Emergency Operations Pre-Planning Worksheet: Houses of Worship

This worksheet helps you create an action plan for starting the emergency operations planning process in your organization. To access the full Guide for Developing High Quality Emergency Operations Plans for Houses of Worship, please visit: www.fema.gov/protecting-houses-worship

Part One: Getting Started
When it comes to preparedness, I want the people in my organization to know how to:

1. ____________________________________________________________

2. ____________________________________________________________

People/positions to co-lead an emergency operations planning team in my organization are:

1. ____________________________________________________________

2. ____________________________________________________________

The emergency operations planning process works best when shared with your partners in emergency preparedness. What steps will you take to identify and secure partners?

<table>
<thead>
<tr>
<th>Partners</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC Homeland Security and Emergency Management Agency</td>
<td></td>
</tr>
<tr>
<td>First Responders (MPD, FEMS)</td>
<td></td>
</tr>
<tr>
<td>Voluntary Organization Active in Disaster (VOAD)</td>
<td></td>
</tr>
<tr>
<td>Additional Points of Contact</td>
<td></td>
</tr>
<tr>
<td>(e.g. service providers, community based organizations and other houses of worship)</td>
<td></td>
</tr>
</tbody>
</table>

Your house of worship may have to prepare for different types of hazards. Please check three boxes for the hazards you think your house of worship should prioritize to learn more about, then set objectives for your three priorities (for a full list of hazards, contact DC Homeland Security and Emergency Management Agency or visit ready.dc.gov):

- Active shooters
- Arson
- Crime
- Improvised explosive devices
- Earthquakes
- Floods
- Hazardous materials release
- Hurricanes
- Landslides or mudslides
- Lightning
- Power failure
- Civil disturbances
- Urban fires
- Tornadoes
- Extreme heat/cold
- Snow/ice

ready.dc.gov
Emergency Operations Pre-Planning Worksheet: Houses of Worship

Part Two: Identifying Trainings for Your Core Planning Team
Training core planning team members is essential to effectively develop, implement, test and improve an emergency operations plan. Examples include FEMA’s online Independent Study courses (training.fema.gov/IS) or Serve DC’s Community Emergency Response Team training (serve.dc.gov). Below are examples of free trainings available from FEMA’s Emergency Management Institute (training.fema.gov/IS):

<table>
<thead>
<tr>
<th>Training</th>
<th>Training Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-909: Community Preparedness: Implementing Simple Activities for Everyone</td>
<td></td>
</tr>
<tr>
<td>IS-100.b: Introduction to Incident Command System (ICS 100)</td>
<td></td>
</tr>
<tr>
<td>IS-907: Active Shooter: What You Can Do</td>
<td></td>
</tr>
</tbody>
</table>

Part Three: Completing Your Emergency Operations Plan
(Once steps 1 - 3 have been completed, you’re ready to begin implementing your program).

The next steps to take to complete the emergency planning process are:

1. ________________________________

2. ________________________________

Bonus: Preparing My Community
In addition to creating an emergency operations plan, my organization can promote preparedness by:
- Distributing preparedness materials at an event
- Inviting a preparedness partner like DC HSEMA to present to my organization
- Getting youth in my house of worship engaged in preparedness
- Preparing my organization to serve in times of emergency

Useful Links & Resources to Help You Continue Completing Your Plan:
- The District of Columbia’s personal preparedness campaign, ReadyDC, provides residents information needed to be aware, make a plan, build a kit, and stay informed. Visit ready.dc.gov.
- Learn how to engage youth in preparedness activities: www.ready.gov/youth-preparedness
- Contact the DC Homeland Security and Emergency Management Agency with additional questions:
  - Email: hsema.info@dc.gov
  - Phone: 202-727-6161
  - TTY: 202-730-0488
  - Website: hsema.dc.gov