



SEVERE WEATHER EMERGENCY PREPAREDNESS ASSESSMENT

Whether it's severe winter storms, lightning, wind, tornadoes or floods, the safety of your organization depends on the steps you've taken before harsh weather strikes. Preparing for severe weather events can help minimize injury and loss to both humans and physical property.

Use this assessment to help find out how prepared you are for severe weather.

Are you and your facility prepared for severe weather?

-  Plan Preparedness
-  Leadership and Staff Preparedness
-  Facility Preparedness
-  Communication
-  Building Evacuation Plan
-  Community Evacuation Plan
-  Shelter-in-Place Plan
-  Plan Practice, Evaluation and Updates
-  Continuity of Operations



How prepared is your organization for severe weather?

Rate each of these points of preparedness using the following scale:

- Done/done consistently
- Needs improvement or not consistently done
- Item is not done or never done



Plan Preparedness

- We identified the kinds of emergencies and disasters that might happen in our community.
- We determined the role our organization will play in an emergency or disaster.
- We identified the resources necessary for our organization to adequately prepare for a severe weather emergency or disaster.
- We have developed a Severe Weather Emergency Preparedness Plan.
- Our Severe Weather Emergency Preparedness Plan includes defined roles and responsibilities within the National Incident Management System (NIMS) Incident Command System (ICS) framework.
- Our Severe Weather Emergency Preparedness Plan has been reviewed with the local emergency management office and first responder agencies such as the fire and police departments.



Leadership and Staff Preparedness

- Taking skills, knowledge and ability into account, we determined who will have assigned roles within the Severe Weather Emergency Preparedness and Response Plan.
- Organizational leadership provides ongoing Emergency Preparedness training to staff and volunteers at least annually and upon hire.
- Training on the Emergency Preparedness and Response Plan addresses NIMS and ICS.
- We cross-train staff and volunteers to maintain essential functions.
- We have personnel trained in first aid.



Facility Preparedness

- We complete a facility assessment regularly that includes a review of electrical, plumbing and water systems and the structural integrity of our building(s).
- Routine facility maintenance is completed on a scheduled basis.
- Gas and water shut-off valves are clearly marked, and appropriate personnel have received instruction on how to shut them off.
- All information technology equipment and furniture has been assessed and inventoried, including noting their condition.
- Records, insurance policies, recent blueprints and other documents are stored in a safe place with back-up copies off-site.
- High value items have safe and protected storage.
- Emergency lighting is installed and regularly tested in case of a power outage during an emergency.
- Keys exist for all doors and buildings and are available to approved personnel.
- A battery-operated radio is available (along with fresh batteries) and is inspected and tested regularly.
- Location of all breaker switches or fuse boxes are known.
- All breakers are clearly identified as to what they control.
- All switches and outlet boxes are covered.
- All electrical units are grounded.
- A process is in place to verify that first aid supplies are fully stocked and restocked as needed.
- A supply of emergency water and food is maintained.
- First responder agencies know the different areas of our facility to enable them quick access.

How prepared is your organization for severe weather? (continued)

Rate each of these points of preparedness using the following scale:



Communication

- Our Severe Weather Emergency Preparedness Plan includes a communication plan.
- A list of critical information that must be communicated to first responders is included in the communication plan.
- Within the communication plan we have identified a spokesperson (and a backup) to be the primary contact for first responder personnel.
- Our emergency phone number list is up to date and is posted throughout the facility.
- We have a means to communicate with first responders through all types of emergencies.
- Within our organization we have tools such as a public address system, radios and cell phones to communicate with staff, volunteers and visitors.
- Emergency information is provided to vendors, customers and visitors.
- Our organization has a method to account for all personnel and visitors.
- Essential information can be communicated to people who do not speak English.
- We have identified a spokesperson to address the public, media and our organization.
- Our organization spokesperson has received training in addressing the media.



Building Evacuation Plan

- An evacuation plan for each building has been developed that includes all areas and floors.
- Our organization has defined communication structures to convey evacuations (e.g. phone chain).

- Our building evacuation plan includes primary and secondary assembly areas where everyone will gather if an emergency requires evacuation during business hours.
- Our building evacuation plan includes procedures for helping persons with disabilities such as elevators, evacuation chairs, buddy systems, areas of refuge, signs, alarms and communication.
- We have established a clear chain of command along with designating those who have the authority to order and direct an evacuation.
- Our organization leadership, staff and volunteers have designated roles and responsibilities during a building evacuation.
- Emergency information such as checklists and evacuation maps have been provided to all personnel.
- Building evacuation maps and routes are posted in strategic locations.
- Evacuation routes and emergency exits are clearly marked and well lit.
- Evacuation routes and emergency exits are wide enough and unobstructed.

