

**EMERGENCY PREPAREDNESS PLAN of the
DIOCESE OF CENTRAL PENNSYLVANIA**

The Rt. Rev. Dr. Nathan D. Baxter, Bishop

**Prepared and Submitted by the Disaster Response Commission of the
Diocese of Central Pennsylvania
Jo Mitchell, Chairman**

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DIOCESE OF CENTRAL PENNSYLVANIA**

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PART I

DIOCESAN EMERGENCY PREPAREDNESS PLAN

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INTRODUCTION

The Emergency Preparedness Plan of the Diocese of Central Pennsylvania is divided into three parts.

Part I is the Diocesan Emergency Preparedness Plan, which reflects the mitigation, preparedness, response and recovery plan that will be implemented if an emergency befalls the Diocesan Center; it takes into consideration the fact that if a disaster/emergency occurs in the Diocese, it will probably impact the Diocesan Center as well. Part II is the Model Parish Emergency Preparedness Plan, drafted for each of the Diocese's 71 parishes and five institutions to use as a model from which to draft individual plans to be implemented on the local level. Part III is an appendix of response briefings for various common emergency situations and profiles of data sheets that should be completed.

All Parts will be submitted to the Diocesan Convention in June 2008 for approval. If approved, they will be added to the Diocesan Web site at www.diocesecpa.org.

BACKGROUND

The Diocese of Central Pennsylvania is aptly named. It is located in the central portion of Pennsylvania and extends from the New York state border in the north to the Maryland state border in the south. East to west, it extends from Lancaster County to Blair County and comprises the following counties: Lancaster, York, Adams, Franklin, Fulton, Bedford, Blair, Huntingdon, Mifflin, Juniata, Perry, Cumberland, Dauphin, Northumberland, Snyder, Union, Centre, Clearfield (Morris Township), Clinton, Lycoming, Montour, Columbia, Sullivan, Tioga, and Potter.

Its Diocesan Center is at 101 Pine St, Harrisburg, and the Cathedral Church is St. Stephen's Episcopal Cathedral located two doors away from the Diocesan Center at 221 N Front St. Both buildings, and the adjoining St. Stephen's School, overlook the Susquehanna River, which is right across the street.

Much of the Diocese sits in the watershed of the Susquehanna River, main tributary of the Chesapeake Bay. The North Branch of the river begins in upstate New York and runs through the Diocese's Columbia, Montour and Northumberland Counties. The West Branch flows through Clinton, Lycoming and Union Counties. The two branches converge at Sunbury, about 45 miles north of Harrisburg. The river then flows south, through the remainder of Northumberland County and through Snyder, Juniata, Perry, Cumberland, York, Dauphin and Lancaster Counties.

The Appalachian Mountains cover the northern and western parts of the Diocese. The southern and eastern parts of the diocese vary from hills to valleys and is, compared with the rest of the Diocese, relatively flat and open. The entire Diocese is verdant and contains farmland and state forests, with the exception of Harrisburg, where government is the main employer, and

Lancaster and York, where there is much manufacturing and business. Lancaster and York, however, are still famous for their agricultural economy, and Lancaster County is home to many Amish.

The climate is moderate. The planting region is Region 6. Summer highs average in the high 80s, and winter highs average in the high 20s. There are about 190 sunny days a year. The snowfall in the western and northern part of the Diocese is about four feet cumulative a year, and in the southern part it is about one cumulative foot a year.

DEFINITIONS

Unless otherwise noted, the following words and phrases will be defined as follows:

“Auxiliary diocesan center.” The temporary location of the Diocesan Center if evacuation of 101 Pine St in Harrisburg becomes necessary.

Plan A – St. Andrew’s in the Valley, Lower Paxton Township, Harrisburg. **717-234-1885**

Plan B – St James’, Lancaster. **717-397-4858** office@stjameslanpa.org

Plan C – St. Andrew’s, State College. **814-237-7659** estandrew@aol.com

“The Bishop.” The Rt. Rev. Nathan D. Baxter, Bishop of the Diocese of Central Pennsylvania, consecrated in October 2006. bishop@diocesecpa.org

“Diocesan Center.” The staff, building and records of the Diocese, which are located at 101 Pine St., Harrisburg. **717-236-5959, 888-236-5959**

“Diocesan emergency coordinator,” or “DEC.” Bill Rohm **814-863-6345 (D), 717-994-5252 (C), 717-436-6338 (H)** fwrl@psu.edu

“Diocesan EPP.” The Emergency Preparedness Plan for the Diocese of Central Pennsylvania.

“Diocese.” The Diocese of Central Pennsylvania.

“DRC.” The Disaster Response Commission of the Diocese of Central Pennsylvania.

“DRC chairman.” Jo Mitchell **717-238-6590(H), 717-783-8108 (W), 717-856-6644 (C)**
jmitchell@palrb.us

“EPP.” Emergency preparedness plan.

“ERD.” Episcopal Relief and Development’s Domestic Disaster Preparedness and Response.
Scarlet Harlington

Acting Director of Domestic Disaster Preparedness and Response

Episcopal Relief and Development

815 Second Avenue

New York, NY 10017

Phone: 800-334-7626 x 6302

Fax: 212-687-5302

E-mail: sharlington@er-d.org

ERD can also be reached at 800-334-7626 or <http://www.er-d.org>.

“FEMA.” The Federal Emergency Management Agency.

“Head of the Standing Committee.” The chairman of the Standing Committee of the Diocese of

Central Pennsylvania, who, for 2008, is the Rev. Gregory Hinton, of St. Paul's, Wellsboro. 570-724-4771 stpauls@ptd.net

“Model Parish EPP.” The sample emergency preparedness plan that a parish or institution of this Diocese may use to write its individual emergency preparedness plan.

“Parish EPP.” The emergency preparedness plan written, and approved for implementation, by a parish of this Diocese.

“PEMA.” The Pennsylvania Emergency Management Agency.

“VOAD.” Volunteer Organizations Active in Disaster. There are two in the Diocese of Central Pennsylvania: The state VOAD, and the central Pennsylvania regional VOAD.

Weather warnings, as issued and defined by the National Weather Service:

A “watch” is issued when the risk of an event has increased significantly but its actual occurrence, location and/or timing is uncertain.

A “warning” is issued when an event is occurring or has a very high probability of occurrence and presents a real danger to life or property.

An “advisory” is issued when an event is occurring or has a very high probability of occurrence and presents the likelihood of significant inconvenience.

EXECUTIVE SUMMARY

The Rt. Rev. Michael W. Creighton (retired) and the Standing Committee of the Diocese established the Disaster Response Commission in November 2005. Its purpose is two-fold: It is to help on the Gulf Coast with Hurricane Katrina relief, and it is to prepare the Diocese – its Diocesan Center, parishes and other institutions – in case a disaster impacts it. The Disaster Response Commission (DRC) grew out of an immediate response from this Diocese to help the Dioceses of Louisiana and Mississippi in the wake of Hurricane Katrina. Since this role of disaster response is relatively new to the Diocese, the scope of the DRC's response has been and will be limited for the foreseeable future to the two purposes for which it was initially established. The Rt. Rev. Nathan D. Baxter was installed as Bishop in October 2006 and has chosen to continue this protocol.

Although the Diocesan Center does not itself have sufficient space or facilities to become a disaster/emergency shelter, the Bishop urges:

- (1) Each parish that has the space and facilities, to consider opening its doors to those in need.
- (2) Those parishioners who have space and/or financial resources, to open their homes and hearts to those in need.
- (3) All to make donations to ERD.

The Bishop also wants to make the love and healing power of Christ known in times of crisis and have Episcopal and interfaith services available throughout disaster/emergency situations.

CANON LAW

Under the Canon Law of this Diocese, the Bishop is the chief administrative officer of the diocese and has broad powers. It might be wise to amend the Canon Law to allow for the elements that need to occur in order for the Bishop to declare an emergency and to allow for concurrence with the Diocesan Emergency Coordinator and/or Disaster Response Commission Chairman on disaster/emergency situations as they arise. Bishop Baxter does this now, without amendment of the Canons. The Constitution and Canons Committee of the Diocese will be so advised.

