

Parish Emergency Operations Planning

SESSION 3: COMPLETING THE THREAT ANNEXES

Parish vs School Planning

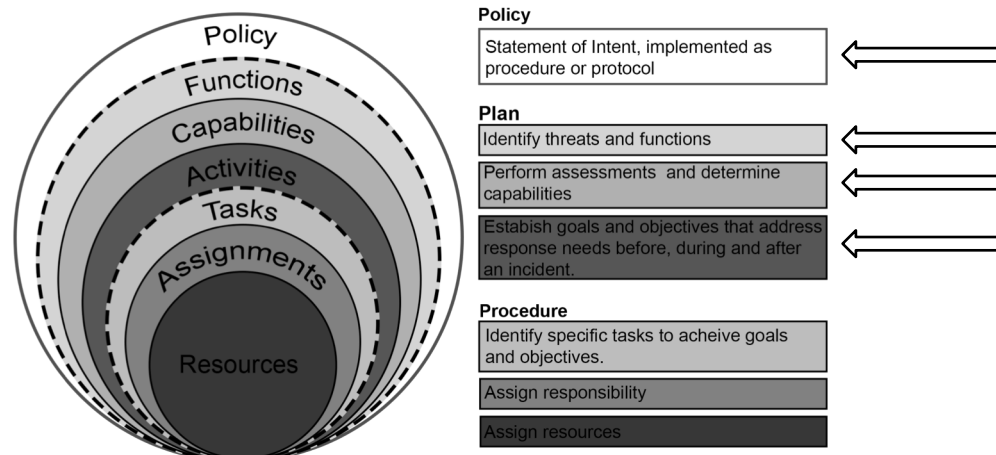
School Planning

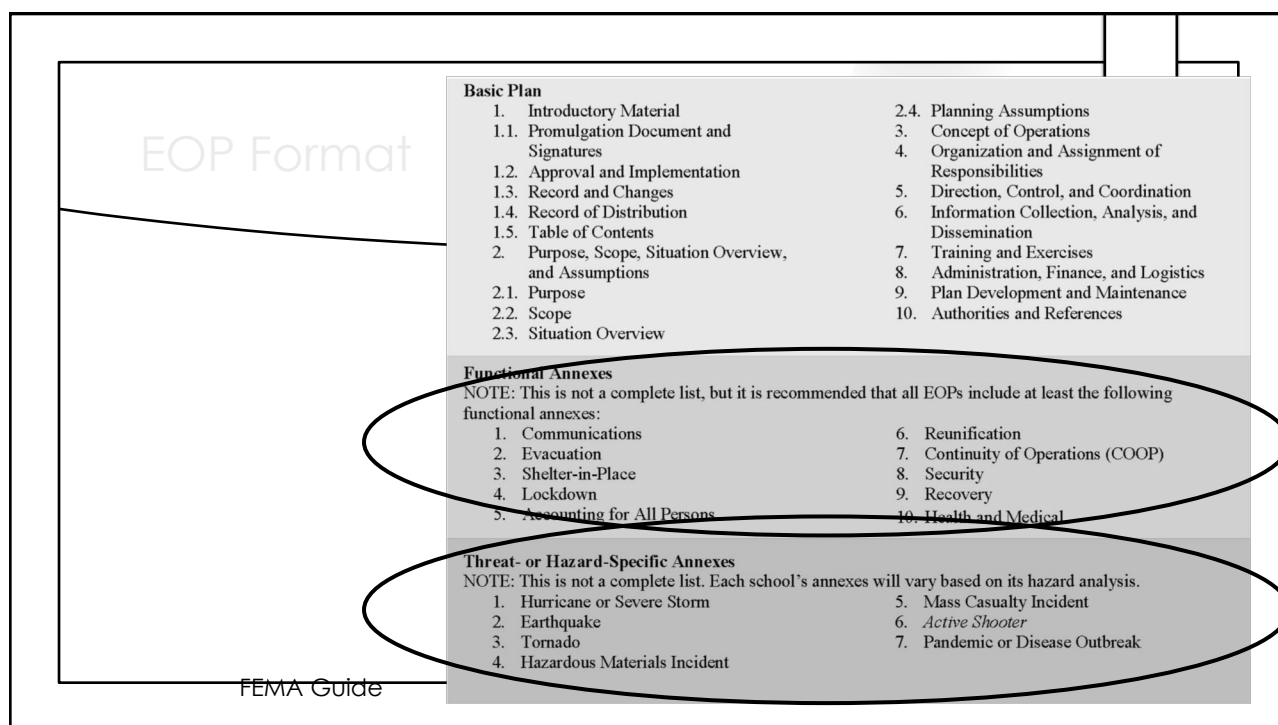
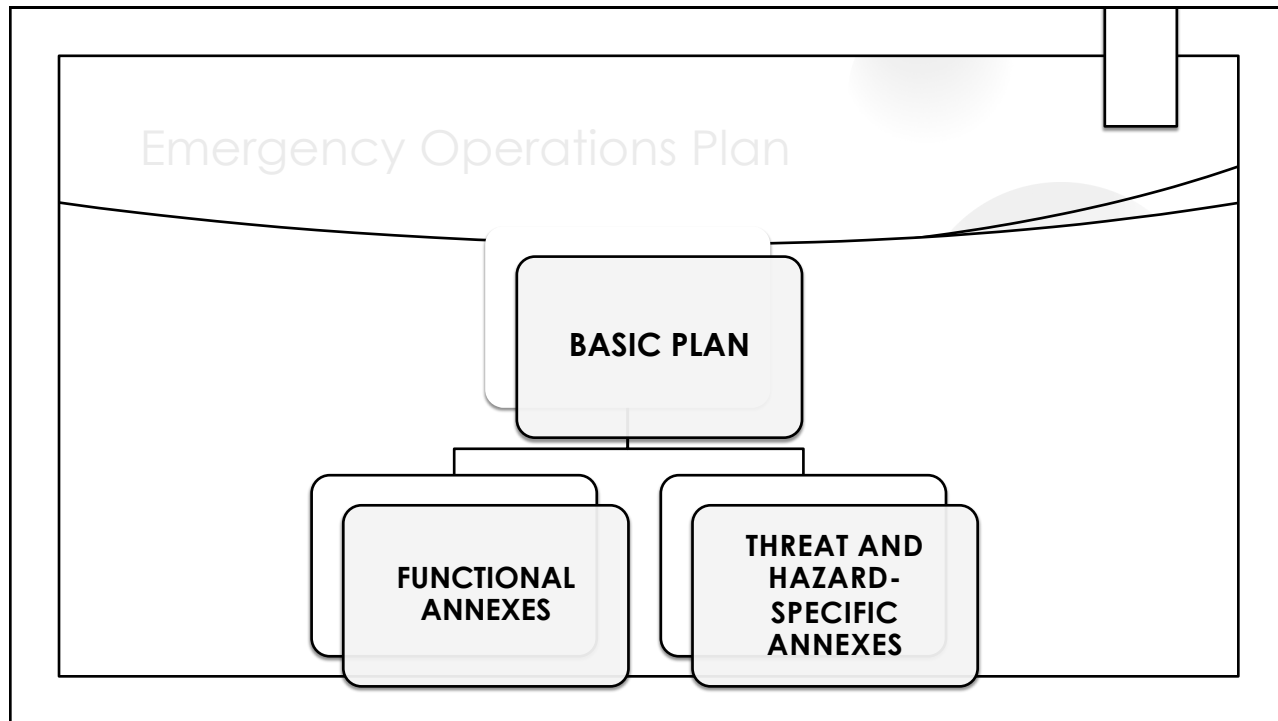
- ▶ Separate set of webinars provided by the Iowa Department of Education.
 - ▶ [Educateiowa.gov](http://educateiowa.gov). A-Z Index "Emergency Operations Planning"
- ▶ IAC 280.30 – Requiring schools districts and accredited non-public schools to develop high-quality emergency operations plans for school buildings.
- ▶ June 30, 2019 deadline
- ▶ Separate plan and a separate planning group comprised of educators and administrators from school

