



# Plan Development:

Guidance, Templates, & Resources

# Getting Started

- Buy-in from Administration & Stakeholders
  - Keep everyone Updated
  - Living Document
- Determine your plan's Type and Function
  - Business functions
  - Services
  - Both
- Establish your Planning Team

# Planning Team

- Depends on Your Needs
  - Facilities, Security, Administration, Members of Congregation
- Purpose of the Planning Team
  - Provide Subject Knowledge / Prevent “Silo” Development
  - Establish Timeline
  - Achieve Buy-in
  - What to do After the Plan
    - Educate Staff
    - Conduct Training
    - Plan Maintenance

# Gather Your Resources

- Current Emergency Plans, Procedures, or Guidelines
- Internal/External Phone Rosters
- Actual Building Specifications from Architect or Engineer
- Maps
  - Exits
  - Fire Pulls
  - Evacuation Routes

# The Template

[Type the document title]

**Disclaimer:** This template by the City of Plano is provided as a community service and for general information purposes only. The City of Plano, its directors, employees, agents, officers or affiliates take no responsibility in negligence or contract or provide any warranty or representation to anyone that any plan review, advice, or look thereof, will reduce damage to person or property in a disaster situation. Any reliance upon the advice or information received as a part of the template provided will be at your own risk. You agree that it is your responsibility to consult with a disaster planning professional to evaluate your plan and to mitigate any damages or injury that may result in a disaster emergency. Disasters are by nature unpredictable and dangerous and you accept this fact and agree to hold harmless the City of Plano, its directors, employees, agents, officers and affiliates against any claims for loss alleged to result from reliance on any information or advice or look thereof in regards to the submitted evacuation plan. The City of Plano does not waive any governmental immunity by reviewing your evacuation plan.

**Planning Note:** This template includes highlighted areas which are used to quickly help identify items needed to be specifically written and formatted for your Faith Based Organization. Change, add, delete, and/or modify any part of this document to fill the specific needs of your organization. Remember if you have any questions or need technical guidance please contact your local Emergency Management Agency or other subject matter experts.

# In Yellow

- Please note the disclaimer
- Remember – this is your plan to be customized by you
- Planning notes are only there to guide the writer – not meant to be left in the final draft

**Planning Note:** "Planning Notes" are a helpful reminder on what is suggested to go into a specific area or a thinking point

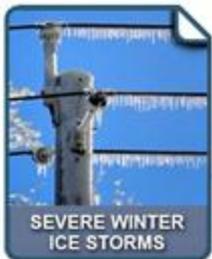
- "Intentionally Left Blank" is inserted to hold template format together for back and front printing

# Contents of the Plan

- Plan Approval & Implementation
- Record of Changes
- Plan Distribution
- Table of Contents
- Purpose
- Roles & Responsibilities
- Appendices
- Attachments
  - Emergency Contact List
  - Injury/Incident Report
  - Maps
  - Agreements

# Appendices

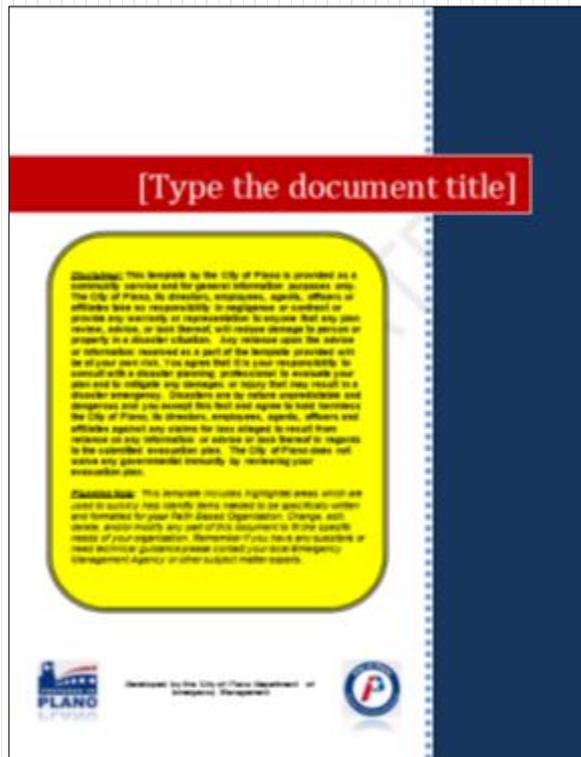
- Given as basic guidance – know your hazards
- Can add/delete any
- May all refer back to the same maps, policies, forms etc. at times, which is why you include them as separate attachments for reference



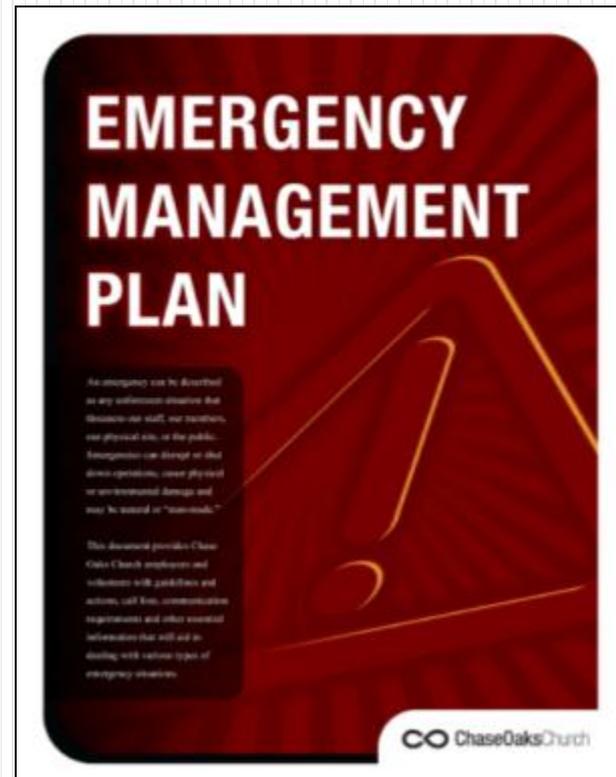
# Attachments

- Support everything prior
- Things referred to throughout the document
  - Emergency Contact List
  - Injury/Incident Report
  - Maps
  - Agreements
- Easier to change one attachment than every mention of the item
- May include checklists

# Before & After



- ❑ 16 Pages
- ❑ Generic



- ❑ 50 Pages
- ❑ Customized and Specific

# Resources

- Local Emergency Management Department
- Ready.gov
- readyrating.org
- Other Faith Based Organizations
- Online Search

Thank You!