

Emergency Planning for Nonprofits



MOSES TAYLOR
FOUNDATION
Advancing Our Legacy of Health

SCRANTON AREA
Community FOUNDATION



1

Welcome



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Advancing Our Legacy of Health

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2

Logistics

- This webinar is being recorded.
- All participants are muted.
- Use Chat function for questions.



To: All panelists ▼
Your text can only be seen by panelists

- Downloadable documents

3

Emergency Planning for Nonprofits

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4

Emergency Planning for Nonprofits

What has been our Covid-19 experience?

What can we expect from Covid-19

Were we prepared for Covid-19?

What have we learned and what are we learning from
our Covid-19 experience?

How can we prepare for the next Covid-19?

5

Emergency Planning for Nonprofits

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6

Emergency Planning for Nonprofits

What has been our Covid-19 experience?

Were we prepared for Covid-19?

What have we learned and what are we learning from our Covid-19 experience?

How can we prepare for the next **emergency?**

7

Today's Objectives

- Understand basic concepts in emergency planning
- Understand how to use an Emergency Plan Template.

8

Communicate Responsibly

Several weeks ago, the New York City Department of Health and Mental Hygiene (DOHMH) issued the following information about Covid-19:

It is important that as we address this outbreak, we separate facts from fear, and guard against stigma. There are a lot of things on social media and in the news that are at best not rooted in science and at worst, offensive, demeaning and racist. We need to encourage everyone to keep their attention on the facts.

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13

Why Plan?

- How will you change the way you deliver services when a third of your staff cannot work because they are ill or caring for ill family members?
- What changes will you need to make to reduce the spread of infection?

14

What if...?

A blizzard is forecast for two days from now. It will put 24+ inches of snow on the ground, and then be followed by an ice storm that will make snow removal a problem for many days.

15

What if...?

- What do you know now about what this will do to your services?
- Do your staff and clients know what you expect of them in this situation?
- If the emergency prevents you from providing contracted services, how will that impact your cash flow?

16

What if...?

A radioactive device (a “dirty bomb”) has been activated by terrorists. Because the force and direction of winds over the next hours are not certain, everyone within 10 miles (including your site) has been instructed that if they are inside they must stay inside for up to three days. Everyone outdoors has been instructed to go to a decontamination site.

17

What if...?

- How many of your clients have not received the official instructions because of language or other barriers?
- Are you ready to shelter and feed for three days everyone who is in your site at that moment?

18

Then what?

Before, during, and after the emergency,

- Do you know where and how to get reliable information that you need to make good decisions?

19

Then what?

After the emergency is over, the effects will still be felt.

- How will the needs of your clients change?
- What new needs in the community will you be asked to address?

20

Then what?

If an emergency makes it impossible for you to operate for a period of time (whether a week or a month),

- Do you and your staff know how you will get back up and running?

21

Impacts of Disaster on Human Services Organizations

- ☐ Interruption in Services
- ☐ Changes in Services
- ☐ Fiscal risks
- ☐ Facility damage
- ☐ Emotional health of staff
- ☐ Changes in client needs, expectations

22

Emergency Planning for Human Services Organizations

Basic Concepts

23

Emergency

an event (generally unexpected or unpredictable) that threatens life, health, and/or property, such that immediate action is required.

24

Disaster

an emergency that disrupts community functions and creates needs for individuals and/or communities, such that human services will be required.

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an emergency that disrupts community functions and **creates needs** for individuals and/or communities, such that human services will be required.

27

Hazard

a “condition with the potential for harm to the community or environment”

28

Hazards: Examples

- Earthquake
- Subsidence
- Dam Failure
- Nuclear Attack
- Drought
- Famine
- Tornado
- Landslide
- Pandemic/Epidemic
- Sand Storm
- Desertification
- Mine collapse
- Flood
- Food Shortage/ Crop Failure

29

Hazards: More Examples

- Meltdown of Nuclear Plant
- Avalanche
- Alien Invasion
- Wildfire
- Asteroid Impact
- Radioactive Waste Incident
- Tsunami
- Drought
- Biological Weapon
- Sirocco/Khamsin
- Volcanic Eruption
- Industrial Explosion
- Zombie Apocalypse
- Hurricane/Typhoon

30

Risk

the probability of a specific hazard occurrence

31

Vulnerability

characteristics of community assets that make them susceptible to damage from a given hazard

32

Impact

the consequences or effects
of a hazard on the
community and its assets

33

Impact

PROBLEMS
caused by the disaster.

