PARISH NAME

Emergency Operations Plan

Date

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**About This Template**

This template was developed using the FEMA Guide for Developing High Quality Emergency Operations Plans for Places of Worship and is consistent with the planning principles outlined in the US Department of Homeland Security Comprehensive Preparedness Guide 101*.* The intention of this template is not to simply have parishes insert information into the designated spaces. Instead, it is designed to provide guidance for planning teams as they develop language for their own emergency operations plan. The planning team is free to use the sample text provided when it is consistent with policies and procedures; however, all of the content provided should be carefully reviewed by the team and consensus reached regarding the appropriate usage.

The sections of the template in *italics* provide further instructions and sample language for consideration in drafting the plan. These instructions should not be included in the final planning document.

# Introduction

This Emergency Operations Plan was developed in collaboration with parish and diocese personnel, fire, law enforcement, and other community partners.

*Include a summary of the planning team. Possible members may include:*

*Parish Priests*

*Church staff*

*Deacon*

*Local law enforcement*

*Fire department*

*Ushers or other key parish members*

*County Emergency Management*

*The planning team should be small enough to permit close collaboration with community partners, yet large enough to be representative of the parish, its population, and the community. Some team members may serve on the core planning team, while others participate in the development of specific annexes only.*

This plan provides guidance for response to likely threats and hazards identified by the planning team in an all-hazards approach. Response activities associated with specific threats and hazards are identified in the Annexes.

This plan has been recognized and approved by the following and is effective **(DATE):**

*The signatory page may include key members of the parish staff and planning team*

## Signatory Page

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |

## Approval and Implementation

This Emergency Operations Plan operates within the framework of the Des Moines Diocesepolicy. Any changes to this plan require approval of **(Insert Name)** or his/her designee. This plan supersedes all previous plans.

*There may be provisions under which formal approval is not required. For example, changes to less than 10% of the content may require signature by the Parish Priest designee only. Any such provisions should be identified in the Plan Development and Maintenance Section.*

## Record of Changes

All changes to this plan must be recorded.

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| --- | --- | --- | --- |
| Change Number | Date of Change | Name | Summary of Change |
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## Record of Distribution

*Updated or revised plans must be distributed. This process should be documented in this section and may include a breakdown by individual or agency response partner.*

|  |  |  |  |
| --- | --- | --- | --- |
| Title and name of person receiving the plan | Agency (government agency, or private-sector entity) | Date of delivery | Number of copies delivered |
|  |  |  |  |
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# Purpose

The purpose of the Emergency Operations Plan (EOP) is to outline the responsibilities and duties of parish employees and volunteers in an emergency. Development of this plan has been done in collaboration with community response partners to ensure coordinated stakeholder participation and to best utilize available resources. This planning effort, along with training and exercises, empowers everyone involved in an emergency to act quickly and knowledgably. The plan educates all stakeholders on their roles and responsibilities before, during, and after an incident. This plan assures all concerned citizens that **(PARISH NAME)**has established guidelines and procedures to respond to threats and hazards in an effective way.

This plan provides an all-hazards approach to dealing with incidents and is inclusive of all situations, parishioners, and individuals using the church facility. The attached Annexes provide a systematic approach to specific threats and hazards before, during, and after the incident. The Annexes also include guidelines for functional activities used in many different threat scenarios such as evacuation, reunification, lock-down, and shelter-in-place. Parish staff and volunteers have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. **(PARISH NAME)** regularly schedules training and drills to assure adherence to these guidelines, improve response time, and evaluate performance.

*Consider how the above plan content reflects your facility. Make changes to assure the text is consistent with your planning team decisions.*

# Scope

The **(PARISH NAME)**Emergency Operations Plan outlines the expectations of staff and volunteers, defines the roles and responsibilities, identifies direction and control systems, identifies internal and external communications plans, outlines the frequency and types of training, and defines the roles and responsibilities before, during, and after an incident. This plan also includes references and authorities defined by the Des Moines Diocese and identifies specific threats, hazards, and vulnerabilities.

