:

## Evacuation or Removal of Items

See this Workbook's **APPENDIX: Items to Evacuate or Remove, p. 38**

Notes: \_\_\_\_\_

Facilities

Utilities

In an emergency, monitor the recommendations of local emergency management for guidance. In certain instances, you may be ordered **not** to disconnect certain utilities.

	NAME	ACCT. #	PHONE #	WEBSITE if applicable
Electricity				
Gas				
Phone Co.				
Security				
Internet				
Water				
Trash				
Other				
Other				
Other				

Notes: \_\_\_\_\_

## Security System

Keep records which identify individuals granted secure entry status to facilities via key or alarm code and indicating to which portions of the property access has been given.

Designated staff, vestry members, and certain ministry leaders should be equipped for the armament and disarmament of the security system, if one is installed.

**To aid emergency responders and others who must arrive and assist quickly,  
outside doors should be clearly numbered or labeled.**

**Properties with numerous outside doors  
should prominently **number** each door.**

### NAME & PHONE NUMBERS

Security Company \_\_\_\_\_

Locksmith \_\_\_\_\_

Other \_\_\_\_\_

Congregation member who  
oversees security system \_\_\_\_\_

### SECURITY ALARM LOCATIONS:

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Notes: \_\_\_\_\_



# PREPARE YOUR PEOPLE

## Families & Individuals

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### Keep Watch and Stay Informed

Encourage your members to **sign up for alerts** applicable for your region.

- ▶ See this Workbook's **4. Weather & Hazards Watch** section, p. 17.

### Emergency Supplies

Checklists for assembling emergency supplies plus more in-depth resources from county, state, and federal agencies are available online.

- ▶ You can find links to many of these resources on our website:

<https://epiwl.org/disaster-preparation-and-response/>



### Vulnerable Members

In every congregation and nearby community there are persons without the ability to prepare themselves or their homes for a disaster. Likewise there are individuals without a means of evacuation.

Finding out who these individuals are and helping them become better prepared could be a ministry project for members of your congregation who possess appropriate understanding and sensitivity to persons with vulnerabilities.

Some examples of vulnerable persons may include but are not limited to:

- Elderly
- Low-income
- Illness or disability
- Single parents
- Persons with limited physical or communication abilities
- Non-English speakers

Vulnerable individuals and families may need additional information and assistance in order to prepare for and/or survive an emergency.

Notes: \_\_\_\_\_

Emergency Preparedness for Individuals with Disabilities

- ▶ See resources from:
  - FEMA’s Office of Disability Integration and Coordination <https://www.fema.gov/about/offices/disability>
  - Ready.gov: <https://www.ready.gov/people-disabilities>
  - ADA National Network: <https://adata.org/factsheet/emergency-supply>

Vulnerable Congregation Members

- ▶ Check to assure their contact info is in your Membership Directory.
- ▶ Is there a family member who will assist them in the event of a regional emergency?

Name	Comments	Contact Info

Notes: \_\_\_\_\_

# DISASTER-SPECIFIC RESOURCES

Below are links to websites which contain information specific to types of disasters.

## Active Shooter, Terrorism

<https://www.fbi.gov/how-we-can-help-you/active-shooter-safety-resources>

<https://www.cisa.gov/sites/default/files/publications/active-shooter-emergency-action-plan-112017-508v2.pdf>

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

<https://gohsep.la.gov/about/louisiana-hazards-plus-threats/terrorism/>

## Chemical or Hazardous Materials Spills

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/chemical-emergency.html>

<https://www.ready.gov/hazmat>

<https://ldh.la.gov/page/emergency-response-assistance-program>

## Earthquakes

<https://louisiana.emergencyresponseguide.org/earthquake>

## Fires & Wildfires

<https://louisiana.emergencyresponseguide.org/wildfirePreparing for summer wildfires>

