



PODER en SALUD
**Emergency Preparedness
and Response Toolkit
for Non-Government
Non-Profit Organizations**





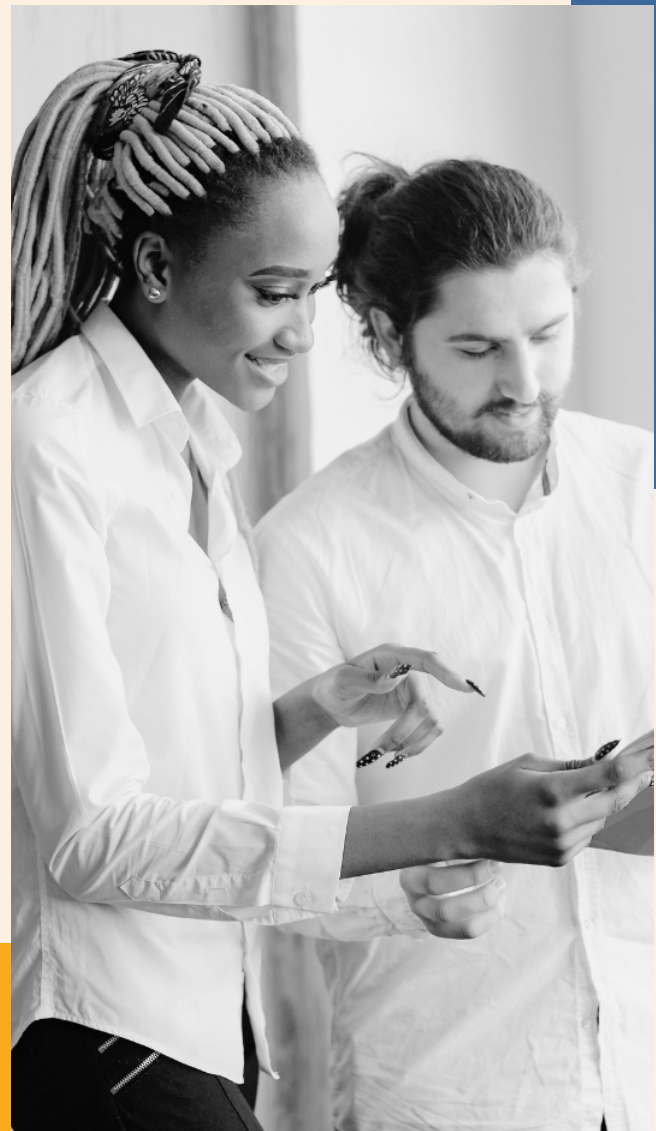
This toolkit is an interactive PDF!
We invite you to click on the titles and bolded text to
download templates and access additional resources.

Contents



The following toolkit is a product of PROCEED, Inc., NCTSTA's **PODER en SALUD (Power in Health)** COVID-19 and Latinx project. PODER en SALUD is a national CDC funded capacity-building initiative and coalition comprised of Latinx identified and/or serving organizations across the United States, Puerto Rico and the U.S. Virgin Islands equipped to respond to health and environmental disasters in their communities through the engagement of trusted community-based organizations (CBOs), tailored multicultural, multilingual communications, and the mobilization of Promotores (Latinx Community Health Workers) trained to engage community members, deliver accurate information, and link people to available community resources.

While the work of the PODER en SALUD coalition initially focused on building local capacity to mitigate the deleterious effects of COVID-19 in Latinx communities, the longer-term goal is to prepare organizations, leaders, and community members to efficiently respond to public health threats and other natural disasters or emergencies.



Introduction

This toolkit is a compilation of useful resources and emergency preparedness plan templates that nonprofit organizations can use to prepare for and respond to emergencies that affect the health and safety of their employees and constituents. The following plans and resources were adapted from pre-existing U.S. government plans, some of which have been included in this toolkit, and hyperlinked to the direct websites, for easy access.

The following toolkit items are not an exhaustive list. They are meant to guide your organization's leadership to prepare for and respond to

emergencies. It is recommended that each organization reach out to their state or local Office of Emergency Management to participate in future trainings and/or other emergency preparedness planning activities. Collaboration and communication are key for all levels of emergency management.

Thank you for considering the use of this toolkit. Taking the first step to complete these plans means that your organization values preparedness to minimize the potential negative effects of emergencies on your employees and your community.

Non-Government Organization (NGO) Emergency Planning Template

The following emergency planning template is a living document and subject to user interpretation and revisions. It is not intended to be used as a prescriptive application; however, it is to be used as a guide for your NGO's emergency planning and operating needs. The following are components of an **Emergency Response Standard Operating Guidelines (SOG) template**, which have been embedded into the same document.

The SOG template integrates emergency management concepts into emergency response for nonprofit organizations. This specific template provides general preparedness activities and guidance intended to be customized by your organizations' leadership, annually. Information can be added or omitted as the organization deems necessary.

