

EMERGENCY RESPONSE PLAN

For

This plan was adapted from best-practice guidelines suggested by FEMA, SEMA, the Governor’s Faith Based and Community Service Partnership for Disaster Recovery and the San Francisco CARD with much gratitude. Special thanks are also extended to the American Red Cross, Barnes-Jewish St. Peters Hospital, Baue Funeral and Memorial Center, the Community Council of St. Charles County, COAD, Crider Health Center, Lincoln County Government, St. Elizabeth Ann Seton Catholic Church, the St. Charles County Citizens Corps Council, St. Charles County Government, Sts. Joachim and Ann Care Service, St. Peter Catholic Church, St. Peter’s Office of Emergency Management, the Salvation Army, the United Way and Warren County Government.

This document is intended as a starting point or template for faith based organization leaders in developing a site-specific plan for their organization’s property. Every organization will have different needs and should adapt these recommendations to fit the needs of their particular site.

Table of Contents

Introduction.....	3
Communication.....	4
Evacuation Plans.....	7
Shelter-In-Place Plans.....	12
NIMS/ICS.....	17
Appendix	
1: Threats.....	19
2: Emergency Evacuation Maps.....	20
3: Injury/Incident Report.....	21
4: Building Emergency Systems.....	22
5: Conducting a Hazard Anaylsis.....	23
6: Emergency Supplies List (To Go Kits).....	25
7: Other Resources.....	26

INTRODUCTION

This plan is designed to address any unforeseen combination of circumstances, resulting in a situation that calls for immediate action or an urgent need for assistance or relief. These emergencies can be a temporary disruption of services due to a short power outage, a longer-term situation causing an organization to relocate due to substantial building damage or even a larger scale, city-wide or regional emergency. Depending on the magnitude of the event, services may be provided as usual, services may need to be altered temporarily, or in extreme situations, services may be re-located or even discontinued.

This plan is more important than a document on a shelf. The planning process continues to inform our congregation on steps we can take in all phases of emergencies, such as:

- Mitigation – any activity that is undertaken before an emergency strikes to eliminate or reduce the possibility of an emergency or the impact an emergency may have on a community or facility. Example: if subject to frequent power outages, installing a generator.
- Preparedness – planning and getting ready to handle an emergency when it strikes. Example: stockpiling resources for evacuation and sheltering-in-place.
- Response – all activities undertaken at the time of an emergency to save lives and property and reduce injuries. Example: evacuation.
- Recovery – activities undertaken to return things back to normal after response activities have subsided. Example: repairing a damaged building.

Purpose

In any type of event, this plan is a guide for our organization to:

- Protect property
- Continue services
- Care for members
- Allow for self-sufficiency for at least 72 hours
- Communicate information

This plan was developed by _____(planning group) and will include _____(recurrence frequency) trainings, drills, etc. to test the plan and inform plan revisions.

This plan version was enacted by _____ (governing body)

Signature

Date

COMMUNICATION

For All Emergencies Dial 9-1-1—*If your community is not served by 9-1-1, call your local emergency contact number.*

Communication will make or break a disaster response/recovery effort. Disseminating information to staff, lay leadership, affiliates, membership, media, and denomination hierarchy takes thought, planning, and an organized structure. *Note: Communication with your jurisdictional Emergency Management Department can play a role in assisting you even before an event.*

Internal Communication:

Develop a list of emergency contact numbers for all staff. _____

Develop a system or process for contacting staff. _____

Develop a system or process for contacting key leadership or Board. _____

Call tree, robo call system, email, or text.

Be sure to have at least two ways to notify staff and key leadership or Board

Develop a system to notify congregation members' _____

Plan for connecting with key denomination leadership to report status information and coordinating response. _____

External Communication:

How would you communicate with your local COAD?
(Community Organizations Active in Disaster) _____

How would you communicate with your local
Emergency Management Agency? _____

List of Other External Numbers
(Hospitals, Urgent Care Centers, Fire Departments,
Public Health Department, Police-non emergency) _____

Plan for interacting with the media-identify media contact information
and develop scripts for possible scenarios. _____

If necessary, contact your denominations regional,
state and national leadership. _____

Other Things to Consider:

- Develop a contact-tree or system to check on specific congregation members (esp. seniors and people with disabilities). Assign someone with a back-up plan to contact this list.
- Designate one remote phone number where an emergency message can be recorded and be sure all members know that number and understand its use.

