

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?

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

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):

- | | |
|---|--|
| <input type="checkbox"/> Active shooters | <input type="checkbox"/> Landslides or mudslides |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Lightning |
| <input type="checkbox"/> Crime | <input type="checkbox"/> Power failure |
| <input type="checkbox"/> Improvised explosive devices | <input type="checkbox"/> Civil disturbances |
| <input type="checkbox"/> Earthquakes | <input type="checkbox"/> Urban fires |
| <input type="checkbox"/> Floods | <input type="checkbox"/> Tornadoes |
| <input type="checkbox"/> Hazardous materials release | <input type="checkbox"/> Extreme heat/cold |
| <input type="checkbox"/> Hurricanes | <input type="checkbox"/> Snow/ice |

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):

Training	Training Dates
<u>IS-909: Community Preparedness: Implementing Simple Activities for Everyone</u>	
<u>IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship</u>	
<u>IS-100.b: Introduction to Incident Command System (ICS 100)</u>	
<u>IS-907: Active Shooter: What You Can Do</u>	

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