[https://www.fs.usda.gov/detail/kisatchie/home/?cid=FSBDEV3\\_024698](https://www.fs.usda.gov/detail/kisatchie/home/?cid=FSBDEV3_024698)

<https://www.ldaf.la.gov/land/fire/safety>

## Floods

<https://www.ready.gov/floods>

<https://gohsep.la.gov/about/louisiana-hazards-plus-threats/flooding/>

## Heat Waves

<https://gohsep.la.gov/divisions/hazard-mitigation-assistance/fact-sheet-index/heat-wave-a-major-summer-killer/>

[https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/extreme-heat-safety.html?srsId=AfmBOotln8O9Ah\\_YPzBF3Q5dAd4oGvlnorlrZEwqg19kPuAlmyffrd7](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/extreme-heat-safety.html?srsId=AfmBOotln8O9Ah_YPzBF3Q5dAd4oGvlnorlrZEwqg19kPuAlmyffrd7)

## Hurricanes

<https://www.ready.gov/hurricanes>

<https://gohsep.la.gov/about/louisiana-hazards-plus-threats/hurricanes/>

[https://www.redcross.org/content/dam/redcross/get-help/pdfs/hurricane/EN\\_Hurricane-Safety-Checklist.pdf?srsId=AfmBOop-f4M22miRyZRxea87ORh3Ly0MIHgNJNodHI9xYzdPV7GvmhM](https://www.redcross.org/content/dam/redcross/get-help/pdfs/hurricane/EN_Hurricane-Safety-Checklist.pdf?srsId=AfmBOop-f4M22miRyZRxea87ORh3Ly0MIHgNJNodHI9xYzdPV7GvmhM)

<https://www.laseagrant.org/resources/hurricanes/resources/>

## Loss of Power & Utilities

<https://www.ready.gov/power-outages>

## Severe Weather

<https://www.brla.gov/2854/Severe-Weather-Preparedness>

## Tornadoes

<https://gohsep.la.gov/about/louisiana-hazards-plus-threats/tornadoes>

## Winter Storms

<https://gohsep.la.gov/about/louisiana-hazards-plus-threats/winter-weather/>

Notes: \_\_\_\_\_

# APPENDIX

## APPENDIX: Serving the Community

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### Congregation Facility Assets

In an emergency the church has an opportunity to respond in love to a hurting community.

Discuss assets of your organization that may be valuable to the wider community in an emergency and the ways in which they can be used to offer relief. Discuss these in advance with the Red Cross as there are many health and safety restrictions.

A congregation's assets may include:

- Shower facilities
- Washer and dryer
- Financial resources
- Large kitchen facilities
- Large meeting space, indoor or outdoor
- Temporary office space
- Food pantry
- Community connections

**Other assets present in our congregation:** \_\_\_\_\_

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### Temporary Sheltering

The American Red Cross (ARC) offers training for organizations who can qualify to serve as an ARC temporary shelter. Contact your local ARC office for more information.

Whether or not you want to serve as an official ARC shelter, their resources can be helpful in advance of an emergency. Some related videos are available on YouTube:

<https://www.youtube.com/@americanredcrossdisastertr9422/search>

### Vulnerable Neighbors

What nearby unhoused individuals and/or communities would need assistance?

### Individuals Experiencing Homelessness

People experiencing homelessness are especially vulnerable during disasters. Learn how to work effectively with unhoused individuals before, during, and after a disaster.

<https://www.samhsa.gov/dtac/disaster-planners/homelessness>

*Notes:* \_\_\_\_\_

## APPENDIX: Media Communications

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### Addressing the Media

To ensure an accurate representation of the congregation and the emergency situation, establish who may speak to the media on behalf of the congregation:

► Persons authorized to **speak with the media on behalf of the congregation** are:

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### Social Media

To ensure an accurate and appropriate representation of an emergency situation, establish in advance who may provide and post related information on authorized congregation social media channels ***in the event of emergency conditions***.