Communication Methods

Utilizing various alternate means to communicate will enable you to get your message out faster and to the right people. Consider some of these options:

- Have a hard-wired analog telephone available (they operate off an independent power source).
- Try cell phones from other providers if yours doesn't work.
- Use walkie-talkies for short-range communications.
- Is there a Bull horn or a whistle available in various locations?
- Do you need to consider multi lingual considerations or sign language when developing plans or messages?
- Billboards
- Social Media
- Congregation Bulletins
- Television and Radio Stations (To be included on the list of closures, your organization has to be registered in advance. Request the process from each individual radio/television station.)

Communication Checklist

What should you communicate?

- Congregation status
- Damage assessment
- Services offered or changed
- Funds needed
- Volunteers needed
- Other needs

To Whom are you communicating?

- Disaster services partners
- Staff & Volunteers
- Congregation members
- Funders
- Media
- Community residents

Who should communicate the message?

- People with proper training
- Those with the proper authority
- People who share a consistent message

How should you communicate?

- Electronic / computer
- Paper
- Verbal
- Combination of methods

What can you prepare in advance?

- Talking points / key message
- Disaster /emergency response press release
- Emergency related funding solicitations
- Contact lists



EVACUATION PLANS

Evacuation Plans are for any event where you need to move people OUTSIDE the facility including the following: fire, active shooter, bomb threat, earthquake, gas leak, hazardous chemical spill, or floods.

The following are guidelines for creating an evacuation plan for your organization. Please know that this is not an all inclusive plan, it is a starting point to developing a specific plan for your organization that will meet the needs of your organization and congregation.

The following questions should be answered:

- How would an evacuation plan be activated?
- Are there adequate smoke detectors? Are they checked annually?
- Who would activate an evacuation plan?
- How will First Responders be notified? Who will notify First responders?
- Do you have evacuation routes and are they posted?
- Where would people meet after an evacuation? Or is there a “Rally Point” established?
- Who would be in charge after the evacuation?
- Who would be the spokesperson to First Responder Personnel (fire, police, etc)?
- Do you have a mechanism for accounting for all persons known on site?
- Do you have First Aid Supplies? Where are they kept?
- Do you have personnel trained in First Aid?
- Do you have an inventory of contents?
- Do you have adequate insurance to cover replacement of inventory?
- Do you have adequate relocation insurance?
- Do you have adequate liability insurance?
- Is there a mechanism to review insurance annually?
- Are combustibles stored in fireproof containers or rooms?
- Are combustibles marked appropriately?

FIRE AND SMOKE EMERGENCIES

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

IF THE FIRE WARNING ALARM SOUNDS

- Do not use an elevator.
- Immediately initiate evacuation procedures.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.
- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an all clear is issued by the incident coordinator. (Note: The all clear should be initially issued by the Fire Department.)

GAS LEAKS

If you think you have a natural gas leak go to a safe location and call 9-1-1 and your natural gas provider. Signs of a natural gas leak include:

- A “rotten egg” odor
- A blowing or hissing sound
- Dead or discolored vegetation in an otherwise green area
- Flames, if leak has ignited
- Dirt or dust blowing from a hole in the ground
- Bubbling in wet or flooded areas.

Do's and Don'ts

- Leave the area immediately and call us at 1-800-477-5050, then follow our instructions
- Do not use any electrical device, such as light switches, telephones or appliances such as garage door openers. They could spark and ignite the gas.
- Do not use an open flame, matches or lighters
- Do not try to locate the source of the gas leak
- Do not try to shut off any gas valves or appliances
- Do not start vehicles
- Do not re-enter the building or return to the area until a Consumers Energy employee says it's safe to do so
- If the natural gas ignites, let it burn. Do not put out the flame; burning gas will not explode.
- If you are digging and think you may have damaged a natural gas pipeline, leave the area immediately. If you are using motorized equipment and can turn off the motor safely, do so to prevent the ignition of any leaking gas. Then abandon the equipment and leave the area. Never restart equipment until the surrounding environment has been checked and declared safe.

BOMB THREAT

All bomb threats should be taken seriously, most threats are received by phone. Act quickly, but remain calm and obtain information on the check list (See Appendix 1Threats).

