**Diocese Planning Worksheet Session 1**

**Understanding the Situation – Planning Template Section 4**

**Geographic Issues**

*Identify any geographic features that pose an increased threat or may impact response efforts such as proximity to water, power plants, railroad, chemical plants, etc. You may also want to consider the physical access to the property in an emergency. Are there any physical barriers that would prohibit emergency vehicles from accessing the property? This should also include information regarding estimated EMS response time.*

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| **Geographic Issue** | **Description** | **Potential Impact** |
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**Mapping Activity**

*Key locations and the location of important resources should be identified on maps for each building on the premises. The following is a list of the possible key points you may identify on maps. You may have additional points for your maps. It may take more than one map per building. In this instance, identify on which numbered map the location is marked.*

*Maps may be done using computer aided drawing or by hand using paper and pencil. Parishes should work with emergency managers, fire departments, and law enforcement to determine how these maps will be used in an emergency. The maps should be shared with response agencies in advance of a disaster. They may be uploaded into computer assisted dispatch systems, shared in hard copy forms, and/or be available on the premises.*

| **Location Information** | **Map Number** |
| --- | --- |
| Primary Evacuation Route |  |
| Secondary Evacuation Route |  |
| Rally Points |  |
| Boiler Room Location |  |
| Fire Escape Location |  |
| Fire Escape Capacity (In Pounds) |  |
| Fire Safety System Location |  |
| Pull Station Location |  |
| Security System Location |  |
| Compresses Gas Location |  |
| Liquid Fuels Location |  |
| Natural Gas Shut Off |  |
| Electrical Shut Off |  |
| Other Utility Notes |  |
| Commons |  |
| Auditorium |  |
| Gymnasium |  |
| Kitchen |  |
| Library |  |
| Roof Access Points |  |
| Chemical Storage |  |
| Emergency Supplies |  |

***Risk Assessment Activity***

*Use the following table to help identify which threats and hazards will be included in the Annex of your plan.*

1. *List the threats or hazards that relate to your particular parish in column 1.*
2. *Apply the estimated numerical value for each listed criterion. The methodology for estimating numerical value should be consistently applied to each threat.*
3. *Calculate the total sum of each row. The threats or hazards with the highest numerical value should be identified as “High”.*

*It is recommended that you complete an annex for at least one threat or hazard from each of the following categories:*

* *Natural Hazards – tornado, adverse weather*
* *Technological Hazards – power outage, gas leak*
* *Biological Hazards – influenza outbreak, foodborne illness*
* *Adversarial, Incidental, and Human Caused Threats – Hostile intruder, bomb threat*

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Matrix** | | | | | | |
|  | **Criteria** | | | | | |
| **Threats and Hazards** | **Probability** | **Magnitude** | **Warning** | **Duration** | **Sum** | **Risk Priority** |
|  | 4. Highly likely  3. Likely  2. Po­­ssible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6-12 hrs.  2. 12-24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6-12 hrs.  2. 3-6 hrs.  1. < 3 hrs. |  | High  Medium  Low |
|  | 4. Highly likely  3. Likely  2. Possible  1. Unlikely | 4. Catastrophic  3. Critical  2. Limited  1. Negligible | 4. Minimal  3. 6-12 hrs.  2. 12-24 hrs.  1. 24+ hrs. | 4. 12+ hrs.  3. 6-12 hrs.  2. 3-6 hrs.  1. < 3 hrs. |  | High  Medium  Low |
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