34

Impacts of Disaster on Human Services Organizations

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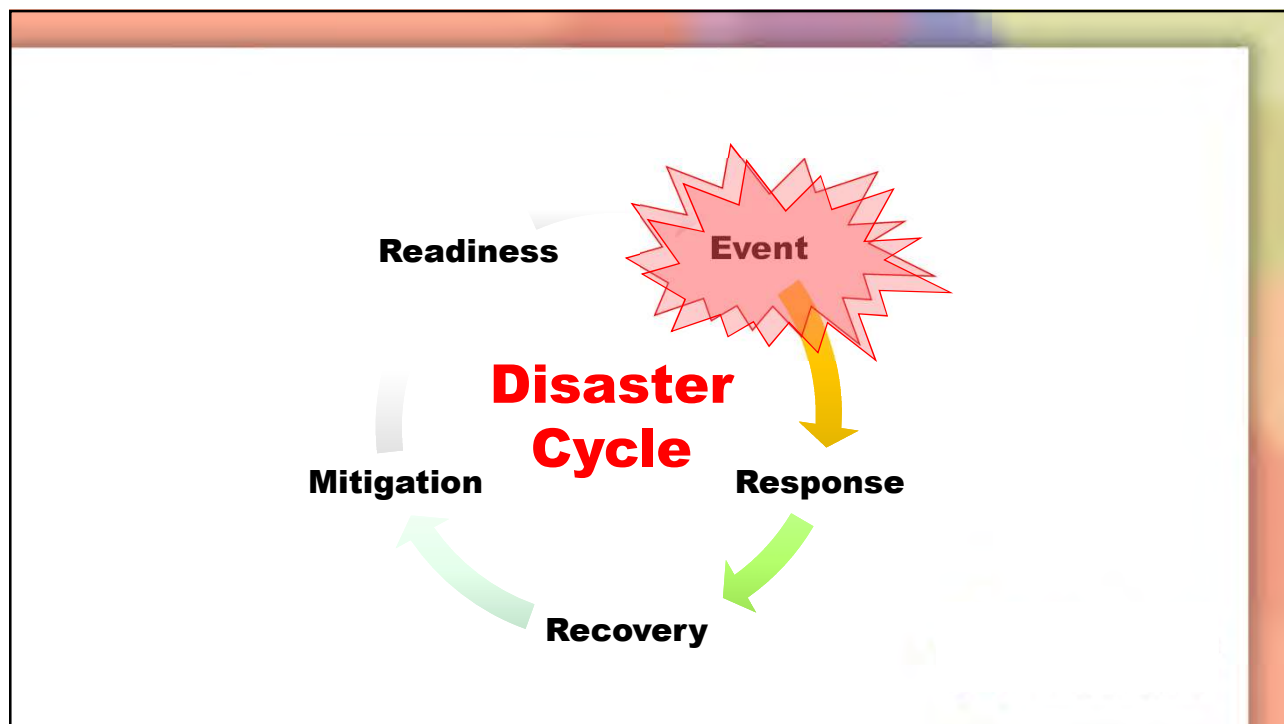
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The Role of Human Services Organizations after Disaster