- Remain Calm, be courteous and listen
- Try to keep the caller on the line for as long as possible
- Get attention of another person give note saying call 9-1-1- Bomb Threat
- If your phone has Called ID Display, Record incoming phone number.
- Write down exact words of the caller and threat

- Don't hang up phone, leave line open
- Notify a supervisor .
- Activate Fire Alarm to evacuate the building
- Assist visitors out of the building and proceed to designated "Rally Zone"
- Remain in Rally Zone until "All Clear" is issued.

EARTHQUAKE

An earthquake is one of nature's most dangerous event, in that it occurs suddenly with no warning.

Before:

- Identify a safe place in work areas and church that would offer you protection from falling objects (Under desk, table , pew or inside wall).

During:

- When shaking starts **Drop, Cover and Hold On.**
- If there is no desk or table, sit on the floor against an interior wall away from windows, bookcases, or other tall objects that could fall on you.

After:

- After shaking stops, check yourself, fellow workers and congregation for injuries. Administer first aid to injured victims as needed.
- Conduct a safety inspection of building for structural damage and hazards.
- If building or work area has sustained significant damage rendering the building unsafe evacuate the building.
- Assist visitors out of the building to the designated "Rallying Zone".
- Don't re-entry building until building has been deemed safe.

BUILDING EVACUATION EMERGENCY

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building. Memorize the exit route closest to your work area or office.

The designated assembly areas are located: (*provide primary and alternate locations here*).

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located (*provide location here*).

If a Building Evacuation is Initiated, important do's and don'ts are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc, after you have left the area.
- Do not smoke.
- Do not return to your area until the -all clearl signal is given.

Note: Ensure that (*identify appropriate leader here*) has planned with disabled leaders or members a procedure to assist each disabled person in evacuating. Emergency Evacuation Procedures should be provided to all members (e.g. in member orientations).

APPROVE, SHARE, AND EXERCISE THE PLAN

- Once a plan is developed, and approved the plan should be shared with all staff, the congregation and community partners.
- Do not forget to share your plan with local emergency management officials.
- The plan should also be exercised with drills and simulations at least annually.

SHELTER IN PLACE PLANS

The following are guidelines for creating a Shelter in Place plan for your organization. Please know that this is not an all inclusive plan, it is a starting point to developing a specific plan for your organization that will meet the needs of your organization and congregation.

Shelter in Place plans are usually for severe weather events. However, Shelter in Place Plans can also be for any event that would require people to stay in place for an extended period of time. Depending on the threat or hazard, persons may be required to move to rooms that can be sealed (in an event of a chemical or biological hazard) or without windows, or to a weather shelter (tornado or high winds). Shelter-In-Place could also include a violent intruder.

The following questions should be answered:

- How would you be notified that there is a need to Shelter-In-Place?
- In the event of a severe weather event during services who would activate the shelter-in-place plan?
- Do you have “safe rooms” delineated? Is there enough room for everyone should the church be at capacity?
- Is the Shelter-In-Place location and route highlighted on the evacuation plans that are posted?
- How would you relocate children that are without their parents? How would you notify the parents where the kids are relocated?
- If the primary route is not available how would you move people?
- Who would activate an evacuation plan?
- How will First Responders be notified that you have sheltered in place? Who will notify First responders?
- Who would be in charge during the Shelter-In-Place event?
- Who would be the spokesperson to First Responder Personnel (fire, police, etc)?
- Do you have a mechanism for accounting for all persons known on site?
- Are there NOAA Radios in various parts of the church campus?
- Who is responsible for monitoring either a NOAA radio or news channel for updated information?
- Do you have First Aid Supplies? Where are they kept?

- Do you have personnel trained in First Aid?
- Who has the authority to close and reopen the house of worship?
- What temporary space(s) may be used if the building is unusable?
- Do you have an inventory of contents?
- Do you have adequate insurance to cover replacement of inventory?
- Do you have adequate relocation insurance?
- Do you have adequate liability insurance?
- Is there a mechanism to review insurance annually?

