

ST. CHARLES  
COUNTY



PUBLIC HEALTH

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  
(1<sup>st</sup> 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.

Discover the latest news on our efforts  
by following [@SCCHEALTH](https://twitter.com/SCCHEALTH) on Twitter  
or sign up to receive our monthly [Health e-News](#).