HAZARD ANALYSIS

Because the Susquehanna River is picturesque, few communities have installed containment devices to control it. As a result, it floods often. Since the flood of 1972, when many of the low-lying areas of Harrisburg were under water, the river has been well-monitored to anticipate levels above flood stage. It remains our greatest hazard, however. The Diocesan Center, Cathedral Church and the Cathedral's parochial school for grades K-8 are located on the river bank of Harrisburg. Several of the 71 parishes in the Diocese are also located on or near the river or one of its tributaries.

There are two nuclear power plants located within the Diocese. One, Three Mile Island (TMI) near Harrisburg, is famous for a disaster that occurred there in March 1979. The second, Peach Bottom near York, has had only minor incidents. Alerts and citizen watch groups have mitigated citizen concern, but the potential for great hazard is there.

Since much of this region depends on its agricultural economy, outbreaks of agriculturally-based disease can and have occurred. Plum pox virus and avian flu are two that recently impacted the region.

Snow storms, ice storms, hurricanes, and massive power outages from summer storms or over-taxation of the electrical grid are prevalent. Fires and hazardous material spills are very common. Earthquakes and tornadoes are less common, but they have occurred.

Our rarest hazards are man-made. There was a mass shooting on the campus of Penn State in Centre County in September 1996 and at an Amish schoolhouse in Lancaster County in October 2006. In October 1989, there was a huge prison riot and hostage situation at a high security prison in Cumberland County. Because they are rare, they are the hardest to fathom and prepare for.

INVENTORY OF INSTITUTIONS

There are approximately 7,700 practicing Episcopalians in the Diocese of Central Pennsylvania.

There are 71 parishes and missions. St. Stephen's Cathedral **717-236-4059** has the addition facility of its K-8th grade school, St. Stephen's School **717-238-8590**.

In addition, there are the following institutions:

- (1) The Diocesan Center in Harrisburg.
- (2) The Episcopal Home (group home for the elderly) in Shippensburg.

206 E Burd St
Shippensburg PA 17257
717-532-4612

Mary Grace Shear, Director

- (3) Episcopal Square (HUD apartments for low income independent retirement or disability residents) in Shippensburg.

101 N Prince St
Shippensburg PA 17257
717-530-1277

800-510-6036 (emergency)

Harold Herman **717-263-5664**

Jennifer Glessner **717-898-2292 ext 232**

- (4) Episcopal Commons (HUD apartments for low inc. independent retirement or disability residents) in Newport.

159 S Second St
Newport PA 17074
717-567-3626

Ron Zellers

- (5) Episcopal Gardens (apartments for low income independent retirement or disability residents) in Thompsontown.

55 E Main St
Thompsontown PA 17094
717-535-5531

Ron Zellers

The parishes and institutions that have not already done so will implement Parish EPPs over the remainder of 2008. All plans will be filed with the DRC, c/o Diocese of Central Pennsylvania, PO Box 11937, Harrisburg PA 17108-0937.

DIOCESAN EMERGENCY COORDINATOR

Our Diocesan emergency coordinator is Frederic (Bill) Rohm **814-863-6345 (D)**, **717-994-5252 (C)**, **717-436-6338 (H)**, a retired captain in the US Navy. He has attended conferences on emergency preparedness. He lives near the center of the Diocese, equidistant from Harrisburg, where the Diocesan Center and the Plan A auxiliary diocesan center are located and from State College, where the Plan B auxiliary diocesan center is located. Through the DRC, he is linked with state and local government resources, with the state and regional VOAD and with the American Red Cross Harrisburg and Lancaster chapters. He has not yet contacted Rich Ohlsen (ERD), but Jo Mitchell, DRC chairman, is in contact with Mr. Ohlsen.

Duties:

- (1) Talk with the Bishop whenever an emergency/disaster situation arises to seek what response he feels should be made (eg, the tornadoes in Oklahoma – the Bishop sought donations to ERD, no physical response; Hurricane Katrina –

supplies and people were sent; possible flooding of Harrisburg – probably no response needed unless Diocesan Center in flood zone, then moving items from first floor)

- (2) Determine the needs at the site of the emergency, based on Bishop's reply in #1. If we have a parish in the area, talk with the Parish emergency coordinator. If the need is to move to an auxiliary diocesan center, mobilize the emergency response team to evacuate and secure the Diocesan Center and move the Bishop.
- (3) Coordinate with DRC chairman to determine whether coordination with ERD is necessary and to provide ERD with notification of event.
- (4) Figure out who to mobilize; get clearance to enter the area
- (5) Coordinate mobilization
- (6) Encourage ongoing training of responders and parishes (especially through Habitat for Humanity, American Red Cross, PEMA, www.FEMA.gov (training and education drop-down box), and emergency response drills.

DIOCESAN EMERGENCY RESPONSE TEAM

The DRC members comprise the emergency response team on the Diocesan level. Various roles have been identified. They are as follows:

The Rev. Janet Avcin **717-238-2046** – Network

(Jan is our representative at state and regional VOAD meetings)

Richard Burton **717-545-2336** sylvan7216@verizon.net – Network

(Richard coordinates Gulf Coast missions; has all volunteers' contact information for mobilization; is our representative at Pennsylvania Emergency Management Agency and Interfaith Response Groups meetings)

Frank Rementer **717-426-1559** rementer3@embarqmail.com – Equipment

(Frank has charge of trailer and equipment to be used at disaster sites)

Dr. Robert Colman **717-238-4992 (H) 717-991-5418 (C)** katabatic@mac.com –

Counseling (Bob is a psychologist and is available for debriefing and grief counseling; he has done such counseling for the American Red Cross)

The Diocese is aware of this team. Jo Mitchell **717-238-6590(H), 717-783-8108 (W), 717-856-6644 (C)** jmitchell@palrb.us is backup. Training through missions to disaster/emergency sites, the American Red Cross and Habitat for Humanity is ongoing.

The primary function of this team is to evacuate and secure the Diocesan Center and to move the Bishop to the auxiliary diocesan center. Its secondary function is to provide direct help to the Diocesan emergency coordinator. Its third function is to stay trained in emergency response and encourage volunteers to obtain and maintain training through Habitat for Humanity, Red Cross, VOAD, PEMA, www.FEMA.gov (“training and education” drop-down box), emergency response drills and mission. Its fourth function is to send volunteer work crews to any disaster sites deemed appropriate by the Bishop.

As parishes develop their emergency preparedness plans and appoint parish emergency coordinators, a roster with all parish emergency coordinator contact information will be compiled

and added to the Diocesan Web site, along with the Diocesan EPP and Model Parish EPP.

ALERT AND NOTIFICATION; OUT-OF-AREA CONTACT NUMBER

Each parish has the capability of accessing the Diocesan Web site, which is updated offsite of the Diocesan Center by the webmaster. Communication during any disaster/emergency that requires moving the Diocesan Center to an auxiliary diocesan center will be done via this Web site www.diocesecpa.org. The Web site contains phone numbers and email addresses for all parish offices. It also contains the Diocesan constitution and canons. It will contain the EPPs (Diocesan and Model Parish), upon approval at annual Convention in June 2008.

Other, more direct, communication with the Diocesan Center might be able to be accomplished via telephone to the auxiliary diocesan center.

If these two methods fail, communication should siphon through ERD at **800-334-7626** or <http://www.er-d.org> which will have a copy of the EPP for the Diocese.

Most parishes have lists containing all contact information, including next of kin, for all congregants. This information is not online.

Note: The Federal government will shut down Cell Phones in the event of terrorist attack.

EPISCOPAL RELIEF and DEVELOPMENT DOMESTIC DISASTER RESPONSE and PREPAREDNESS

When a disaster/emergency occurs within the Diocese, either the DRC chairman or the Diocesan emergency coordinator will contact Scarlet Harlinton, Acting Director of Episcopal Relief and Development Domestic Disaster Response and Preparedness, within 24 hours of the initial event. Her direct contact information is:

Scarlet Harlinton
Assistant to Abigail Nelson, Vice President for Programs
Episcopal Relief and Development
815 Second Avenue
New York, NY 10017
1-800-334-7626 x6302
Fax: 212-687-5302
E-mail: sharlinton@er-d.org

ERD can be reached at 800-334-7626 or <http://www.er-d.org>.