*You may want to include a list of the specific vulnerabilities and types of incidents addressed by this plan. Incidents that do not require activation of the plan should not be included. You may also want to provide definitions for the following either in this section, or in a separate glossary of terms:*

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks or threats, hostile event, fires, floods, hazardous materials accidents, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response. The **(INSERT TITLE)**shall have the authority to determine when an incident has occurred and when to implement the procedures contained within this Emergency Operations Plan.

*Reminder – when drafting the plan, it may be the Parish Priest or the affiliated school administrator that has the authority to determine when an incident requiring activation of the plan has occurred.*

**Threat:** A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Vulnerability:** Characteristics of the parish that could make it more susceptible to the identified threats and hazards.

# Situation Overview

*This section should identify physical, cultural, or environmental aspects that could impact response and implementation of this plan. Sufficient detail should be included to clearly identify these aspects and their potential impact on an emergency or subsequent response and recovery. This section should also identify dependencies on parties outside the parish for critical resources.*

*This section should also provide information on the following for each parish site:*

**Church Population**

*This section should provide a breakdown of the population for each building including:*

* *Number of parish priests*
* *Support staff*
* *Maintenance and custodial staff*
* *Regular volunteers*

**Geographical issues**

*The worksheet provides a table to help identify geographic issues and determine the extent of each on response outcome.*

*For example:*

* + *Proximity to state border*
  + *Proximity to water. Issues of flooding, bridges, etc.*
  + *Proximity to power plants (nuclear, ethanol, etc.) and chemical plants*
  + *Railroad tracks transporting hazardous materials*
  + *Distance from EMS services – impact of extended response time. Local EMS providers can provide an estimate of response time to schools.*

**Physical Aspects of the Church**

* + *Age and architecture of the buildings*
  + *Number of buildings*
  + *Size of the campus*
  + *Available communication equipment/cell phone coverage*

**Social/Cultural issues**

* *Language barriers of parishioners*
* *Economic situations of impacted families. (i.e., transportation, shelter)*
* *Limited English proficiency*
* *Blindness or visual disabilities*
* *Cognitive or emotional disabilities*
* *Deafness or hearing loss*
* *Mobility/physical disabilities (permanent or temporary)*
* *Medically fragile health (including asthma and severe allergies)*

*Situations regarding the capabilities of the response community may also be included, such as the typical response time for fire, EMS, or law enforcement.*

*Section 4.1 should be completed by each parish.*

A master schedule of masses and other regular events with listed location and time should be provided.

*This schedule will need to be updated regularly. A staff position assigned to this task should be identified.*

## Building Information

*This section should describe the physical features of the church that may impact emergency operations or response capabilities.*

**(INSERT NAME***)* is located on a ***1-acre*** lot and includes a separate sanctuary, dormitory, and pre-school building.

A map of the buildings, annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, IED, hazardous materials storage, and utility shutoffs is included. All staff members are required to know these locations as well as how to operate utility shutoffs.

*This section should include a map of the grounds, schematic of building interiors and any other maps or documents that assist responders in understanding the layout of the response area.* ***See the attached worksheet for possible key locations to include on your map.***

### Threat/Hazard Assessment Summary

**(NAME)** Parish is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the parish community, causing casualties, and damaging or destroying public or private property.

The interior and exterior of all buildings and grounds have been assessed for potential threats/hazards that may impact the health and safety and property. **(NAME)** completed a site assessment on **(DATE)**to identify any circumstances that may present unique problems or potential risks to people or property. These identified threats/hazards have been assessed by risk and likelihood and ranked accordingly.

*Site Assessments – site assessments may include a walk-through by local law enforcement and fire department personnel.*

*Risk Assessments - If the planning team completed the Risk Assessment tables, those tables can be included here as well. A brief statement about each threat (flood, severe storm, fire, hazardous materials, hostile intruder, etc.) can also be included.*

## Resources

*If the parish has established any memorandum of understanding with agencies or businesses in the community to assure access to resources during an event, those may be listed or referenced here. This section may also reference resources coordinated by county emergency management such as mass transportation, shelter supplies, or food services.*