**Emergency Operations Planning Template**

**Session 4**

Functional 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.

**FUNCTIONAL ANNEX**

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

1. *Establish three goals for each of the identified threats. These goals reflect your desired outcome before, during, and after a tornado.*
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 EVACUATION ANNEX**

*The following sections are provided as examples of how you might organize the content of your plan and are not meant to be all-inclusive.*

|  |  |
| --- | --- |
| ***BEFORE*** |  |
| ***Goal*** |
| **Develop processes to assure the timely evacuation of the building in an emergency** |
| ***Objectives*** |
| 1. Identify and map primary and secondary evacuation routes for all meeting rooms and offices
 |
| 1. Determine the process for notification of evacuation for all areas of the facility
 |
| 1. Identify the individuals responsible for carrying out evacuation procedures
 |
| 1. Establish designated meeting areas outside of the building and determine a means to confirm accountability (Be sure and establish a location that does not interfere with the arrival of first responders and vehicles.)
 |
| 1. Determine courses of action necessary to ensure the safety and security of all persons
 |
| ***Courses of Action*** | **Responsible Party** |
| 1. Using the maps developed in Session 1, identify primary and secondary evacuation routes for all meeting rooms and offices.
 |  |
| 1. Determine an agreed upon signal to indicate the need for evacuation
 |  |
| 1. Establish roles and responsibilities for all staff and volunteer participating in evacuation procedures. Provide this information in a manual or guidebook
 |  |
| 1. Using the maps developed in Session 1, identify primary and secondary meeting sites outside the building and designate these locations on the maps. (You may want to discuss these locations with local fire departments to confirm that these locations do not conflict with Incident Command staging areas.)
 |  |
| 1. Provide training to staff and volunteers on evacuation procedures.
 |  |
| 1. Conduct a monthly inspection of emergency and exit lighting and physically inspect that all are working properly.
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| ***DURING*** |  |
| ***Goal*** |
| **Assure the safe and timely evacuation of the building** |
| ***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.
 |  |
| 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**  |  |
| ***Goal*** |
| **Account for all persons and assure their safety and security** |
| ***Objectives*** |
| 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. 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.
 |  |
| 1. Consider options for protecting evacuees from inclement weather such as meeting in a neighboring business or allowing people to wait in their cars, if safe.
 |  |
| 1. Assure that no one re-enters the building unless the building is determined safe by fire personnel.
 |  |

**Sample Shelter-in-Place Annex**

*The following sections are provided as examples of how you might organize the content of your plan and are not meant to be all-inclusive.*

*I have formatted this Annex without the use of a table in case you find this easier to complete. The content of the Annex needs to include all the goals and objectives identified in the webinar, but how you organize the information is completely up to you. Here, I have provided you with an alternative to the table.*

**Goal 1: (Before) Ensure the safety and security of parishioners in the event an emergency requires sheltering in place**

**Objectives:**

1. Identify shelter areas in your building.

| **Best Locations** | **Areas to Avoid** |
| --- | --- |
| * Basement
* Inside walls on opposite side from the direction the storm is approaching.
* Interior hallway on the lowest ground floor (no windows; doors secured at either end)
* Restrooms without windows
 | * Atriums
* End rooms in one-story buildings
* Hallways that could become “wind tunnels”
* Lobbies
* Rooms with large glass areas
* Walkways
 |

1. Have a flashlight and battery-operated radios available in all buildings to keep in or take to shelter areas.
2. Confirm your Communication Action Plans, including communicating to building

**Goal 2 (During – A tornado warning has been issued)**

*In the case of a tornado, you will want to activate your annex as soon as a warning is issued. Do not wait until a tornado is spotted on the ground. An alert from the weather service is sufficient to activation of this annex.*

**Objectives:**

1. Use your location’s weather alert media channel to monitor the approach and severity of the weather.

**Radio Station:**

**TV Station:**

1. If the Weather Service issues a severe weather or tornado warning for your immediate area, warn all individuals according to your Emergency Communication Annex.
2. Discourage occupants from leaving the building.
3. Close all doors; stay away from windows.
4. Move to your designated pre-planned shelter area.
5. Remain in the shelter area until an all-clear is given.

**Goal 3 (After) - Account for all persons and assure their safety and security**

**Objectives:**

1. Reconvene building occupants when the emergency is past to make sure everyone is safe.
2. Do not return to the building until the fire department determines it is safe to enter

**Courses of Action**

*In this section, you will want to define the courses of action necessary to complete the objectives you identified previously. This will depend greatly on the number of staff and volunteers you have in your parish or perhaps by the demographics of your parishioners. Keep in mind, whatever actions you identify in this section, they should not exceed your actual capabilities. Your planning team may want to brainstorm a list of actions, then prioritize those that impact life and safety. Talking through a scenario or walking through the building helps in the planning process as you discuss options. Your list of actions may be very minimal in a small congregation, but they may still be critical to protecting the lives of parishioners, such as calling 911 and assisting everyone exit the building safely.*

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| **Courses of Action - Before** | **Responsible Party** |
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| **Courses of Action – During** | **Responsible Party** |
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| **Courses of Action - After** | **Responsible Party** |
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