EMERGENCY SUPPLIES; FAMILY and INDIVIDUAL PREPAREDNESS

All parishes have been supplied with a list of emergency supplies and encouraged to have them on hand, along with any additional supplies they deem necessary for their specific parish.

The Diocesan monthly newsletter is used periodically to advise readers to keep family emergency supply kits. Packets of information on family emergency supply kits and practices were distributed at the 2007 Diocesan Convention, and this distribution will continue annually. Readiness Web sites are www.ready.gov and www.FEMA.gov.

The Basic Emergency Supply Kit should contain at least a three-day supply of the following:

- Water, one gallon per person (and pet) per day
- Non-perishable, unexpired food
- Manual can opener
- Pocket knife
- Matches in waterproof container
- Flashlight(s)
- Battery-powered or hand crank radio and a NOAA (National Oceanic & Atmospheric Association) Weather Radio
- BATTERIES (lots!) for both
- First aid kit
- Fire extinguisher
- Whistle to signal for help
- Dust mask
- Plastic sheeting & duct tape
- Disinfectant, Lysol, Purell – Household chlorine bleach disinfects water at a 16/drops:1/gallon water-to-bleach ratio, and disinfects wounds & surfaces at a 9/drops:1/drop ratio
- Moist towelettes, garbage bags & plastic ties for sanitation
- Wrench or pliers to turn off utilities
- Small shovel or trowel
- Local maps
- Paper & working pen
- Diocesan & Parish Emergency Preparedness Plans – for Diocesan Center, Parishes & institutions; optional for individual homes
- Parish directory, telephone book
- Sacramental elements, Bible, prayer book & hymnal

Additional supplies, if applicable:

- Prescription medications & eyeglasses
- Infant formula & diapers
- Pet food & medications
- Important documents, especially insurance policies, bank account records, and personal identification – all in a waterproof container
- Cash, including change
- First aid book, emergency reference manual, copy of www.ready.gov
- Sleeping bag or warm blanket for each person anticipated to need the shelter area
- Change of clothing – long sleeved shirt, long pants, sturdy shoes & socks

Jacket
Mess kits in sufficient number, or paper/plastic utensils
Small camp stove with non-electrical, non-kerosene fuel source
Paper towels
Personal hygiene items, including feminine products
Books, games, puzzles to occupy children & others

These supplies are kept in a labeled plastic air and water-tight container in the basement of the Diocesan Center. Its exact location is known to all who have responsible duties in the Diocesan Center. It is not to be moved from this location under any circumstances unless the DRC chairman is notified.

TIME-PHASED INSTRUCTIONS to DIOCESAN STAFF

Emergency drills have not yet been initiated at the Diocesan Center. This will be done on or before July 1, 2008. Assignment of duties will be established at that time. Obviously, the Diocesan EPP will be revised to set forth these details with clarity.

Vital Records – All vital documents of the Diocese are up-to-date and have an offsite backup which is easily accessible from an auxiliary diocesan center. Knowledge of how to access this is done on a need-to-know basis. Carolyn Patterson, secretary to the Bishop; Mary Ann Smida, finance officer; and the Rev. Canon Joseph Seville, Canon to the Ordinary know how to access this information.

Bank Accounts – Knowledge of how to access the bank accounts of the Diocese is done on a need-to-know basis. Mary Ann Smida, finance officer, and the Rev. Canon Joseph Seville, Canon to the Ordinary, know how to access this information.

Insurance – Insurance policies are up-to-date and all necessary policies are in effect. A written and photographic inventory is kept offsite.

Delegation of Authority – The head of the Standing Committee of the Diocese assumes authority if the Bishop becomes ineffective through kidnapping, a hostage situation, or sudden death. The DRC chairman will report such an occurrence to the National Church and to ERD within 24 hours. Any scheduled confirmations and ordinations will be held in abeyance until advice is received from the Presiding Bishop.

Alternate Work Site (auxiliary diocesan center) – Three alternative work sites have been approved:

Plan A – St. Andrew's in the Valley, Lower Paxton Township, Harrisburg. **717-234-1885**

Plan B – St James', Lancaster. **717-397-4858** office@stjameslanpa.org

Plan C – St. Andrew's, State College. **814-237-7659** estandrew@aol.com

PLAN A is the preferred auxiliary diocesan center because it is near the Bishop's residence and only five miles from the Diocesan Center. Staff can arrive there easily. It is beyond the flood plain and is on a fairly reliable power grid.

PLAN B will be utilized if the entire Harrisburg area is "under siege." The Bishop and his wife will be housed by the Diocese and utilize staff and resources at St. James Parish.

PLAN C will be utilized if the entire southern part of the Diocese is "under siege." The Bishop and his wife will be housed by the Diocese and utilize staff and resources at St. Andrew's Parish.

If the auxiliary diocesan center must be used for more than one week, housing for the Bishop will be rented. In addition, housing for necessary staff from the Diocesan Center will be rented. The Diocesan Budget should reflect this contingency.

Computers – The backup system for the Diocesan computers has been in place for several years. All programs are accessible from an auxiliary diocesan center. Knowledge of how to access this is done on a need-to-know basis. Carolyn Patterson, secretary to the Bishop; Mary Ann Smida, finance officer; and the Rev. Canon Joseph Seville, Canon to the Ordinary know how to access this information.

MISSIONS: ORIENTATIONS and AFTER-ACTION PROGRAMS

Before a new mission, the DRC will hold a well-publicized orientation for all who intend to participate in the mission. Speakers who have experienced similar missions or who have surveyed the upcoming mission situs will speak, and information and expectations will be shared. A question and answer period will be standard for each orientation.

After each mission, a debriefing program will occur. It will be led by a clergy person and attended by all participants in the mission. Concerns, lessons learned, and suggestions for improvement will be reported to and discussed by the DRC, which will implement improvements for future missions and, if necessary, make revisions to the Diocesan EPP to insure best practices. If any missionary experiences emotional difficulty in the after-action phase, Bob Colman will intervene.

MAINTENANCE of PLAN

The DRC will review the Diocesan EPP at least once annually, each March, and make revisions that may be necessary. Revisions may be made more frequently if needed. When revisions are made, the DRC shall ensure that the Diocesan EPP on the Diocesan Web site is updated to reflect these revisions.

PART II

MODEL PARISH EMERGENCY PREPAREDNESS PLAN

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INTRODUCTION

This Model Parish Emergency Preparedness Plan has been adapted from the Northeastern Pennsylvania Synod of the ELCA Disaster Preparedness Plan by Ray Sampson, of St. Luke's Episcopal Parish in Mechanicsburg PA. The Diocesan Disaster Response Commission has reviewed and revised it and recommends it to all parishes and institutions in the Diocese as a model to be used in drafting their individualized parish emergency preparedness plans. It is subject to approval by the Diocesan Convention in June 2008. All finalized parish plans should be sent to the DRC, c/o the Diocese of Central Pennsylvania, PO Box 11937, Harrisburg PA 17108, upon their approval by their respective vestry, and in no case later than June 1, 2009. Revised/amended parish plans should be sent to the DRC within one month after vestry approval of their revision.

DEFINITIONS

Unless otherwise noted, the following words and phrases will be defined as follows:

- “Convocation.” A division within the Diocese containing approximately 10 parishes. There are seven convocations in the Diocese of Central Pennsylvania.
- “Diocesan emergency coordinator”, or “DEC.” The emergency coordinator of the Diocese of Central Pennsylvania, Bill Rohm **814-863-6345 (D), 717-994-5252 (C) , 717-436-6338 (H) fwr1@psu.edu**
- “DPRC.” The Disaster Preparedness and Response Committee of this Parish.
- “DPRC chairman.” The chairman of the Parish Disaster Preparedness and Response Committee. (Insert Name & Contact Info here)
- “DRC.” The Disaster Response Commission of the Diocese of Central Pennsylvania. Directs and coordinates disaster preparedness and response on behalf of the Diocese. Responsible for ERD and VOAD coordination. Notify @ jmitchell@palrb.us.
- “FEMA.” The Federal Emergency Management Agency. It is the federal agency that coordinates disaster response and management. Web site preparedness information is available at www.ready.gov and www.FEMA.gov.
- “Parish emergency coordinator,” or “PEC.” The emergency coordinator of this Parish. (Insert Name & Contact Info here)
- “PEMA.” The Pennsylvania Emergency Management Agency. It is the state agency that coordinates disaster response and management in Pennsylvania. Has publications available on disaster mitigation.
- “PERT.” The Parish Emergency Response Team, or volunteers, with contact information, within the Parish and tools, with their location, that will be available to assist in a disaster/emergency response or recovery process.
- “Vestry.” The Vestry of (Name of Parish), or body of persons whom the voting members of this Parish have elected and vested with authority to make and implement decisions necessary for the life of the Parish.