TORNADO AND SEVERE WEATHER EMERGENCY

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A **tornado watch** status indicates that weather conditions are favorable for the development of tornadoes. The tornado watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A **tornado warning** is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 70 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

If a Tornado Warning is Announced

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tornado shelter area immediately.
- Move quickly, but do not run.
- Do not use elevators.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

Tornado Safety Basics

Tornadoes and tornado-producing weather conditions are common in Missouri. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move away from windows. If you have time, close any window blinds or shades to help prevent flying glass and debris—the cause of most injuries in office buildings.
- Warn others. Encourage them to get to safety immediately.
- Move away from large expanses of unsupported ceilings.
- Move away from building perimeter area.
- Move to an interior room away from windows—to an enclosed room or conference room, a rest room, an interior stairwell.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off at the next floor and take cover in an interior hallway or interior room. Do not use elevators during tornado warnings.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.

Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an -all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.) In general, gymnasiums are not good -shelter in place locations for severe weather.

If you are outdoors, the general responses to a tornado warning are:

- If at all possible, move indoors to an interior room.
- If moving indoors is not possible, take cover near objects that are low and securely anchored to the ground, such as culverts or low retaining wall.

Remember that outdoor sirens are designed to notify citizens outdoors. Sirens don't have an "ALL CLEAR signal/sound".

INTRUDER/ACTIVE SHOOTER PLANS

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency #'s.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.

You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.

If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Basic safety information specifically related to other disasters likely to occur in your area may be included here (i.e. flooding, hazardous material spills, etc.).