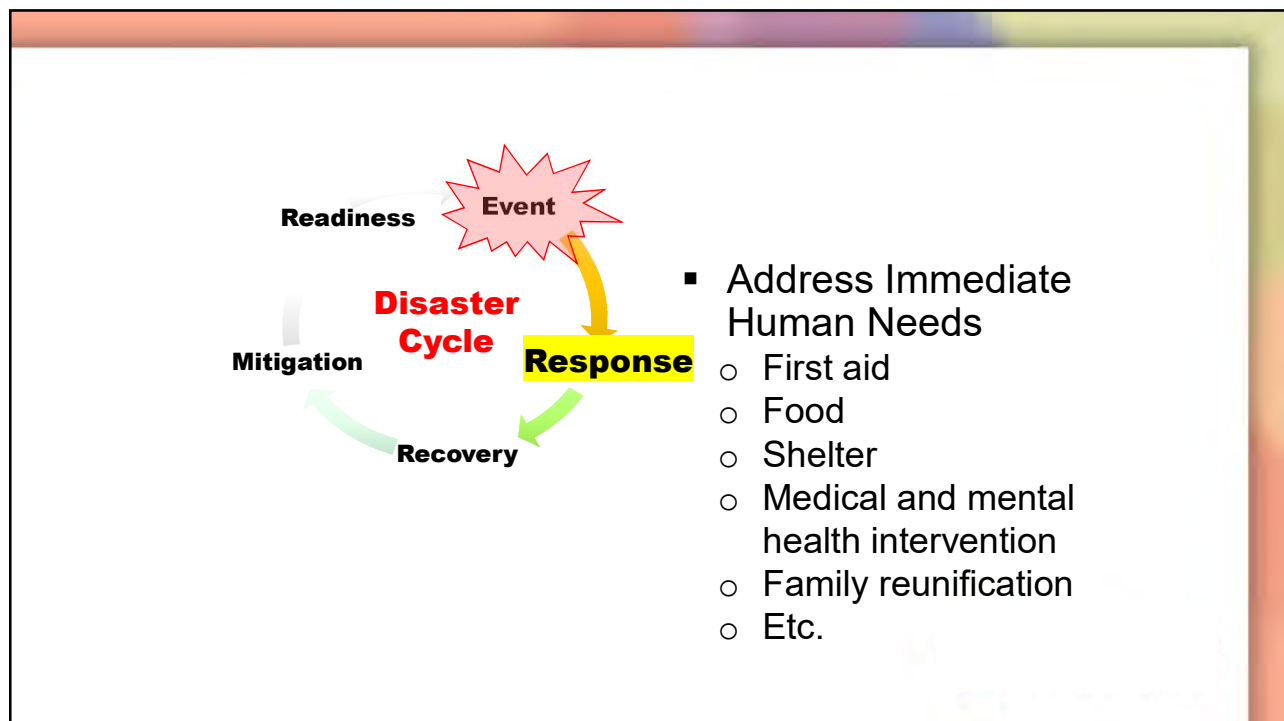
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38



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40

Disaster Response



41



- Address Longer-term Human Needs to Return to a Life that is Stable and More “Normal”
 - Stable Housing
 - Financial Security
 - Employment
 - Emotional Health
 - Etc.

42

Disaster Recovery



43



44



Disaster Readiness

45

What You Can Do to Prepare for Emergencies

- Write an Emergency Plan
- Sign up for emergency notifications
- Attend trainings
- Share readiness info with staff & clients
- Reach out in your community

46

What You Can Do to Prepare for Emergencies

- **Write an Emergency Plan**

What is a plan?

How do we plan?

Can we use a generic plan?

Can someone do it for us?



47

Steps in the Planning Process

- Step 1: Convene a Planning Team
- Step 2. Gather information
- Step 3. Draft the plan
- Step 4. Review, revise, finalize
- Step 5. Distribute and educate

48

Steps in the Planning Process

- Step 1: **Convene a Planning Team**
- Step 2. Gather information
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49

Identify a Planning Team

- Who needs to approve the members of the team?
- Who will lead the team?
- Who will be responsible for documentation and writing of the plan?
- Who should we ask to recommend team members?
- Are there other stakeholders we should include on the team?
- Are there other volunteers we should include on the team?