It may be that the individuals who regularly post information on your social media would not be those who would post emergency information.

Ensure that your emergency communicators (1) will have login credentials to post information to these channels or (2) will provide information to those who will post information.

Notes: \_\_\_\_\_

SOCIAL MEDIA CHANNEL	INDIVIDUALS CREDENTIALIED FOR THIS CHANNEL	Y/N: EMERGENCY ONLY?

Notes: \_\_\_\_\_



## APPENDIX: Identifying Risks

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### History

Create a list of all local disasters and emergencies in recent memory.

Consider going back as far as 50 years, even. Emergencies of the past can help prepare for the future.

Though structures may have been built and steps taken in order to prevent these crises from happening again, do not assume that they are infallible. Human-made infrastructure may be insufficient to mitigate against future disasters.



### Future

List potential disasters/emergencies, regardless of their actual likelihood, considering even the most extreme possibilities.

Types of events may include chemical spill, fire, hurricane, tornado, flood, mass shooting, public violence, mass job loss, prolonged heat wave, power / electricity failure, public health crisis, etc.



Notes: \_\_\_\_\_

## Emergencies Most Likely To Occur

1. Review your lists of historic and possible crises.
2. Identify the emergencies most likely to affect your community or congregation.
3. List them below in order of likelihood and identify the means through which your Emergency Committee would receive warning.

► See this Workbook's **Emergency Alerts** section, p. 17, for info about staying informed.

Event type 1 \_\_\_\_\_

Warning systems \_\_\_\_\_

Event type 2 \_\_\_\_\_

Warning systems \_\_\_\_\_

Event type 3 \_\_\_\_\_

Warning systems \_\_\_\_\_

Event type 4 \_\_\_\_\_

Warning systems \_\_\_\_\_

Event type \_\_\_\_\_

Warning systems \_\_\_\_\_

Notes: \_\_\_\_\_

## Risk Mitigation

Certain areas of the building(s) may be more vulnerable to or pose greater risk in an emergency.

- ✓ Walk through your facilities and make note of vulnerable areas
- ✓ Enlist the help of an outsider who may have fresh eyes to see.
- ✓ identify steps to alleviate these concerns.

Examples of vulnerable areas include:

1. Rooms with only one exit, which could hinder evacuation.
2. Doors that do not properly latch or lock.
3. Dead trees which can be uprooted and tossed about in high winds.
4. Electronics, such as computers, which are not on surge protectors.
5. Candles left lit inside the church.
6. Large or fragile windows, vulnerable in wind and driving rain events.
7. Areas prone to flooding.
8. Deteriorating roofing or walkway covering.

### Our vulnerable areas include:

Area 1	_____
Risk reduction plan	_____
Area 2	_____
Risk Reduction plan	_____
Area 3	_____
Risk reduction plan	_____
Area 4	_____
Risk Reduction plan	_____
Area 5	_____
Risk reduction plan	_____

Notes: \_\_\_\_\_

## APPENDIX: Safeguarding your People from an Active Shooter Incident

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Below are resource references for assisting your congregation as it undertakes preparing and training for appropriate action in the event of a violent intrusion.

These are not prioritized by the diocese but are a sampling from the large volume of online resources, some of which are geared toward active shooter safety for houses of worship.



**Local resources.** Consider meeting with your local law enforcement agency when preparing a congregation safety plan.

**Theological reflection.** Discuss within your congregation the tension between being a welcoming community and the need to be a safe place for all people. This book can help you begin the conversation: [Open Arms, Safe Communities: The Theology of Church Security](#) by Jeanie Garrett.

### “Gentle as a Dove, Wise as a Serpent”

Published in ECF (Episcopal Church Foundation) Vital Practices “Vestry Papers.” Author is Haley Bankey, an active member of The Episcopal Church.