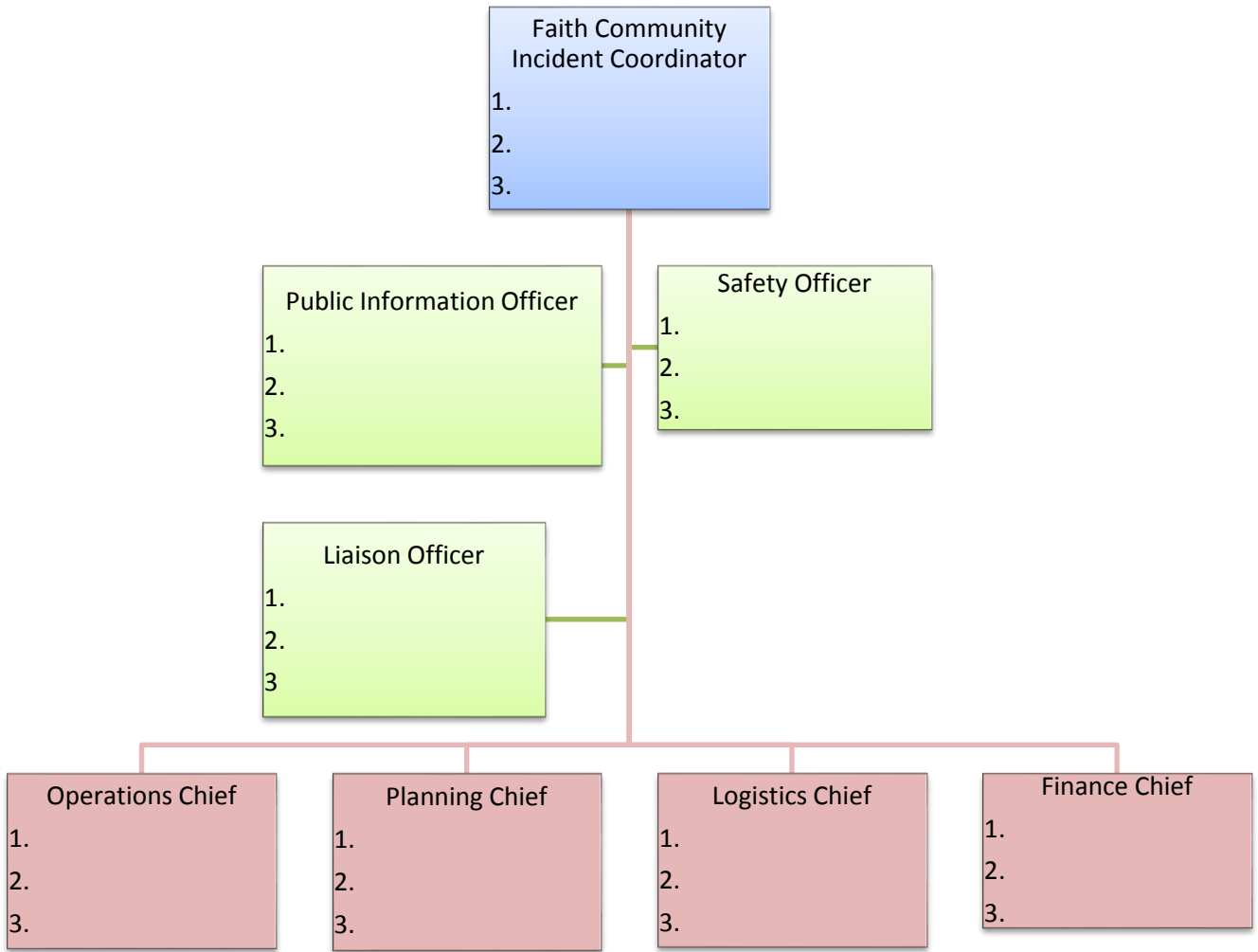
NIMS/ICS

The National Incident Management System (NIMS) is a national compendium of guidance for incident management. NIMS sets a framework for all operating principals and organization for all entities and incidents. This allows responding organizations from different levels of government, private sector organizations, and non-profit groups to all speak the same language, easily cooperate, and share tasks, resources, and staff where appropriate for disaster response. NIMS includes the Incident Command System (ICS).

ICS AND SAFETY RESPONSE TEAM

The Incident Command System (ICS) is a way to organize staff and volunteers in a response. It assists in clear communication and also helps to develop efficient internal teams when using individuals that will be performing roles outside of their day-to-day duties. Each role has specific duties and a clear reporting chain. The following are guidelines for creating a safety response team within your congregation. The positions listed are recommendations and can be adapted to the needs of your location. We recommend that several people be designated and trained for each position and that each position be represented at every possible worship service or event.

- ✓ Faith Community Incident Commander
 - Leads response
 - Ensure that all team members are assigned duties and understand all emergency procedures
 - Ensures proper emergency communication
 - Delegates during emergencies
- ✓ Public Information Officer
 - Provides information to the public, congregation, and media
 - Monitors and provides information via social media
- ✓ Safety Officer
 - Ensures safety of staff and congregation
 - Ensures that life and safety are not a threat
- ✓ Liaison Officer
 - Works in conjunction between church and county wide EMA or other first responder agencies, most likely the Community Organizations Active in Disaster (COAD)
- ✓ Operations Chief
 - Provides action steps including first aid, chain saw crews, search and rescue, etc.
- ✓ Planning Chief
 - Gathers information, makes and revises plans based on current and future activities
- ✓ Logistics Chief
 - Finds and distributes resources
- ✓ Finance Chief
 - Determines how the congregation is going to pay for the response. Tracks all time, requests, and claims



APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

THREATENING PHONE CALL

INSTRUCTIONS

1. Be calm and courteous.
2. Let the caller speak.
3. Keep the caller on the line as long as you can.
4. Record as much of the caller's conversations verbatim, as possible

CALLER'S VOICE

<input type="checkbox"/> Calm	<input type="checkbox"/> Disguised
<input type="checkbox"/> Angry	<input type="checkbox"/> Accent
<input type="checkbox"/> Excited	<input type="checkbox"/> Familiar
<input type="checkbox"/> Slow	<input type="checkbox"/> Deep
<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter
<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp
<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy
<input type="checkbox"/> Crying	<input type="checkbox"/> Ragged
<input type="checkbox"/> Normal	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Distinct	<input type="checkbox"/> Cracking voice

QUESTIONS TO ASK

1. Who are you?
2. Where are you?
3. What do you want from us?
4. What are you going to do?
5. Why are you doing this?

CALLER INFORMATION

Gender of caller: _____

Race/nationality of caller: _____

Age of caller: _____

Length of call: _____

Time of threat call: _____

EXACT WORDING OF THE THREAT

Use back of page if needed

THREAT LANGUAGE

<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Educated	<input type="checkbox"/> Taped
<input type="checkbox"/> Foul	<input type="checkbox"/> Message was read
<input type="checkbox"/> Irrational	

Remarks: _____

BACKGROUND SOUNDS

<input type="checkbox"/> Street noises	<input type="checkbox"/> Voices
<input type="checkbox"/> House noises	<input type="checkbox"/> Static
<input type="checkbox"/> PA system	<input type="checkbox"/> Phone booth
<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> Office machinery	<input type="checkbox"/> Long distance
<input type="checkbox"/> Factory machinery	<input type="checkbox"/> None
<input type="checkbox"/> Animal noises	Other: _____

Your name: _____

Your title/department: _____

Your work phone/extension: _____

Date: _____

Give a copy of this completed form to the responding officer; retain original.

