**Emergency Operations Planning Template**

**Session 3**

Fire Annex

V1.0

**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.

**FIRE ANNEX**

*Complete the following steps in development of your Fire Annex:*

1. *Establish three goals for each of the identified threats. These goals reflect your desired outcome before, during, and after a fire.*
2. *After you determine your goals, list the desired actions necessary to achieve each goal. A goal will probably have multiple objectives. Your objectives should be measurable and achievable.*
3. *Once the objectives are identified, you can list the courses of action necessary to carry out the objective.*

***The following questions should be considered with developing your 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?*

*You should include who is responsible for the action in your plan. Reference the individual by position and not by name.*

*After brainstorming the courses of action, planners should compare the costs and benefits of each against the goals and objectives. Planners should also identify the resources and skills necessary to carry out the action. Once this is completed, planners can determine the gaps or shortfalls that should be considered. Gaps and shortfalls should either be addressed, or consideration given to the criticality of the proposed action. Actions critical to life, health, and safety must be addressed.*

***The sample table provided in this Annex is one example of how you might organize this information. Planning teams are free to modify this table or organize the information in any manner they feel is most helpful. See the Session 3 Handout on Additional Fire Prevention Considerations to assist in completion of this Annex.***

SAMPLE FIRE ANNEX

|  |  |
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| ***BEFORE A FIRE*** |  |
| ***Goal*** |
| **Prevent a fire from occurring in the parish** |
| ***Objectives*** |
| 1. Store Combustible materials in fireproof containers or rooms
 |
| 1. Check all electrical outlets to assure they are wired correctly and the GFCI breakers function correctly
 |
| 1. Have an adequate number of fire extinguishers and inspect them annually
 |
| 1. Ensure the proper use of extension cords and power strips
 |
| 1. Remove all clutter from around electrical boxes, outlets, and exits
 |
| 1. Train staff and volunteers on the roles and responsibilities of the all-hazards Evacuation Annex
 |
| 1. Ensure all exit and emergency lighting are physically checked and tested monthly.
 |
| ***Courses of Action*** | **Responsible Party** |
| 1. Inspect closets and maintenance areas for proper storage of combustible materials monthly
 |  |
| 1. Using a GFCI, test the outlets throughout the parish annually to ensure breakers are functioning correctly.
 |  |
| 1. Conduct an annual inspect of fire extinguishers to determine if they are a sufficient number throughout the building, that each is an adequate size and type for the area, and that the dates are within the expiration period. Provide training to parish staff on the proper use of a fire extinguisher.
 |  |
| 1. Check around office desks and work areas to ensure the proper use of extension cords and power strips. Provide training to parish staff of the proper use.
 |  |
| 1. Provide training to staff on the importance of maintaining a clear path around exits, electrical outlets, electrical boxes and furnaces and/or boilers.
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| 1. Post signage in every room indicating both primary and secondary evacuation routes
 |  |
| 1. Conduct a monthly inspection of emergency and exit lighting and physically inspect that all are working properly.
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| ***DURING A FIRE*** |  |
| ***Goal*** |
| **Protect all persons and property from injury by the fire.** |
| ***Objective*** |
| 1. Evacuate all persons from the building and surrounding grounds
 |
| 1. Account for all persons known to be on site
 |
| 1. Call 911 immediately
 |
| ***Courses of Action*** | **Responsible Party** |
| 1. Train all staff and volunteers on roles and responsibilities in an evacuation. Include checking of restrooms and meeting areas.
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| 1. Check that all exit lighting is working
 |  |
| 1. Train all staff and volunteers on the procedures for assuring accountability of all guests
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| **AFTER A FIRE** |  |
| ***Goal*** |
| **Provide necessary medical attention to those in need and avoid further injury** |
| ***Objective*** |
| 1. Immediately begin to provide first aid
 |
| 1. Monitor the area to assure everyone has exited safely. If necessary, assure safe shelter, and/or instruct visitors to await further instructions (i.e., avoid leaving the premises immediately via car to 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*** | **Responsible Party** |
| 1. Provide training on basic first aid
 |  |
| 1. Notify EMS upon arrival of anyone needing immediate medical attention
 |  |
| 1. Assign an individual(s) to monitor the parking lot and traffic to keep entrances clear for emergency vehicles
 |  |
| 1. Assign an individual(s) to check restrooms and offices, if safe, to assure everyone has evacuated the building.
 |  |
| 1. Notify first responders immediately if it is believed that anyone is still in the building.
 |  |