INFORMATIONAL TERMS

“Critical incident debriefing.” A structured group discussion and educational presentation led by a trained facilitator shortly after a traumatic event for persons impacted by or exposed to the stress of a tragedy. The debriefing is designed to ease the long-term impact of the event and give participants support to deal with their reactions.

“Long term recovery committee.” Committee formed to oversee the recovery of persons and locales over a long period of time, frequently over several years. Frequently made up of representatives of various organizations and governmental agencies, such as communities of faith, emergency management organizations, the Red Cross, the Salvation Army, and PEMA.

Phases or Stages of Disaster Efforts:

“Mitigation.” To mitigate is to make less severe, intense or devastating, to moderate. In disaster work, mitigation often refers to steps taken to prevent or lessen the impact of a potentially destructive event. For example, in flood prone areas, such steps might include elevating the electrical panel in a house, installing the furnace on the first floor, and, when flooding is imminent, removing the contents of the house from the first floor. Mitigation can also refer to activity taken by emergency workers to help victims of a disaster acquire goods and services for relief and recovery.

“Rescue.” Occurs immediately after a disaster and can last minutes, hours or days. This stage includes search and rescue, emergency shelters and feeding programs, grief counseling and pastoral care, volunteer services, and reestablishing contact with family and friends.

“Relief.” Starts 12 to 72 hours after a disaster. This stage is characterized by debris removal and clean-up, damage assessments, temporary repairs, applications for assistance, insurance inspections, community needs assessment, decisions and organization for recovery.

“Recovery.” Is a long-term effort starting 3 to 5 days after a disaster and can last months to years. This stage is characterized by permanent repairs and rebuilding, bureaucratic complications, volunteer projects and agency coordination.

“Trauma.” The effect of a sudden, unexpected crisis event. Trauma involves significant personal loss and often leaves an individual feeling vulnerable, devastated, and, at time, out of control.

“VOAD.” Volunteer Organizations Active in Disaster. A coalition of voluntary organizations, including Church World Service, Episcopal Relief and Development, and many other faith groups, that encourages coordination, collaboration, cooperation and communication among member organizations around disaster mitigation, preparedness, response and recovery. VOADs are organized on the local, regional, state and national levels.

EXECUTIVE SUMMARY

Grounded in faith, (Name of Parish) seeks to be prepared for disasters and to bring help and hope as we address the spiritual, physical, emotional, relational and intellectual needs of individuals and communities whose lives have been affected by a disaster. Called and empowered by God to be a blessing to one another, (Name of Parish) will work together through various expressions of the Church to prepare for and respond to the needs of those affected by disasters.

This document addresses the commitment of (Name of Parish) to disaster and emergency mitigation, preparedness, response and recover processes and principles for this Parish, within this Diocese and, with Vestry approval, for other situations that might arise. The Vestry has approved this plan and appointed (Name of Parish Emergency Coordinator) to be the Parish emergency coordinator (PEC) of (Name of Parish).

The Vestry also has appointed the following to be members of the Disaster Preparedness and Response Committee (DPRC) of the Parish: The Rector, the Vestry liaison (Insert Name), the PEC (Insert Name), and (Names of Members), three of whom shall be appointed chairperson, vice-chairperson and secretary by the Vestry. The Vestry has allocated \$(Amount of Allocation) to be available to the DPRC for expenditures in furtherance of its mission.

HAZARD ANALYSIS

A disaster is an event beyond the control of those affected that causes great harm, suffering, damage, or a combination thereof and for which those who are affected need outside assistance in order to sustain and rebuild their lives. Disasters include those events caused by forces of nature or creation, such as hurricanes, windstorms, fire, earthquake and epidemic as well as those events caused by humans, such as explosions, releases of hazardous materials and acts of terror. Disasters cause damage which exceeds an individual or community's ability to respond. Disasters are crises in that they have long term effects; response and recovery are complicated by interrelated social conditions such as pre-existing poverty and prejudice, poor civic organization or infrastructure; and there are no simple or short-term solutions.

Preparation for a disaster includes identifying potential dangers and developing clear procedures for effective and efficient response which can be adapted to the unique features of a specific disaster. Preparation includes identifying and encouraging the use of preventative measures, identifying potential resources, networking, and increasing knowledge and skills, as well as practicing and updating the protocol for response. Different types and different levels of disasters call for a variety of responses.

Disasters can affect:

- (1) A Parish individual, family or small group.

- (2) The Parish or its local area.
- (3) An area outside the Parish or local area.

INVENTORY of PROPERTY and GROUNDS

(Name of Parish) is responsible for the following buildings and grounds:

(Insert Parish Inventory; see Part III, INVENTORY, for form to be completed)

PARISH EMERGENCY COORDINATOR

The PEC is (Name of PEC and Contact Info)

The PEC has the following duties:

- (1) Coordinate the Parish's disaster/emergency mitigation, preparedness, response and recovery efforts with:
 - (i) The Diocese of Central Pennsylvania, through the DRC.
 - (ii) The (Name of Municipality in which located).
 - (iii) (Name of County in which located) County.
- (2) Communicate with the DRC and DEC; notify of events within 24 hours.
- (3) Provide oversight to the DPRC.
- (4) Get clearance from authorities before the Parish DPRC and PERT members enter a disaster/emergency site.

PARISH DISASTER and PREPAREDNESS RESPONSE COMMITTEE

Members of the DPRC and their specific area of responsibilities are:

(Name of Members, Specific Individual Assignments, and Contact Info)

The DPRC has the following general duties:

- (1) Implementing and maintaining the disaster preparedness and recovery plan approved by the Vestry.
- (2) Forming, maintaining and ensuring the training of a Parish Emergency Response Team (PERT).
- (3) Conducting emergency simulations in Parish facilities during peak attendance times.
- (4) Preparing Sunday and monthly articles for publication to make parishioners aware of actions they should take as individuals if a disaster/emergency event occurs.
- (5) Maintaining a list of parishioners who have extra living facilities that might be utilized in disaster/emergency situations.
- (6) Carry out specific duties relating to:

- (i) A disaster that affects a Parish individual, Parish family, or small Parish group.
- (ii) A disaster that affects the Parish or the local area around the Parish.
- (iii) A disaster that affects an area outside the Parish community or local area.

A disaster that affects a Parish individual, Parish family, or small Parish group:

MITIGATION – The DPRC:

- (1) Urges parishioners to have individual preparedness plans and can provide them with samples.
- (2) Develops contacts and networks with other churches and organizations in the local area.
- (3) Communicates the Parish's preparedness plan to Parish, Parish organizations and leaders.
- (4) Develops models for Parish organizations and trains leaders to create such plans tailored to specific needs.
- (5) Obtains, tracks and updates information about local resources.
- (6) Trains family advocates.
- (7) Trains and tracks volunteer labor and offers and encourages opportunities for service.
- (8) Practices and updates the plan regularly.
- (9) Develops and updates Parish communication network continually.
- (10) Develops and maintains recruitment strategies and training procedures for volunteers.
- (11) Determines whether Parish can provide pastoral care within existing facilities and whether facilities can be expanded to provide care in the future. Determines, for Pastoral Care Providers, the following:
 - (i) Identifies space and equipment that will be needed and how they will be acquired.
 - (ii) Collects educational and spiritual care materials and distributes those that might be helpful for others to use in their own preparation for response.
 - (iii) Develops communication network and guidelines.
 - (iv) Develops a network with other local ecumenical groups and agencies.
- (12) Maintains a First Aid kit in the Parish and makes the kit's location known to parishioners.