Officer's Name: _____

APPENDIX 2: EMERGENCY EVACUATION MAPS

(Copy of this appendix in each room in the building - with directions to “evacuation location/shelter in place locations”)

Insert Evacuation Location/Shelter In Place plans and locations.

Be sure to include labeling of the following:

- ✓ AED (Include in addendum who is trained and policy related to AED)
- ✓ First Aid Kits
- ✓ NOAA Radio
- ✓ Smoke Detectors and Carbon Monoxide Detectors
- ✓ Fire Extinguishers
- ✓ Emergency Kits (To Go Kits)

APPENDIX 3: INJURY/INCIDENT REPORT

The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: _____

Injured Person: _____ Contact Info: _____

Completed by: _____

Where were you when injury occurred:

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses:

Action Taken/Medical Treatment Provided:

APPENDIX 4: BUILDING EMERGENCY SYSTEMS

This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:

Fire/Smoke Detection and Warning

Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting

Emergency Power System

Recommended information: emergency power backup equipment

Recognizing an Alarm System Warning

Recommended information: description of warnings (sound, light)

Utility Controls

Recommended information: electric, water and natural gas shut offs and valve operations.

APPENDIX 5: CONDUCTING A HAZARD ANALYSIS

Purpose

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

Starting Point

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

Considerations

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites with might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

Hazard Analysis Worksheet

Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled -Hazards|. Cross off any hazards that are not possible, for example, the -onsite hazardous material| incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

- 1. Unlikely or low possibility**
- 2. Maybe or average possibility**
- 3. Likely or high possibility**

In the next three columns labeled, Employee Impact, Property Impact, and Economic Impact use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worst case scenario to estimate the probable impact.

- 1. Low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)
- 2. Moderate impact** (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.)
- 3. High impact** (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

HAZARD ANALYSIS WORKSHEET

Hazards	Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Winter Storm					
Flood					
Onsite HAZMAT*					
Off-site HAZMAT*					
Bomb Threat					
Civil Unrest					
Utility					
Earthquake					

* HAZMAT means Hazardous Materials

APPENDIX 6: EMERGENCY SUPPLIES LIST (or To Go Kit)

Go Kits are portable and placed in multiple locations so that they can be easily grabbed when evacuating the facility. They contain many of the emergency supplies needed for disasters, but on a smaller scale. A typical Go-kit includes the following items:

- Water (in small packets – rule of thumb is 1 gallon of water per person per day)
- Food (pick items you enjoy and that don't need cooking)
- First-Aid kits (include medications eyeglasses, hearing aids, etc.)
- AM/FM radio (with extra batteries)
- Mylar blankets (space blanket)
- Flashlight (with extra batteries)
- Light-sticks
- Whistles (for signaling)
- Comfortable, sturdy shoes or sneakers
- Clothes (for layering)
- Garbage / plastic bags (all purpose and for waste disposal, including human and animal waste)
- Duct tape
- Tissues / toilet paper
- Sealable sandwich bags
- Deck of cards, Dominoes, books, and other comfort items
- Face masks or bandanas (to keep from breathing dust)
- Tools Kit
- Copies of important documents
- Cash & coins
- Pen, markers and paper

Emergency Supplies include almost all of the above items in larger quantities. Try to prepare enough supplies, especially water and food, to last for 72 hours. In addition, the facility may need:

- Tools (for shutoffs, light search & rescue, and repairs)
- Backup generator (for powering computers, lights, refrigeration, etc.)