Bankey offers theological and pastoral perspectives with additional resources and practical steps to take for increased campus safety. <https://www.ecfvp.org/vestry-papers/article/1060/gentle-as-a-dove-wise-as-a-serpent>

**FEMA’s Guide for Developing High-Quality Emergency Operations Plans for Houses of Worship** (updated 2022) provides a wide range of voluminous information regarding emergency operations planning for the spectrum of threats and hazards they may face. “Scalable for use by small to large-sized houses of worship.”

This section of the aforementioned Guide, “**A Closer Look: Active Shooter Situations**” presents house of worship emergency planning for an active shooter situation. <https://www.fema.gov/node/guide-developing-high-quality-emergency-operations-plans-houses-worship>

**C.I.S.A.’s “Protecting Houses of Worship”** portal. <https://www.cisa.gov/topics/physical-security/protecting-houses-worship>

**C.I.S.A.** (Cybersecurity & (physical) Infrastructure Security Agency) is an operational component of the U.S. Department of Homeland Security (DHS) and works to understand, manage, and **mitigate risk** to the nation’s cyber and **physical infrastructure** in the **public and private sector**.

**C.I.S.A.'s "Protecting Places of Worship: Six Steps to Enhance Security Against Targeted Violence Fact Sheet"** <https://www.cisa.gov/resources-tools/resources/protecting-places-worship-six-steps-enhance-security-against-targeted-violence-fact-sheet>

**Ben's Lighthouse.** <https://benslighthouse.org/>

"Ben's Lighthouse" was founded in December 2012 in response to the tragedy at Sandy Hook Elementary School. The purpose and mission is to create a more compassionate and connected world by helping kids feel empowered and connected to the community.

Notes: \_\_\_\_\_

## APPENDIX: Partner Congregation

Partnering with another congregation within the diocese provides an opportunity to both serve others and receive services in an emergency.

Partnering congregations should be located in a separate region which is likely not susceptible to the same emergencies at the same time as your congregation.

Partners can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things.

**Partner Congregation** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Website** \_\_\_\_\_

**Social Media** \_\_\_\_\_

**Contacts** \_\_\_\_\_

**Date of Agreement** \_\_\_\_\_

**Services which may be offered:**

**From Partner to Us**

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**From Us to Partner**

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*Notes:* \_\_\_\_\_

## APPENDIX: Items to Evacuate or Remove

### Items to Safeguard

Sometimes it may be necessary to ensure continuity of operations and prevent irreparable damage by removing items from the site – but only if it is safe and prudent to do so.

Note: There are times when relocating items to another location is not safer than to leave them on your church campus.

Examples of valuable items that might be removed and preserved whenever prudent and safe include

- computers
- church heirlooms
- physical church registers and records

Many congregations have learned how to efficiently "work from home" and gather online or outdoors during the pandemic which began early 2020. Lessons learned can be applied to preparing for an emergency incident.

You may wish to prepare and have ready a "church in a box" for worship, such as chalice and paten, purificators, a book of common prayer, and a hymnal.

### Items to Safeguard during an Evacuation

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Notes: \_\_\_\_\_

## APPENDIX: Utilities

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### Shutting Off Utilities & Services

Record the location of and instructions for shutting off each utility connection.

Train key staff, clergy, vestry, and ministry leaders in the task.

- ▶ Monitor the recommendations of local emergency management for notice to disconnect certain of your utilities.
- ▶ You may be ordered **not** to disconnect certain utilities.

#### Location and instructions for shut-off:

Electricity 1	_____
Electricity 2	_____
Electricity 3	_____
Natural Gas 1	_____
Natural Gas 2	_____
Natural Gas 3	_____
Water 1	_____
Water 2	_____
Water 3	_____
Other 1	_____
Other 2	_____
Other 3	_____

Notes: \_\_\_\_\_



## APPENDIX: Hazard Alarms

✓ Check hazard alarms monthly.

✓ Replace batteries or alarms as necessary.