50

Steps in the Planning Process

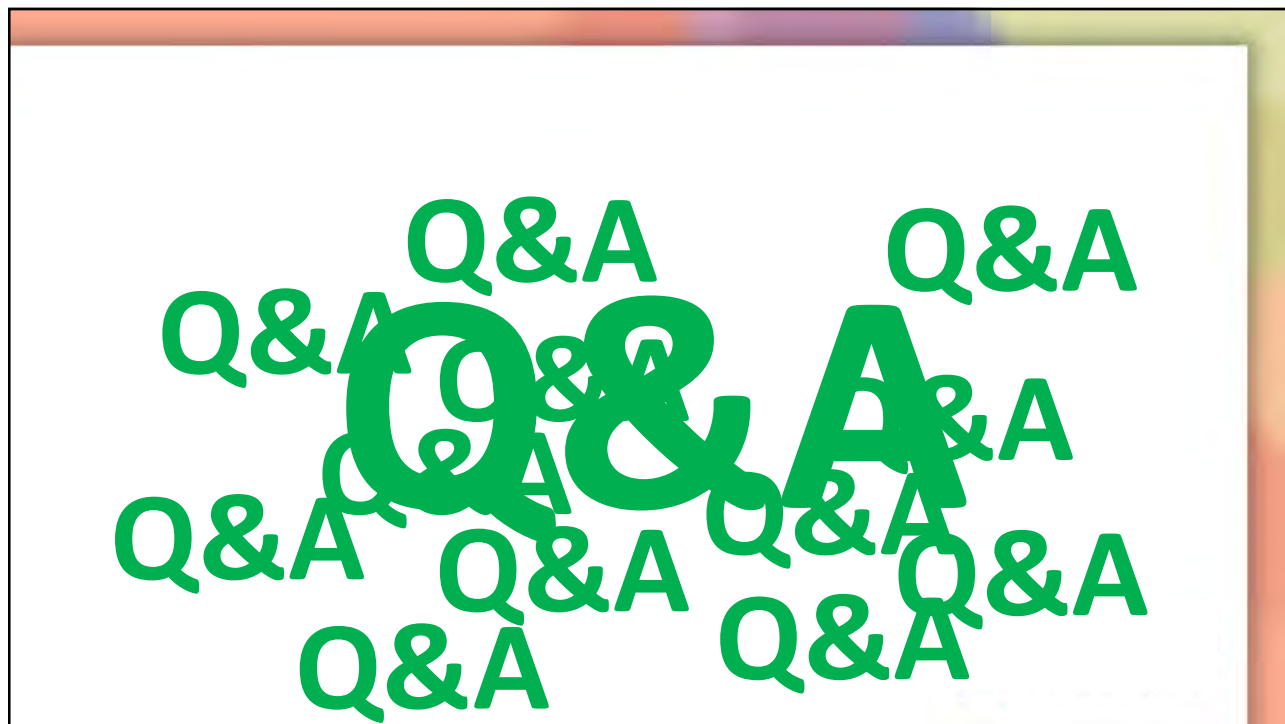
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51

