

APPENDIX 1: EMERGENCY PREPAREDNESS PLAN



This Plan is to be completed before an emergency or disaster event. When disaster hits, your community may need to take care of itself for up to three days before official assistance will arrive. This Plan can be used as a stand-alone document but the Resilient Religious Communities guide is designed to help you work through the Plan.

The Purpose of this Plan

- Help you to understand the hazards that exist in your community
- Let you know what level of risk these hazards pose to your community
- Ensure you know the emergency alerting platforms to communicate dangers and threats
- Help you to know what you can do to prepare your community, and assist those who depend on you, to cope during an emergency

Our Community

Name of religious community:	Number of members:
Location of place of worship or religious centre:	Area(s) where members live:
Telephone number:	Website:
Email:	Social media:
Parent organisation (if applicable):	

Planning Team

Name of emergency co-ordinator:
Their telephone number(s):
Their email(s):

Names, contact details and roles of planning team

1. Name	4. Name
Role	Role
Phone number(s)	Phone number(s)
2. Name	5. Name
Role	Role
Phone number(s)	Phone number(s)
3. Name	6. Name
Role	Role
Phone number(s)	Phone number(s)

It is a good idea to also have a list of back-ups in case these people aren't available

Responsible for contacting the following...

Emergency services (if required)	Name	Contact
Auckland Emergency Management (AEM)	Name	Contact
National parent religious organisation (if applicable)	Name	Contact
Community members (including volunteers)	Name	Contact
Media contact and responses	Name	Contact

What hazards might impact the community?

Use Auckland hazard viewer and knowledge of previous hazards and/or emergency events that have affected the community.

Hazard 1	Comments (risks and consequences)
Hazard 2	Comments
Hazard 3	Comments
Hazard 4	Comments
Hazard 5	Comments

Consider steps to reduce risks. If required seek advice from agencies like AEM and FENZ.

Communications

What are the best ways to communicate to your community? Are there any community language groups that need to be considered?

Channel	Details
Channel	Details
Channel	Details
Channel	Details
Channel	Details

Welfare

There may be vulnerable people/groups within your community. How will the community engage and support these groups to build their preparedness before or assist them during an emergency? (Please tick as you work through)

- Prepare a list of vulnerable people/groups in your community who are likely to require assistance
- Identify resources that your community can offer for welfare support, including the provision of essential items (funds, food, water, clothing, bedding, furniture, medical support, shelter etc)
- Develop a Household Emergency Plan with your families
- Identify steps to ensure community members are equally prepared

Community-Led Centre

During the emergency, is your centre available for use as a Community-led Centre?	Yes	No
If yes, contact AEM for guidelines on setting up	Yes	No

Resources and capability

- Compile a list of what emergency resources that might be required
- Identify all the emergency resources that you already have
- Identify community organisations and services especially those locally who might offer your community help
- Determine what further training is required to ensure emergency response capability i.e first aid, scenario exercises

This Plan needs to be communicated to the wider community if it is to be effective. The following might be ways to communicate and involve the community in the plan:

- Religious gatherings and meetings
- Notices on community notice boards
- Notice or articles in community bulletin
- Training exercises