RESPONSE – When a situation comes to the attention of the DPRC:

- (1) The DPRC decides whether and how to handle the situation.
- (2) The DPRC decides whether to become involved in the rescue, relief or recovery stages.
- (3) If the DPRC needs assistance, it can contact such resources as (Name the local ministerium or ecumenical group and List Contact Info), local Red Cross (List Contact Info), Salvation Army (List Contact Info), other community agencies

(List, with Contact Info), the DRC, other Parish resources.

(4) The DPRC can provide a family advocate to help the individual, family or Parish group plan for recovery and link with recovery resources.

(5) The DPRC and PERT can volunteer labor or guidance in rebuilding.

(6) The DPRC and PERT can collect needed items, conduct fundraising and provide other supportive services.

EVALUATION – During any response, the DPRC evaluates the effectiveness of the mitigation and response and adjusts its plan accordingly. It should report the results of its evaluation to the Vestry.

A disaster that affects the Parish or the Local Area around the Parish:

MITIGATION – The DPRC:

(1) Develops and maintains a relationship with local emergency management personnel.

(2) Develops models for Parish preparedness and encourages and trains Parish leaders to react to various types of disasters.

(3) Conducts emergency drills during various Parish activities.

(4) Tracks and updates information about local resources.

(5) Practices and updates the plan regularly.

(6) Communicates the preparedness plan to the Parish, Parish organizations and Parish leaders.

(7) Develops and updates Parish communication network continually.

(8) Develops and maintains recruitment strategies and training procedures for volunteers.

(9) Determines whether Parish can provide pastoral care within existing facilities and whether facilities can be expanded to provide care in the future. Determines, for Pastoral Care Providers, the following:

(i) Identifies space and equipment that will be needed and how they will be acquired.

(ii) Collects educational and spiritual care materials and distributes those that might be helpful for others to use in their own preparation for response.

(iii) Develops communication network and guidelines.

(iv) Develops a network with other local ecumenical groups and agencies.

(10) Maintains a First Aid kit in the Parish and makes the kit's location known to parishioners.

(11) Obtains and maintains Parish emergency supplies within the church buildings and publicizes their location to parishioners.

(12) Ascertains banking, insurance, computer technology, and records back-up systems exist and who has access to these vital documents. Makes sure that an off-site person can access them.

RESPONSE – There are two main types of situations:

Type A – Has a major impact on Parish property (e.g. fire, flood, crime on premises damages or destroys church property, explosion, ice storm, act of terrorism)

Type B – Has a major impact on the Parish's property AND on the lives of parishioners (e.g., major crime, major accident on Parish property which harms people, death of serving priest or Parish employee, shooting, hostage situation, prolonged utility outage).

Note: Situations might or might not be beyond the resources of the local Parish and local response agencies.

When a situation comes to the attention of the DPRC, an evaluation of the situation takes place immediately and the DPRC decides whether and how to handle the situation.

- (1) The DPRC notifies the DRC.
- (2) The DRC may notify other parishes within the convocation or locale.
- (3) The DRC may assist with:
 - (i) Pastoral care.
 - (ii) Parish leadership.
 - (iii) Legal issues.
 - (iv) Emergency funding.
- (4) The DPRC seeks and coordinates Parish resources with services of local emergency agencies and personnel.
- (5) Encourages rector to hold or participate in community-wide healing services.

EVALUATION – During a response stage, the DPRC should evaluate and adapt its assistance measures for maximum effectiveness. The DPRC should communicate its evaluation results to each participating entity.

A disaster that affects an area outside the Parish community or the local area around the Parish (e.g., Hurricane Katrina):

MITIGATION – The DPRC:

- (1) Develops and maintains participation forms and data base of volunteer information for activation.
- (2) Develops models for Parish preparedness plans and encourages and trains leaders to react to various types of disasters.
- (3) Develops and maintains recruitment strategies and training procedures for volunteers.
- (4) Determines whether Parish can provide pastoral care within existing facilities and whether facilities can be expanded to provide care in the future. Determines, for Pastoral Care Providers, the following:
 - (i) Identifies space and equipment that will be needed and how they will be acquired.
 - (ii) Collects educational and spiritual care materials and distributes those that might be helpful for others to use in their own preparation for response.
 - (iii) Develops communication network and guidelines.

- (iv) Develops a network with other local ecumenical groups and agencies.
- (5) Maintains an inventory of tools and specialized vehicles that can be taken to the affected area by volunteer work crews, including a First Aid kit.

RESPONSE –

- (1) The DRC advises Parish DPRCs of a disaster situation.
- (2) DPRC decides whether and how to respond.

PARISH EMERGENCY RESPONSE TEAM

The PERT has the following duties:

- (1) Assists the Rector, PEC and DPRC in all matters relating to emergency preparedness and response.
- (2) Maintains emergency preparedness and response training through Red Cross, Habitat for Humanity, PEMA, FEMA.gov (training and education drop-down box), emergency response drills and missions.
- (3) Is prepared to participate in emergency situations locally and abroad.
- (4) Encourages parishioners to maintain disaster preparedness and to study www.ready.gov and www.FEMA.gov .

EMERGENCY SUPPLIES; FAMILY and INDIVIDUAL PREPAREDNESS

The Basic Emergency Supply Kit should contain at least a three-day supply of the following:

- Water, one gallon per person (and pet) per day
- Non-perishable, unexpired food
- Manual can opener
- Pocket knife
- Matches in waterproof container
- Flashlight(s)
- Battery-powered or hand crank radio and a NOAA (National Oceanic & Atmospheric Association) Weather Radio
- BATTERIES (lots!) for both
- First aid kit
- Fire extinguisher
- Whistle to signal for help
- Dust mask
- Plastic sheeting & duct tape
- Disinfectant, Lysol, Purell – Household chlorine bleach disinfects water at a 16/drops:1/gallon water-to-bleach ratio, and disinfects wounds & surfaces at a 9/drops:1/drop ratio

Moist towelettes, garbage bags & plastic ties for sanitation
Wrench or pliers to turn off utilities
Small shovel or trowel
Local maps
Paper & working pen
Diocesan & Parish Emergency Preparedness Plans – For Diocesan Center,
Parishes & institutions; optional for individual homes
Parish directory, telephone book
Sacramental elements, Bible, prayer book & hymnal

Additional supplies, if applicable:

Prescription medications & eyeglasses
Infant formula & diapers
Pet food & medications
Important documents, especially insurance policies, bank account records, and
personal identification – all in a waterproof container
Cash, including change
First aid book, emergency reference manual, copy of www.ready.gov
Sleeping bag or warm blanket for each person anticipated to need the shelter area
Change of clothing – long sleeved shirt, long pants, sturdy shoes & socks
Jacket
Mess kits in sufficient number, or paper/plastic utensils
Small camp stove with non-electrical, non-kerosene fuel source
Paper towels
Personal hygiene items, including feminine products
Books, games, puzzles to occupy children & others

These supplies are kept in a labeled plastic air and water-tight container in the basement of the church. Its exact location is known to all who have responsible duties in the Parish. It is not to be moved from this location under any circumstances unless the DPRC chairman is notified.

Readiness Web sites are www.ready.gov and www.FEMA.gov.

TIME-PHASED INSTRUCTIONS for PARISH

Emergency drills will be held periodically in the Parish during various Parish activities. Some will be announced, and some will not.

Vital Records – All vital documents of the Parish are up-to-date and have an offsite backup which is easily accessible from an auxiliary work site. Knowledge of how to access this is done on a need-to-know basis. The Rector, Secretary to the Rector, Senior Warden and Junior Warden know how to access this information.

Bank Accounts – Knowledge of how to access the bank accounts of the Diocese is done on a need-to-know basis. The Parish Treasurer, Auditor, Senior Warden and Junior Warden know how to access this information.

Insurance – Insurance policies are up-to-date and all necessary policies are in effect. A written and photographic inventory is kept offsite. The Rector, Secretary to the Rector, Senior Warden and Junior Warden know how to access this information.

