Organizational Preparedness in 10 Easy Steps
Why Prepare as an Organization?

Emergencies **DO** happen and operations **CAN** be disrupted!
What Hazards Might Affect Us?

Natural Disasters
Tornados
Earthquakes
Floods
Fires
Winter Storms
What Hazards Might Affect Us?

- Utility Failure
- Power outages
- Heat/AC
- Water failure
What Hazards Might Affect Us?

Man-made Incidents
Active shooter
Arson
Cyber attacks
Terrorism
What Hazards Might Affect Us?

Public Health Emergencies
- Bioterrorism
- Pandemics
- Local Outbreaks
Step #1 – Form a Team

- Include decision makers
- Identify those with relevant experience or training
- Maintain manageable size for quicker decisions
- Assign responsibilities and meet regularly
Step #2 – Risk Assessment

- Identify potential hazards
- Assess degree of risk for each
- Prioritize based on vulnerability
Step #3 – Identify Concerns

- Liability for staff, volunteers, and clients
- Adequate insurance coverage
- Loss of records
- Physical security/safety
- Redundant communication
Step #4 – Set Goals & Objectives

- Overarching goals vs. short-term objectives
- Determine a clear course of action
- Keep things realistic and attainable
- Set a timeframe for plan completion (1st draft)
Step #5 – Design the Plan

• DON’T REINVENT THE WHEEL!
• Format appropriately
• Keep in mind digital and print copies
Step #6 – Write the Plan

- Balance between brevity and clarity
- Use active voice
- Use plain language when possible
- Allow for easy reference if referring to appendices or external sources
- “Heaviness is directly correlated to non-usage”
Step #7 – Get Plan Approved

- Determine who has authority to approve
- Include criteria for plan activation
- Identify who’s responsible for maintenance and training
- Schedule for review and evaluation
Step #8 – Inform Stakeholders

- Train internal staff (especially key positions)
- Post appropriate emergency procedures
- Inform external partners to allow for coordination
- Repetition is key!
Step #9 – Exercise the Plan

- Discussion-based → Operations-based
- Real-world situations
- Repetition is key!
Step #10 – Revise and Rewrite

- ALWAYS evaluate exercises and events
- Implement corrective actions
- Adjust plan accordingly
- Document revisions
Other Considerations

- Contact County Emergency Mgmt., Public Health, or SCCAD for assistance

- Find out how your agency can help others (planning and response)

- Remember your kit and information plan!
Emergency Kit

• Similar to individual preparedness, but on a larger scale

• Remember copies of the plan and other important items

• Transportation supplies (for agency vehicles)
Sources of Information

• Broadcast news and radio
• Battery-powered NOAA radio
• Social media outlets
• County, State, Federal partners, etc.
Questions?

For more information, please visit http://health.sccmo.org or call (636)-949-7400.

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