A Continuity of Operations Plan (COOP) is included in the Emergency Response SOG template. Its purpose is to ensure that organizations have the ability to perform essential operations during various emergencies. It requires planning

and thinking through specific technological issues during a prolonged emergency, such as severe weather events.

Lastly, the Incident Command System (ICS) also included in the Emergency Operations SOG is tailored for private organizations to communicate efficiently and effectively during an emergency. Keep in mind that true emergencies will require contacting your local first responders such as law enforcement, EMTs, and fire departments. When first responders are contacted, most of the response will be assumed by them; however, effective internal communication will still be the primary responsibility of your organization's leadership.



NGO Risk Communications Plan Template



This template is a framework for non-profit organizations to effectively prepare and communicate with stakeholders during an emergency. The purpose of this plan is to prepare your organization for creating accurate, timely, and useful information to ease the concerns of employees as well as the community you serve.

NGO National Incident Management System (NIMS) Compliance

“In the United States, all emergencies regardless of size or type are local events. However, when a community’s resources are insufficient to respond to an incident, local government may call on nongovernmental organizations for assistance. Nongovernmental organizations are non-profit entities with an association that is based on interests of its members, individuals, or institutions and that is not created by government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit.”

- FEMA, 2006

The **NGO NIMS Compliance Fact Sheet** is a FEMA resource for non-governmental organizations that support the National Incident Management System (NIMS) implementation. These activities closely parallel the implementation activities that have been required of state, territorial, tribal, and local governments since 2004. If your organization wishes to complete the suggested Incident Command System (ICS) training listed in the **Recommended Trainings for NGO’s section**, this fact sheet is a valuable guide on how to comply with NIMS standards in order to effectively contribute to a community-wide approach to emergency management.

Recommended Trainings for NGOs

Click here for a list of free and self-paced courses for workforce preparedness. These training opportunities can be applied to all levels of staff to ensure effective and efficient lines of communication during an emergency.



Additional Resources and Toolkits

The following resources are additional templates available to assist with your organization's unique emergency preparedness needs. In addition to the following resources, we recommend you seek guidance from your local fire department, police department, and emergency management agency regarding active shooter procedures and fire safety procedures.

Resources for Protective Actions for Life Safety

- *Design Guidance for Shelters and Safe Rooms*- Federal Emergency Management Agency (FEMA 453)

Active Shooter Resources and Education:

English Resources:

- *Active Shooter Information Sheet (PDF)*. What to do during an active shooter event.

Spanish Resources:

- *How to Respond Booklet*
- *Active Shooter Pocket Card*
- *Active Shooter Poster*
- *Active Shooter Preparedness Video- Options for Consideration*
- *Pathway to Violence Video*



General Information for Employees:

Emergency Plan for Commuters:

Make sure you have a plan for traveling between work and home, and other commonly visited locations in case of an emergency. Before an emergency happens, list your normal and some alternative routes you can use to get to your destinations. Keep a copy of this plan in your wallet or another safe place where you can access it in the event of a disaster.

Are You Ready Guide: This comprehensive guide (available in English & Spanish) provides detailed information on how best to prepare for disasters within families and communities. Learn general disaster preparedness tips and best practices to inform your planning. [Click here](#) for resource in Spanish.

Know Your Alerts and Warnings:

When disaster strikes, know who to turn to for updates, alerts, and warnings. This guide outlines the U.S. alert and warning systems and the information you can expect to receive from each source. [Click here](#) for resource in Spanish.

Safeguard Critical Documents and Valuables. Be prepared for any disaster by safeguarding documents and valuables. This guide includes a checklist to help you prepare your documents should you need to file an insurance claim after a disaster. [Click here](#) for resource in Spanish.

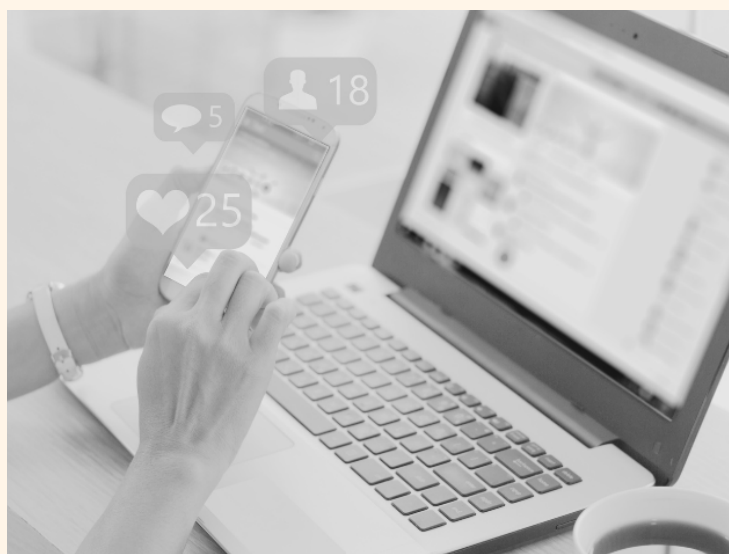
Social Media Messaging:

The Severe Weather Safety Social Media Toolkit has severe weather safety and preparedness messages you can share on your social media channels. [Click here](#) for resource in Spanish.