Basic Plan – Review

- ▶ Outlines the features of an EOP.
- ▶ Provides an overview of the practice and operations
- ▶ Contains 10 key parts:
 1. Introductory Material
 2. Purpose, Scope, Situational Overview and Assumptions
 3. Concept of Operations
 4. Organization and Assignment of Responsibilities
 5. Direction, Control and Coordination
 6. Information Collection and Dissemination
 7. Training and Exercises
 8. Administration, Finance, and Logistics
 9. Plan Development and Maintenance
 10. Authorities and references

Capabilities Based Planning





Developing the Threat Annex

Start by establishing the goals and objectives for each threat and hazard.

- What is our desired outcome? (Goal)
- How are we going to achieve it? (Objectives)

Threat Annex

Goals: Broad general statements that indicate the desired outcome

Your team should develop three goals for every threat

1. Before - Prevention
2. During - Response
3. After - Recovery

Threat Annex

- **Objectives:** Specific measurable actions that are necessary to achieve the goals. Each goal will often have multiple objectives

With the goal, we asked ourselves, "What is it I want to see happen?"

With the objectives we ask, "How am I going to do that?"

Threat Annex - Fire

- Goals: Fire Annex

1. Goal 1 (Before): Prevent a fire from occurring in the parish.
2. Goal 2 (During) Protect all persons and property from injury by the fire.
3. Goal 3 (After) Provide necessary medical attention to those in need and avoid further injury

Threat Annex - Fire

Goal 1 (Before): Prevent a fire from occurring in the parish

Objectives:

1. Store Combustible materials in fireproof containers or rooms
2. Check all electrical outlets to assure they are wired correctly and the GFCI breakers function correctly
3. Have an adequate number of fire extinguishers and inspect them annually
4. Ensure the proper use of extension cords and power strips
5. Remove all clutter from around electrical boxes and exits

Threat Annex - Fire

Goal 2 (During): Protect all persons and property from injury by the fire

Objectives:

1. Evacuate all persons from the building and surrounding grounds
2. Account for all persons known to be on site
3. Call 911 immediately

Threat Annex - Fire

Goal 3 (After): Provide necessary medical attention to those in need and avoid further injury

Objective:

1. Immediately begin to provide first aid
2. Monitor the area to assure evacuees exit safely, shelter safely, and/or await further instructions (i.e., avoid blocking entry of emergency vehicles, shelter in a warm safe place, assure all parishioners are a safe distance from the building, etc.)

Courses of Action

- **After all of the Goals and Objectives have been established**, the planning team determines the courses of action for accomplishing each.
- Courses of action address the what, who, when, where, why, and how for each threat or hazard.
- Consider each objective and determine:
 1. Feasible
 2. Acceptable

Courses of Action

- What is the action?
- Who is responsible for the action?
- When does the action take place?
- How long should the action take and how much time is actually available?
- What has to happen before the action?
- What happens after the action?
- What resources and skills are need to perform the action?
- How will this action affect specific populations, such as children, the elderly, and individuals with disabilities and other with access and functional needs?

Threat Annex

- Additional information on the Goals, Objectives, and Courses of Action relevant to your plan may already have been developed in your existing parish emergency plan. Use that information to assist you in completion of this section.
- Use your Self Inspection Report provided by Catholic Mutual Insurance to help identify additional objectives to assist with fire prevention and safety.

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Summary

For the month:

- Establish the Goals and Objectives for the Fire Annex
- Identify the Courses of Action needed to achieve these Goals and Objectives
- Time permitting, complete the Threat Annex for Tornado and/or any other threats you may be comfortable addressing. Refer to your threat assessment list completed during Session One.

Questions

- If you have questions or need assistance as you complete your plan:

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Out of office Jan 1-12, 2019