

## **APPENDIX H**

### **EMERGENCY PREPAREDNESS PLAN**

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This appendix will assist in developing a site specific Emergency Preparedness Plan. As you move through this planning tool, include the following elements and add information to customize the plan. Once completed, assemble the information into a labeled binder and place at the safety station and at appropriate locations on campus. (See Appendix H-1 for custom binder cover).

#### **A) CAMPUS AND BUILDING MAPS**

As part of your current Safety and Accident Prevention Program, emergency evacuation maps are located at the Safety Station. It is recommended these maps are updated to include easy to read icons (see appendix H-2.)

In the event of an emergency, employees and key volunteers need to be familiar with these maps and how to safely evacuate an area, including if necessary, escape routes. Your local Police and Fire Departments can provide assistance in reviewing evacuation and escape routes.

#### **B) COMMUNICATIONS PLAN**

Develop a plan on how communication will occur during an emergency including information on how staff will render assistance. Provide written instructions unique to each type of emergency hazard. Some types of emergencies may need site specific instructions while commonly distributed information may be used for others. (See Appendix H-3 for sample plans)

##### **Step 1) Identify emergency hazards specific to your location**

(See Appendix H-4 for hazard examples)

- a) Household Fire
- b) How to assist people with medical needs
- c) Earthquake
- d) Power or utility outages
- e) Terrorism or Bomb Threat
- f) Flood
- g) Tsunami
- h) Volcano
- i) Windstorm
- j) Winter storm
- k) Pandemic Flu
- l) Other

##### **Step 2) Identify local, state and county resources for each specific emergency**

(See Appendix H-5)

**Step 3) Update the current Emergency Contact List**

The safety station currently has an emergency contact list, which is either Appendix D-1 or Appendix D-1A, from the Safety and Accident Prevention program. Appendix D-1 has been updated and is to be used at all locations. Appendix D-1A is no longer used. Post this at the safety station and review with employees and volunteers.

**Step 4) Train employees and key volunteers**

Review the entire Emergency Preparedness Plan with employees and key parish volunteers (for example: religious education teachers, etc.) Provide adequate training and annual drills.

**C) OTHER CONSIDERATIONS**

- 1) **Personal Emergency Supply Kit** - Provide one for each employee. This kit, along with a person's medication and a pair of good walking shoes, is left at their work station. (See Appendix H-6 for kit contents)
- 2) **Emergency Backpacks and Portable First Aid** – These packs/first aid kits are placed at site central locations. Instruct staff on backpack contents and who is responsible for picking up backpack/first aid kit while exiting.
- 3) **Emergency Supply Storage** – Locate emergency supplies at a central location including food, water, etc. for those who may need to stay on site for a period of time. Replenish and refresh as needed.