APPENDIX 7: OTHER RESOURCES

Website Resources for Emergency Preparedness and Response

National Library of Medicine Disaster Information Management Research Center

<http://sis.nlm.nih.gov/dimrc.html>

National Association of County and City Health Officials, Tools for Faith-based Organizations

<http://www.naccho.org/toolbox/veritysearch/search.cfm?keywords=faith&x=37&y=10&p=ALL&st=ALL&jurisdiction=ALL>

http://www.slideshare.net/powerpoint_1/disaster-preparedness-for-the-faith-based-community

Faith-Based Preparedness and Response Communities

FEMA Community of Practice Faith-Based

http://community.fema.gov/connect.ti/FAITH_COP/groupHome

National Disaster Interfaiths Network

<http://www.n-din.org/>

List of Major Faith-Based Response Organizations

<http://www.disastercenter.com/agency.htm>

Missouri Interfaith Disaster Response Organization

<http://www.umocm.com/MIDRO/MIDRO.html>

St. Louis Area Worship Location Disasters

<http://www.cnn.com/2009/CRIME/03/08/church.shooting/>

<http://www.news-leader.com/article/20110523/NEWS11/110523041/Joplin-churches-suffer-heavy-storm-damage-several-destroyed>

St. Charles County Helpful Resources

Government Agencies and First Responders

St. Charles County Government	(636) 949-7500
St. Charles County Division of Emergency Management	(636) 949-3023
St. Charles County Sheriff	(636) 949-0809
St. Charles County Department of Community Health and the Environment	(636) 949-7400
City of St. Charles	(636) 949-3200
St. Charles City Emergency Management	(636) 949-3250
St. Charles City Police Department	(636) 949-3300
City of St. Peters	(636) 477-6600
City of St. Peters Office of Emergency Management	(636) 477-6600 x3522
City of St. Peters Police Department	(636) 278-2222
City of O'Fallon	(636) 240-2000
City of O'Fallon Emergency Management	(636) 379-3816
City of O'Fallon Police Department	(636) 240-3200
City of Wentzville	(636) 327-5101
City of Wentzville Emergency Management	(636) 639-2102
City of Wentzville Police Department	(636) 327-5105
City of Lake St. Louis	(636) 625-1200
City of Lake St. Louis Emergency Management	(636) 625-8018
City of Lake St. Louis Police Department	(636) 625-8018
City of Portage des Sioux	(636) 899-0640
City of Cottleville	(636) 498-6566
City of Dardenne Prairie	(636) 561-1718
City of New Melle	(636) 828-4807
City of St. Paul	(636) 379-0021
City of Weldon Spring	(636) 441-2110

St. Charles County Ambulance District	(636) 441-1354
Central County Fire and Rescue	(636) 970-9700
O’Fallon Fire Protection District	(636) 272-3493
City of St. Charles Fire Department	(636) 949-3250
Lake Saint Louis Fire Protection District	(636) 561-9200
Wentzville Fire Protection District	(636) 332-9869
New Melle Fire Protection District	(636) 828-5528
Cottleville Fire Protection District	(636) 447-6655

Hospitals and Care Centers

Barnes-Jewish St. Peters Hospital	(636) 916-9000
Progress West Health Center	(636) 344-1000
SSM St. Joseph Hospital	(636) 947-5000
SSM St. Joseph West Hospital	(636) 625-5200
SSM St. Joseph Hospital-Wentzville	(636) 327-1000
Crider Health Center	(636) 332-6000
Centerpointe Hospital	(800) 345-5407

Community Resource Agencies

Community Council of St. Charles County	(636) 978-2277
American Red Cross – Metro West Branch	(636) 397-1074
Sts. Joachim and Ann Care Service	(636) 441-1302
United Way	(800) 427-4626
Salvation Army	(314) 646-3000
St. Charles County COAD	(636) 949-3023
St. Charles County Citizen Corps Council	(636) 288-5420

Volunteer Organizations (Emergency Response/Preparedness)

St. Charles County Medical Reserve Corps	(636) 949-7554
Cottleville CERT	(636) 441-8799
Dardenne Prairie CERT	(636) 561-1718
Lake Saint Louis CERT	(636) 561-9200
St. Charles City CERT	(636) 949-3250
St. Charles County CERT	(636) 949-3023
St. Peters/Central County CERT	(636) 970-9700 x403
O'Fallon CERT	(636) 379-3816
Weldon Spring CERT	(636) 441-2110
Wentzville CERT	(636) 639-2131