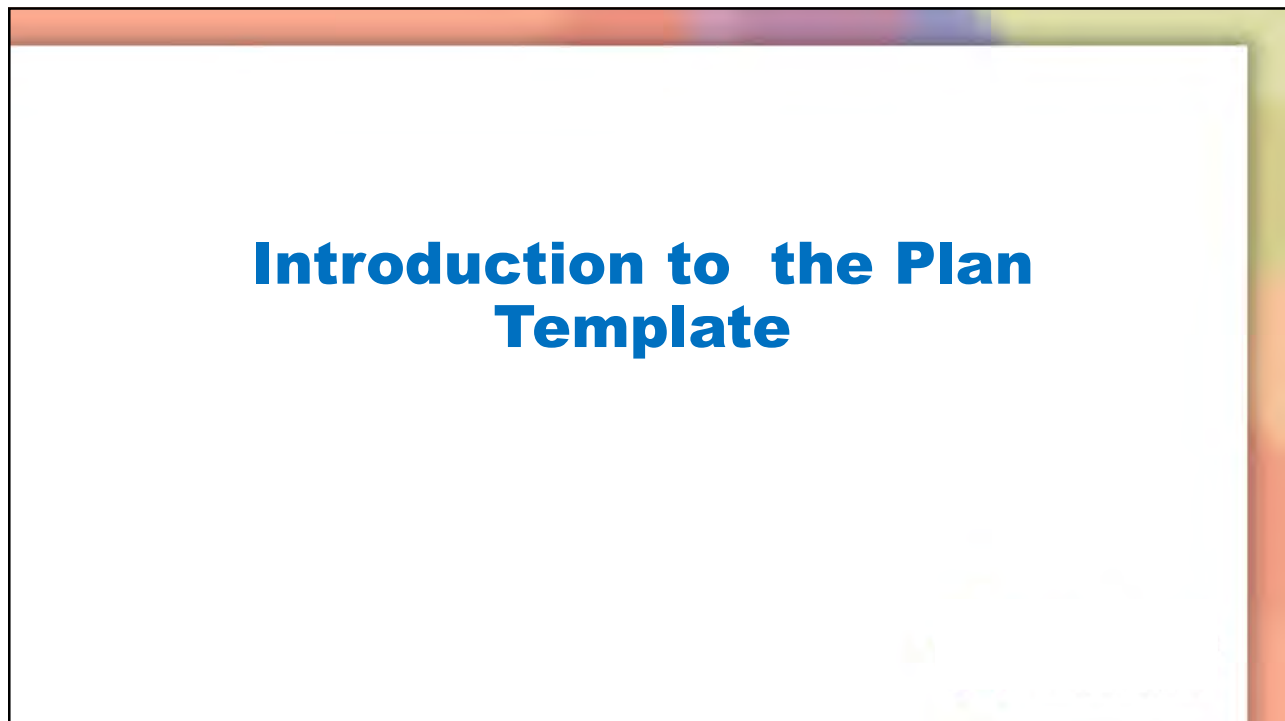
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52



53



54

How is This Template Relevant? Or Not?

- When you look at the sections included, does it seem that these cover the things you need to think about?
- Is there anything about your organization's unique situation that complicates how you could use this template?
- Is there anything you're concerned about that seems to not be addressed in the template?

55

What's in the Plan?

- Readiness
- Emergency Action
- Incident Leadership
- Continuity of Operations
- Maintaining the Plan

56

What's in the Plan?

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- **Emergency Action**
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57

An Emergency Action Plan

- outlines immediate action intended to safeguard the lives, safety, and security of staff and others.
- allows the organization to respond in a focused and effective way to emergencies.
- addresses emergencies, which may not be disasters, but pose a risk to health and safety.

58

An Emergency Action Plan

Active Shooter	Medical Emergency
Blizzard	Medical Emergency
Bomb Threat	Power Outage
Earthquake	Severe Weather
Extreme Heat	Sinkhole
Fire	Suspicious Package
Flood	Threats of Harm
Gas Leak	Tornado
Hostile Intruder	Workplace Violence
Hurricane	

59

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60

Incident Leadership

- Clear and specific line of authority
- Clear and specific goals & objectives

61

Clear and specific line of authority

- Roles and reporting relationships are identified.
- Source of decision making is transparent.

62

Clear and specific goals & objectives

- A concrete Incident Action Plan is in place.
- Implementation of plan is monitored & evaluated.

63

Clear and specific line of authority

- Incident Lead
- Management roles
- Tactical roles

64

- **Incident Lead**
Oversees and manages entire effort
- Management roles
- Tactical roles