Delegation of Authority – Any absence of the Rector due to sudden death, kidnapping or a hostage situation will be reported to Bishop Baxter immediately by the Senior or Junior Warden.

Alternate Work Site – Three alternative work sites have been approved:

Plan A – The Rectory (Contact Info & Location)

Plan B – (The church of the convenor of the convocation; Contact Info & Location)

Plan C – The Diocesan Center (717-236-5959, 101 Pine St, Harrisburg) or, for churches in Northern Tier and West Branch, Christ Church, Williamsport (570- 322-8160; 426 Mulberry St, Williamsport)

If the alternative work site must be used for more than one week and requires a move, housing for the Rector will be rented. The Parish Budget should reflect this contingency.

Computers – There is a backup system for the Parish computers. All programs are accessible from an alternative work site. Knowledge of how to access this is done on a need-to-know basis. The Rector, Secretary to the Rector, Senior Warden and Junior Warden know how to access this information.

MISSIONS: ORIENTATIONS and AFTER-ACTION PROGRAMS

Before a new mission, the DPRC will hold a well-publicized orientation for all who intend to participate in the mission. Speakers who have experienced similar missions or who have surveyed the upcoming mission situs will speak, and information and expectations will be shared. A question and answer period will be standard for each orientation.

After each mission, a debriefing program will occur. It will be led by a clergy person and attended by all participants in the mission. Concerns, lessons learned, and suggestions for improvement will be reported to and discussed by the DPRC, which will implement improvements for future missions and, if necessary, make revisions to the Parish EPP to insure best practices. If any missioner experiences emotional difficulty in the after-action phase, Bob Colman (see: DRC, assignments, in the Diocesan EPP) will intervene.

MAINTENANCE of PLAN

The DPRC will review the Parish EPP at least once annually, each March, and make revisions that may be necessary. Revisions may be made more frequently if needed. Revisions shall be communicated to the Parish via the monthly newsletter.

PART III
ACTION PLANS

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EMERGENCY TELEPHONE NUMBERS

An emergency is any situation – actual or imminent – that endangers the safety and lives of persons or the security of property.

For assistance in a medical or safety emergency, call **911** or the local emergency telephone numbers listed below. When you call:

- Identify yourself and the specific location and nature of the emergency. Give the street address. Tell what has happened. Be concise and factual.
- Relate known or suspected injuries or fatalities. Identify immediate help needed.
- Stay on the phone until the operator advises you to hang up.
- If appropriate, notify individuals on your location’s emergency help list.

Local Emergency Telephone Numbers:

Ambulance _____	Rape/ Victim Services _____
Fire _____	Rescue _____
Gas Leaks _____	Doctor _____
Poison Center _____	Local Civil Defense _____
Police (emergency) _____	Local Weather Line _____
Police (non-emergency) _____	Municipal Emergency Coordinator _____
Electrical Utility _____	County Emergency Coordinator _____
Water Company _____	

Diocesan/Parish Emergency Contacts:

Diocesan Emergency Coordinator – Bill Rohm 717-994-5252

Person Trained in Man-Made Emergency Situations _____

Person Trained in Natural Emergency Situations _____

Media Contact Person _____

Bishop/Rector _____

Canon to the Ordinary _____

President of the Standing Committee: _____

Property & Grounds _____

Senior Warden _____

Junior Warden _____

ECW President _____

Altar Guild President _____

Convocation Convenor _____

DRC Chairman – Jo Mitchell 717-856-6644

DPRC Members _____

Other _____

SPECIAL NOTE: MEDIA COMMUNICATIONS

In cases of emergency situations directly impacting and affecting the Diocese or one of its Parishes whether natural or man-made, the following person is authorized to speak to the media about the event:

Diocese – Jo Mitchell 717-238-6590 (H), 717-783-8108 (W), jmitchell@palrb.us

Parish –

No one else may speak to the media.

In cases of missions sent under the authority of the Diocese or a Parish to aid in disaster-stricken areas, publicity is welcome but should be cleared through the above person.

FIRE

PREPAREDNESS

Evaluate your building:

- Type of construction
- Heating system
- Fire exits
- Evacuation routes
- Elevators
- Smoke barrier system (e.g., fire doors, utility chases)
- Detection systems (e.g., smoke, heat, flame, carbon monoxide, local or central station system)

Know the location of fire emergency resources in your area:

- Fire alarm pull stations
- Fire extinguishers
- Sprinkler system
- Emergency lighting
- Detection devices

A fire evacuation diagram for each building should be developed containing all of the above items. This diagram should be posted throughout the building in visibly prominent locations.

Know your occupants:

- Pre-school
- Sunday School
- Day care
- Nursery
- Any outside organizations who utilize your facility
- When the facility is at its greatest occupancy

EMERGENCY ACTIONS

If a fire occurs, or you detect smoke or a burning odor:

- Pull the closest fire alarm to initiate building evacuation
- Call 911 and report:
 - Your name and the phone number you are calling from
 - The location of the fire (address and building)
 - The suspected cause and current status of fire
- DO NOT use elevators

- Exit building using closest usable evacuation route
- After all individuals have been cleared from the area, close all doors to the immediate area of the fire to help isolate smoke and fire
- Use the proper fire extinguisher to fight the fire if there is no danger to yourself
- Follow all instructions from the fire department and police
- Assemble outside the facility in (Insert pre-designated gathering area)
- Account for all individuals once assembled in pre-designated area
- DO NOT go back into the building unless and until the all-clear is given by the fire department

FIRE DRILLS

- Conduct fire drills regularly at periodic intervals
- Identify opportunities for improvement of current fire evacuation plan
- Conduct drills for staff to put plan into action

ITEMS TO EVALUATE

- Transmission of alarm
- Preparation for building evacuation
- Overall following of written fire evacuation plan

MEDICAL EMERGENCY

PREPAREDNESS

- First Aid Kit location is known to Diocesan/Parish personnel
- Names and contact info of staff/parishioners qualified to provide medical help, First Aid and CPR

EMERGENCY ACTIONS

- Determine nature of medical emergency.
- If help is needed beyond the First Aid Kit, call out loud for a doctor, nurse or person who is trained to administer first aid and CPR. If none is present, or if they feel greater help is needed, call emergency responder at 911.
- Alert any necessary individuals at the location that an emergency is occurring
- Alert appropriate individual who has access to personal files for emergency medical instructions (e.g., diabetic) and designated individual to contact in case of emergency
- Alert appropriate person at church to call family member or friend who is to be called in case of emergency
- Make sure someone is outside the church to direct emergency vehicle and personnel

Calls to 911

- Identify yourself, your location (give address and phone number) and the nature of the emergency
- Describe the situation
 - What has happened
 - Types of injuries or health condition
 - Help needed
- Stay on the phone to get and give information until operator says it is okay to hang up

SEVERE WEATHER

GENERAL RULES

- If worship services or meetings have to be cancelled or the office will be closed because of severe adverse weather, put communications steps into effect:
 - Notice of closings during office hours will be given by (Insert Name)
 - Notice of cancellation of regular worship services or special activities will be given by (Insert Name)
 - Change answering machine message to reflect cancellations and to list emergency phone numbers
 - Alert media to list cancellations
 - Activate Parish calling lists
 - To see if elderly and homebound need assistance
 - To spread word about specific cancellations
- Shelter area in Diocesan Center/Parish or home
 - Best areas:
 - Basement
 - Inside walls on opposite side of building from approaching storm
 - Restrooms without windows
 - Interior hallway on lowest or ground floor (no windows; doors secured)
 - Areas to avoid
 - Lobbies
 - Walkways
 - Atriums
 - End rooms in one-story buildings
 - Rooms with large glass areas
 - Hallways that could become “wind tunnels”
 - Make sure it is stocked with emergency supplies (see: EMERGENCY SUPPLIES, this Part)
 - Make sure employees and parishioners know where the shelter area is located and how to access it

BLIZZARDS

- Monitor approaching winter storm conditions such as freezing rain, sleet, heavy snow, sustained high winds, wind-chill conditions
- Ensure that employees are aware of cold weather safety rules and understand policy for operating or closing under adverse weather conditions
- Secure doors and windows