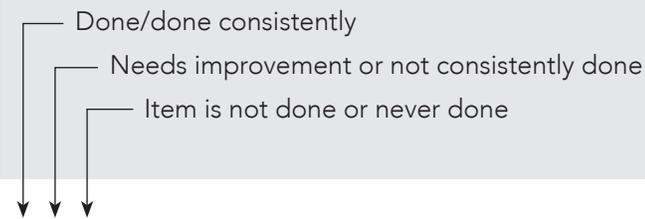


Community Evacuation Plan

- A community evacuation plan has been developed for our organization.
- Our organization has a means to immediately notify all present within the facility of the need to evacuate.
- Our community evacuation plan addresses what to do if an emergency requires evacuation during business hours.
- Our community evacuation plan includes procedures for helping persons with disabilities to a means of transport.
- Designated personnel have the authority to activate the community evacuation plan.
- Organization leadership, staff and volunteers have designated roles and responsibilities during a community evacuation.

How prepared is your organization for severe weather? (continued)

Rate each of these points of preparedness using the following scale:



Emergency information such as checklists and community evacuation routes have been provided to all personnel.

Our community evacuation plan addresses employees' transportation needs for communitywide evacuation.



Shelter-in-Place Plan

Our facility has a plan for sheltering in place.

Our organization has a means to immediately notify all present within the facility of the need to shelter in place.

Shelter areas are of adequate size to accommodate everyone should the facility be at capacity.

A plan exists for moving children, persons with disabilities and others in need of assistance to a shelter area.

Designated personnel have the authority to activate the shelter in place plan.

Organization leadership, staff and volunteers have designated roles and responsibilities when sheltering in place.

Emergency information such as checklists and shelter area locations have been provided to all personnel.

"Safe rooms" or shelter area locations are identified with signs throughout the facility.

"Safe rooms" or shelter areas are highlighted on the building evacuation maps that are posted.

Our organization has the means to sustain on its own for at least 72 hours without outside assistance.

Our shelter-in-place plan includes provisions for facility safety and security, food, water, medications, contact with first responders, public health, transportation, staff, lighting, temperature control, waste disposal and medical supplies.



Plan Practice, Evaluation and Updates

The Severe Weather Emergency Preparedness Plan training is provided during staff and volunteer orientation.

The Severe Weather Emergency Preparedness Plan is regularly practiced through training, drills, exercises and/or tests.

Training, drills, exercises and/or tests are evaluated to determine opportunities to improve.

The Severe Weather Emergency Preparedness Plan is evaluated annually as well as after each training class, exercise or drill.

The Severe Weather Emergency Preparedness Plan is evaluated and updated when personnel or facility changes are made.

Following each evaluation of the Severe Weather Emergency Preparedness Plan, noted deficiencies are immediately addressed.

The Severe Weather Emergency Preparedness Plan is updated with current transfer and transportation agreements that may be in place with vendors or other organizations.



Continuity of Operations

An operational risk assessment and/or vulnerability assessment has been completed.

A Business Continuity Plan (BCP) or Continuity of Operations Plan (COOP) has been developed.

The primary services and operations that will be maintained following an emergency have been determined.

A list has been developed of the critical material, staff and equipment necessary to maintain these services and operations.

We have made agreements with neighboring agencies or businesses to share resources in an emergency, to maintain operations, or to assist others in their continuity.

We have developed a process to take inventory of losses and determine damage post-emergency.

We review our insurance policies annually to ensure adequate coverage.

Financial arrangements have been determined that allow for organization accounts, payroll, online giving, etc., to be able to be accessed in the event of an emergency.

Your results



The number of items rated **Done/Done Consistently**



67 OR GREATER

Your organization is well prepared. Continue to fine tune your security program.

66 TO 55

Your organization has some security elements in place but there is opportunity to improve. Prioritize and complete items in the other columns.

54 OR LESS

Your organization's security program needs improvement. Action is needed to meet basic requirements.

Don't wait for a major incident to get your facility prepared for the worst. Church Mutual will help you identify your areas of greatest need and resources available to support your efforts.

Help is just a call or click away.

Our consultants are available by phone or email to discuss your questions and concerns.

Contact **Risk Control Central Today**

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