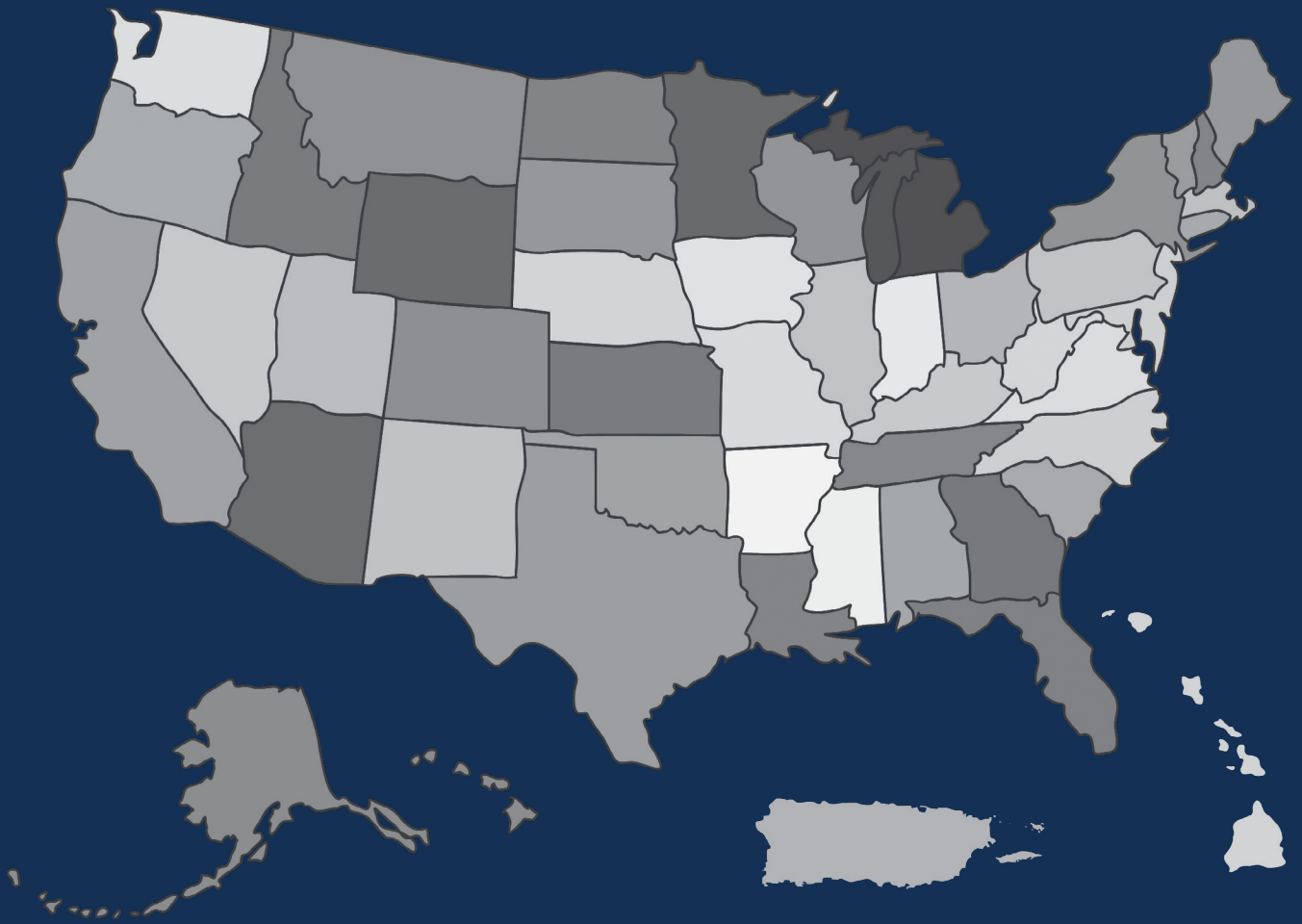
The Flood Safety Social Media Toolkit contains flood safety and preparedness messages you can share on your social media channels. [Click here](#) for resource in Spanish.

Youth Preparedness Toolkit for Social Media: The Children and Youth Preparedness Toolkit has safety and preparedness messages you can share on your social media channels. [Click here](#) for resource in Spanish.

*** The above social media messages can be used directly or customized to reach your intended audience. ***



State, Territory and Local Level Resources



Click Here for disaster response resources in your state or territory. These resources may be available to assist during an emergency large enough to affect the whole community. It may also benefit your organization to reach out to these local organizations to inquire about local trainings available.

References



The resources in this toolkit were obtained through the following sources:

1. *Ready.gov*
2. *Fema.gov*
3. *“Nonprofit Crisis Communication Template” by Bloomerang*
4. *“Continuity of Operation Plan (COOP) for Nonprofit Human Services Providers” by the Alliance for Human Services and Miami-Dade County Office of Emergency Management Plan Template*



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