Warren County Resource List

Emergency Calls

911

Ambulance Districts

Marthasville Ambulance District	636-433-5262
Warren County Ambulance District	636-456-8413
Wright City Ambulance Base	636-745-2462

Fire Departments

Marthasville Fire Department	636-433-2240
Warrenton Fire Protection District	636-456-8935
Wright City Fire Protection District	636-745-2262

Law Enforcement

Warren County Sheriff's Department	636-456-4332
Foristell Police Department	636-463-2123
Marthasville Police Department	636-433-2328
Truesdale Police Department	636-456-3166
Warrenton Police Department	636-456-3535
Wright City Police Department	636-745-3541

Local Government

Warren County Administration	636-456-3331
Foristell City Hall	636-463-2123
Marthasville City Hall	636-433-5554
Truesdale City Hall	636-456-3166
Village of Innsbrook	636-745-8844
Warrenton City Hall	636-456-3535
Wright City City Hall	636-745-3101

Public Services

Warren County Emergency Management Agency	636-456-3786
Warren County Health Department	636-456-7474

Warren County Environmental / Sanitation 636-456-7169

Community Resource Agencies

Agape Ministries 636-456-4645
NECAC Housing Services 636-456-8191
NECAC Medical Services 636-456-2933
OATS Transportation Service 800-654-6287
Turning Point Domestic Violence Shelter 636-456-1186
Toll-Free 888-873-7233
United Way 211
University of Missouri Extension Center 636-456-3444
Warren County Family Services Division 636-456-6617
Toll-Free 866-877-8155
Warren County Senior Center 636-456-3379

Food Pantries

Agape Ministries - Warrenton Location 636-456-4645
Open Hearts Church - Wright City Location 636-456-4645
Charrette Baptist Church - Southern Warren Co. 636-433-5740

Hospitals








Lincoln County Medical Center - Troy 636-528-3470
Mercy Hospital - Washington 636-239-8000
St. Joseph Hospital West - Lake St. Louis 636-625-5200

LINCOLN COUNTY RESOURCE LIST

Lincoln County Resources:

- Lincoln County Ambulance District  www.lcad.net 636-528-8488
- Lincoln County Dispatch  www.lcmo.us 636-528-6100
- Lincoln County Emergency Management Agency www.lcmo.us 636-528-6182
- Lincoln County Fire Protection District #1  www.lincolncountyfire.org 636-528-8567
- Lincoln County Health Department  www.lchdmo.org 636-528-6117
- Lincoln County Medical Center  www.lcmctroy.com 636-528-8551
- Lincoln County Sheriff's Office  www.lcsdmo.com 636-528-8546

City Resources:

- Elsberry Fire Protection District www.elsberryfire.org 573-383-3300
- Elsberry Police Department elsberrycity.com/elsberry_police_department 573-898-5456
- Foley Police Department 636-528-6100
- Hawk Point Fire Protection District  636-338-4366
- Hawk Point Police Department 636-338-4867
www.cityofhawkpoint.jigsy.com/hawk-point-police-department
- Moscow Mills Police Department  636-356-4612
- Northwest Fire Protection District  573-384-5200
- Old Monroe Fire Protection District  636-661-5450
- Old Monroe Police Department 636-661-5112
- Silex Police Department  573-384-5177
- Troy Police Department  www.troypolice.com 636-528-4725
- Winfield Foley Fire Protection District  www.wffpd.org 636-566-8406

- Winfield Police Department  636-566-6936

Planning Resources

- American Red Cross www.redcross.org
- Booneslick Regional Planning Commission boonslick.org
- Community Organizations Active in Disaster (COAD)- Contact Lincoln County Emergency Management Agency
- Heartland Centers for Public Health and Community Capacity Development
www.heartlandcenters.slu.edu
- Medical Reserve Corps www.medicalreservecorps.gov/HomePage
- Ready—Federal Emergency Management Agency <http://www.ready.gov>
- Ready-In-3 health.mo.gov/emergencies/readyin3/
- Show-Me-Response www.showmeresponse.org
- American Red Cross – Metro West Branch <http://www.redcross.org/mo/st-louis> 636-397-1074
- United Way <http://www.stl.unitedway.org/> 800-427-4626
- 211 <http://www.211helps.org/> 211
- Salvation Army <http://stlsalvationarmy.org/> 314-646-3000