### Alarm Locations

- 1) Smoke/Fire: \_\_\_\_\_
- 2) Smoke/Fire: \_\_\_\_\_
- 3) Smoke/Fire: \_\_\_\_\_
- 4) Smoke/Fire: \_\_\_\_\_
- 5) Smoke/Fire: \_\_\_\_\_
- 6) Smoke/Fire: \_\_\_\_\_
- 7) Carbon Monoxide: \_\_\_\_\_
- 8) Carbon Monoxide: \_\_\_\_\_
- 9) Carbon Monoxide: \_\_\_\_\_
- 10) Other: \_\_\_\_\_
- 11) Other: \_\_\_\_\_

### Considerations:

How often are these alarms checked?

\_\_\_\_\_

If there is a map of these locations, where is it located?

\_\_\_\_\_

Name of congregation member who oversees these systems:

\_\_\_\_\_

Notes: \_\_\_\_\_

# APPENDIX: Fire Extinguishers

- [ ] Train staff and ministry leaders in the location and use of fire extinguishers.
- [ ] Post clear instructions with the fire department’s phone # next to each extinguisher.
- [ ] Check fire extinguishers regularly for expiration/replacement. Add critical dates to the office calendar.

Fire extinguisher locations	Expiration dates
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____

If there is a map of **fire** alarm locations, where is that located?

\_\_\_\_\_

Notes: \_\_\_\_\_

## APPENDIX: First Aid

### First Aid, CPR, AED

#### Build a First Aid Kit

<https://www.ready.gov/kit>

#### First Aid Kit Locations

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

#### Date Last Checked

_____
_____
_____
_____
_____
_____
_____
_____

#### Find CPR & First Aid Classes

<https://www.redcross.org/take-a-class>

*Indicate which training is applicable*

Name of person trained	First Aid	Adult CPR	Infant CPR
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____

Notes: \_\_\_\_\_

### Find AED Training & Resources:

<https://www.redcross.org/take-a-class/aed/using-an-aed/what-is-aed>

Location of AED \_\_\_\_\_

Person(s) responsible for  
maintenance and battery check \_\_\_\_\_

Person(s) trained to use it: \_\_\_\_\_

Notes: \_\_\_\_\_

## APPENDIX: Sample Emergency Preparedness Calendar

	CONGREGATION	HOUSEHOLDS
JAN	Schedule Emergency Preparedness Plan kick-off meeting	<ul style="list-style-type: none"> <li>Make an Emergency Plan</li> <li>Maintain first aid kit</li> </ul>
FEB	Inventory church property and assets	Store water for emergency
MAR	Safeguard critical records	Make sheltering plan in the event of evacuation or shelter-in-place order
APR	Update member contact list	Gather emergency food supply
MAY	Post preparedness information on website and in newsletter	Prepare for Unique Family Needs: pets, medicines, disabilities, etc.
ATLANTIC HURRICANE SEASON JUNE 1 <sup>ST</sup> THROUGH NOV. 30 <sup>TH</sup>		
JUN	Send emergency test message to members	Know your work, school, & community emergency plans
JULY	Safety check building security (alarms and doors)	Review family communications plan
AUG	<ul style="list-style-type: none"> <li>Maintenance on First Aid Kit and AED.</li> <li>Verify those trained in First Aid, CPE, AED</li> </ul>	Be informed: know sources for trusted information
SEP	Check fire alarms, fire extinguishers, smoke detectors	Check fire alarms, fire extinguishers, smoke detectors
OCT	Verify accurate fire exits posted in all rooms	Have alternative power sources: batteries, generator
NOV	Winter safety and preparation	Collect emergency supplies
DEC		Winter safety and preparation



Special thanks to the Rev. Stacy Stringer and the Episcopal Diocese of Texas for sharing their emergency preparedness resources with us.

*The*  
**Episcopal**  
**Church**  
*in* WESTERN LOUISIANA

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