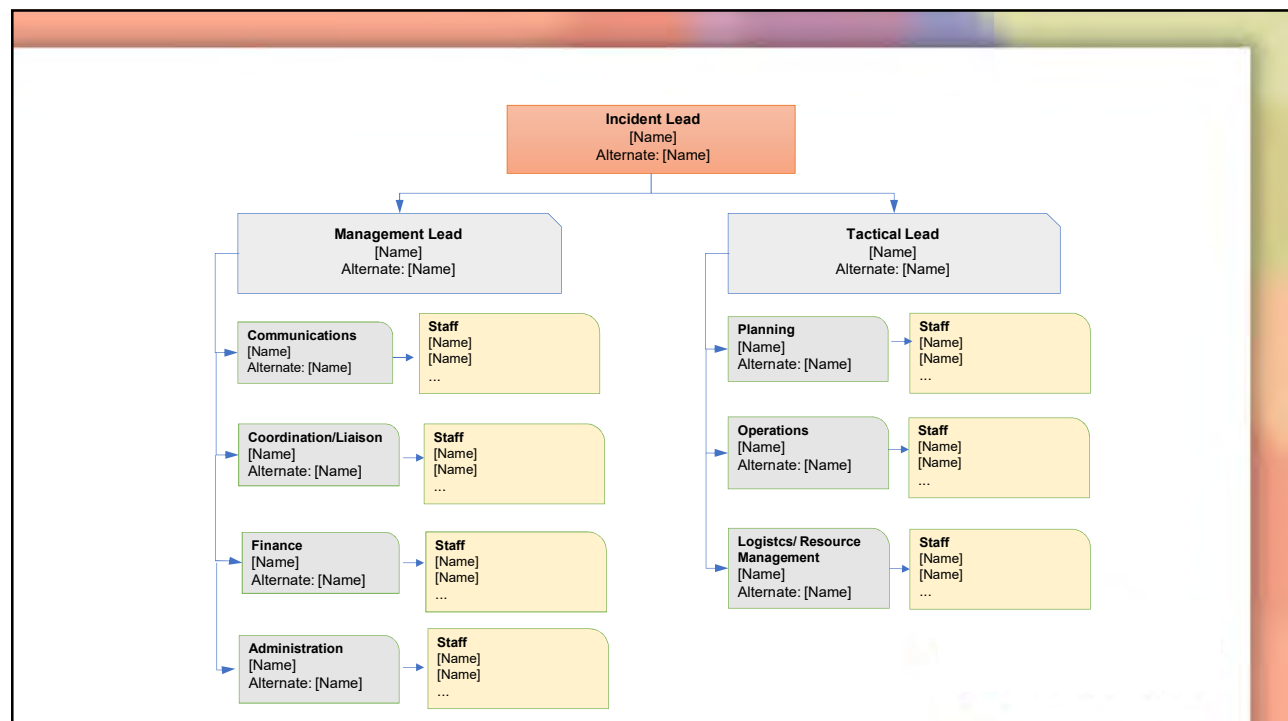
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- Incident Lead
- **Management roles**
 - Communications (including Public Information)
 - Coordination/Liaison (ensuring coordination with external stakeholders)
 - Finance
 - Admin
- Tactical roles