- Monitor falling trees and their impact

FLOODS

- In heavy rains, be aware of the possibility of flash floods. If you see a possibility of a flash flood, whether you are in a vehicle or are a pedestrian, move immediately to high ground and a safer location
- Never underestimate the force and speed of flood waters
- Monitor reports on flood conditions. If advised to evacuate:
 - Secure the evacuated building
 - Lock the doors and windows
 - Leave calmly and immediately

LIGHTNING

- When a thunderstorm threatens, go inside immediately for protection
- While indoors, stay away from windows, water, sinks, faucets and phones
- If you are in a hard-topped car, stay there
- If outside, stay away from any object that could act as a natural lightning rod, such as a tall tree in an open area; stay clear of open fields, open water or small isolated sheds. If you are caught outside in the open, crouch low to the ground, but do not lie flat on the ground
- Get away from fences and metal objects

SEVERE THUNDERSTORMS and TORNADOES

- Use your location's weather alert radio or television weather channel to monitor the approach and severity of the weather event
- "Tornado Watch" means weather conditions are favorable for the formation of tornadoes
- "Tornado Warning" means at least one tornado has been spotted in the area
- If the Weather Service issues a severe thunderstorm or tornado warning for your immediate area, warn all individuals you can
- Close all doors; stay away from windows
- Parish personnel should move to the pre-planned shelter area where emergency supplies are available
- A flashlight and battery-powered radio should be kept in a location near the work station so it is readily available to help get to the shelter
- Remain in the shelter until an all-clear is given
- Gather employees when the emergency is past to make sure everyone is safe
- Discourage employees from leaving the church as severe weather approaches
- DO NOT attempt to outrun a tornado or move out of its path. The path of a tornado is very unpredictable. If in a car, get out and lie flat in the nearest ditch or ravine, face down with hands over the back of your head.

BOMB THREAT

If you receive a bomb threat, be calm and courteous. Listen. Do not interrupt. If possible, contact (Insert Name & Contact Info) the person at your facility who is trained to deal with these situations. Use this form to record information.

Exact Words of Caller _____

Ask these Questions:

- (1) When is the bomb going to explode? _____
- (2) Where is the bomb right now? _____
- (3) What kind of bomb is it? _____
- (4) What does it look like? _____
- (5) Where are you calling from? _____
- (6) Who are you? _____

Listen to Caller's Voice. Note which of the following are accurate:

- | | | |
|--|---|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Female | <input type="checkbox"/> Foul | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Adult | <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Juvenile | <input type="checkbox"/> Angry | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Well | <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> - | <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> spok | <input type="checkbox"/> High | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> en | <input type="checkbox"/> Taped | <input type="checkbox"/> Unusual Breathing |
| | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Message Read |
| <input type="checkbox"/> Irrational | | <input type="checkbox"/> Familiar Voice |
| <input type="checkbox"/> Speech Impediment | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Deep | | |
| <input type="checkbox"/> Disguised | | |

If voice is familiar, whom does it sound like? _____

Did the caller indicate knowledge of your facility? (Circle one) YES NO

If yes, explain _____

Listen for Background Sounds. Note which of the following are accurate:

- | | | |
|--|--|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Public Address |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Voices | <input type="checkbox"/> System |
| <input type="checkbox"/> Dishes | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> Factory Noises |
| <input type="checkbox"/> | | |

Other _____

Call 911 immediately after the caller hangs up. Evacuate the building. Take this form with you.

Your name _____ Phone # _____

Date Received _____ Time Received _____ Time Ended _____

KIDNAPPING/HOSTAGE TAKING

If you receive a call from someone claiming to have kidnapped an individual or taken a hostage, be calm and courteous. Listen. Do not interrupt. If possible, contact (Insert Name & Contact Info) the person at your facility who has been trained to deal with these situations. Use this form to record information.

Exact Words of Caller _____

Ask these Questions:

- (1) Who has been kidnapped/ taken hostage? _____
- (2) Is the person safe and unharmed? _____
- (3) What are your demands? _____
- (4) When will the person be released? _____
- (5) Where/ can we reach you? _____
- (6) Who are you? _____

Listen to Caller's Voice. Note which of the following are accurate:

- | | | |
|--|---|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Female | <input type="checkbox"/> Foul | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Adult | <input type="checkbox"/> Calm | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Juvenile | <input type="checkbox"/> Angry | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Excited | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Well | <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> - | <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> spok | <input type="checkbox"/> High | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> en | <input type="checkbox"/> Taped | <input type="checkbox"/> Unusual Breathing |
| | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Message Read |
| <input type="checkbox"/> Irrational | | <input type="checkbox"/> Familiar Voice |
| <input type="checkbox"/> Speech Impediment | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Deep | | |
| <input type="checkbox"/> Disguised | | |

If voice is familiar, whom does it sound like? _____

Did the caller indicate knowledge of your facility? (Circle one) YES NO

If yes, explain _____

Listen for Background Sounds. Note which of the following are accurate:

- | | | |
|--|--|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Dishes | <input type="checkbox"/> Voices |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Motor | <input type="checkbox"/> Aircraft |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Public Address System | <input type="checkbox"/> Static | <input type="checkbox"/> Factory Noises |
| <input type="checkbox"/> Quiet | | |
| <input type="checkbox"/> Music | | |
| <input type="checkbox"/> | | |

Other _____

Call 911 immediately after the caller hangs up.

If you receive a ransom note, minimize handling of the note until it can be given to the authorities. Call authorities and designated Parish personnel.

Your name _____ Phone # _____

Date Received _____ Time Received _____ Time Ended _____

MENACING PERSON / WEAPONS THREAT

If there is a potentially dangerous person in your area:

- Call 911 immediately.
- If you can talk with the 911 dispatcher directly, do so.
 - Give your address and the nature of the situation
 - Give as much requested information as possible
- If you cannot talk with the 911 dispatcher directly without endangering yourself, lay the phone on your desk and speak in a calm but distinct voice giving as much information as possible to the 911 dispatcher (e.g., Are you lost? This is 8 E. Keller St, Mechanicsburg, St. Luke's Church. May I help you? Do you really need that gun? Is it loaded? etc)
- Remain calm and cooperative with the person. Make no sudden moves.
- If possible, contact (Insert Name & Contact Info) the person in your facility who is trained to deal with these situations
- If it is safe to do so, leave the area
- If the threat is outside the building, lock the doors and windows immediately, beginning with the access point closest to the threat

HARASSING/ OBSCENE TELEPHONE CALLS

If you receive harassing calls, the best way to handle the situation is to hang up immediately without saying anything to the caller. If the caller receives no response, he/she will usually stop calling.

If the calls are threatening in any way, immediately contact (Insert Name & Contact Info) who is trained to deal with these situations. Provide (Insert Name) with the following information:

- Your name, telephone number and location
- Date and time of harassing calls (keep a log)
- Content of the calls
- Any harassing or obscene calls that were left on your voice mailbox. Do not erase these as they can be used for evidence

Sometimes callers become abusive. If all customer relations skills do not cause the caller to alter this behavior:

- Display empathy for the caller's predicament
- Remain calm and reasonable
- Forewarn the caller that unless the abusive language is discontinued, you will hang up
- Terminate the call if that becomes necessary
- Report the call and caller's name to your superior

SATURDAY EMERGENCIES

If an emergency befalls a Parish on a Saturday that will affect services the next day (e.g., power outage, fire, etc.), the DPRC will convene upon notice by the rector, PEC, DPRC chairman, or other responsible parishioner to determine where and when services will be held on Sunday. Notification to parishioners will be made via television and radio public announcements and by telephone calls to the Altar Guild chairman, acolytes, LEMs, lay readers, ushers, LEVs, Choir director, organist, and all others who will help with Sunday worship services.