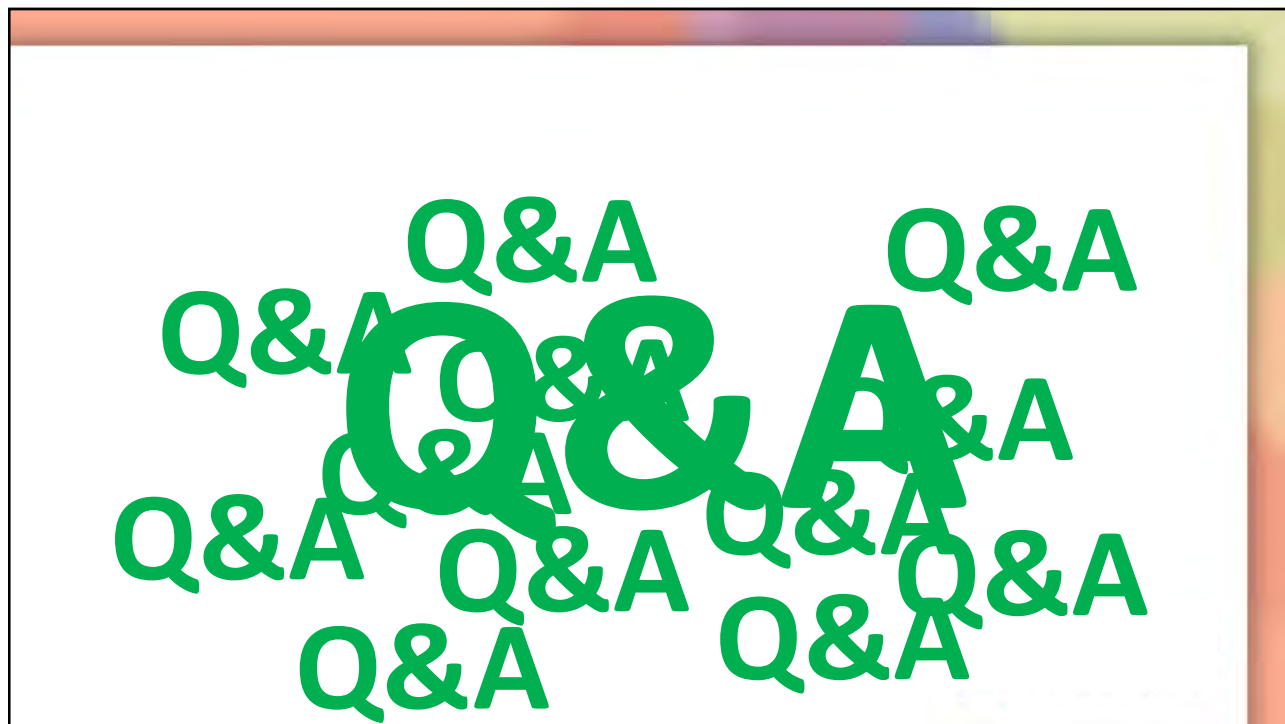
66

- Incident Lead
- Management roles
- **Tactical roles**
 - Planning: create an incident action plan and monitor implementation
 - Operations: manage tactical operations to achieve plan objectives
 - Logistics and Resource Management
 - Human Resources
 - Infrastructure
 - Equipment
 - Supplies

67



68



69

What's in the Plan?

- Readiness
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- **Continuity of Operations**
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70

Continuity of Operations Plan ("COOP")

71

Interruption of Operations

A situation that prevents the organization from pursuing its normal functions.

It may or may not occur over an extended period of time and impact multiple functions

72

Continuity of Operations

A COOP describes how the organization will restore essential functions as soon as possible after an interruption of operations.

73

Essential & Primary Functions

- Mission Essential Functions
- Primary Business Functions

74

Mission Essential Functions

the directly-related functions that you must perform to achieve your mission

75

Mission Essential Functions Helpful Questions

- How much time is spent on this?
- What are the consequences if this does not happen?
- How does it relate to the mission?
- Are there other organizations that can/do fulfill the function?
- How much specialized experience or expertise is required to successfully fulfill the function?

76

Continuity of Operations

Three parts:

- Activation
- Alternate Site Operations
- Resumption

77

Continuity of Operations

1. Activation

- Decision Process
- Alert, Notification, and Implementation
- Leadership
- Planning for Service Changes

78

Continuity of Operations

2. Alternate Site Operations

- Decision Process
- Site
- Alert, Notification, and Implementation
- Leadership

79

Continuity of Operations

3. Resumption

Resuming Individual Functions

- Description
- Strategies
- Staffing
- Time Frame
- External Stakeholders

80

Continuity of Operations

3. Resumption

Program Specific Considerations

- Staffing
- Time Frame
- External Stakeholders

81

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What You Can Do to Prepare for Emergencies

- **Write an Emergency Plan**

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86

Emergency Planning: Covid-19

What is the impact of Covid-19?

What changes in service are needed?

How will normal operations be resumed?

87

Emergency Planning: Covid-19

Child Care

What is the impact of Covid-19?

What changes in service are needed?

How will normal operations be resumed?

88

Emergency Planning: Covid-19

Meals on Wheels

What is the impact of Covid-19?

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How will normal operations be resumed?

89

Emergency Planning: Covid-19

Senior Center

What is the impact of Covid-19?

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Emergency Planning: Covid-19

Shelter for Homeless

What is the impact of Covid-19?

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92

If you ever face a significant disaster, do your best to keep up the spirits of those around you, act flexibly and creatively to help, try to sort rumors from truth, and remember that the decisions you make will have repercussions after the disaster has passed.

-Sheri Fink

93

Emergency Planning for Nonprofits

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94