Telephone numbers:

- Local television station(s) _____
- Local radio station(s) _____
- Altar Guild chairman _____
- Acolyte director _____
- Choir director _____
- Organist _____
- Sunday School director _____
- LEM director _____
- Lay readers director _____
- LEV director _____
- Ushers chairman _____
- Greeters chairman _____
- Coffee hour chairman _____
- Flower Guild chairman _____
- Others _____

**EMERGENCY SUPPLIES;
FAMILY and INDIVIDUAL PREPAREDNESS**

The Basic Emergency Supply Kit for the Diocesan Center, Parishes, institutions of the Diocese, and individual homes and should contain at least a three-day supply of the following:

Water, one gallon per person (and pet) per day
Non-perishable, unexpired food
Manual can opener
Pocket knife
Matches in waterproof container
Flashlight(s)
Battery-powered or hand crank radio and a NOAA (National Oceanic & Atmospheric Association) Weather Radio
BATTERIES (lots!) for both
First aid kit
Fire extinguisher
Whistle to signal for help
Dust mask
Plastic sheeting & duct tape
Disinfectant, Lysol, Purell – Household chlorine bleach disinfects water at a 16/drops:1/gallon water-to-bleach ratio, and disinfects wounds & surfaces at a 9/drops:1/drop ratio
Moist towelettes, garbage bags & plastic ties for sanitation
Wrench or pliers to turn off utilities
Small shovel or trowel
Local maps
Paper & working pen
Diocesan & Parish Emergency Preparedness Plans – for Diocesan Center, Parishes & institutions of the Dioces; optional for individual homes
Parish directory, telephone book
Sacramental elements, Bible, prayer book & hymnal

Additional supplies, if applicable:

Prescription medications & eyeglasses
Infant formula & diapers
Pet food & medications

- Important documents, especially insurance policies, bank account records, and personal identification – all in a waterproof container
- Cash, including change
- First aid book, emergency reference manual, copy of www.ready.gov
- Sleeping bag or warm blanket for each person anticipated to need the shelter area
- Change of clothing – long sleeved shirt, long pants, sturdy shoes & socks
- Jacket
- Mess kits in sufficient number, or paper/plastic utensils
- Small camp stove with non-electrical, non-kerosene fuel source
- Paper towels
- Personal hygiene items, including feminine products
- Books, games, puzzles to occupy children & others

These supplies are kept in a labeled plastic air and water-tight container in the basement shelter area.

Readiness Web sites are www.ready.gov and www.FEMA.gov .

INVENTORY
Primary Building Statistics

- (1) Year constructed _____
- (2) Year of latest structural renovation _____
- (3) Blueprint location _____
- (4) Blueprint checklist:
 - Electrical Structural Plumbing lines
 - Dimensions HVAC Renovations
- (5) Building specs:
 - Number of floors _____ Square footage per floor _____ Total sq ft _____
- (6) Elevator:
 - Number of elevators _____ Manual override _____
- (7) Stair wells:
 - Number of stair wells _____ Number with alarms _____
 - Inside _____ Outside _____ Vented _____
 - Emergency Lighting _____
- (8) Entrances:
 - Number of Entrances _____ Alarm system _____
 - Loading docks _____ (size) _____
 - Overhead doors _____ (size) _____
 - Walk through doors _____ (size) _____
- (9) Building uses:
 - Offices Distribution center Sales
 - Classrooms Worship Storage
 - Cold storage (w/ power backup) Mail
 - Meetings Social gatherings Fundraising
 - Missions Medical facility Theater
 - Manufacturing Professional resources Apartments
 - Food service
- (10) Standard office hours:
 - Days _____
 - Normal hours _____
- (11) After hours use:
 - Days _____
 - Hours in use _____
- (12) Worship services:

Days

Hours in use

(13) Type of heating system

- Electric Steam Oil
- Forced air Gas/radiator Central system
- Localized system Individual system No. of zones

(14) Hot water heaters:

Number of tanks _____ Location(s) _____

(15) Plumbing:

Per floor, number of restrooms _____ Location _____

Per floor, number of drinking fountains _____ Location _____

Number of water closets _____

Sprinkler system shut off location _____

Water main shut off location _____

Water/ Sewer Public Well Other _____

(16) Fire protection:

- Halon Sprinkler Dry system
- Fire extinguishers (locations _____)

(17) Hazardous materials on structural surfaces:

- Asbestos Blown Asbestos tile None
- Asbestos pipe wrap Other _____

(18) Hazardous material stored on site:

Are hazardous materials stored on site? (circle one) YES NO

Are they registered with proper authorities? (circle one) YES NO

List location and specific types of materials stored –

(19) Electrical:

Distribution location _____

Building service capacity _____

Service capacity per floor _____

Breaker panel location _____

Number of 20 AMP circuits per floor _____

Number of 15 Amp circuits per floor _____

Is there a generator on site? _____ Hours of power _____ Person

designated to operate it _____ Contact info _____

(20) Emergency lighting:

How long will it stay lit during a power outage? _____ hours

(21) Building construction:

Structure –

% metal frame ____; % wood frame ____; % concrete/ reinforced ____; % other ____

Roof –

% roof buildup ____; % high ribbed metal ____; % single ply membrane ____; % other ____

Walls –

% metal stud/drywall ____; % partitions ____; % wood stud/drywall ____; % other ____

Floors –

% carpeted ____; % vinyl tile ____; % marble/stone ____; % wood ____;

% concrete ____; % other ____ (specify) ____

Roof deck –

% concrete ____; % steel ____; % other ____ (specify) ____

(22) Are there any special walls or floors in the building?

() Special paints/ surfaces () Drop ceiling () Vaulted ceiling

() Ceilings over 20' () Raised floor

Explain use and value _____

(23) Priority areas:

List in priority order those areas that are most crucial to the operation of this facility:

(24) List building supervisor and contact info:

(25) List all persons who have access to secured areas of building:

(26) Special inventory:

Antiques: Item, Location, \$ Value, Person Responsible for Care, Insurance Carrier –

Valuable Collectibles: Item, Location, \$ Value, Person Responsible for Care, Insurance Carrier –

Valuable Documents, Books and Records: Item, Location, \$ Value, Person Responsible for Care, Insurance Carrier –

Who is responsible for restoration of damaged documents, books and records? Of providing a damage assessment? Where will restoration take place? Is special mechanical equipment required? Is confidentiality an issue? How will confidentiality be maintained?

Electronics/ Audio Visual Equipment: Name & Nature of Item, Location, \$ Value, Person Responsible for Care, Insurance Carrier –

Is all software backed up in a secure, fire proof location? Is any of the equipment leased? Is there a service maintenance contract on any pieces? If equipment is damaged, what is the contingency plan?

Buildings & Grounds: Item, Location, \$ Value, Person Responsible for Care, Insurance Carrier –

BUILDING CONTRACTORS

(1) General contractor: _____
Contact person _____
Phone number _____
Emergency phone _____

(2) Phone emergency service: _____
Contact person _____
Phone number _____
Emergency phone _____

(3) Sprinkler service: _____
Contact person _____
Phone number _____
Emergency phone _____

(4) Computer maintenance: _____
Contact person _____
Phone number _____
Emergency phone _____

(5) Elevator maintenance: _____
Contact person _____
Phone number _____
Emergency phone _____

(6) Generator rental: _____
Contact person _____
Phone number _____
Emergency phone _____

(7) Electrical contractor: _____
Contact person _____
Phone number _____

Emergency phone _____

(8) Plumber: _____

Contact person _____

Phone number _____

Emergency phone _____

(9) Glass company: _____

Contact person _____

Phone number _____

Emergency phone _____

(10) Snow removal: _____

Contact person _____

Phone number _____

Emergency phone _____

(11) Emergency board-up: _____

Contact person _____

Phone number _____

Emergency phone _____

(12) Window cleaning company: _____

Contact person _____

Phone number _____

Emergency phone _____

(13) Environmental hauling company: _____

Contact person _____

Phone number _____

Emergency phone _____

(14) HVAC contractor: _____

Contact person _____

Phone number _____

Emergency phone _____

(15) Building insurance carrier: _____

Contact person _____

Phone number _____

Emergency phone _____

(16) Worker's compensation insurance carrier: _____

Contact person _____

Phone number _____

Emergency phone _____

EMERGENCY EVACUATION DIAGRAM

(Insert your evacuation routes – from various events and locations in the building)

**ALL THINGS COME OF THEE, O LORD, AND OF THINE OWN WE HAVE GIVEN
THEE**